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Sony Vision Exchange User Guide

TECHNOLOGY
ENHANCED LEARNING
UWTSD

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Using Sony Vision Exchange

Sony Vision Exchange is a technology solution which facilitates active and collaborative learning. By using the solution's key functions of sharing student content, annotation and capture, instructors can integrate more interactive activity into teaching and learning sessions easily and efficiently, enabling a wider range of pedagogical approaches which allow for deeper understanding and learning.

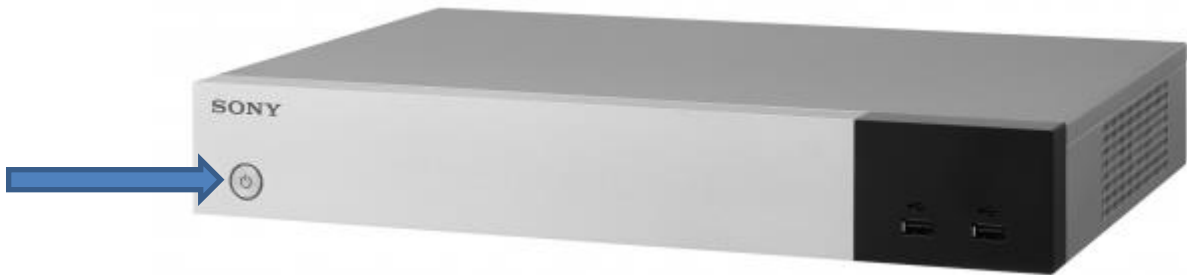
The system is comprised of a 'set top box', a display screen and software that enables screen sharing for collaborative and active learning. Students are able to display their device content to the main screen under teacher control and direction. Whiteboard space can be used for notes and drawing, screen content can be annotated and images captured of the screen's content which can then be downloaded to student devices or a USB drive and used as appropriate.

Key Features

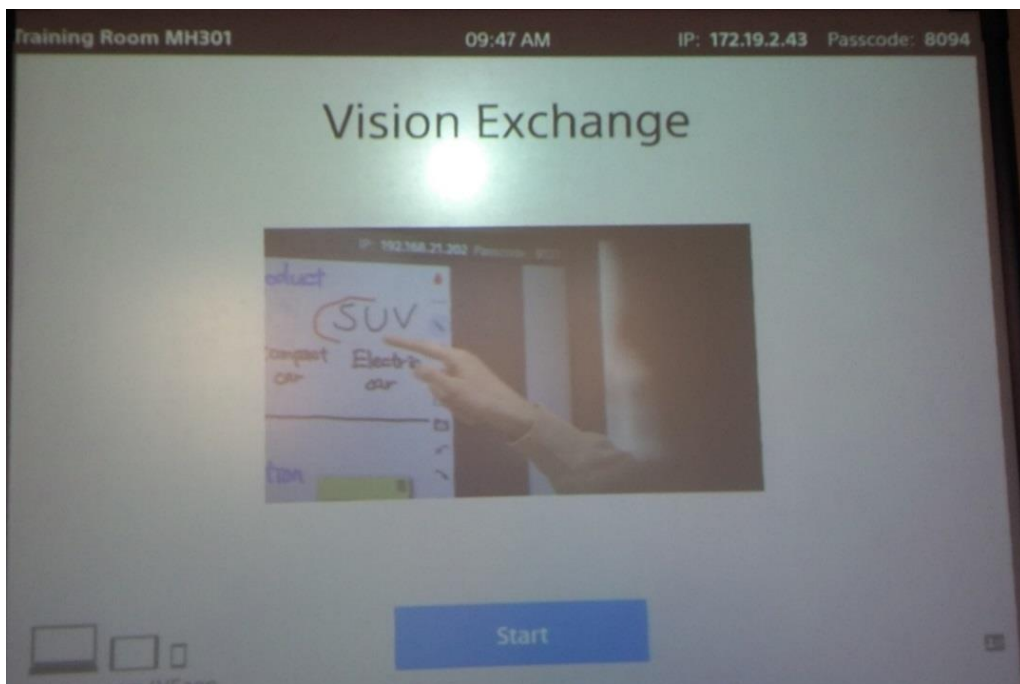
- Students can quickly and easily share their device screen to the main display
- Shared content can be annotated
- On-touch capture of screenshots of content (including any annotation).

