

SCHOOL-TO-VISION PRO MIGRATOR'S GUIDE

NETOP®

Vision™

Classroom Management Software

Version 7.3.1

Table of Contents

1	Netop Vision Pro	2
2	Install Vision	2
3	Vision on first startup	2
4	Set up a classroom in Vision	5
5	Teaching with Vision	6
6	Vision toolbar	10
7	Customizing Vision	10
8	School-to-Vision: map of commands	11

1 Netop Vision Pro

This guide is for teachers who are used to working with Netop School in their teaching and are now migrating to Vision¹. The two classroom management solutions share many features but there are also fundamental differences.

This guide explains:

- How to install Vision.
- Which settings can be automatically imported from Netop School.
- How to set up a classroom.
- Where to find the most frequently used commands in Vision.
- The last section is a complete list of Netop School commands with their equivalent Netop Vision Pro command.

2 Install Vision

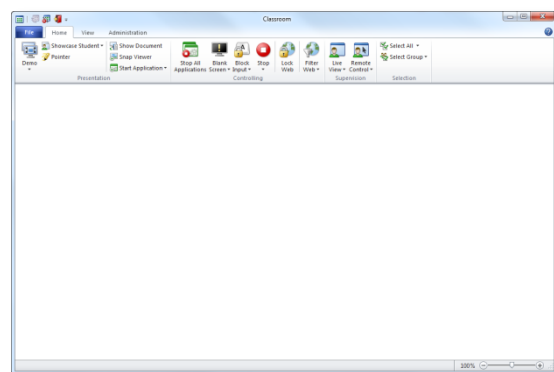
The Vision installation resembles the School installation in a couple of ways: the installation is handled by a wizard that asks the relevant questions and the teacher module is typically installed before any student modules.

A few things that work differently in the Vision teacher module installation:

- Vision can be installed as a trial, without a license key. The teacher module will stop working after 30 days but can be upgraded to a regular version by entering a license key.
- Decisions about classroom name and student computers are made when the teacher module has been installed, not during the actual installation.
- Your computer will have to be restarted to finalize the Vision teacher module installation.
- Installing the student module on student computers is managed from the teacher module, as part of setting up a class.

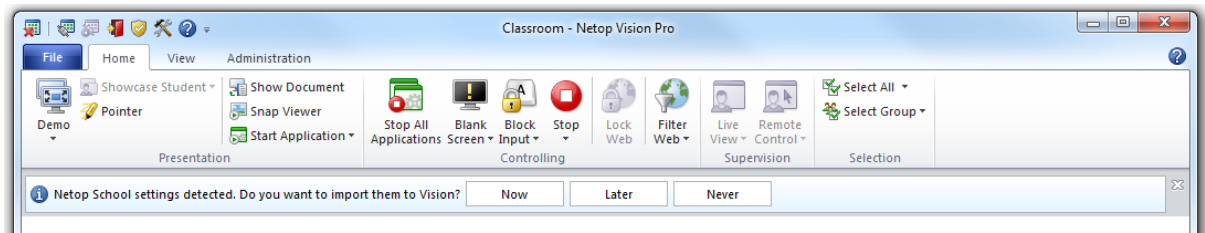
3 Vision on first startup

When the Vision teacher module starts after the installation, it has an empty classroom with no student computers with the default name "Classroom":



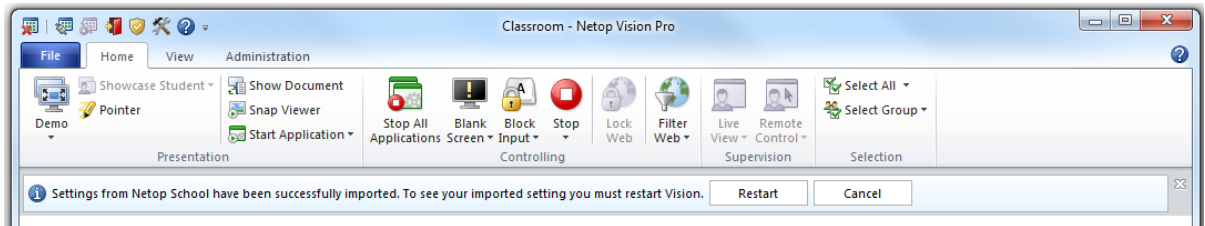
To assist you migrate your Netop School settings to Vision, Vision will search for existing Netop School settings on the first startup. If Vision discovers Netop School settings on the teacher computer you will be asked whether you want to import these settings:

¹ Note that in this guide the product name "Vision" covers both Netop Vision and Netop Vision Pro. Where any reference is related to Vision Pro only this is explicitly mentioned.

