

# Getting Started with Vision Software

Vision software (Netop Vision 7) gives teachers a way to guide, supervise and interact with students on laptops. With screen-sharing technology, you can present directly on student laptop screens, showcase student work by displaying their screens to the class or supervise student work. You can also launch applications or files, control web browsing, chat and more.

This document provides the following information:

- [Introduction to Vision Commands](#)
- [Classroom Setup](#)



To access Vision, go to your desktop and click this shortcut

## Introduction to Vision Commands

- **Home Tab**

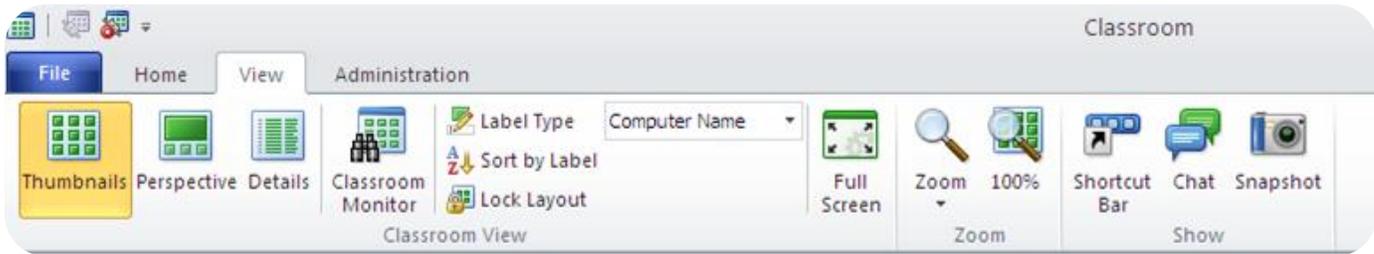
The most frequently used commands are found on the *Home Tab*.



- Demo:** Present directly on student screens
- Showcase Student:** Display a student screen to the class
- Start Application:** Open software on all student computers
- Stop All Applications:** Block student access to applications
- Blank Screen:** Pause student computer activity by blanking computer screens
- Block Input:** Lock keyboards and mice
- Stop:** Stop the currently active Vision control
- Lock Web:** Turn student web browsing off
- Filter Web:** Create lists of approved websites to guide Internet use
- Live View:** View a student screen
- Pointer:** Access presentation tools

## View Tab

This tab provides you with different layouts for viewing student laptops. It also includes a shortcut bar for the [Home Tab](#).



## Administration Tab

This tab is for managing student computers. For example, perhaps you see a student is not connected, you can “join” them back into the class. Although one can shutdown, wake-up, restart and log off student laptops, these commands are mostly used for computer lab environments.



## Classroom Setup

There are several steps involved in getting your class lists imported into Vision software. Instructions are as follows:

### Step 1: Export Excel Classroom Lists from Skyward

1. Export class rosters to include the following information:
  - Student first name
  - Student last name
  - Grade
  - Email

### Step 2: Get Student Laptop Names in Excel

1. Open your exported Excel workbook. Separate the “@pointschools.gaggle.net” from each e-mail username. To do this, highlight all of the e-mail addresses > **Data tab** > **Text to Columns** > **Next** > select “other” and type in “@”> **Next** > **Finish**
2. Enter the following formula to create laptop names. To do this, place your cursor in the empty cell to the right of the first student’s record and type in:

=“Z”&click on the first student’s grade&click on the first student’s username



**Note:** Black text is to be typed EXACTLY as shown / Red text is an **action** and not to be typed in

3. Click **Enter** > the formula should now become the name of a student computer. Verify that the formula created the correct name.  
**Example:** Elizabeth Steele, Grade 12, steeleli000 = Z12steeleli000
4. Apply the formula to all student names. To do this, click once on the cell that contains the formula and a black square will appear in its lower right hand corner. Click on this square and drag it down the column to apply the formula to all names.
5. Save this spreadsheet (Tip: Include class period in title)
6. Highlight all of the student laptop names and copy them.
7. Minimize this screen and open Vision software.

### Step 3: Import Classroom Lists into Vision

1. In Vision, go to **File > Classroom Manager > click New > click Next > Name your class > Deselect "Make this a Global Classroom" > click Next**
2. A new screen pops up > click **Add** > click inside of the box and paste all of the names here > click **OK > Next > Finish**
3. Go to **File > Classroom Manager > Edit Classroom > Highlight the class you just created > click Connectivity > select "Automatically Accept" > Apply > OK**

### Step 4: Repeat steps 1-3 for your other classes

### Step 5: Turn on Wireless settings

1. Once you are finished importing all of your class lists, go to **File > Preferences > Network > change "Standard LAN" to "Wireless" > click OK**
  - a. This only needs to be done once.



b.

If the "Wireless" option is grayed out and you cannot make the change, it is OK. This setting is supposed to help with speed only. Vision will still work if you cannot make this change.

***Congratulations! You are now setup to use Vision with your classes! 😊***

If you would like to learn more, Vision has an excellent help guide within their software. When you have Vision open, just click the "?" in the upper right hand corner of your screen. Their [user guide is also available online](#) as are [brief training videos](#).