

Surf·Lock²

Vision Plug-In



USER GUIDE



GenevaLogic

ACTIVE TEACHING SYSTEMS

Notice

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Welcome to Surf-Lock

This guide explains how to use Surf-Lock to manage student access to the Web during class time. Surf-Lock is a plug-in for Vision that allows you to:

- Turn Web surfing off for a group of students or the entire class with a single mouse click.
- Limit student browsing and research to Web sites appropriate for the assignment.
- Grant Web access as a reward for good work.
- Organize Internet shortcuts to your favorite Web sites so you can access them quickly during class.

Technical Support

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

Refer to Surf-Lock Help

Surf-Lock Help offers information about common features. You can open Help from the toolbar on the dashboard.

Visit Our Web Site

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

Contact Our Technical Support Team

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

In North America

Phone: 866-725-7803 (toll free)

E-mail: support.us@genevalogic.com

Web: www.genevalogic.com

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

All Other Locations

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

Activate Surf-Lock

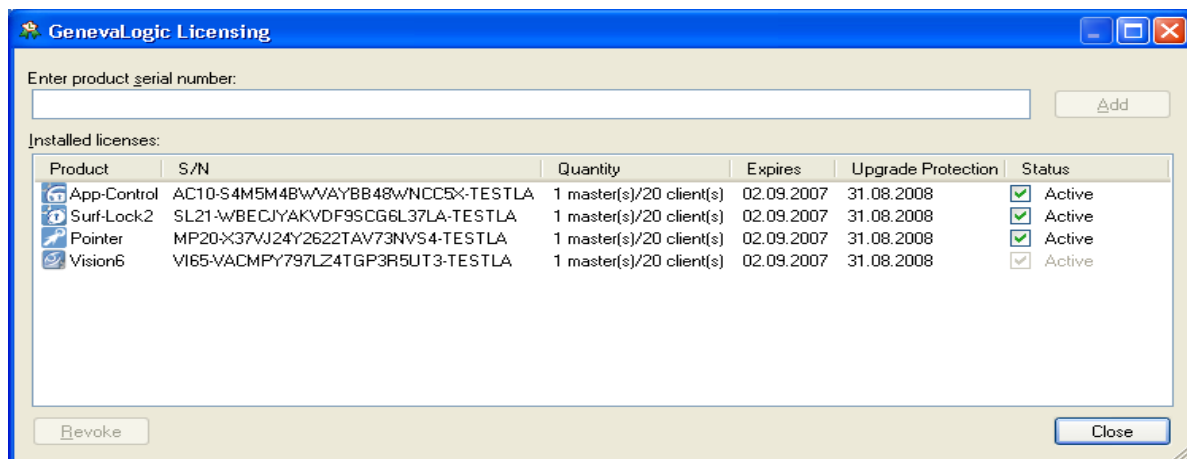
Starting with Vision6 version 6.7, Surf-Lock is automatically installed with Vision. You can run Surf-Lock in a 30 day Trial mode free of charge or apply a license key to use it indefinitely. Either of these actions activates Surf-Lock.

If you choose not to run the 30 day Trial, or simply allow it to expire, Surf-Lock is deactivated. You may reactivate Surf-Lock at any time by applying a license key via the **GenevaLogic Licensing Utility** (see the **Vision User Guide** for additional information)

Licensing Surf-Lock

Surf-Lock is most easily licensed and activated by entering a valid license key during the installation process. If you need to enter a license key afterwards, navigate to **Start Menu -> All Programs -> GenevaLogic -> GenevaLogic Licensing Utility**.

Once open, all of your current licenses and their status are shown:



- **To add or update a license for Surf-Lock**, enter the new license key in the License Field. This is most easily accomplished via copy and paste from an email or text document.

- **To activate or deactivate a plug-in**, check or uncheck the **Status** checkbox. When a plug-in is deactivated, the respective icon is removed from the Vision toolbar.

