

# Vision<sup>6</sup>

Classroom Management™ Software



## USER GUIDE



GenevaLogic

ACTIVE TEACHING SYSTEMS

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### **North America**

info.us@genevalogic.com  
15725 SW Greystone Court, Suite 105  
Beaverton, OR 97006 USA  
Phone: 503-352-3599  
Fax: 503-352-3413

### **All Other Locations**

info.ch@genevalogic.com  
Unterdorfstrasse 66  
CH-4934 Madiswil Switzerland  
Phone: +41-(0)62-957-70-40  
Fax: +41-(0)62-957-70-50

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# 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 computer 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 Vision features used to manage a classroom. It also includes technical information about working in a wireless environment, configuring Open Enrollment classes, and customizing the program to suit your needs. For general information on the most common Vision features, refer to Vision Help or the *Vision Getting Started Guide*.

## Technical Support

When you need additional support, contact our Technical Support Team by phone, e-mail, or through our Web site.

### In North America

**Phone:** 866-725-7803 (toll free)

**E-mail:** [support.us@genevalogic.com](mailto:support.us@genevalogic.com)

**Web:** [www.genevalogic.com](http://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](http://www.genevalogic.com).



# Install Vision

## System Requirements

Before you begin to install Vision, verify that your network and classroom computers meet all of the following system requirements. You must also have a valid serial number to activate Vision. (You can install a 30-day evaluation version without a serial number).

### Network

The network must have the following minimum configuration:

- Wired Network: 10 Mbps full duplex; 100 Mbps or higher recommended.
- Wireless Network: 802.11b; 802.11g recommended
- No restrictions on multicast or broadcast traffic.

### Computers

The classroom computers must have the following minimum configuration:

**Operating System (teacher computer):** Windows 2000 Professional or XP Professional

**Operating System (student computer):** Windows 98, Me, 2000 Professional or XP Professional; Vision supports classrooms with a combination of operating systems.

**Processor:** Intel® Pentium® III processor or equivalent; 500 MHz or higher

**Memory:** 64 MB RAM; 128MB and higher recommended

**Hard Disk:** 30 MB of available hard-disk space

**Video Display:** Any 100% VGA compatible graphics adapter supported by Windows

**NOTE:** Vision functions best with the settings assigned to a local area connection when it is created. If Vision does not install correctly and you have modified these settings, verify that your network is operating properly.

Ping a student computer by name from the teacher computer, and then ping the teacher computer by name from a student

computer. If the ping fails, contact your network administrator. If the ping succeeds but Vision does not function properly, contact Technical Support.

## Installation Instructions

After you have verified that your network and classroom computers meet the system requirements, you can begin to install Vision.

**NOTE:** Installation of Vision 6 will remove existing versions of Vision 5. It will not, however, remove existing versions of Vision 4.1 or earlier. You must remove these versions manually.

Also, if you use Surf-Lock or Pointer with Vision 5, you must upgrade those programs to versions that are compatible with Vision 6. Upgrade these programs after you install Vision 6.

1. Log on to the network computer as an administrator.
2. Exit all programs.
3. Exit all virus protection utilities or filters.
4. Run the Vision 6 Setup program.
  - If you are installing from a file that you downloaded, open the folder where you saved the Setup program, and then double-click **Vision6\_XSetup.exe**.
  - If you are installing from a CD, insert the CD in the proper drive, point to **Vision 6**, and then select **Install Vision**.
5. Click **Next** to start the installation.
6. Read and accept the licensing agreement.
7. Select the type of installation you need: teacher (Vision Master) or student (Vision User).

**NOTE:** You cannot install both versions on a single computer.

8. The wizard guides you through the installation. Follow the instructions on the screen and select the options you want to install.
9. After you complete the installation, restart the computer and any virus protection utilities that you use. You are now ready to set up your classroom and begin to use Vision.

# Set Up Classrooms

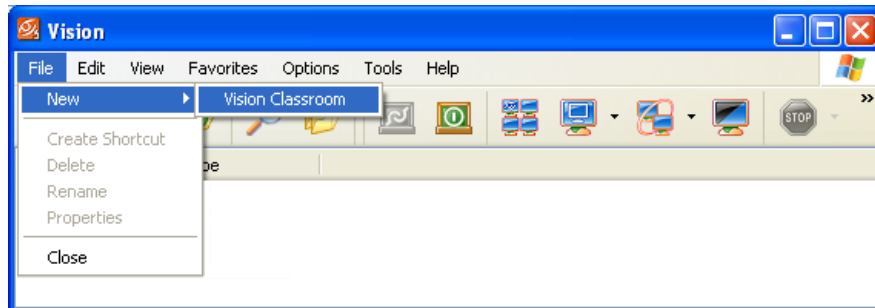
In Vision you use classrooms to organize a group of student computers you want to monitor at one time. You can create a Vision classroom to represent a physical classroom or lab. You can also use classrooms to group computers at different locations, such as a school library. After you create a classroom and connect to it, you can begin to supervise student work, remotely control 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.



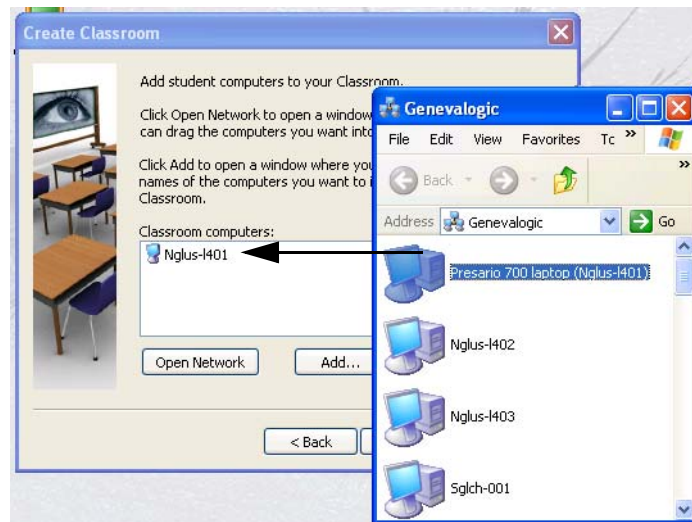
2. On the **File** menu, point to **New** and click **Vision Classroom**.



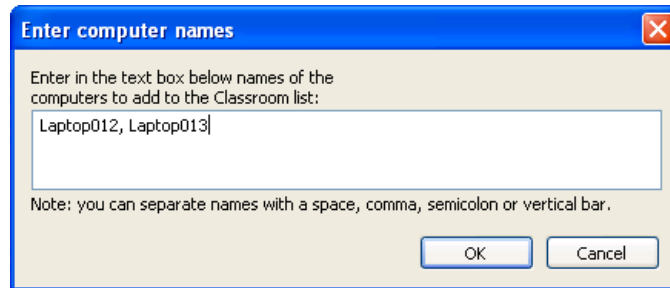
3. In the **Create new Vision Classroom** window, enter the classroom name and any comments you want to include. Comments appear in the classroom properties.
  - To allow students of the class to log on to or opt out of classes at their own discretion, select the **Open Enrollment** check box. For more information about this option, see *Open Enrollment Process* on page 57.
  - To make this classroom your default classroom, which is available from 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 list of computers in your classroom.



- 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 and click **Remove**.

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

### Delete a classroom

- Open the **Vision** window and select the classroom you want to delete.
- On the **File** menu, click **Delete**.
- In the **Confirm Classroom Delete** window, click **Yes**.

## 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.

- Double-click the **My Vision classroom** shortcut on your desktop to open the classroom.

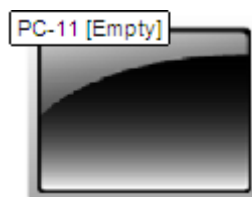
or

Double-click the **Vision** icon on your desktop to open the **Vision** window, and then double-click the classroom you want.

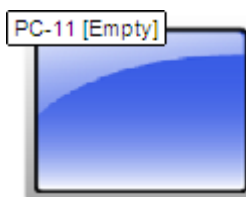
- On the **Classroom** toolbar, click the **Connect Classroom** button.



The student computer thumbnails change as the classroom connects to your computer.



Student computer is disconnected.



Student computer is connected.



The student screen appears.

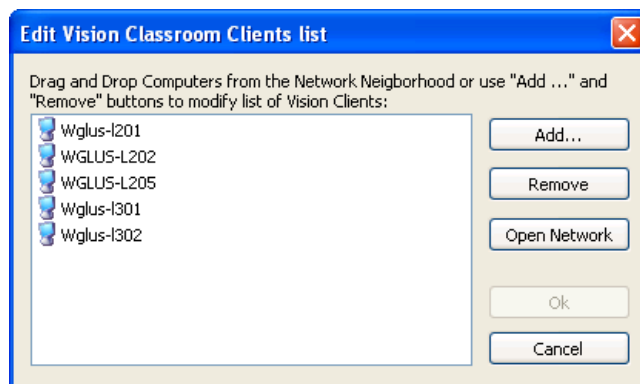
To disconnect from a classroom

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



## Add or Remove a Student Computer from a Classroom

1. Open the **Vision** window
2. Right-click on the classroom you want, and then select **Properties**.
3. On the **Edit Classroom** tab, click **Edit list**.
4. Select the computers you want to add or remove.



- To add a computer to the classroom, click **Open Network** to select a computer from a list or click **Add** to enter the computer by typing its name.
  - To remove a computer from the classroom, select the computer and click **Remove**.
5. When you finish, click **OK** and close the **Classroom Properties** window.

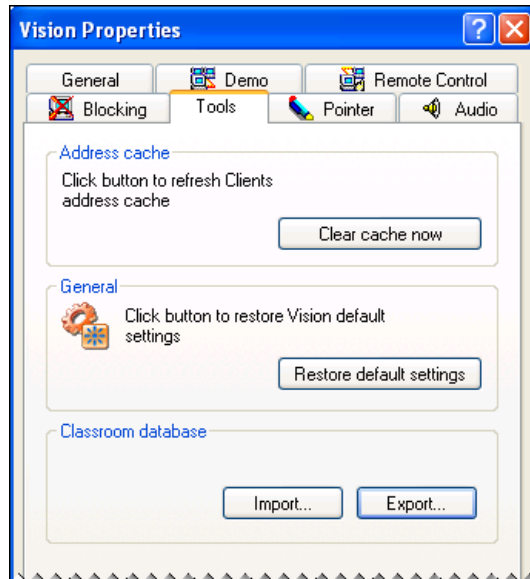
## Import a classroom

You can import classrooms that other teachers use.

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



2. On the **Tools** tab, click **Import**.

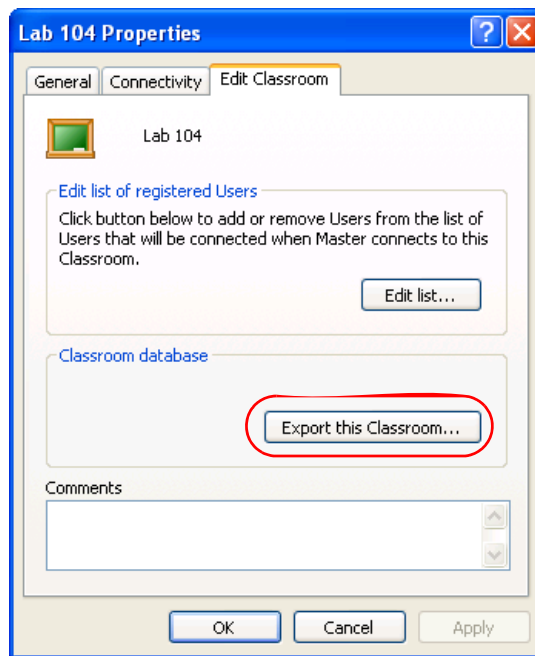


3. Locate the classroom you want to import. Classroom definition files use the extension .mecrd.
4. Click **Open**. Vision disconnects you from a classroom if you have one open.
5. In the message that appears, click **Yes** to replace your current classroom with the one you are importing. Click **No** to merge the imported classroom with the others you have on your computer.

## Export a classroom

You can export your classroom to other teachers who use Vision.

1. Open the **Vision** window, right-click on the classroom you want to export, and then click **Properties**.
2. On the **Edit Classroom** tab, click **Export this classroom**.



3. If you want to save the classroom in a different folder, locate and open the folder.
4. If you want to change the name of the classroom, type a new name in the **File name** box.
5. Click **Save**, and then close the **Classroom Properties** window.

## Create a desktop shortcut to your classroom

1. Double-click the Vision icon on your desktop to open the Vision window.



2. Select the classroom you want and drag it to your desktop.



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## Change the My Vision Classroom shortcut

1. On the desktop, right-click the **My Vision Classroom** icon, and then click **Properties**.



My Vision  
Classroom

2. Click **Select Target**.
3. Select the classroom you want to assign as **My Vision Classroom** and click **OK**.

## Exit Vision

- From the dashboard or Vision window, point to **Tools**, click **Security**, and then click **Exit Vision**.

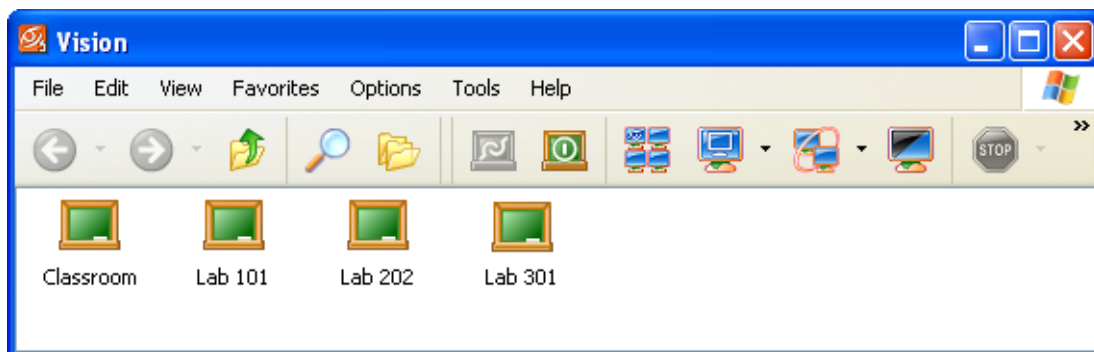
**NOTE:** When you turn on your computer again, Vision starts automatically.

# Vision Windows and Toolbars

You can access most Vision features from one of the following three components: the **Vision** window, which stores your classrooms; the dashboard, which displays the student computers in a selected classroom; and the Vision toolbar, which you use to access Vision commands as you manage your classroom. Each of these components is described in detail below.

