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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 Authentication 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 [3.1 Authentication and Classroom providers in the Vision 365 Admin guide](#).

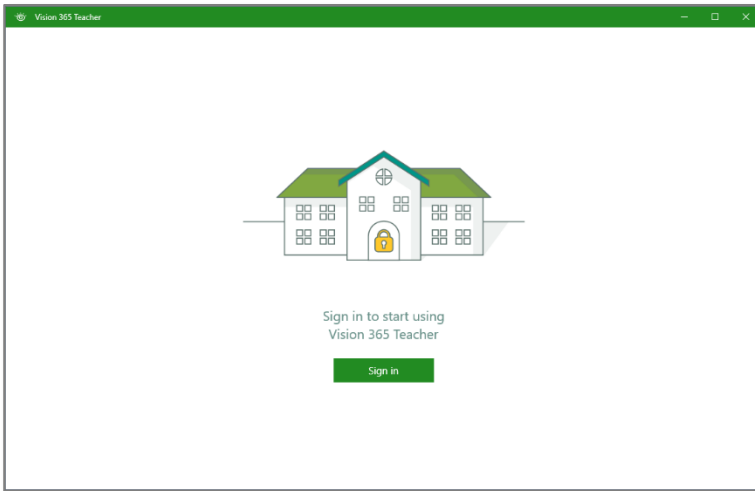
- Internet connectivity

Refer to the [Admin Guide](#) for more information on the prerequisites.

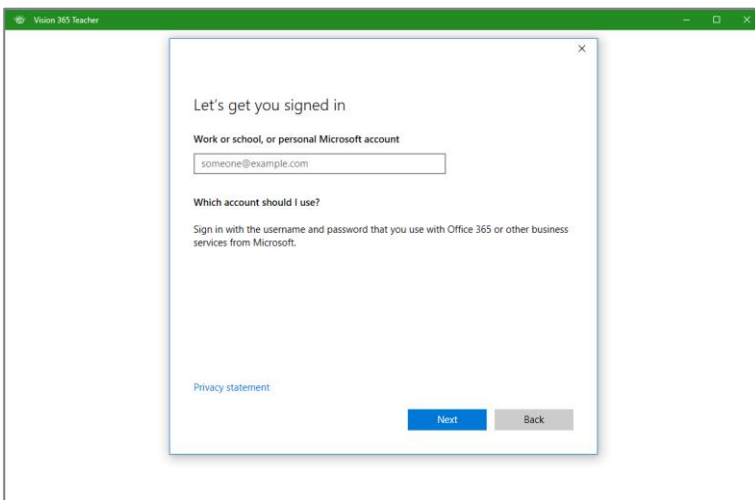
2 For the Teacher

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

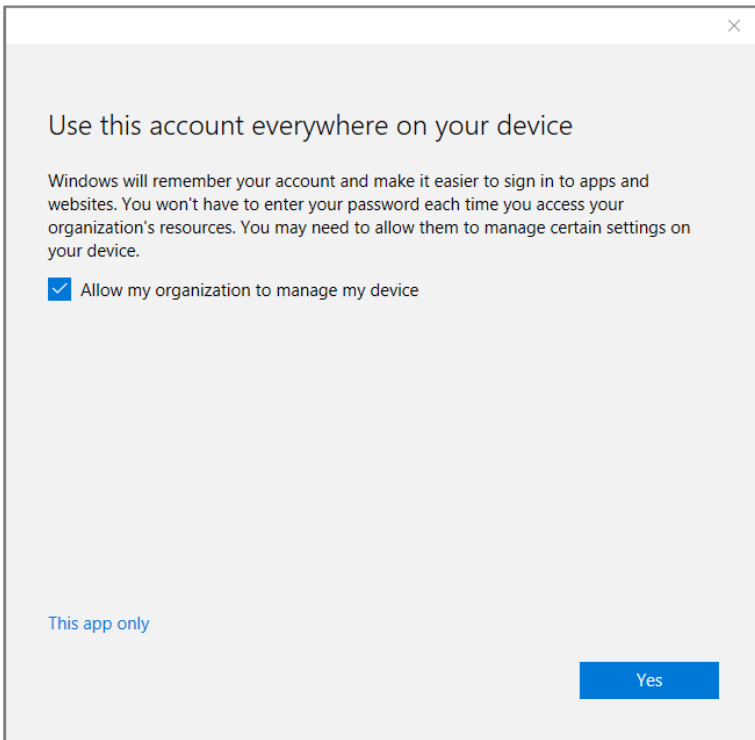
1. Start the **Vision 365 Teacher** application.



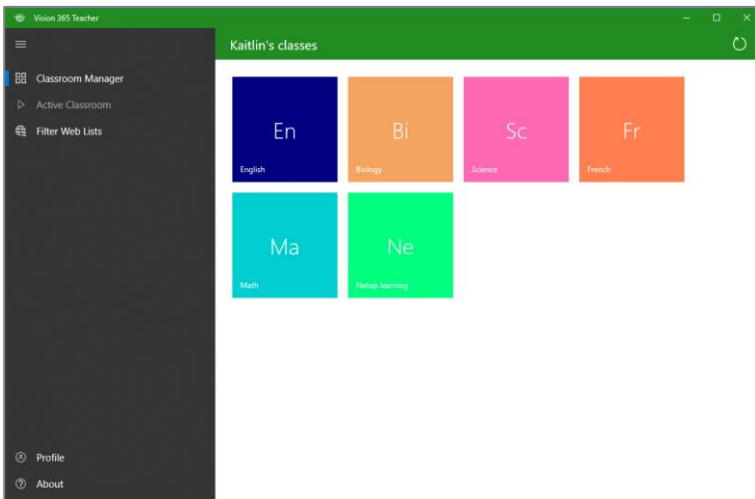
2. Authenticate by using your Office 365 Education credentials.



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

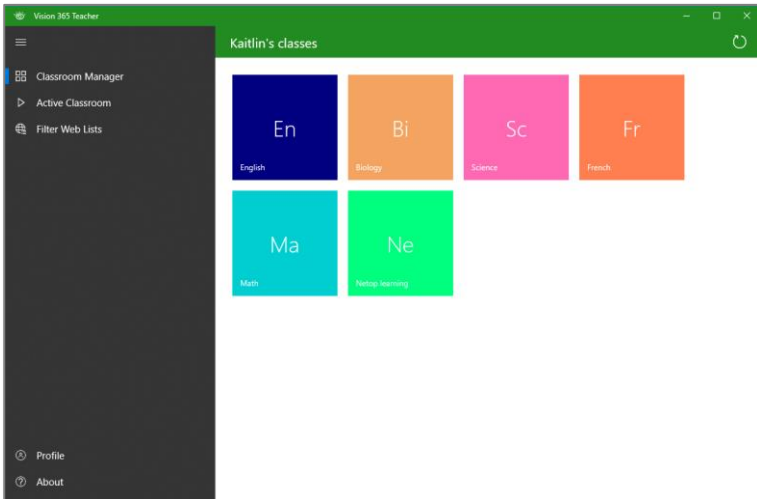


- The list of available classes from Office 365 Education is displayed. Click on the class you want to work with.



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.



