Vision 365 for Windows – User Guide



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1 Introduction

This document is intended to guide **Teachers** and **Students** in using the **Vision 365 Teacher** application.

1.1 Prerequisites

To use the Vision 365 Teacher application, make sure that you meet the following prerequisites:

- Office 365 Education accounts for teachers and students
- Teacher and Student applications installed
- The **Vision 365** applications allow you to use different Authenthication and Classroom providers, thus make sure that you have access to any of the following:
 - Microsoft Teams and/or Microsoft School Data Sync
 - G Suite for Education
 - Edlink
 - Netop
 - Azure

NOTE: Microsoft Teams for Education is the default authentication and classroom provider for the Vision Student and Teacher applications. For more information on Authentication and Classroom providers, refer to chapter <u>3.1 Authentication and Classroom providers in the Vision</u> <u>365 Admin guide</u>.

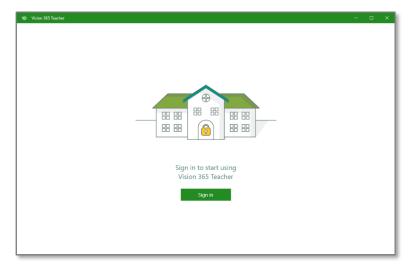
• Internet connectivity

Refer to the <u>Admin Guide</u> for more information on the prerequisites.

2 For the Teacher

To log in and start your class, proceed as follows:

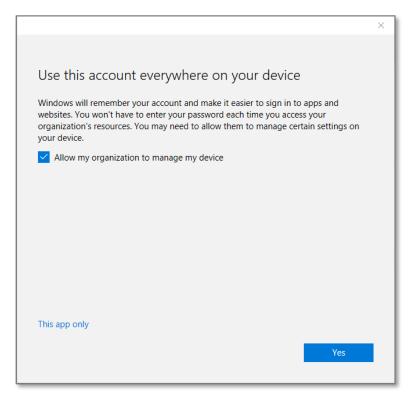
1. Start the Vision 365 Teacher application.



2. Authenticate by using your Office 365 Education credentials.

🐨 Vision 365 Teacher		- 0	×
	×		
	Let's get you signed in Work or school, or personal Microsoft account someone@example.com		
	Which account should I use? Sign in with the username and password that you use with Office 365 or other business services from Microsoft.		
	Privacy statement.		
	,		_

3. When prompted to remember credentials, if you click on **Yes**, the next time you log in, you are not asked for credentials.



4. The list of available classes from Office 365 Education is displayed. Click on the class you want to work with.

🐨 Vision 365 Teacher	-				0 - ×
	Kaitlin's classes				U
Classroom Manager					
				-	
Filter Web Lists	En	Bi	Sc	Fr	
	English	Biology	Science	French	
	Ma	Ne			
	Math	Netop learning			
Profile					
⑦ About					

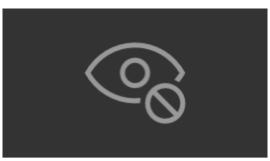
NOTE: If you did not create your classes, refer to the Create the class section of the Admin Guide.

5. The list of students is displayed, and the classroom starts.



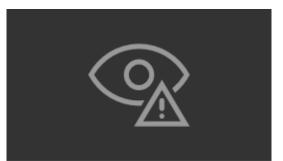
Student cards are displayed as follows:

• The student is not available:

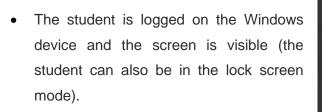


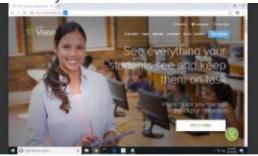
Rick Lincoln

 The student is seeing the Windows log- in screen (when unlocking the computer) or the lock screen.



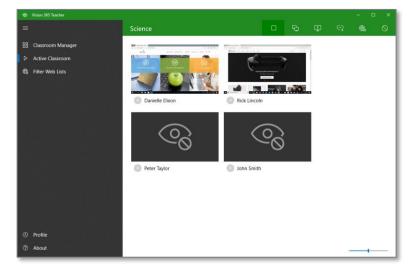






Danielle Dixon

The following figure displays the students who shared their screens and unavailable students.