## 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, give a classroom a new name, or delete a classroom.



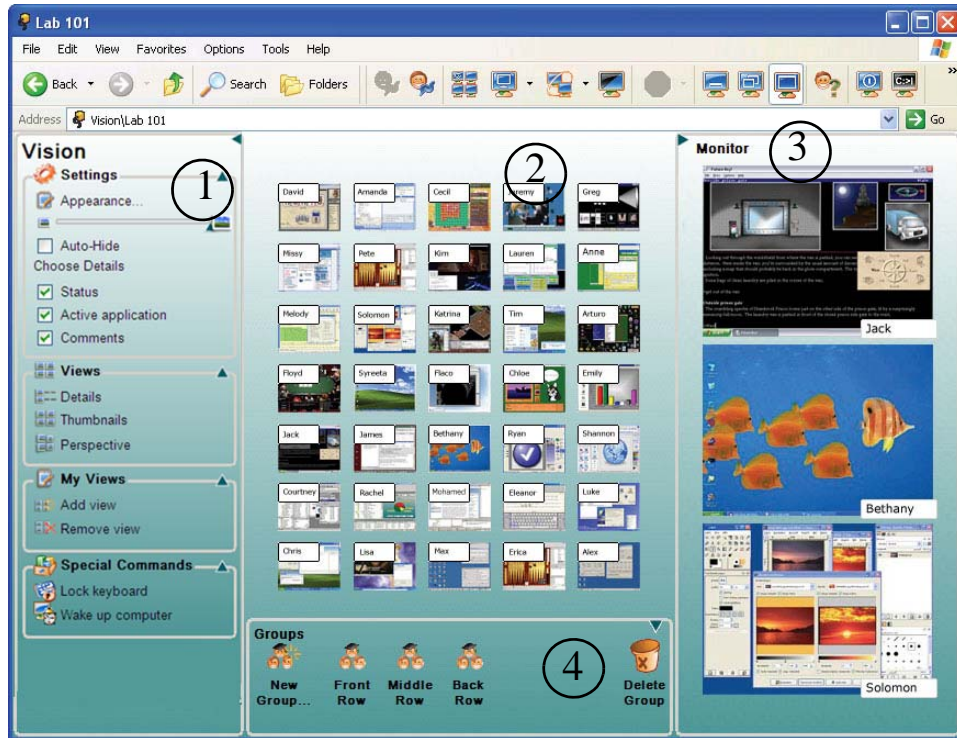
Open the Vision window

- Double-click the Vision icon on your desktop.



## About the Dashboard

The dashboard displays the active classroom on your computer. Using the dashboard, you can connect to the classroom and monitor student computers.



1. Settings, Views, My Views and Special Commands panes
2. Classroom area (in Thumbnails view)
3. Monitor pane
4. Groups pane

### Open the dashboard

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



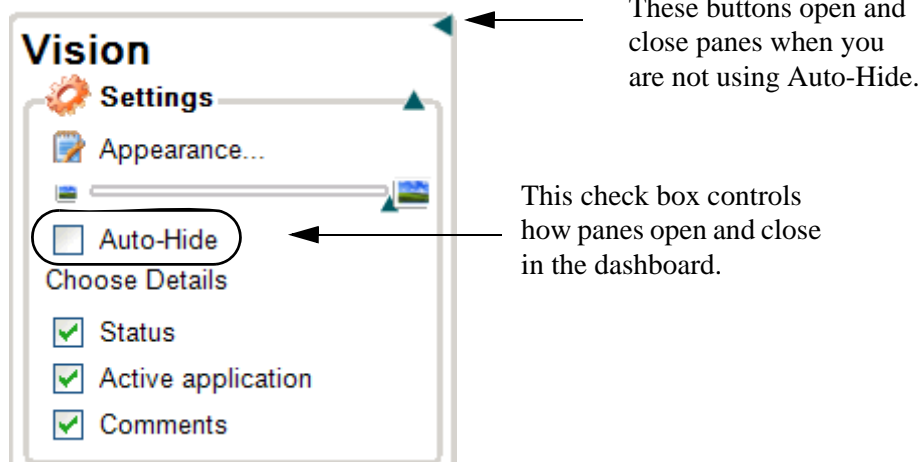
Lab 303

## Working with Panes Overview

You can adjust the areas or panes that border the student computer display 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.

### 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.



### 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. (These buttons appear in the upper left or right corner of the pane).

### 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.

## 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 you use other GenevaLogic products, such as Surf-Lock or Pointer, the buttons for those products 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. You can easily start a demonstration or block student screens while you teach, without using the dashboard. 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.

### Show, Hide, or Close 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.

### Restore the Vision Toolbar to Your Desktop

1. Right-click the **Vision** icon on your desktop and point to **Options**.
2. Click **User Shortcut-Bar**.

### Add Toolbar Buttons

**NOTE:** Your changes apply to the floating toolbar. You cannot add toolbar buttons to the Vision toolbar on the **Vision** window or the dashboard.

1. Right-click the floating 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.

### 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 add or remove.
  - **Show Big Icons** increases the size of the toolbar buttons.
  - **Text Labels** displays names for each of the toolbar buttons.

**TIP:** You can also make changes to the toolbar from the **Vision Properties** window. Right-click the Vision icon on your desktop and click **Properties**. On the **General** tab, click **Customize**, and then click the **Toolbars** tab.

### Restore the Vision Toolbar to Its Original Look

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

## Classroom Views

There are three ways you can view your student computers from the dashboard: as thumbnails, in a list, and in a three-dimensional layout.

### Thumbnails view

Below is an example of a classroom in Thumbnails view. You can move computers in this view to mimic the physical layout of your classroom.

Vision cycles through your classroom computers and refreshes one screen every three seconds, unless you have changed the refresh rate.



### Details view

Below is an example of a classroom in Details view.

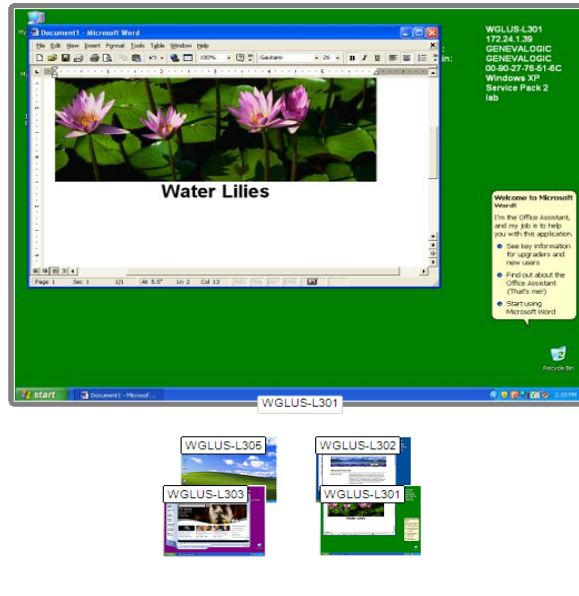
Requested name	Status	Active application	Comments
Vincent	Available	Desktop	
Paloma	Available	Calculator	CPU 4500
Takashi	Available	Desktop	

### Customize Details view

1. On the dashboard, open the **Settings** pane.
2. Under **Choose Details**, select the options you want see when your classroom is in **Details** view.
  - **Status**  
Use this option to see what student computers are connected (Available) and disconnected (Vision client not found).
  - **Active application**  
Use this option to see the name of program the student is currently using.
  - **Comments**  
Use this option to see any comments that were added to the Vision properties of the student computer.

## Perspective view

Below is an example of a classroom in Perspective view. Vision automatically cycles through the computers and displays each one in a larger view for a few seconds.



## Adjust the Perspective view

You can adjust the Perspective view to see the classroom at a different angle.

- In the Perspective view, click the Projector icon and move it down to decrease or up to increase the overhead perspective of your classroom.

## Change How You View Your Classroom Computers

1. On the dashboard, open the **Views** pane.
2. Select the view you want: **Details**, **Thumbnails**, or **Perspective**.

**NOTE:** When you initially connect to a classroom, student computers appear in **Thumbnails** view.

## Save or Remove a Customized View

After you arrange your classroom the way you want it to look, you can save your view for use the next time you connect to the classroom.

**NOTE:** Vision remembers the last view or arrangement of your classroom. Use this procedure when you have multiple views of a classroom.

1. Arrange the classroom how you want it to look. You can do any of the following.
  - Customize the dashboard background.



- Select a new classroom view.
  - Move student computers to mimic the setup of your classroom.
2. On the dashboard, open the **My Views** pane.
  3. Click **Add view**.
  4. Type the name of your view and click **OK**. The name appears in this list of views and is available the next time you connect to this classroom.

**NOTE:** To delete a view you no longer need, select that view in the **My Views** pane and click **Remove view**.

## Change the image size of a student computer

You can adjust the size of the student computers that appear in the **Thumbnails** and **Perspective** views.

1. On the dashboard, open the **Settings** pane.
2. Click the View slider and move it to the right to increase or to the left to decrease the size of the classroom computers.



## Zoom in on a student computer

Do one of the following to view a student computer more closely.

- Point to a computer to enlarge it temporarily.
- Drag a computer to the **Monitor** pane.
- View the classroom in Perspective view.

# Working with Student Computers

Vision includes a number of functions to help you manage your student computers individually or as a subset of your classroom. You can associate each computer with a student, select individual computers to monitor more closely, and open the Vision properties of a student computer from your computer in order to make changes.

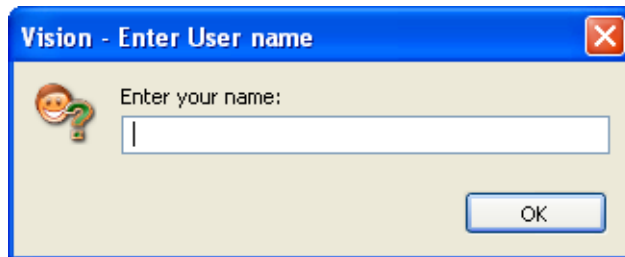
## Associate Each Classroom Computer with a Student

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.



The **Vision Enter user name** window appears on each student computer.



2. Students enter their names and click **OK**.

Each computer in the classroom is labeled with the name the student typed.



## Select a type of display name for student computers

Display names help you associate your classroom computers with a student, computer logon, or network address. You can change the type of display name.

- From the dashboard, on the **View** menu, point to **Display name** and click the view you want.
  - **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.
  - **Requested** displays the name the student entered in the **Vision-Enter user name** window. If you did not request that your students enter a name, the word **Empty** appears next to the computer's domain name.
  - **Network address** displays the Internet Protocol (IP) address.

## Select One or More Student Computers

You can demonstrate a procedure to certain students who need help while other students continue working. To do this, you first select the individual student computers you want, and then click the Vision command.

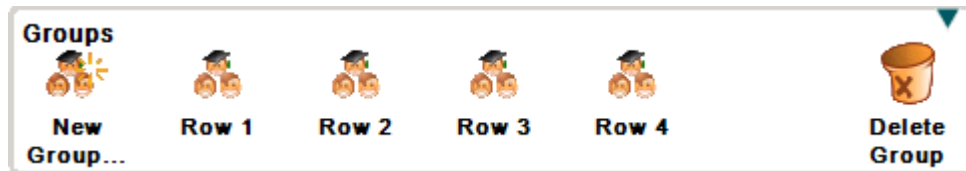
To select individual computers do one of the following:

- 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 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.

## 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.

### Tips

- 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

1. In the **Groups** pane, select the group from which you want to remove a computer. The computers in that group appear dimmed to indicate they are selected.
2. Point to one of the selected computers in **Thumbnails** view and click the **Delete from group** button.



### Delete a group of student computers

- In the **Groups** pane, drag a group to the **Delete Group** icon.

## Connect or Disconnect Individual Student Computers

On the dashboard, you can connect or disconnect individual student computers. For example, if you connect to a classroom with 25 computers, but only 20 students are present, you can disconnect the five computers that are not in use.

### To connect to a student computer

1. Select a student computer.
2. On the **Special Commands** pane, click **Join student** button.

### To disconnect a student computer

1. Select a student computer.
2. On the **Special Commands** pane, click **Dismiss student** button.

## Use Audio in the Classroom

Use the audio feature to share video and audio files with the class or speak to your students using a microphone. Audio is available when you share your screen or when you take remote control of a student computer. During a remote control session, students can use a microphone to speak to you.

**NOTE:** To use the audio feature, you need a sound card and speakers. You must also set up a microphone to use audio to speak to the classroom.

1. Start a demonstration or take remote control of a student computer.

2. On the **Vision** toolbar, click the **Audio** button.



3. Speak into the microphone or start the audio file you want to share. If you do not hear sound after starting Vision audio, make sure the volume is not muted or turned down.
4. To stop the audio, click the **Audio** button again. If you leave the Audio feature on, it is available whenever you start a demonstration or take remote control of a student computer.

### Change audio settings

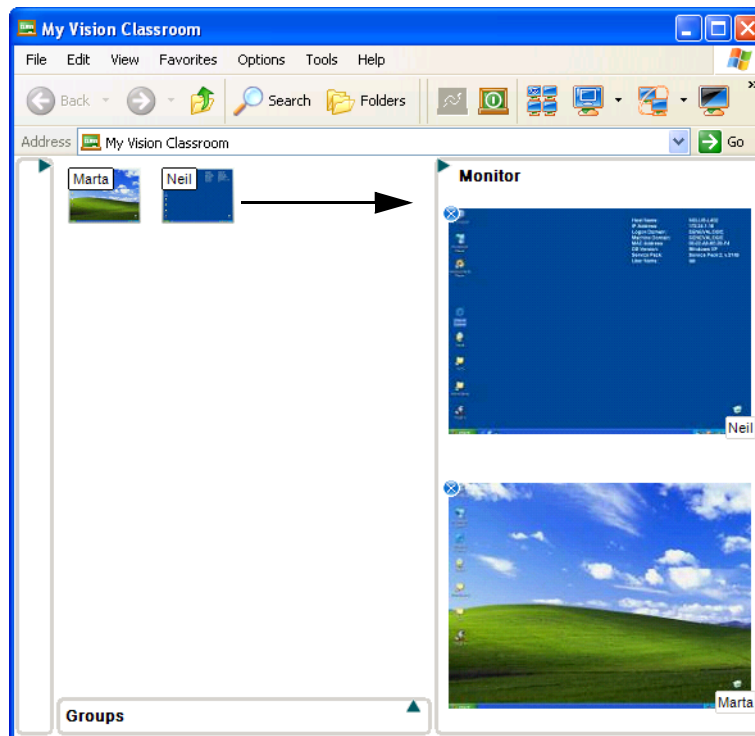
We recommend that you leave Vision audio settings in their original state. If you want to change these settings, contact Technical Support for assistance.