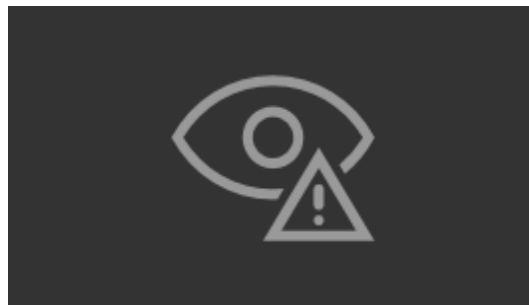
Student cards are displayed as follows:

- The student is not available:



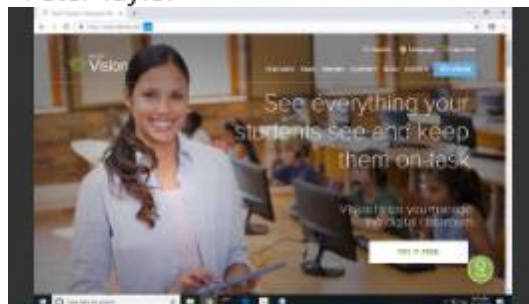
Rick Lincoln

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



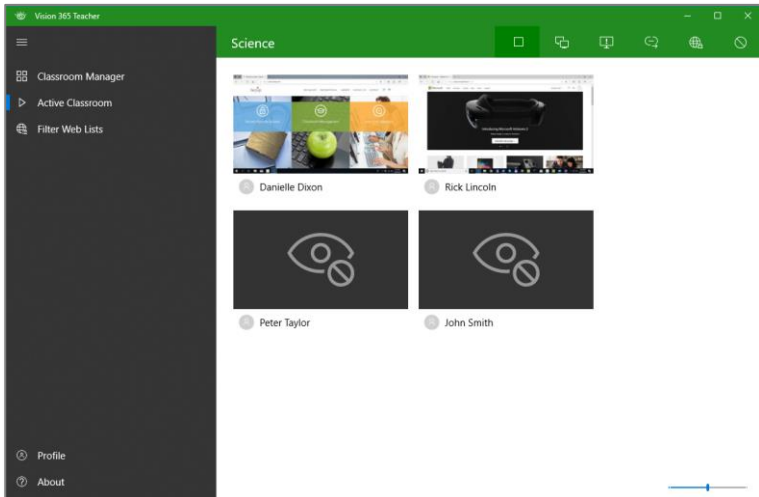
Peter Taylor

- The student is logged on the Windows device and the screen is visible (the student can also be in the lock screen mode).



Danielle Dixon

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

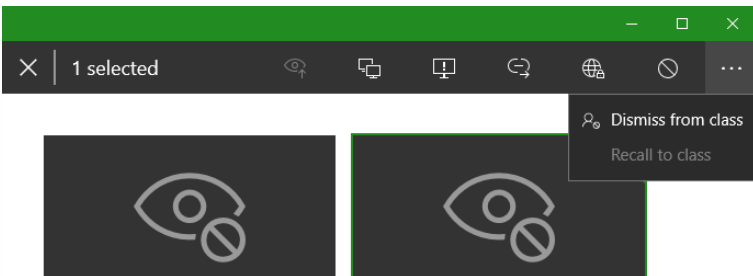


2.1 Dismiss Students from the Class

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

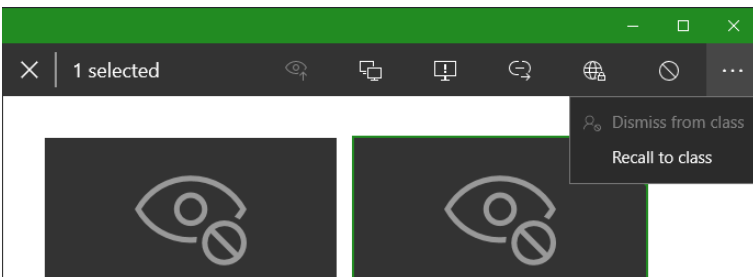
To dismiss one or more students, proceed as follows:

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.

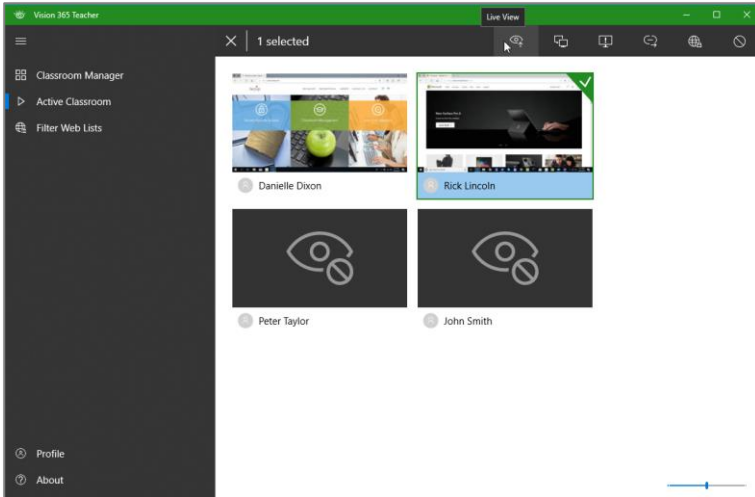


NOTE: Restarting the class resets the **dismissed** status. If students aren't in another class, they automatically join yours.

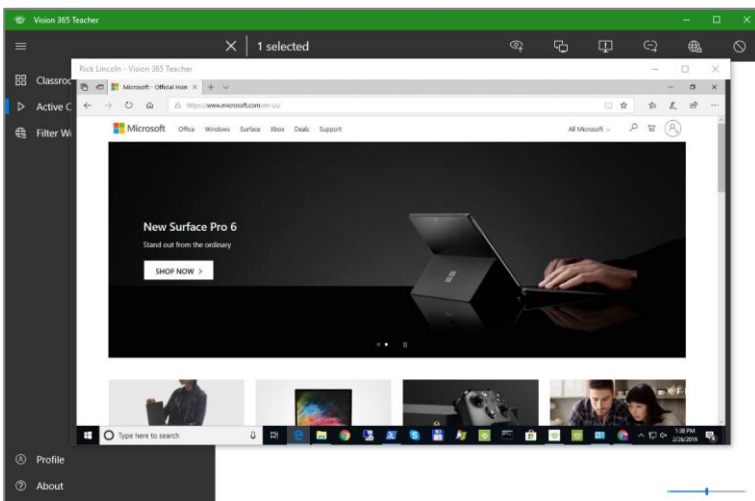
2.2 Live View



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).



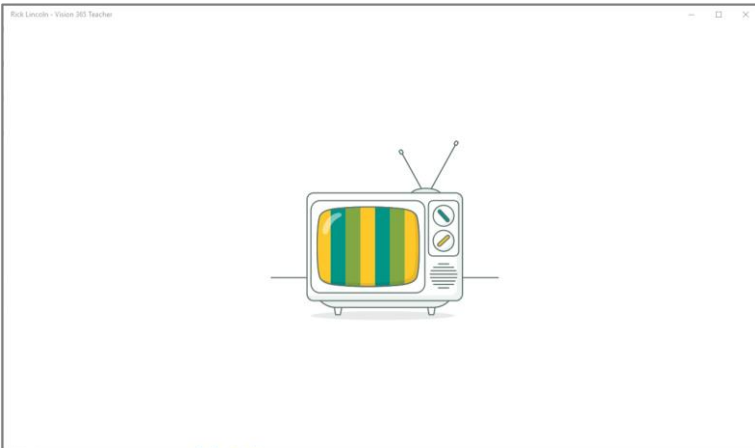
A re-sizeable window is opened, displaying the screen of the selected student(s).



You maximize a window by clicking on the  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 .

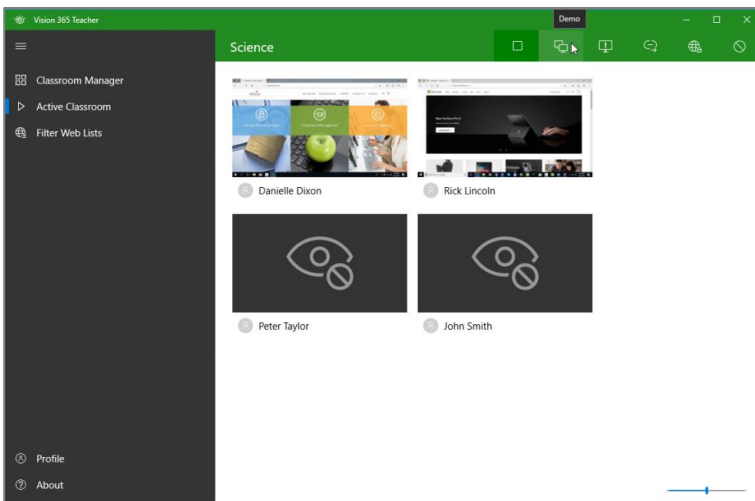
If you perform a **Live View** while the student is in the Windows login screen, the following image is displayed.



