

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY



VASS BROWSER BOOKLET

WINDOWS XP

Internet Explorer 8.0

August 2009

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INTRODUCTION

- ◆ This version of the VASS Browser booklet is for Windows XP Internet Explorer 8.0. Several new features have been added to Internet Explorer 8.0 including *In Private Filtering* which is designed to watch for and block only third-party content that appears with a high frequency across sites you visit, no content is blocked until such levels are detected, nor is any such content blocked which is served directly by the site you are visiting. **It is recommended that the *In Private Filtering* be TURNED OFF when accessing VASS.** The *Phishing Filter* has been replaced by the *SmartScreen Filter*.
- ◆ If you require the browser settings for earlier versions of Internet Explorer please contact the Administrative Support Unit.
- ◆ VASS can **ONLY** be accessed using a PC with MS Internet Explorer as the browser. In order to access VASS some changes must be made to the default Internet Explorer settings. These settings are detailed in this document.
- ◆ If you have any difficulties setting up your computer to access VASS, please contact the Administrative Support Unit.
- ◆ We have found that Yahoo! and Google toolbars can interfere with the operation of VASS and therefore advise that they are not installed on any computer that will be used to access VASS.
- ◆ Most of the Internet Options settings may be left as the default value; however, the settings detailed in this document **MUST** be set as indicated.
- ◆ This document contains the following sections :
 - Browser Settings,
 - Windows Settings,
 - Security and MeadCo Licence.
- ◆ To determine the version of Internet Explorer you are using, go to **Help → About Internet Explorer** on the toolbar and the ‘About Internet Explorer’ box will be displayed. See figure 1.



Figure 1: About Internet Explorer (Version 8.0)

CONTACTS

- ◆ The Administrative Support Unit can be contacted on:
Phone (03) 9651 4482 or 1800 827 721
Fax (03) 9651 4551
Email vass.support@edumail.vic.gov.au

BROWSER SETTINGS

Pop-up Blocker

- ◆ To use VASS successfully you must allow ‘pop-ups’. There are two options:
 1. Allow pop-ups from all Internet sites, or,
 2. Only allow pop-ups from VASS.
- ◆ There are several Internet Explorer settings that allow pop-ups to be blocked. These are covered throughout this document. To allow pop-ups only from VASS go to the Pop-up Blocker Section on page 15.
- ◆ To allow pop-ups from all Internet sites open Internet Explorer and go to **Tools → Pop-up Blocker → Turn Off Pop-up Blocker**. See figure 2.

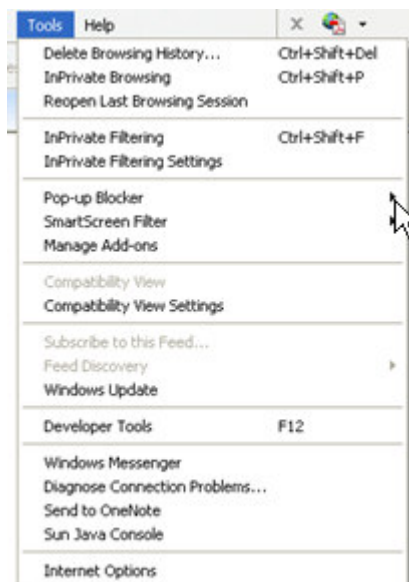


Figure 2: Tools → Pop-up Blocker → Turn Off Pop-up Blocker

Changing Internet Options

- ◆ Open Internet Explorer and go to **Tools** → **Internet Options**. See figure 3.

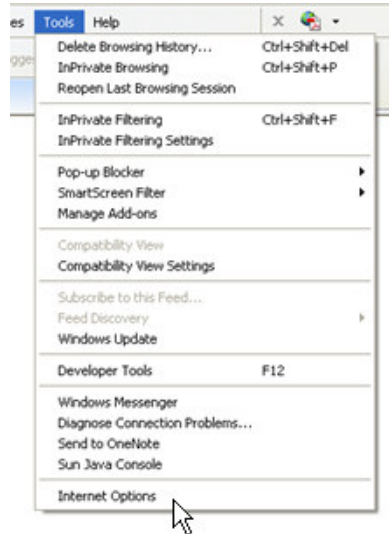


Figure 3: Tools → Internet Options

Step 1 – General Tab

- ◆ Click on the ‘General’ tab and the following screen will appear. See figure 4.

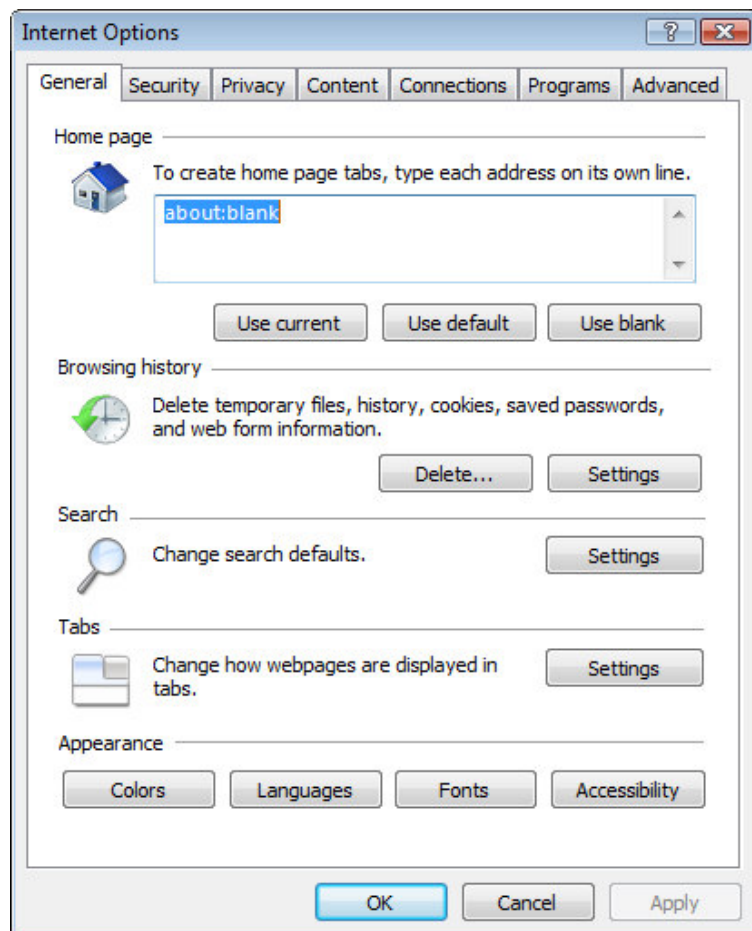


Figure 4: The Internet Options ‘General’ page

Home Page Section

- ◆ VASS can be set as your home page by entering the following URL in the address line: <https://www.vass.vic.edu.au> and then clicking on the [Apply] button. See figure 5.

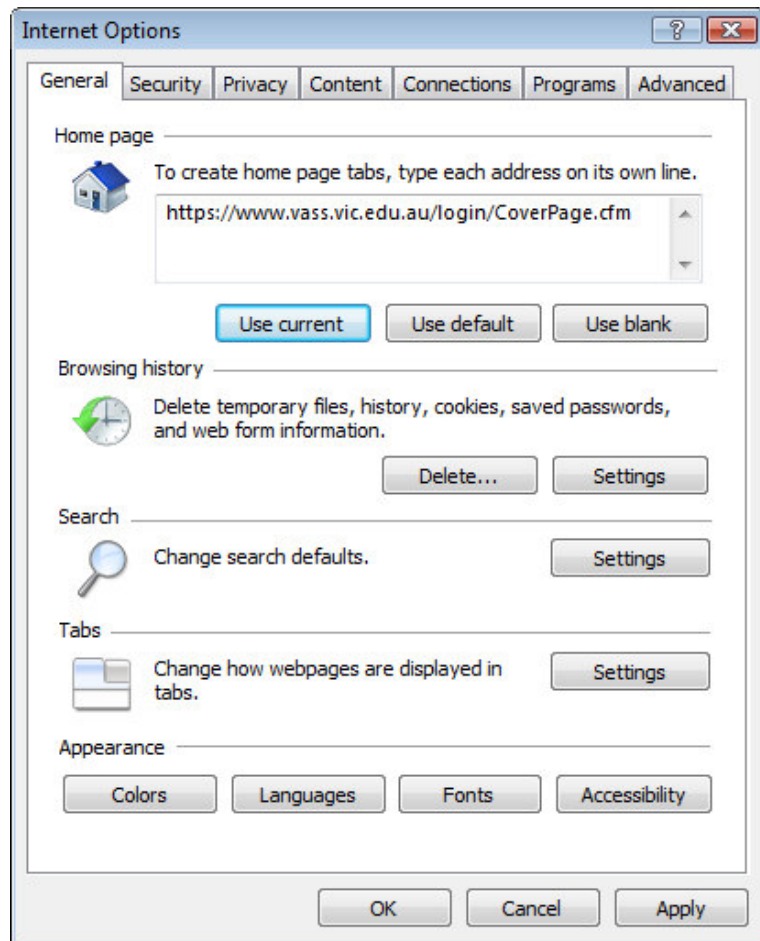


Figure 5: Setting VASS as the 'Home Page'

Browsing History Section

- ◆ In the Browsing History section:
 - Click on the [Delete] button. See figure 5.
 - The 'Delete Browsing History' screen will appear. See figure 6.