NOTE: As soon as the trial period of a plug-in has expired, it can only be reactivated with a valid license key.

NOTE: You may only run a 30 day Trial once. If you require additional time to evaluate the product, please contact GenevaLogic sales.

Lock and Unlock Access to the Web

This guide explains how to use Surf-Lock to manage student access to the Web during class time. Surf-Lock is a plug-in for Vision that allows you to:

1. Turn Web surfing off for a group of students or the entire class with a single mouse click.
2. In Internet Explorer and Firefox, limit student browsing and research to Web sites appropriate for the assignment.
3. Grant Web access as a reward for good work.
4. In Internet Explorer, organize Internet shortcuts to your favorite Web sites so you can access them quickly during class.

When you lock the Internet, Surf-Lock prevents access to Web site addresses that use the Hypertext Transfer Protocol (HTTP). This is a typical protocol used by Web addresses, such as <http://www.genealogic.com>. By blocking addresses that use HTTP, Surf-Lock can work with any Web browser. Additionally, HTTPS and FTP protocols can be blocked when students are using the Internet Explorer or Firefox web browsers.

Lock Access to the Web

- On the Vision toolbar, click the **Surf-Lock** button, and then click **Lock Internet**. Students cannot access the Internet.



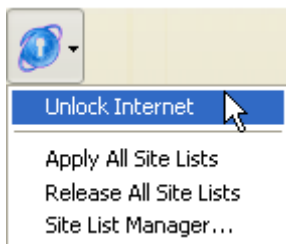
On the dashboard, a red badge on a student computer indicates that the Internet is locked on the student computer



- TIP:** To control Web access for selected student computers (instead of the entire class), press and hold down CTRL, and click each student computer you want. Then click **Lock Internet**.

Unlock Access to the Web

- To turn off Surf-Lock, click the **Surf-Lock** button again, and then click **Unlock Internet**. Students regain access to the Web and the red badge is removed.



About Site Lists

A site list stores Web page addresses. By creating a site list of the Web pages that you use most often for teaching, you can quickly limit student Web access to the sites that are appropriate to your lesson. For example, you can create a list of your favorite biology sites and use Surf-Lock to grant your students access to only those sites and their pages.

Site lists are in full effect immediately upon application to student computers. Disallowed web pages that may be cached in student Web browsers are also blocked from view.

TIP: Site lists are only supported in use with Internet Explorer or Firefox web browsers. Surf-Lock will fully block the Internet when a site list is applied in conjunction with use of a browser other than Internet Explorer or Firefox.

How Site Lists Work

When you apply a site list, Surf-Lock permits students to browse within the domain or Internet address of each Web site in the list. For example, if you add the New York Times Web site to your list, students may browse to any page with an address that begins with *www.nytimes.com*; however, if you add a Web address to a particular article, such as *www.nytimes.com/articlename.html*, students are limited to viewing only the article and cannot browse to other areas of *nytimes.com*.

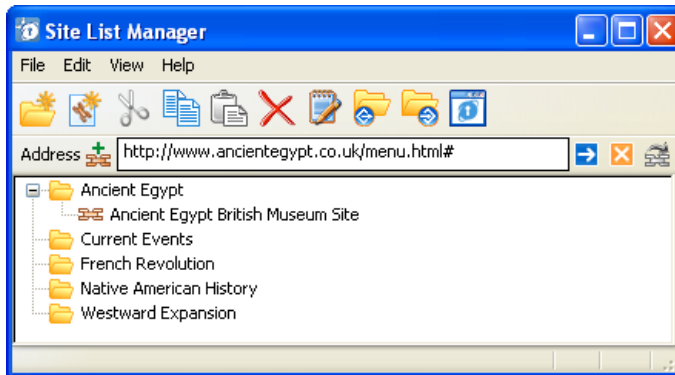
Add this Web address to a site list	To allow access to	And prevent access to
www.nytimes.com	All pages within www.nytimes.com.	Any Web pages that do not use the nytimes.com domain.
www.nytimes.com/articlename.html	A specific article on the New York Times Web site.	Any other Web pages, including other pages on nytimes.com.