Starting a Vision Exchange Session

To start Vision Exchange press the round power button on the front left of the device.



The device will power up and display a recorded demonstration video to any display or screen that is connected. Switch on display screens and projectors as usual.



The top left of the screen displays the room name, on the right are the IP address and the passcode for this session.

The Vision Exchange session will begin when the instructor presses start, or when the first source is connected and mirrored, whichever happens first.

Connecting to a Session

All users are required to download the Vision Exchange application for their device:

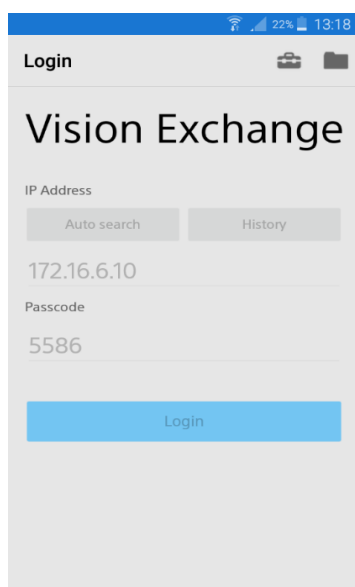
Windows laptop: Visit www.sony.com/veapp

Macbook: Visit www.sony.com/veapp (you may need to adjust your security settings to allow installation of a third-party app – instructions are on the Sony app page)

Android tablet/phone: The app is available in the [Google Play App Store](#).

iOS tablet/phone: The app is available in the [Apple App Store](#).

Connecting as a Student



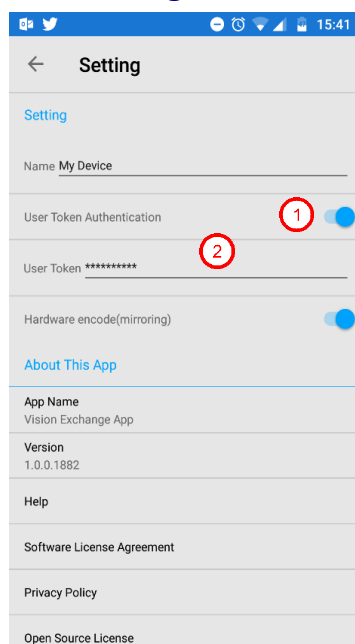
Students will need to enter the IP address for the room and the passcode for the session which is visible on the top right of the display screen.

Each room has a unique IP address. The passcode will differ for each session and will need to be re-entered each time a new session is started.

Students have the ability to **Mirror** their content to the main display (see page []) and **Download** any snapshots taken during the session (see page []).

The most recent rooms accessed by a device will be saved and can be quickly recalled by clicking on the History button to save re-typing.

Connecting as Staff



In order to access **Control** of the session, users need to connect to Vision Exchange as staff.

To enable staff access, the user needs to make a one-time settings adjustment. Once this is done, the device will remember those settings and enable connection as staff each time the app is opened.

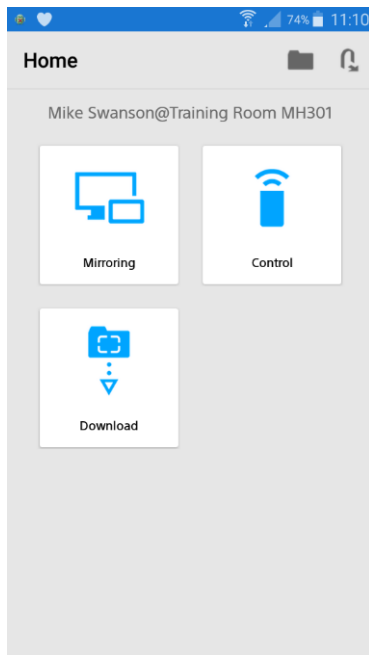
Click the briefcase (settings) icon at the top right of the app screen: 

1. Switch on **User Token Authentication**.
2. Enter the staff password in the **User Token** field. The staff password can be obtained by emailing tel@uwtsd.ac.uk

Click the back arrow at the top left to return to the login screen.