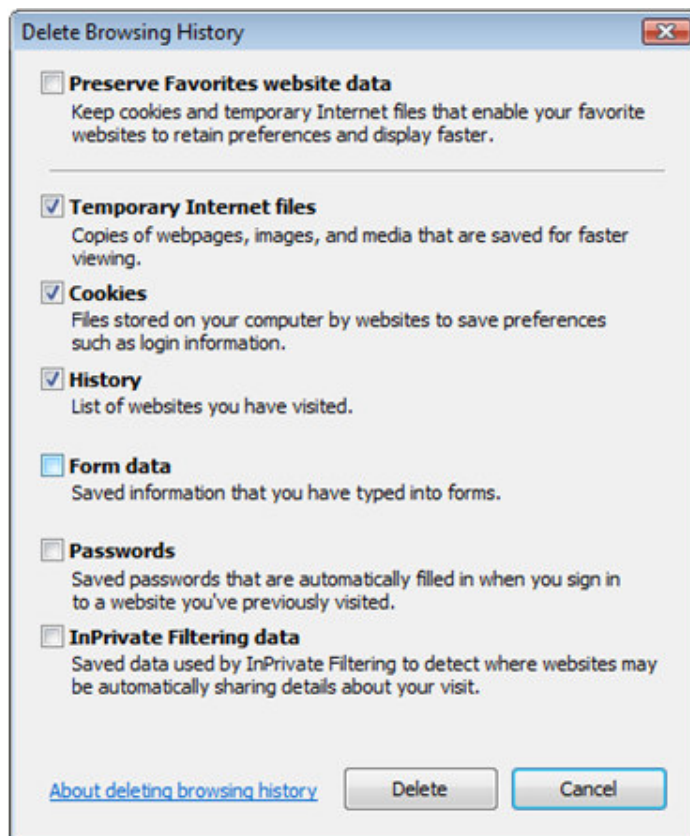


Figure 6: The 'Delete Browsing History' screen

- Click on the [**Delete**] button.
- The 'Delete Browsing History' box will appear. See figure 7.

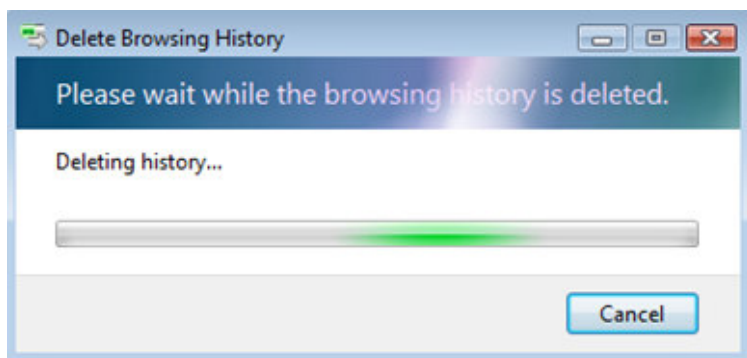


Figure 7: The 'Delete Browsing History' box

- Click on the [**Yes**] button.
- The 'Delete Browsing History' box will close when files have been deleted.

- You will still be in the ‘Delete Browsing History’ screen.
- Click on [**Cancel**]
- You will be returned to the General tab of the ‘Internet Options’ screen.
- ◆ Click on the [**Settings**] button in the ‘Browsing History’ section. See figure 5. The following screen will appear. See figure 8.

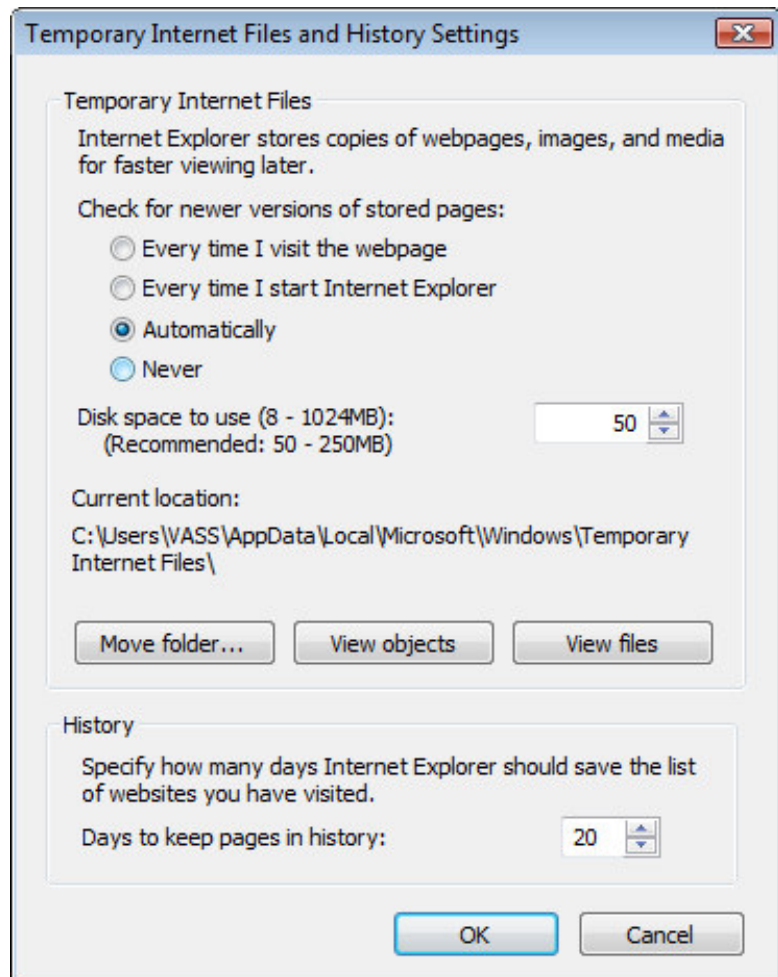


Figure 8: Internet Options – Settings

- ◆ On this screen:
 - Ensure that the ‘Every time I visit the webpage’ radio button is selected.
 - Adjust the ‘Amount of disk space’ to use to at least 50MB or leave if it is already greater than 50MB.
 - Click on the [**OK**] button.
 - This will return you to the General page of the ‘Internet Options’ screen.

Step 2 – Security Tab

- ◆ In order to run features in VASS, the ActiveX controls provided from VASS need to be installed. The default setting in IE should never be to accept ActiveX controls without question. Consequently, VASS must be placed in the Trusted Sites Zone so that it automatically permits approved ActiveX controls routinely, without user input.
- ◆ Click on the ‘Security’ tab.
 - Click on the [Trusted Sites] icon. See figure 9.

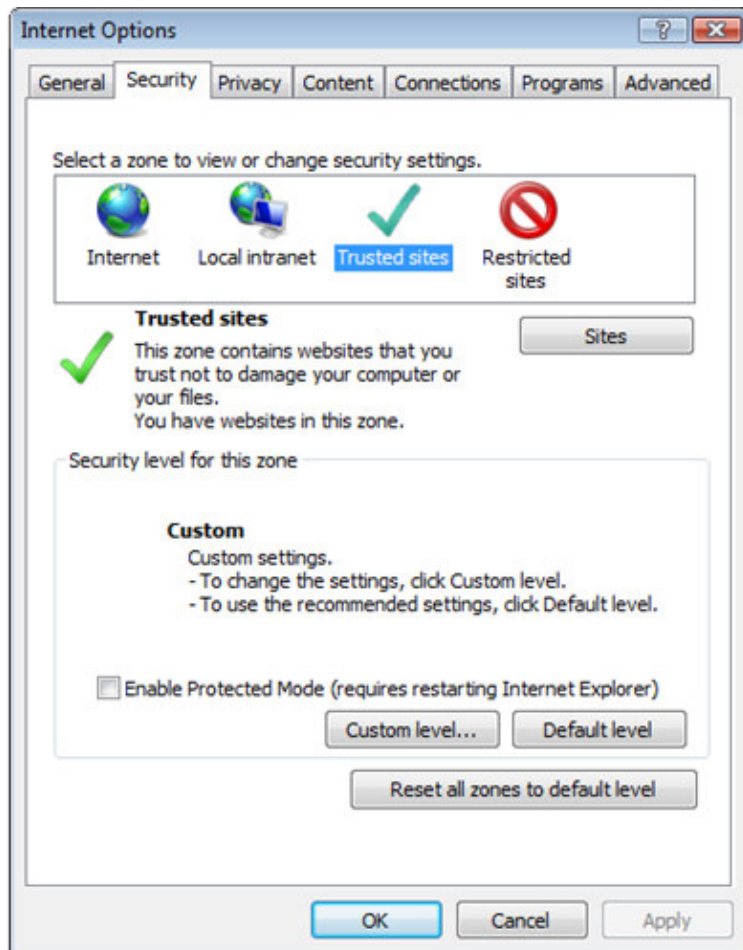


Figure 9: Security tab with the ‘Trusted’ sites icon selected

- Click on the [Sites] button and the Trusted Sites screen will appear.
- Enter https://*.vass.vic.edu.au in the ‘Add this Web site to the zone:’ field. See figure 10.
- Enter <https://vceds.vass.vic.edu.au> to ensure you have access to the VCEDS (VCE Data Service) also.