Create a Site List

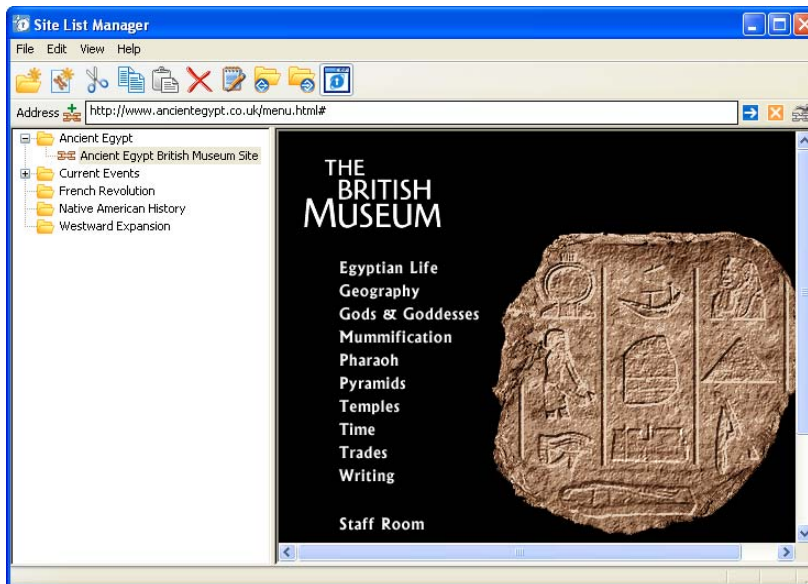
1. On the Vision toolbar click the **Surf-Lock** button, and then click **Site List Manager**.



The **Site List Manager** window opens.

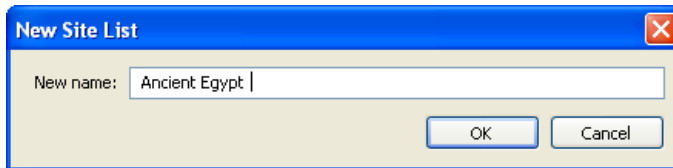


- TIP:** To view Web sites directly from the **Site List Manager** window, click the **View** menu, and then click **Preview Pane**.

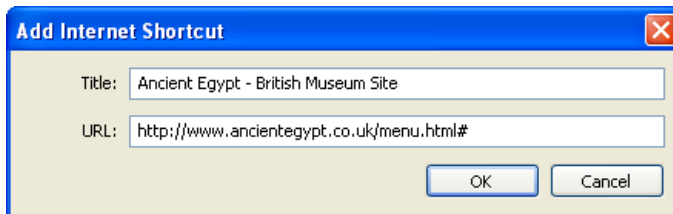


2. From the **File** menu, click **New Site List**.

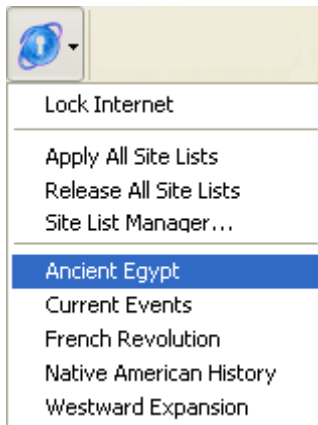
3. In the **New name** box, enter the name of your site list. This name appears in the Vision toolbar from the Surf-Lock drop-down menu.



4. Next, add Web sites to the list. From the **File** menu, click **New Internet Shortcut**. Enter a name for the site (Title) and its Web address (URL).



Your site list is now available from the Surf-Lock drop-down menu on the Vision toolbar.



