

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY



VASS BROWSER BOOKLET

WINDOWS VISTA

Internet Explorer 7.0

August 2008

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INTRODUCTION

- ◆ This version of the VASS Browser booklet is for Windows **VISTA** Internet Explorer 7.0. Schools requiring browser booklets for earlier versions of Windows and Internet Explorer can obtain them from 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. 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.
- ◆ In addition to changes to the default Internet Explorer settings, the MeadCo Licence Agreement and program **must** be downloaded for VASS to work. This normally happens at the time of the first login.
- ◆ With Windows VISTA, changes to Internet Explorer settings and downloading the MeadCo Licence Agreement and program **cannot** be done by a person with Standard User access. They can only be done by a person with an **Administrator level account**.
- ◆ We have found that Yahoo! and Google toolbars can interfere with the operation of VASS and therefore advise that they **not** be installed on any computer that will be used to access VASS.
- ◆ Please make sure that the text rather than the images is followed as many of the images represent the original Internet Explorer settings rather than the changes required for VASS.

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

REQUIRED BROWSER SETTINGS

The VASS web address

- ◆ Open Internet Explorer, enter the VASS web address: <https://www.vass.vic.edu.au> and hit the [Enter] key.
- ◆ The 'Welcome to VASS' page will be displayed. See figure 1.

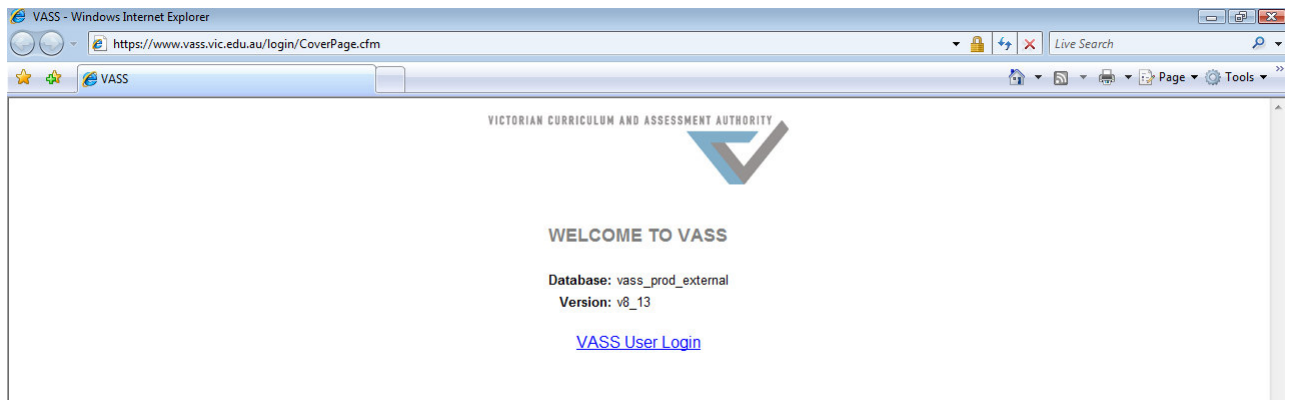


Figure 1: The Welcome to VASS page

Changing the Browser Settings

- ◆ Go to **Tools** → **Internet Options**. See figure 2.

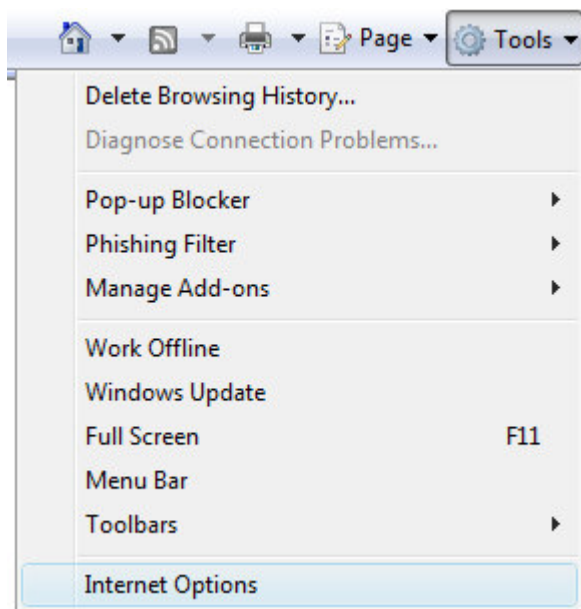


Figure 2: Tools → Internet Options

The General Tab

- ◆ The **Internet Options** page will appear open at the ‘General’ tab. See figure 3.

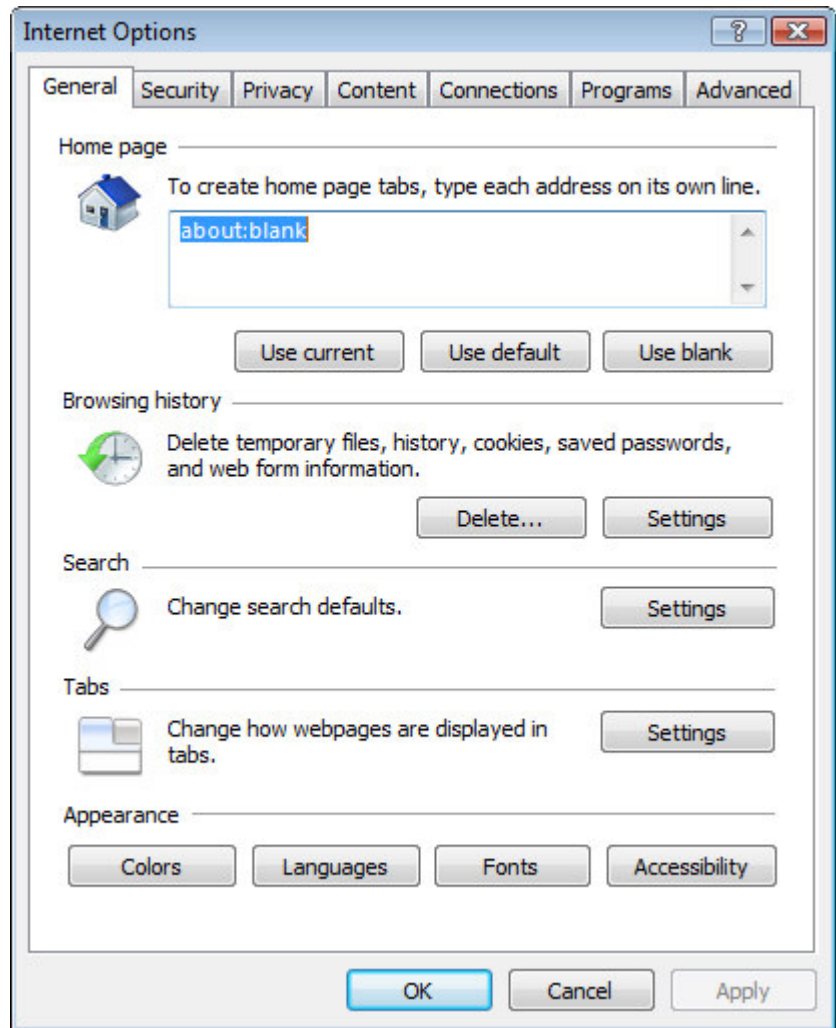


Figure 3: The ‘General’ tab

Step 1 – Home Page Section

- ◆ VASS can be set as your ‘Home Page’ so that Internet Explorer will always display the ‘Welcome to VASS’ page when it is first opened.
- ◆ If the ‘Welcome to VASS’ page was displayed before the Internet Options page was opened you can set VASS as your home page by clicking on the [**Use Current**] button. The VASS web address will replace any web address previously listed in the entry pane. See figure 4.
- ◆ If the ‘Welcome to VASS’ wasn’t previously displayed, close the Internet Options page and enter the VASS web address and press enter. Go back to **Tools** → **Internet Options** and follow the instructions above.
- ◆ To make this change permanent click on the [**Apply**] button.

