



ADMIN INSTRUCTIONAL GUIDE

1

AFTER ONVU LEARNING IS SET UP AT YOUR SCHOOL, YOU WILL RECEIVE AN EMAIL INVITING YOU TO ACCESS <https://secure.onvulearning.com>

You will be advised to set your password there. On completion, you will receive an ONVU Learning email welcoming you to the service.



If an admin in your organisation has already set up centrally managed SSO, please refer to section 10: you will need to use the credentials for your Microsoft Office 365 account to access ONVU Learning.

2

LOGGING IN FOR THE FIRST TIME AS AN ADMINISTRATOR

- 2.1 You'll be asked to enter your first and last name. Simply click **'Set Name'** and a pop-up screen will appear confirming your name change was successful. Once you click **'OK'**, you can check the status of your devices (see point 3 on the next page).

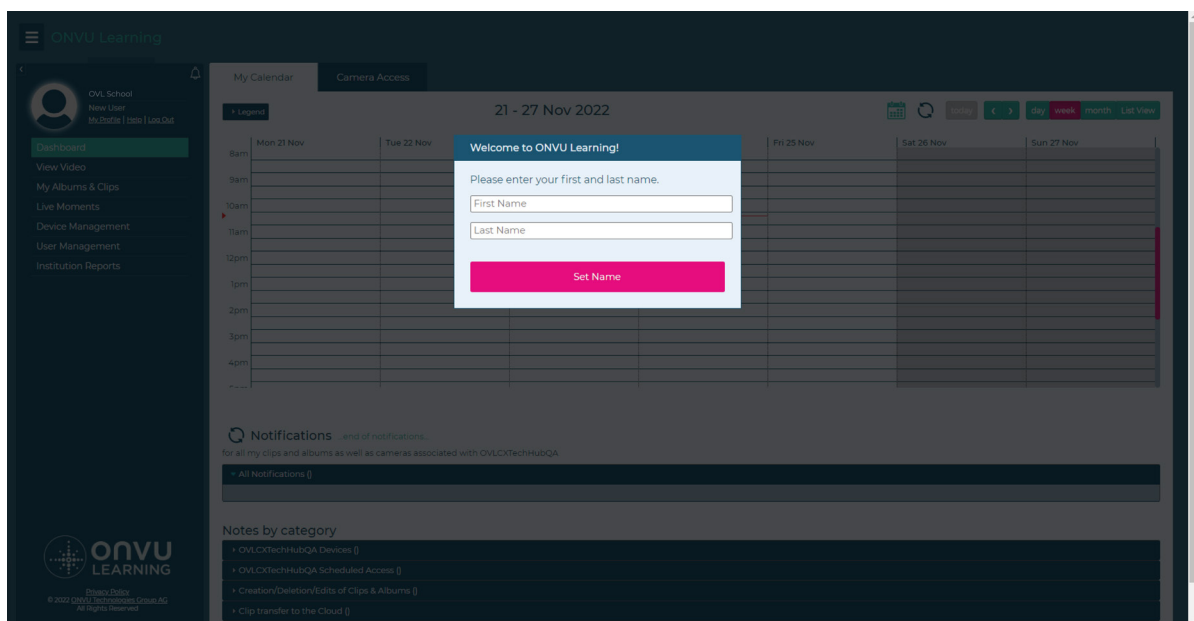


Figure 1: Logging in for the first time

3

CONFIRM THAT YOUR CAMERAS ARE ONLINE AND READY

- 3.1 Once you enter your first and last name (see point 2.1 above), you will be directed to the device management page. On any other occasion, you will need to access the **'Device Management'** page on the left-hand side of the navigation panel.
- 3.2 Once there, confirm all your devices are listed and showing the green **'Online'** symbol.
- 3.3 By clicking on **Name Camera**, you can customise the device name, such as naming it after the classroom where the device is installed.

