GenevaLogic

ACTIVE TEACHING SYSTEMS
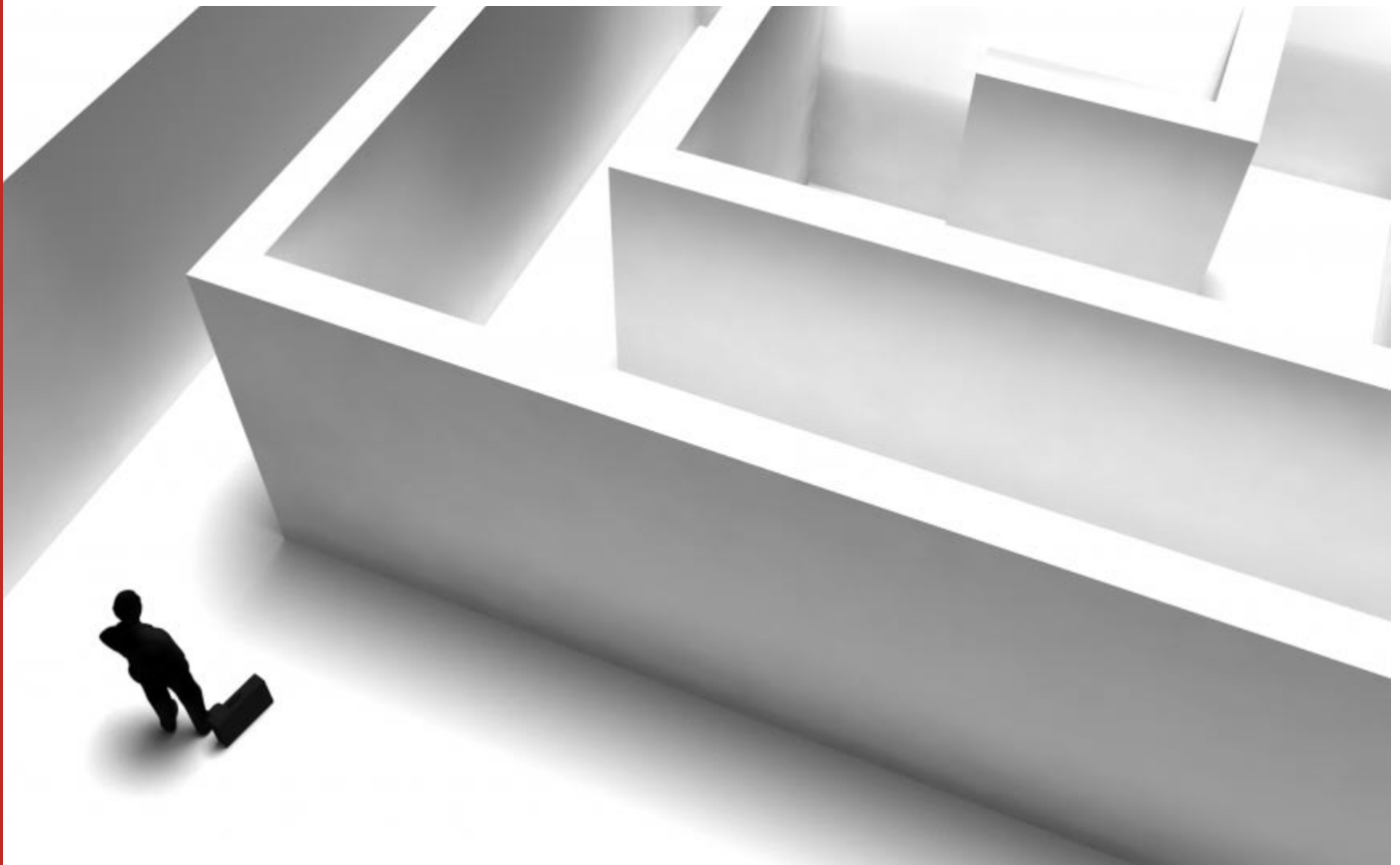
Getting Started with Vision^6

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Contents

Welcome to Vision

Welcome to Vision, an easy-to-use software solution designed to help you manage student computer activity in your classroom or lab. You use Vision to manage student computer use, share your screen with the class during instruction, and take control of a student's machine to help with a problem. Unlike a computer screen projector, Vision does not require any special hardware or wiring; all you need to run Vision is a network connection between computers.

This guide explains the most common Vision features used to manage a classroom. Learn how to set up your classroom, connect to student computers, and begin incorporating Vision tools into your lessons and student evaluations. For more detailed or technical information about Vision, refer to Vision Help or the *Vision 6 User Guide*. For installation directions, refer to the *Vision Quick Installation Guide*.

What's New in Vision6

Vision6 makes classroom management easier with the following new features.

Dashboard

A new dashboard interface that provides a snapshot of all the computers in your classroom while it offers intuitive and flexible controls to monitor and manage student computer use. The striking new appearance gives a clean, uncluttered, and dynamic interface which is easy to customize. Student computers can be displayed as thumbnails, from a classroom perspective, or in a list. You can drag computers to the new Monitor pane, to keep a closer eye on selected students while you supervise the entire class. And you can also drag the thumbnails in the dashboard to reflect the layout of your classroom.

Student Groups

Within a classroom, you can create student groups. You use groups to apply Vision features across a subset of students. For instance, you can demonstrate a procedure or lock the screen and keyboard for a group of students without affecting the rest of the class.

Virtual Teacher

With Virtual Teacher, you can share a student's computer desktop with a group of students or the entire class. From their computers, students can demonstrate or present to other students as well as to you. You decide who can become a virtual teacher and when the student presentation begins and ends.

Wireless Support

Vision6 includes a unique new communication algorithm designed specifically for the special needs of wireless networks. The Vision6 wireless technology is designed to overcome the potentially high rate of packet loss that can be experienced in wireless implementations. Vision6 supports both 802.11B and 802.11G wireless networks.