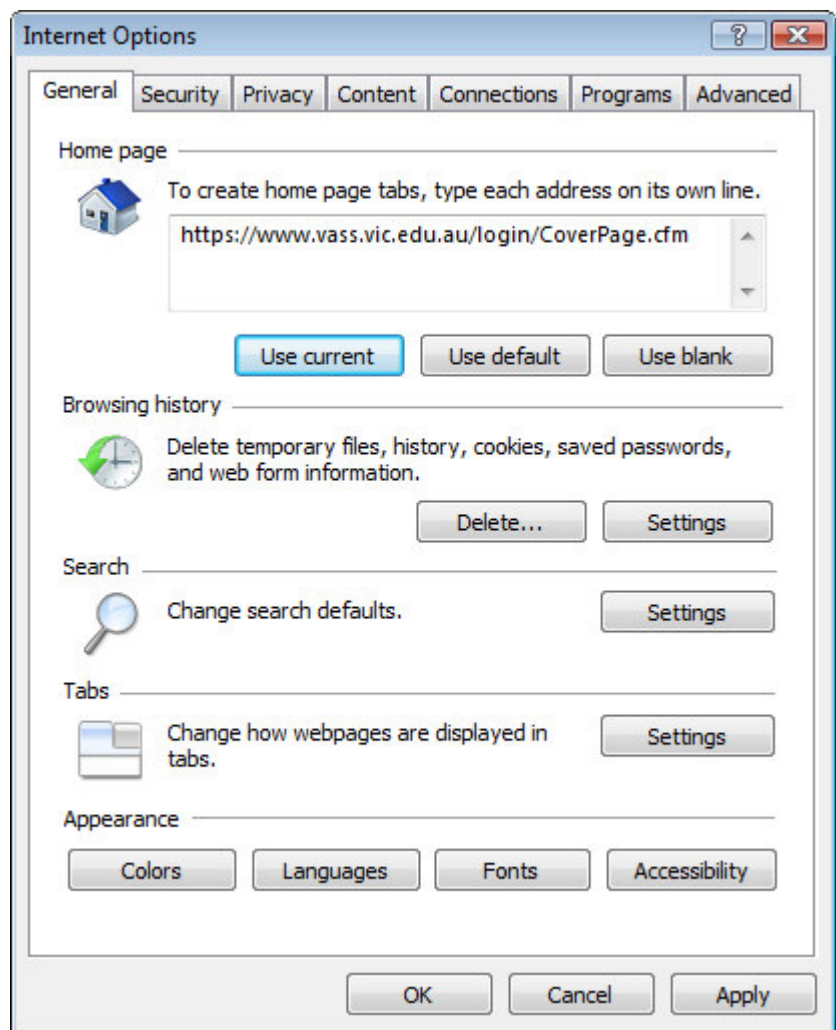


Figure 4: VASS set as the home page

Step 2 – Browsing History Section - Temporary Internet Files and Cookies

- ◆ Internet Explorer will display stored or cached internet pages unless set otherwise. VASS must always display the most up-to-date data so changes are required in the Browsing History section to prevent out-of-date data being displayed.
- ◆ Cookies are files stored on your computer by websites to save preferences such as login information.
- ◆ Click on the **[Settings]** button in the 'Browsing History' section. The following page will appear. See figure 5.

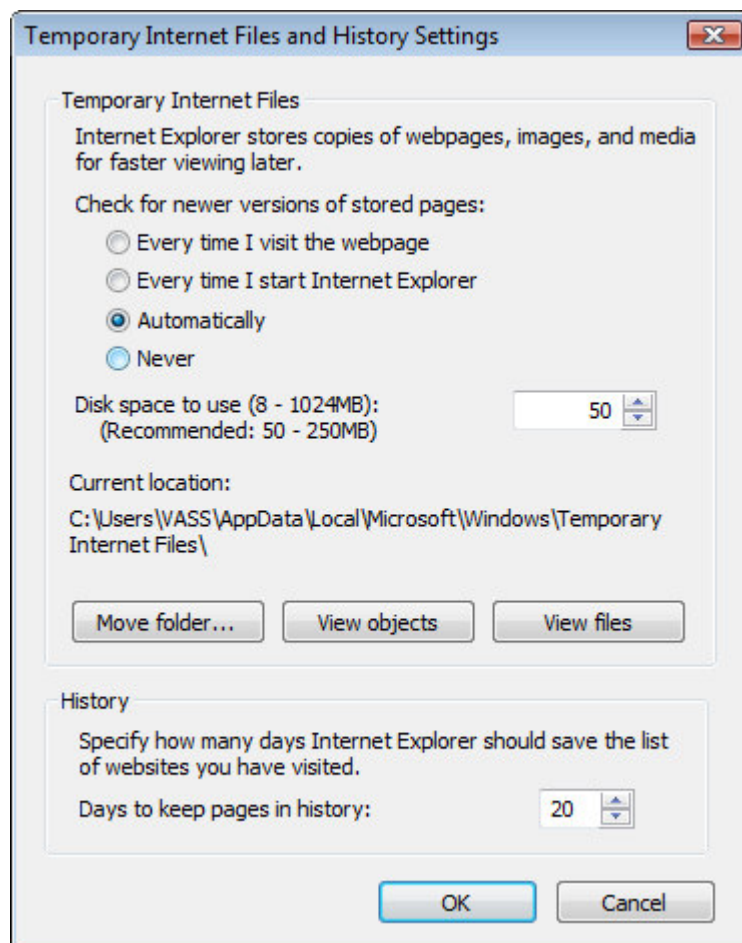


Figure 5: Temporary Internet Files and History Settings

- ◆ On this page:
 - Ensure that the **'Every time I visit the webpage'** radio button is selected rather than 'Automatically'.
 - 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. You will be returned to the 'General' tab of the 'Internet Options' page.
- ◆ Any previously cached internet files (pages) and cookies must be deleted. To do this click on the **[Delete]** button in the 'Browsing History' section of the 'General' tab to display the 'Delete Browsing History' page. See figure 6.



Figure 6: The ‘Delete Browsing History’ page

- ◆ On this page:
 - In the ‘Temporary Internet Files’ section click on the **[Delete Files]** button.
 - The ‘Delete Files’ box will appear. See figure 7.

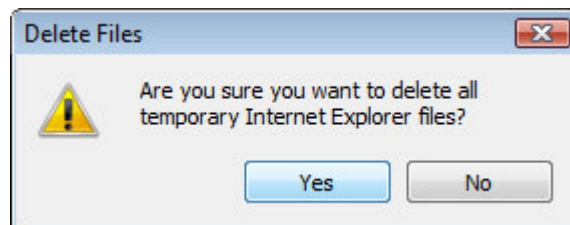


Figure 7: The ‘Delete Files’ box

- Click on the **[Yes]** button.
 - The ‘Delete Files’ box will close and the cursor will change to a circle while any files are being deleted.
- ◆ In the Cookies section click on the **[Delete Cookies]** button. The ‘Delete Cookies’ box will appear. See figure 8.

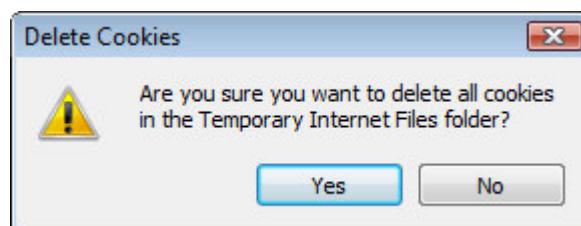


Figure 8: The ‘Delete Cookies’ box

- Click on the [**Yes**] button.
- The ‘Delete Cookies’ box will close and the cursor will change to a circle while any cookies are being deleted.
- Click on the [**Close**] button. You will be returned to the ‘General’ tab of the ‘Internet Options’ page.

