IMTLazarus

Operation Guide for supervisors of iOS devices within IMTLazarus

Throughout this document it will be described all functionalities that supervisors of devices using iOS operating system (iPad and iPhone).

A browser will be necessary to accede to **IMTLazarus** management dashboard.

Access will be possible throughout any device with an internet connection-

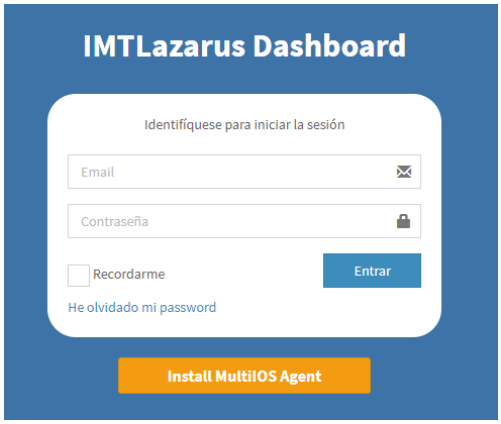
Open the browser. At URL bar we type the URL provided by the school, in order to accede **IMTLazarus** platform; this URL will always follow this standard:

https://IDSERVIDOR.imtlazarus.com/lazarus

A username and password will be required; they will be provided by the school.

Username > Email address

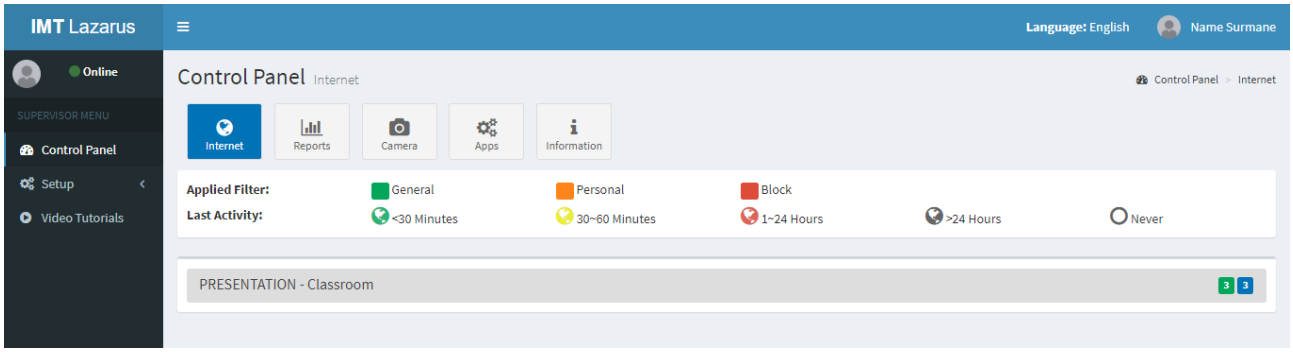
Password > 6 digits generated at random.



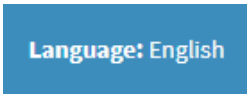
Access details are personal and non-transferable given that they provide full access to personal data from the devices of students / children managed by **IMTLazarus**.

Access to **IMTLazarus** platform is aimed only for teachers and parents, in no case for students' access.

Once validated the following screen will be displayed (it may varies and include modifications according to different users' privileges.)



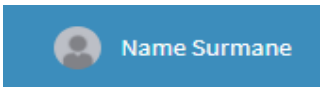
First thing we could modify / personalize is the interface language by clicking at top on the following button.



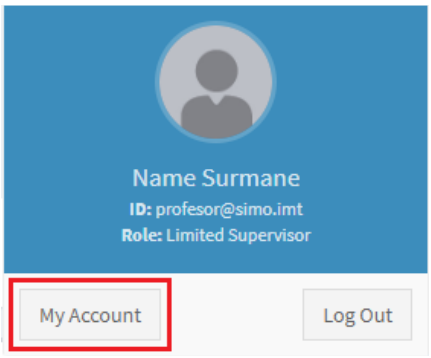
List of languages available so far within the system, are:

- Spanish
- Basque
- Catalan
- French
- English
- Italian
- Portuguese

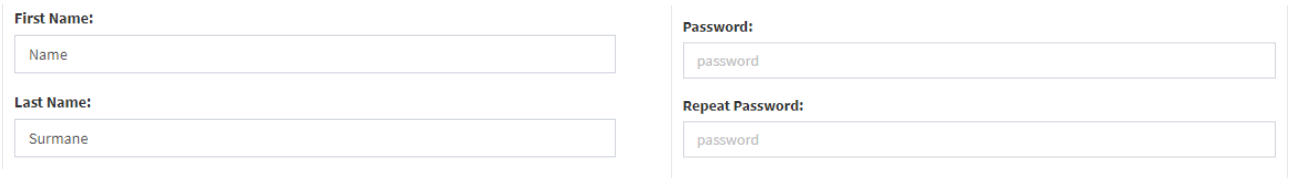
Once the language is saved we could then modify any personal detail by clicking on the top button, as shown below:



And then click on “My Account” button:



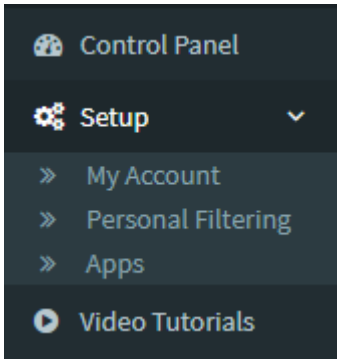
Then, in the next screen, details such as first and last names, and password (recommendable to change it after first access by one that sounds more familiar to remember), maybe be modified.



Green button will be clicked to apply and save any changes in this screen.

Once the name and personal data is modified we could then start to manage the devices through **IMTLazarus**.

On the left side it will be shown the different options we could work with:



- Control panel, whereby all sets regarding devices' supervision are available.
- Setup, in which there are 3 options available:
    - My account (as abovementioned).
    - Personal filtering: to set personalized filters for browsing.
    - Apps: to define which apps could be used by the students on their devices.
- Vide Tutorials: in which videos with de diverse functionalities of the system will be displayed.

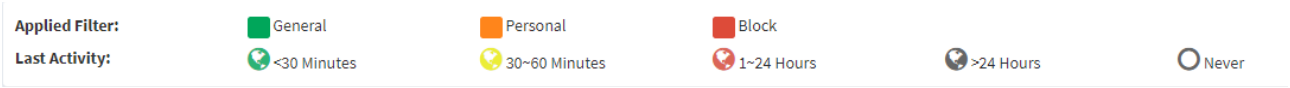
Let's begin with the actions

Control panel

Internet

Within this section internet access will be setup:

First thing that will be displayed it is a legend of the filtering groups and the conection status.