Remote Wake-Up

Vision6 is compatible with the Wake on LAN (WOL) industry standard technology to turn on computers remotely; from your desk you can turn on student computers that comply with the WOL standard.

Extended Classrooms

Vision6 supports communication across subnets and wide area networks. You can now teach in one computer lab to students in labs or classrooms across the school, the district, or the campus.

Mobile Lab and Laptop Support

A new connectivity model provides unlimited flexibility and ease of use in determining how your computer is connected to student computers in mobile lab and laptop environments. With the elimination of port dependencies, the connection between student computer and teacher computer is determined by you, not the student. You can easily connect and disconnect students from their computers whether those computers are laptops, wireless, on carts, or in fixed labs.

Open Enrollment

In those situations where you want to give students the ability to connect to a specific instructor's computer, Vision6 offers Open Enrollment. Use Open Enrollment to announce a class session over the network to which students can elect to attend. This is a perfect solution for colleges, businesses, or professional development classes where the student or attendee is fully capable of deciding if he or she wants to participate in the class.

Technical Support

GenevaLogic offers a number of resources to help you make the most of Vision. When you need additional support, try one of the following.

Refer to Vision Help

Vision Help offers a number of step-by-step procedures for common Vision features. You can open Help from the Vision window or the dashboard. On the **Help** menu, click **Contents**.

Visit Our Web Site

Our Web site, www.genevalogic.com, offers a list of support resources, including Frequently Asked Questions, user documentation, and software updates.

Contact Our Technical Support Team

You can contact Technical Support through by phone, e-mail, or our Web site.

In North America

Phone: 866-725-7803 (toll free)

E-mail: support.us@genevalogic.com

Web: www.genevalogic.com

Our hours are 7:30 AM–4:30 PM Pacific Time.

All Other Locations

Outside of North America, the technical support of our products is provided through our international network of distributors and resellers. Please contact the local GenevaLogic distributor in your area. For a list of distributors, visit our international support page at www.genevalogic.com.

Setting Up Vision in the Classroom

About Classrooms

In Vision you use classrooms to organize a group of student computers you want to manage at one time. You can create a Vision classroom to represent a physical classroom or lab. You can also use classrooms to group computers at different locations, such as computer areas in a school library.
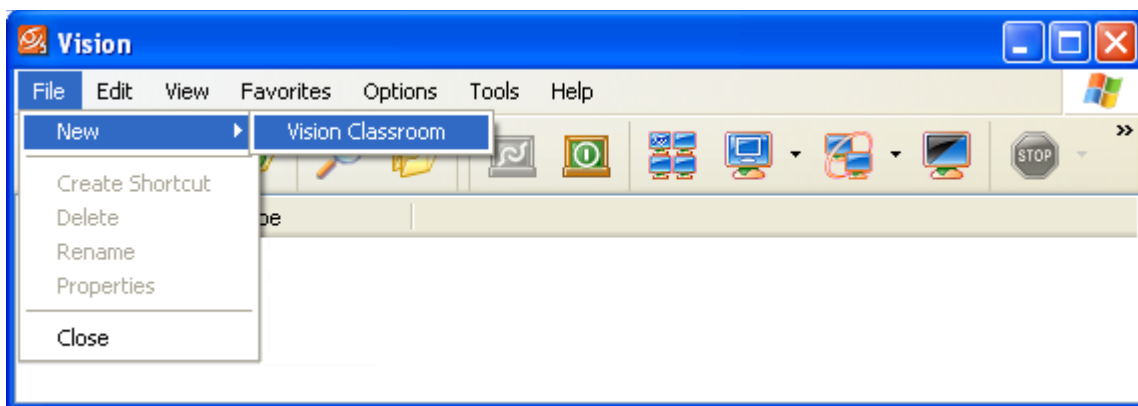
After you create a classroom and connect to it, you can begin to supervise student work, remotely control student computers, share screens, lock keyboards, and use other Vision features.

Create a Classroom
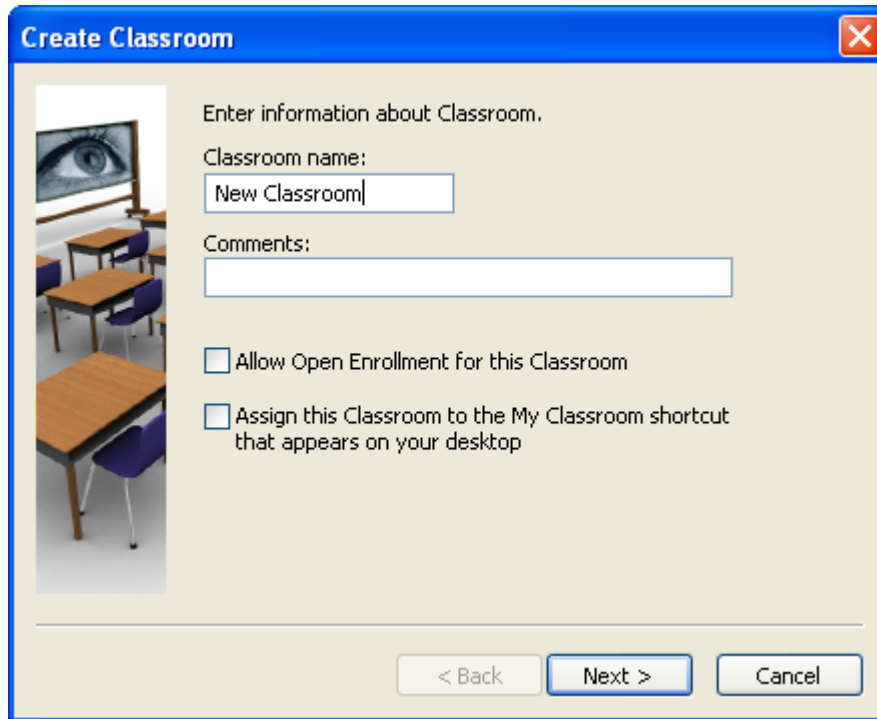
1. Double-click the **Vision** icon on your desktop to open the **Vision** window.