Step 2 – Security Tab

- ◆ In order for VASS to function correctly some ActiveX controls need to be installed. To ensure the security of your PC the default setting in Internet Explorer should be set so that ActiveX controls are never accepted 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 of the ‘Internet Options’ page. See figure 9.

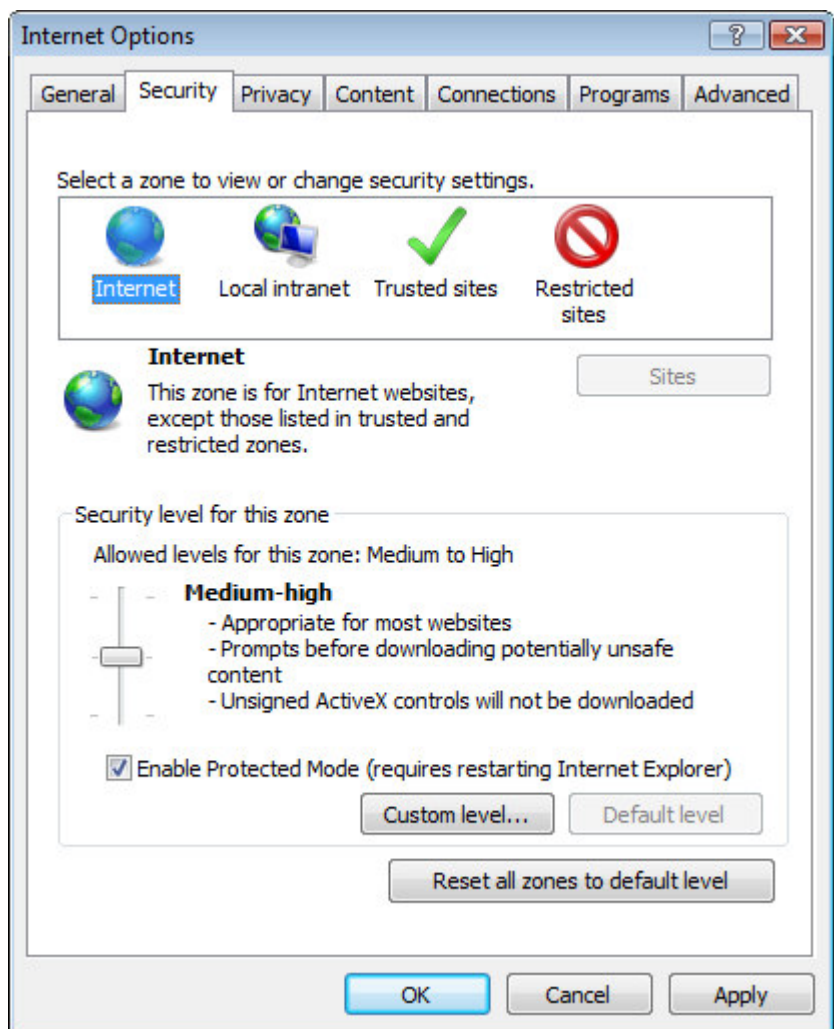


Figure 9: Security tab with the ‘Internet’ icon selected

- Click on the ‘Trusted Sites’ icon in the ‘Select a zone to view or change security settings’. The [**Sites**] button will become active.
- Click on the [**Sites**] button and the ‘Trusted Sites’ page will appear. See Figure 10.

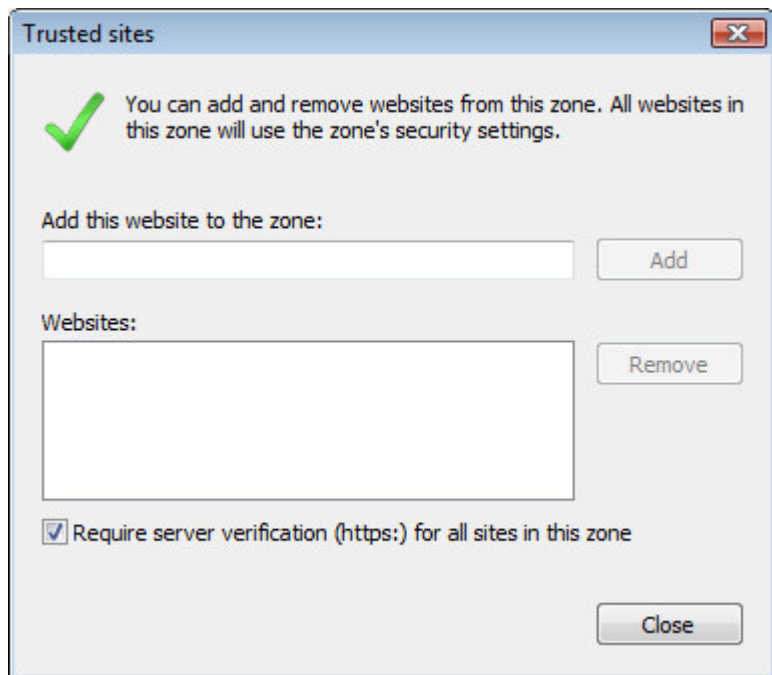


Figure 10: The Trusted Sites page

- Enter <https://www.vass.vic.edu.au> in the 'Add this Web site to the zone:' field.
- Enter <https://vceds.vass.vic.edu.au> to ensure access to the VCEDS (VCE Data Service) site also.
- Click the [Add] button to add the sites to the Websites list. See figure 11.

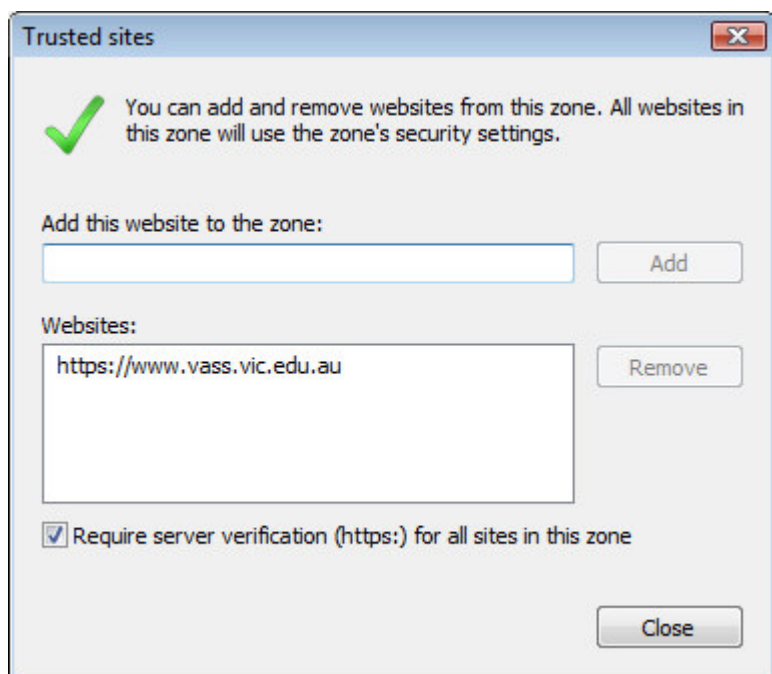


Figure 11: The VASS site in the 'Websites' list

- Click on the [Close] button. You will be returned to the 'Security' tab of the 'Internet Options' page. The 'Trusted sites' icon should still be selected.

- ◆ With the ‘Trusted sites’ icon selected click on the [**Custom Level**] button and the following page will appear. See figure 12.