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** (🖥️) 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**.



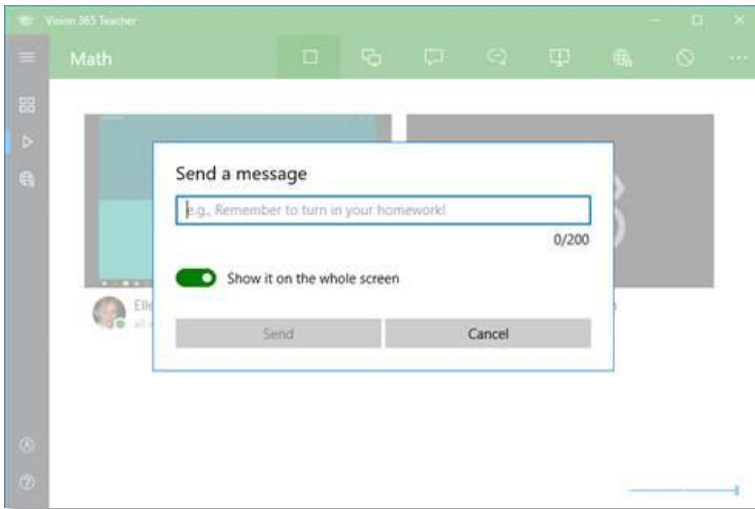
To end your demonstration and to stop sharing your screen, click on the **Demo** (🖥️) button.

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

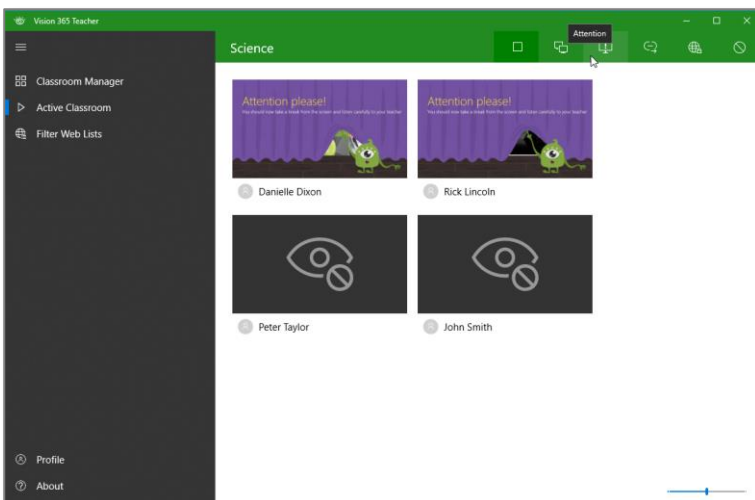


NOTE: The student is required to dismiss the Full-screen message to resume using the laptop.

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** (📢) button.



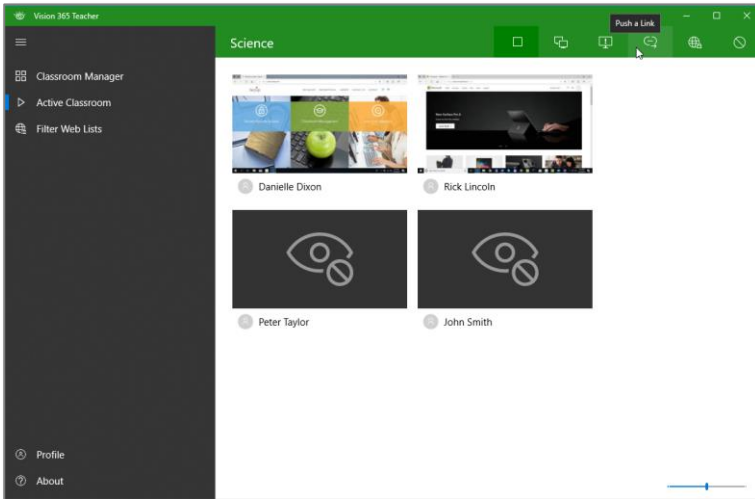
NOTE: To stop the **Attention** feature, click on the **Attention** (📢) button, stop the class, or click on the **Stop All** (🛑) button.

2.6 Push a Link

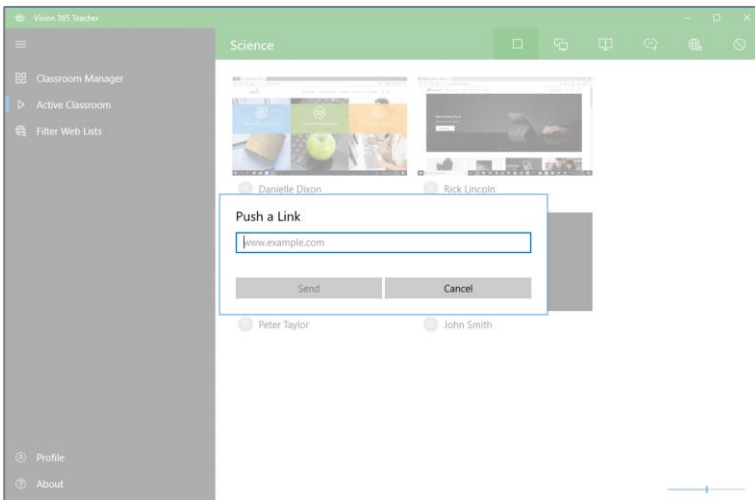
You can open a specific page on student devices (i.e., www.google.com or <ftp://schoolserver01>).

To push a link, proceed as follows:

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

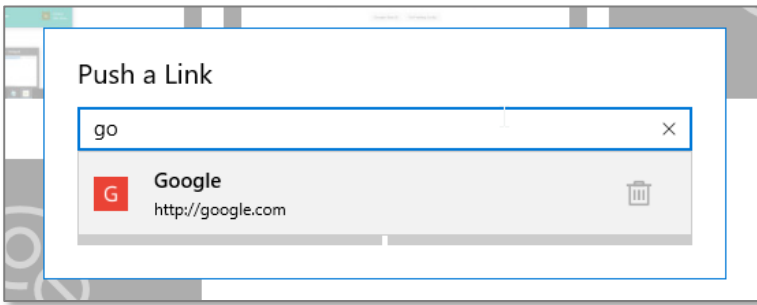


The **Push a link** pop-up dialog is displayed.



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.