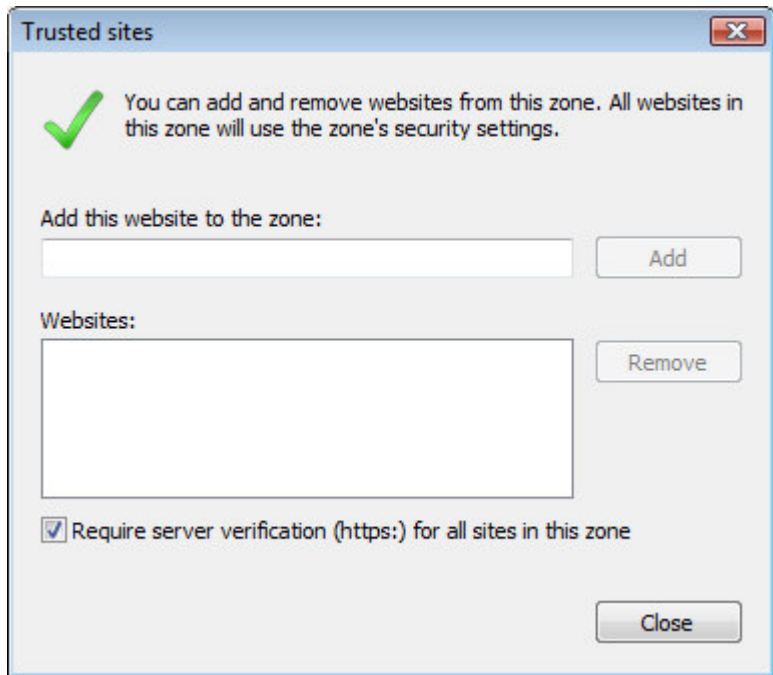


Figure 10: The Trusted Sites page

- In some cases the more specific value of: <https://www.vass.vic.edu.au> must be used.
- Click the [**Add**] button to add the sites to the Websites list. See figure 11.

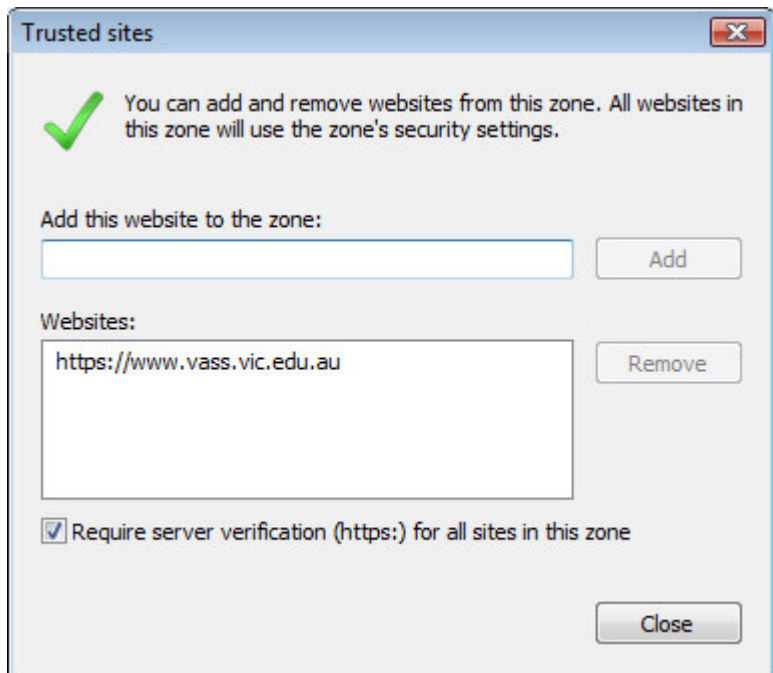


Figure 11: The VASS domain in the 'Websites' list

- Click on the [**Close**] button.
- This will return you to the 'Security' tab of the 'Internet Options' screen. See figure 9.
- The 'Trusted sites' icon should still be selected.

- ◆ Click on the [**Custom Level**] button and the following screen will appear. See figure 12.

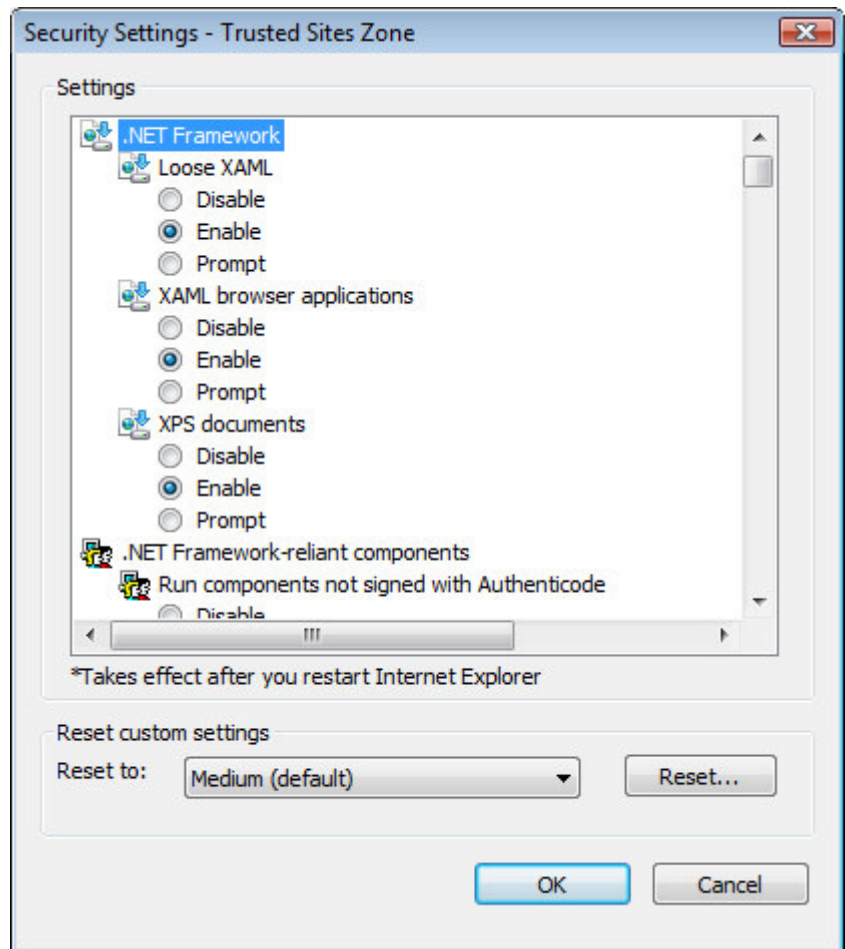


Figure 12: Security tab – ActiveX controls and plug-ins

ActiveX controls and plug-ins Section

- ◆ In the ActiveX controls and plug-ins section check that:
 - ‘Download signed ActiveX controls’ is set to **Enabled**.
 - ‘Initialize and script ActiveX controls not marked as safe’ is set to Enable.
 - ‘Run ActiveX controls and plug-ins’ is set to Enable.
 - ‘Script ActiveX controls marked safe for scripting’ is set to Enable.

Downloads Section

Scroll down the screen to the ‘Downloads’ section

- ◆ In this section check that:
 - ‘Automatic prompting for file downloads’ is set to Enable.
 - ‘File Download’ is set to Enable
 - ‘Font Download’ is set to Enable.

Miscellaneous Section

- ◆ Scroll down to the ‘Miscellaneous’ Section.

- ◆ In this section check that:
 - ‘Submit nonencrypted form data’ is set to Enable.
 - Set SmartScreen filter to **Enable**

“The SmartScreen filter is a set of technologies designed to help protect users from evolving web and social engineering threats. If the SmartScreen filter detects a malicious website, Internet Explorer 8 will block the entire site. It can also provide a "surgical block" of malware or phishing hosted on legitimate websites – blocking just the malicious content without affecting the rest of the site”.- Microsoft.com

- ‘Use Pop-up Blocker’ is set to Disable. This setting should only be used if you wish to allow all pop-ups. For further information go to the ‘Pop-up Blocker’ section on page 15.

Scripting Section

- ◆ Scroll down to the ‘Scripting Section’.
- ◆ In this section check that:
 - ‘Active scripting’ is set to Enable.
- ◆ Click on the [OK] button.
- ◆ If the ‘Warning! Are you sure you want to change the security settings for this zone?’ box appears, click on the [Yes] button. See figure 13.

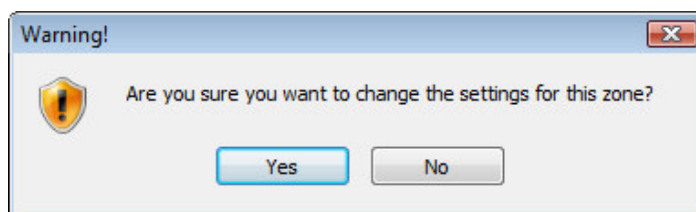


Figure 13: Security warning

- ◆ You are still on the Security tab of the ‘Internet Options’ screen.

Step 3 – Privacy Tab

Settings Section

- ◆ Click on the ‘Privacy’ tab. The following screen will appear. See figure 14.