2. On the **File** menu, point to **New** and click **Vision Classroom**.

3. In the **Create new Vision Classroom** window, enter the classroom name and any comments you want to add. Comments appear in the classroom properties.

- To allow students of the class to log on to classes at their own discretion, select the **Open Enrollment** check box. To learn more about Open Enrollment, refer to Vision Help or the *Vision 6 User Guide*.

- To make this classroom your default classroom, which is available from the My Vision Classroom icon on the desktop, select the **Assign this Classroom to the My Classroom short cut** check box.

4. Click **Next**.

5. Select the computers you want to add to the classroom. You can select computers in two ways.

   NOTE: If this classroom allows open enrollment, you cannot add computers from the network to the classroom.

- Click **Open Network** to open a **Windows Explorer** window. Drag the computers you want to the **Classroom computers** box.
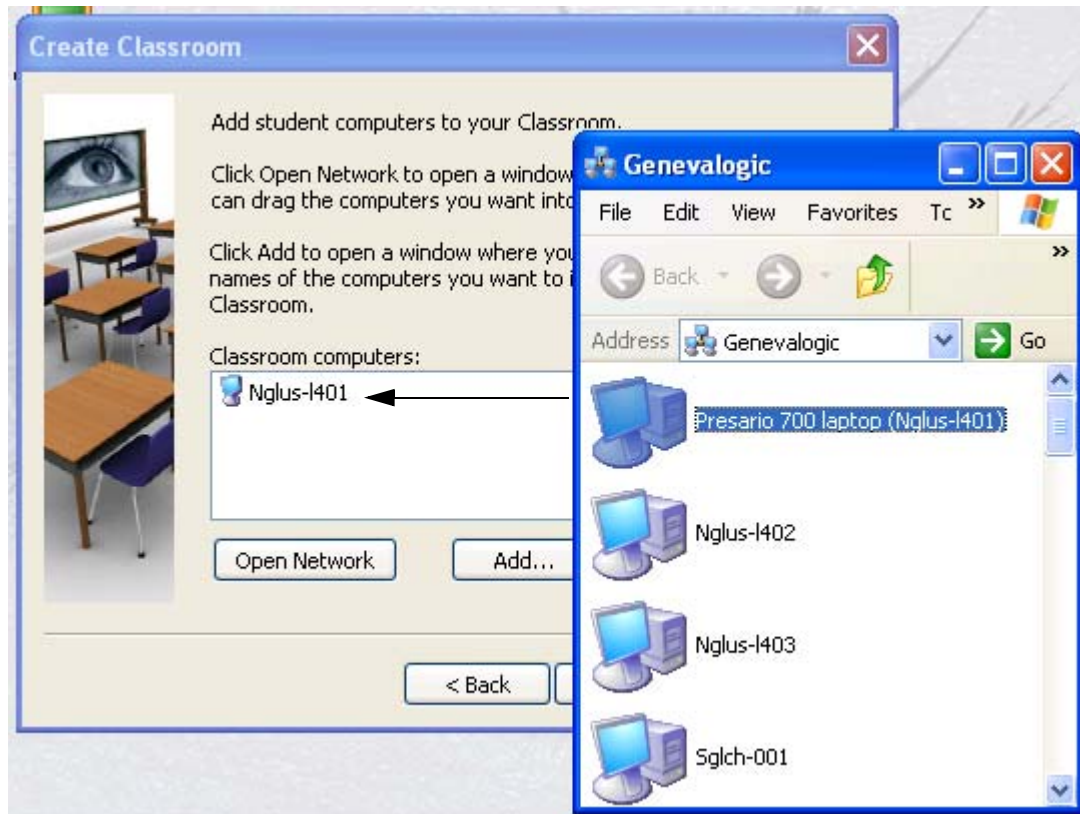
- Click **Add** to open the **Enter computer names** window. Type the names of the computers you want to include in your classroom and click **OK**.
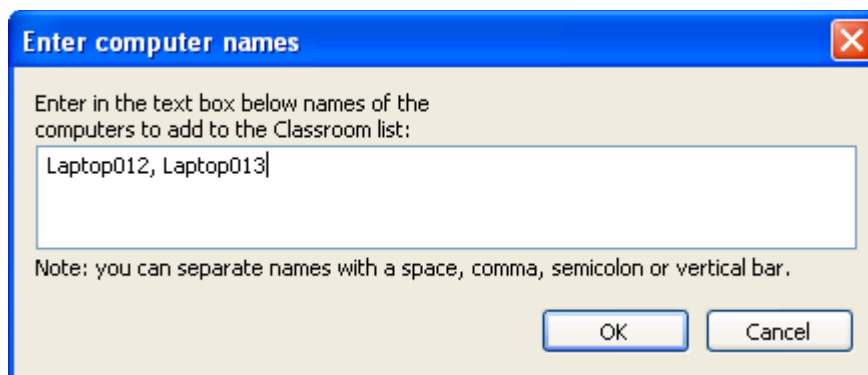
TIP: To remove a computer from the classroom, select the computer in the **Classroom computers** box and click **Remove**.

6. Click **Next,** and then click **Finish**.

Connect to a classroom and monitor student computers

After you connect to a classroom, you can monitor the computer activity of all student computers from the dashboard.

1. Double-click the **Vision** icon on your desktop to open the **Vision** window, and then double-click a classroom to open it.
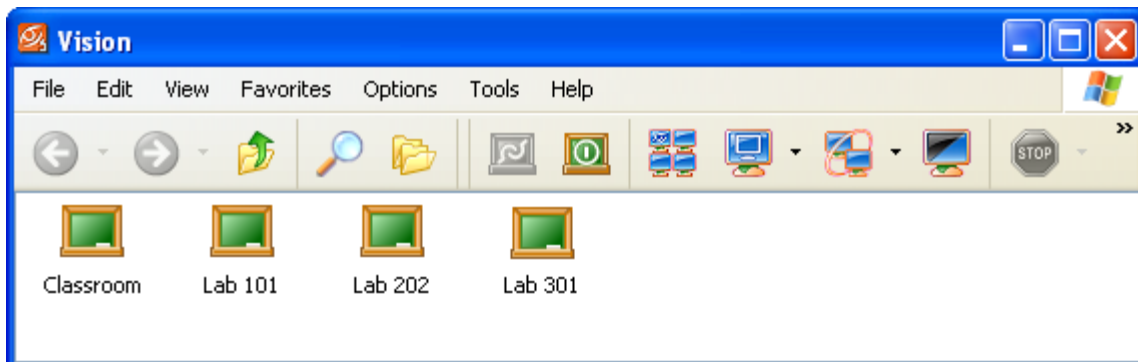
2. From the toolbar, click the **Connect Classroom** button.