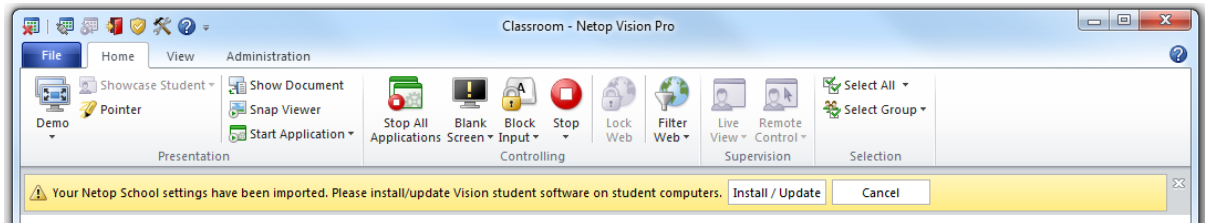


When you click **Now** your Netop School settings are imported.

To be able to see your imported settings Vision needs to be restarted and a message is displayed notifying you of this:

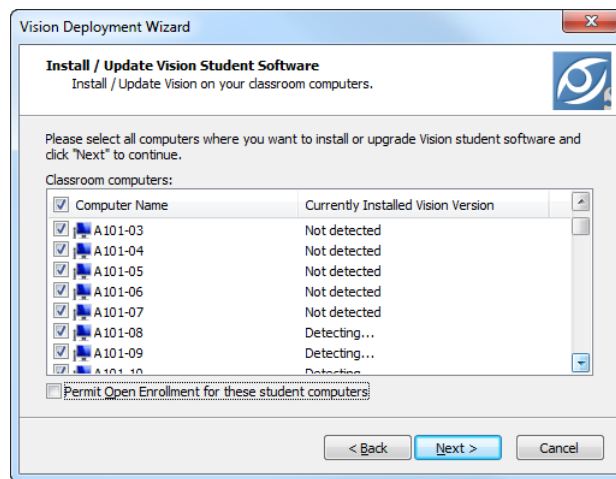


After restart of Vision your next step is to ensure that the Vision student module is installed on the student computers in your imported classrooms:



Click **Install/Update** to start the Vision Deployment Wizard which will guide you through the process of installing the Vision student module.

In the "Install / Update Vision Student Software" step, the wizard examines all computers listed as student computers in any of the classrooms in Vision and detects whether the student module has already been installed:



Once you have confirmed that these are the computers you want the student module installed on, the wizard will begin installing on each student computers.

Note that to be able to install, you need to have administrator rights on the student computers. For more information about remote student software installation, see page 2 in the [Quick Installation Guide](#).

If you click **Cancel** when asked to install or update student software, you will have to use a different method to ensure that the student software has been installed on student computers, for example using **Classroom Manager**.

When student computers have been updated you can review the imported settings:

Classrooms
(**File > Classroom Manager**)

You will see that your imported classrooms appear under **Personal Classrooms**.

The fact that the classrooms appear under **Personal Classrooms** means that the classrooms can be used by you; other user who log on with their own credentials will not be able to see the classrooms.

To connect to one of your newly imported classrooms, select the classroom and click **Open**.

Resource lists and block lists²
(**Home > Filter Web > Filter Manager**)

You will see that your Netop School Internet policies have been imported as block lists or as resource lists.

Which type they have become in Vision depends on the Internet access strategy you had defined in Netop School: **Allow All** with exceptions will generate a Vision block list. For example: Allow all, except Facebook and Youtube will become a block list.