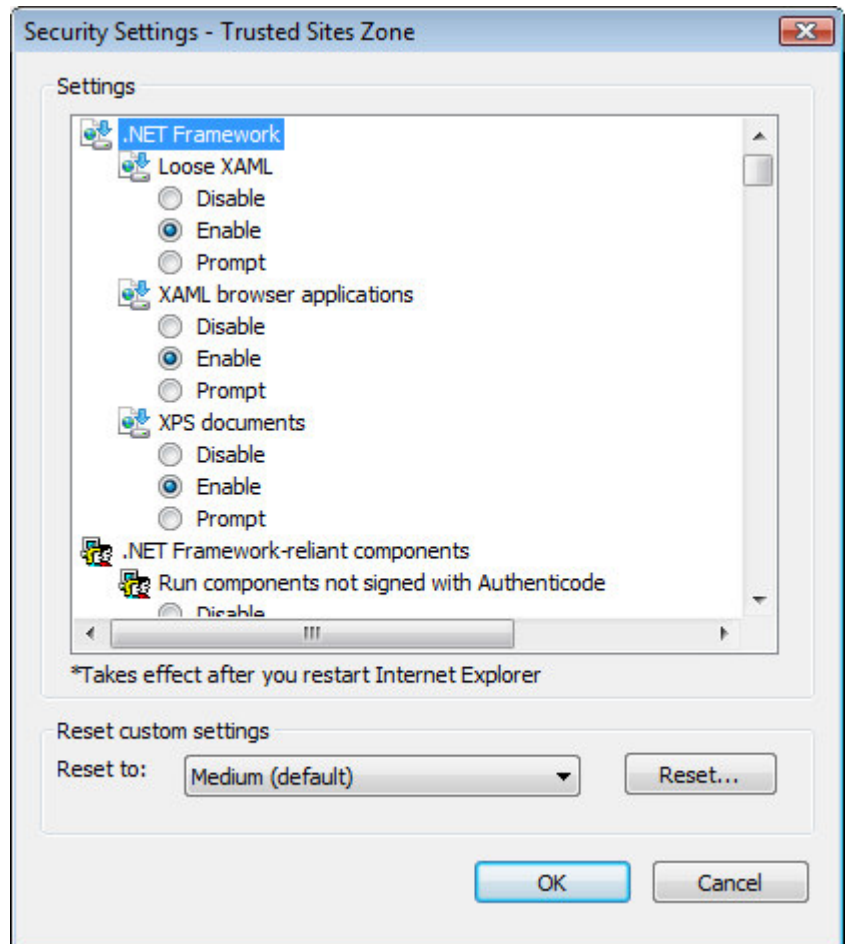


Figure 12: Security settings – Trusted Sites Zone

ActiveX controls and plug-ins Section

- ◆ Scroll down to the ‘ActiveX controls and plug-ins’ section and check that:
 - ‘Download signed ActiveX controls’ is set to Enable.
 - ‘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 page 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.
 - ‘Use Phishing Filter’ is set to Enable. The phishing filter is designed to warn you if the website you are visiting might be impersonating another website. This is unlikely to be a problem for the VASS website but may occur for other websites such as those belonging to financial institutions.
 - ‘Use Pop-up Blocker’ is set to Disable. **This setting should only be used if you wish to allow pop-ups from all sites.** For further information on blocking pop-ups go to the ‘Pop-up Blocker’ section on page 14.

Scripting Section

- ◆ Scroll down to the ‘Scripting Section’. In this section check that:
 - ‘Active scripting’ is set to Enable.
- ◆ These are all the changes required in the Security section. Click on the [OK] button.
- ◆ If changes have been made the ‘Warning! Are you sure you want to change the security settings for this zone?’ box will appear. See figure 13.

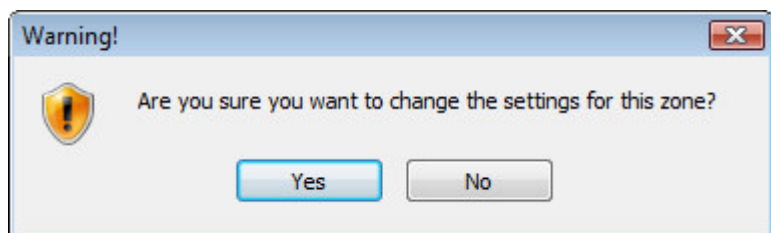


Figure 13: Security warning

- ◆ Click on the [Yes] button. The ‘Security Settings – Trusted Sites Zone’ page will close and you will be returned to the ‘Security’ tab of the ‘Internet Options’ page.

Step 3 – Privacy Tab

Settings Section

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

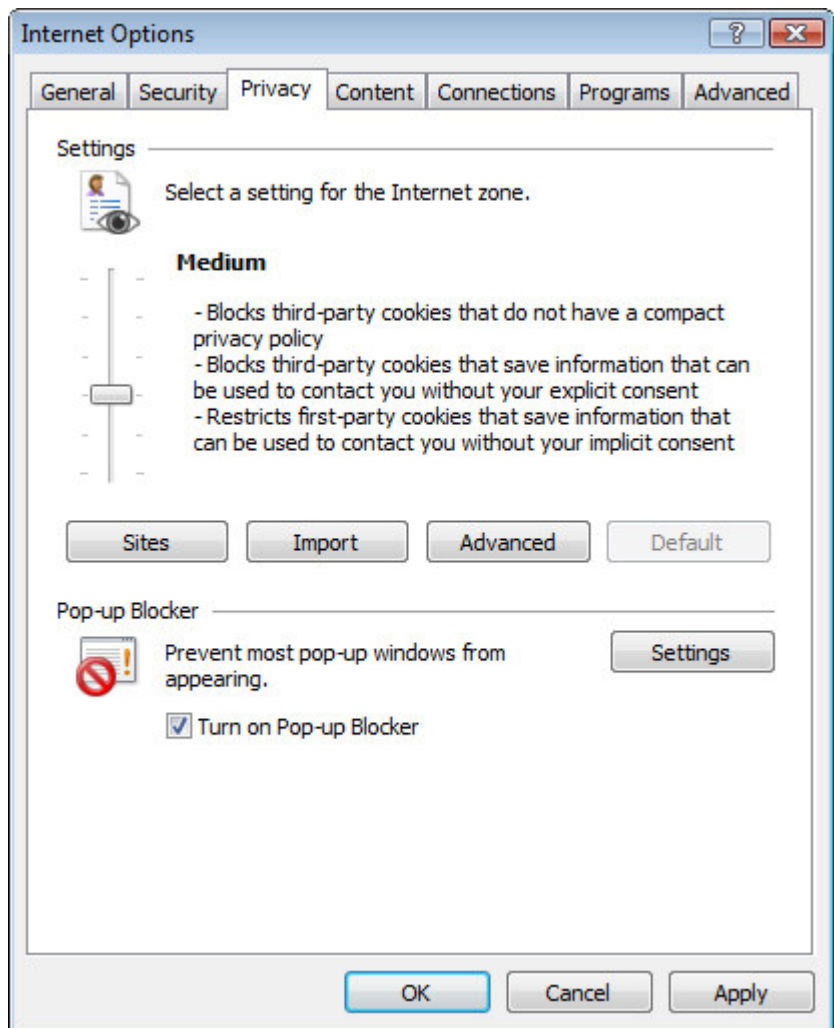


Figure 14: Privacy tab

- ◆ 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.