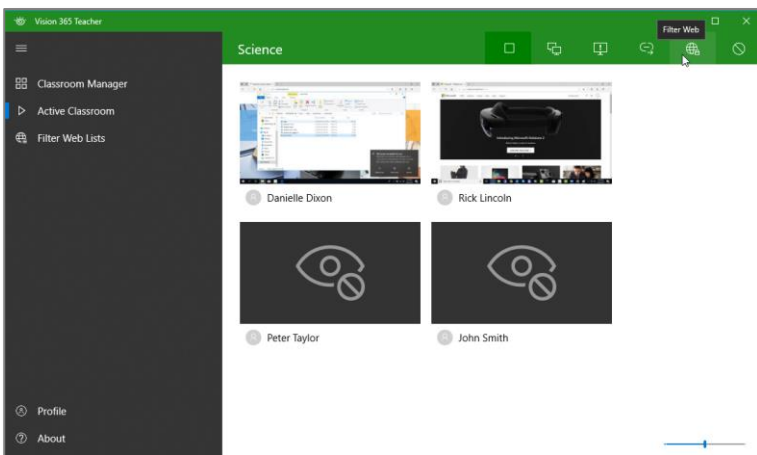


2.7 Filter Web

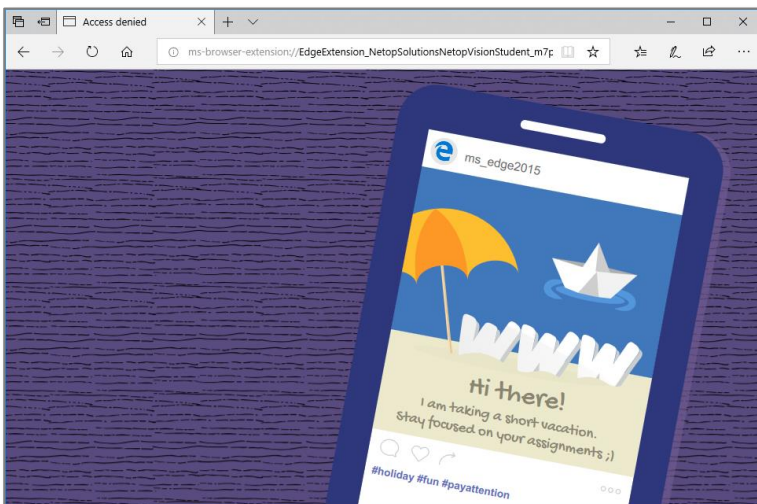
You can control student web access so that it is used only when it is appropriate in a teaching and learning situation. When the **Filter Web** feature is enabled, the student cannot navigate to any website. You can add lists with allowed sites.

To enable the **Filter Web** feature, proceed as follows:

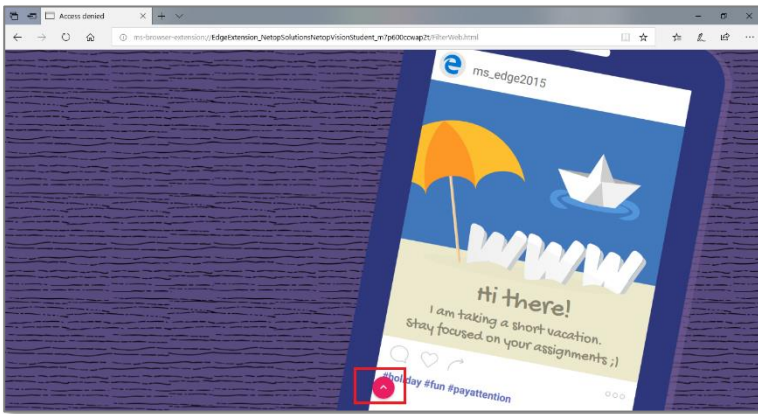
1. Click on the **Filter Web** (🌐) button from the toolbar.



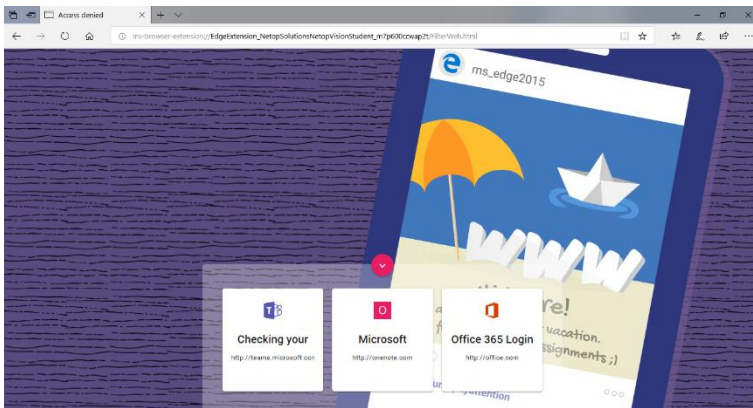
2. When loading a website, the student receives a message in the browser.



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.

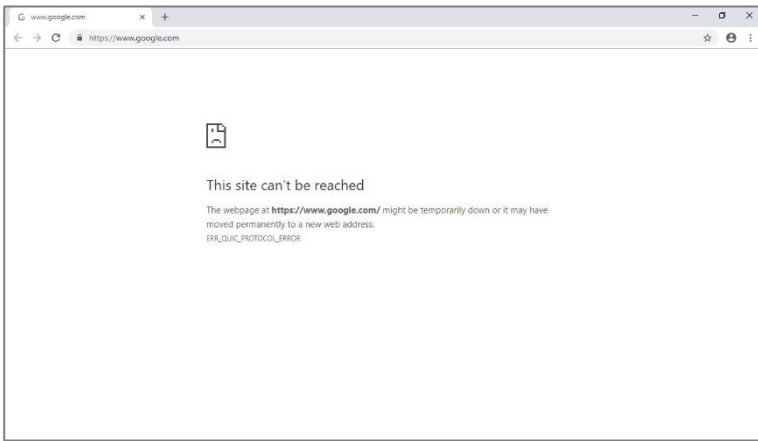


For the **Filter Web** feature to work, make sure that the **Vision 365 Student Control Component** is installed. Refer to the **Admin Guide** for more information.

Currently supported browsers:

- Microsoft Edge
- Google Chrome
- Mozilla Firefox

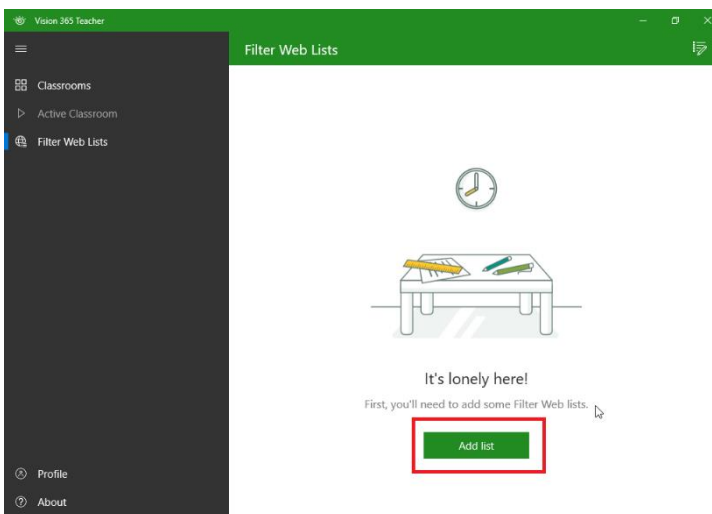
If the student is using an unsupported browser, a standard browser page stating that the website cannot be reached is displayed.



2.7.1 Create Filter Web Lists

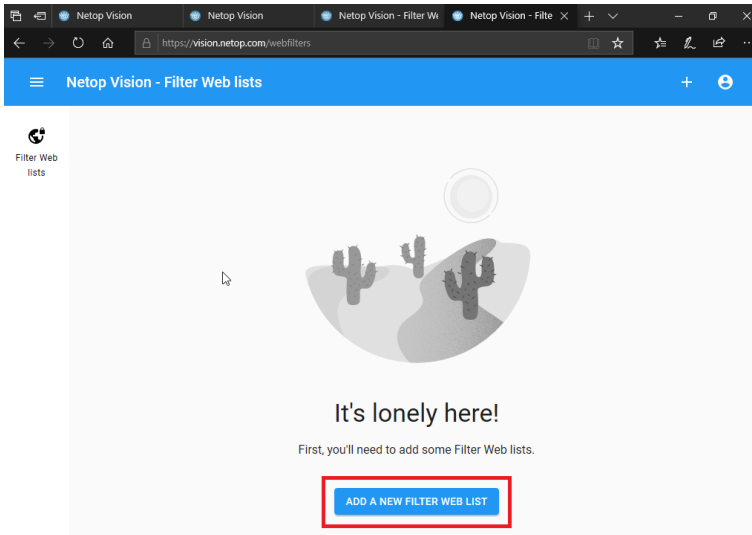
To create a **Filter Web** list, proceed as follows:

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.