Deny All with exceptions from Netop School will generate a Vision resource list. For example: Deny all, except three sites relevant for an assignment will become a resource list.

If you have Vision (and not Vision Pro) any Allow All policies from Netop School will be ignored.

Applications that can be started from Vision
(**Home > Start Application**)

You will see the any programs you had added to **Run My Programs** in Netop School (**Teach > Run**) are now available in Vision also.

About the automated import

Vision will look for Netop School settings in the standard Netop School folder. The exact folder location depends on your operating system; for Windows 7 the folder is:

C:\Users\\AppData\Roaming\Netop\Netop School\Teacher

This means that when John Smith is logged on, Vision will look in:

² Block Lists are available in Vision Pro only

C:\Users\johnsmith\AppData\Roaming\Netop\Netop School\Teacher

This also means that if several teachers are sharing a computer each teacher will have to log in to have his or her settings imported. To import Netop School settings from another user's folder you should copy the settings to your own folder; alternatively you could use the command-line tool and do the export-import manually (see below for more details).

The import of Netop School settings is performed only once per user; when you have imported settings from School into Vision, subsequent changes to Netop School settings are not imported.

Vision searches for Netop School settings on first startup only; if no netop School settings are found the search is not performed on subsequent startups.

If Netop School is not installed on the computer where Vision is installed, the automated import cannot take place; this means that you should NOT remove your existing Netop School installation prior to installing Vision.

The automated import impacts the Vision teacher module only: settings are exported from the Netop School teacher module and imported into the Vision teacher module; the School and Vision student modules are not affected.

When the import has been completed and Vision is ready for use, Netop School teacher and student modules can be uninstalled.

Importing settings manually

If you want to import manually, for example if you are an IT administrator who manages migration for the entire teaching staff, you can request Netop's command-line migration tool from Netop Technical Support.

The migration tool can:

- Export settings from Netop School to an .xml file.
- Import the previously exported .xml file to Netop Vision.
- Export and import in a single step.

Note that the tool must be run from a command prompt so you will need to type commands and parameters without having a graphical interface.

You can read more about the tool in the [Netop Knowledge Base](#).

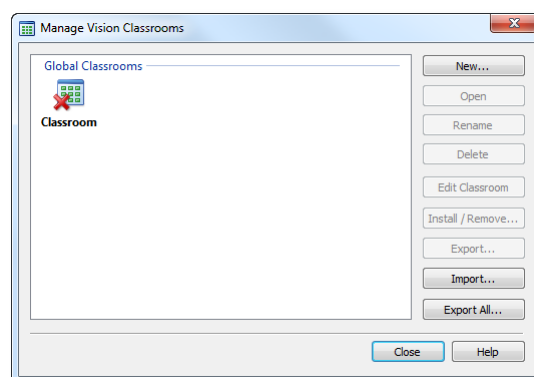
4 Set up a classroom in Vision

Adding student computers to a classroom and installing the student module are typically handled as one step: provided you have the proper access rights you can manage the entire classroom installation from a single computer.

A new classroom is created, edited and deleted from the **Classroom Manager** available on the **File** tab (**File > Classroom Manager**).

Initially the **Classroom Manager** has only the default, empty classroom.

Create a new classroom by clicking the **New** button and a wizard will guide you through the process.



The following terms and settings are new in Vision compared to what you are used to in School:

Open enrollment	<p>An open enrollment classroom is an alternative to the default static classrooms.</p> <p>Open enrollment allows teachers to send an invitation to join class over the network. Students can accept the invitation and join the classroom at any time without disturbing other students or the teacher.</p> <p>This setting corresponds to the "Be available for any class" option which can be set on each student computer in Netop School (Tools > Options > Class). By default the option is not selected.</p>
Default classroom	<p>The default classroom is the one that the teacher computer automatically connects to when Vision starts. The name of the default classroom is written in bold text in the Classroom Manager.</p> <p>Typically Netop School is also set up to start with a default class but can be set up so that the teacher has to select a class (Options > Class).</p>
Global classroom	<p>If several teachers use the same computers during their classes, they can share classroom setup. For several teachers to be able to share classroom setup, the classroom must be defined as Global. This is the default setting when a new classroom is created provided that you are logged on as an Administrator. Global classrooms can be accessed by any teacher who logs on to the teacher computer.</p> <p>If you are logged on under a specific user account, any classrooms you create are Personal and can be used by you only. You cannot convert one type into the other so it is important to choose the appropriate setting when you create the classroom.</p> <p>The concept of a personal classroom corresponds to using teacher profiles in Netop School; using global classrooms match the Netop School default of not using teacher profiles.</p>

The wizard suggests settings and you can change most of them later.