Applied Filter:

- Green (General); this filter is defined by the school and will restrict access to not schooling websites. *This is like a "free browsing".*
- Orange (Personalized); this filter may be decided either by teachers or families in order to create a personalized setup.
- Red (Blocking); this filter will block total internet connection, except for some specific websites predefined by the school. *This is like a "NO browsing".*

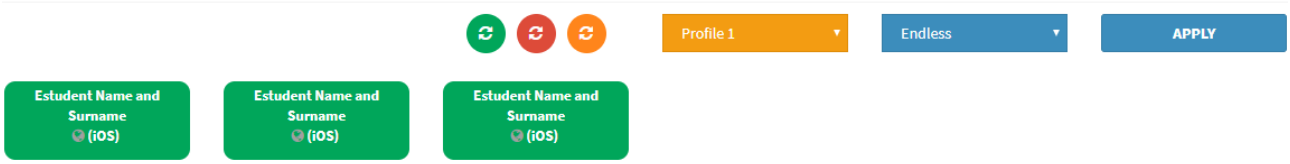
Latest Activity:

- Green: the device has had connectivity during the last 30 minutes.
- Yellow: the device has not been connected for the last 30 – 60 minutes.
- Red: the device has not been connected for the last 1 to 24 hours.
- Grey: the device has not been connected during the last 24 hours.
- Empty: the device has not been connected ever.

Below the legend it will be displayed as much groups / classrooms as we are managing, being several in the case of teachers, and just one (or more if they have more than one child) in the case of families.

The figures displayed on the right side of the group bar, refer to the amount of devices managed under the said group, specifying by the above explained color code, the amount of devices under each one of the filters applied.

Clicking on the group bar will deploy the checkbox of each device.



There are 2 ways to switch between filters, either by clicking on each one of the checkboxes or by clicking on the colored little balls displayed on top of them.

By clicking on the colored little balls will make all devices to turn their status at once, while clicking one by one on each device checkbox, the status will change individually.

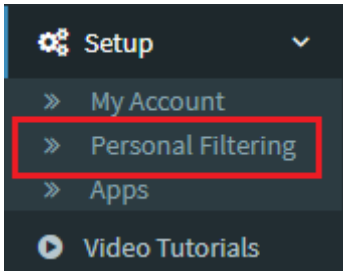
We will also be able to define for how long the setup will be applied on each device, so the time can be defined with the deployable menu.

If a temporary order is setup, when countdown is over, the devices will return to the status prior the order went through.

Last, do not forget to click “Apply” any order to actually perform it.

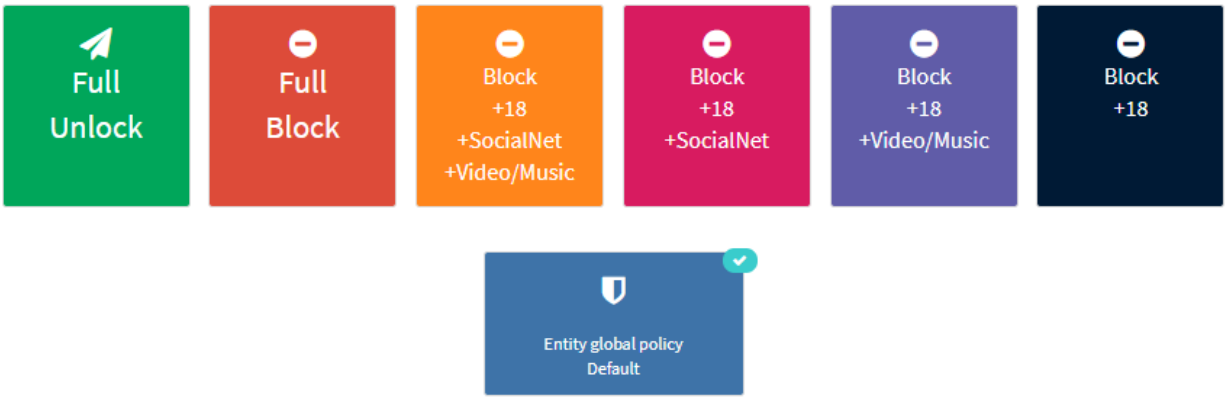
As it has been explained before, Green status (full browsing) and Red status (no browsing) are not modifiable; Orange status, instead it is modifiable to adapt it to our needs.

To do so, on the left side menu we will click on the dropdown menu of “Settings” and “Personal Filtering”.



By doing it we will accede to the next page where we would be able to personalize our own filtering features.

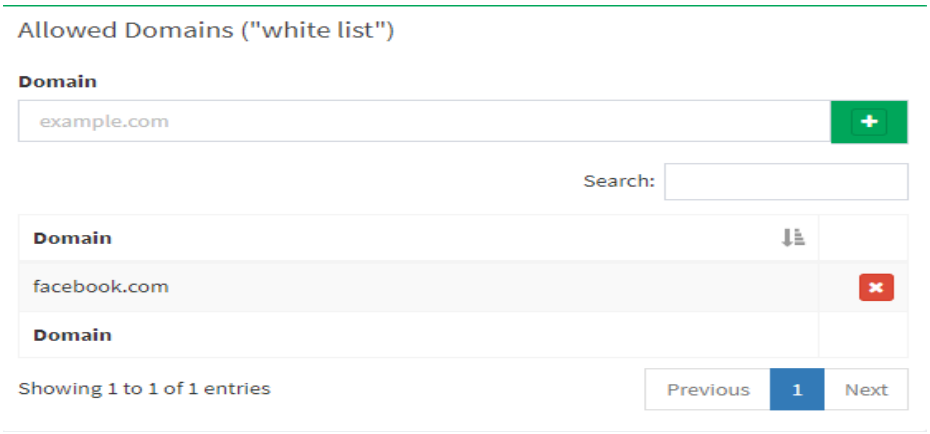
First to be displayed will be the groups of predefined filters at our disposal.



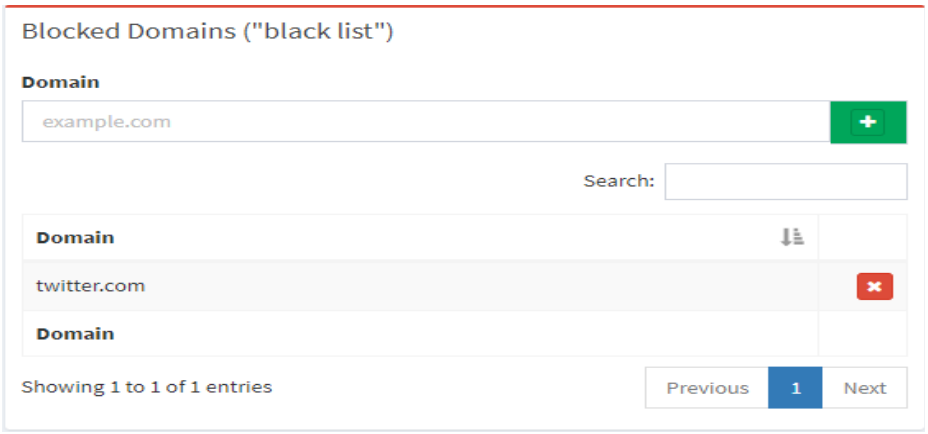
- Green (full freedom). This filter will allow us to accede any website with no restriction at all. *(do not confuse with the Green status explained above)*.
- Red (full blocking). This filter will block all device's connections and will not allow internet access at all. *(do not confuse with the Red status explained above)*.
- Orange (+18, +Social Media, +Video/Music). This filter will block access to adult content websites, to social media and to music / video websites and / or platforms.
- Violet (+18, +Video/Music). This filter will block access to adult content websites and to music / video websites and / or platforms.
- Pink (+18, +Social Media). This filter will block access to adult content websites and to social media.
- Black (+18). This filter will block access to adult's content websites.
- Blue (Global policy). This filter will have the features set by the school and on top will be shown with a blue tic.