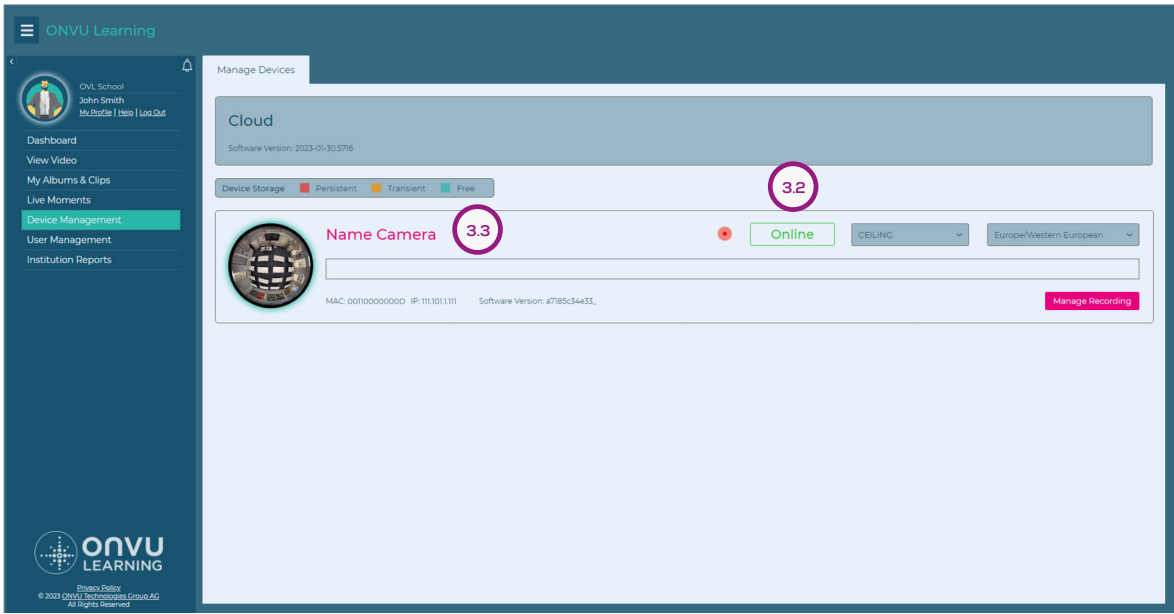


Figure 2: Device Management page

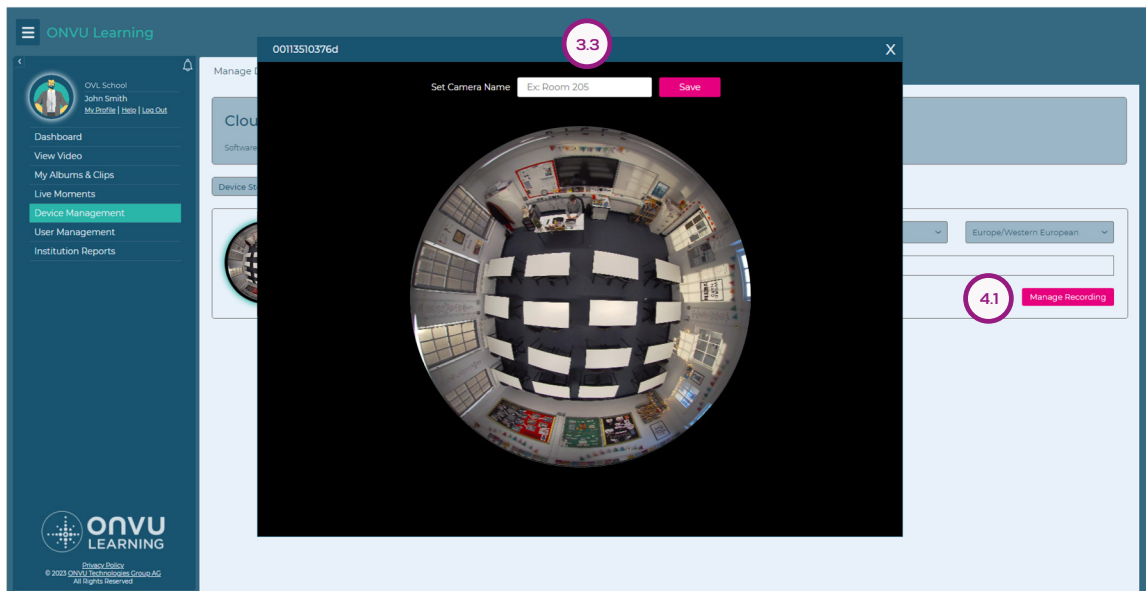


Figure 3: Device Management page

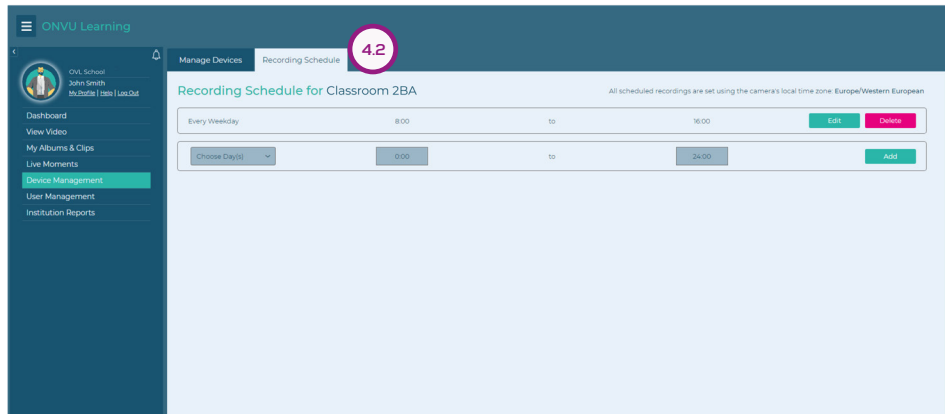
NOTE: Set your preferred recording schedule for the classroom camera under Manage recordings (See point 4 on the next page).

4

CHECK YOUR CAMERA CONFIGURATION AND SCHEDULE YOUR RECORDINGS

To check your camera's configuration and schedule your recordings, go to the '**Device Management**' page,

- 4.1 On the far right, click '**Manage Recording**' (see above figure 3) on the right-hand side of the newly added camera.
- 4.2 Set your preferred recording schedule for the classroom camera under Manage recordings.



- Archive recordings will remain on the Camera for 30 days, ONVU Learning clips are automatically uploaded to the cloud and will remain there until deleted.

SET UP, EDIT, AND UPDATE USER ROLES AND PERMISSIONS

Go to the **'User Management'** page from the left-hand navigation panel.

- 5.1 Click the **'Manage Roles'** tab at the top of the page. You can edit / update permissions for predefined roles (see point 5.4 on the next page) or create custom permission profiles for new roles.