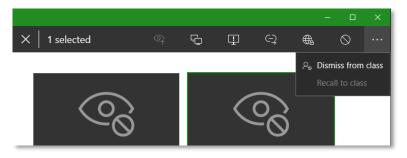


2.1 Dismiss Students from the Class

Students can be dismissed from a class so that they can join a different class.

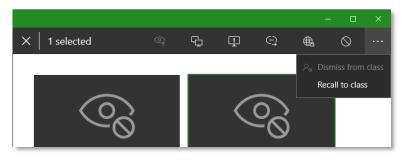
To dismiss one or more students, proceed as follows:

- 1. Select the student(s).
- 2. Click on the **See more** menu in the selection toolbar.
- 3. Click on the **Dismiss from class** button.



To recall the students to class, proceed as follows:

- 1. Select the student(s) to recall to class.
- 2. Click on the See more menu.
- 3. Click on the **Recall to class** button.



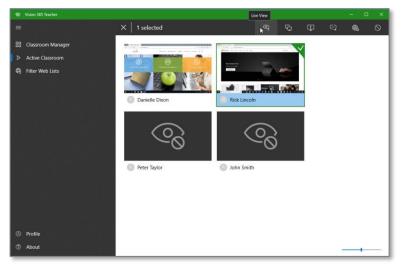
NOTE: Restarting the class resets the **dismissed** status. If students aren't in another class, they automatically join yours.

2.2 Live View

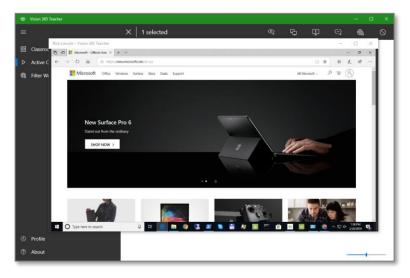
To view the student screens in real-time and in a larger window, proceed as follows:

1. Select one or more students.

2. Click on the **Live View** button from the feature-focused toolbar (visible only when at least a student is selected).



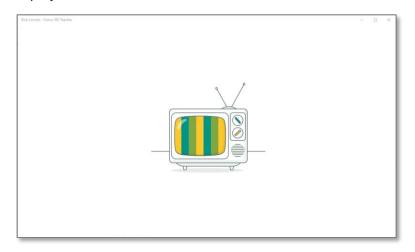
A re-sizeable window is opened, displaying the screen of the selected student(s).



You maximize a window by clicking on the D button from the Live View window. To restore its size, click on the button.

NOTE: All the **Live View** windows close when the class stops or when you click on the **Stop All** button (**S**).

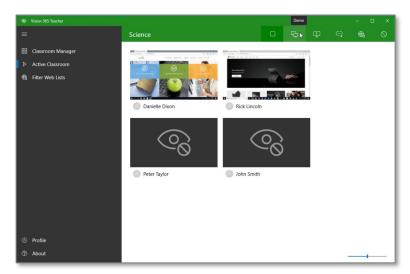
If you perform a **Live View** while the student is in the Windows login screen, the following image is displayed.



2.3 Demo Your Screen

You can present your lesson and materials on your students' devices, by sharing your screen.

To start a demonstration, click on the **Demo** (**E**) button. You can present your screen to all or a couple of selected student screens. The student(s) cannot use the keyboard and the mouse during the **Demo**.



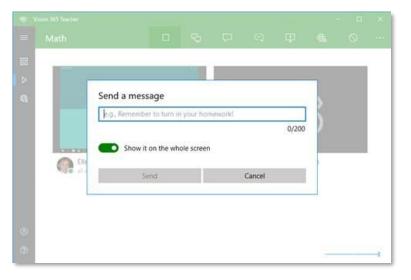
To end your demonstration and to stop sharing your screen, click on the **Demo** (\square) button.

NOTE: You stop the **Demo** feature by clicking on the **Demo** (¹) button, by stopping the class, or by clicking on the **Stop All** (¹) button.