Under the Groups we will have the option to set both White and Black Lists.

The domains or websites introduced in the "White List" section will be free, regardless of the filter chosen. As shown in the example below, "facebook.com" will be free to accede, even if the red filter (full blocking) was selected.



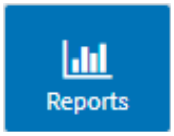
The domains or websites introduced in the “Black List” section will be blocked, regardless of the filter chosen. As shown in the example below, “twitter.com” will be blocked to accede, even if the green filter (full browsing) was selected.



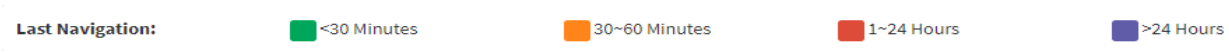
Once the filters is selected and the White and black lists are defined, we will be able to load this setup as explained in the “internet” section above, setting the devices with the orange color code.

Reports

In this section we will view the browsing reports performed by the devices.



First thing we will see is a legend with the temporary info of the latest report received.

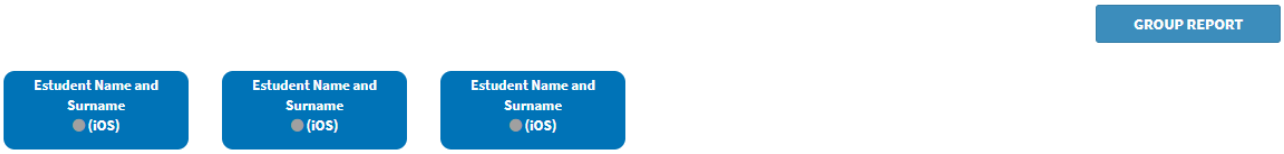


Latest browsing performed

- Green (<30 m). Green color will mean that it’s been less than 30 minutes since the system gathered any info on the device.
- Orange (30-60 m). Orange color will mean that it’s been between 30 and 60 minutes since the system gathered any info on the device.
- Red (1-24 H). Red color will mean that it’s been between 1 and 24 hours since the system gathered any info on the device.
- Pink (>24 H). Pink color will mean that it’s been more than 24 hours since the system gathered any info on the device.

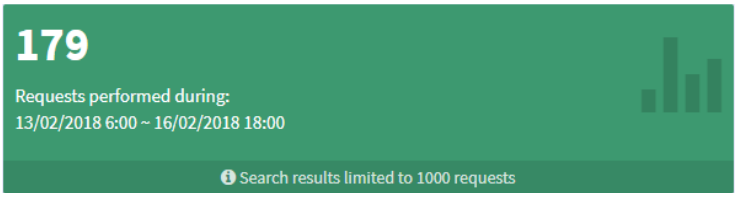
Clicking on the group it will be deployed the checkboxes showing the devices.

To view the rports there are 2 options, either by clicking on a single device (single report), or clicking on the button “Group Report” on the top right side.



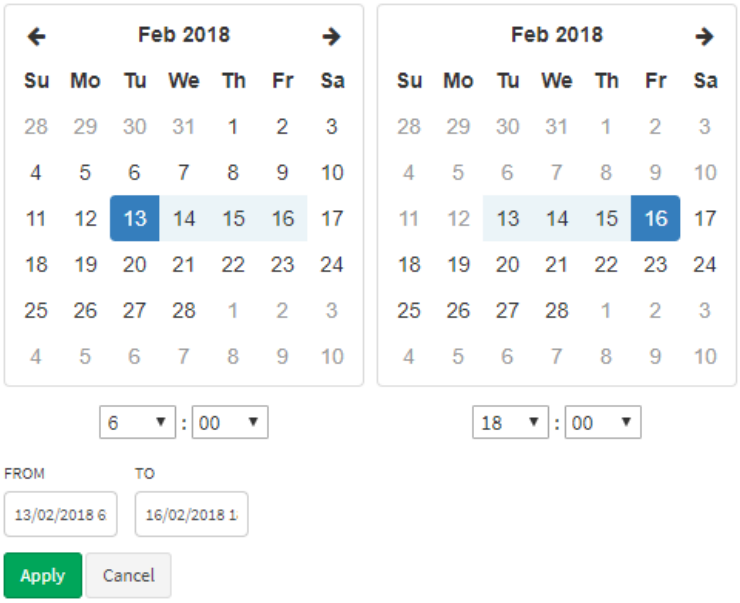
First thing we will see it’s the username or the name of the group of which we are viewing the report.

At its right side we will see the number of demands made from a specified date and time until the report time.



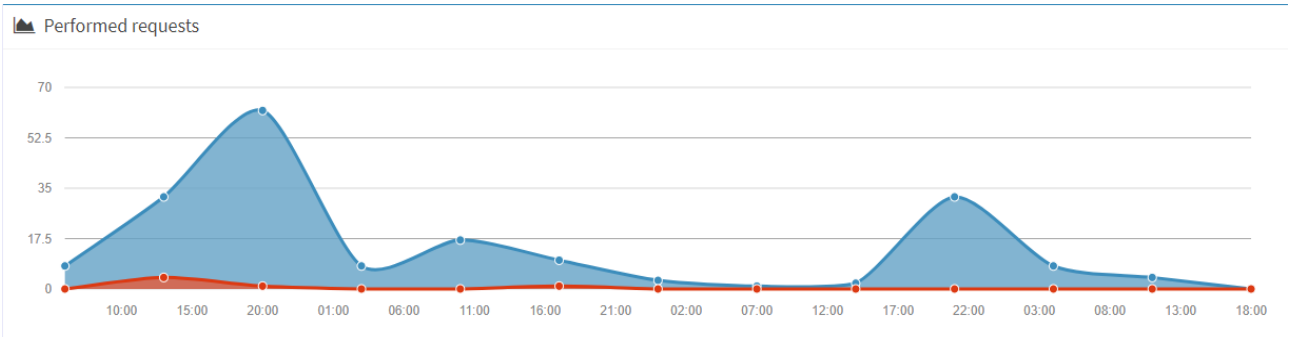
Down below the report, there is a watch icon with two dates. Clicking on the dates we could define the period over which we want to view the report.