CUSTOM PERMISSION PROFILE FOR NEW ROLES



DEVICE & RECORDING MANAGEMENT:

MANAGE CAMERAS AND RECORDING SCHEDULES

- Allows user to view and update device settings along with setting the recording schedule for their cameras



VIEWING VIDEO:

VIEW LIVE VIDEO

- Allows user to view live video from their cameras while on the school network

VIEW LIVE VIDEO REMOTELY

- Allows user to view live video from their cameras while outside the school network
- "View Live Video"** permission must be granted as well

VIEW ARCHIVE VIDEO

- Allows user to view recorded video from their cameras

ALLOW SELF-GRANTED ACCESS

- Allows user to grant themselves access to video from any camera in your institution



ALBUM SHARING:

ALLOW SHARING WITH EXTERNAL USERS

- Allows user to share albums and clips with new unregistered users & users outside your institution must be granted as well

ALLOW ADDING TO EXTERNALLY SHARED ALBUMS

- Allows user to copy or move their Albums and clips into albums shared with people outside of your institution

- 5.2 Once done, enter the role name (e.g. "Teacher") at the bottom right of the page and click **'Save As New Role'**.

- 5.3 Additionally, you can edit/update permissions for existing roles by selecting the role you want to edit/update from the drop-down menu **'Select Role'**.

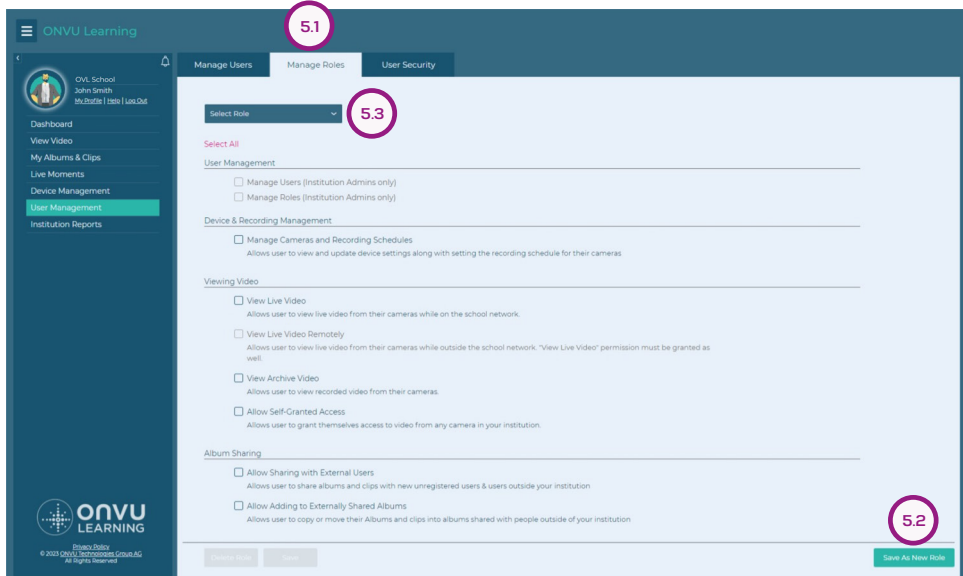


Figure 5: User Management page

5.4 The following predefined roles are available to support the simplified onboarding process, and permissions can be tailored to your institution as required.



ADMINISTRATOR:

ADMINISTRATOR (FULL)

- Complete administrative permissions access to ONVU Learning in the associated institution, specifically; User Management, Device Management, Recording Schedules, Camera Access Allocation, View Live Video, Remote Live Video, Recorded Video & all External Sharing permissions
- Please note this is the default role given to Administrator(s) set up as part of institution registration process
- This role is not editable or removable

ADMINISTRATOR (RESTRICTED)

- Limited administrative access to ONVU Learning in the associated institution, specifically; User Management, Device Management, Recording Schedules, and Camera Access Allocation
- The permissions for this role are editable in the Manage Roles area; however, the User Management permission is not removable from this role
- This role is not removable



USER:

USER (FULL)

- Complete user permissions access to ONVU Learning in the associated institution specifically; View Live Video, Remote Live Video, Recorded Video, Self-Granted camera access, Sharing with External Users and adding content to Externally Shared Albums
- The permissions for this role are editable in the Manage Roles area
- This role is removable

USER (RESTRICTED)

- Limited user permissions access to ONVU Learning in the associated institution specifically; View Live, Remote Live and Recorded Video
- The permissions for this role are editable in the Manage Roles area
- This role is removable



A notification will be emailed to Administrators (Full) and Administrators (Restricted) to inform them of any permission changes to the Administrator Restricted role

6

INVITE USERS

Go to the **'User Management'** page from the left-hand navigation panel.

- 6.1 The **Invite New Users** button is at the top right corner.
 - 6.2 Enter the new user's email address or alternatively create multiple invitations if you enter a comma separated list of email addresses.
 - 6.3 After clicking the add icon **+**, select the appropriate role for each individual user by selecting predefined or custom roles from the drop down menu.
- Upon selecting the appropriate roles, click **Invite** and an email invite will be sent to the new user(s).