Additional Ways to Add a Web Site to Your Site Lists

There are a number of other ways you can add a Web address to a site list.

- From the **Site List Manager** window, in the address bar, type a Web address and then click the **Add Internet Shortcut** button.



Add Internet Shortcut
button

- From a browser such as Internet Explorer or Mozilla Firefox, locate the page you want, and then drag the icon for the Web site from the browser address bar to a site list folder in the **Site List Manager** window.
- From Internet Explorer, locate the page you want. From the Favorites menu, click **Add to Favorites**. Open the Surf-Lock folder, select the site list folder you created, and then click **OK**.



Edit a Web Address or Site List

You can edit Web addresses (URLs) and site lists to change content or repair dead links.

1. On the Vision toolbar click the **Surf-Lock** button, and then click **Site List Manager**.



2. Locate the Site List folder or Web address that you want to edit. Right-click it, and then click **Edit...**
 - If you have selected a Site List Folder, you may change the name

- If you have selected a Web address, you may change both the displayed name and URL
3. To add new Web addresses to an existing Site List, locate the Site List folder you wish to edit. Right-click it, and then click **New Internet Shortcut..**
 4. Enter a name for the site (Title) and its Web address (URL).
- TIP:** You can edit a site list while it is active on student computers. Any changes that you make are automatically updated on student computers without restarting the Surf-Lock session.

Delete a Web Address or Site List

You can delete Web addresses (URLs) and site lists that you no longer use.

1. On the Vision toolbar click the **Surf-Lock** button, and then click **Site List Manager**.



2. Locate the folder or Web address that you want to delete. Right-click it, and then click **Delete**.

TIP: You can delete all your site lists at one time. From the **Edit** menu, click **Select All**. Next, right-click one of the site list folders, and then click **Delete**.

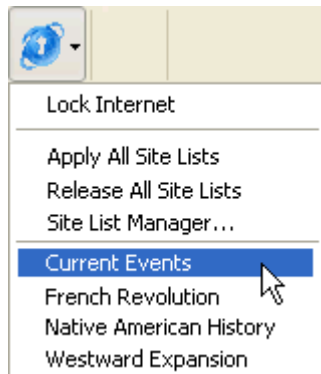
TIP: You can delete a site list while it is active on student computers. Any changes that you make are automatically updated on student computers without restarting the Surf-Lock session.

Apply or Release a Site List

Site lists allow you to limit student Web access to pages that are appropriate to your lesson. For example, you can create a list of your favorite biology sites and use Surf-Lock to grant your students access to only those sites. Site lists ensure that students will not be able to visit Web sites that are not appropriate to the class subject.

To apply a site list

- On the Vision toolbar, click the **Surf-Lock** button, and then click the name of the site list you want to use. You can choose more than one. Students have Web access only to the sites in the applied lists.



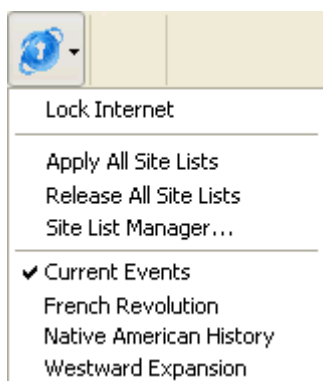
On the dashboard, a yellow badge indicates that a site list has been applied to the student computer.



TIP: You can also apply all your site lists at one time. Click the **Surf-Lock** button, and then click **Apply All Site Lists**.

To release a site list

- On the Vision toolbar, click the **Surf-Lock** button, and then click the name of the site list in use, which is marked with a check mark. Students regain access to the Web. In the dashboard, the yellow badge is removed from the student computer thumbnail, unless another site list is in use.



TIP: You can release all applied site lists at one time. Click the **Surf-Lock** button, and then click **Release All Site Lists**.