The most recent rooms accessed by a device will be saved and can be quickly recalled by clicking on the History button to save re-typing.

App Functions



Mirroring

Mirroring allows the user to share their content to the main display.



Control

Control allows the user to access the control interface for the session. **This is available to users connected as staff only and appears “greyed-out” to students.**

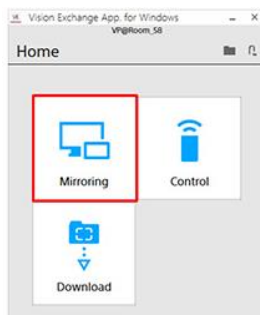


Download

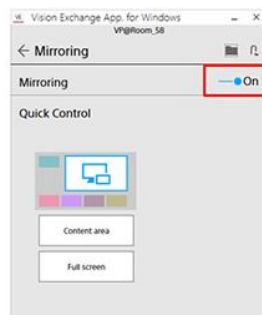
Download allows the user to download some or all of the snapshots taken during a session.

Mirroring

Once a session has started participants may connect and begin Mirroring. This allows them to share their device's screen contents. Up to six participants may mirror content at a time. The staff member controlling the session can also mirror content from a smartphone, tablet or laptop but it is advised that mirroring and control are performed from separate devices.

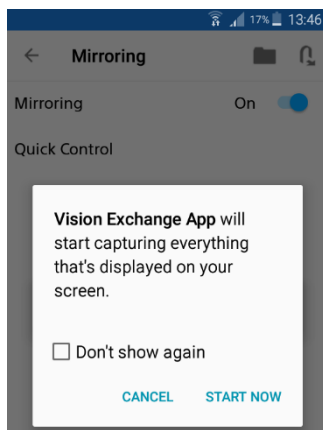


From the Home screen select **Mirroring**.



Toggle the Mirroring switch on.

Tip: Participants can toggle the Mirroring switch off to stop mirroring when finished or when switching content without having to disconnect from the session.

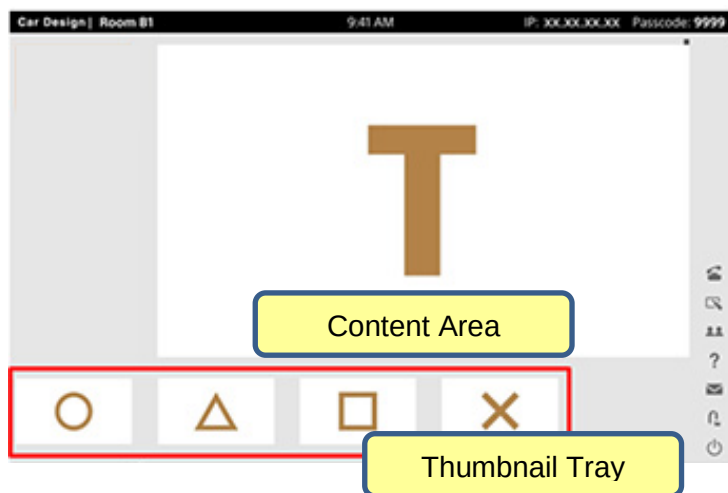


When users switch Mirroring on, whatever content is on their screen will be shared to the control interface thumbnail tray and can be displayed on the classroom display by the session lead.

They are notified of this when they switch Mirroring on.

Once Mirroring is on, the user can minimise the app and work on their device as usual in order to share content, demonstrate a process or play multimedia.

Control



This graphic represents the control interface on a landscape screen.

Mirrored content thumbnails are shown in the **thumbnail tray** at the bottom of the screen and can be dragged up into the main **content area** for display by the session lead.

To replace the currently mirrored source with another, simply drag it into the content area.