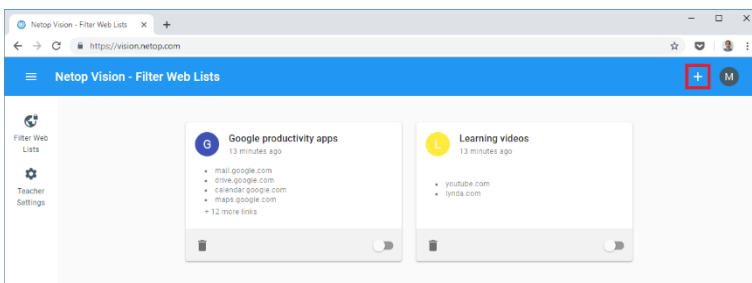


4. Sign in to the **Vision Portal**.

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



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



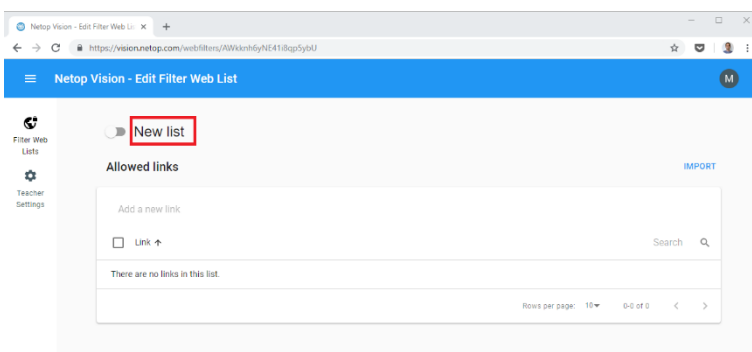
The list is created automatically with a default title (e.g. New list).

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

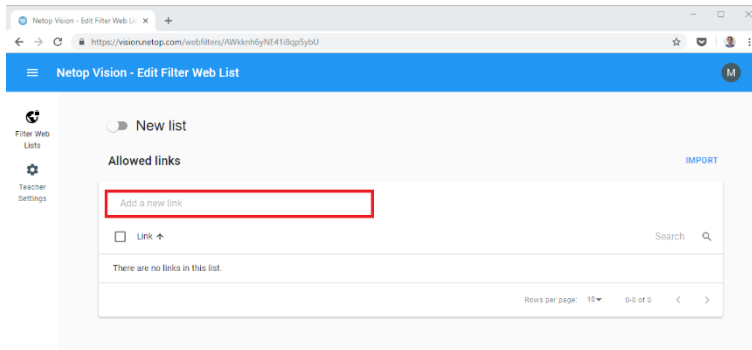
- **Edit Filter Web list title**

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

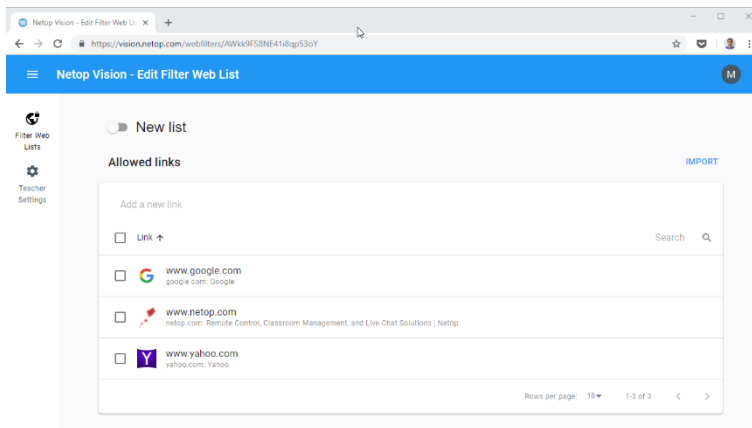


- [Add a link to the Filter Web list](#)

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.



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



2.7.3 Import multiple links

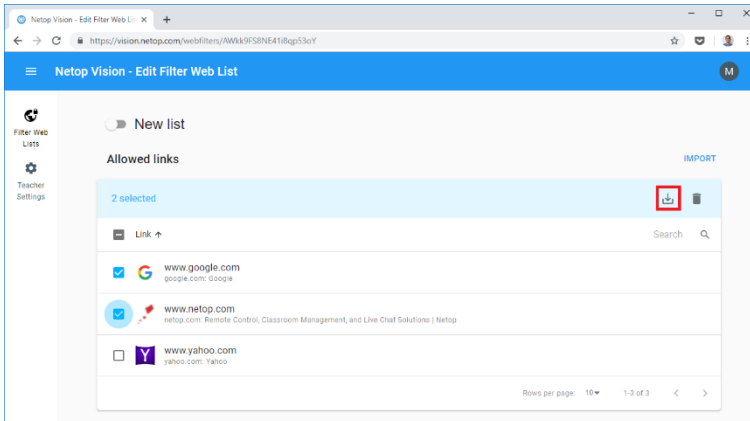
Multiple links can be inserted by clicking on the **IMPORT** button. The **Vision Portal** supports importing any **.txt** or **.csv** files, where the links are saved on separate rows.

2.7.4 Drag and drop to import links

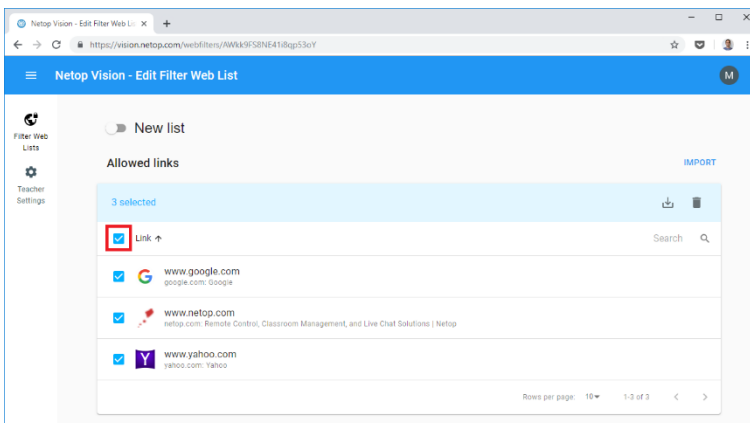
You can drag and drop a **.csv** or **.txt** file onto the **Edit Filter Web List** page to add multiple links to a **Filter Web** list. Once dropped onto the page, each of the links in your file appears in your **Filter Web** list.

2.7.5 Export links

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



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.

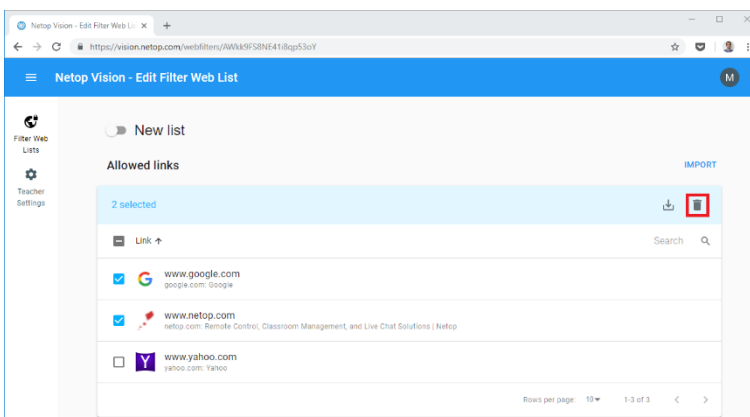


A **.csv** file is saved containing all the selected links. The name of the file is the name of the list. This is useful if you want to share your **Filter Web** list(s) with other teachers.