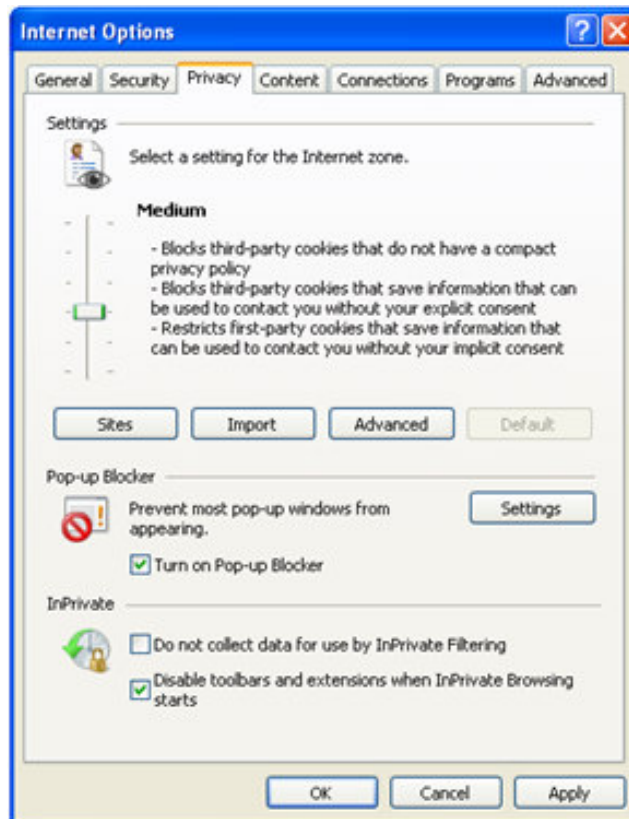


Figure 14: Privacy tab

- The privacy setting for the Internet zone should be set to ‘Medium’.

Cookies

- ◆ Click on the [**Advanced**] button under the ‘Privacy’ tab. See figure 15.

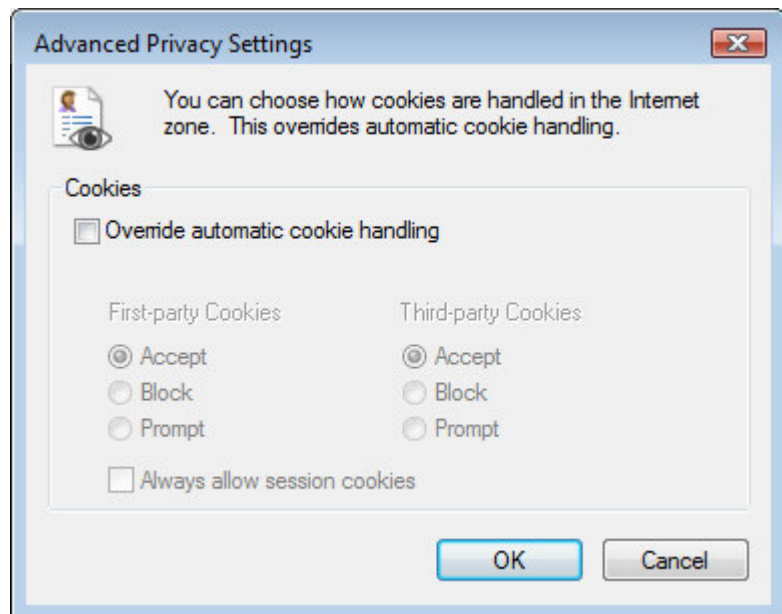


Figure 15: Cookies - Advanced Privacy Settings

- ◆ On the Advanced Privacy Settings screen check that:
 - ‘Override automatic cookie handling’ is unchecked.
 - Click **[OK]**.
- ◆ You are still in the ‘Privacy’ tab of the ‘Internet Options’ screen.

Pop-up Blocker Section

- ◆ To use VASS successfully you must allow ‘pop-ups’. There are two options:
 1. Allow pop-ups from all Internet sites, or,
 2. Only allow pop-ups from VASS.
- ◆ To allow pop-ups from all Internet sites, ensure that there is no tick in the ‘Turn on Pop-up Blocker’ check box. See figure 14.
- ◆ To only allow pop-ups from VASS, ensure that there is a tick in the ‘Turn on Pop-up Blocker’ check box. This will activate the **[Settings]** button.
- ◆ Click on the **[Settings]** button. The ‘Pop-up Blocker Settings’ screen will appear. See figure 16.

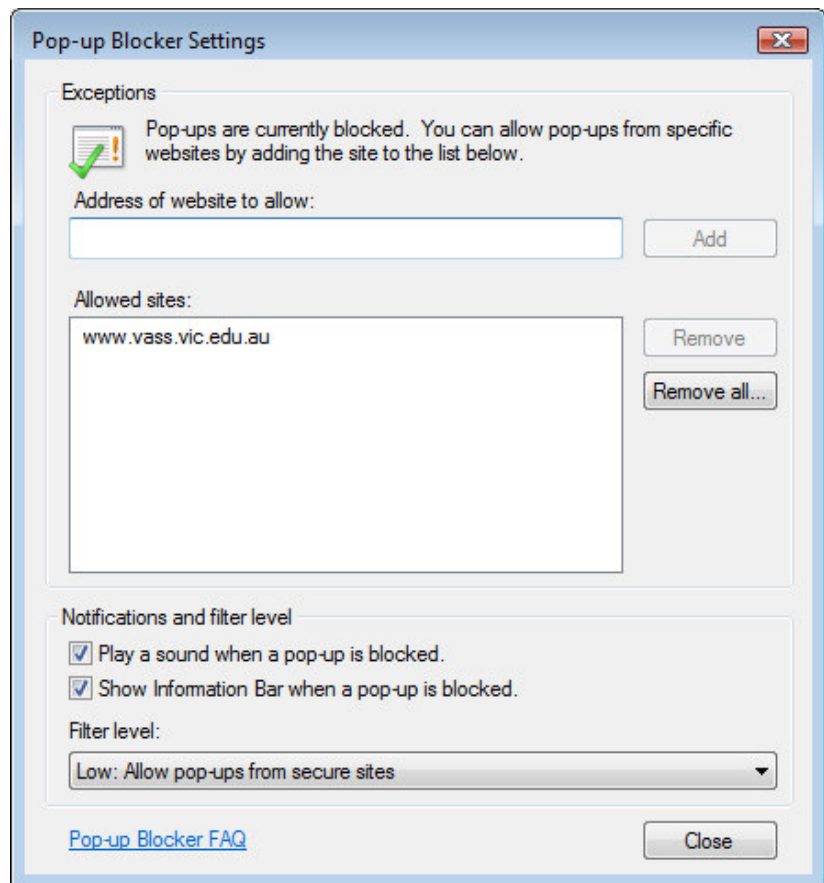


Figure 16: Pop-up Blocker Settings screen

- Enter <https://www.vass.vic.edu.au> in the ‘Address of Web site to allow:’ field.
- Click the [Add] button to add the site to the ‘Allowed sites:’ list.

- ◆ Click on the [Close] button. The ‘Pop-up Blocker Settings’ screen will close.
- ◆ You are still on the ‘Privacy’ tab of the ‘Internet Options’ screen.

Step 4 – Connections Tab

- ◆ Click on the 'Connections' tab. The following screen will appear. See figure 17.

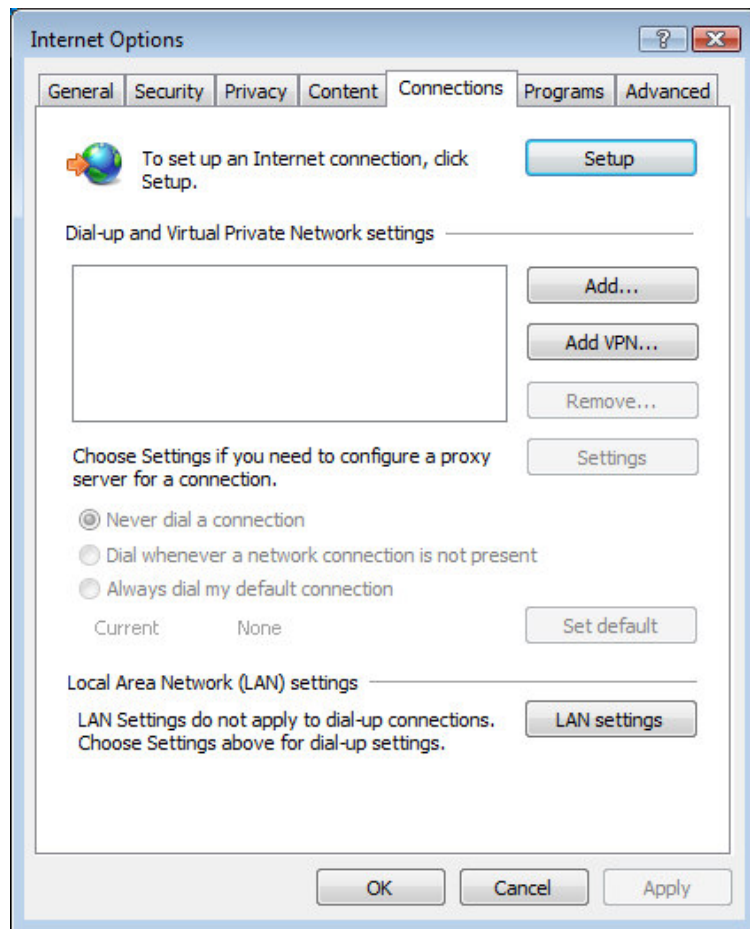


Figure 17: The 'Connections' page

Local Area Network (LAN) Settings Section

- ◆ The type of connection that you have to the internet determines what you do at this point. There are two options:
 1. If you have a direct connection to the internet (dial-up or VPN), or,
 2. If your computer is part of a Local Area Network (LAN) and you connect to the Internet via a proxy server.
- ◆ You may need to contact your local technician or ISP for assistance if you have a direct connection to the Internet.
- ◆ If your computer is part of a Local Area Network click on the **[LAN Settings]** button and the following screen will appear. . If the **[LAN Settings]** button is greyed out you will have to get your local Network Administrator to assist you to complete the checks at this point. See figure 18.

