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1 Introduction

This document guides Teachers and Students in using the Vision 365 Teacher application.

1.1 Prerequisites

- Office 365 Education accounts for teachers and students
- Teacher and Student applications installed
- Access to Microsoft Teams and/or Microsoft School Data Sync
- Internet connectivity

For more information on the pre-requisites, please check the Admin Guide.
2 For the Teacher

2.1 Login and Start Your Class

1. Start the Vision 365 Teacher application

2. Authenticate using your Office 365 Education credentials.

3. When prompted to remember credentials, if you click Yes, next time you try to login you will not be asked for credentials.
4. The list of available classes from Office 365 Education is displayed. Click on the class you would like to work with.
Note: If you have not created your classes yet, please check the Create the class section of the Admin Guide.

5. The list of students is displayed and the classroom is started.

![Classroom Manager](Vision_365_for_Windows_User_Guide.png)

Student cards are displayed as follows:

- The student is not available:

![Student Not Available](Vision_365_for_Windows_User_Guide.png)

Rick Lincoln

- The student is seeing the Windows login screen (when unlocking the computer) or lock screen:

![Student Login Screen](Vision_365_for_Windows_User_Guide.png)

Peter Taylor
• The student is logged into the Windows device and the screen is visible (the student can also be in the lock screen mode):

The following figure shows both students who have shared their screens and students who are not available:
2.2 Dismiss Students from Class

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

To dismiss one or more students:

1. Select the student(s).
2. Click on the See more menu in the selection toolbar, then choose Dismiss from class.
3. To recall students to class, select them, click on the See more menu and choose Recall to class.

Note: Keep in mind that restarting the class will reset the dismissed status and, if students are not in another class, they will automatically join yours.
2.3 Live View

To view student screens in real-time and in a larger window, select one or more students and click **Live View** in the feature-focused toolbar (visible only when at least a student has been selected).

A resizable window is opened, showing the screen of the selected student(s).
You can maximize a window by clicking \( \text{ } \) from the Live View window, and restore its size by clicking \( \text{ } \).

Notes:

1. All Live View windows are closed when class is stopped or when Stop All is clicked \( \text{ } \).

2. If are performing Live View while the student is in the Windows login screen, you will see the following image.

![Image](image_url)

2.4 Demo Your Screen

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

To start a demonstration, tap the \( \text{ } \) icon. You can present your screen to all or selected student screens. The students will not be able to use the keyboard and the mouse during the Demo.
Tap the icon to end your demonstration and stop sharing your screen.

**Note:** You can stop Demo by clicking Demo, by stopping the class or by clicking Stop All.
2.5 Send a Message

To send a message to your students:

1. Select the student or students to whom you wish to send a message
2. From the toolbar, select the **Send a message** icon. The **Send a message** window is displayed.
3. Type your message of up to 200 characters, choose whether to send a notification or a full-screen message, then click **Send**.
4. The student receives the message. Note that as a full screen message, the student must dismiss the message to resume using the laptop.
2.6 Attention
You can force all or selected students to display an Attention image on their device, which covers up the contents of their screen and disables all keyboard and mouse input.

To enable Attention, click the icon:

Note: You can stop Attention by clicking Attention ( ), by stopping the class or by clicking Stop All ( ).

2.7 Push a Link
You can open a specific page on student devices (for example, www.google.com or ftp://schoolserver01).

To push a link:

1. Click on the toolbar:
2. The **Push a link** pop-up dialog is displayed:

3. Type or paste a link into the input box and then click **Send** or press **Enter**. Vision 365 will open the link in a new tab in each student's browser (it will not bring the browser in the foreground though).
Note: When typing a URL into Push a Link, Vision 365 will also search for recent URLs that were already sent, for an easy drop down selection of most frequently used or previously used links.

2.8 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 Filter Web is turned on, the student will not be able to navigate to any website, but you can add lists of allowed sites. For details on how to manage the Filter Web Lists, go here.

To filter the web:
1. Click on the toolbar:
2. When trying to load a website, the student will get a message in the browser.

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

4. When clicking on the arrow, the allowed links will be displayed.
Notes:

1. For Filter Web to work, the Vision 365 Student Control Component needs to be installed. Please check the Admin Guide for more information. Currently supported browsers: Microsoft Edge, Google Chrome and Mozilla Firefox.

2. In case the student is using an unsupported browser, a standard browser page stating that the website could not be reached will be displayed.
2.8.1 Create Web Filter Lists

1. Create a text file (.txt or .csv) using a text editor (e.g. Notepad). Fill in the allowed links (one per row) and make sure you save the file. The name of the file will be used as the name of the Filter Web list.
   Sample file:

   ![Sample file image]

2. Click on the Filter Web Lists menu item

3. Click on the Import links from file button
4. Select the file and click Open

5. A Filter Web list will be created using the name of the file as the title of the list.
6. By default the list is enabled. To disable the list click on the toggle button to turn gray.

Notes:

1. When importing the file, if a list with that name already exists, a new list will be created and a number will be added to the list title to be able to differentiate the lists.

2. To remove a list, click on the Delete button
2.9 Class options

2.9.1 Zoom in/out student thumbnails
You can use the slide, to change the size of the thumbnails
2.9.2 Sign out

Click Profile > Sign out.
2.9.3 About the app & providing feedback

Click **About**
3 For the Student

3.1 Log in and join the class

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

3. Login using your Office 365 student credentials

4. If this is the first time you are signing in using that user on that device, you will be prompted to accept the permissions.
5. When prompted to remember credentials, if you click **Yes**, next time you try to login you will not be asked for credentials.

6. The student application will automatically start looking for the classes it is a part of.
7. Once a class the student is a part of has started, the user interface will change informing the student about this and the name of the class and of the teacher will be displayed.

3.2 Sign out
1. Click on the profile image and click **Sign out**.
4 FAQ

4.1 Logs

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

4.1.1 Student logs

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

4.1.2 Teacher logs

%LOCALAPPDATA%\Packages\NetopSolutions.VisionTeacher_m7p600ccwap2t\LocalCache\BackgroundLog\  
(e.g.  
c: \Users\<user>\AppData\Local\Packages\NetopSolutions.VisionTeacher_m7p600ccwap2t\LocalCache\BackgroundLog\)

%LOCALAPPDATA%\Packages\NetopSolutions.VisionTeacher_m7p600ccwap2t\LocalCache\MainLog\  
(e.g.  
c: \Users\<user>\AppData\Local\Packages\NetopSolutions.VisionTeacher_m7p600ccwap2t\LocalCache\MainLog\)

4.2 How to login with a different user if I chose to store my credentials with Windows

1. Log out from the teacher or student application.
2. Go to Settings > Accounts > Email & app accounts and click Manage for the account you want to disconnect from.

3. Click Sign out everywhere
4. Go back to the application and login again. You will now have the option of adding a different account.