## 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 computer in the Monitor pane

- Drag a student computer to 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

- Up to ten student computers fit in the **Monitor** pane.
- Vision refreshes one screen every five seconds. You can change this refresh rate for the Monitor pane. For more information see “To change the screen refresh rate” on page 76.

## Refresh a student computer

- In **Thumbnail** view, point to a student computer and click the **Refresh** button.



## View system information for student computers

1. On the dashboard, put your classroom in **Thumbnail** view.
2. Point to a student computer and click the **Properties** button.



3. Click the **System Information** or the **Vision Client** tab to view information such as the operating system or IP address of the student computer.

## Enter comments about the student computer

You can enter comments about the student computer from your computer. These comments appear next to the student computer when you view it in **Details** view.

1. On the dashboard, put your classroom in Thumbnails view.
2. Point to a student computer and click the **Properties** button.



3. Click the **Vision Client** tab.



4. In the **Comments** box, enter any information you want to include about the student computer. These comments appear next to the student computer in Details view.

## Remove Vision icon from a Student Computer System Tray

From the dashboard you can remove the Vision icon that appears in the student computer system tray (the notification area at the far right of the taskbar).

1. On the dashboard, put your classroom in Thumbnails view.
2. Point to a student computer and click the **Properties** button.



3. On the **Vision Client** tab, clear the **Display icon in Taskbar** check box.
4. Click **OK**.

# Chat with Your Students

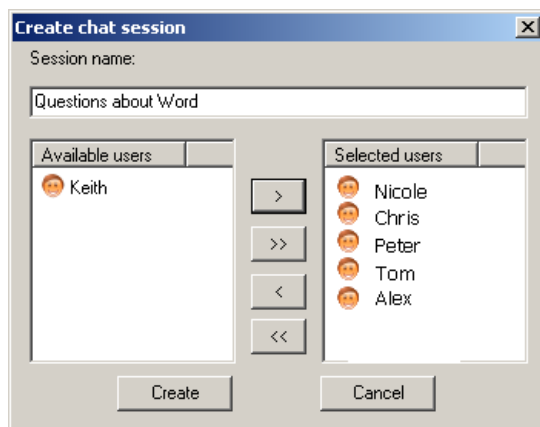
From Vision, you can conduct an online chat session with your students. This is useful when you want to conduct a discussion with part of your class without disrupting other students as they work. For additional information about chat sessions and other features, refer to Chat Help.

## Start a Chat Session with Your Students

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



2. On the **Chat** menu, click **New session**.
3. Enter a name for the session.

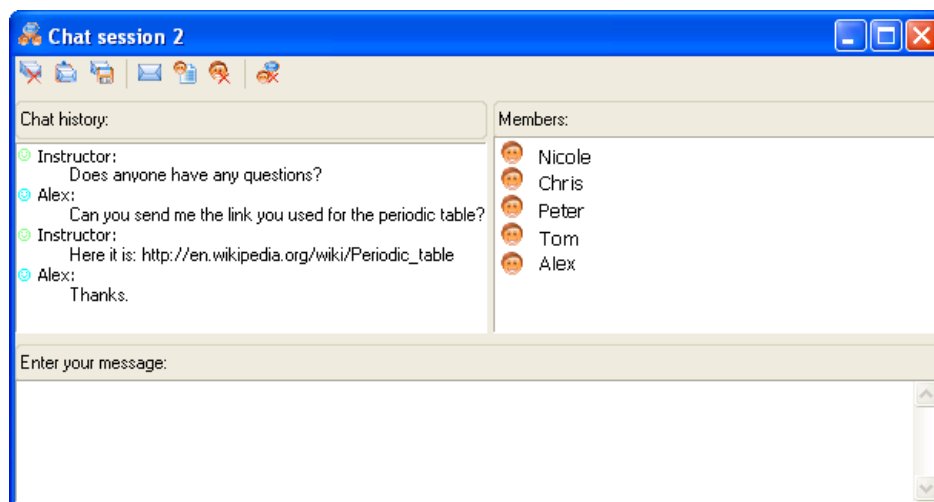


4. Select the students you want to include in the chat session from the **Available users** list, and then click the arrow button (>) to move them to the **Selected users** list. Next click **Create**.

**TIP:** To chat with your entire classroom, click the **Chat with classroom** button.



5. Under **Enter your message**, type your message, 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 or click the **Close** button in the upper right-hand corner.

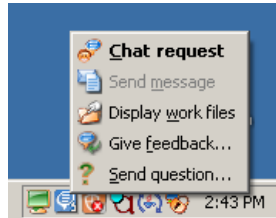


## Start a chat session from a student computer

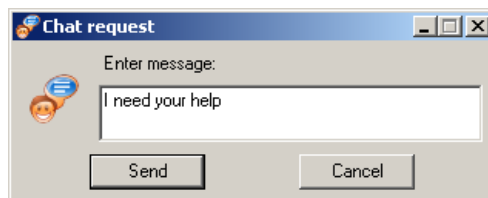
1. From the student computer, right-click the Chat icon in the system tray (the notification area at the far right of the taskbar).



2. Select **Chat Request**.

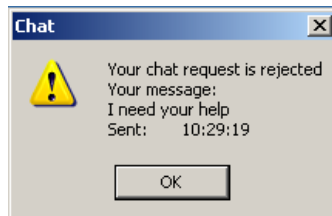


3. In the **Chat Request** window, the message, "I need your help" appears. You can edit this message.



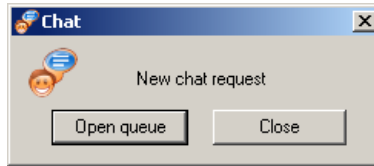
4. When you are finished typing your message, click **Send**.

**NOTE:** By default, the chat request feature is turned off and the following message appears when students submit a request. For information on how to turn this feature on, see "Control Student Access to Chat Features" on page 39.

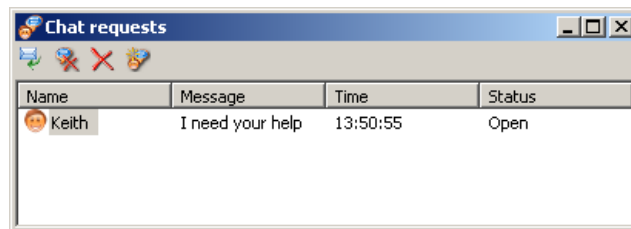


## Respond to a student's chat request

1. When a student submits a chat request, a **New Chat Request** window appears. Click **Open queue** to view a list of requests.



The **Chat requests** window opens and displays all current chat requests.



2. Select the name of the student and do one of the following:
  - Click the **Reply** button to send a single, private reply to the student.



- Click the **Chat** button to begin a chat session with the student.



- Click the **Reject** button to decline the chat session.



- Click the **Delete** button to remove the request from the list.



## 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 at the end of class.

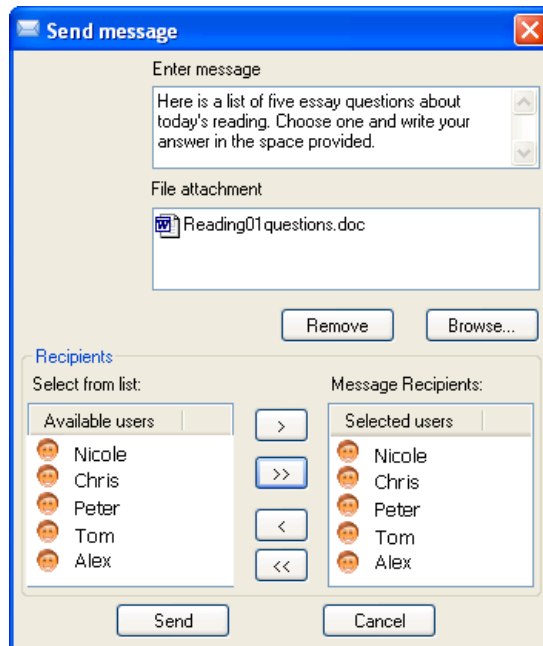
**TIP:** In Remote Control you can drag files between your computer and the student computers. For more information, see “Turn on the drag-and-drop file feature” on page 75.

To send a file to students

1. In the **Chat** window, click the **Send message** button.



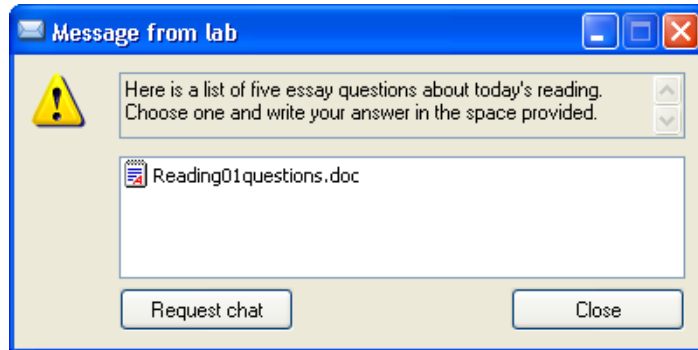
2. Type your message and select the file you want to send your students. Click **Browse** to search for the file.



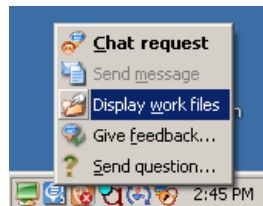
3. Select the students you want to receive the file from the **Available users** list, and then click the arrow button (>) to move them to the **Selected users** list.

#### 4. Click **Send**.

The students receive a message with the file attached to it. They double-click the file to open it.



**TIP:** Students can also find sent files in their Vision work directories by right-clicking the **Chat** icon in the system tray (the notification area at the far right of the taskbar) and clicking **Display work files**. The work directory (Drive:\Program Files\GenevaLogic\Vision\Chat\WFiles) opens.

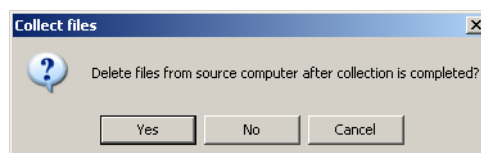


### To collect a file from students

1. In the **Chat** window, 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 at Drive:\Program Files\GenevaLogic\Vision\Chat\WFiles.)



2. 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.



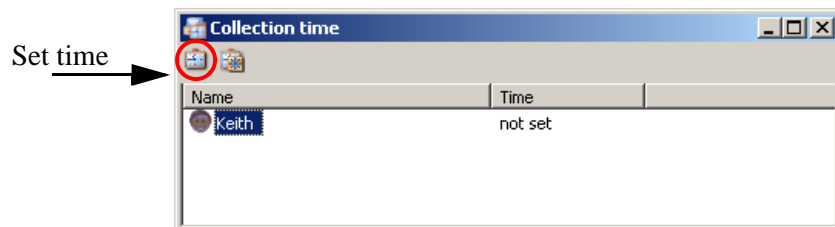
## To set a timed collection

When you send files you can schedule a time to collect them from the student computers.

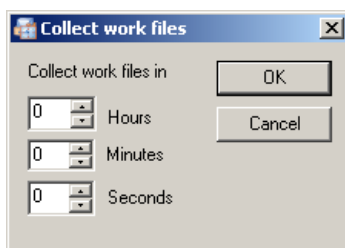
1. In the **Chat** window, click the **Timed Collection** button.



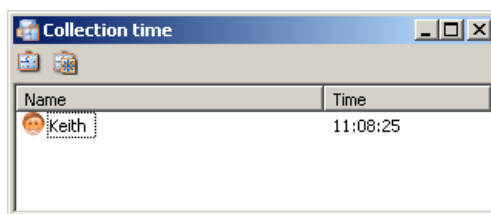
2. In the **Collection Time** window, select the name of the student for whom you want to set a collection time and then click the **Set time** button.



3. Enter the amount of time to wait before the files are collected from that student, and then click **OK**.



The **Collection time** window displays the time at which the student work file will be collected.





## About the Question Pool

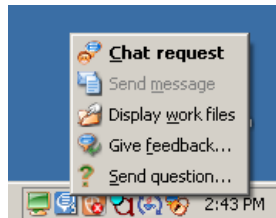
During class, students can send you questions anonymously without disrupting the class or your lecture. Student questions are stored in the Question Pool, where you can check them off the list as you answer them. To send questions to the teacher, the students must have access to the Chat right-click menu. For more information, see “Control Student Access to Chat Features” on page 39.

To ask the teacher a question from a student computer

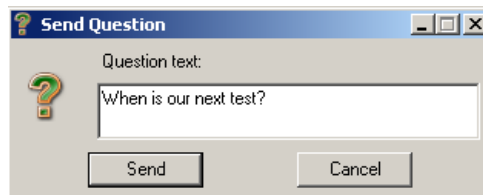
1. From the student computer, right-click the Chat icon in the system tray (the notification area at the far right of the taskbar).



2. Select **Send question**.



3. In the **Send Question** window, type your question, and then click **Send**.

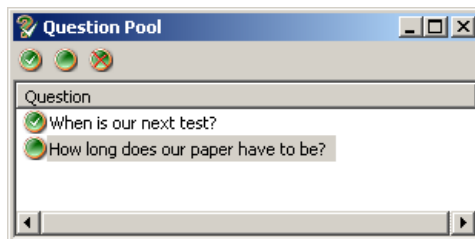


To view student questions

1. In the **Chat** window, click the **Question Pool** button.



2. The **Question Pool** window lists all the questions that students have sent. Use the buttons in the toolbar to check, uncheck, or delete questions from the pool as you answer them.



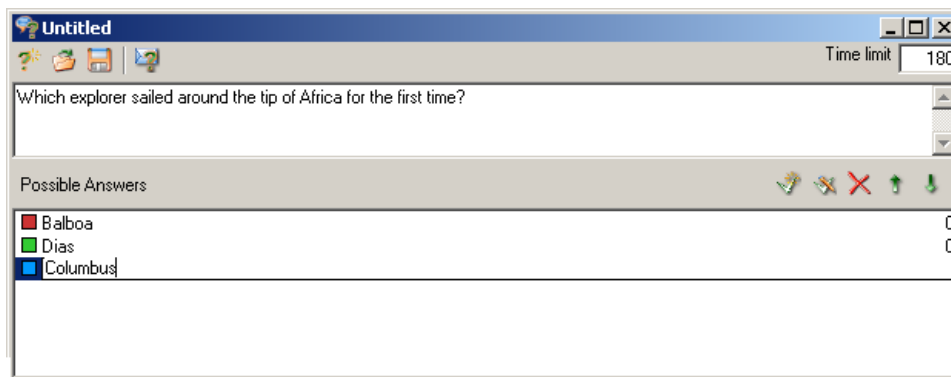
## Create and send multiple-choice questions

Use the Questions Manager to get feedback from students and to gauge their learning comprehension.