Control Interface Icons

The instructor controlling the session has two sets of icons available:

Content Area Icons

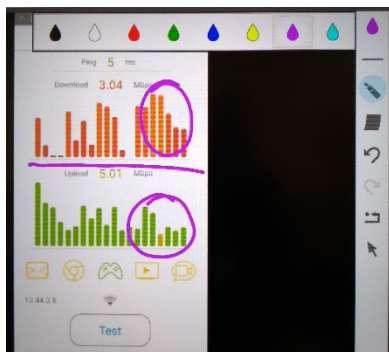
These are displayed within the content area itself and provide ways of interacting with content that is currently displayed in the content area.

	Send to Pod Where a pod system is in operation, this button send whatever is currently in the content area out to all pod screens. NB – there are no pod systems currently available at UWTSD, but there will be at least one teaching space in the new campus with a pod system.
	Snapshot This button takes a snapshot image of what is currently displayed in the content area, including any annotation (see below). The first snapshot taken in a session will create a snapshot folder in the thumbnail tray and each subsequent snapshot will be stored here. Snapshots can be used in the session and downloaded at any time.
	Annotation This opens a set of basic annotation tools which can be used to annotate over the top of what is currently displayed in the content area. See the section Annotation below for more information.
	Disconnect Source Mirroring This allows the instructor to remotely turn off the current source's mirroring switch, effectively removing that source from the content area and the thumbnail tray. Please note that this will not disconnect the user from the session entirely, and they will be able to rejoin the thumbnail tray, providing there is space, by switching on their mirroring switch once more.
	Full Screen Mode Toggles the main display screen between showing the content area only in full screen, and the content area plus thumbnail tray. On the device controlling the session, the thumbnail tray will be visible at all times, even when full screen mode is activated in respect of the main display screen.

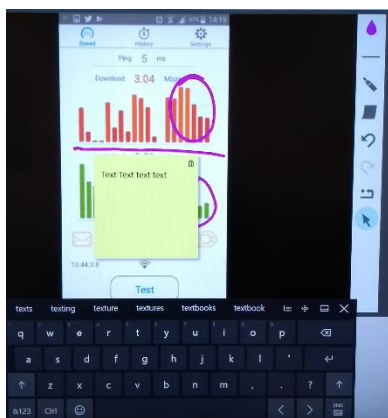
Annotation

When content area annotation is activated, the following annotation tools are available:

	Choose Ink Colour Choose the ink colour from a choice of black, white, red, green, blue, yellow, pink and cyan.
	Pen thickness Choose the pen thickness – thin, medium or thick.
	Pen Tool Write or draw over the currently displayed content.
	Sticky Note Creates a digital “post-it” – tap on the post-it to bring up an on-screen keyboard.
	Undo Undo the last action.
	Redo Reverses an “Undo”.
	Clear All Removes all annotation – useful if you need to change displayed content.
	Select Allows you to select a Sticky Note to add more text, resize, move or delete it.