The student computer thumbnails change as the classroom connects to your computer.
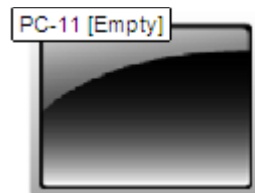
Student computer is disconnected.
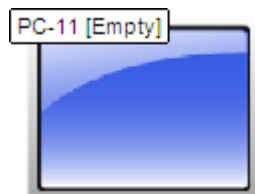
Student computer is connecting.

Student computer is connected. The student screen appears.

To disconnect from a classroom

- To disconnect from a classroom and stop managing your students, click the **Disconnect Classroom** button.

Vision Toolbar and Windows

About the dashboard

The dashboard displays the active classroom on your computer. Using the dashboard, you can connect to the classroom and manage student computers.
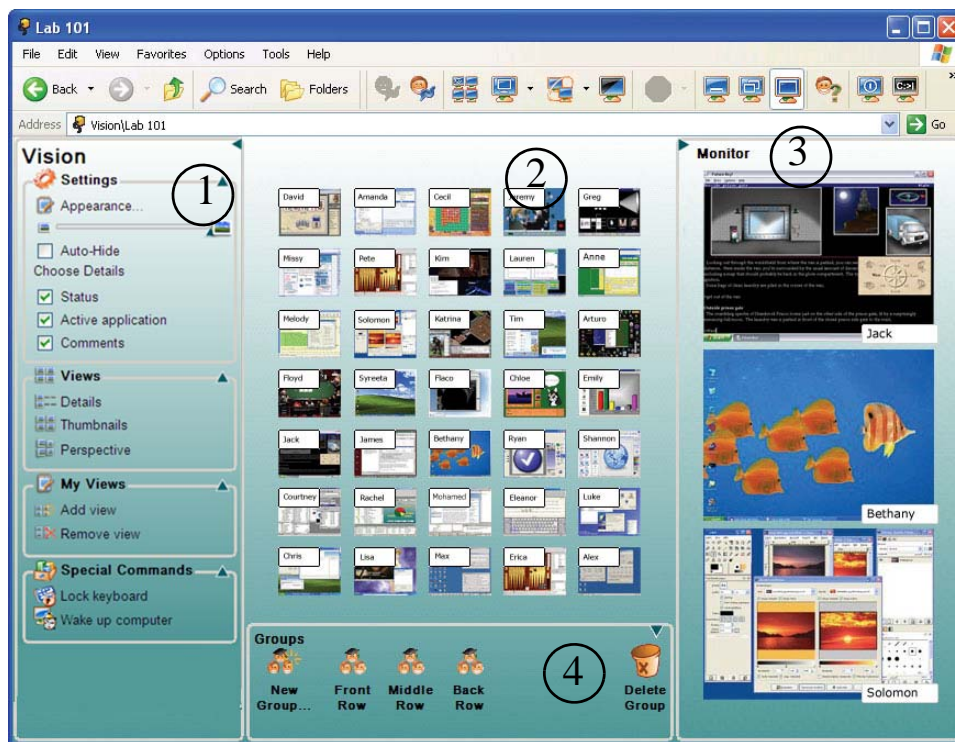
1. Settings, Views, My Views and Special Commands panes

2. Classroom area (in Thumbnails view)

3. Monitor pane

4. Groups pane

9

To open the dashboard

- Double-click a classroom icon on your desktop or in the **Vision** window.

Lab 101

Working with Panes

You can adjust the areas or panes that border the classroom area on the dashboard (the Settings, Monitor, and Groups panes). You can keep the panes open or closed at all times or you can open the panes automatically when you point to the area of the dashboard where those panes are located.

To display or hide panes

- If you are using the Auto-Hide feature, point to a pane to open it. Point away from the pane to close it.

- If you are not using the Auto-Hide feature, click the open and close buttons, which appear in the upper left or right corner of the pane.
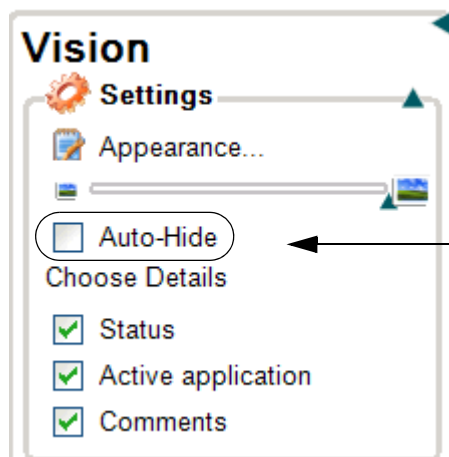
These buttons open and close panes when you are not using Auto-Hide.

This check box controls how panes open and close in the dashboard.

To turn on or off Auto-Hide panes

- Select the **Auto-Hide** check box to open panes automatically when you point to them.

- Clear the **Auto-Hide** check box to open and close panes when you click the open and close buttons.

To change the height or width of a window pane

- Point to the border of the pane, such as the Monitor or Groups pane. When the pointer changes into a double-headed arrow, drag the border to change the size of the pane.

Working with Student Computers

All the student computers in your classroom appear in the dashboard. From here you can easily apply any Vision task to the entire class. You can also apply an action to selected computers. For example, you may want to demonstrate a procedure to certain students who need help while other students continue working. Or you may want to shut down the computers in your class that are not in use. To do this, you first select the individual student computers you want, and then click the Vision command.