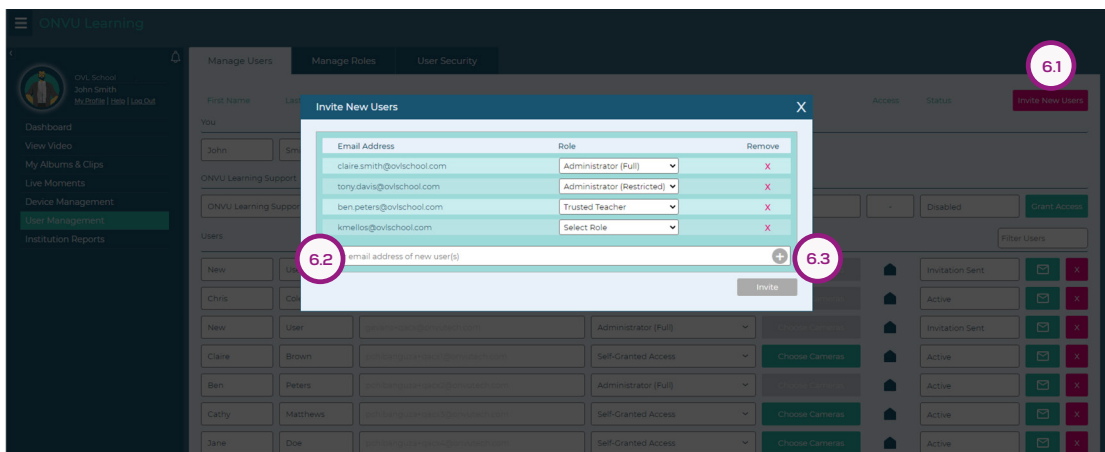


Figure 6: User Management page

7

AFTER YOU HAVE INVITED USERS, YOU CAN CHANGE / UPDATE THEIR ROLES (PERMISSIONS PROFILES)

Within the **'Manage Users'** tab and under the **'Users'** section,

- 7.1 Select which customised or predefined role you wish to link to the user and click **'Save'**.
- 7.2 Set which camera(s) the user has full access to. The user will only be able to view video from the assigned camera(s)- without additional authorisation.

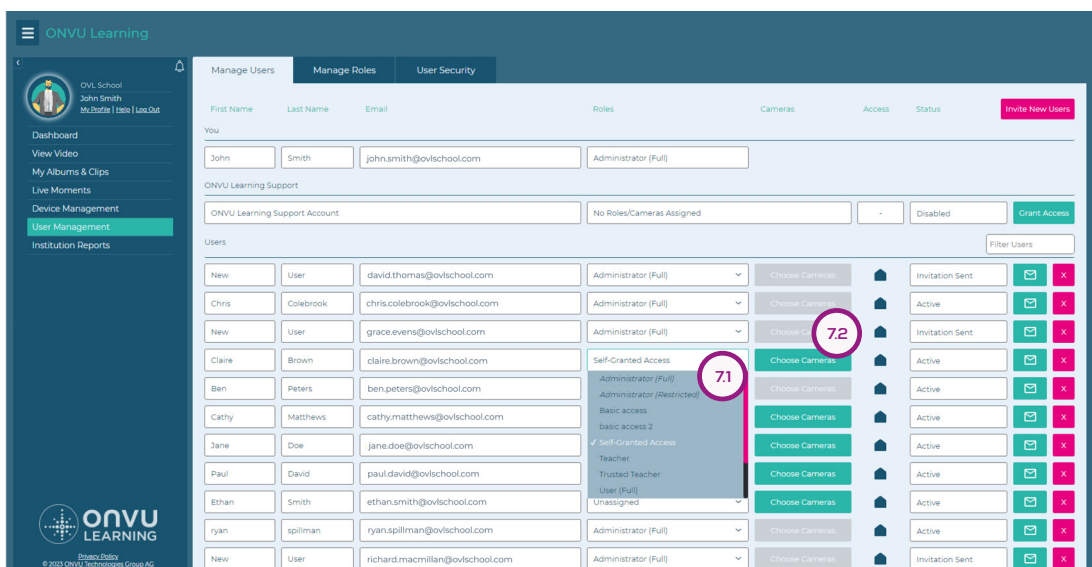


Figure 7: User Management page

HOW TO REMOVE A USER

Within the **'Manage Users'** tab and under the **'Users'** section,

- 8.1 To remove a user, select the user and then click **X** button at the far right of the user's profile.
- 8.2 A **'Remove'** dialog box will appear with the user's email address and the option to delete it.

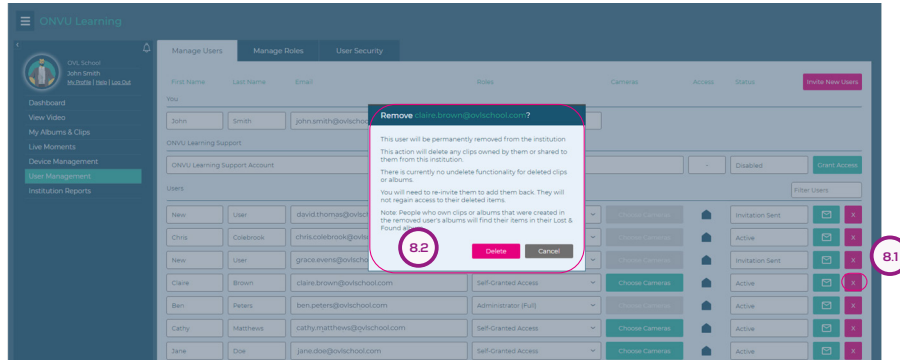


Figure 8 User Management page



- ⓘ This action will delete any clips owned by them or shared to them from this institution
- ⓘ There is currently no undelete functionality for deleted clips or albums
- ⓘ You will need to re-invite them to add them back. They will not regain access to their deleted items
- ⓘ User's who own clips or albums that were created in the removed user's albums will find their items in their Lost & Found folder

HOW TO CHECK IF USERS IN AN INSTITUTION HAVE ACCESS TO MORE THAN ONE ONVU LEARNING INSTITUTION

A user may have access to more than one institution. There may be differences in roles and access permissions between the other institution(s). If they are restricted from sharing outside an institution, this will remain the case. It is important to **note** that they will be able to access all their content from any institution they belong to, and will also be able to share it internally with other members of those institutions.