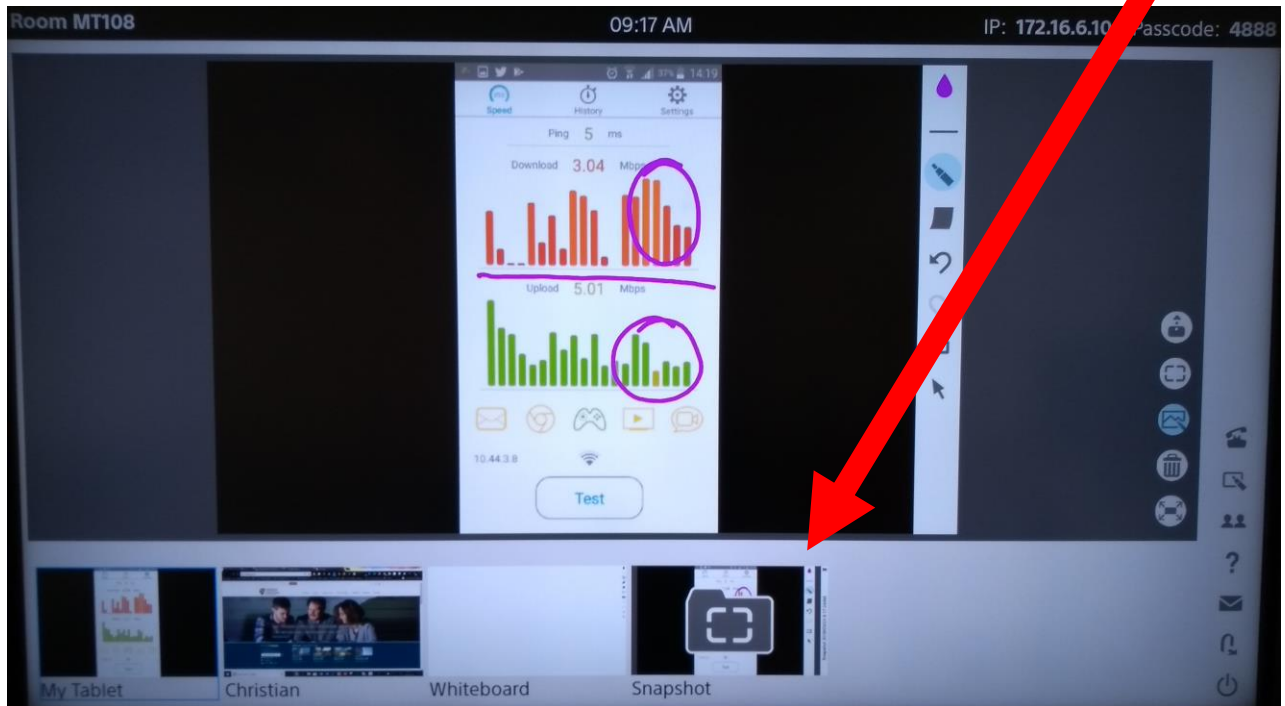
An example of annotated content with the annotation tool bar visible and the Choose Ink Colour tool active.



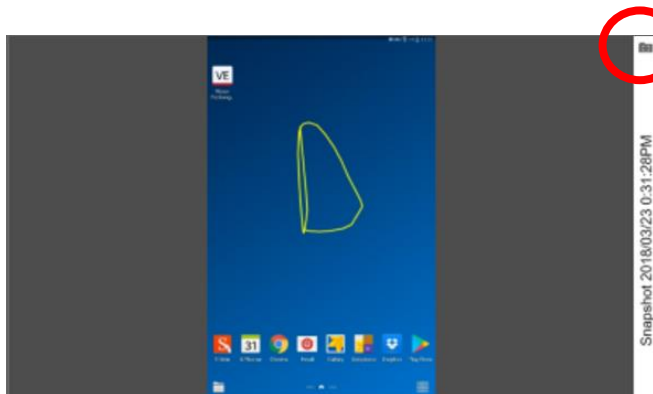
A sticky note has been inserted – click the bin icon in the top right corner to delete, tap to resize and/or type, drag the top left corner to move.

Snapshots

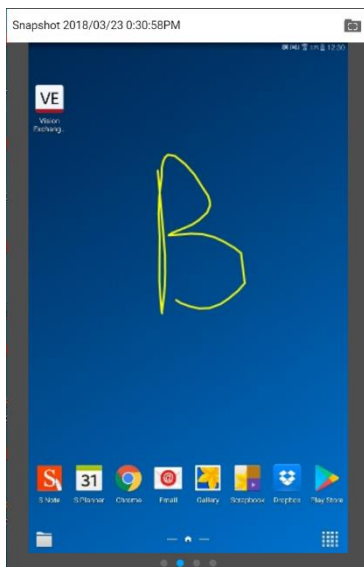
Snapshots taken during a session will be available in the snapshot folder in the thumbnail tray:



To access a snapshot during the session, drag the snapshot folder into the content area.



You will see the latest snapshot taken. To access earlier snapshots, click the small folder icon at the top right.



You will now be able to cycle through the snapshots to find the one you want to display.