In the second wizard step you choose which student computers should be part of the classroom you are setting up and the student module is installed remotely. However, in order to install on student computers you need full administrative rights to the computers; you can either use the credentials you are logged in to the teacher computer with or you can specify other credentials.

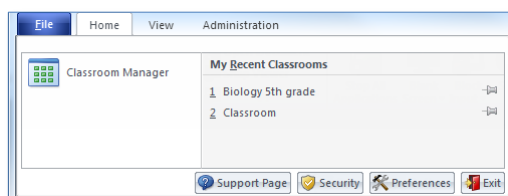
Once you have been through these steps, you have set up a classroom and are ready to use Vision.

5 Teaching with Vision

Like School, Vision has a Ribbon which is organized into a set of tabs that represent the main functionality groups. The Ribbon provides one-click access to commands with clear, unambiguous labels.

Though similarly organized the Vision user interface is simpler in that it has only four tabs, making most commands accessible with a single click.

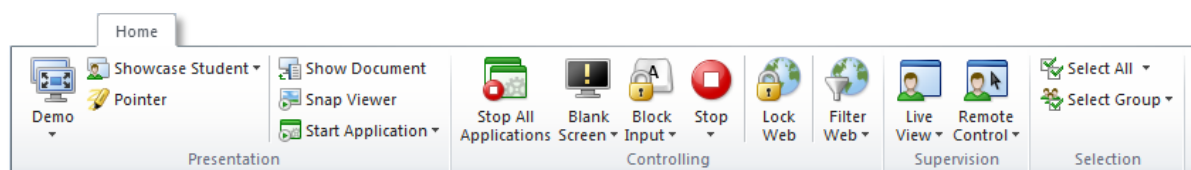
File tab



The **File** tab is where you create classrooms using the **Classroom Manager**.

And you use the **Options** button to customize the way Vision looks and behaves.


Home tab



The **Home** tab includes the commands that are the most frequently used, like full-screen demo, blank screen, lock web, remote control and live view.

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


One of the basic ideas is that during a typical lesson, the teacher has all the commands he or she needs available on a single tab.


Tip **Pointer**  is a drawing tool that can be useful to highlight areas on your screen during a demonstration. You can also zoom in and magnify parts of the screen, or spotlight a particular area.

View tab



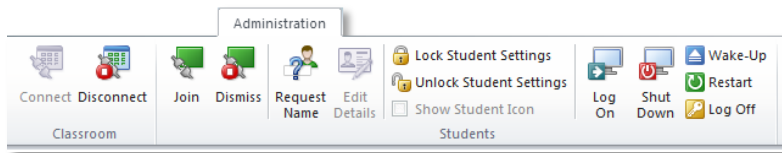
The **View** tab is all about different ways to view student computers.

Tips **Shortcut Bar**  opens a vertical toolbar of frequently used commands. The toolbar can be customized and placed where you find it most useful. The toolbar can be particularly useful when you demonstrate an application, like for example Excel, and want to have the Vision commands at hand also.


Chat  is in fact much more than just text chat. In addition to chatting with one or more students, you can


- Send a message to the entire class.
- Ask questions that students must answer within a time limit.
- Ask students for feedback.
- Collect files from student computers, and choose to delete them after collection.

Administration tab



The **Administration** tab is where you manage student computers, typically after a lesson has ended and you would like either to shut down computer or to re-start them to allow new students to log on.