2.4 Send a Message

To send a message to your student(s), proceed as follows:

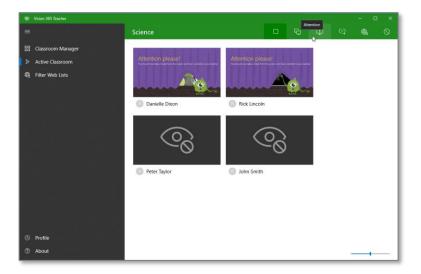
- 1. Select the student(s) you want to send a message to.
- 2. From the toolbar, select the Send a message button. The Send a message window is displayed.
- 3. Type your message (a message can be up to 200 characters). Select to send a notification or a full-screen message.
- 4. Click on the **Send** button. The student receives the message.



NOTE: The student is required to dismiss the Full-screen message to resume using the laptop.

2.5 Attention

You can force all or a couple of selected students to display an **Attention** image on their device. The image covers up the contents of their screen and disables all the keyboard and mouse input. To enable the **Attention** feature, click on the **Attention** (III) button.



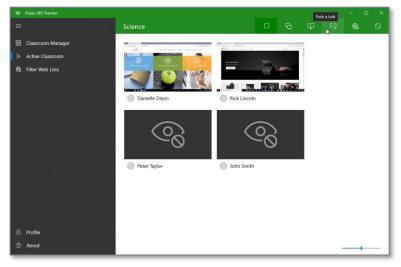
NOTE: To stop the **Attention** feature, click on the **Attention** (ID) button, stop the class, or click on the **Stop All** (ID) button.

2.6 Push a Link

You can open a specific page on student devices (i.e., www.google.com or ftp://schoolserver01).

To push a link, proceed as follows:

1. Click on the **Push a Link** (button from the toolbar.



The **Push a link** pop-up dialog is displayed.

10 Vision 365 Teacher			- 🗆 X
			⊕. ⊘
	And a second sec	_	
		Rick Lincoln	
	Send	Cancel	
	Peter Taylor	John Smith	

- 2. Type or paste a link in the input box.
- 3. Click on the **Send** button or press **Enter**. **Vision 365** opens the link in a new tab in each student's browser (the browser is not brought to the foreground).

When you type a URL in the **Push a Link** input box, **Vision 365** searches for recent sent URLs, for an easy drop-down selection of the most frequently used or previously used links.

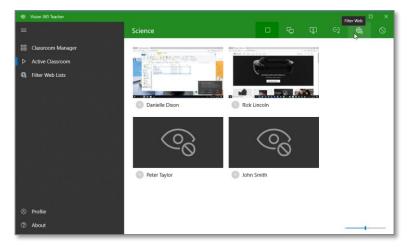
	Push a Link	
	go	×
	G Google http://google.com	Ī
O_{-}		

2.7 Filter Web

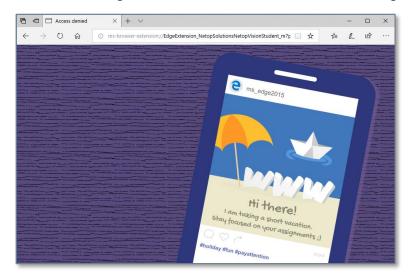
You can control student web access so that it is used only when it is appropriate in a teaching and learning situation. When the **Filter Web** feature is enabled, the student cannot navigate to any website. You can add lists with allowed sites.

To enable the Filter Web feature, proceed as follows:

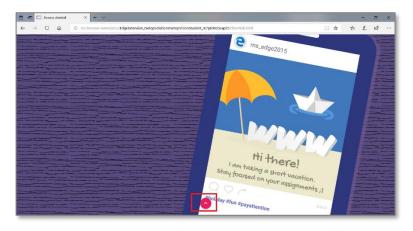
1. Click on the **Filter Web** (⁽⁾) button from the toolbar.



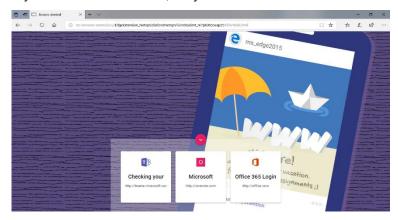
2. When loading a website, the student receives a message in the browser.



If there are **Filter Web** lists enabled, an arrow is displayed on the supported student browser, indicating that certain links are allowed.



If you click on the arrow, only the first 25 allowed links are displayed.