2.7.6 Delete links

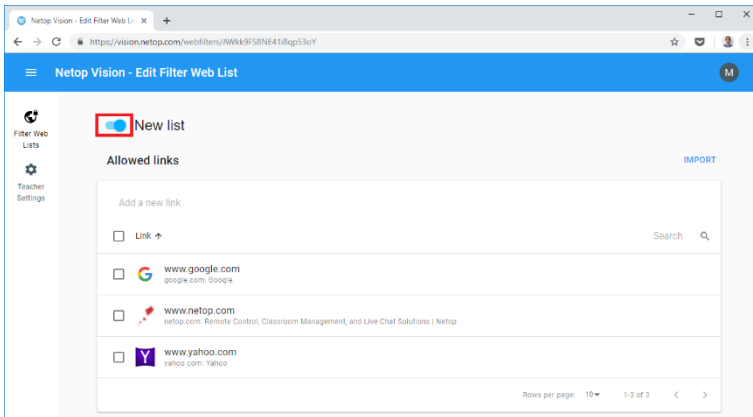
To delete all or specific links in a list, proceed as follows:

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

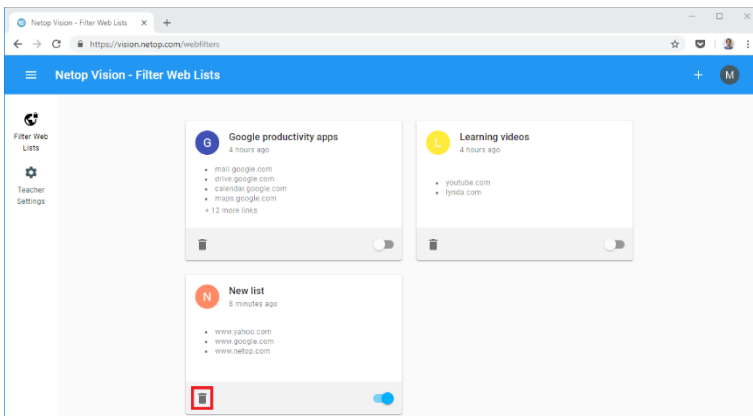
To enable or disable the list, use the toggle next to the title. This toggle is also displayed at the bottom of the list card when viewing your **Filter Web** lists.



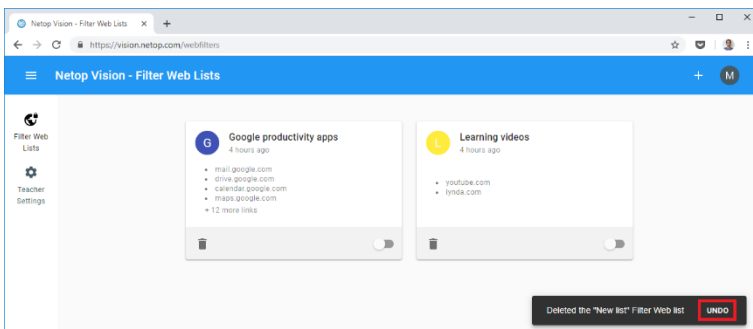
NOTE: For the **Filter Web** feature to work in the product, make sure that the list is enabled and that the **Filter Web** button is clicked as displayed below.

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.

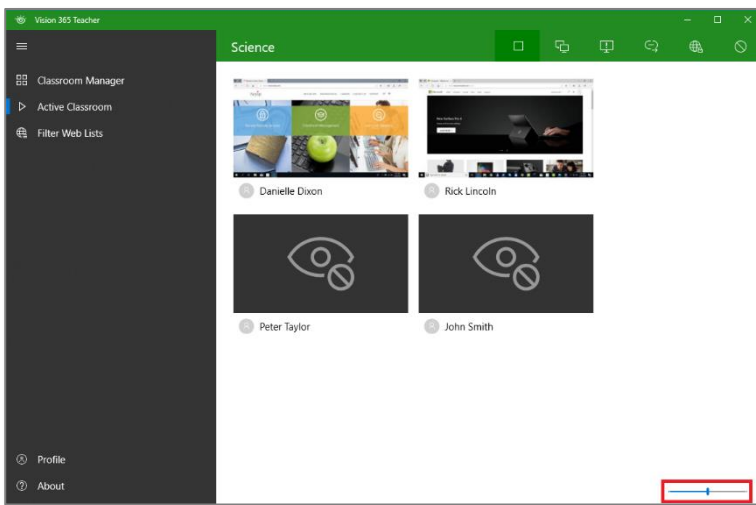


NOTE: When importing the file, if a list with that name already exists, a new list is created and a number is added to the list title to differentiate the lists.

2.8 Class options

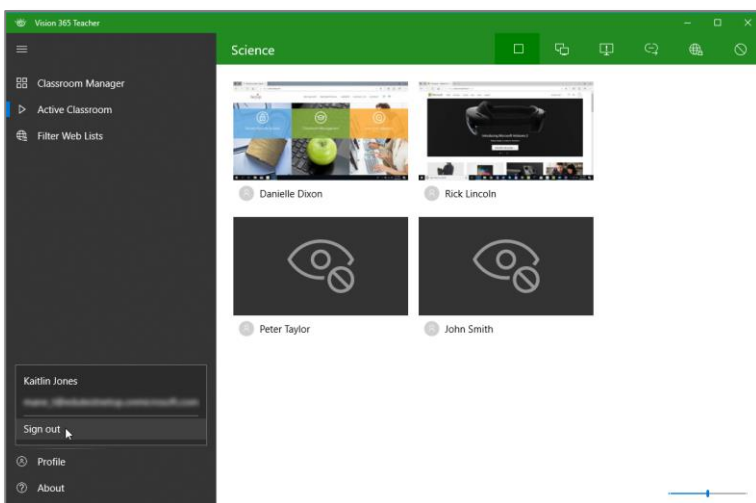
2.8.1 Zoom in/out student thumbnails

To change the size of the thumbnails use the slide.



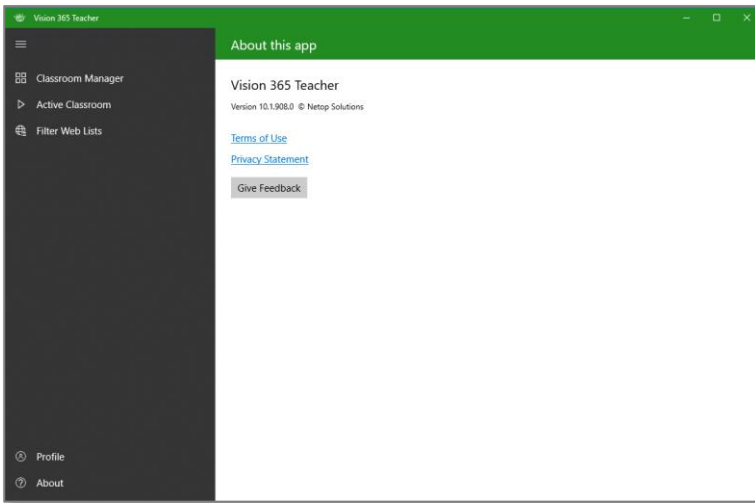
2.8.2 Sign out

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.