To select one or more student computers

To select individual computers do one of the following:

- To select a single computer, click it.

- To select consecutive computers, click in a blank area of the dashboard, and then drag your mouse pointer over the computers you want to include.

- To select nonconsecutive computers, press and hold down CTRL, and then click each computer you want.

- Point to a student computer and click the **Check mark** button. Do this for each computer you want to select.

Click this button to select a student computer.

- Click on a group in the Groups pane. Groups are subsets of student computers that you create within a classroom. Instructions on how to create a group are below.
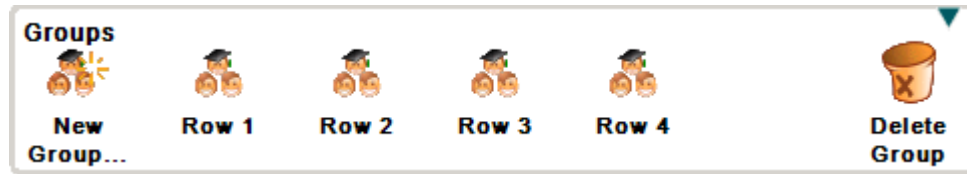
TIP: If you want to clear your selection of student computers, click in a blank area of the dashboard.

To Create a Group of Student Computers

1. On the dashboard, in the **Views** pane, select **Thumbnails**.

2. In the **Groups** pane, click **New Group**.

3. Type a name for the group.

4. Select the computers you want to include in the group.

5. Click one of the selected computers and drag it to the new group. Vision adds all the selected computers to the group.

Notes

- You can also drag the computers you want to the Groups pane to create a group.

- To add another student computer to an existing group, drag it to that group.

- To remove a computer from a group, point to the computer in **Thumbnails** view and click the **Delete from group** button.

Click this button to remove this computer from a group.

About the Vision Window

The **Vision** window displays the classrooms that exist on your computer. Using the **Vision** window, you can create new classrooms and edit existing classrooms. For example, you can add a new student computer to a classroom or give a classroom a new name.
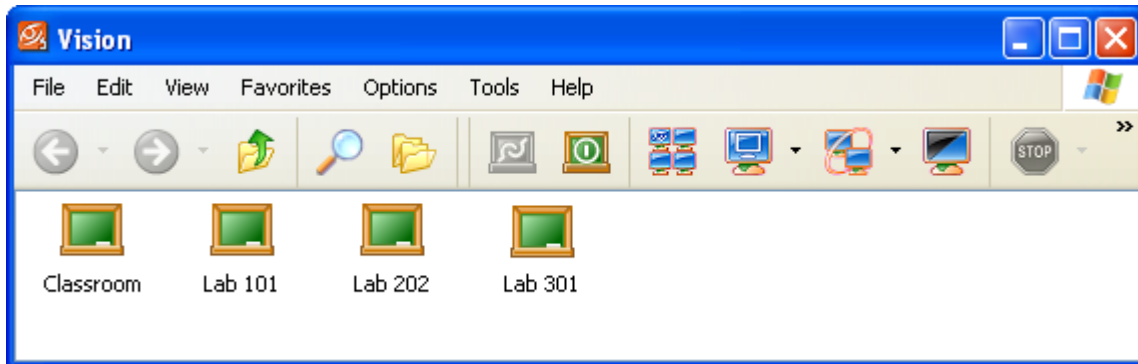
To Open the Vision Window

- Double-click the **Vision** icon on your desktop.

About the Vision Toolbar

The Vision toolbar appears at the top of your screen, on the **Vision** window, and on the dashboard. You use its buttons to start Vision features, such as Demo and Remote Control. If other GenevaLogic products are installed on your computers, programs such as Surf-Lock or Pointer, the buttons for those add-in programs also appear on the toolbar.

About the Floating Toolbar

The toolbar at the top of your screen gives you an unobtrusive way to access Vision commands for the entire classroom. Without using the dashboard, you can easily start a demonstration or block student screens while you teach. Drag the toolbar anywhere on your desktop or customize it in any of the following ways to suite your needs. The changes you make are stored in your user profile and do not appear for other users.

To Show or Hide the Vision Toolbar

- If you are using the Auto-Hide feature, point to the top of the screen to view the toolbar. Point away from the toolbar to hide it.

- If you are not using the Auto-Hide feature, the toolbar remains at the top of the screen. Right-click the **Vision** toolbar, and then click **Close the Shortcut Bar** to remove it from your desktop.

To restore the Vision toolbar to your desktop

1. Right-click the **Vision** icon on your desktop and click **Properties**.

2. On the **General** tab, click **Customize**.

3. On the **Toolbars** tab, select the **Use Vision Shortcut bar** check box.

4. Click **Apply**, and then click **Close**.

Add Toolbar Buttons

1. Right-click the toolbar and select **Customize.**

2. From the **Customize Toolbar** window, click the Vision icon in the **Command Categories** box.

3. From the **Commands** box, drag a command button to the toolbar.

TIP: You can also drag a button to your desktop or the **Start** menu.

Remove Toolbar Buttons

- Right-click a button on the toolbar and select **Remove Button**.

Change Button Appearance

- Right-click the toolbar, and then click the option that you want to turn on or off.
  - **Show Big Icons** increases the size of the toolbar buttons.
  - **Text Labels** displays names for each of the toolbar buttons.

To restore the Vision toolbar to its original look

- Right-click the toolbar, and then click **Reset Vision**.

Using Vision in Your Classroom

Below is an introduction to the basic Vision features you use to manage your classroom. Following the order of a typical class session, these procedures describe how and when you can include Vision in your lessons. If you have not already done so, create a classroom (see *Create a Classroom* on page 4).

Prepare for Class

Use Vision before your students enter the classroom. If your student computers support Wake on LAN (WOL), you can turn on (or 'wake up') all your classroom computers from your computer.