1. In the **Chat** window, click the **Questions Manager** button.



2. In the untitled question window, type your first question into the top pane.

A screenshot of a software window titled 'Untitled'. The window has a blue title bar and a toolbar with icons for question types. The main text area contains the question: 'Which explorer sailed around the tip of Africa for the first time?'. Below the question is a section titled 'Possible Answers' with a table of options. The table has three rows: 'Balboa' with a score of 0, 'Dias' with a score of 0, and 'Columbus' with a score of 1. The 'Columbus' row is highlighted. To the right of the table are icons for adding, deleting, and moving answers.

Possible Answers	
<input type="checkbox"/> Balboa	0
<input type="checkbox"/> Dias	0
<input checked="" type="checkbox"/> Columbus	1

3. Click the **New Answer** button to create an answer line in the bottom pane. Repeat this step until you have added all the possible answers to the question.



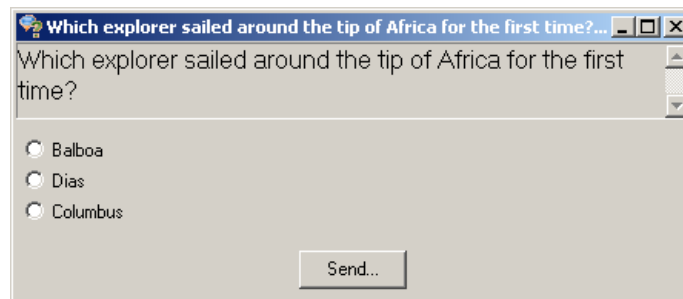
**TIP:** Click the **Save** button to store the question for future use.



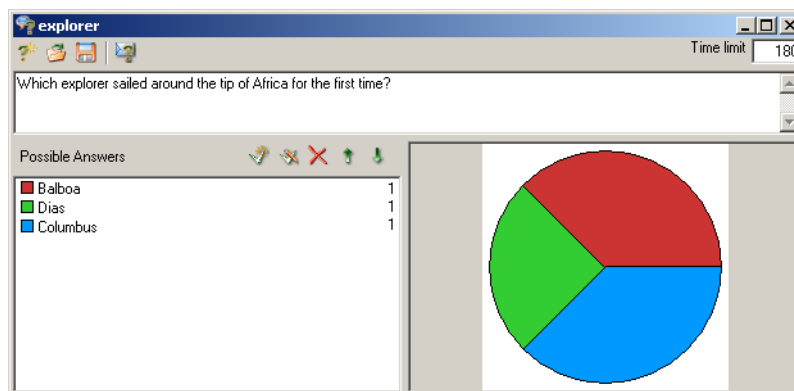
4. When you are ready to send the question to your students, click the **Send** button.



5. The question appears on the student screens. Students select an answer, and then click **Send**.



As the students send in their answers, your screen displays the question window with a pie chart and list showing how the students answered.



## Ask Students for Feedback

You can use Chat to send the class a survey to that measures the mood of your students, the complexity of your material and the speed at which you are presenting information. Student responses to the survey are anonymous; votes are not associated with a specific student.

1. On the **Chat** window, click the **Feedback Statistics** button.



2. On the **Feedback Statistics** window, click the **Force Vote** button.



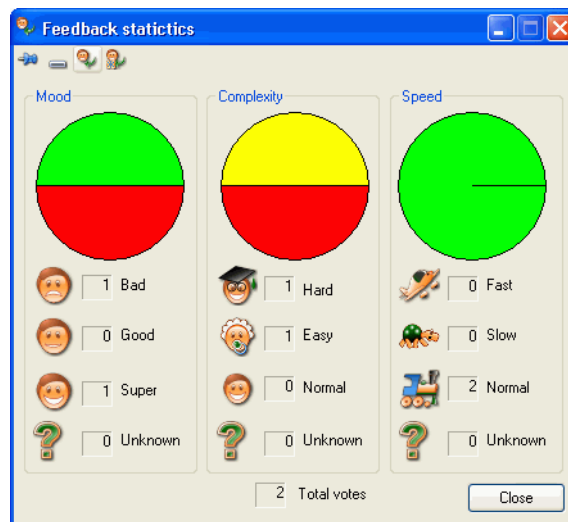
The **Feedback** window appears on the student screens. Students respond to the survey and click **Close**.

The Feedback window is titled "Feedback" and contains three sections for choosing feedback options:

- Own Mood:** Three smiley face icons with radio buttons below them labeled "Bad", "Good", and "Super".
- Learn Complexity:** Three icons (a baby face, a normal face, and a face with a graduation cap) with radio buttons below them labeled "Easy", "Normal", and "Hard".
- Learning Speed:** Three icons (a slow turtle, a train, and a fast rocket) with radio buttons below them labeled "Slow", "OK", and "Fast".

A "Close" button is located at the bottom center of the window.

The **Feedback Statistics** window displays the results of your survey. The number of students who did not provide feedback are recorded in the Unknown box.



**TIP:** Click the **Reset** button to clear the results of the survey.



## Control Student Access to Chat Features

You can control whether students can start chat sessions with you or each other, send one time messages to you or each other, or have access to the Chat menu from their computers.

To allow your students to initiate chat sessions with you

- From the Chat toolbar, click the **Reject all chat requests** button to turn this option on or off.



When you turn this option off, students see a Chat icon appear in the system tray (the notification area at the far right of the taskbar).



To allow your students to send messages to each other

- From the Chat toolbar, click the **Enable send** button to turn this option on.



To remove the Chat icon from the student system tray

- From the Chat toolbar, click the **Disable clients** button. The Chat icon is removed from the student taskbar.



## Customize Chat

### Chat Request Handling

You can customize chat to decline all student chat requests.

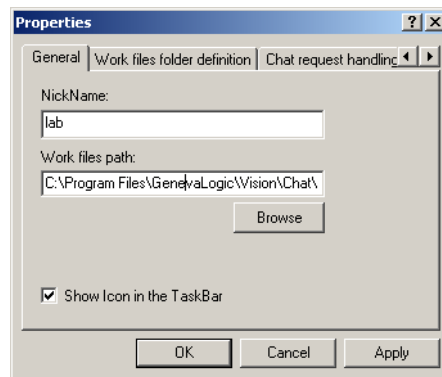
1. In the **Chat** window, from the **View** menu, click **Options**.
2. In the **Properties** window, on the **Chat Request Handling** tab, select the **Reject all Chat Requests** check box to decline all student chat requests automatically.
3. In the **Display Text** box, enter the text that appears on the student computer when you decline a student request.

### About the Work File Directory

Chat installs teacher and student work directories at Drive:\Program Files\GenevaLogic\Vision\Chat\WFiles. When you send and collect files to students, Chat uses this directory to store the files. You can change the directory location.

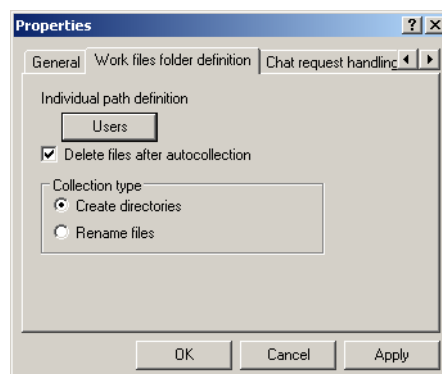
To change the teacher work file directory location

1. In the **Chat** window, from the **View** menu, click **Options**.
2. In the **Properties** window, on the **General** tab, enter a new location for the work files in the **Work files path** box. Click **Browse** to search for a file folder.

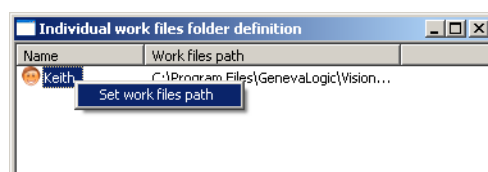


To change the student work file directory location

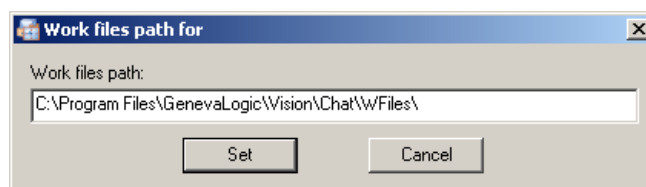
1. In the **Chat** window, from the **View** menu, click **Options**.
2. In the **Properties** window, on the **Work files folder destination** tab, click **Users**.



3. In the **Individual work files folder definition** window, right-click the name of the student whose work file directory you want to change, and then click **Set work files path**.



4. Enter a new location for the work files in the **Work files path** window and click **Set**.



The path you enter will be used the next time you send and collect student work files.

## Exit Chat

When you exit Chat, you close the Chat window on your computer as well as remove the Chat icon from the student and teacher taskbars.

- From the **File** menu, click **Exit**.

# Student Computer Access

Vision offers a number of ways that you can control student computers, such as blanking screens and locking keyboards to keep your class focused during lessons or discussions.

## Lock and Unlock Student Computers

You can lock the computers in your classroom to prevent students from using them. 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.



**TIP:** To unlock one or more student computers, while the other computers remain locked, select the computers, click the arrow next to the **Stop** button, and then click **Blocking**.



## 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 **Block User Input**.
- To unlock the keyboards, click the **Stop** button.



## Ask Students for Permission to Access their Computers

Use this procedure when you want to ask students for permission before you take remote control of their computers. Once you have selected this privacy option, a message appears on the student computer when you attempt to take remote control of it. This message allows the student to grant or deny you access.

1. On the dashboard, put your classroom in Thumbnails view.
2. Point to a student computer and click the **Properties** button.



3. On the **Privacy** tab, select **Remote Control**.
4. Under **Access request** select **Always ask for User's permission**.
5. Click **OK**.

## Receive Notification When Students Reconnect to Classroom

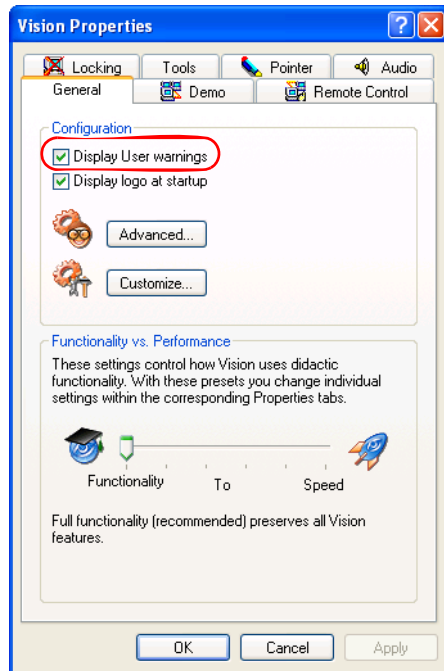
You can receive a notice when a student disconnects and then reconnects to your classroom. This message asks if you want to allow the student into the classroom. This is useful when you cannot monitor computer use during a demonstration or when the student computer is locked.

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



2. On the **Tools** menu, click **Vision Properties**.

3. On the **General** tab, select the **Display User warnings** check box.



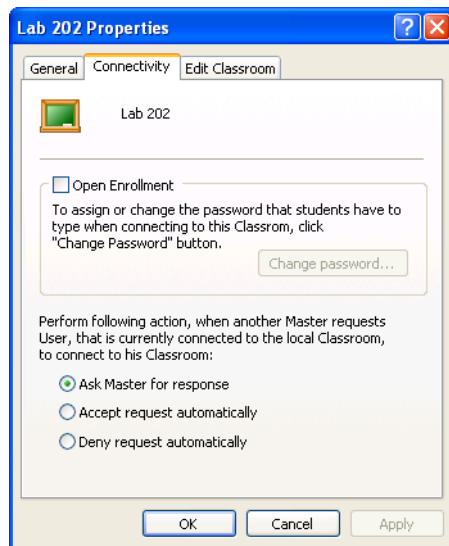
## Receive Notification When a Teacher Tries to Connect to Your Class

You can receive a message when another instructor attempts to connect to a classroom or student computer that you are currently monitoring. This message asks you if you want to allow the instructor to connect to the classroom or student, thus disconnecting you.

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



2. Select the classroom you want.
3. On the **File** menu, click **Properties**.
4. On the **Connectivity** tab, select **Ask Master for a response**.



### Notes

- To automatically allow an instructor to connect to your class or student, and disconnect you, select **Accept request automatically**.
- To automatically deny an instructor access to your class or student, select **Deny request automatically**.

## Lock and Unlock Vision on the Instructor Computer

You can lock Vision to prevent others from accessing the program. Other open files and programs will still be available.

To lock Vision

- On the **Tools** menu, click **Security**, and then click **Lock Console**.

To unlock Vision

1. On the **Tools** menu, click **Security**, and then click **Unlock Console**.
2. If you use a password to open Vision, type your user name and password.
3. Click **OK**.

## Log Off from Vision

When you log off, the Vision toolbar still appears, but you are unable to work with student computers.

To log off from Vision

- On the **Tools** menu, click **Security**, and then click **Log Off**.

To log on to Vision

1. On the **Tools** menu, click **Security**, and then click **Log On**.
2. If you use a password to open Vision, type your user name and password.
3. Click **OK**.

# 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.

2. To minimize or maximize the window that appears on the student screen, click the appropriate **Demo** button:



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 your screen a 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.



Click the **Minimized Demo** button to reduce the window to a button on the student taskbar. Students have access to the demonstration 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.



## Share a student screen with the classroom (Virtual Teacher)

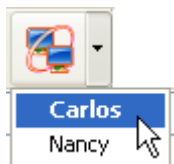
In the same way you use the **Demo** button to share your screen with your class, you use the **Virtual Teacher** button to share a student screen with other students. This feature allows students to show their work to the class from their computers.