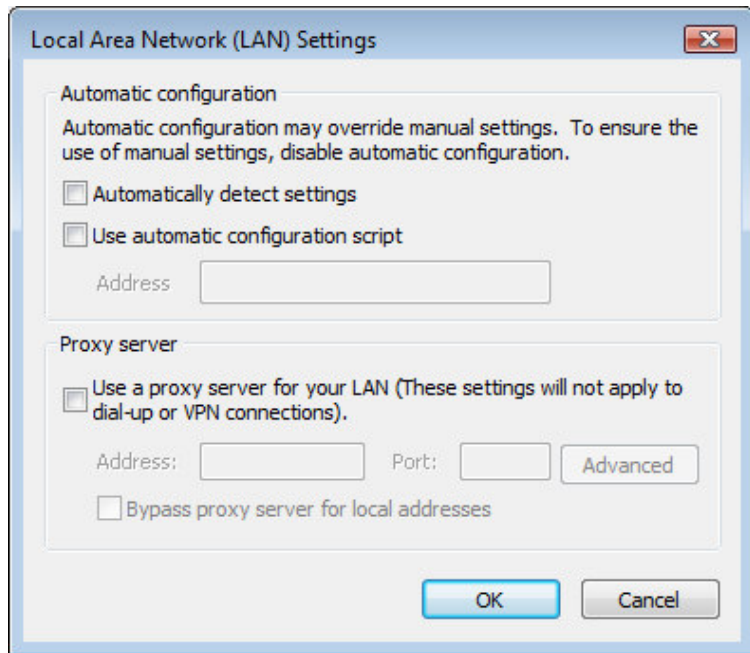


Figure 18: The ‘Local Area Network (LAN) Settings’ page

- ◆ If there is a direct connection between your PC and the Internet, ensure that no check boxes are checked on this page.
 - Click on the [OK] button. The ‘Local Area Network (LAN) Settings’ page will close.
 - You are still in the ‘Connections’ page of the ‘Internet Options’ screen.
- ◆ If a proxy server is used please consult your Network Administrator for details of the I.P. address to be entered in the ‘Address’ line of the Proxy Server section of this screen. The example given in figure 19 **SHOULD NOT** be used.

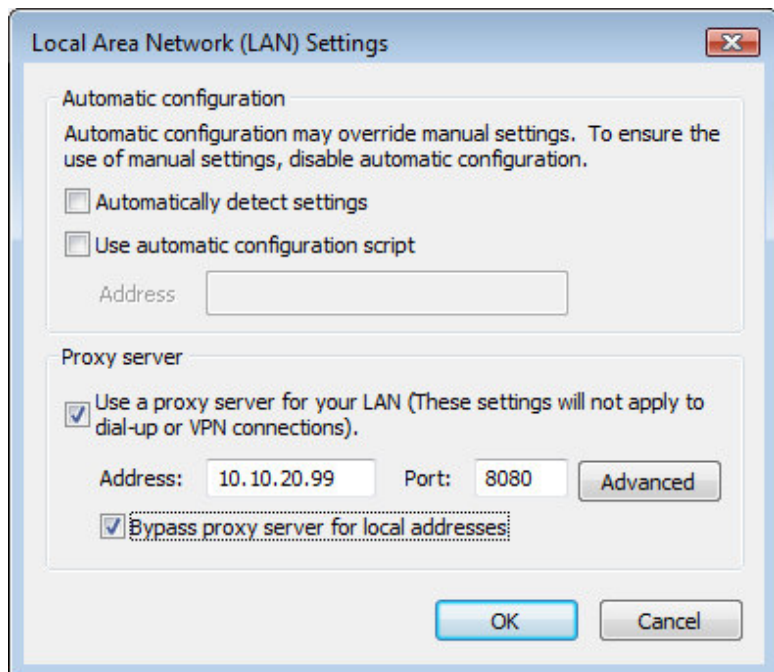


Figure 19: Proxy Server address

- ◆ Place a tick in the ‘Use a proxy server’ checkbox to activate the Address field.
 - Enter the details for the I.P. address and Port.
 - Click the [**Advanced**] button. The ‘Proxy Settings’ page will open. See figure 20.

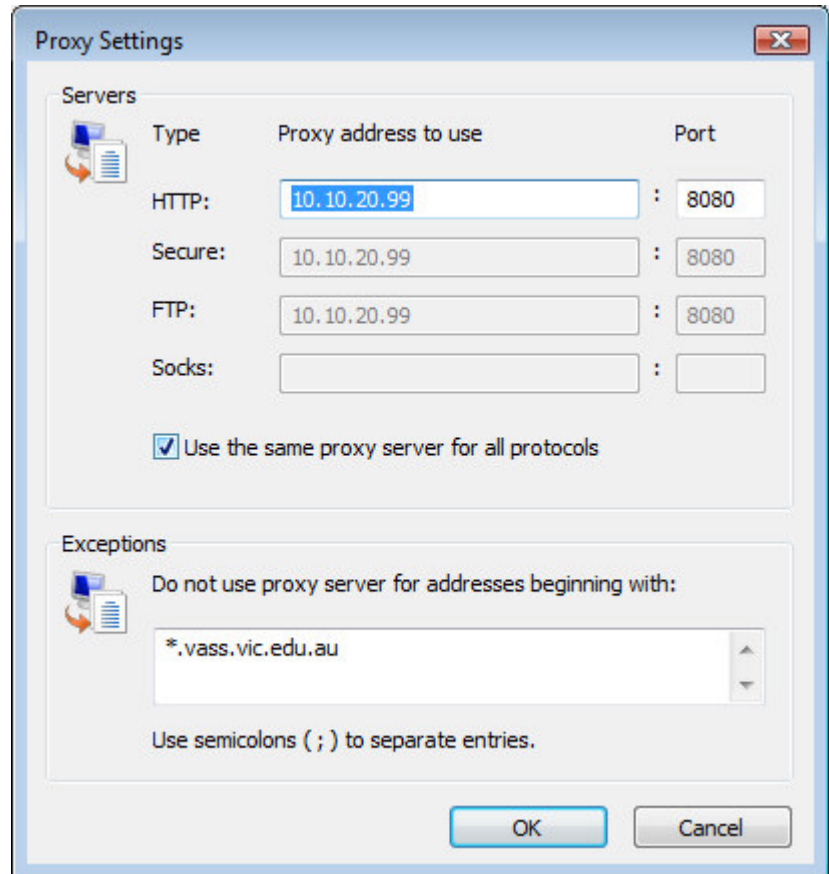


Figure 20: Proxy Settings screen

- In the ‘Servers’ section, enter the I.P. addresses for the proxy settings.
- In the ‘Exceptions’ section, enter the web address: *.vass.vic.edu.au or if it is not necessary to go through the proxy to access the school server, then enter the IP address of the school server.
- Click [**OK**]. This will return you to the ‘Local Area Network (LAN) Settings’ page.
- ◆ Click [**OK**]. This will return you to the Connections page of the ‘Internet Options’ screen.

Step 5 – Advanced Tab

- ◆ Click on the ‘Advanced’ tab. See figure 21.