- 9.1 In the **'User Management section'**, the icon under the **Access** column will clearly display if the user has access to multiple ONVU Learning institutions. A notification will also be sent to administrators when a user in their institution is invited to a new institution.

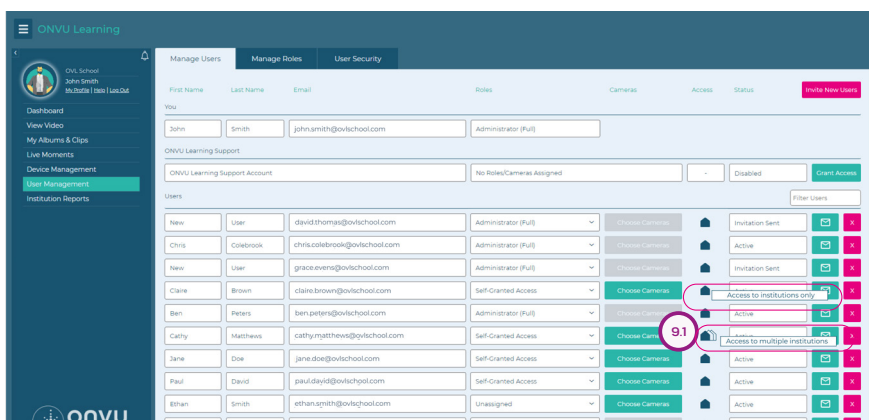


Figure 9
User Management page

HOW TO GRANT ACCESS TO THE ONVU LEARNING SUPPORT TEAM

If advanced support is needed, the ONVU Learning support team may request access to the camera. To grant this access, follow these steps.

Go to the **'User Management'** page from the left-hand navigation panel, In the **'Manage Users'** tab, under the **'ONVU Learning Support'** section,

- 10.1 Click **'Grant Access'** on the right-hand side.
- 10.2 You will see a pop-up that says, **'The ONVU Learning Support Group access you have granted will expire in 24 hours.'**

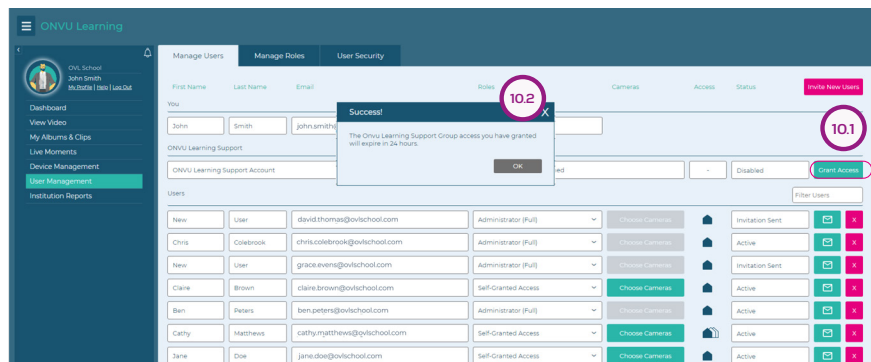


Figure 10 User Management page



“The ONVU Learning Support service should be given access with a role that allows it to only manage the cameras and recording schedules, but not view the videos or clips”

HOW TO ENABLE TWO-FACTOR AUTHENTICATION (2-FA)

Go to the **'User Management'** page from the left-hand navigation panel. In the **'Users Security'** tab, under the **'Two Factor Authentication'** section,

- 11.1 Select **Require all users to use two-factor authentication (2FA) when logging into ONVU Learning.**
- 11.2 On the far right, click the **save settings** button.

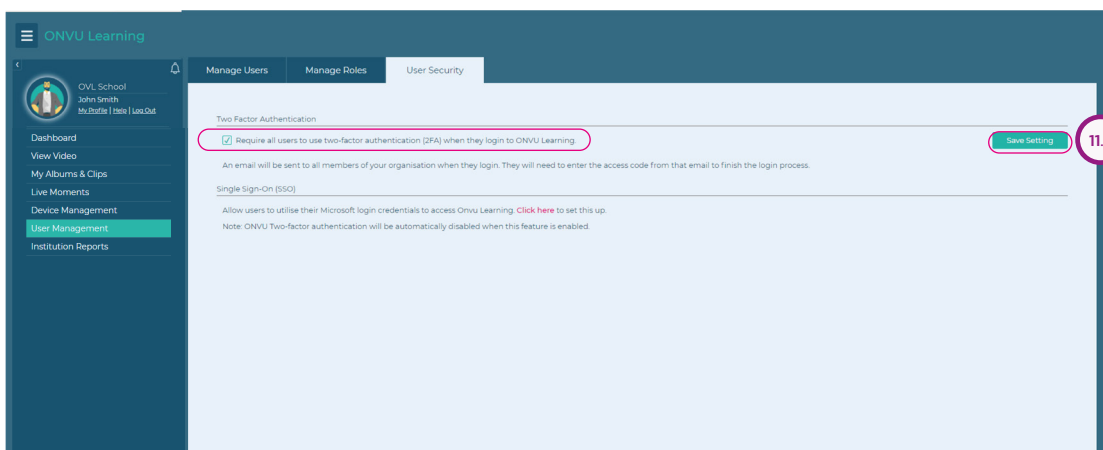


Figure 11: User Management page



An email will be sent to all members of your organisation when they login. They will need to enter the access code from that email to finish the login process.