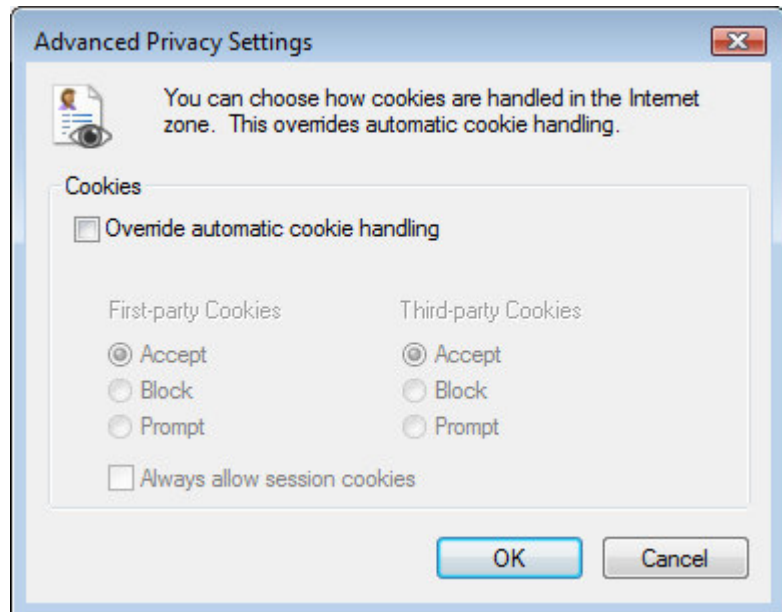


Figure 15: Cookies - Advanced Privacy Settings

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

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’ page will appear. See figure 16.

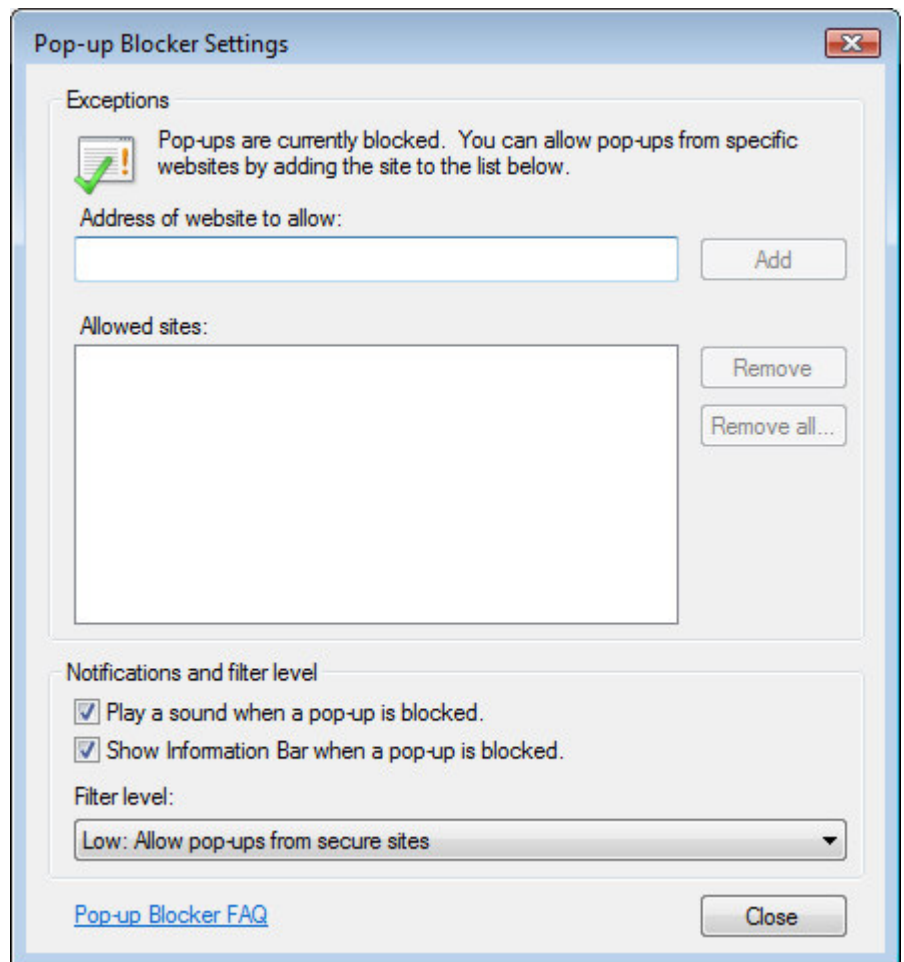


Figure 16: Pop-up Blocker Settings page

- Enter 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. See figure 17.

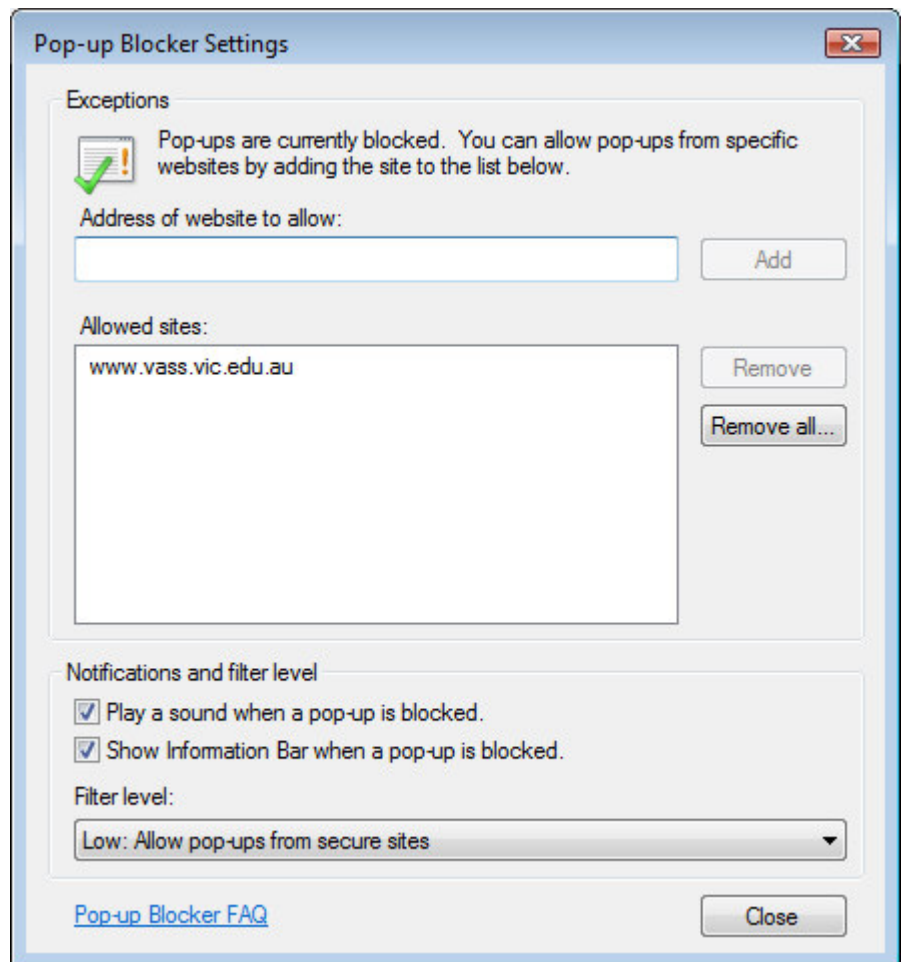


Figure 17: Pop-up Blocker Settings page with VASS as an allowed site

- Ensure that the Filter Level is set to ‘Low: Allow pop-ups from secure sites’.
- Click on the [**Close**] button. The ‘Pop-up Blocker Settings’ page will close. You are still on the ‘Privacy’ tab of the ‘Internet Options’ page.

Step 4 – Connections Tab

- ◆ Click on the ‘Connections’ tab. The following page will appear. See figure 18.