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

**TIP:** If you cannot see the student screen on your desktop, click the **Virtual Teacher** button in the taskbar.

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

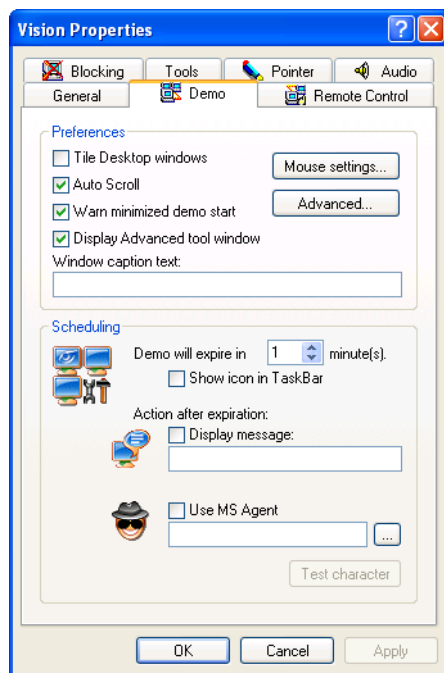
## Set a Time Limit on Demonstrations

You can set a limit on how long you want to share your screen with the classroom. This feature is useful for scheduling limited class time. For example, you can set a demonstration to expire after fifteen minutes in order to keep the class on track for the next activity.

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



2. On the **Tools** menu, click **Vision Properties**, and then click the **Demo** tab.
3. In the **Demo will expire in (blank) minutes** box, type the number of minutes your demonstration will run.



4. (optional) Select a reminder or warning to display when your demonstration is over. These warnings appear only on your screen; they do not appear on student screens.
  - Select the **Show icon in Taskbar** check box to display an alert in the system tray (the notification area at the far right of the taskbar). This alert changes color—from green to yellow to red—to indicate how much time is left for your presentation.
  - Select the **Display message** check box and type the message you want to appear when your demonstration is over.
  - Select the **Use MS Agent** check box and choose an animated character to appear when your demonstration is over. (Animated characters use the extension .acs.) Click **Test character** to view your animation before you use it.

## Demo Toolbar for Students

When you share your screen with students in a **Minimized Demo** window, a **Demo** toolbar appears on the student screens. They can use this toolbar to adjust the appearance of the **Demo** window. You can turn this toolbar on or off in Demo properties. For more information, see *Show the Demo toolbar on the student computer* on page 70.

- Click the **Fit to window** button to resize the instructor screen to fit the entire Demo window.



- Click the **High quality mode** button to make details of the **Demo** window easier to see.



- Click the **Copy Screen** button to copy an image of the entire Demo window to the Clipboard.



- Click the **PanView** button to open the Pan tool. A box that represents a view of the demonstration screen appears. Using your mouse, you can click on this box to pan throughout the demonstration screen.



- Use the slider to adjust the size of the Demo window.





# Remote Control

Using the remote control feature, you can help any student through a tough problem from your desk or take control of the student's computer to log on, start a computer program or demonstrate a solution.

## Take Remote Control of a Student Computer

From the instructor computer, you can open the **Remote Control** window, which displays the student's screen. 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.

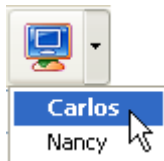
### Start Remote Control of a Student Computer

Use one of the following methods to take control of a student computer:

- Double-click a student computer in the dashboard.
- Select a student computer in the dashboard, and then click the **Remote Control** button.



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



**TIP:** If you cannot see the student screen on your desktop, click the **Remote Control** button in the taskbar.

## Stop Remote Control of a Student Computer

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



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

## Improve Visibility of the Remote Control window

When you have control of a student computer, you can adjust the appearance of the student screen that appears on your computer.

- Click the **Fit to window** button to resize the student screen to fit the entire **Remote Control** window.



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



**NOTE:** The **High quality mode** button is available after you select the **Fit to window** button.

## Lock and Unlock a Remote Controlled Student Computer

When you have remote control of a student computer, you can lock and unlock the keyboard and mouse.

- In the **Remote Control** window, click the **Disable remote user input** button.



## Share a Remote Controlled Student Screen with the Classroom

As you demonstrate a procedure on a student computer, you can broadcast your actions to the rest of the class.

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



The student screen you have in control appears on the classroom computers.

2. Click the appropriate **Demo** button to minimize or maximize the window that appears on the other 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 a 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, but are not required to view it; they have access to their keyboards and mouse devices.

3. (optional) To allow the student access to the 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.



## Move Files by Dragging

In Remote Control, you can drag files and file folders between your screen and a student screen in the Remote Control window. For information on how to turn this feature on, see *Turn on the drag-and-drop file feature* on page 75.

1. Take remote control of a student computer.
2. Find the file you want to move. You can move files between your computer and the student computer.
3. Drag the file from one desktop to the other.

**NOTE:** Large files may take more time to transfer.

## Copy and Paste Remotely

When you have control of a student computer, you can copy text and images from the student's Clipboard and paste them to your own. Likewise, you can copy the contents from your Clipboard and paste it to the student's.

### To copy from a student's Clipboard

1. Take remote control of a student computer.
2. On the **Remote Control** window, click the **Copy from User Clipboard** button.



The content that is currently on the student's Clipboard is pasted to your Clipboard. You can later paste this content to a document on your computer.

### To paste to a student's Clipboard

1. Take remote control of a student computer.
2. On the **Remote Control** window, click the **Paste on User Clipboard** button.



The content that is currently on your Clipboard is pasted to the student's Clipboard. The student can then paste this content to a document on his or her computer.

## Turn on Student Computers Remotely

You can turn on (or 'wake up') student computers remotely if those computers support Wake on Local Area Network. Contact your system administrator for information about the Wake on LAN (WOL) compliance of your student computers.

1. Connect to your classroom. You must be connected to a classroom before you can wake up student computers.
2. On the **Special Commands** pane, click **Wake up Computer**.

## Start a Program on a Student Computer

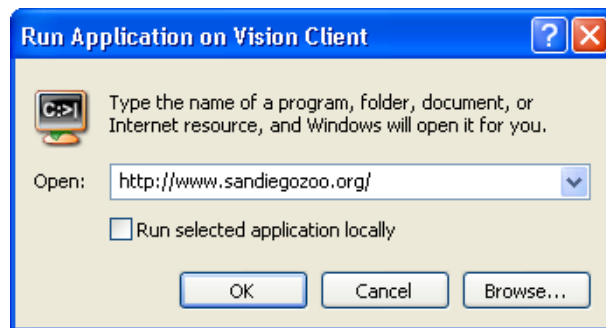
From your computer you can start a program or open a Web site for your classroom or for individual students. This feature helps students follow along with the lesson and keeps them on task.

**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 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.
  - Click **Browse** to search for a program.



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**.

## Shut Down Student Computers

From your computer you can log off students or shut down or restart student computers. 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 one of the following options:

- **Shut down the computer**

Use this option to turn off the student computers.

- **Restart the computer**

Use this option to turn off the student computers and then automatically turn them back on. Windows often recommends that you restart a computer after you install new software or change computer settings.

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

Use this option to let other students quickly log on and use the computers. It is not necessary to shut down and restart computers when you want other students to log on to your classroom.

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 Microsoft Word document open and you force all applications to quit, the computer shuts down without asking the student if she wants to save her changes.

4. Click **Yes**.

# Open Enrollment

Open Enrollment allows instructors to broadcast an invitation to a class over the network. Students can join or leave the classroom at any time without disturbing other students or the instructor. This feature works well in colleges and professional development classes where the attendees are fully capable of deciding to participate in the class.

Classrooms and student computers must be configured to allow Open Enrollment in order to use this feature. You can designate a classroom for Open Enrollment as you create it or you can change an existing classroom. You configure student computers for Open Enrollment when you install Vision.

## Open Enrollment Process

1. Create a classroom and select the Open Enrollment option. For information on how to create an Open Enrollment classroom, see *Create a classroom* on page 5.

**NOTE:** To determine if a class is configured for Open Enrollment, right-click a classroom icon, click **Properties**, and then click the **Connectivity** tab. The class is configured for Open Enrollment if the **Open Enrollment** check box is selected.

2. Connect to the classroom.

When you connect an Open Enrollment classroom, Vision sends an invitation to the students on your network whose computers are configured to use Open Enrollment.

3. Students see the invitation appear in the system tray (the notification area at the far right of the taskbar). From there, they click on the invitation to open the **Advertised Open Enrollment Classrooms** window that lists your class and computer name. Students double-click the class name to join it.
4. After students join the class, you can see their screen in the dashboard and use all Vision features that are available in a regular classroom.

## Start an Open Enrollment Class

1. Double-click an Open Enrollment classroom shortcut on your desktop or in the **Vision** window to open the classroom.

**NOTE:** To determine if a class is configured for Open Enrollment, right-click a classroom icon, click **Properties**, and then click the **Connectivity** tab. The class is configured for Open Enrollment if the **Open Enrollment** check box is selected.

2. On the Classroom toolbar, click the Connect Classroom button.



When you connect to an Open Enrollment classroom, Vision sends an invitation to the students on your network whose computers are configured to use Open Enrollment. If students agree to attend your class, their computers appear in the dashboard and you can begin to use Vision features as you would in standard classroom.

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



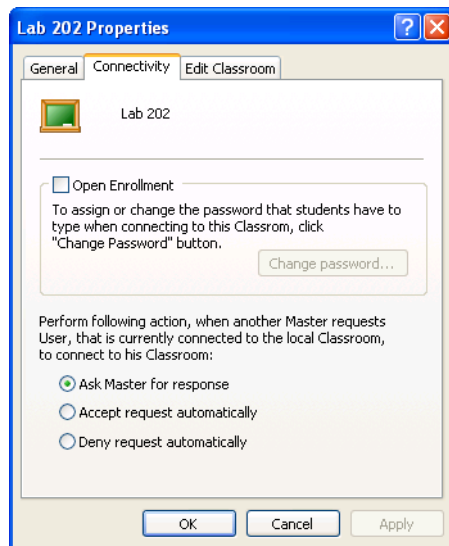


## Change an Existing Classroom to Allow Open Enrollment

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



2. Select the classroom you want.
3. On the **File** menu, click **Properties**.
4. On the **Connectivity** tab, select the **Open Enrollment** check box.



**NOTE:** When you change an existing classroom to allow Open Enrollment, any student computers associated with the classroom are deleted.

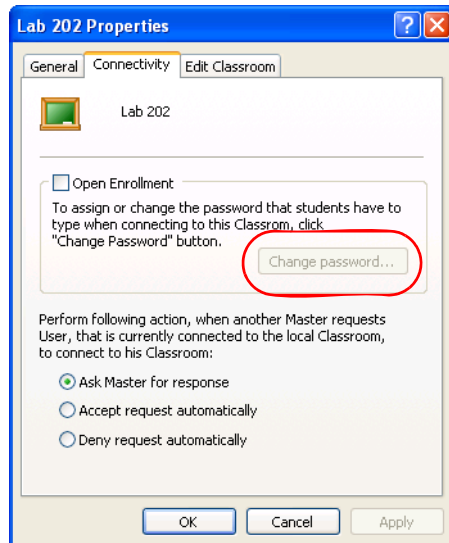
## Add or Change a Password to an Open Enrollment Classroom

You can require students to enter a password in order to access your open enrollment classes. This protects your classroom from unauthorized students attending your class.

1. Double-click the Vision icon on your desktop to open the Vision window.



2. Select the classroom you want.
3. On the **File** menu, click **Properties**.
4. Click the **Tools** tab and then click **Connectivity**.
5. Click **Change Password**.



6. Type your new password in the **New password** box, and type it again in the **Confirm new password** box.

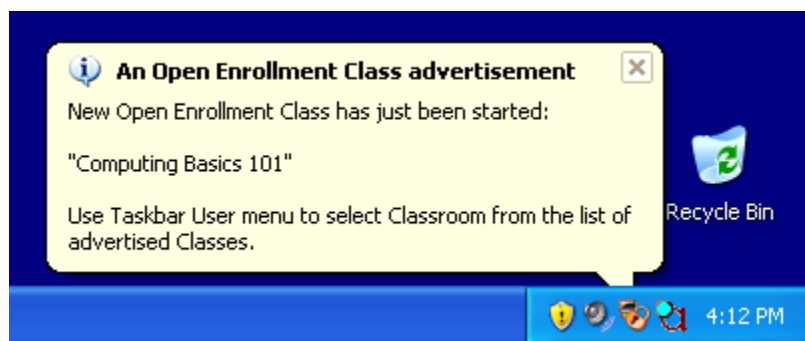
## Open Enrollment: What Students See

Student computers that are configured to use Open Enrollment can access classes through the Vision icon in the system tray (the notification area at the far right of the taskbar).



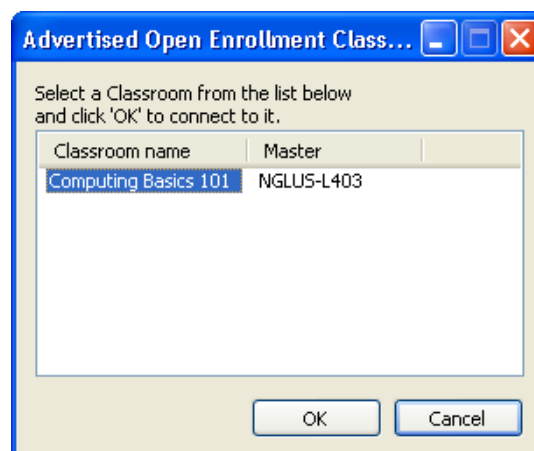
### How Students Connect to an Open Enrollment Class

When you connect to an Open Enrollment classroom, Vision sends an invitation to the students on your network whose computers are configured to use Open Enrollment. Students see the invitation in the system tray.

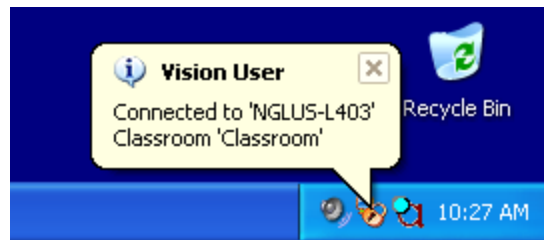


### Open Enrollment Class Invitation

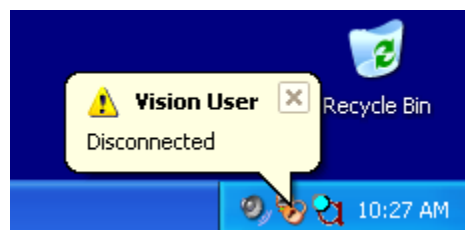
To join the class, the student clicks on the invitation to open the **Advertised Open Enrollment Classrooms** window that lists your class and computer name.



