



## Vision for Mac

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# 1 Getting started with Vision

## Getting started with Vision

- Create a classroom
- Demonstrate to students
- Showcase student computers
- Control students
- Supervise all classroom computers

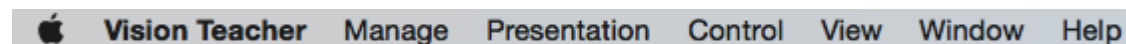
## Understanding basic Mac Vision Teacher interface features

This section provides information about some basic interface features such as descriptions of the menu commands, toolbar buttons and how to use common user interface elements.

### Menu Bar

The menu bar contains menus with commands for using Mac Teacher.

Commands may become unavailable depending on the task you are performing.:



The commands are placed in four functionality groups: file, presentation, controlling and supervision.

### Manage Menu

Command	Description
New Classroom	Allows teachers to create a new classroom.
Classrooms	Displays your classrooms and allows you to manage classrooms.
Add students	When in a class, allows you to browse the list of available student computers in your network and add student computers into the selected classroom.
Dismiss	Allows teachers to temporarily remove open enrolled students and permanently remove teacher-controlled students (student computers added by the teacher within the classroom).

### Presentation Menu

Command	Description
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Demo	Teachers can share their screen with the Mac student computers.
Showcase	Teachers can share the screen of a student with all students.

## Control Menu

Command	Description
Live View	Shows the selected student screen in a separate window.
Attention	Teachers can blank screen on all devices in the class by showing a predefined image on Mac student screens to get their attention.
Lock Web	Teachers can control student access to the web so that students can only use it when appropriate in a teaching and learning situation.
Shut Down	Teachers can shut down student computers, to make sure that no computers are left running once class is over.
Restart	Teachers can restart student computers.
Log Out	Teachers can log students off, to ensure their privacy if they stepped away, or to remotely change the user currently logged in on a machine.
Wake	Teachers can wake computers that are turned off, provided that the student computers have the Wake-on-LAN option enabled.

## View Menu

Command	Description
Hide Toolbar	Hides the Vision Toolbar. You can also use hide Toolbar by using the following keys combination : <b>cmd+alt+T</b> .

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Customize Toolbar	Allows you to customize the Vision Toolbar options.
Enter Full Screen	Teachers can enter full-screen mode, which maximizes the window and increases efficiency for larger classrooms.

## Window Menu

Command	Description
Minimize	Hides the current window but keeps it running and accesible.
Zoom	Enlarges and zooms the current Vision window.
Bring all to front	Brings all Vision windows to the front.
Active Vision windows	Brings the selected Vision window to the front.

## Help

This menu provides help on using Vision running on Mac.

Command	Description
Search	Displays a list of key bindings.
VisionTeacher	Displays the help contents in external browser. The help contents contains help topics and information related to Vision.
Vision License	Displays license information.

## Toolbar

Vision Toolbar includes functions that are most frequently used in teaching and learning:



**NOTE:** When connected to a class, if the teacher clicks the **Dismiss** button, all open enrolled students will be temporarily removed from the class for 180 seconds while student computers added by the teacher will be permanently removed from the class.

# 2 Manage classrooms

## 2.1 Create a classroom

A classroom consists of the computers that students use during a class. The computers can be located in the same room as the teacher computer or in a separate physical location such as a study hall, library, or computer lab.

Vision for Mac also allows teachers to create open enrollment classrooms. Mac Students can join the classroom at any time without disturbing other students or the teacher.

### ▼ Steps to create a teacher-controlled classroom:

1. From the **Manage** menu click **New Classroom**.
2. In the **New Classroom** dialog box, type the name that you want to use for the classroom, type description and select whether you want to make the classroom default or not. You also have the option to make the classroom open enrollment.
3. On the Vision Toolbar, click the **Add** button. Browse the list of computers available in your network which are displayed on the left side of the window and drag and drop on the right side the student computers you want to add to the classroom.

**WARNING!** If you are not able to see specific student Mac computers on the network, **File Sharing** and **Printer Sharing** need to be enabled on the student Mac computers.

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**NOTE:** In a connected teacher-controlled classroom, students cannot disconnect from the classroom. Only teachers can remove student computers from the classroom by selecting the desired student computers and clicking the **Dismiss** icon on the toolbar.

The Vision Student module must be available on any computers that you want to supervise or control from the teacher computer but you can add computers even if the student software has not yet been installed. Computers that you have included in the classroom without the Student module installed will appear with black screens until the software has been installed. See the Vision Installation Guide for details and instructions.

When you have finished adding student computers in the class, start the class by clicking the **Start Class** button.

### ▼ Steps to create an open enrollment classroom:

# 2 Manage classrooms

Open enrollment allows teachers to send an invitation to join class over the network. Students can accept the invitation and join the classroom at any time without disturbing other students or the teacher. Students can also leave at any time. Open enrollment typically works well with older students, like for example colleges, where students are allowed to join and leave class individually.

1. From the **Manage** menu click **New Classroom**.
2. In the **New Classroom** dialog box, type the name that you want to use for the classroom, type description and select whether you want to make the classroom default or not. Make sure to select the **Open Enrollment classroom** option, then click **Done**.

Once you start the class, the Students will receive a notification message that new class is available and they can join the class by clicking the **Connect** button next to the class name. They can leave the class at any time by clicking the **Disconnect** button.

## 2.2 Change a classroom

When you have created a classroom you can always go back and change classroom properties at a later time. You can change these items:

- Classroom name.
- Comments.
- Whether the classroom is the default one.