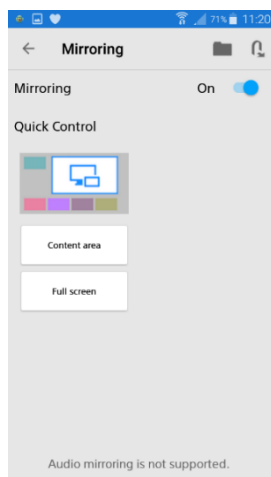
General Icons

These give access to general and administrative tools

	Skype for Business Call COMING SOON! – When this feature is enabled, the instructor will be able to sign-in to their Skype for Business account and contact up to 20 external participants using Skype for Business. Both video feeds and device content can be shared by all participants.
	Whiteboard This opens a blank whiteboard as an additional source in the thumbnail tray, which can be dragged into the main content area for display. See “Whiteboard” section below for more information.
	Participants See a list of who is connected to the session – please note that although only 6 participants can mirror simultaneously, 250 participants can be connected to the session simultaneously.
	Help Lists the icon functions.
	System Messages Administrative messages regarding updates, licence renewals etc.
	Exit Session This will close the session and return to the introduction screen. Please note that all snapshots not downloaded before exiting will be lost. A pop-up reminder to download snapshots will appear before exiting.
	Shut Down Ends the session and shuts down the hardware – typically used in sessions which are the last scheduled sessions that day. A snapshot download reminder will again appear.

Mirroring by Staff Members – Quick Control

When logged in as a staff member and mirroring content (for example on a secondary device), you have access to “Quick Control”:



This is essentially a toggle of the displayed view between:

Content Area (Content area, thumbnail tray and snapshot folder visible)

Full Screen (Content area only visible in full screen)

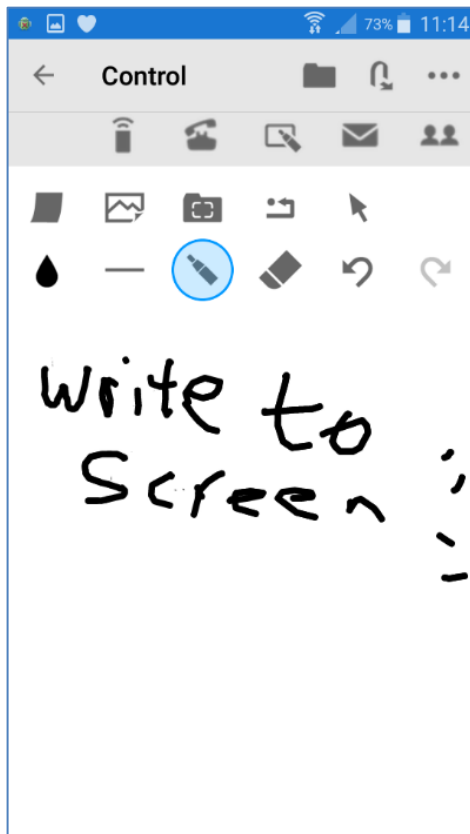
Whiteboard

The Whiteboard tool is similar to the annotation tool, but is a source in its own right and contains some extra tools. The whiteboard tools are as follows:

	Choose Ink Colour Choose the ink colour from a choice of black, white, red, green, blue, yellow, pink and cyan.
	Pen/Eraser thickness Choose the pen/eraser thickness – thin, medium or thick.
	Pen Tool Write or draw over the currently displayed content.
	Eraser Erase content manually – control the thickness with the Pen/Eraser Thickness tool.
	Sticky Note Creates a digital “post-it” – tap on the post-it to bring up an on-screen keyboard.
	Insert Image Accesses the image gallery of the device used to control the session to insert an image.
	Insert Snapshot Displays the session snapshots in order to select one for insertion.
	Undo Undo the last action.
	Redo Reverses an “Undo”.
	Clear All Removes all annotation – useful if you need to change displayed content.
	Select Allows you to select and manipulate a Sticky Note or inserted image.