Clicking on the dates a dropdown menu will allow us to settle the starting date and time and the finishing date and time for which we want to present the report.



In detail, on the left side calendar we will define the report starting day and down below the time, whilst on the right side calendar we will define the finishing date and the time.

Right below the calendar we will see an operation graph with 2 colors (blue & red).

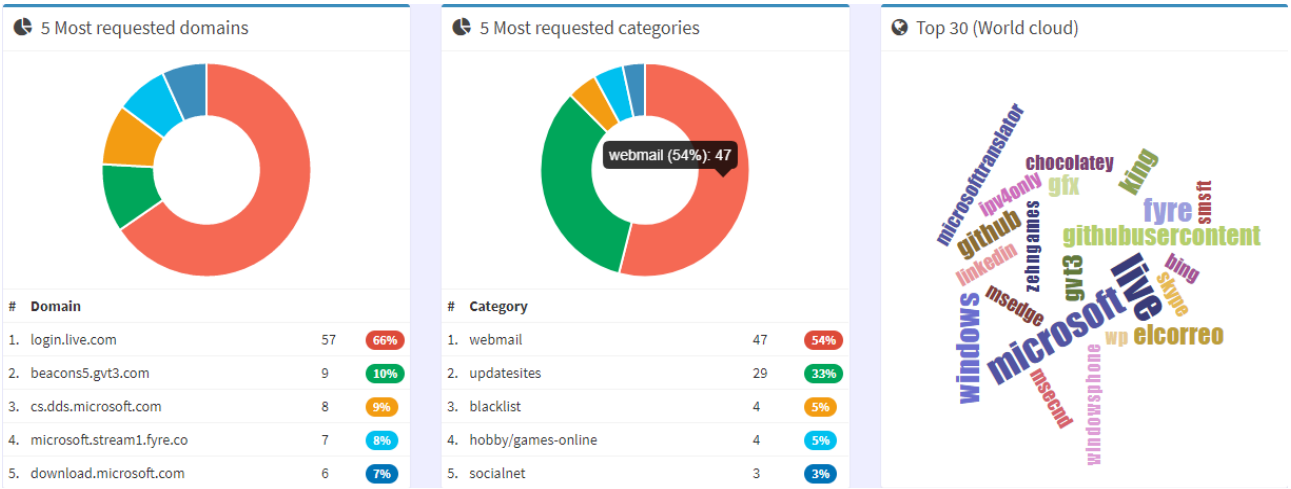


- Blue: Pages to which access has been attempted.
- Red: Pages blocked by **IMTLazarus**.

Difference between Blue & Red will be the pages to which the device has acceded.

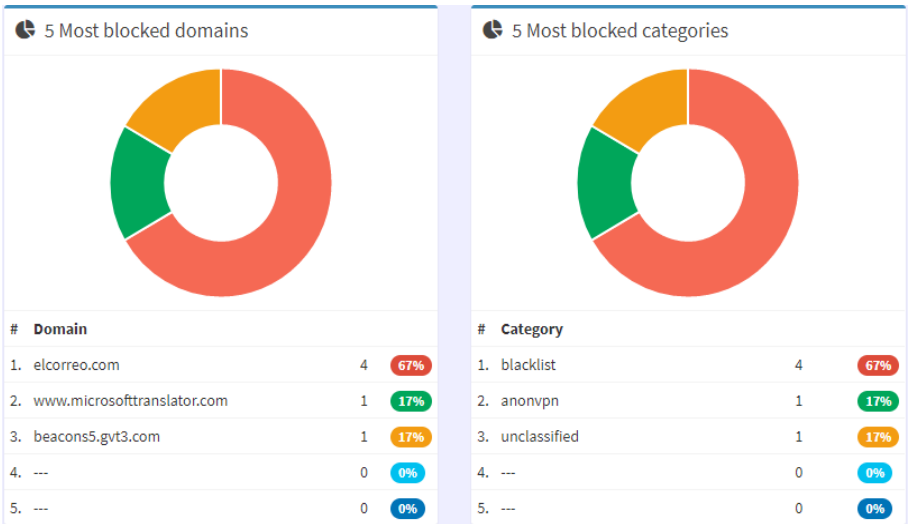
Place the mouse on each of the dots shown in the graphs, to view the amount of pages browsed and of pages blocked for the track divided.

Hereafter, the 3 checkboxes will show us which are the websites / domains more visited, the categories more registered (pages are registered in the server by groups of categories), and top 30 *word cloud*, a visual summary of the most visited 30 dom.



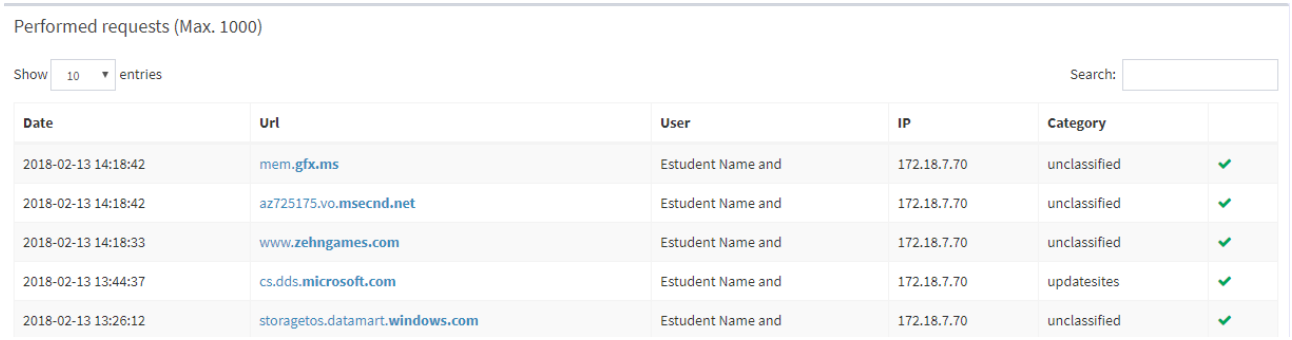
Placing the mouse on the graphs we will identify which domain or category is represented within each section.

Then, we will see two checkboxes thatwill show which are the websites/ domains, most visited, as well as the blocking categories most registered (pages will be registered in the server by groups of categories).



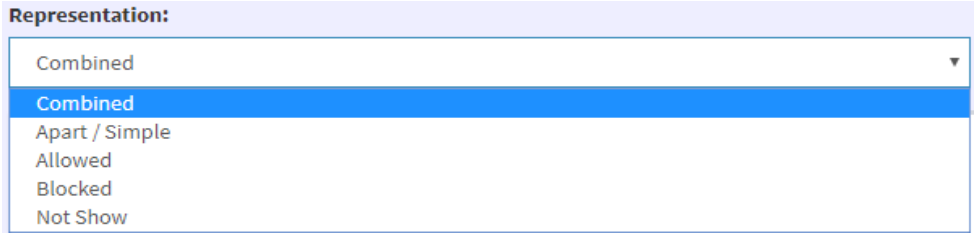
Placing the mouse on the graphics we will identify which domain or category is represented in each section-

Finally we could see a detailed report of the whole browsing.