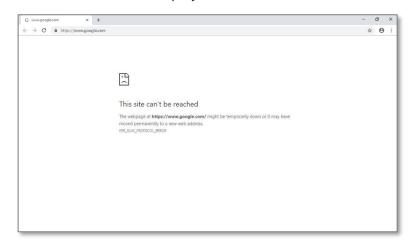


For the **Filter Web** feature to work, make sure that the **Vision 365 Student Control Component** is installed. Refer to the **Admin Guide** for more information.

Currently supported browsers:

- Microsoft Edge
- Google Chrome
- Mozilla Firefox

If the student is using an unsupported browser, a standard browser page stating that the website cannot be reached is displayed.



2.7.1 Create Filter Web Lists

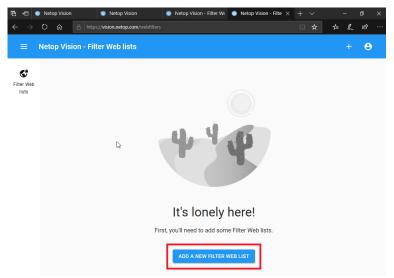
To create a Filter Web list, proceed as follows:

- 1. Open the Vision 365 Teacher application.
- 2. Click on the Filter Web lists button.
- 3. Click on the Add list button. The Vision Portal opens up in your default internet browser.

10 Vision 365 Teacher		-	۵	×
=	Filter Web Lists			
E Classrooms				
Active Classroom				
🚇 Filter Web Lists				
	It's lonely here!			
	First, you'll need to add some Filter Web lists.			
	Add list			
Ø Profile				
⑦ About				

4. Sign in to the **Vision Portal**.

5. Click on the ADD A NEW FILTER WEB LIST button.



6. To add a new **Filter Web** List, click on the **+** sign.

Netop Vision - Filter Web Lists ×	+			-	
← → C 🗎 https://vision.net	op.com			\$ D	10
	er Web Lists			•	0
Filter Web Lists	G Google productivity apps	Learnin 13 minute	g videos s ago		
Teacher Settings	 mail.google.com drive.google.com calendar.google.com maps.google.com + 12 more links 	 youtube.com lynda.com 			

The list is created automatically with a default title (e.g. New list).

NOTE: The **Add list** button and the **Add, Edit or Delete lists in Vision Portal** button automatically redirect you to the **Vision Portal**.

2.7.2 Edit a Filter Web list

• Edit Filter Web list title

To edit the title of the list, click on the **Title text** and change it to whatever you see fit.

S Netop Vision - Edit F $← → C$	Rer Web D: X + tps://wision.net.ps.com/web/filters/AWA/en/6yH2418bg/bg/bU	Ŷ		×
≡ Netop V	rision - Edit Filter Web List			M
Filter Web Lists	New list Allowed links		IMPORT	
Teacher Settings	Add a new link □ Link ↑ There are no links in this list.	Search	Q	
		of 0 <	>	

• Add a link to the Filter Web list

To add a new link, click in the **Add a new link area** and type in the link. When you finish typing, press on the **Enter** key to save the entry. You can also add a link by copying and pasting it into this area.

Neto	P Vision - Edit Filter Web Lin 🗙 🕂	- 🗆 X
$\leftarrow \ \rightarrow$	C Attps://vision.netop.com/webfilters/AWkknh6yNE41i8qp5ybU	🖈 💟 🕄 🗄
=	Netop Vision - Edit Filter Web List	Μ
Filter Web Lists	New list Allowed links	IMPORT
Teacher Settings	Add a new link Unk There are no links in this list. Rows per page	Search Q,

Once the new link is saved, the Vision Portal attempts to retrieve the icon of the URL and the Title

of the	page.		
	Edit Fiter Web Lin x +		×
≡ Net	op Vision - Edit Filter Web List		Μ
C Filter Web Lists	New list Allowed links		IMPORT
Teacher Settings	Add a new link □ Link ◆		Search Q
	G www.google.com		
	www.netop.com netop.com: Remote Control, Classroom Management, and Live Chat Solutions Netop		
	www.yahoo.com yahoo.com/ yahoo		
		Rows per page: 10 ♥	1-3 of 3 < >

2.7.3 Import multiple links

Multiple links can be inserted by clicking on the **IMPORT** button. The **Vision Portal** supports importing any **.txt** or **.csv** files, where the links are saved on separate rows.