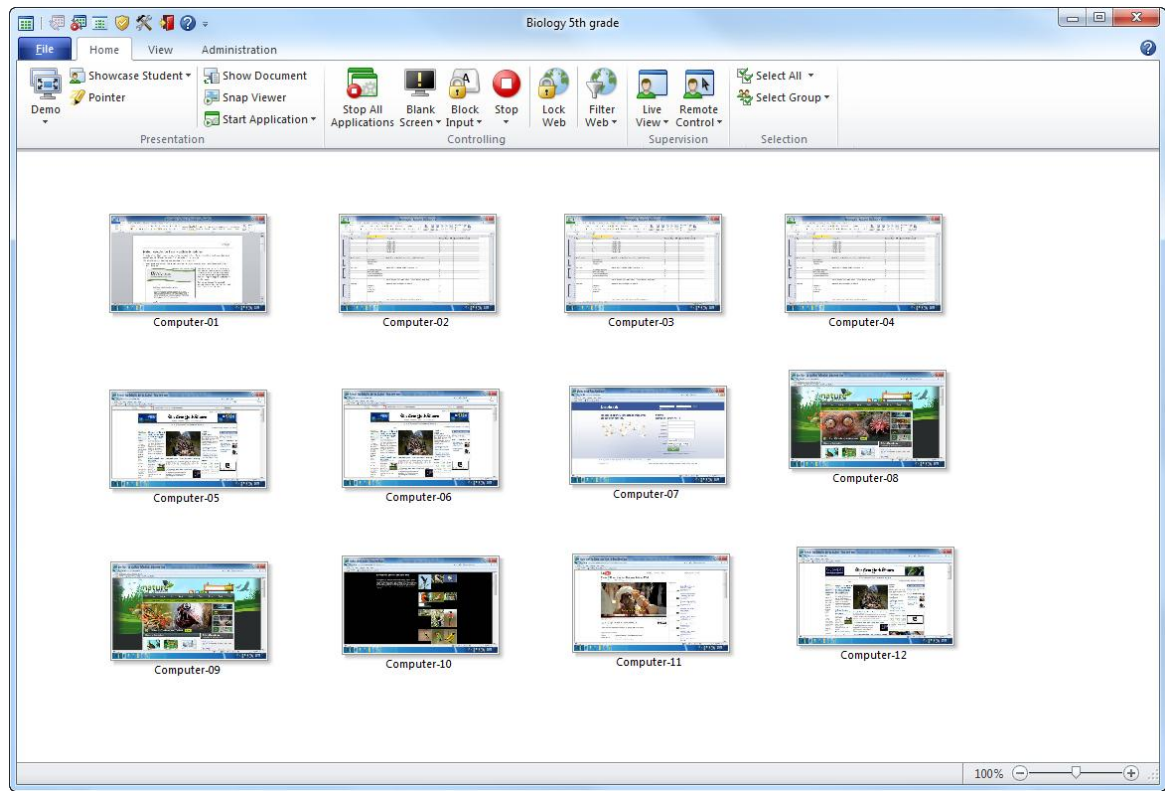
Tip Using **Request name**  you can ask student to type their name and display this beneath each computer thumbnail to replace login name or computer name.

Log On  offers a way for you to log on all student computers so that they are ready when students enter the physical classroom.³

³ **Log On** is available in Vision Pro only

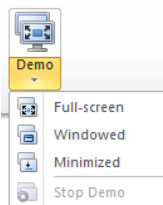
Classroom view

When you start the teacher module Vision automatically connects to your default classroom and shows the student computers as thumbnails. This gives you an instant overview of what each student is working on and enables you to select one or more computers to start using the teaching features.



The Vision screen real estate can be made even larger by minimizing the Ribbon.

Research has shown that the most frequently used commands in teaching include the ones placed on the Home tab:



Demo: Share your screen with the class.

- **Full-screen:** Focus the attention of the class. Lock student computers' keyboard and mouse.
- **Windowed:** Allow student to work while you demonstrate.
- **Minimize:** Students can access your demonstration from the taskbar.



Blank Screen: Get your students' attention by disabling mouse and keyboard while showing a standard picture on their screens.



Lock Web: Block access to the web on student computers.