- Date: Date and time when a website was attempted to enter or entered.
- Url: page or domain entered or attempted to enter.
- User: user that attempted to enter the page or domain.
- IP: Virtual IP connection with **IMTLazarus**.
- Category: Category to which it belongs the page depending on the contents.
- Access / Blocking: A green tick mark shows an “allowed” page while a red forbidden shows a blocked page.

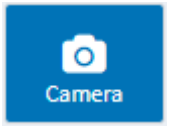
Reports can be displayed in many ways, for it we have to deploy the dropdown menu of “Representation” and select the most convenient one.



- Combined: It shows the whole information, pages allowed and blocked.
- Apart: It shows the information of the pages allowed and blocked, separately.
- Allowed: It only shows the allowed pages.
- Blocked: It only shows the blocked pages.
- Not Displaying: It does not show any final report.

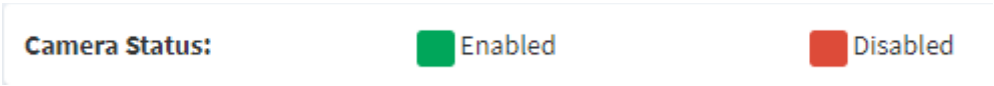
Camera

Within this section we could set the status of the camera.



We could set on the camera (green color) or set it off (red color) within the devices.

First thing dispayed will be the legend explaining the status of the camera.



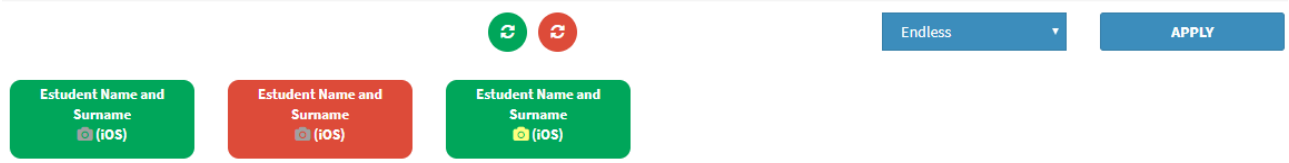
Camera status:

- Enabled (green): Camera could be used with the iPad.
- Disabled (red): Camera could not be used with the iPad.

Below the legend it will be displayed as much groups / classrooms as we are managing, being several in the case of teachers, and just one (or more if they have more than one child) in the case of families.

The figures displayed on the right side of the group bar, refer to the amount of devices managed under the said group, specifying by the above explained color code, the amount of devices under each one of the filters applied.

Clicking on the group bar will deploy the checkbox of each device.



To switch the camera status there are 2 options, either by clicking on each one of the checkboxes or by clicking on the colored little balls displayed on top of them.

By clicking on the colored little balls will make all devices to turn their status at once, while clicking one by one on each device checkbox, the status will change individually.

We will also be able to define for how long the setup will be applied on each device, so the time can be defined with the deployable menu.

If a temporary order is setup, when countdown is over, the devices will return to the status prior the

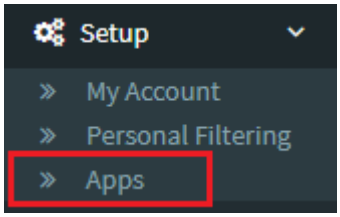
order went through.
Last, do not forget to click “Apply” any order to actually perform it.

blocked, its icon will disappear from the screen on the iPad, turning back to the screen and thus becoming visible, when the camera is unblocked again on that device by a supervisor or administrator.

Apps

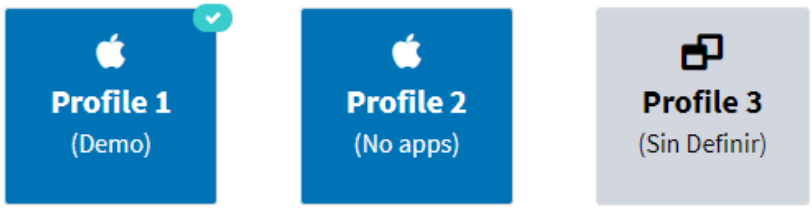
Within this section we will be able to upload a white list of apps.

Prior applying filters of applications in the devices, we will have to set them up, on the left hand menu clicking on “Configuration” and then “Apps”.



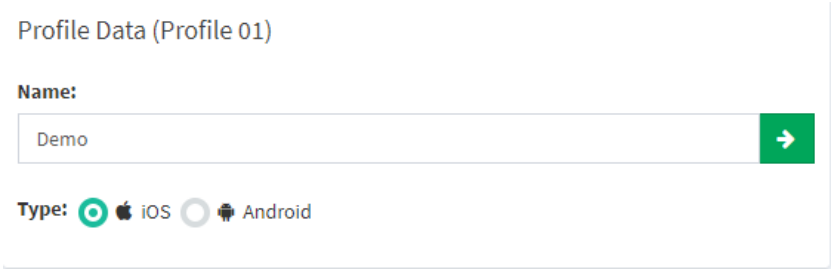
Thus we will enter the next page where we would be able to personalize our own applications’ filter, setting them up to a maximum o 3 personalized filters.

First thing we will see are the checkboxes for each one of the mentioned filters, are shown here below.



The light blue tick mark will show on which app filter we are working on. 

First thing we will do is assign a name to the filter we are setting in order to identify and use it in the future.



Once the name is defined we will click on the Green arrow to save it.

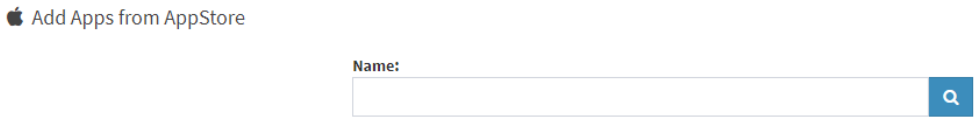
Then we will define the operating system of the device for which the filter will be applied:

- iOS > For iPad and iPhone devices
- Android > For tablets or Android phones

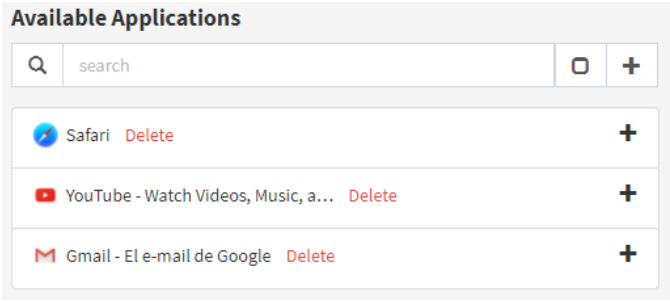
This User Guide is focused on iOS devices.