2.7.4 Drag and drop to import links

You can drag and drop a .csv or .txt file onto the Edit Filter Web List page to add multiple links to a Filter Web list. Once dropped onto the page, each of the links in your file appears in your Filter Web list.

2.7.5 Export links

To export some or all the links in a list, select the links and click on the **Export** button.

🔘 Netop Visio	on - Edit Filter W	eblic x +		-		
$\ \ \leftrightarrow \ \ \ \ \ \ \ \ \ \ \ \ $	A https://	vision.netop.com/webfilters/AWIkk9FS8NE41i8qp53oY	☆	۵	3	
≡ N	etop Visio	n - Edit Filter Web List			M	
C Filter Web Lists	Netop Vision - Edit Filter Web List Image: Selected Image:			APOR'	т	
	2	selected	⊎	ŧ		
		Ink ↑ S	earch	Q		
	C Introductions network websites // Web/SINES/ History SINES/ Hist					
		apuontweb/fitters/WWkWS/SNE41HagsSoV				
	Netop Vision - Edit Filter Web List New list Allowed links Selected Link + G G www.google.com google.com					
← → C (Rows per page: 10 • 1-3 of 3	<	>		

If you want to select all the links in a list (even if the list contains multiple pages), you can click on the top checkbox and all the links are selected and ready for import.

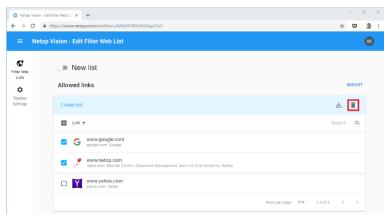
	Edit Raw We Lis X + B https://vision.netop.com/web/filenr//Wkk9/SBN/E418bgs/Sov/	Ŷ		× :
≡ Nete	op Vision - Edit Filter Web List			M
C Filter Web Lists	New list Allowed links		IMPORT	
Teacher Settings	3 selected	4		
	💟 Link 🛧	Search	Q	
	G www.google.com google.com: Google			
	view.netop.com netop.com: Remote Costrol, Classroom Management, and Live Chat Solutions Netop			
	www.yahoo.com yahoo.com: Yahoo			
	Rows per page: 10▼	1-3 of 3 <	>	

A **.csv** file is saved containing all the selected links. The name of the file is the name of the list. This is useful if you want to share your **Filter Web** list(s) with other teachers.

2.7.6 Delete links

To delete all or specific links in a list, proceed as follows:

- 1. Select the links (as explained in the Export links sub-chapter).
- 2. Click on the **Delete** button.



2.7.7 Enable/Disable the list

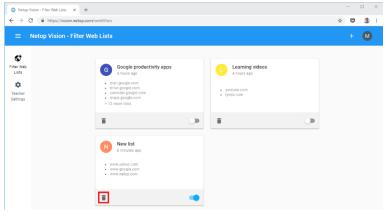
To enable or disable the list, use the toggle next to the title. This toggle is also displayed at the bottom of the list card when viewing your **Filter Web** lists.

Netop Vision - Edit Filter Web U: x +		>
← → C (https://vision.netop.com/webfilters/AWkk9FS8NE41i8qp53oY	x 🛛 🕄
≡ Neto	p Vision - Edit Filter Web List	M
Filter Web Lists	New list	IMPORT
Teacher Settings	Add a new link	Search Q
	G G www.google.com	
	netop.com Remote Control, Classroom Management, and Live Chal Solutions Netop	
	www.yahoo.com	
	Rows per page:	10 - 1-3 of 3 < >

NOTE: For the **Filter Web** feature to work in the product, make sure that the list is enabled and that the **Filter Web** button is clicked as displayed below.

2.7.8 Delete a list

To delete a list, click on the **Delete list** button.



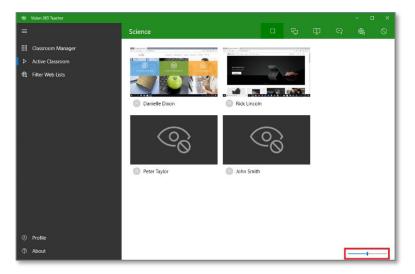
If you remove the list by mistake, an undo link is available for a couple of seconds.