Sharing Site Lists

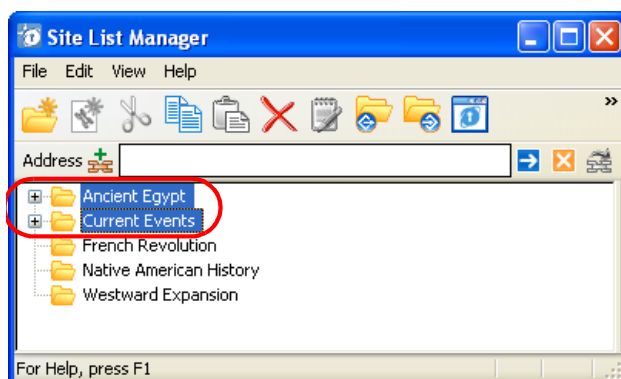
You can easily share your favorite Web sites by exporting and importing your site lists. This is helpful when you want your site lists to be available from different computers or when you want to share the links with students or other teachers.

To export a site list

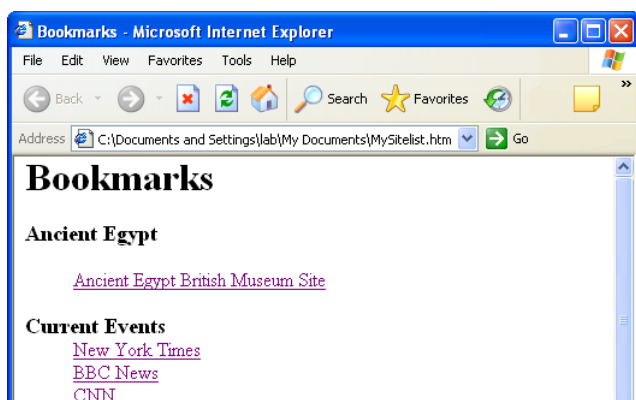
1. On the Vision toolbar click the **Surf-Lock** button, and then click **Site List Manager**.



2. In the **Site List Manager** window, select the folder of the site list you want to export. You can select multiple folders or individual Web sites.



3. From the **File** menu, click **Export**.
 4. Specify where you want to save the site list. In the **File Name** box, type in a name for the saved HTML file (filename.htm), and then click **Save**.
- TIP:** To view the site list that you exported, open the HTML file in a Web browser.



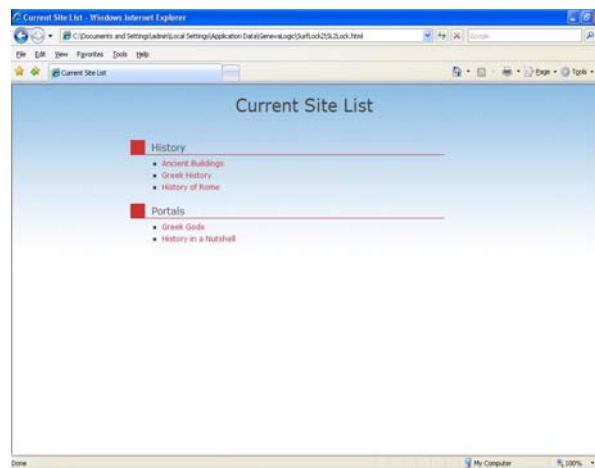
Share Your List of Approved Web Sites with Students

Surf-Lock2 version 2.1 allows students to easily see all approved web sites that are currently active. Students will see a special web page that displays these links whenever they attempt to visit a disallowed web site or if they click the **Home Page** button on the browser being used.

1. When a student attempts to visit a disallowed web page when site lists are applied, the following page is displayed, providing the student with links to all site list web sites:



2. If a student wishes to see all approved web sites for the current session, clicking the **Home Page** button will display the following page, providing links to all site list web sites:



To import a site list

1. On the Vision toolbar click the **Surf-Lock** button, and then click **Site List Manager**.



2. In the **Site List Manager** window, from the **File** menu, click **Import**.
3. Select the name of the HTML file (filename.htm or filename.html) that contains the site list or Web site that you want to import, and then click **Open**. A new site list folder appears in your list.