Next will be choosing the apps in the white list; these apps will be the ones that could be used on that device; the ones not included in the white list will be blocked.

The shown searcher could be used to find the apps; just type the app name, click on the magnifying lens and choose the one sought among the ones shown in the deployed menu.

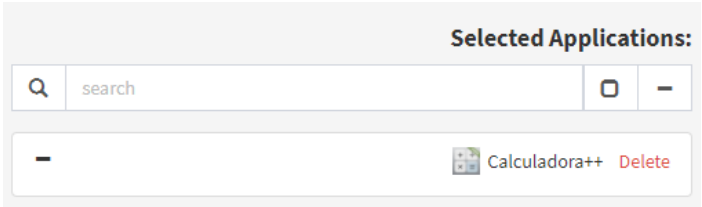


Chosen apps will appear in the menu of "Available Apps" but will not yet be uploaded within the filter.



To add them to our filter we will just click on the "+" sign on their side.

Once ticked all allowed Apps, the menu "Selected Apps" will appear like this:

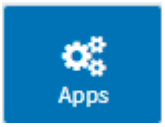


To delete any app from the filter just click on the " – " (minus) symbol on their side.

Finally, to save the filter we just click on the "Apply changes" button.

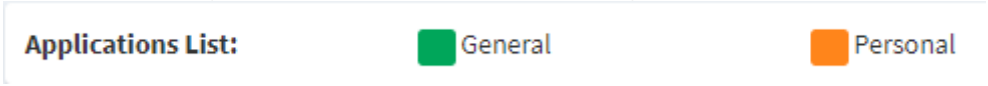
As an example of filter to be setup, we could use: "No Apps"; in this case we will not add any App to the checkbox of "Selected Apps" ; doing this we will have a profile that will allow us to block the device, not letting any app to be run in the said device.

Once we have setup our personalized apps filters, we could then upload them in the devices, by clicking on "Control Panel" on the left hand menu and then clicking on the Apps button.



In this section we can control the allowed apps on the devices throughout a set of white lists previously defined.

First thing we will see is a legend with the information that explains the status of devices.



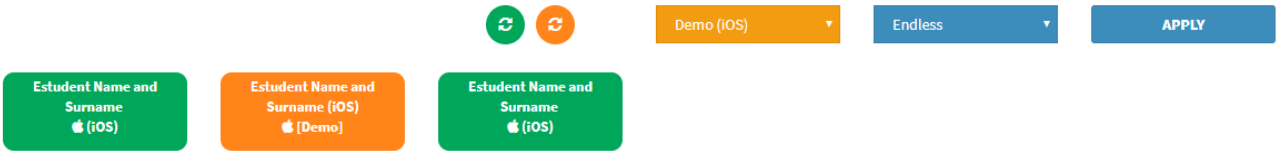
Apps list:

- General (Green): All apps installed in the devices, could be used.
- Personalized (Orange): Only apps setup within the filters in the device, could be used.

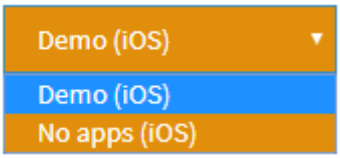
Below the legend it will be displayed as much groups / classrooms as we are managing, being several in the case of teachers, and just one (or more if they have more than one child) in the case of families.

The figures displayed on the right side of the group bar, refer to the amount of devices managed under the said group, specifying by the above explained color code, the amount of devices under each one of the filters applied.

Clicking on the group bar will deploy the checkbox of each device.



First thing is to choose the app filter that we want to apply, by clicking on the orange dropdown menu.



To switch filters there are 2 options, either by clicking on each one of the checkboxes or by clicking on the colored little balls displayed on top of them.

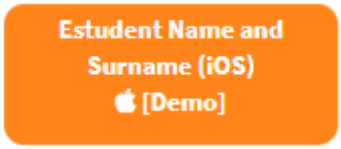
By clicking on the colored little balls will make all devices to turn their status at once, while clicking one by one on each device checkbox, the status will change individually.

We will also be able to define for how long the setup will be applied on each device, so the time can be defined within the blue deployable menu.

If a temporary order is setup, when countdown is over, the devices will return to the status prior the order went through.

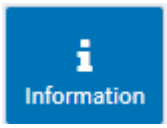
Last, do not forget to click “Apply” any order to actually perform it.

Checkboxes representing the devices with the orange color code will display, between brackets, the name of the filter applied to each one of them.



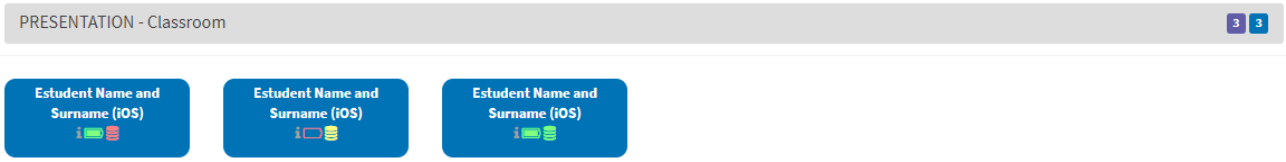
Information

Within this section we will be able to see information of the devices.

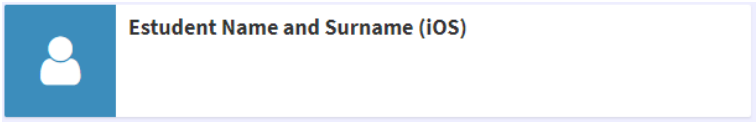


Within this section we can see the info related to the operating system, storage, RAM memory, etc.

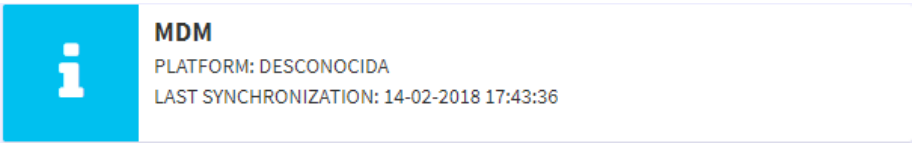
Clicking on the group bar we will deploy the checkboxes representing each device.



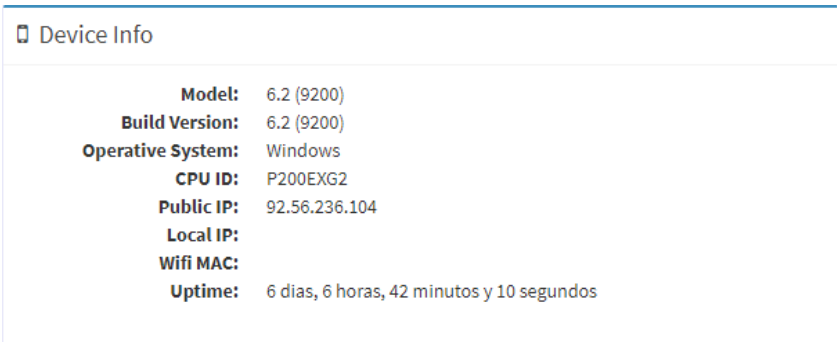
To visualize the info of a specific device we will have to click on one of the checkboxes.
First to appear will be the username of the device (student / child).