To turn on student computers remotely

1. Double-click the **Vision** icon on your desktop to open the **Vision** window, and then double-click a classroom to open it.

2. From the toolbar, click the **Connect Classroom** button.

3. On the **Special Commands** pane, click **Wake up Computer**.

   NOTE: If you are unable to start student computers remotely, contact your system administrator for information about the Wake on LAN compliance of your computers.

Lock and unlock student computers

You can lock the computers in your classroom to prevent students from using them before class or during lecture. Vision displays a blank screen on the classroom computers and students cannot access their keyboards or mouse devices.

- On the **Vision** toolbar, click the **Blank screen** button.

- To unlock student computers, click the **Stop** button.

> **NOTE:** For information on how to apply Vision commands to individual computers, see *To select one or more student computers* on page 11.

Lock and unlock student keyboards

You can lock student keyboards when you want students to see their computer screens but not have access to the keyboard or mouse.

- On the **Specials Commands** pane, click **Lock keyboard**.

- To unlock student keyboards, click the **Stop** button.

Associate each classroom computer with a student

To help you match the computers on your screen to the students in your classroom, you can send a message that asks students to sign in. Students enter their names which then appear next to the computers in the dashboard.

1. On the **Vision** toolbar, click the **Request user name** button.

2. The **Vision Enter user name** window appears on each student computer.
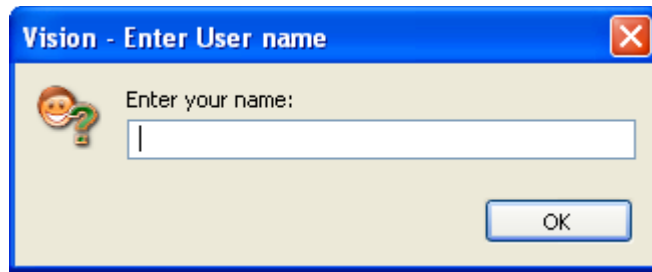
3. Students enter their names and click **OK**.

Each computer is labeled with the name that the student typed. If a student does not enter a name or no one is sitting at the computer, the word *Empty* appears next to the domain name.

NOTE: You can also identify your classroom computers by computer name, student logon, or network address. On the **View** menu, point to **Display name** and click one of the following:

- **Default** displays the computer name stored in the computer's system properties.

- **Login** displays the user name the student entered when he or she logged on to Windows.

- **Network address** displays the Internet Protocol (IP) address.

Screen Sharing

When you are connected to a classroom, you can share your screen with the entire class as you demonstrate a procedure or present information to your students. Unlike a projector that displays your screen to the front of the classroom, Vision projects your computer screen to the individual screens of your students. Students have a front row seat to your presentation no matter where they sit in the classroom.

Share your screen with the classroom

1. On the **Vision** toolbar, click the **Demo** button.

   Your screen appears on the classroom computers and you can begin your presentation.

2. Click the appropriate button to change the size of the window that appears on the student screen,:

   Full-screen Demo (default) maximizes the window so it covers the entire student screen. Student keyboards and mouse devices are locked.

   Windowed Demo makes your screen another window on the student computers. Students have access to your screen, but are not required to view it; they have access to their keyboards and mouse devices.

   Minimized Demo reduces the window to a button on the student taskbar. Students have access to your screen, but are not required to view it; they have access to their keyboards and mouse devices.

3. To turn off the demonstration, click the **Stop** button.

Start a program on a student computer

From your computer you can start a program or open a Web site for your entire classroom, student groups, or for individual students. This feature helps students follow along with the lesson and keeps them on task.

> **NOTE:** In order to use this feature, programs must be located in the same directory on both the instructor and student computers.

1. On the Vision toolbar click the **Run application** button.

2. Start a program or open a Web site in one of the following ways:

- Drag a program shortcut from the **Start** menu, or a Web address from a browser address bar, to the **Open** box.

- Type (or cut and paste) the executable name of the program, such as Excel.exe for Microsoft Excel, or the address of the Web site.

- Click the down arrow to choose from a list of programs and Web sites you have used previously.
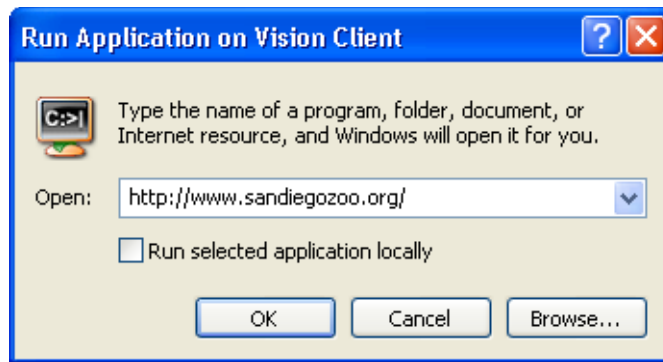
3. (optional) If you want to start the program or open the Web site on your computer, select the **Run selected application locally** check box.

4. Click **OK**.

Virtual Teacher: Share a student screen with the class

In the same way that you use the **Demo** button to share your screen with your class, you use the **Virtual Teacher** button to share a student screen with other students. This feature allows students to show their work to the class from their computers.

1. On the dashboard, click on a student computer to select it, and then click the **Virtual Teacher** button.

    or

    Click the arrow next to the **Virtual teacher** button and select the student computer you want.

    The selected student screen appears on the other classroom computers—including yours—and those student keyboards and mouse devices are locked.

2. To turn off the student demonstration, click the **Stop** button.

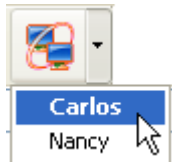

Chat with your students

From Vision, you can conduct an online chat session with your students. This is useful when you want to conduct a discussion with part of your class without disrupting other students as they work. For more information about chat sessions and other features, refer to Chat Help.