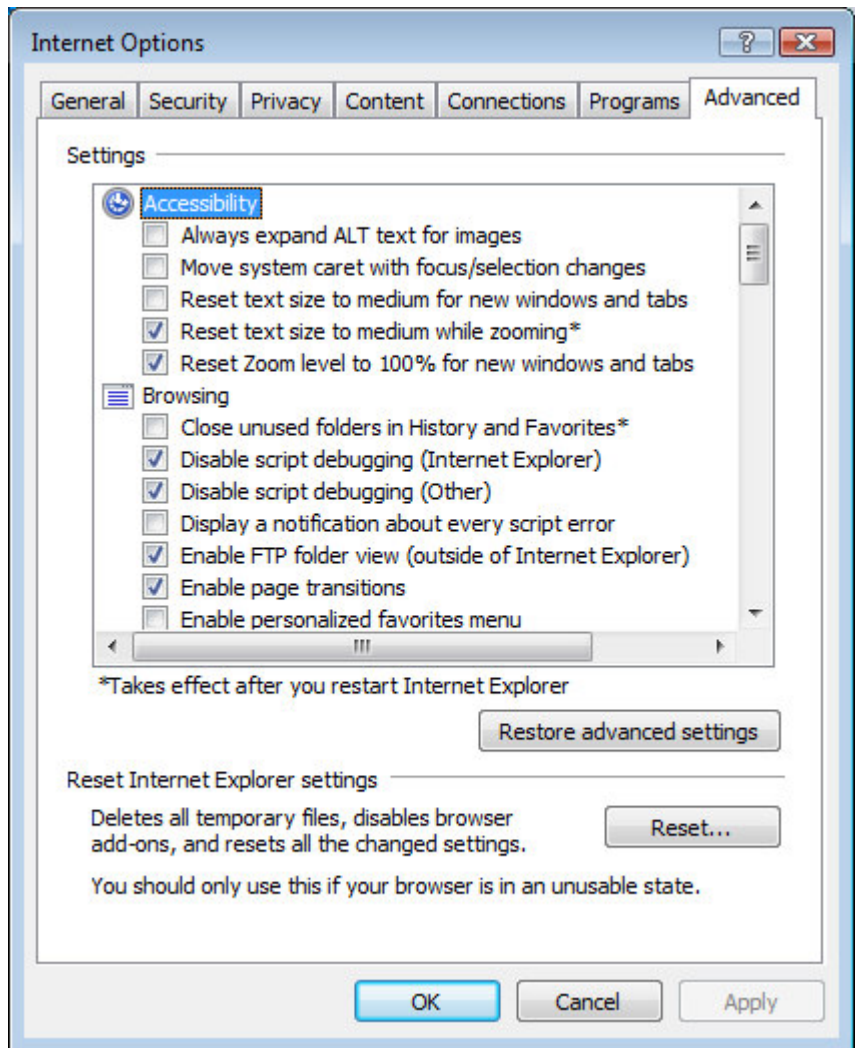


Figure 21: Internet Options Advanced tab – Browsing section

Browsing Section

- ◆ In this section:
 - Ensure that the ‘Disable script debugging (Internet Explorer)’ box is ticked.
 - Ensure that the ‘Disable script debugging (Other)’ box is ticked.

Security Section

- ◆ Scroll down the screen to ‘Security’.
- ◆ In this section:
 - Make sure that ‘Do not save encrypted pages to disk’ box is unchecked.
 - Click on the [**Apply**] button if it is active.
 - Click on [**OK**] to close the ‘Internet Options’ screen.
- ◆ The browser configurations for Microsoft Internet Explorer™ are now complete.

Step 6 – Settings check

- ◆ After you have completed your Browser Setup, the next step is to access the VASS home page to ensure that everything is working correctly.
- ◆ If you have set VASS as your Internet Explorer home page close Internet Explorer and open it again. The ‘Welcome to VASS’ page should be displayed. See figure 22.
- ◆ A green tick with the words ‘Trusted Sites’ should be visible above the system tray in the bottom right hand corner of the screen. If the ‘Trusted Sites’ icon is not visible then the changes to the Internet Explorer settings have not been completed successfully and you will need to go back over that section of this document.
- ◆ A yellow padlock at the right hand side of the VASS web address indicates that it is a secure site.

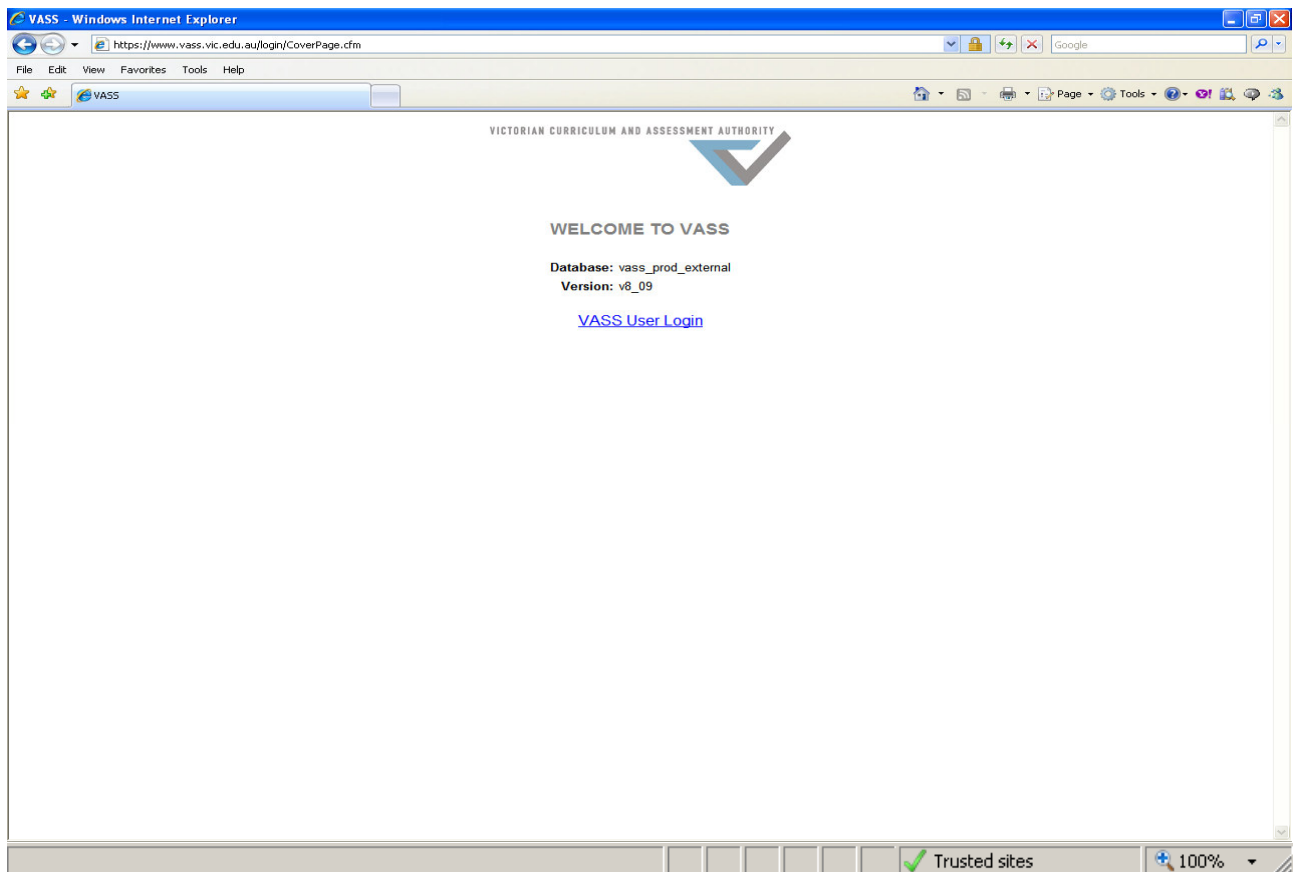


Figure 22: The ‘WELCOME TO VASS’ page

- ◆ If VASS has not been set as your Internet Explorer home page then enter the URL address in the address field of your browser:
<http://www.vass.vic.edu.au>
- ◆ Press the **Enter** key on the keyboard. The ‘Welcome to VASS’ page should be displayed. See figure 22.
- ◆ A yellow padlock and a white tick in a green circle with the words ‘Trusted Sites’ should be visible above the system tray in the bottom right hand corner of the screen. If the ‘Trusted Sites’ icon is not visible then the changes to the Internet Explorer settings have not been completed successfully and you will need to go back over that section of this document.
- ◆ The ‘Trusted Sites’ icon indicates that the currently viewed content is within the ‘Trusted sites’ and falls within a user defined security box context.
- ◆ The yellow padlock indicates that all data communications between the local host computer and the server is secured by a cryptographic data stream protecting against otherwise possible data capture and analysis.
- ◆ Before log into VASS you must read the following two sections of this document (Windows Settings & MeadCo Publishing Licence).

WINDOWS SETTINGS

- ◆ The Windows settings selected on your computer can affect the way that the VASS screens are displayed. For example, if your screen resolution is set to **800 x 600** pixels then VASS screens will occupy the entire monitor screen but you may not be able to see some buttons at the bottom of VASS windows because they will be hidden behind the task bar.
- ◆ If your screen resolution is set to **1024 x 768** pixels then VASS screens will fill approximately $\frac{3}{4}$ of your monitor screen. The font size will be slightly smaller but you will be able to see all buttons on any VASS window.
- ◆ To modify the Windows settings go to Start → Settings → Control Panel → Appearance and Themes. See figure 23.