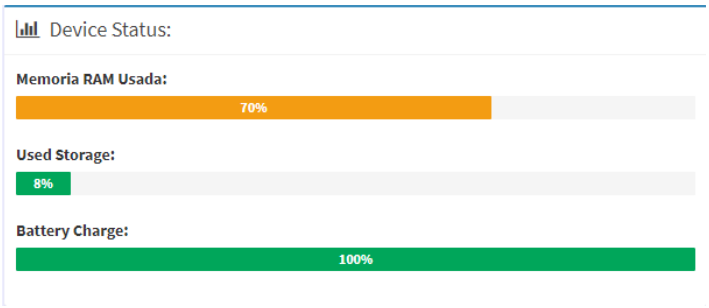
Next to be displayed will be info related to the MDM (in case there is any) to which the device is registered.



Bottom-left checkbox will display info related to the HW and SW of the device.



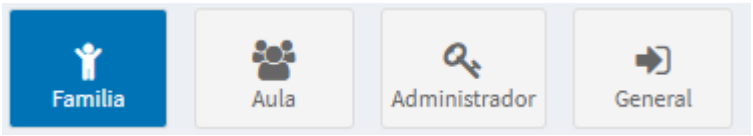
Finally in the bottom-right checkbox we will see the info related to the storage and RAM memory of the device.



This subsection is the last one of the section “Control Panel”.

Video Tutorials

Within this section we can see a set of videos of how it functions and additional info of **IMTLazarus**.



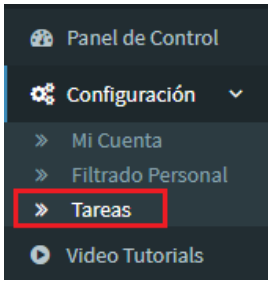
We will have different videos depending on the type of videos:

- Families: Orientation videos explaining to the families the use of the platform / device.
- Classroom: Orientation videos explaining to teachers staff the use of the platform / device.
- Administrator: Orientation videos explaining to administrators the use of the platform / device.
- General: Videos not aimed for a specific collective, containing information about the platform / device, speeches, interviews, etc.

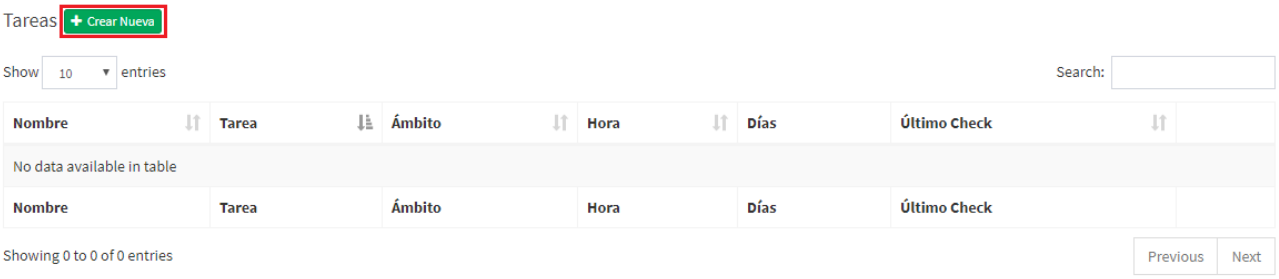
Functioning Guide for supervisors; personal tasks
IMTLazarus

Throughout this Guide it will be explained the setting of the personal tasks for families and teachers.

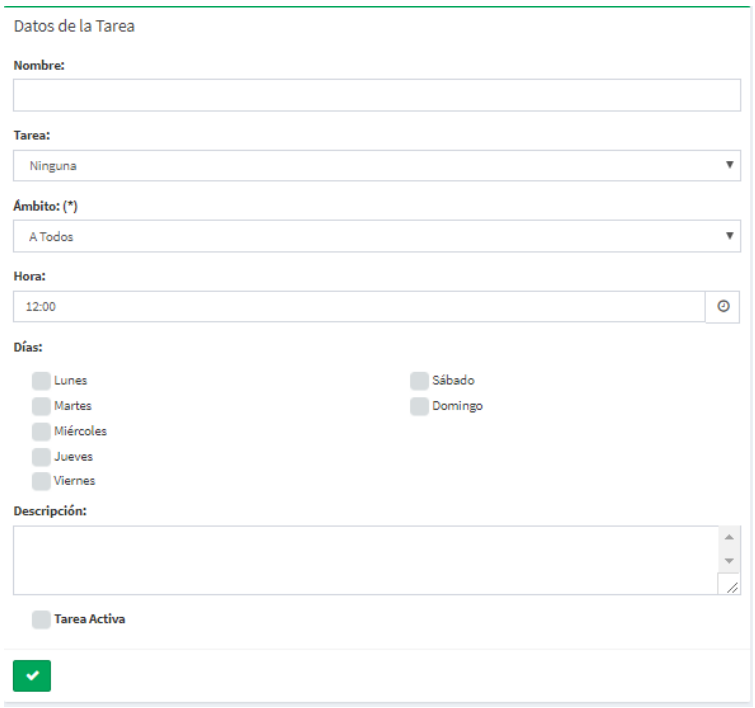
Once validated by the system, we will access to the section “Settings >Tasks” as shown in the image below.



In the next screen we will click on the Green button to “Create new”.



We will then fill in the following data:



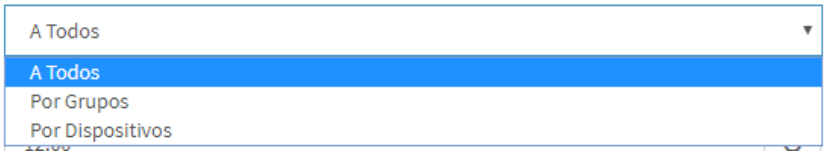
Being:

Name > It will be the name with which we will identify the task (e.g. “no internet”, “night blocking”, etc.)
Task > we will choose among the allowed tasks, depending on the operating system and the available options:

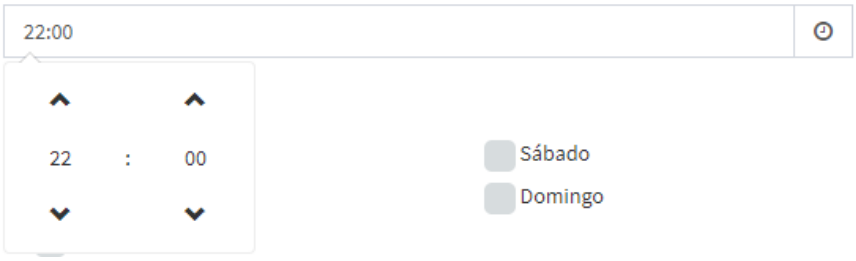
- Enable Camera: It allows the use of the camera within the device
- Disable Camera: It restricts the use of the camera within the device
- Activate Browsing: It allows the device to connect to internet (green status at internet control on the console
- Deactivate Browsing: It restricts the device to connect to internet (red status at internet control on the console)
- Windows Lock ON: It blocks the device’ screen (only for Windows)
- Windows Lock OFF: It unblocks the device’ screen (only for Windows)
- App Whitelist OFF: It de-links any control profile from personalized applications of the device

Once we have defined the action that our task will perform (just one action per task), we will set the application range; to do so, we will choose one of the following 3 options within the drop-down menu:

- To all: it will be applied to all devices managed, in case of the teachers to all the devices in his or her classes, and in case of the families to all children devices’ that pass through IMT-Lazarus.
- By groups: It will be applied only to the groups selected after having defined entirely the task (usage option for teachers).
- By device: it will be applied to all and every devices selected after having defined entirely the task (usage option for families).