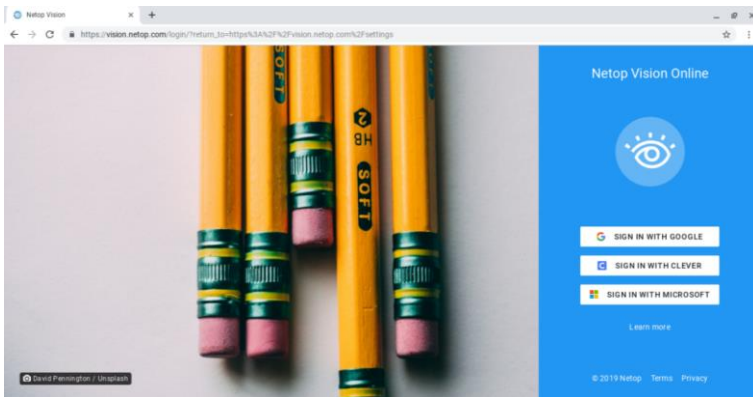
3 Vision Portal

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

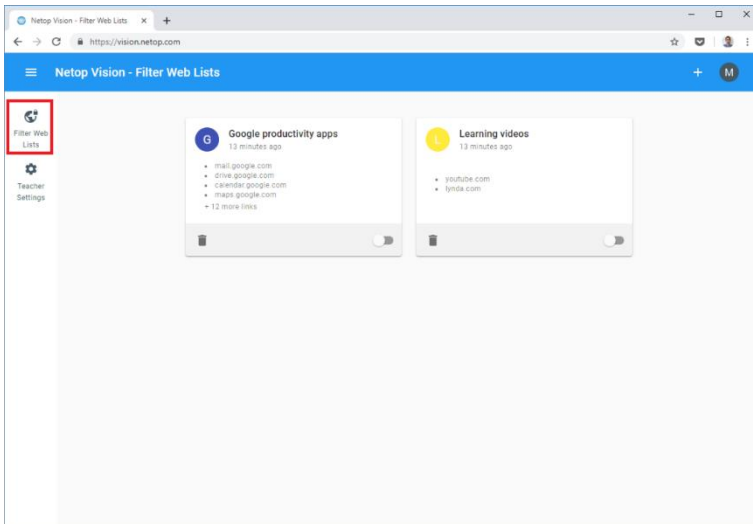
To log in to the **Vision Portal**, proceed as follows.

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 opening 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**

The screenshot shows the 'Netop Vision - Teacher settings' interface. On the left, there is a sidebar with two menu items: 'Filter Web lists' and 'Teacher settings'. The main content area is titled 'Class behavior' and contains three settings:

- 'Automatically start classes after opening them' is controlled by a toggle switch that is currently turned off.
- 'Stop a started class' is controlled by a dropdown menu currently set to 'never'.
- 'Visual theme for the student app' is controlled by a dropdown menu currently set to 'Cute'.

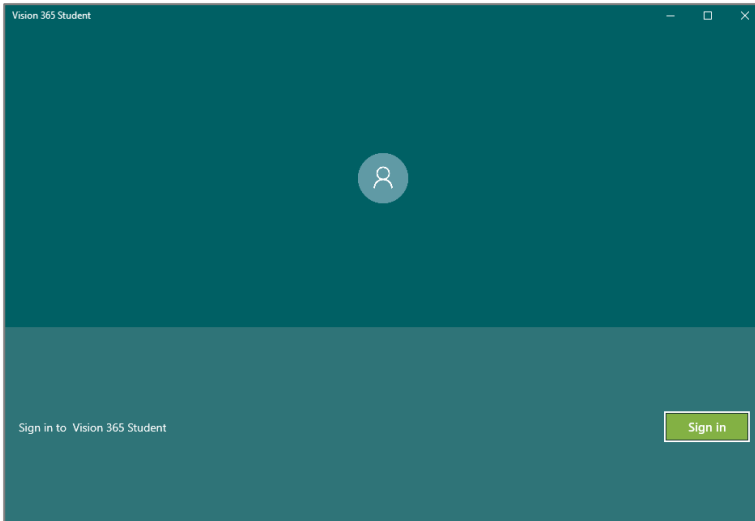
At the bottom of the settings area, there is an information icon and a note: 'Setting changes take a few moments to propagate. Domain admins may override and disable certain options.'

4 For the Student

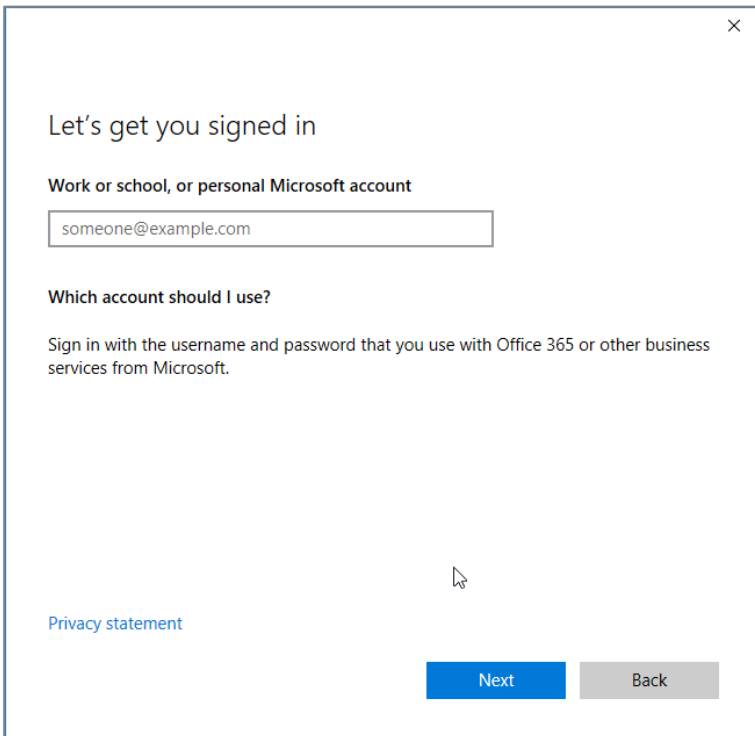
4.1 Log in and join the class

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

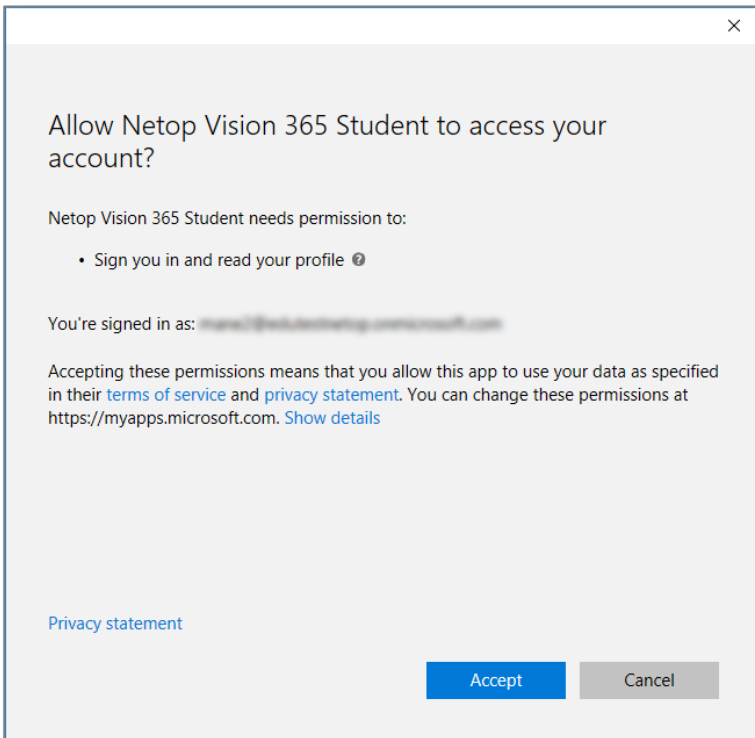
1. Start the **Vision 365 Student** application.
2. Click on the **Sign in** button.