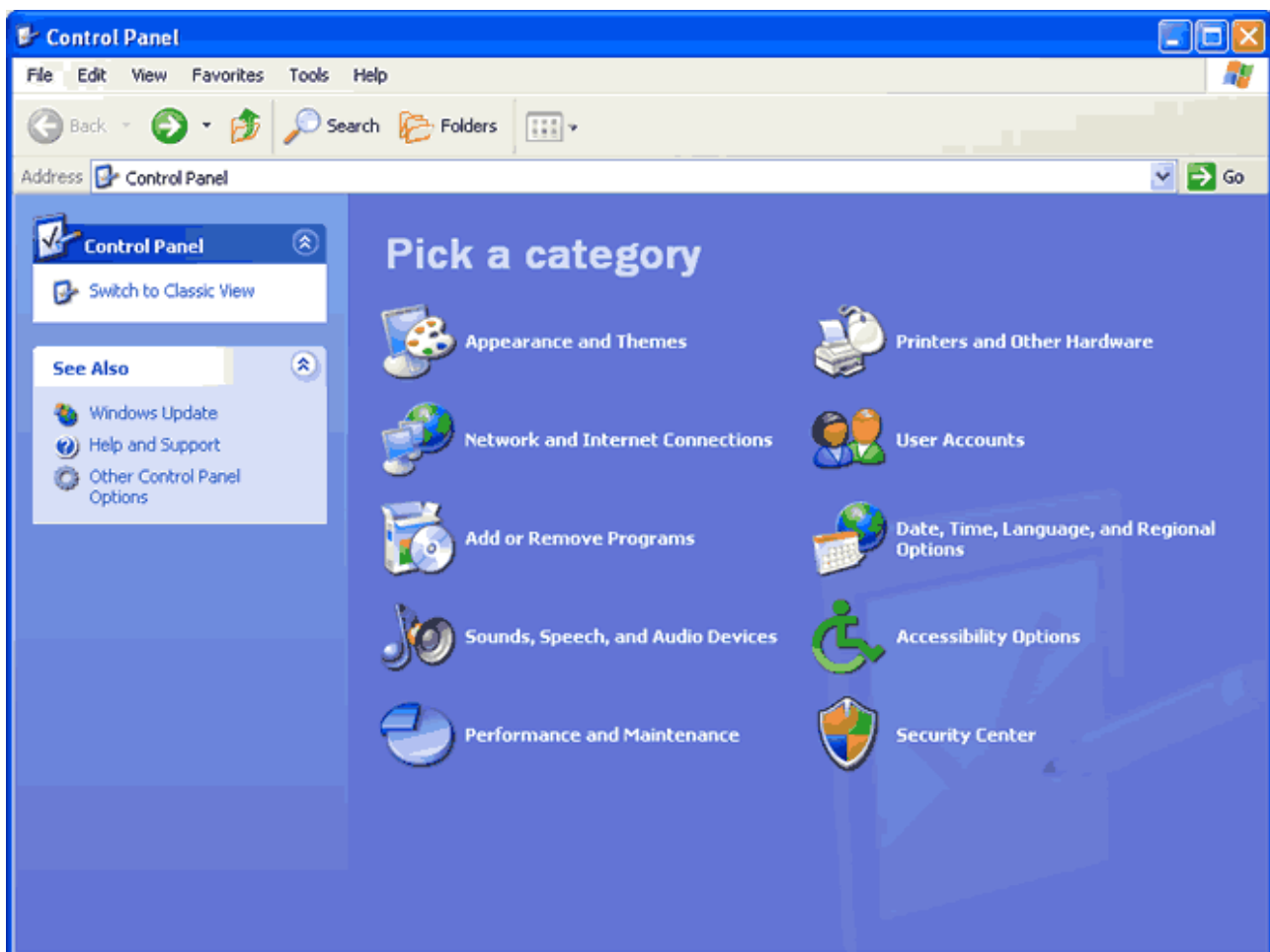


Figure 23: The Windows Control Panel

- ◆ Open the Display icon. See figure 24.

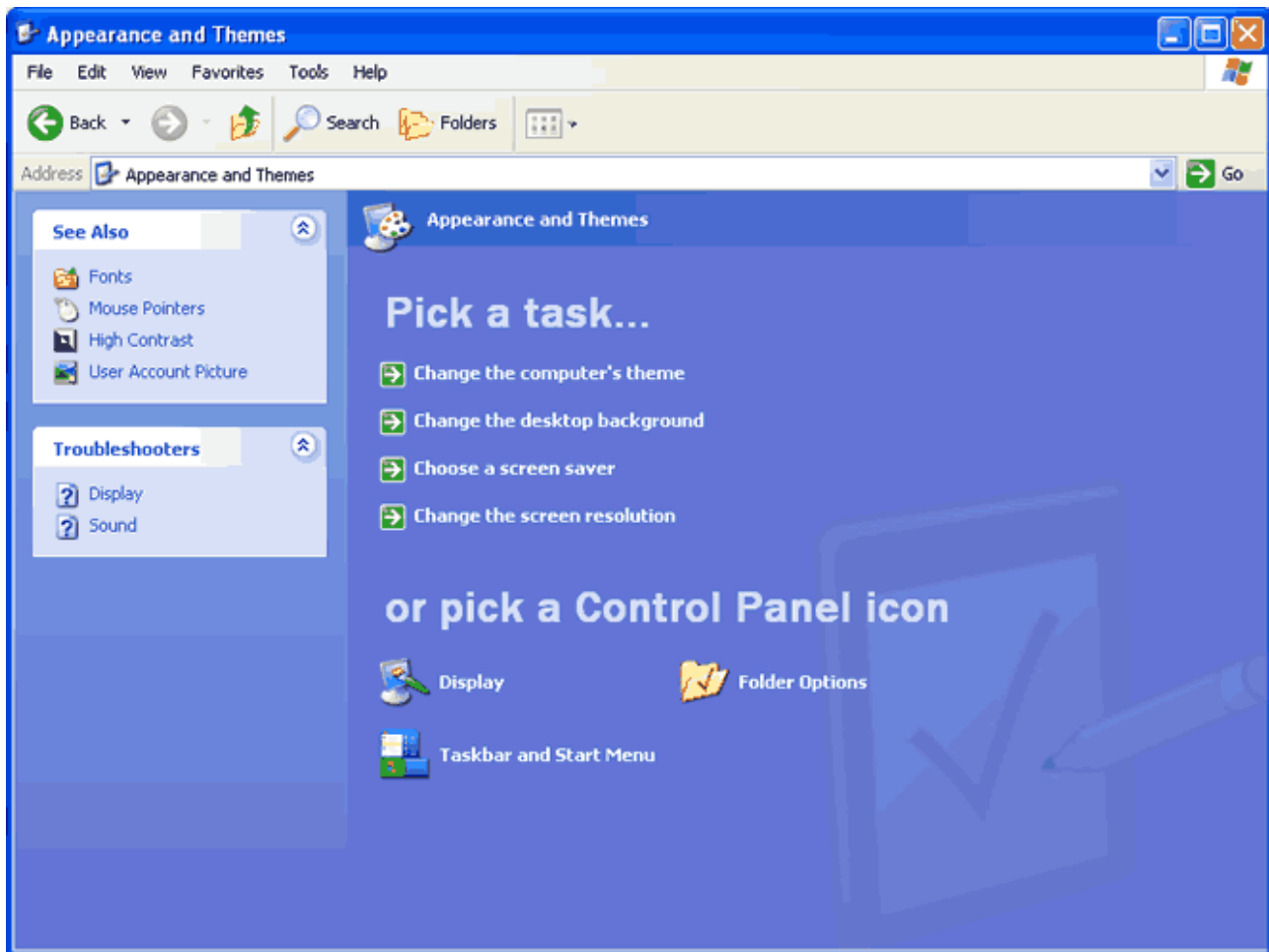


Figure 24: Pick a Control Panel icon

- ◆ The Display Properties box will open. See figure 25.

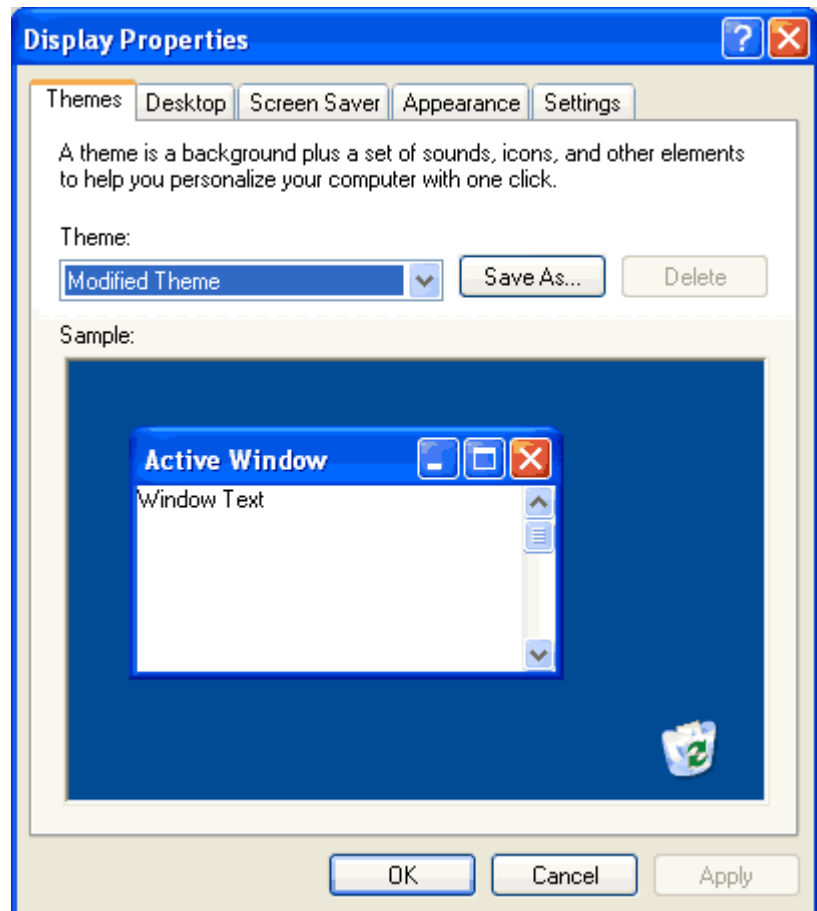


Figure 25: The Display Properties box

- ◆ The Display Properties box will open.
- ◆ Click on the Settings Tab. See figure 26.