To start a chat session

1. On the **Vision** toolbar, click the **Chat** button.

2. On the **Chat** menu, click **New session**.

3. Enter a name for the session.

4. Select the students you want to include in the chat session from the **Available users** list, and then click the arrow button (>) to move them to the **Selected users** list. Next click **Create**.
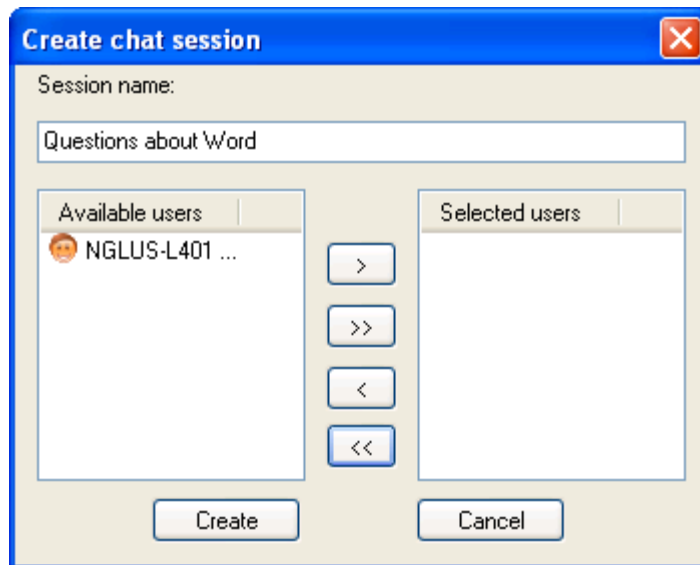
5. Type your message in the chat window, and then press ENTER. Your students can also type messages and send them to you. As you continue your chat session, the Chat history area displays your discussion.
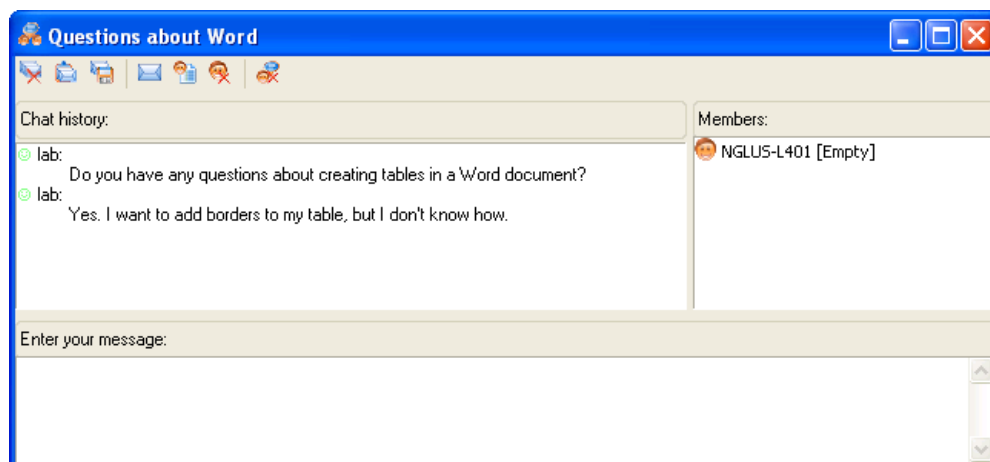
6. When you finish, click the **End Session** button.

Send and collect files from students

You can send files to your students and later collect them. Distribute tests, forms, or assignments to students for a certain amount of time and then collect them automatically.

To send a file to students

1. On the Vision toolbar, click the **Chat** button.

2. On the **Chat** menu, click **Send message**.

3. Type your message and select the file you want to send your students. Click **Browse** to search for the file.
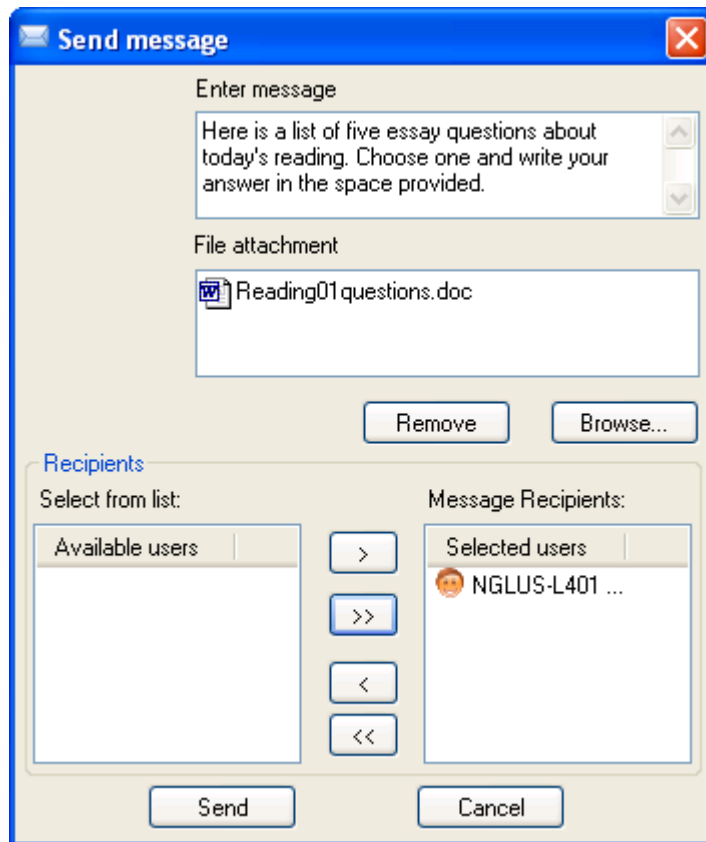
4. Select the students you want to receive the file from the **Available users** list, and then click the arrow button (>) to move them to the **Selected users** list.