HOW TO ENABLE MICROSOFT SINGLE SIGN ON (SSO) - CENTRALLY MANAGED MICROSOFT OFFICE 365 ACCESS

There are two methods of access via SSO:

(1) Individual user access with Microsoft Office 365 Account

Any ONVU Learning user with Microsoft Office 365 Account, which matches their invited ONVU Learning User name will be able to use those SSO credentials to access ONVU Learning instead of their ONVU Learning password.

(2) Centrally Managed Microsoft Office 365 Access

For increased security and ease of use, the IT administrator may wish to only allow users to log-in with their Office 365 accounts. This enables administrators to apply their Institutional security policies, such as two-factor authentication and password complexity requirements and will prevent access to ONVU Learning if a specific account is no longer active.

Go to the **'User Management'** page from the left-hand navigation panel, In the **'Users Security'** tab, under the **'Single Sign-On (SSO)'** section,

- 12.1 Select **click here** (below figure 12) to request domain(s) to be added to your institution.

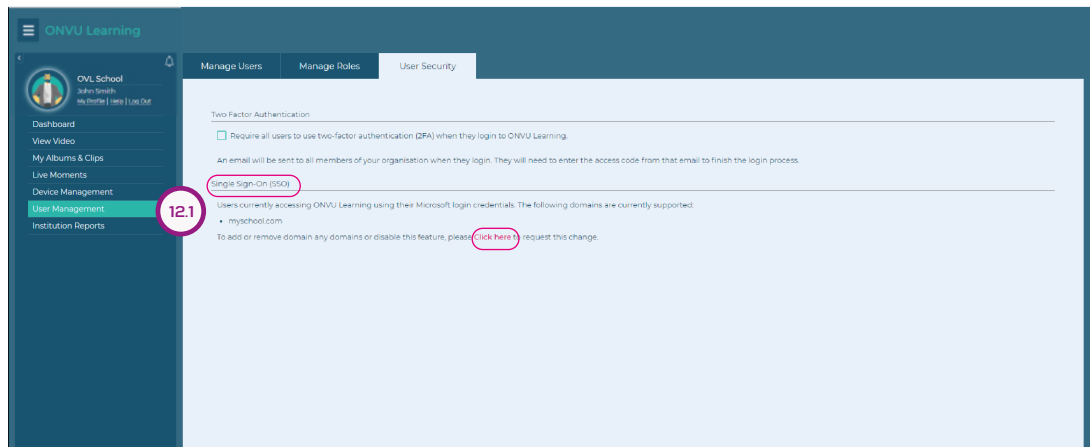


Figure 12: User Management page



- You should only add domains that your organisation owns. You are not able to add generic domains such as gmail.com, hotmail.com.

A user will still have the option to login with an ONVU account password unless the IT administrator has enforced the mandatory use of SSO by linking their domain as below.

- 12.2 Fill out the pop-up box (below figure 13) with your domain(s) and click submit. After the domain(s) are setup on the system, you will receive a confirmation email. It is important to note that you should only add domain(s) that are owned by your organisation.

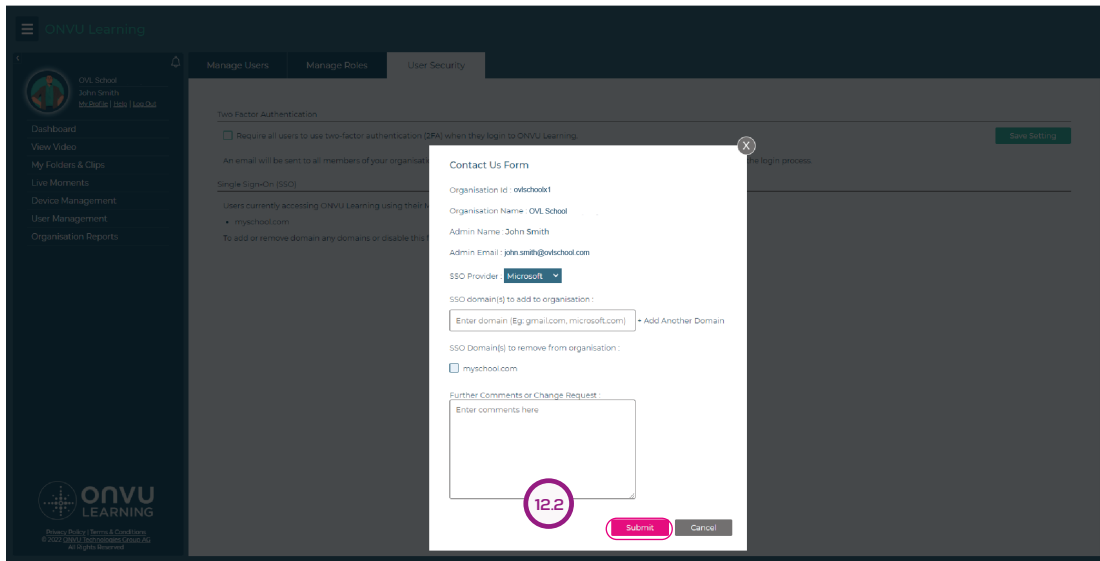


Figure 13: User Management page



- Once a domain is added, invited users with that domain will only be able to use Microsoft Office 365 SSO to login to ONVU Learning. If existing users already have set up a ONVU Learning password for their address, this will be deleted, and they will need to use their SSO password

- 12.2 Once added, the domain(s) will be listed as below. Select **Click here** to add, remove or disable a domain.(below figure 14)

