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1 Introduction

This document guides teachers in using the Vision Teacher app to monitor student Chromebooks.

1.1 Prerequisites

1.1.1 Google Classroom or Clever Account

To use Vision for Chromebooks, you must have one of the following:

- Google Classroom account with classrooms and enrolled students.
  - For information on how to create Google classes, see Add a class.
  - For information on how students can join the classes, see Join a class as a student.
- Clever account with class rosters
  - For more information on Clever, check www.clever.com.

1.1.2 Teacher and Student applications installed

For instructions on how to set up the required Teacher and Student applications, see the Admin Guide.

Note: If you are using Clever authentication, make sure you have gone through the instructions on how to enable Clever available in the Admin Guide.
2 Login and Start Your Class

Vision for Chromebooks supports authentication using G Suite and Clever.

1. Start the Netop Vision Teacher application

![Login screen](image)

Note: The Netop Vision Teacher application can also be launched by clicking on the Netop Vision application in the Clever portal.

2. Depending on how the application is configured, authenticate using your G Suite credentials or Clever. If prompted, allow the Teacher to use the Google ecosystem.
3. Click **GO TO CLASSROOMS**
Note: If you are not starting Vision for the first time, you will have the option to return to the classroom from your last teaching session.

4. The list of available classes from Google Classroom (or Clever) is displayed. Click on the class you would like to work with.
Note: If you have not created your classes yet, please check the prerequisites section on how to do so.

5. A list of enrolled students is displayed:

![Screenshot of enrolled students](image)

Note: If not all the students are displayed, it might be because they have not yet joined the class. Please check the prerequisites section on how to have students join the class.

6. Start the class by tapping ➤.
Note: Once the class is started, the button changes to a Stop Class button ( ). By clicking, the teaching session will be closed and students' Chromebooks will be released. The same thing happens if you close the Netop Vision Teacher app or turn off the computer.

Student cards are displayed as follows:

- The student is not available:
• The student is seeing the notification to share the screen but has not allowed it yet:

• The student has no control features or Demo enabled:

• The student has one of the control features or Demo enabled:
The following figure shows both students who have shared their screens and students who are not available:

You can select specific groups of students to apply different features. Simply click on a student card to select it. For example, you can select two students and enable **Filter Web**, then select two additional students and enable **Attention**.

You can cycle through students and the menu by using the **Tab** key. To select a certain menu item or a student, use the **Enter** key.
3 Connect/Dismiss the Students

3.1 Connect Students to Class

Pre-requisites:
- The students should not be connected to a different Vision session
- Teachers' and students' external IP should be the same or in the same IP range (obtained by applying the 255.255.0.0 mask - first 2 bytes from the external IP should be the same)
- The Vision student app should be installed on their device
  The Vision student extension is not mandatory, but it is recommended to be installed (if not installed some features will not work)

Once the class has been started by the teacher, all the students from the class will automatically connect to it. A notification is displayed on each student’s Chromebook. It prompts the students to to share their screen and/or audio:

When students tap on Share, you will be able to see their screens. If the students do not accept the request to share their screens, only a preview of their active Chrome tab will be displayed. The preview will have an exclamation point displayed as shown here:
3.2 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. From the feature-focused toolbar, tap , then choose Dismiss from classroom:

The previously selected students now appear as dismissed:

If the students you dismissed are moving to a different class, they can now join that class once it starts.

To bring the students back into your class, simply reselect them, tap , then choose Recall to classroom.

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.

Use Case: Group of Advanced Students
The Dismiss student feature is useful in situations where students have different work rates or require different levels of instructions.

Let’s say 5 students in your class are far ahead of their peers, so you want them to get more out of the subject. They are going to be pulled out for advanced instruction with a different teacher.

To move them to their new, advanced class:
1. Start the class.
2. During your class, select the 5 students and dismiss them from class.
3. Teacher B can now start the class and the students will automatically join.
4 Class options

Vision allows you to further customize how your class is displayed:

- **Zoom levels**: You can choose the size of the student cards in the Teacher console, through three zoom levels. Cycle through zoom levels by using the Ctrl key in combination with the + or – keys (for larger and smaller cards respectively), or with the mouse wheel.

- **Arrange student screens**: You can move student cards by dragging and dropping them to your preferred position. The arrangement will remain way you left it until the next time you rearrange it.