 ⊘ Netop Vision - Filter Web Lists ↔ → C https://vision.m 	+ etop.com/webfilters		- • ×
\equiv Netop Vision - Fi	Iter Web Lists		+ М
Fiter Web Lists Teacher Settings	G Coogle productivity app 4 hours apo • arrise poople com • arrise po		
	Î	 Deleted the "New lis	

NOTE: When importing the file, if a list with that name already exists, a new list is created and a number is added to the list title to differentiate the lists.

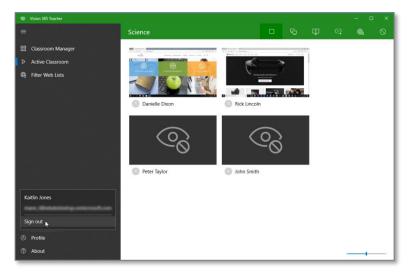
2.8 Class options2.8.1 Zoom in/out student thumbnails

To change the size of the thumbnails use the slide.



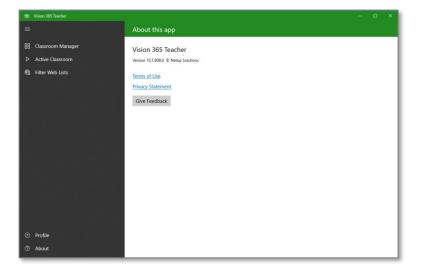
2.8.2 Sign out

To sign out of the Vision 365 Teacher application, click on Profile > Sign out.



2.8.3 About the app & providing feedback

To view information about the Vision 365 Teacher application, click on the About button.



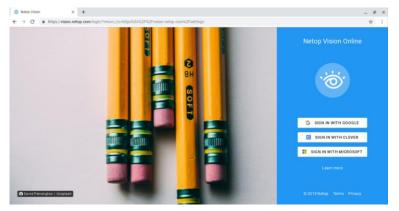
3 Vision Portal

The **Vision Portal** is a cloud-based environment that provides a simple interface to manage your **Filter Web** lists and other Teacher settings that you can adjust during preparation time.

3.1.1 Login

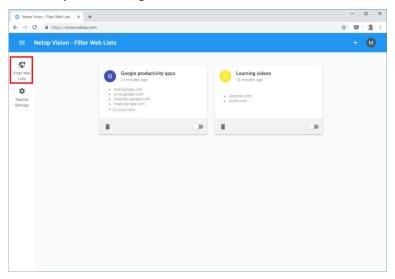
To log in to the Vision Portal, proceed as follows.

- 1. Go to vision.netop.com.
- 2. Log in using your teacher credentials.



3.1.2 Manage your Filter Web lists

To view your existing lists, click on the Filter Web Lists button.



3.2 Teacher settings

From the Vision Portal, Teachers can configure the following class behavior settings:

- Automatically start classes after openning them Enables or disables the option.
- Stop a started class after a set period of time (up to 2 hours)
- Change the visual theme for the Student app between Stylish or Cute

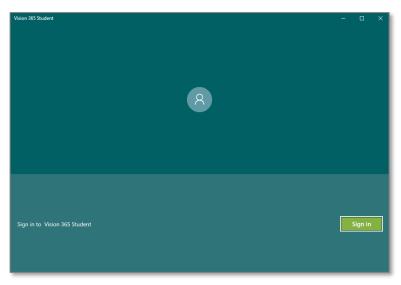
=	Netop Vi	sion - Teacher settings		θ
Filter Web lists		Class behavior		
¢ Teacher		Automatically start classes after opening them		
settings		Stop a started class	never 👻	
		Visual theme for the student app	Cute 👻	
		 Setting changes take a few moments to propagate. Domain admins may override and disable certain options. 		

4 For the Student

4.1 Log in and join the class

To log in and join the class, proceed as follows:

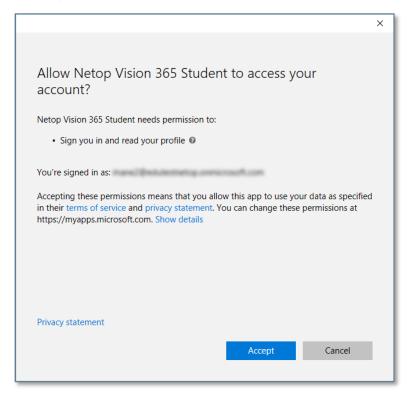
- 1. Start the Vision 365 Student application.
- 2. Click on the **Sign in** button.