Preview a Web Site

You can preview a Web page before you add it to your site list.

1. On the Vision toolbar click the **Surf-Lock** button, and then click **Site List Manager**.

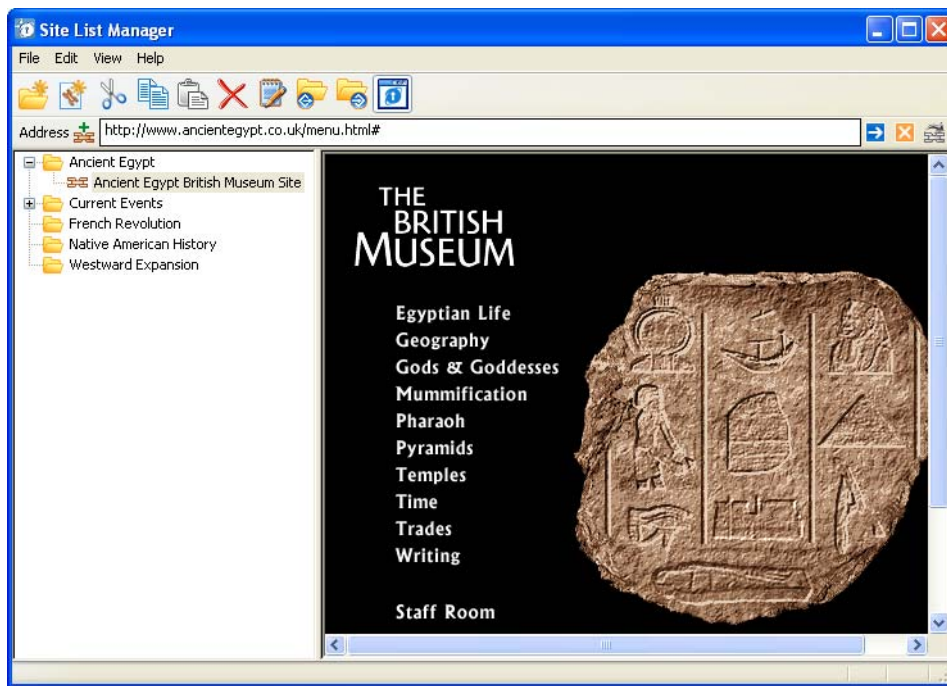


2. In the **Site List Manager** window, from the **View** menu, click **Preview Pane**.
3. Select a Web site from a site list or type a location in the address bar, and then click the **Go to** button next to the address bar or press ENTER.



Go to button

The Web site appears in the **Preview** window.



TIP: To stop loading a Web page, click the **Stop** button next to the address bar.

Change Web Address in a Site List

You can update the Web addresses (URLs) in your site lists. This is useful when a Web page you use has been moved or renamed.

1. On the Vision toolbar click the **Surf-Lock** button, and then click **Site List Manager**.



2. In the **Site List Manager** window, select a site list folder and open it.
3. Right-click the Web site you want to change and select **Edit**.

4. In the **URL** box, enter the new Web address (URL) and click **OK**.

TIP: You can also update a selected Web site in a list to use the address (URL) that is currently in the address bar. From the **Edit** menu, click **Update URL**.

TIP: Changes made to currently active site lists are immediately applied to student computers.

Cut, Copy and Paste

You can cut, copy, and paste text in the **Site List Manager** window. This is useful when you want to use a Web address you have copied from another browser or to edit the name of a site list folder.

To	Click
Cut Text	Select the text you want to cut, and then on the Edit menu, click Cut .
Copy Text	Select the text you want to copy, and then on the Edit menu, click Copy .
Paste Text	Place your cursor where you want to past the text you have cut or copied, and then on the Edit menu, click Paste .