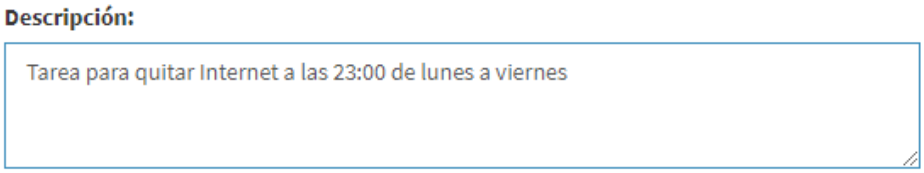


Next we will define the implementation timing of the task; take into account that the task will be implemented from the selected timing on, i.e. in case a device is out when the task is implemented, the task will be upload when the device is turned on.



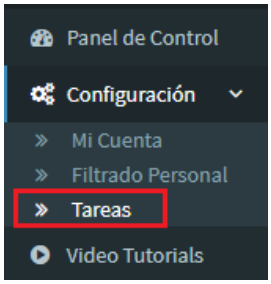
Along with the selected timing we will choose the days for which it will apply; to do so, we will just click in the correspondent checking boxes. (i.e. the task shown below will just apply from Mon thru Fri).

Next step will be to define a description for the scheduled task (optional step, given that the name can identify as well the taks goal).



Last, we will have to activate the task, to do so we will click the checkbox that shows the action. In case of creating a task but not clicking the box, the task will not be performed.

Once finished the task setting we will go back to the task management page “Settings > Tasks” in order to visualize or modify its actions.



In this page we will be able to visualize all historical tasks that we have generated, modify or delete them, according to our needs or likes.

In that section, we will find the following Information:

- Name: the name assigned to that task.
- Task: the action the task will perform.
- Range: showing the devices or group of devices for which the task will be assigned (To all, By groups, By device).
- Hour: implementation hour of the task.
- Days:days of the week in which the task will be implemented.
- Last check: it will identify the last time the task was performed.

ICONS

Clicking on this icon we will be able to modify or finalize the definition of any task.

It will identify if a iask is active or not. In case the icon is on (orange), it means the task is active; in case the icon is off (grey), it means the task is deactivated and thus will not be performed. By clicking on this icon we can activate or deactivate the tasks.

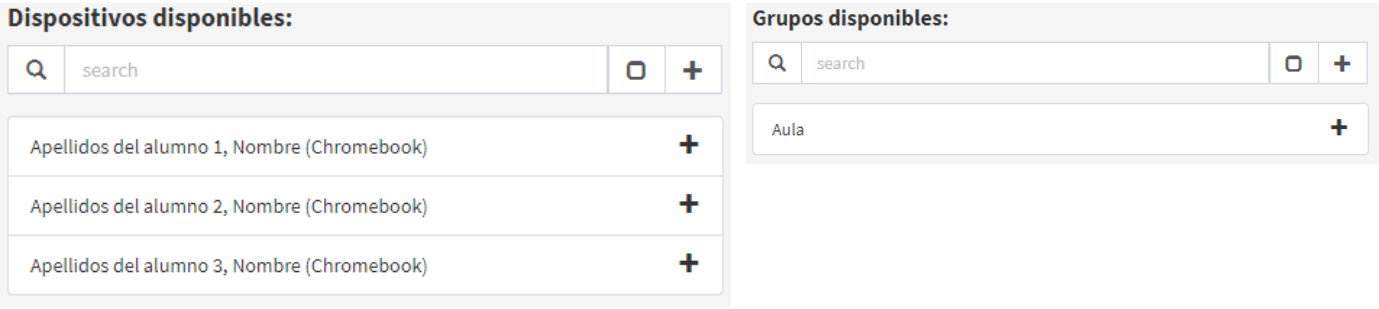
Forced task, by clicking on this icon the task will be launched automatically. This action only will be performed when fitting the task timing, i.e. a scheduled task from Mon thru Fri at 22:00 cannot be forced before 22:00 hours during weekdays nor during weekends.

Task delete button, by clicking on this button the selected task will be deleted.

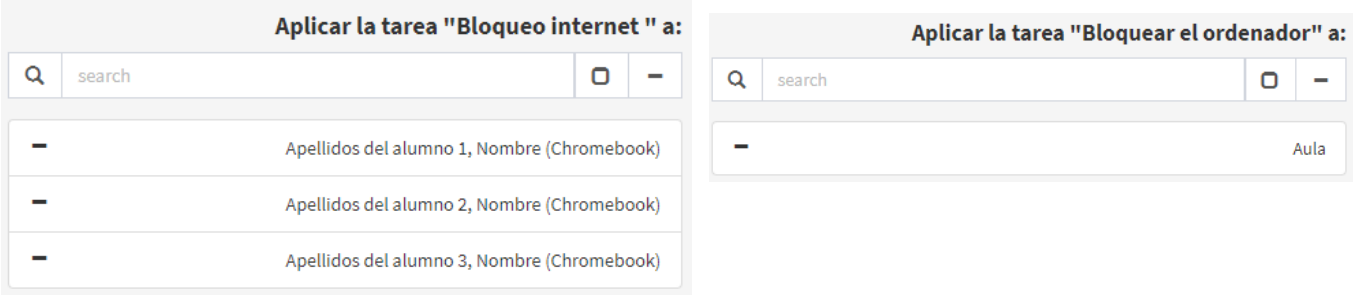
Scheduled tasks for groups and / or devices

When generating a task we can choose to apply it to a certain series of groups or devices; to select them we will just click on the button to modify task.

At the new screen bottom we will have the groups or devices to which we can select to check for its application.



We will just check on the "+" next to each one of them and they will move to the right side box.



To de-link a group or a single device from a task, just click on the “-“ button beside them.

Finally, to save it we will click on the “Apply Changes” button

Tasks that are assigned “To all” do not require group setting or single device setting, given that setting will be applied to all assigned devices.