

# How to Setup and use Web Zones

1. Open the **Teacher Web Zone** icon on your desktop



2. Login to the Web Zone login page with your network logon credentials (**same as your computer login**)

The Web Zones login page. At the top, it says 'WEB ZONES' in large white letters, with 'POWERED BY LIGHTSPEED SYSTEMS' in smaller white letters below it. The background is dark blue. There is a dropdown menu with 'Novell LDAP 192.168.3.220' selected. Below that are two white input fields labeled 'Username' and 'Password'. At the bottom, there is a green 'Login' button.

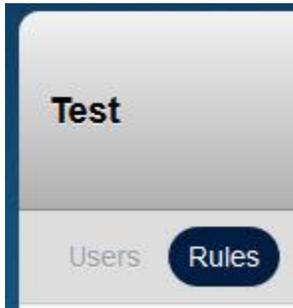
3. Select **Add Web Zone**



4. Name your Web Zone (this name is what the students will search for when they open the Web Zone). The description can be left blank (optional). Click **Save**.

A form titled 'New Web Zone'. It has a grey header with the title. Below the header, there are two white input fields: 'Name' and 'Description'. The 'Name' field is on the left and the 'Description' field is on the right. At the bottom right of the form, there is a green 'Save' button.

5. Click on **Rules**



6. Under **Allowed Sites** you can enter the URL (link) of the website you want to temporarily unblock for the students. You can copy/paste the link or for websites where there may be multiple pages, it's recommended to use the wildcard \* character in front of the website address like in this example:



7. Click **Save Rules**



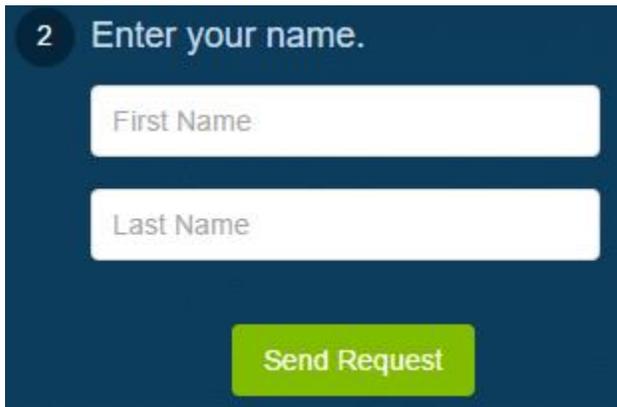
8. Once the rule is created, instruct the students to open the **Student Web Zone** icon on their desktop.



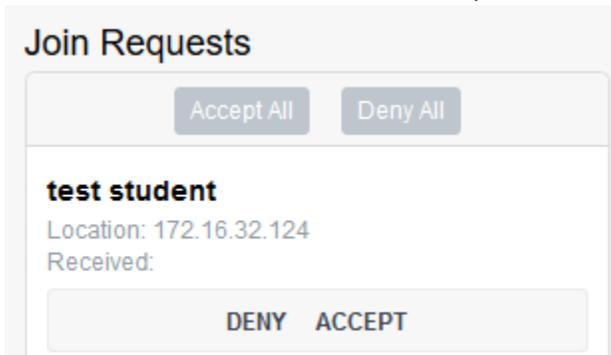
9. From here, they will need to search for the name of the Web Zone you created



10. It will then ask the students to enter their name and then they will need to click **Send Request**.

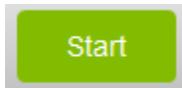


11. Once the student has submitted the request, it will show up under **Join Requests** on the Teacher Web Zone side.

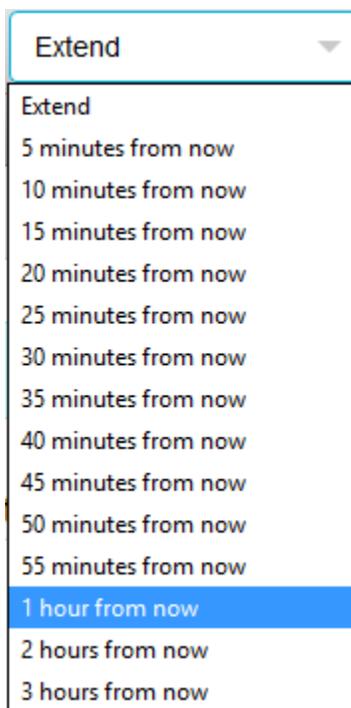


12. Either you can click Accept for each student individually or you can select **Accept All** to add the students in bulk. Once accepted, they should show up under the **Members** column.

13. Click **Start** to begin allowing access to the website you designated in the rules.



14. You can extend the time the website is unblocked by clicking the Extend drop down menu and select an amount of time.



15. Once class is over or when you'd like to stop access to the website, click  or it will be automatically stopped once the time limit you set runs out.