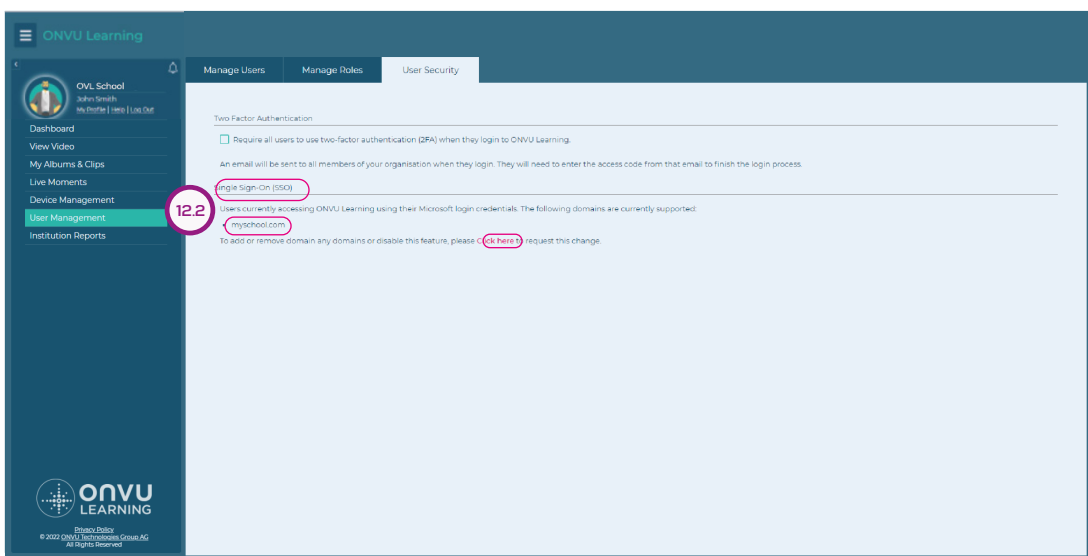


Figure 14: User Management page

- 12.3 The Manage User tab on the User management page will allow you to see which users are assigned to use SSO only and which are not. (below figure 15)

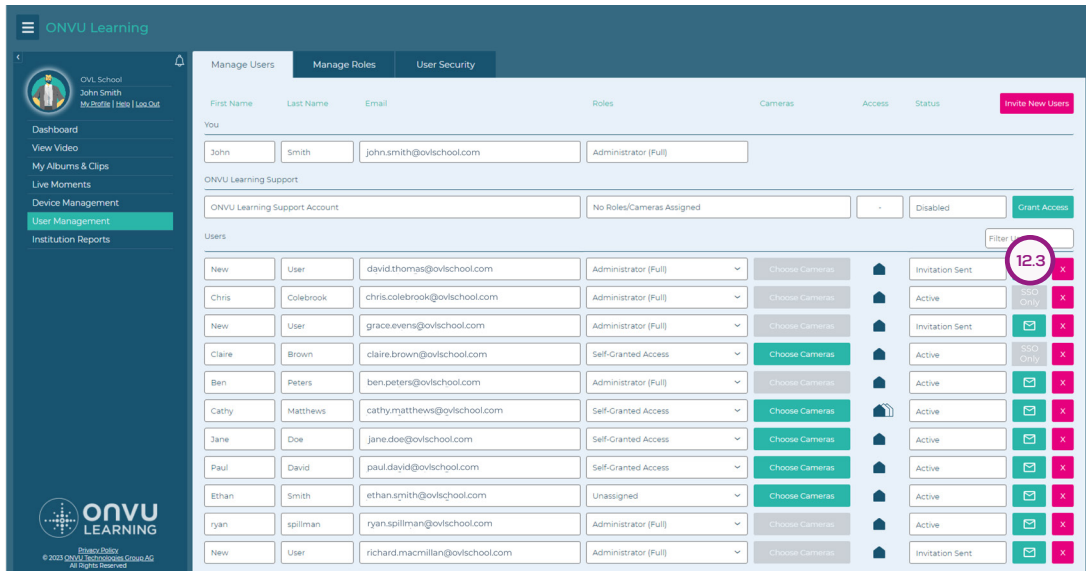


Figure 15: User Management page



- Currently SSO is only available for Microsoft Office 365 accounts
- An SSO user will not be required to use ONVU 2-Factor Authentication, appropriate authentication will need to be set up with the SSO provider
- If Centrally Managed SSO is enforced for a user, the administrator will no longer see a 'Send password reset email' option in the User Management screen for that user as this is controlled by the SSO provider
- When an SSO user logs out of ONVU Learning, they will remain logged in to SSO
- If Centrally Managed SSO is enforced for a user, and their account is deactivated, they will no longer be able to access ONVU Learning
- If an individual (non-centrally managed) SSO user has their SSO access deactivated, they will still be able to access ONVU Learning if they have an ONVU password
- Although access is controlled via SSO, to remove a user and all related clips and data from ONVU Learning, an administrator must remove them from within the application, whether they are an SSO or ONVU Learning account user
- Although access may be controlled via SSO, removing any user and all their related clips and data from ONVU Learning must be actioned by an administrator within the application

13

HOW TO APPROVE A SCHEDULED ACCESS REQUEST

Go to the '**Dashboard**' page from the left-hand navigation panel,

- 13.1 You will receive an email as well as a dashboard notification once a user requests scheduled access. Simply click the notification to review access request.



Figure 16: Dashboard page

- 13.2 You will see a pop-up window and be asked to approve/deny access. If you approve/deny access, an email and notification will be sent to the user notifying them that their request has been approved/denied.