- Other options are available by clicking on the button

  - **Sort Student cards alphabetically**: alphabetical ordering of the students by first name
  - **Show offline students**: display – or don’t display – students who are not connected. This is useful if you have absent students and want to remove them from your view.
œ Show student names and photos: if disabled, a simplified version the student will be displayed (no name and photo). You can still hover or select the student card to display the student name.

œ Use dark theme: if enabled, Vision will be displayed with a dark background and white text. This is a more eco-friendly format if you are displaying Vision on a large monitor.

œ Sign out: The teacher can log out from the session using this menu button.
4.1 Student Selection

You can select one student at a time by tapping on their respective cards. When you select students, the main toolbar will change to a feature-focused toolbar and some different options are visible.
While students are selected, you can use the **Clear Selection** (Esc key or **x** button) and **Invert Selection** (***button) features to further enhance your selection control.
5 Live View

To view student screens in real-time and in a larger window, you can use the Live View functionality by clicking on the icon in the selection toolbar or by clicking from the feature-focused toolbar (when a student card is selected).

A resizable window is opened, showing the screen of the selected student(s).
You can maximize a window by clicking from the Live View window, and restore its size by tapping . You can also activate fullscreen mode, by using the corresponding key on your device (Fullscreen key on your Chromebook, F11 on a Windows device). By default, tablets display fullscreen windows.

Multiple windows can be opened at the same time by applying Live View to a selection of multiple students.

The menu in the top right ( ), provides access to:

- Listening to the audio on the student’s computer – more info here.
- Taking a screenshot of the student’s screen – more info here.

All Live View windows are closed when class is stopped or when Stop All is clicked ( or Ctrl + Q).
6 Demo Your Screen

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

To start a demonstration, do the following:

1. From the main menu, tap the icon.

   You can present your screen to all or selected student screens. Your demonstration will run in Full Screen mode.

   ![Screen Sharing Icon]

   The students will not be able to use the keyboard and the mouse during the Demo.

   The first time you use Demo, you are also notified that your screen is shared with the students.

2. Tap the icon to end your demonstration and stop sharing your screen.

   **Note:** Screen sharing is automatically stopped when class is stopped or when **Stop All** is clicked (or **Ctrl + Q**).
7 Control Features

Vision for Chromebooks allows you to use blocking features, such as **Attention** and **Filter Web**, so that you have control over your students’ attention.

7.1 Attention

You can force all or selected students to display an Attention image on their Chromebook screens, which covers up the contents of their screen and disables all keyboard and mouse input.

To enable **Attention**, tap the icon or press Ctrl + B:

![Image of Attention feature](image)

**Note**: The **Attention** screen is automatically removed when class is stopped or when **Stop All** is clicked (or Ctrl + Q).
7.2 Filter Web
You can limit student web access to just lesson-necessary sites. By default, enabling **Filter Web** will disable all web access, but you can add lists of allowed sites. For details on using allow lists, see [Filter Web Allow Lists](#).

7.2.1 Apply Filter Web
To apply Filter Web, tap the 📱 icon from the main menu or press **Ctrl + L**:

![Math class](image)
On student Chromebooks: the currently open browser window and any subsequently started browser window will display the following image. If the student opens additional browser tabs, the same image will be displayed:

![Image of Splash Splash!](image)

If a student’s Vision app gets disconnected, **Filter Web** is disabled from their Chromebook and the student card is displayed as unavailable on the teacher’s screen. When the student re-joins the class, the feature is re-applied.

**Notes:**
If any filter web list is enabled, a notification is displayed on the teacher’s screen.

The **Filter Web** screen is removed when class is stopped, when **Stop All** is clicked (or Ctrl + Q) or when clicking again on the Filter Web icon.

### 7.2.2 Filter Web and Students Who Use Incognito Mode

When using Incognito mode, the Vision Student extension is disabled; therefore, to block Chrome web access for the students in your class, make sure that the Vision Student extension is enabled in the Google Admin console, and that the students are not allowed to go into Incognito mode. For more information, see Netop Vision for Chrome Administrator's Guide.
7.2.3 Enable Filter Web Lists in the Vision App

Once you have created Filter Web lists, you can choose which lists to enable from within the Vision app. To select or to change which filter web lists are applied to students in a class, click the icon on the Vision toolbar.

Select **Configure Filter Web**.

The **Configure Filter Web** screen is displayed.

Note: The **Settings** hyperlink will take you to the Vision Portal where you can create and edit Filter Web lists. More information about the Vision Portal is [here](#).
Hover over any list name and select it to see the contents of that list. Click on the list name again to return to the Configure Filter Web screen.