At present the whiteboard tool has some limitations, although these are due to be improved in an upcoming release (due June 2018):

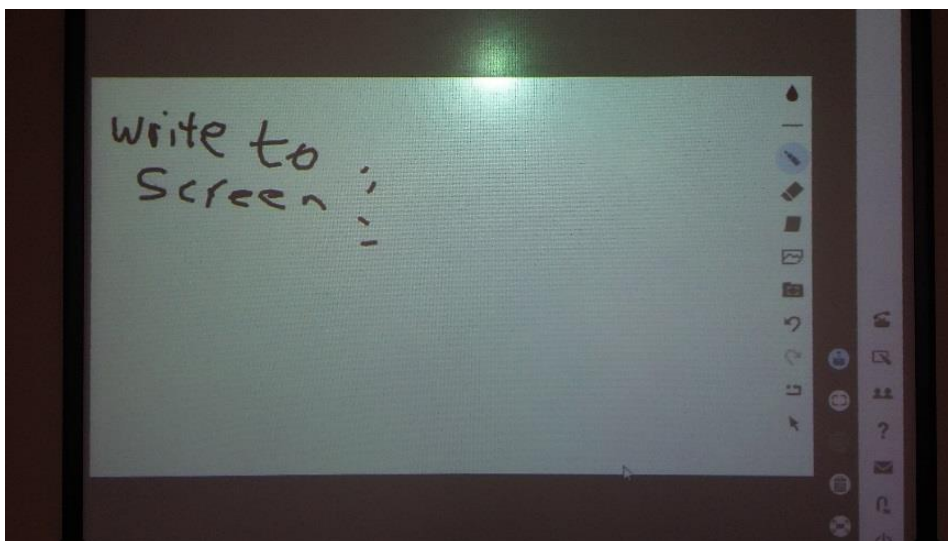
- The precision and quality of handwritten text depends on the device used – for example, using a fingertip on a mobile phone will produce lesser quality output than using a stylus on a high-end device.
- On the controlling device, landscape view of the whiteboard is not yet supported.
- Accordingly, the control device screen in whiteboard mode is a portion of the displayed whiteboard - use the arrow Select tool to move the focus of the mobile device to another portion of the display screen for a clear space.



This has been written using a fingertip on a mobile phone, quality is low. A stylus will produce better results.

The mobile device screen is a portion of the whiteboard, use the Arrow select tool to move the focus of the mobile device to another portion of the display screen for a clear space.

At time of writing re-orientation to landscape is not supported.

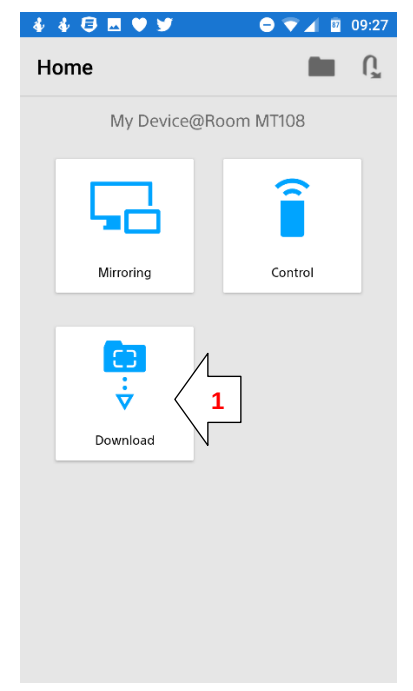
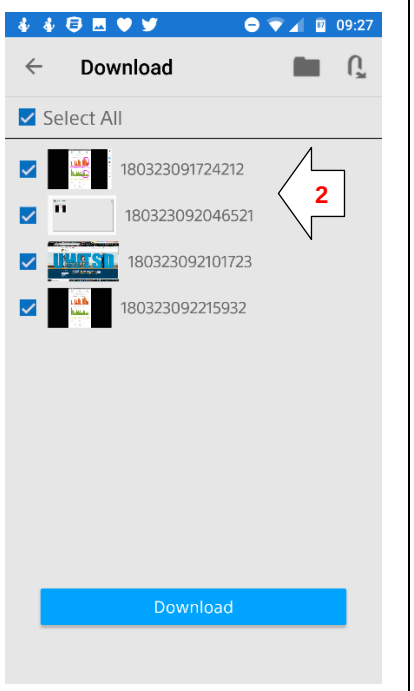
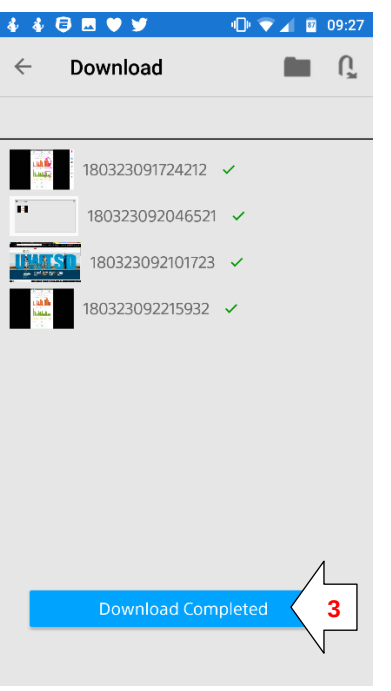