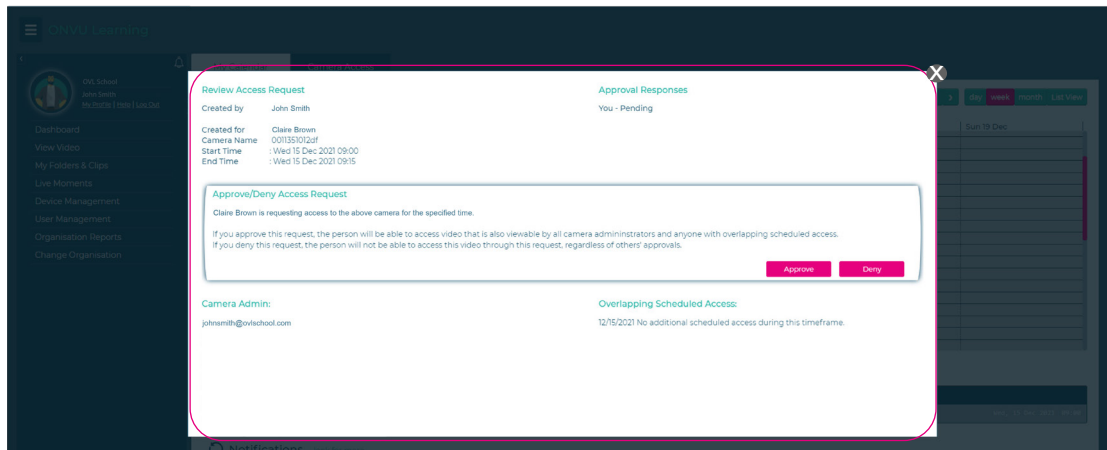


Figure 17: Dashboard page



- Upon approval, the user will have access to video that can also be viewed by all camera administrators and anyone with overlapping scheduled access
- If you deny this request, the person will not be able to access the video, regardless of others' approvals



Users **with** "Allow Sharing with External Users" permission:

- Can share with an unregistered (new) email address
- Can share with existing users outside their institution

Users **without** "Allow Sharing with External Users" permission:

- Cannot share with users outside their institution



Users **with** "Allow Adding to Externally Shared albums" permission:

- Can copy or move any albums or clips into an album that is accessible by users outside the institution
- Can create clips in an album that is accessible by user outside the institution
- Can copy or move any albums or clips into an album that is accessible by users inside their institution, even if it has been shared externally

Users **without** "Allow Adding to Externally Shared albums (See section 8)" permission:

- Can copy or move any albums or clips into an album that is accessible by only users inside their institution
- Can create clips in an album that is accessible by only users inside their institution

PERMISSION OPTIONS

IF YOU DO NOT WISH TO GRANT COMPLETE CAMERA ACCESS TO ALL ONVU LEARNING USERS, YOU CAN FOLLOW THESE PERMISSIONS OPTIONS.

1 TEACHER OWNS THE ROOM

Great if the room is primarily used by one or two teachers for the majority of the day



Teacher is the primary user of the room



Admin gives the teacher camera access within that classroom



All footage can now be accessed by the teacher without need for approval



If other teachers want access, they can request it from the Admin. If the admin has given a teacher permission to 'Self-Grant scheduled camera access' they will be able to access the room without admin permission, in this case the room owner will be notified of this access



Admin verify footage and approve request made by teachers



NOTE: Such settings can also be set recurrently

2 TEACHER REQUESTS ACCESS

Great if the room is used by multiple teachers at different times during the week



Multiple teachers sharing a room



Teachers request access to their footage



Admin verifies and approves requests made by teachers. Admin can choose to give 'Self-Granted scheduled camera access' permission to teachers, where admin permission is not required, the room owners will be notified and overlapping users will need to approve requests



Teacher can see if access is approved using "My Calendar"



NOTE: Requests and approvals for access can be made for past or future slots

3 SYSTEM ADMIN SCHEDULES ACCESS

Great if the room has a defined calendar with specific teachers usually using the room at specific times



Multiple teachers sharing a room (or intend to use a room)



Admin reviews and schedules access to cameras for teachers based on time in class. If scheduled camera access is requested by another teacher that overlaps with an existing teachers scheduled access, they will need to approve the request



Teachers can now access footage during their usual time in a classroom



NOTE: Such settings can also be set recurrently

PERMISSION OPTIONS

FOR INCREASED FLEXIBILITY AND CONTROL, SHARING PERMISSIONS CAN BE COMBINED TO ALLOW SPECIFIC USERS TO SHARE EXTERNALLY WITHOUT RESTRICTION, OR ALTERNATIVELY RESTRICT A USER'S ABILITY TO SHARE CONTENT OUTSIDE OF THEIR INSTITUTION.

4

ALLOW SHARING WITH EXTERNAL USERS

Enables an administrator to determine who in their institution can share albums and clips with external users



Teacher with this permission will be able to share clips and albums with new users, and existing users of ONVU Learning outside their institution



Teacher without this permission will not be able to share with new users or users of ONVU Learning outside their institution, when attempting to, they will be advised to contact their administrator



At this point the Admin can either give the user the "Allow Sharing with External Users" permission or they can invite the target user to become an internal user for the institution

5

ALLOW ADDING TO EXTERNALLY SHARED ALBUMS

Enables an administrator to determine who in their institution can add content to an externally shared Album



Teacher with this permission will be able to copy or move their albums and clips into Albums shared with users outside of their institution



Teacher without this permission cannot copy or move any albums or clips into an album that is accessible by users outside the institution



It's also possible to tailor these permissions as required, so for instance if there is a teacher that does not need to share with external users but needs the ability to add clips to an album that is accessible by their external mentor or coach, these permissions can be used to facilitate this



ONVU LEARNING

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