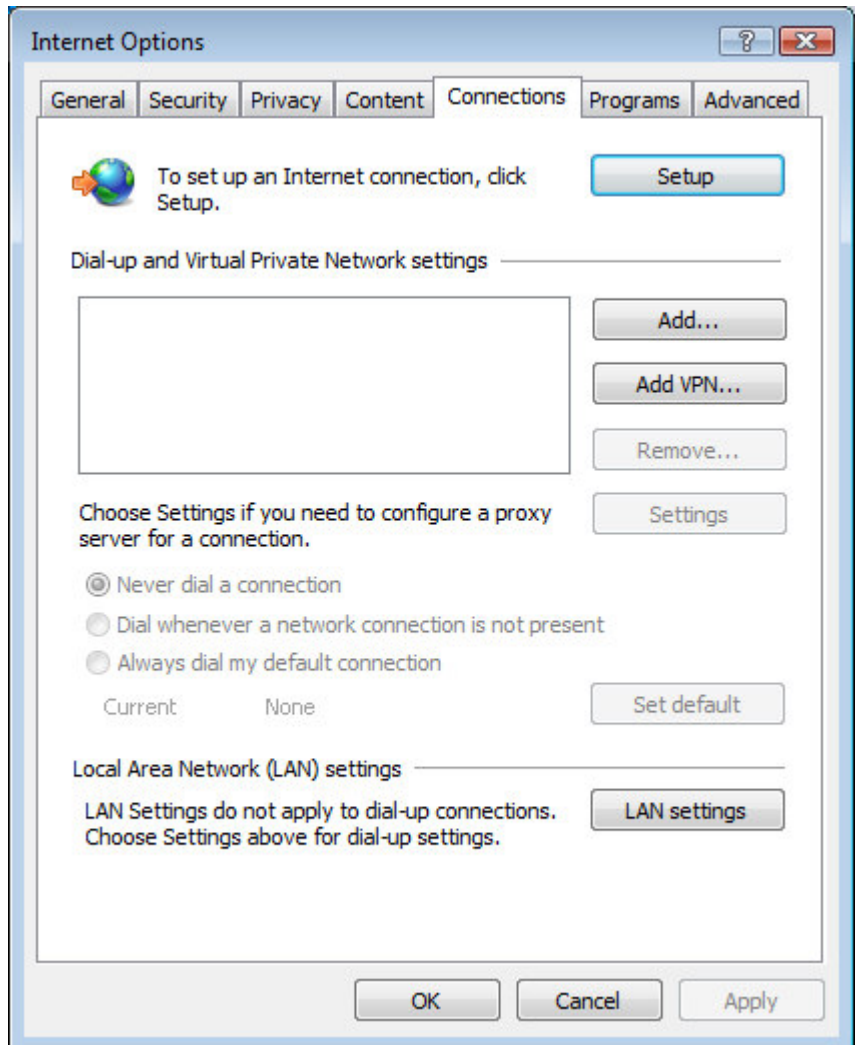


Figure 18: The ‘Connections’ page

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 will need to contact your 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 page will appear. See figure 19.

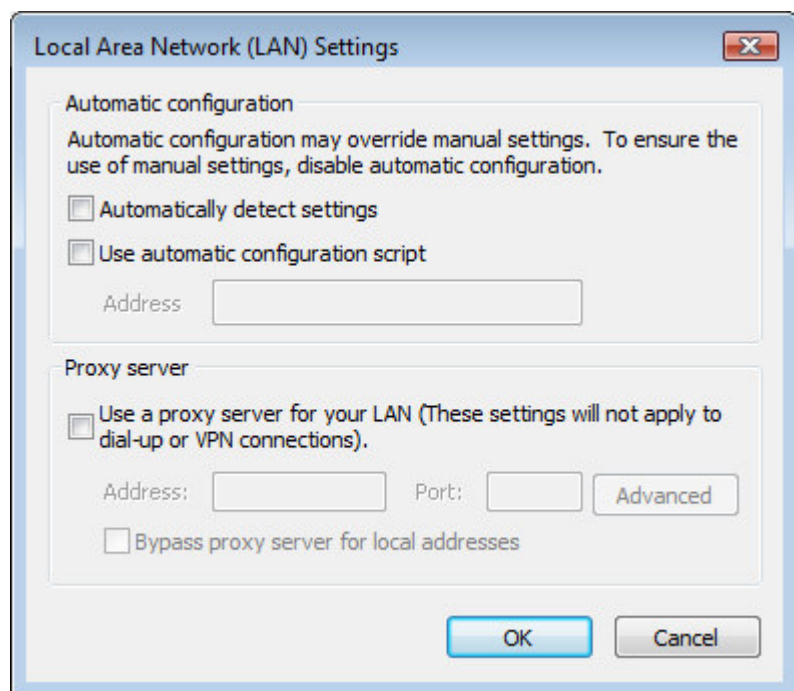


Figure 19: The 'Local Area Network (LAN) Settings' page

- 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' page
- ◆ If a proxy server is used please consult your Network Administrator for details of the IP address to be entered in the 'Address' line of the Proxy Server section of this page. The IP address shown in figure 20 **SHOULD NOT** be used.

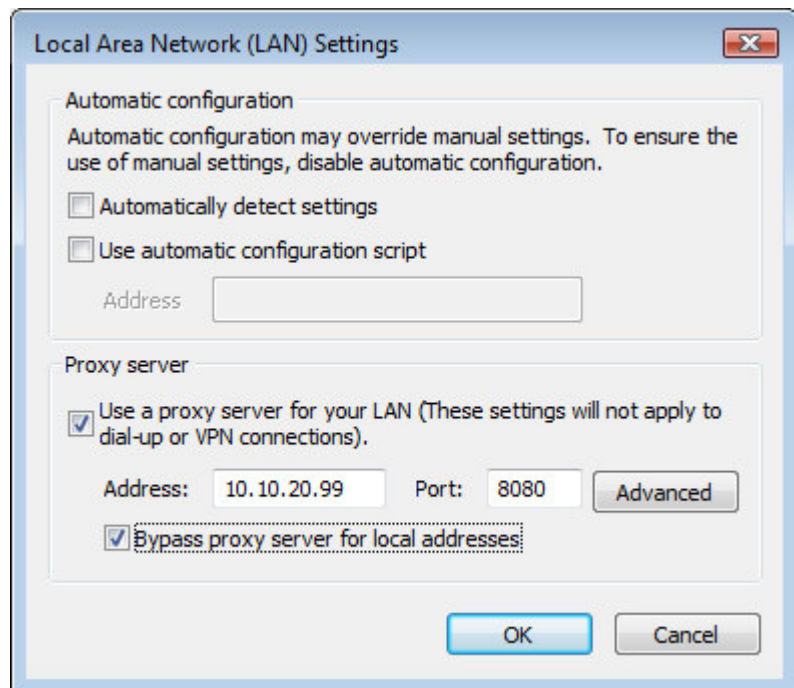


Figure 20: Proxy Server address

- ◆ Place a tick in the 'Use a proxy server' checkbox to activate the Address field.
 - Enter the correct IP address and Port for your school.
 - Click the **[Advanced]** button. The 'Proxy Settings' page will open. See figure 21.