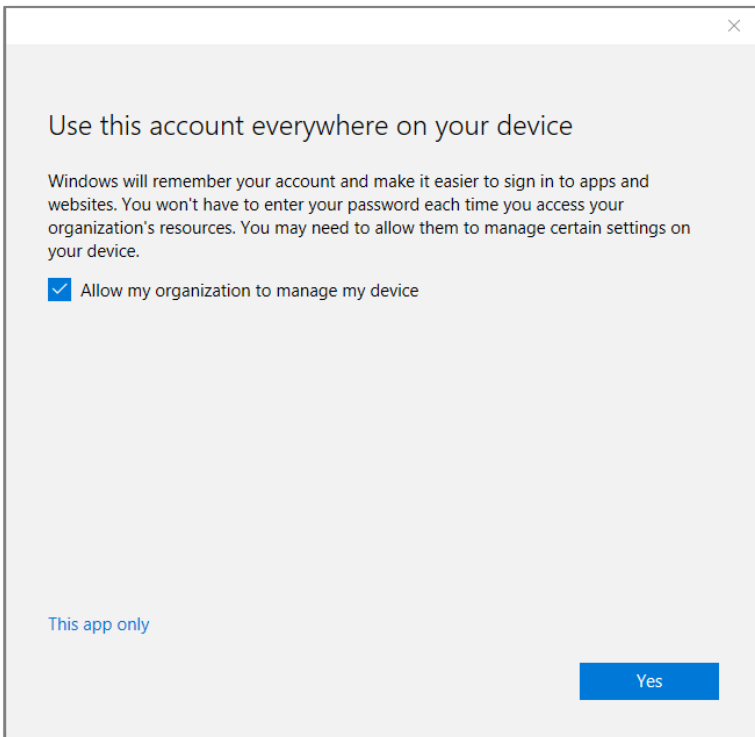
3. Log in by using your Office 365 student credentials.



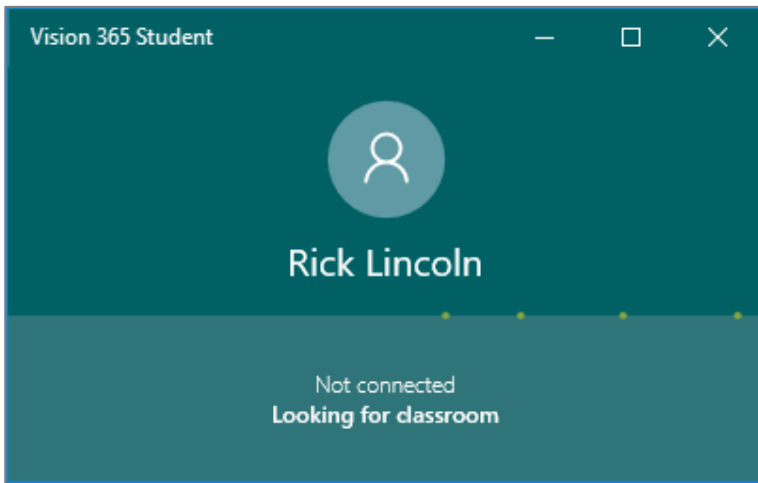
4. If this is the first time you are signing in using the user on that device, you are prompted to accept the permissions.



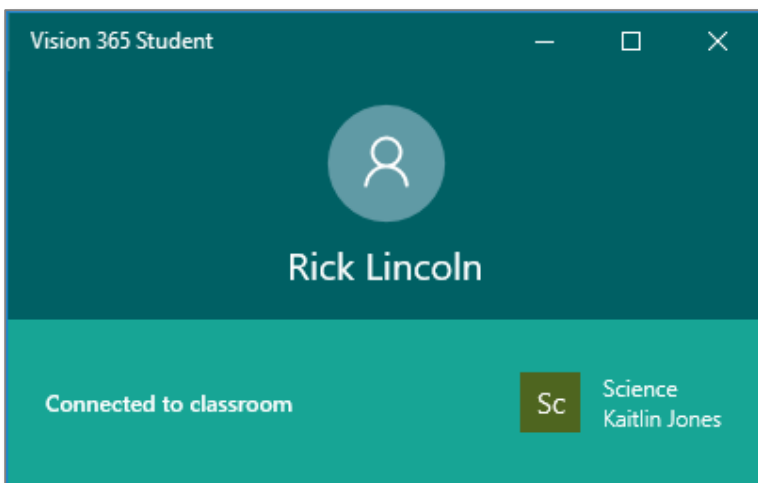
5. When prompted to remember credentials, if you click on **Yes**, next time you log in you aren't asked for credentials.



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\LocalCache\BackgroundLog\
```

(e.g.

```
c:\Users\\AppData\Local\Packages\NetopSolutions.NetopVisionStudent_m7p600ccwap2t\LocalCache\BackgroundLog\)
```

```
%LOCALAPPDATA%\Packages\NetopSolutions.NetopSolutions.NetopVisionStudent_m7p600ccwap2t\LocalCache\MainLog\
```

(e.g.

```
c:\Users\\AppData\Local\Packages\NetopSolutions.NetopSolutions.NetopVisionStudent_m7p600ccwap2t\LocalCache\MainLog\)
```

- Teacher logs

```
%LOCALAPPDATA%\Packages\NetopSolutions.VisionTeacher_m7p600ccwap2t\LocalCache\BackgroundLog\
```

(e.g.

```
c:\Users\\AppData\Local\Packages\NetopSolutions.VisionTeacher_m7p600ccwap2t\LocalCache\BackgroundLog\)
```

```
%LOCALAPPDATA%\Packages\NetopSolutions.VisionTeacher_m7p600ccwap2t\LocalCache\MainLog\
```

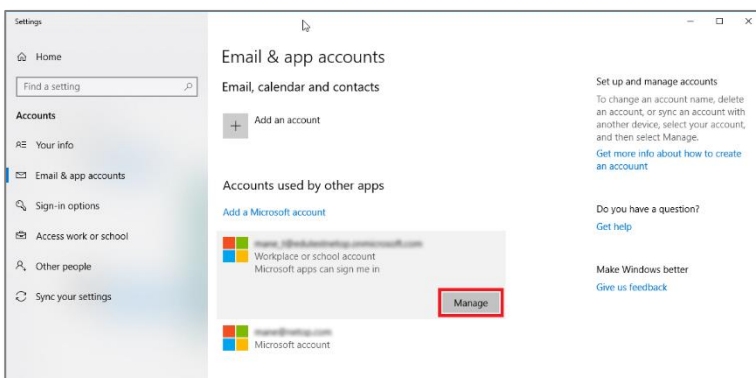
(e.g.

```
c:\Users\\AppData\Local\Packages\NetopSolutions.VisionTeacher_m7p600ccwap2t\LocalCache\MainLog\)
```

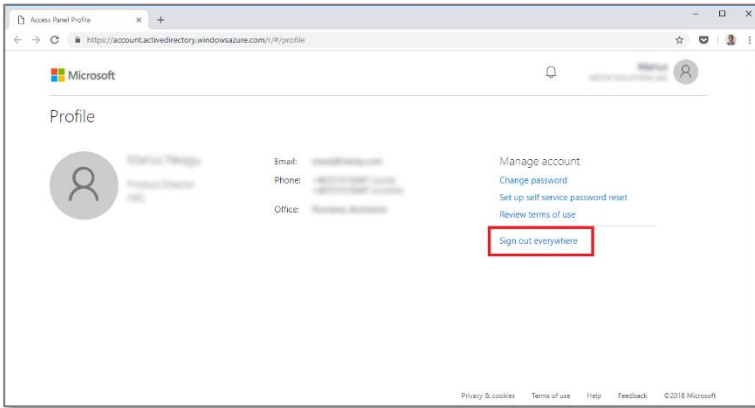
5.2 How to log in with a different user if I chose to store my credentials with Windows

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.



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



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