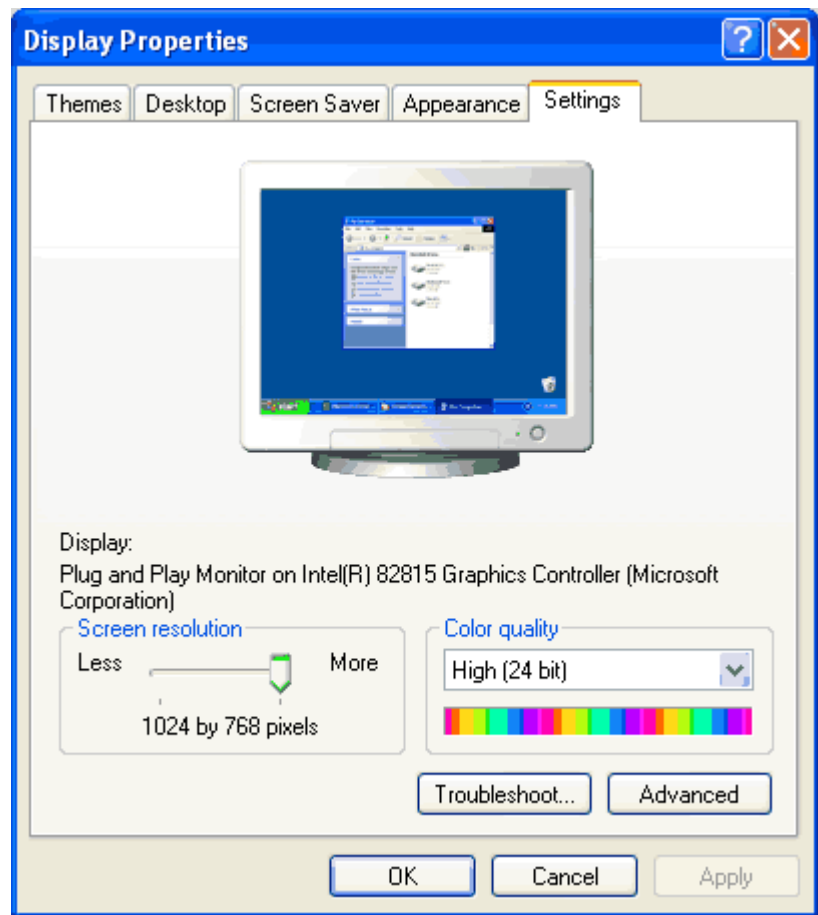


Figure 26: The Display Properties – Settings page

- ◆ Set the Screen Resolution to either **800 x 600** OR **1024 x 768** pixels.
 - Click on the [**Apply**] button to confirm the change.
- ◆ Click on the [**Advanced**] button. The monitor screen will open, in this example it is a Plug & Play Monitor. See figure 27.

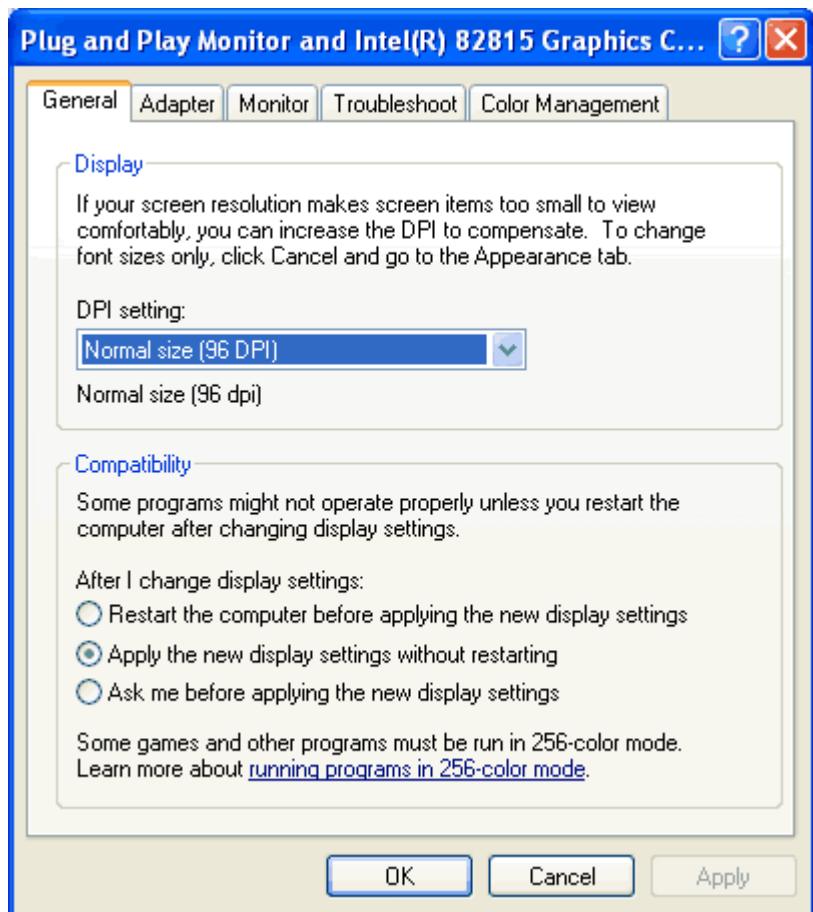


Figure 27: The 'Plug and Play Monitor ...- General' page

- In the Display section select the DPI setting of 'Normal size (96 DPI)'.
- Click on the [**Apply**] button.
- Follow any screens prompts and click on the [**OK**] button.
- You will be returned to the Display Properties – Settings page.
- Click [**OK**].
- If any changes have been made the 'Change DPI Settings' box will be displayed.
- Click [**OK**] to accept the changes.
- Select the Appearance tab. See figure 28.

- If any changes have been made the system settings screen will be displayed. Choose **[Yes]** to restart your computer.

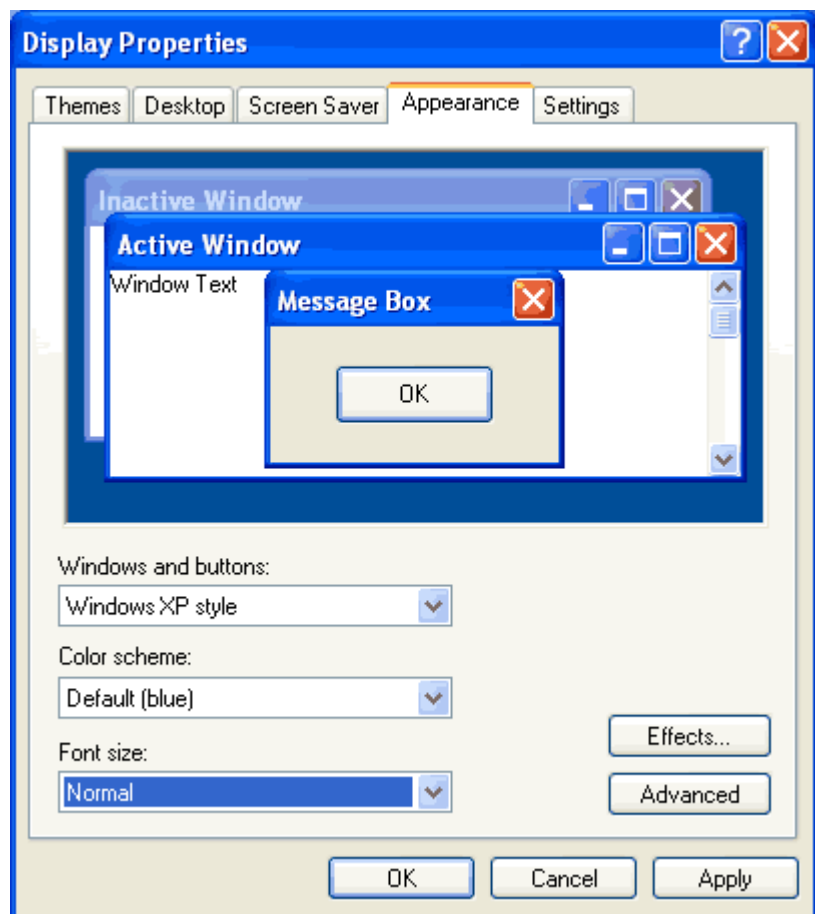


Figure 28: The 'Display Properties – Appearance' page

- The Font Size must be set to 'Normal'.
- If any changes are made, click the **[Apply]** button.
- Close the Display Properties screen.
- The required settings have now been changed. Close the Appearance and Themes screen.
- Close the Control Panel.

MEADCO PUBLISHING LICENCE

- ◆ The first time you log in to VASS from a particular computer the MeadCo Publishing Licence agreement **MUST** be downloaded.
- ◆ Without the MeadCo Publishing Licence VASS will not work properly. You can log into VASS but go no further than browse and parameters screens.
- ◆ The MeadCo Publishing Licence will **ONLY** be downloaded if the person logged into the computer has sufficient network privileges (an administrator or a local administrator). In most cases this is the Network Administrator for your school.
- ◆ If the person attempting to log into VASS does not have sufficient network privileges then the Network Administrator at your school will need to assist you. In most cases they will have to log into the particular computer, change the browser settings under their profile and then log into VASS in order to download the MeadCo Publishing Licence.
- ◆ Two screens will appear, you must click on the **[Install]** button on the first (see figure 29) and **[Yes, allow]** for the second (see figure 30).



Figure 29: The Internet Explorer – Security Warning



Figure 30: The MeadCo Publishing Licence

- ◆ Once downloaded the MeadCo ScriptX Publishing licence is located in the C:\Windows\Downloaded Program Files folder.