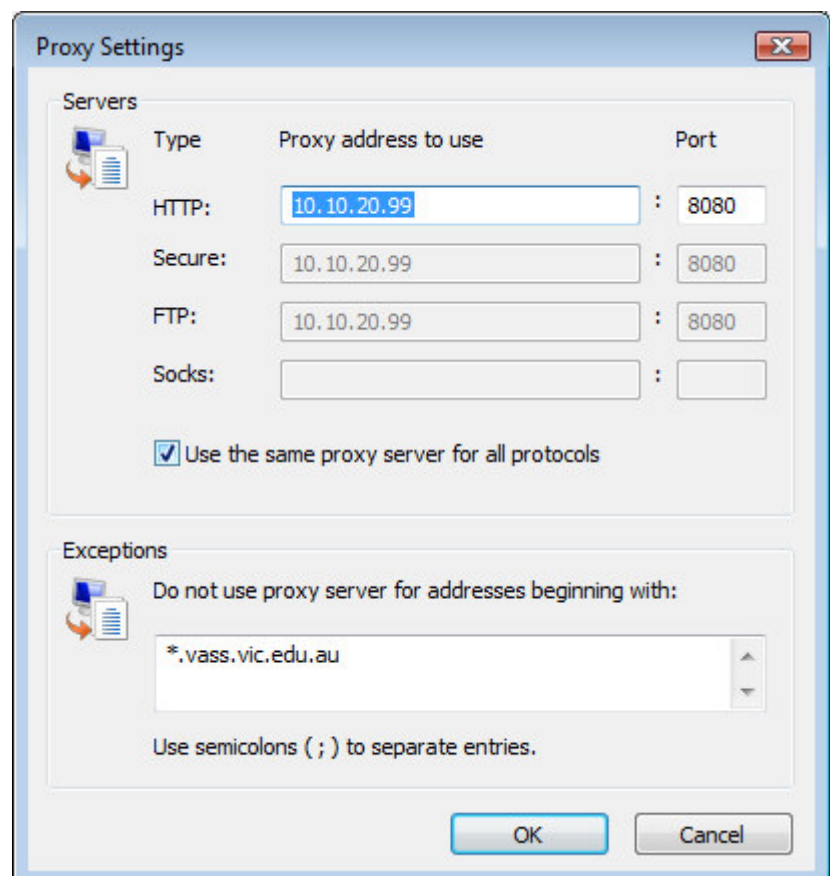


Figure 21: Proxy Settings page

- In the ‘Servers’ section, enter the IP 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’ tab of the ‘Internet Options’ page.

Step 5 – Advanced Tab

- ◆ Click on the ‘Advanced’ tab. See figure 22.

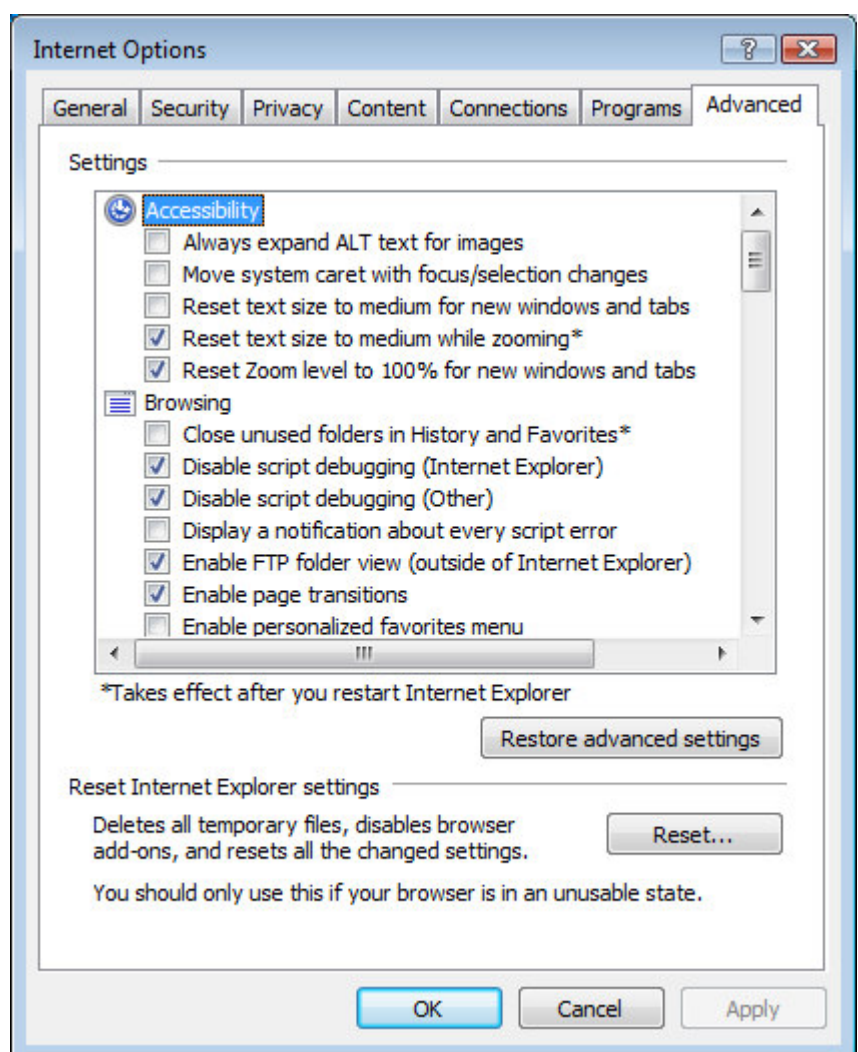


Figure 22: Internet Options - Advanced tab – Browsing section

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 to the ‘Security’ section.
- ◆ In this section:
 - Make sure that ‘Do not save encrypted pages to disk’ box is unchecked.
 - Make sure that the Phishing Filter is set to ‘Turn on automatic website checking’.
 - Click on the [**Apply**] button if it is active.
- ◆ Click on [**OK**] to close the ‘Internet Options’ page.
- ◆ 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 23.