Live View: See what an individual student is working on by opening a large, real-time view of his or her screen

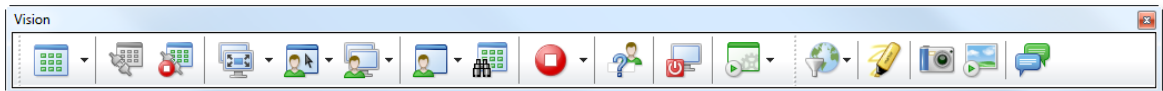


Remote Control: Help an individual student by controlling his or her computer remotely – just like you were actually sitting in front of the computer.

6 Vision toolbar

The Vision toolbar offers a way to access the commands in Vision without having the main Vision window open. This could be particularly useful in a demo situation where the purpose is to show what's on your screen, not to show the Vision teacher module.

By default the Vision toolbar opens in vertical mode, to the right on your screen. The toolbar below is shown horizontally purely for layout purposes:



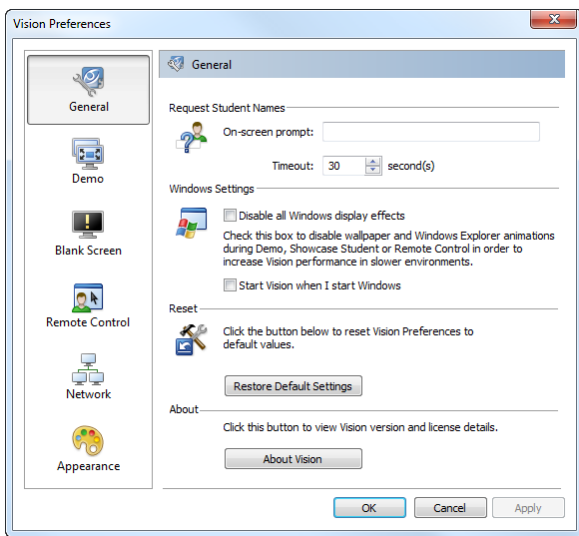
The toolbar opens with quite a large number of commands but as you begin to use it, you can easily add and remove commands according to your usage needs:



The small toolbar above gives you access to these commands: demo, stop all, shut down, start application, marker, blank screen, highlight an area and zoom an area.

7 Customizing Vision

The main customization options are available from **Vision Preferences (File > Preferences)**:

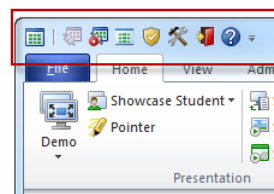


The various areas that can be customized are listed to the left.

Note that the **Demo** section includes a number of options that can be turned on or off to optimize screen updates depending on what is being demoed and what type of network is used.

Another area that can be customized in the Quick Access Toolbar at the top of the screen:

As the name indicates the toolbar provides easy access to frequently used commands. By default the quick access toolbar includes



three commands but more can be added.

The toolbar can also be used to minimize the Ribbon so that only the tab names show:



Minimizing the Ribbon means that there will be more screen real estate available for the main window with the student thumbnails.



8 School-to-Vision: map of commands

Below table lists all commands in School and indicates where you can find the corresponding command in Vision.

For example: the equivalent of the **Setup wizard** command on the **Tools** tab in **School** is the **Classroom Manager** on the **File** tab in Vision:

 Netop School	 Netop Vision
Tools > Setup wizard	File > Classroom Manager

Complete map

 Netop School	 Netop Vision
Favorites tab	
Favorites > Entire Screen	Home > Demo > Full-screen
Favorites > Attention	Home > Blank Screen
Favorites > Observe	Home > Live View
Favorites > Deny Internet	Home > Lock Web
Favorites > Allow All	Home > Filter Web – Clear All
Favorites > Chat	View > Chat
Favorites > Record	<not available>
Favorites > Stop	Home > Stop
Teach tab	
Teach > Entire Screen	Home > Demo > Full-screen
Teach > Selected Screen Area	<not available>
Teach > Media file	<not available>

Alternatives:



Netop School



Netop Vision

	<p>Demo a media file using Full-screen demo or Windowed demo.</p> <p>Start a media file using Start Application > Run Application and select a video</p>
Teach > Media file on the Web	<p><not available></p> <p>Alternatives:</p> <p>Demo a media file using Full-screen demo or Windowed demo.</p> <p>Start a media file using Start Application > Run Application and select a video</p>
Teach > Recording	<not available>
Teach > Specific Monitor	On the File tab, click Preferences and in the Demo section, select monitor. Now Demo will use the monitor defined.
Teach > Student Screen	Home > Showcase Student
Teach > Audio-Video Chat	<not available>
Teach > Run Test	<not available>
Teach > Run Survey	<not available>
Teach > Run Program	Home > Start Application > Run
Teach > Run My Programs	Home > Start Application > <application name>
Teach > Record	<not available>
Control tab	
Control > Bitmap	On the File tab, click Preferences and in the Blank Screen section, select a file. Now Blank Screen will display the selected bitmap file.
Control > Text	On the File tab, click Preferences and in the Blank Screen section, type a text to display. Now Blank Screen will display the text.
Control > Text File	<p><not available></p> <p>Alternative:</p> <p>On the File tab, click Preferences and in the Blank Screen section, type a text to display. Now Blank Screen will display the text.</p>



Netop School



Netop Vision

Control > Web	<not available>
Control > Reset Policy	Filter Web > Clear All
Control > Allow All	<not available>
Control > Deny All	<not available>
Control > Deny Internet	Home > Lock Web
Control > My Policies	Home > Filter Web > Block Lists ⁴ Home > Filter Web > Resource Lists
Control > Combine Policies	<not available> Note that several resource lists can be active at the same time.
Control > Observe	Home > Live View
Control > Remote Control	Home > Remote Control
Manage tab	
Manage > Workgroup	<not available>
Manage > Stop workgroup	<not available>
Manage > Chat	View > Chat
Manage > Send Message	View > Chat > Chat > Send message
Manage > Distribute	View > Chat > Chat > Send message > Browse > Send Alternative: Select computers and click Show Document . The selected document opens on the student computers and they can save locally.
Manage > Collect	View > Chat > Edit > Collect
Manage > File Manager	<not available>
Manage > Logoff	Administration > Log Off
Manage > Restart	Administration > Restart
Manage > Shutdown	Administration > Shut Down
Manage > Rejoin	Administration > Join

⁴ Block Lists are available in Vision Pro only



Netop School



Netop Vision

Manage > Move Student	<not available>
Tools tab	
Tools > Reannounce Class	<not available>
Tools > Ask Class Server	<not available>
Tools > Change Teacher	<not available>
Tools > Export Module and Data	<not available>
Tools > Import Data	<not available>
Tools > Setup wizard	File > Classroom Manager
Tools > Student Deployment	File > Classroom Manager Installation program
Tools > Check updates	<not available>
Tools > Publish updates	<not available>
Options tab	
Options > Demonstrate	Partly covered by File > Preferences > Demo - but options not as advanced as the School options.
Options > Run	Home > Start Application > Manage Applications
Options > Attention	File > Preferences > Blank Screen
Options > Policy	Partly covered by Home > Filter Web > Manage lists where you can define block lists and allow lists – but applications cannot be blocked, nor can specific ports
Options > Supervision	Partly covered by File > Preferences > Remote Control - but options not as advanced as the School options. School options also cover options for Supervise/Live View.
Options > Class	File > Class Manager
Options > General	Partly covered by View > Label Type and View > Sort by label
Options > Advanced	Audio-Video Chat options: <not available> Connection: File > Preferences > Network



Netop School



Netop Vision

	<p>Protection: File > Security (not quite equivalent)</p> <p>Sharing: <not available></p> <p>Teachers: <not available></p> <p>Toolbar commands: Customize quick access toolbar (not quite equivalent)</p> <p>Web Update: <not available></p>
Options > Personalize	<not available>
Options > Custom	<not available>
Help tab	
Help > Contents	Help
Help > Online support	<not available>
Help > Online registration	<not available>
Help > Apply license	Start > Netop Vision > Licensing Utility
Help > Save log	<not available>
Help > About	File > Preferences > General