Vision comes with a predefined list named Google Productivity Apps, which contains links for Gmail, Drive, Calendar, Classroom, Sites, Maps, Docs, Plus, Photos, Books, Accounts, Slides, Docs, and Sheets. To change access to Google Apps while Filter Web is enabled, use the toggle to the right of the Google Productivity Apps list.
To enable or disable a list, use the toggle to the right of the list name.

To leave the Configure Filter Web screen and return to the Vision app, click the Back arrow:

7.2.4 Apply Filter Web Lists

When the Filter Web button is clicked, students will have access to only the links in the enabled Web Filter lists.
7.2.5 Filter Web Lists
You can whitelist links for Filter Web, so that students can only access the links you allow. The whitelisted links are grouped in Lists.

All Filter Web lists are synchronized centrally and are automatically imported on consequent installations or logins on other devices.

7.2.6 Creating and Managing Filter Web Lists in the Vision Portal
Filter Web lists may be created, edited and enabled in the Vision Portal. Go here to understand how to work with the Vision Portal.
7.2.6.1 Filter Web Lists – quick links for students
The first 12 whitelisted links are displayed as a list whenever a student opens a webpage that is not included in any Filter Web list. A blinking cursor at the bottom of the screen may be clicked to display the links. This serves as a quick access list and facilitates redirecting the student during class.

The cards may be scrolled by clicking the arrow on the right side of the screen.

7.2.7 On-the-fly list
When pushing a link to the students, the link will also be automatically added to a list called “On-the-fly”. This is a temporary list that will not be saved when the teacher ends the Vision class. This list is by default enabled. It can include multiple links as any other Filter Web list.

Use cases:
- You want to open a youtube link on every student Chromebook but prevent access to any other website.
- Your students need to take an online test and should not be able to access anything else besides the test link
8 Push a Link

You can open a specific page on all student Chromebooks (for example, www.google.com or ftp://schoolserver01).

To push a link:

1. Click on the toolbar:

   ![Image of Math class interface](image)

   **Tip:** This can also be triggered by simply pasting a link into this screen (e.g. on Windows press CTRL + V keys).

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

3. Type or paste a link into the input box and then click **Push** or press **Enter**. Student browsers will open the provided page in a new tab.
When typing a URL into Push a Link, Vision will also search for recent URLs that were pushed, for an easy drop down selection of most frequently used or previously used resource sites.

Note: When a link is pushed, it will automatically be added to a “On-the-fly” Filter Web list. Read more under On-the-fly list.
9 Send a Message

To send a message to your students:

1. From the main menu, tap 
   ![Send button]
   The Send a message window is displayed.
2. Type your message of up to 200 characters, choose whether to send a notification or a full-screen message, then click Send.

   ![Send a message window]

3. The student receives the message as a notification

   ![Notification]

   ![Message content]
or a full-screen message. Note that as a full screen message, the student must dismiss the message to resume using the Chromebook.
10 Take a Screenshot of the Student’s screen

To take and save a screenshot of the Student’s screen:

1. Open the Student in Live View, by selecting the student and clicking the Live View icon:

2. Click the Download a Screenshot button ( ) in the top right corner

3. The screenshot gets automatically saved in the Downloads folder. The screenshot is saved with a time and date stamp label.
11 Listen to the Audio on a Student’s device

1. Open the Student in Live View, by selecting the student and clicking the Live View icon:

2. Unmute the audio by clicking on the Unmute button

Note: For the audio to work, the student needs to check the Share Audio checkbox.
12 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 prep time.

12.1 Login

12.2 Manage Your Filter Web Lists

12.2.1 View your Filter Web lists
To view your existing lists, click on **Filter Web Lists**.

12.2.2 Add a new Filter Web list
Click on the + sign

The list is automatically created with a default title (e.g. New list).
12.2.3 Edit a Filter Web list

12.2.3.1 Edit Filter Web list title
To edit the title of the list, click on the Title text and change to whatever you see fit.

12.2.3.2 Add a link to the Filter Web list
To add a new link, click in the Add a new link area in type in the link. When finished typing, press the Enter key to save the entry. You can also add a link by copying and pasting it in to this area.
Once the new link is saved, the Vision Portal will attempt to retrieve the icon of the URL and the Title of page.

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

12.2.5 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 will appear in your Filter Web list.

12.2.6 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 links in a list (even if the list has multiple pages), you can simply click on the top checkbox and all links will be selected and ready for import.