### ▼ Change a classroom:

1. From the **Manage** menu or on the Vision toolbar click **Classrooms**.
2. Select the classroom you want to change and click the **Edit** button.
3. Make the necessary changes and close the edit window.

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**Note:** You can add computers that are not included in the network list by clicking **Add** and searching for the computer name. If the computer is not found, click **Add the computer name** from the bottom left-hand side to add it to the classroom.

## 2.3 Delete a classroom

1. From the **Manage** menu click **Classrooms**.
  2. Select the classroom you want to delete and click the **Delete** button. A confirmation dialog will be displayed.
-



# 2 Manage classrooms

3. Click **Delete** and the classroom will be removed from the Classroom Manager.

## 2.4 Connect to a classroom

Vision automatically connects to the classroom set as the default one. When you create a new classroom you can make that the default one and Vision automatically connects to it when started.

If you later want to make another classroom the default you can change the setting:

1. From the **Manage** menu, click **Classrooms**. Select a classroom and click the **Edit** button.
2. Select or clear the **Make this my default classroom** checkbox.

Next time you start up Vision you will automatically connect to the classroom which is now the default one.

### ▼ Connect to a classroom which is not the default one

If you want to connect to a classroom which is not the default one, you can select it from the **Classrooms** list and click the **Open** button.

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**Note:** If you are connected to a classroom and want to change to another, you will be prompted to close the current connection and start a new one.

# 3 Presenting to students

## 3.1 Demonstrate to students

You can share what is on your screen with the students in your classroom in two different ways:

- **Full-screen** presentation: which takes up the entire student screen so that the content on your screen is all the students see. Also, their keyboards and mice are locked and cannot be used to control their computers.
- **Windowed** presentation: which shows your screen in a window on the student computers so that student can choose whether they want to see the demonstration. Also, students still have control of their keyboards and mice.

All commands are available on the **Presentation** menu > **Demo** option.

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**Note:** If you have multiple monitors, you will be prompted to choose which display to share with your students.

# 4 Showcasing student computers

## 4.1 Showcase student computers

You can share a student's screen with your classroom by doing the following:

1. Select a student from the classroom.
2. Choose **File** > **Showcase** or click the **Showcase** icon from the main menu.
3. To stop showcasing the screen, click **Showcase** again or click **Stop**.

# 5 Controlling student computers

## 5.1 Live View

In situations where you want to get a closer look at how a specific student is doing, you can use Live View: Live View shows the student's computer activity in near real-time. You will not be able to control their mouse and keyboard.

- Select the student computer you want to look closer at and from the **Control** menu or on the Vision Toolbar, click **Live View**.

To close the **Live View** window, click the close symbol in the window.

## 5.2 Attention

You can lock the mouse and keyboard and show a predefined image on student computers to get their attention.

- From the **Control** menu or on the Vision Toolbar, click **Attention**.

When you lock student computers, Vision replaces the student's desktop with a Vision bitmap image which you can customize.

## 5.3 Lock Web

You can control student access to the web so that students can only use it when appropriate in a teaching and learning situation.

To block student access to the web for all students in the classroom:

- From the **Control** menu or on the Vision Toolbar, click **Lock Web**.

To block student access to the web for specific students in the classroom:

- Select the students and then, from the **Control** menu or on the Vision Toolbar, click **Lock Web**.

When a student next tries to access a home page, a message displays on the student's screen saying that web access is temporarily blocked.

To remove the lock, click the button again.

## 5.4 Power and Log Out Controls

You can control your students' computer state from the **Control** menu, through the following options:

- **Shut Down** - Select a student in your class and, from the **Control** menu, click **Shut Down**.

The selected student's computer will turn off.

- **Restart** - Select a student in your class and, from the **Control** menu, click **Restart**. The selected student's computer will reboot. If auto-login is configured, students will automatically rejoin the classroom after restarting.

- **Log Out** - Select a student in your class and, from the **Control** menu, click **Log Out**. The

# 5 Controlling student computers

selected student will be logged off.

- **Wake** - Select a student in your class and, from the **Control** menu, click **Wake**. The selected student's computer will be turned on. If auto-login is configured, students will automatically rejoin the classroom after the computer is started.

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**NOTE:** Once initialized, you cannot cancel any computer state actions.

**Wake** requires additional configurations to be made to the student computers. For more details, see the [Knowledge Base](#).

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# 6 Supervising students

## 6.1 Supervise all classroom computers

In the default classroom supervision view each Mac student computer appears as a small thumbnail image with computer name beneath the thumbnail.

If you hover over a student computer in the classroom, the thumbnail displays in a larger view.

You can also have a larger view of all student computers thumbnails in the class by using the zoom tool at the bottom right corner of the classroom.

# 7 Glossary

Below is a list of central Vision terms with a brief explanation of their meaning.

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

classroom	<p>A classroom is a collection of computers that students use during class.</p> <p>A classroom can include student computers located in the same room as the teacher computer as well as computers located in a separate physical location such as a study hall, library, or computer lab.</p> <p>When you have created a classroom you can connect to the computers in the classroom and supervise student work, share screens, lock keyboards, and so on.</p>
default classroom	<p>The default classroom is the one that the teacher computer automatically connects to when Vision starts up.</p>
open enrollment	<p>Open enrollment allows teachers to send an invitation to join class over the network. Students can accept the invitation and join the classroom at any time without disturbing other students or the teacher.</p>
thumbnail	<p>A thumbnail is a reduced-size version of a student computer's display.</p>

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