The student selects your class name and clicks **OK** to join it. The connected student computer then appears in your dashboard. The student receives a message confirming the connection.

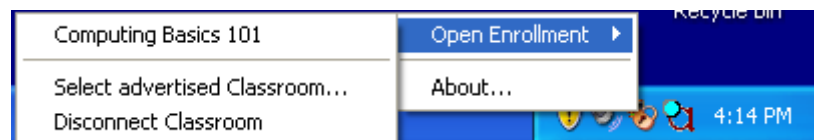


When you disconnect the Open Enrollment class, the student receives another message stating that his or her computer has been disconnected from the classroom.



## How Students Connect to a Class in Session

Students who are late to class or miss the invitation when it appears can still connect to your class. To connect to an Open Enrollment class that is in session, the student right-clicks on the Vision icon in the system tray, points to **Open Enrollment**, and then clicks **Select advertised Classroom**.



The **Advertised Open Enrollment Classrooms** window opens. The student selects your class name and clicks **OK** to join it. The connected student computer then appears in the dashboard.

## How Students Disconnect from an Open Enrollment Class

Students can disconnect from an Open Enrollment class while it is still in session. The student right-clicks on the Vision icon in the system tray, points to Open Enrollment, and then clicks Disconnect Classroom. When a student disconnects from your class, you no longer see that student computer in the dashboard.

# Wireless

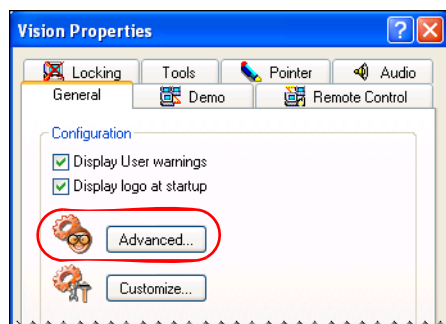
Vision has been optimized for wireless networks. Using a technology called redundant coding (RCA), Vision's wireless transmissions include additional packets in its signals to ensure that no information gets lost along the way.

## Configure Vision for a Wireless Network

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

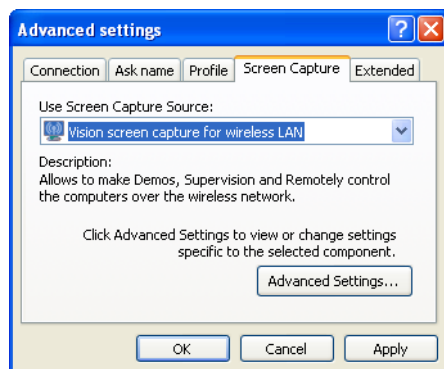


2. On the **Tools** menu, click **Vision Properties**.
3. On the **General** tab, click **Advanced**.

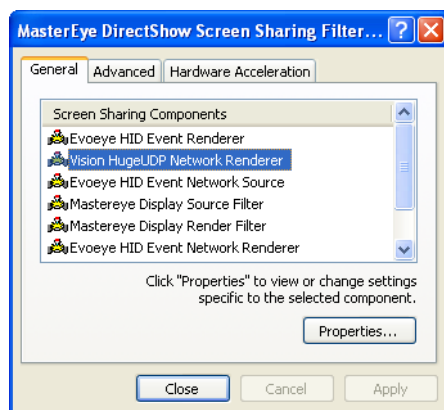


4. In the **Advanced Settings** window, click the **Screen Capture** tab.

5. From the **User Screen Capture Source** box, select **Vision Screen Capture for Wireless LAN**.



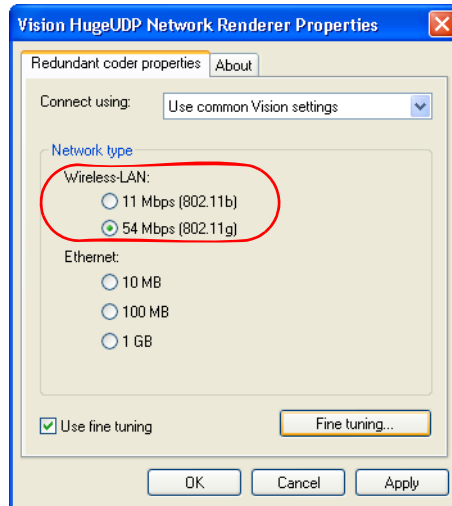
6. Click **Advanced Settings**.
7. On the **General** tab, select **Vision HugeUDP Network Renderer**.



8. Click **Properties**.

9. Under **Network type**, select the type of wireless LAN that you use:

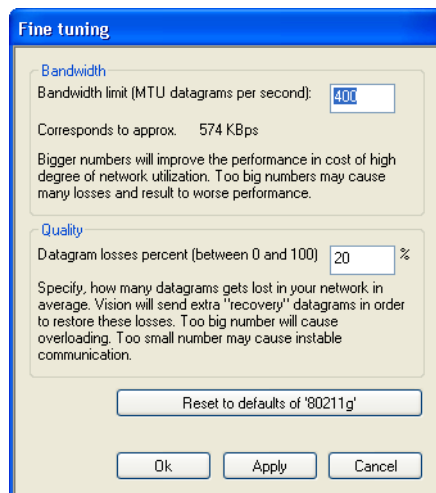
- 11 Mbps (802.11b)
- 54 Mbps (802.11g)



10. Click **Apply**.

11. Next, select the **Use fine tuning** check box and click the **Fine tuning** button.

12. In the **Fine tuning** window, click the **Resets to defaults of 802.11b or 802.11g** button. (The name of the button changes according to the wireless LAN you selected.)



**TIP:** You can adjust the rate at which Vision transmits signals over a wireless network by specifying the bandwidth of your network (the amount of data that the network can transfer in a given time period) and its packet loss (the amount of data unable to be transmitted).

In the **Bandwidth limit** box, enter the largest number of packets or datagrams that can be sent over your network. The number you enter is converted to kilobits per second in the **Corresponds to approx** box. Use this number as a guide if you do not know what your bandwidth limit is in datagrams. For example, if your network has a data rate of 54 Mbps, the number that appears in the **Corresponds to approx.** field should be at or around 574.

In the **Datagram losses percent** box, enter the percentage of data that is lost in a wireless transmission. For example, if your network has a 70% success rate then out of 100 transmitted packets, 70 packets are delivered to the recipient and 30 packets are lost. Your datagram losses would then be 30%.

It is rare for a wireless network to have less than a 20% datagram loss. If you have problems with your wireless transmissions, increase this number up to 50%.

**13.** Save your changes and close all windows.



# Customize Vision

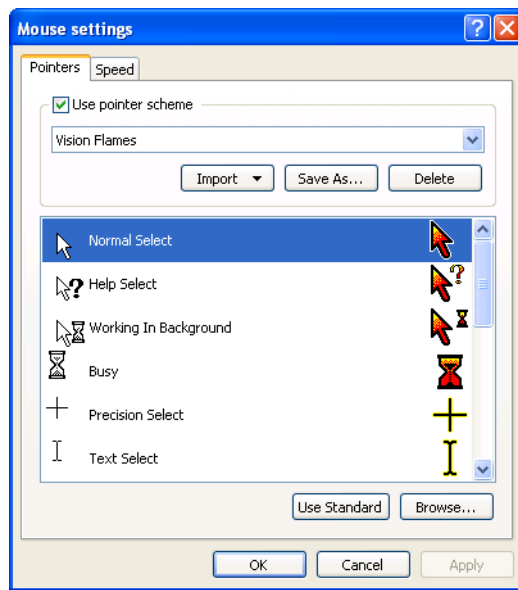
There are many ways you can modify Vision to fit your needs. For example, you can change the mouse pointer that you use for class demonstrations or customize the screen that appears when you block student screens. The changes you make are stored in your user profile and do not appear for other users.

## Mouse Pointer

You can change how your mouse pointer appears when you conduct class demonstrations.

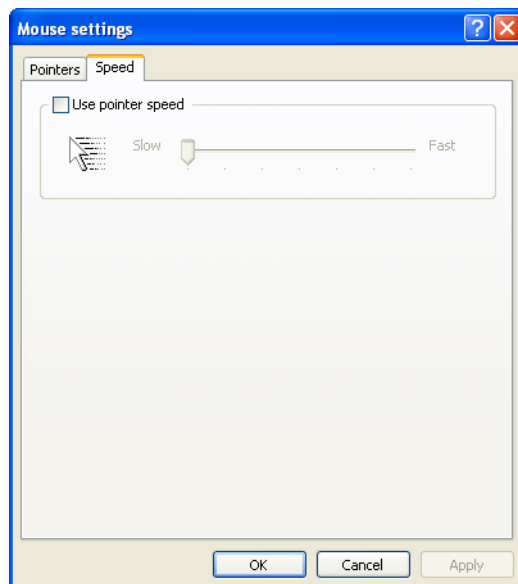
### Change the Mouse Pointer for Demonstrations

1. Right-click the **Vision** icon on your desktop and click **Properties**.
2. On the **Demo** tab, click **Mouse settings**.



3. Make any of the following changes:

- To change all of your pointers at one time, click the **Use pointer scheme** check box and select a new Vision scheme from the list or click **Import** to choose a new scheme from those available on your computer.
- To change one pointer, select it in the list. Click **Browse**, and then double-click the new pointer you want to use. To return a pointer to its original appearance according to its scheme, click **Use Standard**.
- To create a new scheme, select the pointers you want to use and click **Save As**. Type a name for the scheme. This name appears in the drop-list of schemes.
- To adjust the speed of the pointer, select the **Speed** tab, click the **Use Pointer speed** check box, and then move the slider to the right to increase or to the left to decrease the speed.

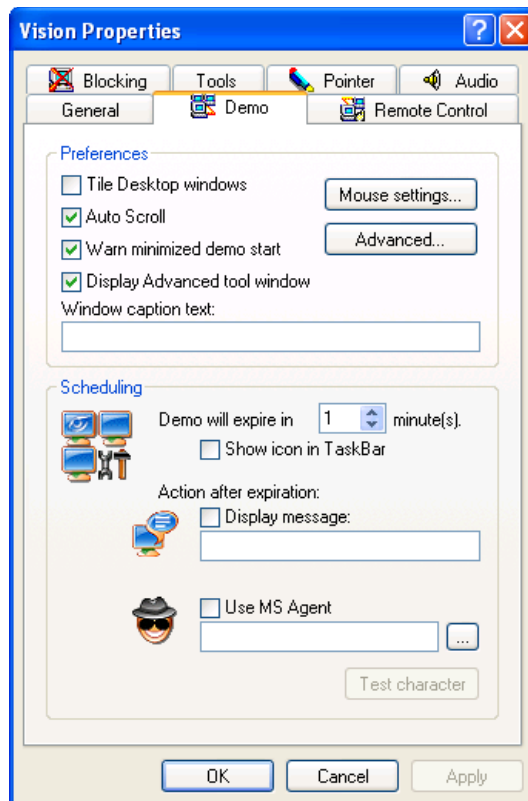


## Demo Window

Use the **Demo** tab in the **Properties** window to customize how your screen displays when you share it with the classroom.

### Access Demo Properties

1. Right-click the **Vision** icon on your desktop and click **Properties**.
2. Select the **Demo** tab.



### Available Options for the Demo window

Arrange the Demo window next to other windows

- On the **Demo** tab, select the **Tile Desktop windows** check box.

Allow automatic scrolling when your pointer moves outside the window

**NOTE:** This option applies to demonstrations that you run in Windowed Demo mode.

- On the **Demo** tab, select the **Auto Scroll** check box.

## Alert students when you start a demonstration in a minimized window

You can send a message to students when you start a demonstration in a minimized window. This message alerts students that a demonstration has started and is available from their taskbar.

- On the **Demo** tab, select the **Warn minimized demo start** check box.

## Show the Demo toolbar on the student computer

Students use this toolbar to customize how the **Demo** window appears on their computers.

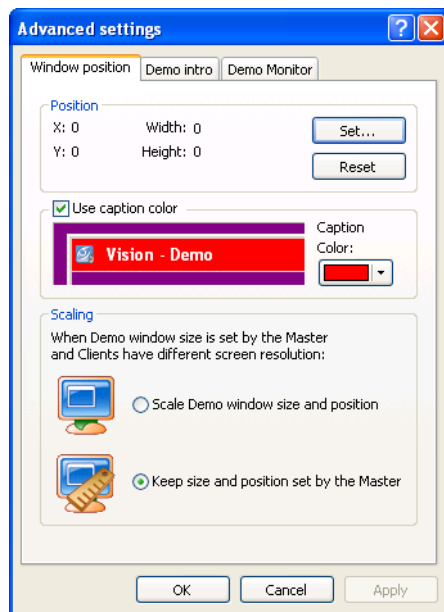
- On the **Demo** tab, select the **Display Advanced tool window** check box.

## Add a caption to the Demo window

- On the **Demo** tab, in the Window caption text box, enter the text you want to appear in the heading of student Demo window. This option applies to demonstrations that you run in Windowed Demo mode.

## Customize the Demo window size and color

- Right-click the **Vision** icon on your desktop and click **Properties**.
- Select the **Demo** tab, and then click **Advanced**.
- Select the **Window position** tab.

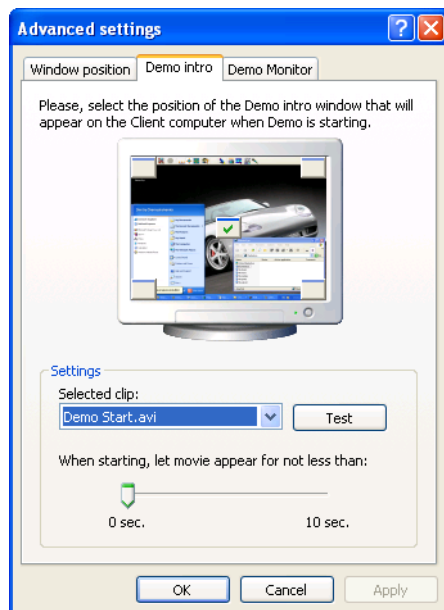


- Make any of the following changes:
  - Click **Set** to adjust the size and position of the student **Demo** window on the student screen. A frame appears that you can drag to the size or location you want. Press ENTER when you finishing adjusting the window. Click **Reset** to return the window to its original size.

- Select the **Use caption color** check box to change the color of the Demo window title bar and its text. Click the border or the text in the title bar picture, and then choose a color from the **Caption Color** or **Caption text Color** list. This option applies to demonstrations that you run in Windowed Demo mode.
- Select how you want the **Demo** window to appear on student computers that have a different screen resolution than the one you use. Vision can scale the display to fit the student computer screen resolution or maintain the size you set. Under **Scaling**, select the option you want.