A .csv file will be saved containing all the selected links. The name of the file will be the name of the list. This is useful if you would like to share your web filter list(s) with other teachers.

12.2.7 Delete links
To delete all or specific links in a list, select the links (as explained in Export links) and click the delete button.
12.2.8 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 filter web to actually work in the product, you need to have the list enabled and the Filter Web button clicked as shown below.
12.2.9 Delete a list
To delete a list, click on the Delete list button.

Note: If you have removed the list by mistake, an undo link will be available for a few seconds.
12.3 Manage Your Teacher Settings

Click on **Teacher Settings** in the left hand tool bar. You will see the following screen:
12.3.1 Class behavior

12.3.1.1 Automatically start classes after opening them
If enabled, this setting will start the Vision class when you select the class you wish to monitor. This eliminates the extra step of clicking the start button on main screen of Vision. The default for this setting is disabled. Use the toggle button if you wish to enable this setting.

12.3.1.2 Set Class Timer
If you select any duration except „Never”, the Vision class will stop after that period of time. This ensures that the teacher in a subsequent class can use Vision to connect to students. The default value is Never.

The options for class timer settings are shown below.
Once you have selected any option except „Never”, the next time you start a class, Vision will remind you that it is set to automatically end the class, and provide the option to turn off the timer.

Prior to the time the class is scheduled to stop, you will see another reminder with the option to delay the stop time:

12.3.2 Monitoring students
The availability of this setting may be controlled by the admin. If available, teachers may select whether Vision shows all activity on students’ Chromebook screens or only the active browser tab:

- If View the Chromebook main screen is selected, students will be prompted to accept screen sharing. This is required by Google. All activity on the student’s Chromebook screen, both inside and outside the active browser tab, will be shown in the thumbnail and Live Views in the Vision teacher app.
- If View the active Chrome tab is selected, Vision automatically shows the active browser tab of each student. There is no student prompt. However, any student activity outside of the active browser will not be shown. Examples of activity not shown include: offline games, local apps, Android apps, using the calculator, watching stored videos.
12.4 View your user profile

To see your user profile, click on the profile button and then click **Profile**.

Various information will be displayed, including name, email, school domain and license information.
12.5 Logout

To logout, click on the profile button and then **Sign Out**.
13 FAQ

13.1 Why do students have to grant permission to share screens with Vision?

Vision allows you to see everything happening on a student screen, both inside and outside of the browser window. To provide this complete view of the student screen, Google requires the student’s permission.

Once the student clicks Allow the teacher will see everything the student is doing. This includes activities like watching videos, playing game, opening Android apps, splitting the screen, and opening Chrome apps. If a student is doing an activity outside of the browser, the teacher will be able to see this and stop it. If the students ignore the teacher’s request to see their screen, the message will persist until the student accepts it.

Teachers or admins can select whether Vision shows the entire student screen or just the active browser tab. If the option to view the active browser tab is selected, student permission is not required.

13.2 How to showcase a student screen to the other students’ screens

1. Select a student (Student A) to share their screen.
2. Click 🗺️ to launch Live View for the selected student.
3. Click 🗺️ (Invert Selection) to select all students, other than Student A.
4. Start Demo 🎈 for the selected students.
5. Enlarge Student A’s Live View window to Fullscreen.
6. Your students will now see the student A’s screen. You could have Student A guide the class through their presentation.

13.3 How to showcase a student screen to the other students using a projector

1. Select a student (Student A) to share their screen on the projector
2. Click 🗺️ to launch Live View for the selected student.
3. Enlarge Student A’s Live View window to Fullscreen.
4. To share the audio from Student A, click 🎤 (Unmute).
5. Your students will now see the student A’s screen on the projector. If audio is enabled, they could also hear the audio from his device.

13.4 What are the shortcuts in the application?

<table>
<thead>
<tr>
<th>Keys</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ctrl with + or – keys</td>
<td>Displays larger and smaller students’ cards respectively</td>
</tr>
<tr>
<td>Ctrl with mouse wheel</td>
<td></td>
</tr>
<tr>
<td>Ctrl + Q</td>
<td>Stop all</td>
</tr>
<tr>
<td>Ctrl + B</td>
<td>Draw attention</td>
</tr>
<tr>
<td>Ctrl + L</td>
<td>Filter web</td>
</tr>
<tr>
<td>Ctrl + V</td>
<td>Push a link (if a link is in the clipboard)</td>
</tr>
<tr>
<td></td>
<td>Send a message (if text is in the clipboard)</td>
</tr>
</tbody>
</table>