The classroom display showing the above handwritten text annotation from a mobile device, note position and size of screen portion.

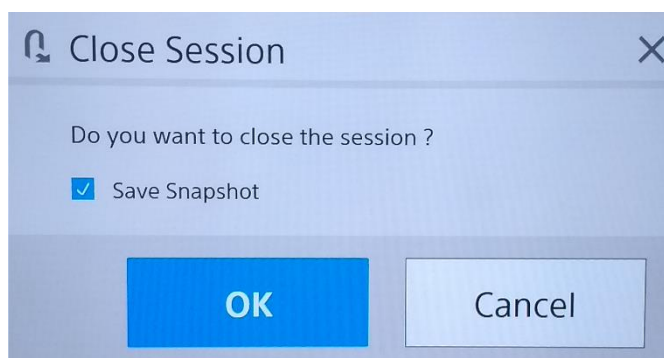
Download

Snapshots can be saved to a USB device inserted in the Sony Vision Exchange hardware box, or downloaded to devices connected wirelessly to the session using the app.

At present, students cannot download snapshots to their own devices, but this functionality will be available in the next version of the app.

		
1 On the Home screen of the app, select download.	2 Select All or select specific snapshots to download.	3 The app will indicate when download is complete – image are stored in the device's default image/gallery folder.

Upon exiting a session or shutting the system down, the following prompt will appear on the main display:



You will need to insert a USB storage device in the front USB port of the Sony Vision Exchange hardware to save the session Snapshots.

Please note all unsaved snapshots will be lost upon closing the session or shutting down.

If no USB drive is inserted an error message will be displayed. To avoid this uncheck the Save Snapshot checkbox when no USB drive is available.

Ending a session

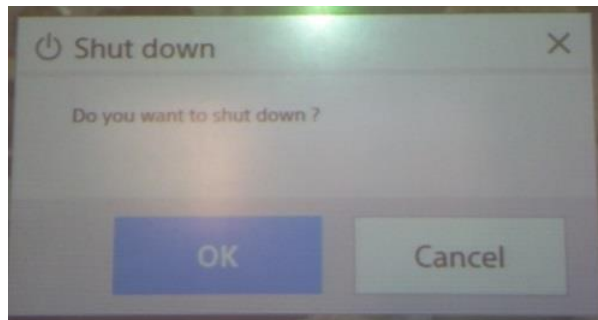
If you wish to end a session but not switch off the Sony control unit use the Exit icon found on the right of the main screen. This will return the system to the introduction screen ready for the next user to start a new session.



To switch off the device, select the Power button icon on the bottom right which will shut down the Vision exchange session and the Sony control box.



You will be asked to confirm that you wish to shutdown, click on **OK** to confirm.



If no USB drive is inserted an error message will be displayed.
To avoid this uncheck the Save Snapshot checkbox when no USB drive is available.

Further Help and Assistance

If you require any further assistance or have a specific query not covered in this guide, please do not hesitate to contact the TEL Team:

tel@uwtsd.ac.uk