## Customize the Demo introduction

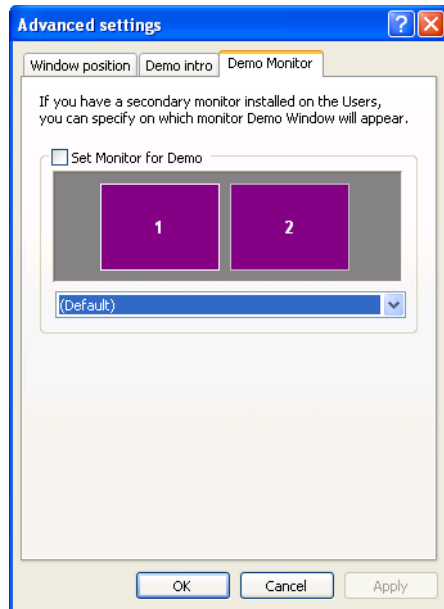
1. Right-click the **Vision** icon on your desktop and click **Properties**.
2. Select the **Demo** tab, and then click **Advanced**.
3. Select the **Demo Intro** tab



4. Make any of the following changes:
  - Click one of the check boxes on the computer image to position where the introduction appears when you start a demonstration.
  - In the **Selected clip** box, select a video file (.avi) to appear when you start a demonstration.
  - Move the slider left to decrease or right to increase the introduction running time.
  - Click **Test** to view the introduction.

## Set Preferences for Students with Two Monitors

1. Right-click the **Vision** icon on your desktop and click **Properties**.
2. Select the **Demo** tab, and then click **Advanced**.
3. On the **Demo Monitor** tab, select the **Set Monitor for Demo** check box.
4. Click one of the two screen monitor icons to select where you want your demonstrations to appear.

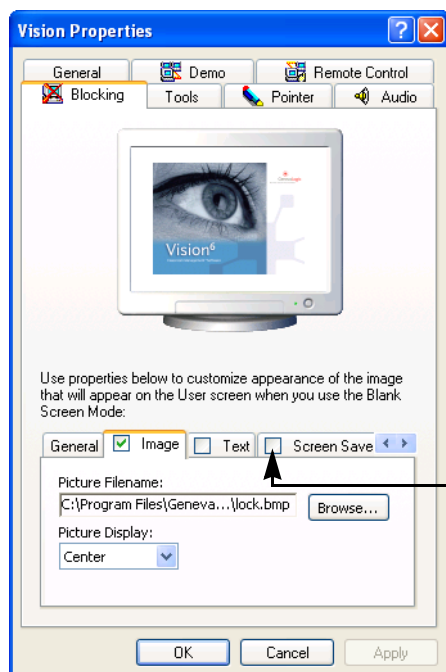


## Blank Screen

You can customize the screen that appears when you click the **Blank screen** button to lock student computers.

Customize the screen for locked student computers

1. Right-click the **Vision** icon on your desktop and click **Properties**.
2. On the **Blocking** tab, select the option you want to use.



You must select the check box on a tab to make that feature active during classroom sessions.

- Click the **General** tab to select the background color and pattern of the screen.
- Click the **Image** tab to select an image that you have, such as a bitmap (\*.bmp) of your school mascot, to use as the blank screen. Select where you want the image to appear from the **Picture Display** list.
- Click the **Text** check box to type text that you would like to appear. For example, you can enter the computer use policy of your school or lab.
- Click the **Screen Saver** tab to select a screen saver.
- Click the **HTML Page** tab to select a Web site address, such as your school home page.

3. Click **OK**.

**NOTE:** For students with two monitors, you can select to lock both screens when you click the **Blank Screen** button. On the **General** tab, select the **Blank secondary monitors on Users** check box.

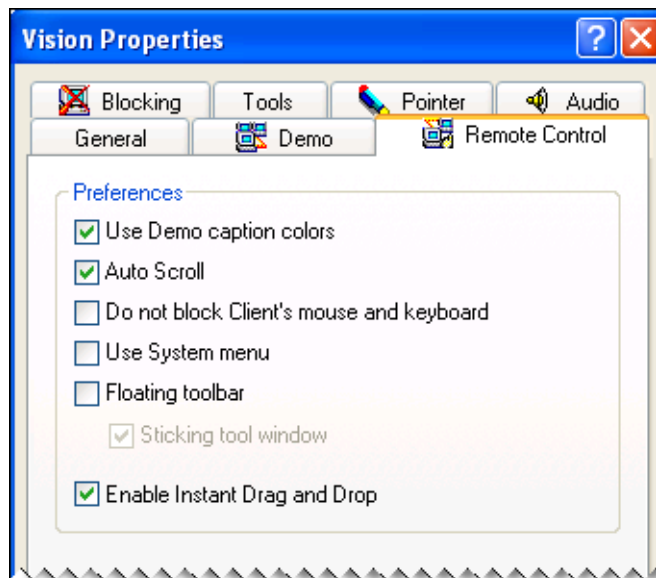
## Remote Control Window

Customize the Remote Control window

Use the **Remote Control** tab in the **Properties** window to customize how a student screen displays on your computer when you take control of it.

To Access Remote Control Properties

1. Right-click the **Vision** icon on your desktop and click **Properties**.
2. Select the **Remote Control** tab.



## Available Options for the Remote Control Window

Change color of Remote Control window border

- Select the **Use Demo caption colors** check box to use the same colors designated for the Demo feature.

Change how you scroll in the Remote Control window

- Select the **Auto Scroll** check box to scroll to the areas of the **Remote Control** window that you want to see by pointing your mouse. The window scrolls automatically.
- Clear the **Auto Scroll** check box to use only the scroll bars to view different areas of the **Remote Control** window.



---

### Allow or deny student access to keyboard during remote control

- Select the **Do not block Client's mouse and keyboard** check box to allow the student to share the mouse and keyboard with you while you have remote control of the computer.
- Clear the **Do not block Client's mouse and keyboard** check box to prevent student access to the mouse and keyboard while you have remote control of the computer.

### Use the remote control system menu instead of the toolbar

- Select the **Use System menu** check box to remove the standard menu from the top of the Remote Control window and make it available through a drop-down menu when you click the computer icon in the top left corner.

### Use the floating toolbar

- Select the **Floating toolbar** check box to move the Remote Control toolbar anywhere on your desktop.

### Turn on the drag-and-drop file feature

- Select the **Enable Instant Drag and Drop** check box to make the file transfer feature available. With this feature you can drag files and file folders between your screen and a student screen in the Remote Control window.

**NOTE:** Large files may take more time to transfer.

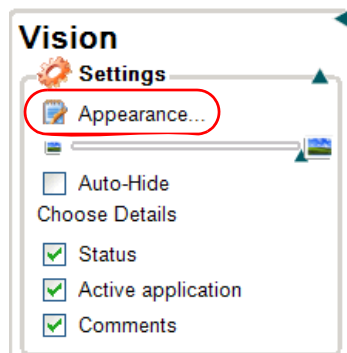
## Dashboard

### Change the Screen Refresh Rate

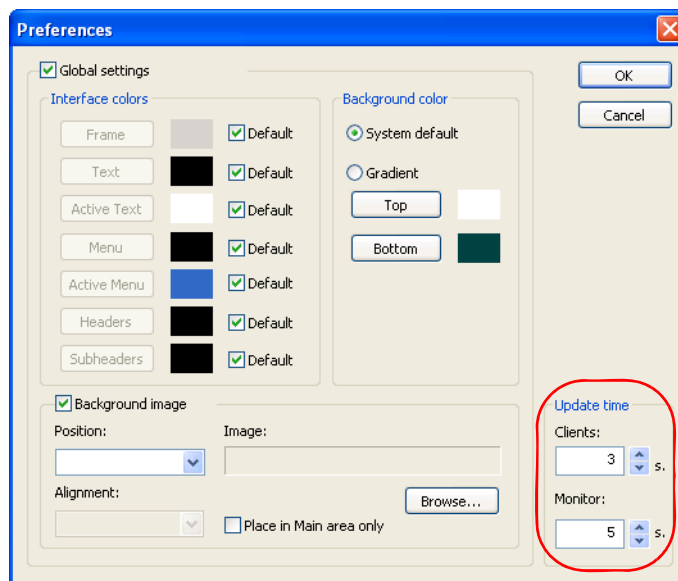
You can adjust how often Vision refreshes the students screens you supervise. If you do not select a refresh rate, Vision cycles through the computers in your classroom and updates one student screen every three seconds in the classroom area and one student screen every five seconds in the **Monitor** pane.

To change the screen refresh rate

1. On the dashboard, open the **Settings** pane.
2. Click **Appearance**.



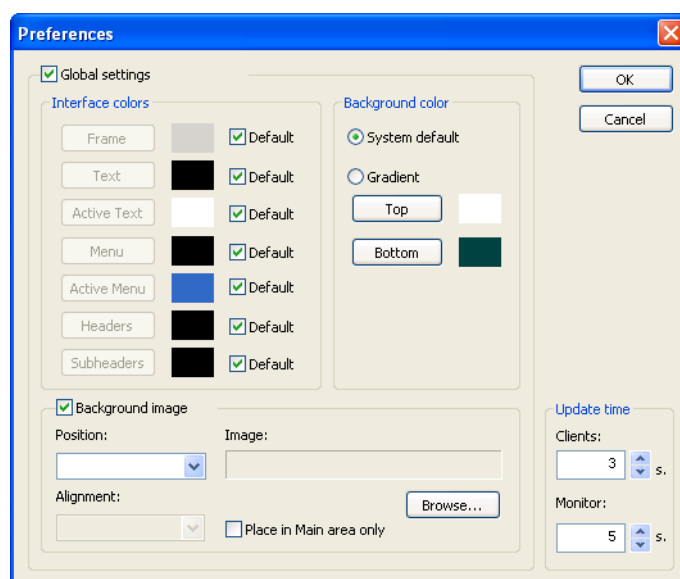
3. Under **Update time**, enter a refresh rate for **Clients**, computers that appear in the classroom area in **Thumbnails** view, or **Monitor**, computers that appear in the **Monitor** pane. You must enter a refresh rate between 3 and 10 seconds.



4. Click **OK**.

## Customize your Dashboard Background

1. On the dashboard, open the **Settings** pane.
2. Click **Appearance**.
3. Make any of the following changes:
  - Select **System default** to return the background to its original color.
  - Select **Gradient** and then click **Top** and **Bottom** to choose two colors for the background. On the dashboard, the colors smoothly transition from one to the other.
  - Select **Background image** to put a picture in the dashboard background. Click **Browse** to search for a background picture in other folders or on other drives. Under **Position** select **Stretch**, **Tile**, or choose **Align** and select an area of the screen from the Alignment list. To limit your bitmap image to the classroom area, click **Place in Main area only**.
  - Click any of the buttons under **Interface colors** to change the text color that displays in Vision menus and headings. If a text button is unavailable, clear the **Default** check box. To return text to its original color, select the **Default** check box.



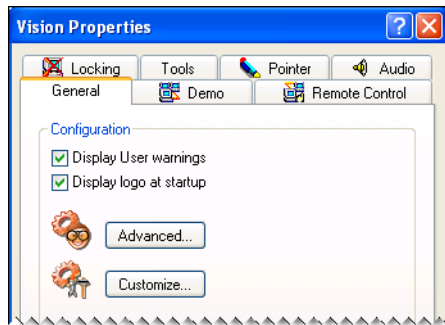
4. (optional) Select the **Background global settings** check box to apply your preferences to all classrooms.
5. Click **OK**.

## Opening Screen

### Turn the Vision Opening Screen On or Off

The opening screen appears when you start Vision. You can turn this screen on or off.

1. Right-click the **Vision** icon on your desktop and click **Properties**.
2. On the **General** tab, select or clear the **Display logo at startup** check box.

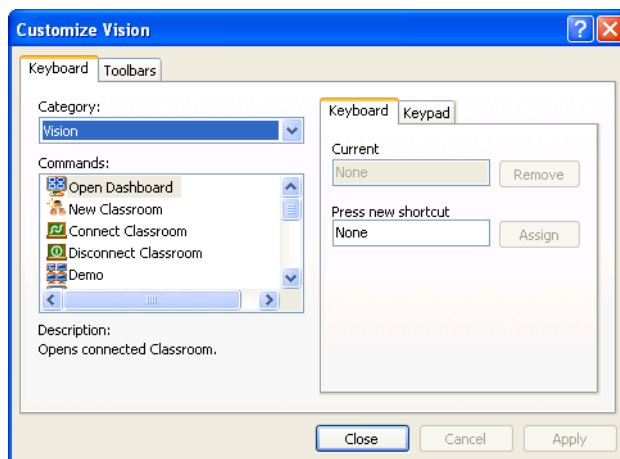


## Vision Commands

### Assign Shortcut Keys to Vision Commands

If you prefer to use the keyboard instead of the mouse, you can assign certain Vision commands to shortcut keys.

1. Right-click the **Vision** icon on your desktop and click **Properties**.
2. On the **General** tab, click **Customize**.
3. On the **Keyboard** tab, in the **Category** box, select **Vision**.



4. Under **Commands**, select the Vision feature you want to assign to a shortcut. For example, **Connect Classroom**.

5. In the **Press new shortcut** box, type the shortcut keys you want to use for the command you selected. For example, CTRL+C. If you make a mistake or want to start over, press DELETE.
6. Click **Assign**.

## Notes

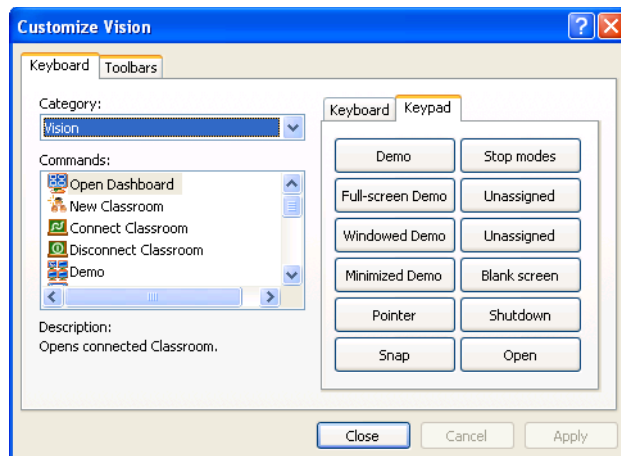
- If a Vision command does not have a shortcut key, the word **None** appears in the **Current** box.
- To remove a shortcut key from a Vision command, select that command and click **Remove**.