5. Click **Send**.

   The students receive a message with the file attached to it. They double-click the file to open it.
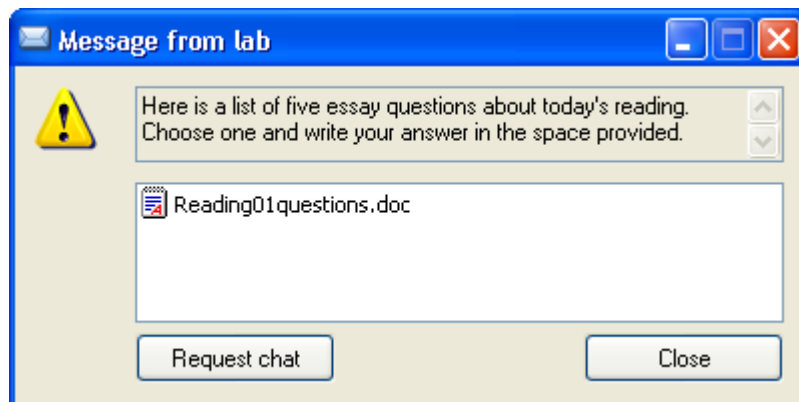
   NOTE: Students can also find sent files in their Vision work directories. Chat installs work directories by default at C:\Program Files\GenevaLogic\Vision\Chat\WFiles.

To collect a file from students

1. On the Vision toolbar, click the **Chat** button.

2. On the **Chat** menu, click the **Collect** button to gather the files on the student work directories and move them to your work directory. (Chat installs your work directory by default at C:\Program Files\GenevaLogic\Vision\Chat\WFiles.)

3. In the **Collect Files** window, indicate what should happen to the files after you collect them. You can delete the files from the student computers or leave them there. Chat then collects any student files that are stored in the Chat work files directory.

Monitor selected classroom computers

After you connect to a classroom, you automatically see the screen of every classroom computer. You can then select to monitor certain computers more closely in the **Monitor** pane. This is useful if you have a large class and want to pay attention to the students who need the most assistance or supervision.

To display a student in the Monitor pane

- Drag a student computer to the **Monitor** pane. Up to ten student computers fit in the **Monitor** pane.

To remove a student computer from the Monitor pane

- Click the **Close** button in the upper left corner of the student computer.

Notes

- You can change the rate at which computers in the Monitor pane are refreshed. If you do not select a refresh rate, Vision refreshes one screen every five seconds. For more information, refer to Vision Help.

Take remote control of a student computer

From the instructor computer, you can take control of a student computer in order to demonstrate a procedure, or to start or close a program for that student. Vision connects to the student computer and opens the **Remote Control** window, which displays the student's desktop. Use your mouse to control the student's computer. The student does not have access to the mouse or keyboard while you have remote control of the computer, unless you grant the student access.

To start remote control of a student computer

Do one of the following:

- Double-click a student computer.

- On the dashboard, select a student computer and click the **Remote Control** button.

- Click the arrow next to the **Remote Control** button and select the student computer you want.

To stop remote control of a student computer
==

To stop remote control of a student computer

Do one of the following:

- In the **Remote Control** window, click the **Stop mode** button.

- In the upper-right corner of **Remote Control** window, click the **Close** button.

- In the **Vision** window, click the **Stop** button.

Share a remote controlled student screen with the class

As you demonstrate a procedure on a student computer, you can broadcast your actions to the rest of the class. In addition, you can give that student computer access to the keyboard; you and your student can show a collaborative prensentation.

1. From the **Remote Control** window, click the **Remote Control with Demo** button.

   The student screen you have control of appears on the classroom computers. All other student keyboards and mouse devices are locked.

2. Click the appropriate button to minimize or maximize the window that appears on the classroom computers.

   Click the **Full-screen Demo** button to maximize the window so it covers the entire student screen. Student keyboards and mouse devices are locked.

   Click the **Windowed Demo** button to make the screen another window on the student computers. Students have access to the screen, but are not required to view it; they have access to their keyboards and mouse devices.

   Click the **Minimized Demo** button to reduce the window to a button on the student taskbar. Students have access to the screen and can resize or minimize it; they have access to their keyboards and mouse devices.

3. (optional) To allow the student access to his or her keyboard and mouse while you have remote control, click the **Disable remote user input button**.

4. To turn off the demonstration, click the **Stop mode** button.

Notes

- To make the student's entire desktop fit into the **Remote Control** window, click the **Fit to window** button.

- Click the **High quality mode** button to make details on the student screen easier to see.

Shut down student computers

From your computer you can shut down, restart, or log off students from the network. This is useful at end of the day or when your class no longer needs to use the computers.

1. On the **Vision** toolbar, click the **Shutdown** button.

2. Select the option to use when you shut down student computers.

   - Shut down the computer.

   - Restart the computer.

   - Close all programs and log on as a different user.

3. Select the check box **Force applications to exit** to close all programs that are running on the student computers.

   NOTE: When you select this option students lose any unsaved data. For example, if a student has a Microsoft Word document open on her computer and you force all applications to quit, the computer shuts down without asking the student if she wants to save her changes.

Additional Vision Tools

Pointer and Surf-Lock are plug-in programs that you can use with Vision.You must have them installed on your computer in order to use their features. For information on how to purchase these programs, visit our Web site at www.genevalogic.com.

Pointer

You use Pointer to annotate text or graphics on your screen during instruction. During class demonstrations, you can draw attention to areas of your screen using one of over 20 arrows, highlighters, and shapes. You can also zoom in and magnify any part of your screen or spotlight a particular object while the rest of the screen is dimmed.

Surf-Lock

Surf-Lock controls student access to the Web. Use this feature to remove the temptation of Web surfing during class time or reward students with access to the Web when they have completed their work.

To make screen annotations

1. On the Vision toolbar, click the **Pointer** button.

2. From the **Pointer** toolbar, click the tool you want to use. For example, you can click the **Highlighter** button to change your mouse pointer to a highlight tool, which you use to draw on your screen. Or click the **Arrow** button to point out an area on your screen.

3. When you finish, click the **Erase** button, and then draw a frame around the object you want to remove.

NOTE: For more information on the available annotation tools, refer to Pointer Help.

To lock and unlock access to the Web

- On the **Vision** toolbar, click the **Surf-Lock** button.

Students cannot access the Internet.

- To turn off the Surf-Lock, click the **Surf-Lock** button again.