3. Log in by using your Office 365 student credentials.

Let's get you signed in		
Let's get yeu signed in		
Work or school, or personal Micros	oft account	
someone@example.com		
Which account should I use?		
Sign in with the username and passv	word that you use with Office 26	5 or other business
bigh in that the abername and passi	word that you use with Office 50	of other business
services from Microsoft.	word that you use with Office So	o of other busiless
	word that you use with Office So	of other business
	word that you use with Office so	
	word that you use with Onice so	
	word that you use with Onice so	
services from Microsoft.	word that you use with office so	
services from Microsoft.		
		Back

4. If this is the first time you are signing in using the user on that device, you are prompted to accept the permissions.



5. When prompted to remember credentials, if you click on **Yes**, next time you log in you aren't asked for credentials.

	×
Use this account everywhere on your device	
Windows will remember your account and make it easier to sign in to apps and websites. You won't have to enter your password each time you access your organization's resources. You may need to allow them to manage certain settings on your device.	
Allow my organization to manage my device	
This app only	
Yes	
Yes	

6. The student application automatically starts looking for the classes it is a part of.



7. Once a class the student is a part of started, the user interface changes, informing the student about this. The name of the class and teacher is displayed.



5 FAQ 5.1 Logs

Make a zip file with the files located in the locations below:

• Student logs

%LOCALAPPDATA%\Packages\NetopSolutions.NetopVisionStudent_m7p600ccwap2t\L ocalCache\BackgroundLog\

(e.g.

c:\Users\<user>\AppData\Local\Packages\NetopSolutions.NetopVisionStudent_ m7p600ccwap2t\LocalCache\BackgroundLog\)

%LOCALAPPDATA%\Packages\NetopSolutions.NetopSolutions.NetopVisionStudent_ m7p600ccwap2t\LocalCache\MainLog\

(e.g.

```
c:\Users\<user>\AppData\Local\Packages\NetopSolutions.NetopSolutions.Neto
pVisionStudent_m7p600ccwap2t\LocalCache\MainLog\)
```

• Teacher logs

%LOCALAPPDATA%\Packages\NetopSolutions.VisionTeacher_m7p600ccwap2t\LocalC ache\BackgroundLog\

(e.g.

```
c:\Users\<user>\AppData\Local\Packages\NetopSolutions.VisionTeacher_m7p60
0ccwap2t\LocalCache\BackgroundLog\)
```

```
%LOCALAPPDATA%\Packages\NetopSolutions.VisionTeacher_m7p600ccwap2t\LocalC
ache\MainLog\
```

(e.g.

```
c:\Users\<user>\AppData\Local\Packages\NetopSolutions.VisionTeacher_m7p60
0ccwap2t\LocalCache\MainLog\)
```

5.2 How to log in with a different user if I chose to store my credentials with Windows

To log in with a different user, proceed as follows:

- 1. Log out from the teacher or student application.
- 2. Go to Settings > Accounts > Email & app accounts.
- 3. Click on the Manage button for the account you want to disconnect from.

Dø	- 🗆 ×
Email & app accounts	
Email, calendar and contacts	Set up and manage accounts
+ Add an account	To change an account name, delete an account, or sync an account with another device, select your account, and then select Manage.
	Get more info about how to create an accouunt
Accounts used by other apps	
Add a Microsoft account	Do you have a question?
nare, (Beddettedg.coniccust.con	Get help
Workplace or school account Microsoft apps can sign me in	Make Windows better
Manage	Give us feedback
Microsoft account	
	Email & app accounts Email, calendar and contacts Add an account Add an account Add an Accounts used by other apps Add a Microsoft account Microsoft account Microsoft apps can sign me in

4. Click on the **Sign out everywhere** button.

Access Panel Profile × +		- D ×
C & https://account.activedirectory.wind	iowsazure.com/r/#/profile	x 0 3 :
Microsoft		Q 8
Profile		
8	Email: Phone: Office:	Manage account Charge password Set up set service password reset Review terms of use Sign out everywhere
		Privacy Scoules, Terms of use (help: Feedback, G3218 Mursuel)

5. Go back to the application and log in again. You now have the option of adding a different account.

	×
Let's get you signed in	
Use another account	