## Assign Commands to the Vision Keypad

**NOTE:** The Vision keypad is an optional feature for Vision. For more information about the keypad, visit our Web site at [www.genevalogic.com](http://www.genevalogic.com).

You can change the commands assigned to your Vision keypad to the ones you use most often.

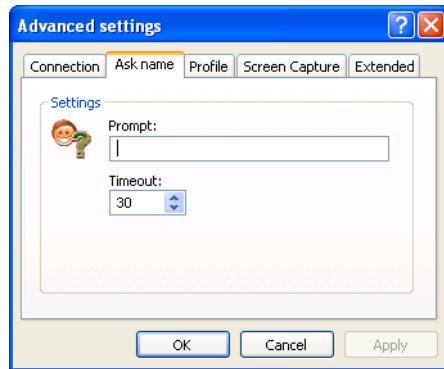
1. Right-click the **Vision** icon on your desktop and click **Properties**.
2. On the **General** tab, click **Customize**.
3. On the **Keyboard** tab, in the **Category** box, select **Vision**.
4. Under **Commands**, select the Vision command you want to assign to a button on the keypad. For example, **Connect Classroom**.
5. Select the **Keypad** tab, and then click on the button you want to use for this command. For example, the first button in the first column.



## Change the Enter User Name Message

You can customize the message that appears in the **Vision Enter user name window**. This window appears on the student computer screen when you click the **Request User name** button.

1. Right-click the **Vision** icon on your desktop and click **Properties**.
2. On the **General** tab, click **Advanced**.
3. In the **Advanced Settings** window, click the **Ask name** tab.



4. Enter the new message in the **Prompt:** box.

**NOTE:** To set a time limit on how long this message appears, enter the number of seconds you want. If you do not set a limit, Vision displays the message for thirty seconds.

## Change your Vision Password

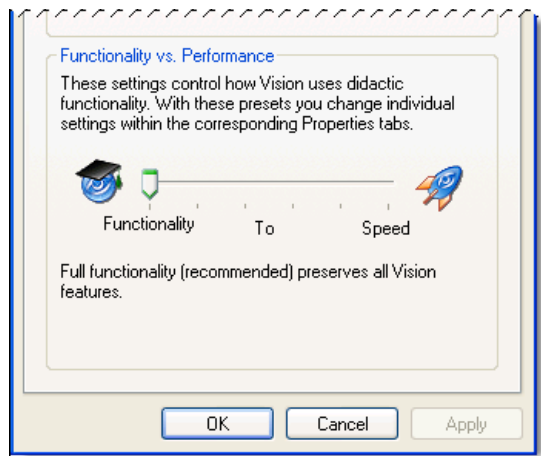
1. From the dashboard or **Vision** window, point to **Tools**, click **Security**, and then click **Change Password**.
2. Type your current password in the **Old password** box.
3. Type your new password in the **New password** box, and type it again in the **Confirm new password** box.
4. Click **OK**.

## Vision Performance Options

### Set Vision Performance Option

Use the Vision Properties to increase the connection speed between your computer and the classroom. In order to increase the performance, certain Vision features are turned off.

1. Right-click the **Vision** icon on your desktop and click **Properties**.
2. On the **General** tab, under **Functionality vs. Performance**, move the slider to the right to increase the speed.



As you move the slider, a message appears at the bottom of the window, which explains which Vision features will be turned off in order to improve performance.

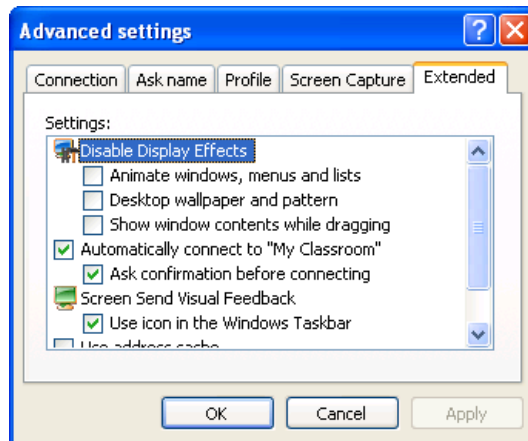
### Configure extended display settings

You use extended display settings to turn Vision display features on or off.

1. Right-click the **Vision** icon on your desktop and click **Properties**.
2. On the **General** tab, click **Advanced**.



3. In the **Advanced Settings** window, click the **Extended** tab.



4. Make any of the following changes:

#### **Disable Display Effects**

**NOTE:** You may increase the connection speed between your computer and the classroom when you turn these features off.

- Select the **Animate windows, menus and lists** check box to turn off these visual effects.
- Select the **Desktop wallpaper and pattern** check box to turn off any custom display settings you created, such as your desktop wallpaper. This option overrides a similar performance option available in Vision properties (see *Set Vision Performance Option* on page 82).
- Select the **Show window contents while dragging** check box to turn off the image that displays contents as you move a window during demonstrations or have remote control of a student computer.

#### **Screen Send Visual Feedback**

- Select the **Use icon in the Windows Taskbar** check box to view a computer icon in your system tray (the notification area at the far right of the taskbar) during demonstrations and when you have remote control of a computer.

#### **Connect to My Vision Classroom each time you start Vision**

- Select the **Automatically connect to My Classroom** check box to connect My Vision Classroom (on your desktop) when you start Vision.

- Select the **Ask Confirmation before connecting** check box to receive a message that My Vision Classroom is going to be connected automatically.

**Use address cache**

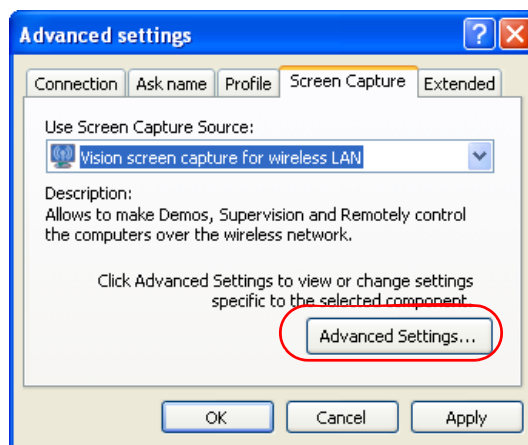
**NOTE:** We recommend that you leave this option, as well as the **Clear cache on Startup** option, in their original state. If you want to change these options, contact Technical Support for assistance.

## Screen Capture Settings

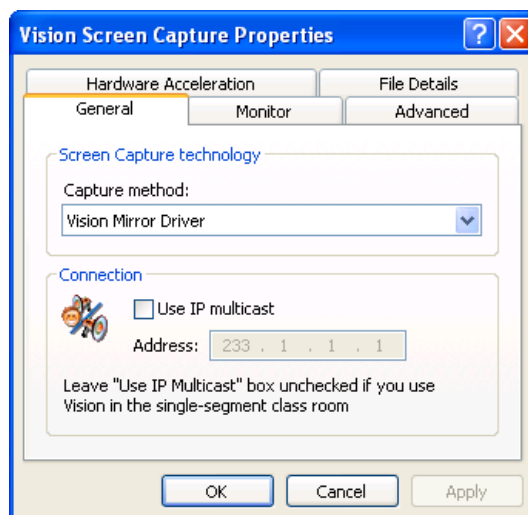
Use the screen capture settings to change video driver settings, adjust hardware acceleration and identify on which monitor Vision starts, if you have more than one attached to your computer.

### Open the Screen Capture Properties Window

1. Right-click the **Vision** icon on your desktop and click **Properties**.
2. On the **General** tab, click **Advanced**.
3. In the **Advanced Settings** window, click the **Screen Capture** tab.
4. On the **Screen Capture** tab, click **Advanced Settings**.

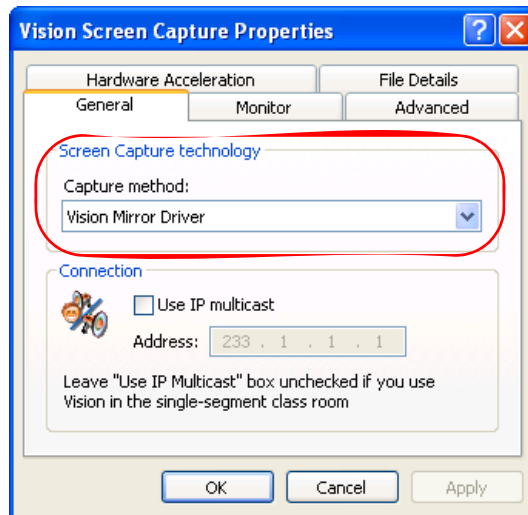


The **Vision Screen Capture Properties** window appears.



## Screen Capture Video Driver Options

1. Open the **Vision Screen Capture Properties** window. For instructions on how to do this, see page 85.
2. Select one of the following video drivers from the **Capture method** box.



- **Vision Mirror Driver**

Select this driver to create a virtual video driver that parallels your computer's main system driver without conflicting with any system operations. This eliminates most video driver conflicts caused by proprietary video card manufacturer drivers. The trade-off for this stability is a slight decrease in performance. This is the default driver.

- **ThinShare GDI Interception**

Select this driver to work directly with your computer's native video driver, allowing it to perform faster screen captures. However, because it is not isolated from the system driver, it can conflict with some vendor-provided video drivers, including the Intel 828xx and 829xx chipsets.

**NOTE:** If you have conflicting drivers, do not use this setting.

- **Disabled**

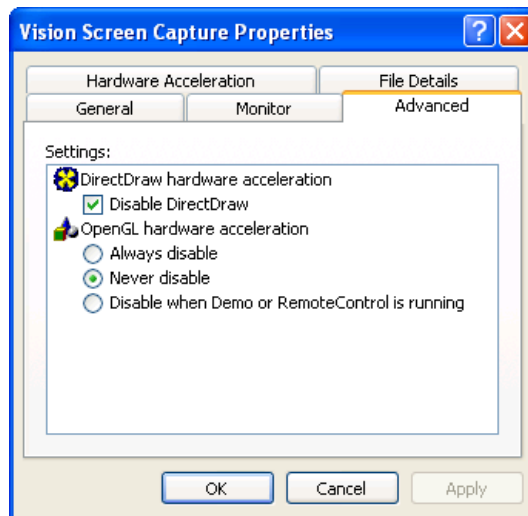
**Do not select this option.** Technical Support uses this option to identify screen capture issues in Vision. Vision will not function correctly if you select this option.

## Adjust Hardware Acceleration

Use these settings to aid compatibility with graphics programs that use hardware acceleration.

To adjust hardware acceleration

1. Open the **Vision Screen Capture Properties** window. For instructions on how to do this, see page 85.
2. On the **Advanced** tab, make your changes. If graphics do not appear correctly during your demonstrations or your desktop icons do not appear correctly when you run Vision, we recommend you clear the **Disable DirectDraw** check box.

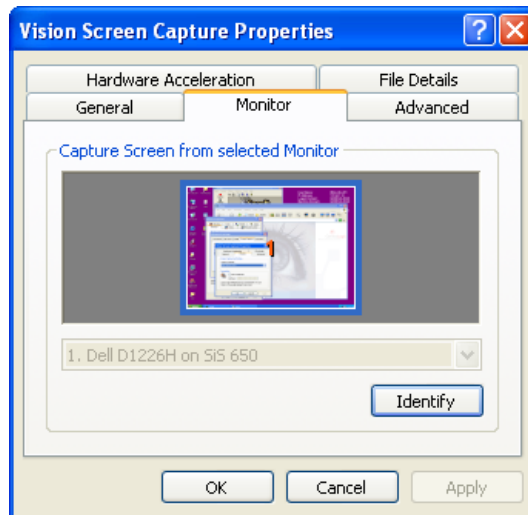


**NOTE:** We recommend that you leave the **Open GL hardware acceleration** option in its original state. If you want to change this setting, contact Technical Support for assistance.

## Select a Screen Capture Monitor

If your computer is connected to more than one monitor, you can select which one Vision uses as the main screen capture monitor. The selected monitor broadcasts your demonstrations and the student screen when you have remote control.

1. Open the **Vision Screen Capture Properties** window. For instructions on how to do this, see page 85.
2. On the **Monitor** tab, select which monitor you want Vision to use for demonstrations and taking control of a student computer.



**NOTE:** If you are not sure which monitor the images represent, click **Identify**. A number appears on your screen that corresponds to the number on the image.

## About the File Details Tab

Technical Support uses the **File Details** tab on the **Vision Screen Capture Properties** window to the components of Vision. You cannot make changes on this tab.

# Additional Vision Tools

There are additional 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](http://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.

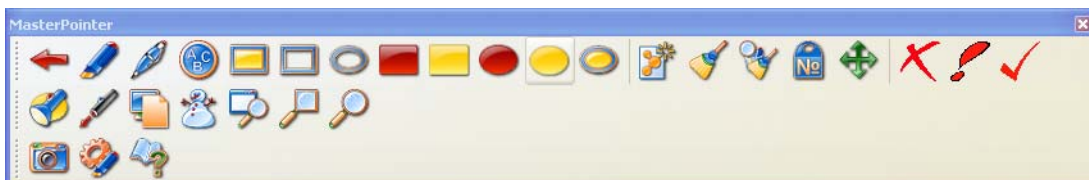
**NOTE:** For more information on the available annotation tools, refer to Pointer Help.

### 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. With your mouse pointer, mark your screen as needed.

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



## Surf-Lock

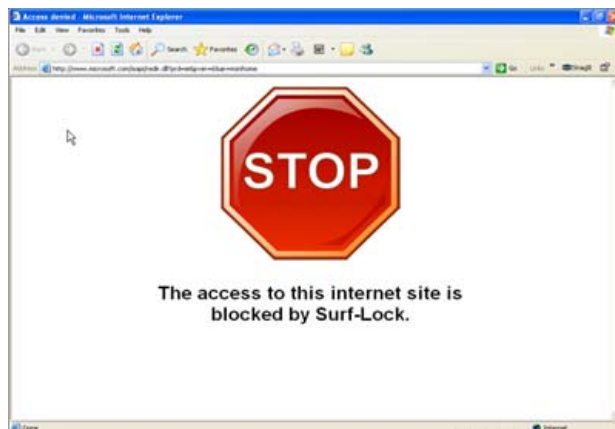
Surf-Lock controls student access to the Web. Use this feature to remove the ability to surf the Web during class time or reward students with access to the Web when they have completed their work.

### 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.



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