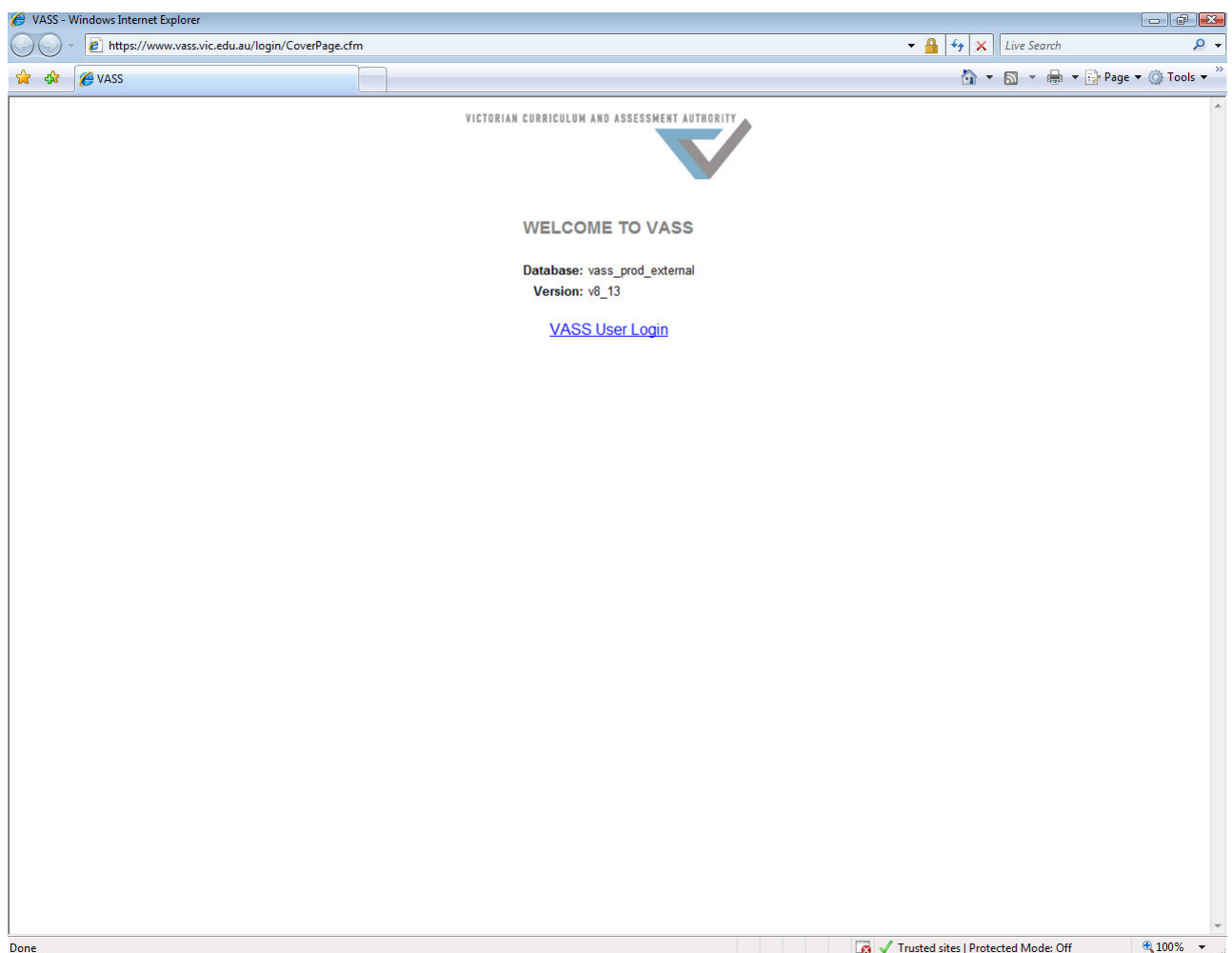


Figure 23: The ‘Welcome to VASS page

- A green tick with the words ‘Trusted Sites’ should be visible above the system tray in the bottom right hand corner of the page. 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 reason for the failure is most likely due to the person making the changes not having sufficient Administrator privileges on the school network.
- A yellow padlock at the right hand side of the VASS web address indicates that it is a secure site.
- ◆ 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 23.
- ◆ Before attempting to log into VASS you must action the following section of this document (MeadCo Publishing Software and Licence).

MEADCO PUBLISHING SOFTWARE & LICENCE

- ◆ The first time you log in to VASS from a particular computer the MeadCo Publishing software **MUST** be downloaded and the Licence agreement **MUST** be accepted.
- ◆ Without the MeadCo software VASS will not work. You can log into VASS but go no further than browse and parameters pages. An error message ‘Error on Page’ will appear on the bottom left hand corner of the VASS window. See Figure 24.



Figure 24: The ‘Error on Page’ message

- ◆ Click on the error message to open it. An ‘Internet Explorer’ message will appear. See Figure 25.

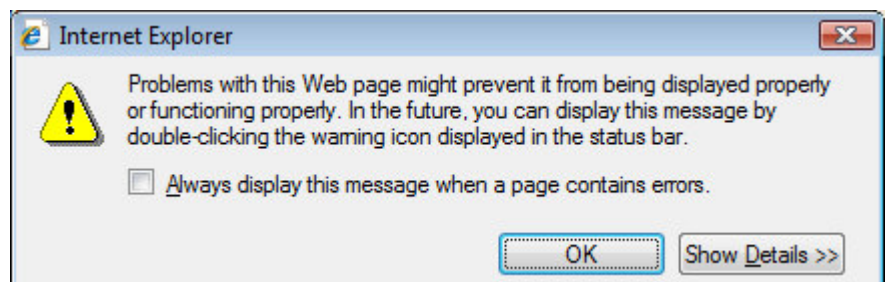


Figure 25: The initial error message.

- ◆ Click on the [**Show Details**] button. An information pane will appear containing the phrase “..top.factory..”. This indicates that the error on page is due to the absence of the Mead Software and Licence. See Figure 26.

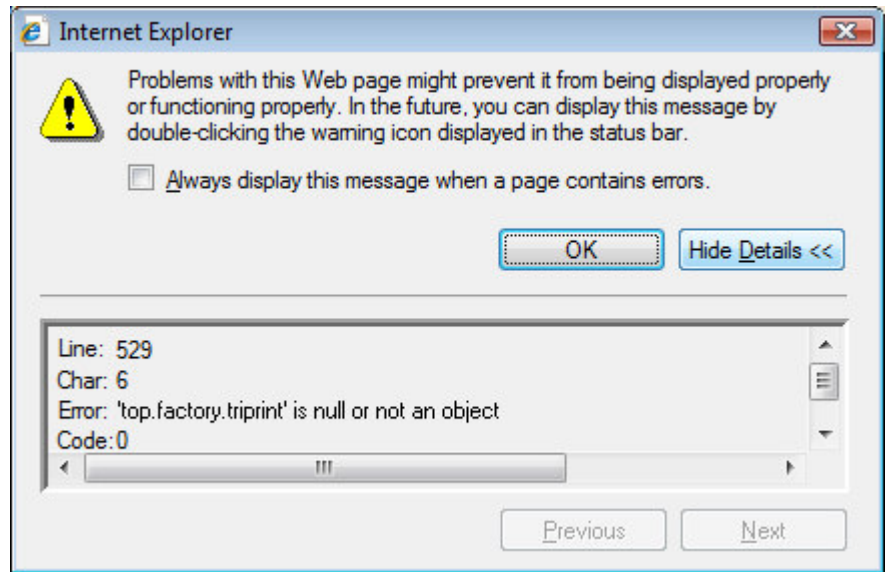


Figure 26: The error message indicating that the MeadCo Licence is missing.

- ◆ Click on the [**OK**] button to close the error message and log out of VASS. Nothing can be done until the MeadCo Software and Licence is downloaded.
- ◆ The MeadCo Software and Licence can **ONLY** be downloaded if the person logged into the computer has sufficient network privileges (**an Administrator level account**).
- ◆ Each time a user logs into VASS the software searches for the MeadCo Software and Licence. If it is not present and the person logged into the computer is an Administrator then the MeadCo software and Licence will be automatically installed.
- ◆ Two pop-ups will occur after the entry of the VASS user ID and password and before the VASS Home page is displayed.
- ◆ The first pop-up ‘Internet Explorer Add-on Installer – Security Warning’ asks if you wish to install the MeadCo ScriptX software. See figure 27.

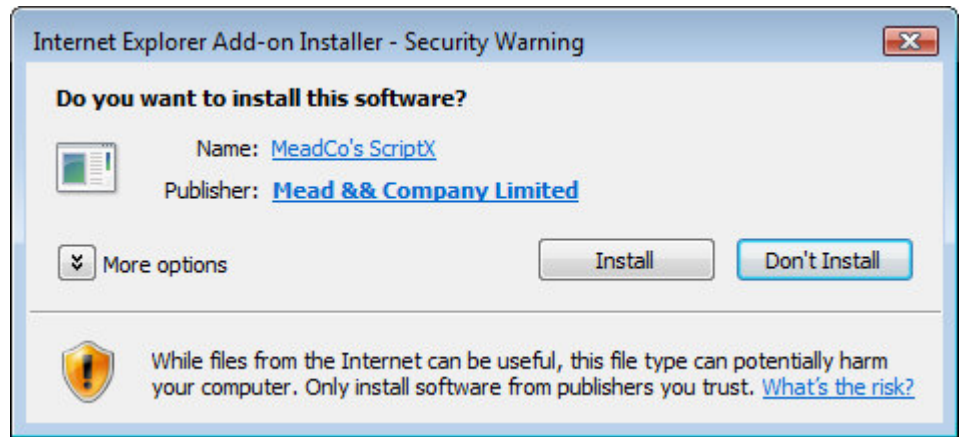


Figure 27: The Internet Explorer Add-on Installer – Security Warning

- ◆ Click on the **[Install]** button and the software will be downloaded.
- ◆ The next pop-up ‘MeadCo Publishing Licence’ asks if you want to allow advanced printing. Click on the **[Yes, allow]** button. See figure 28.

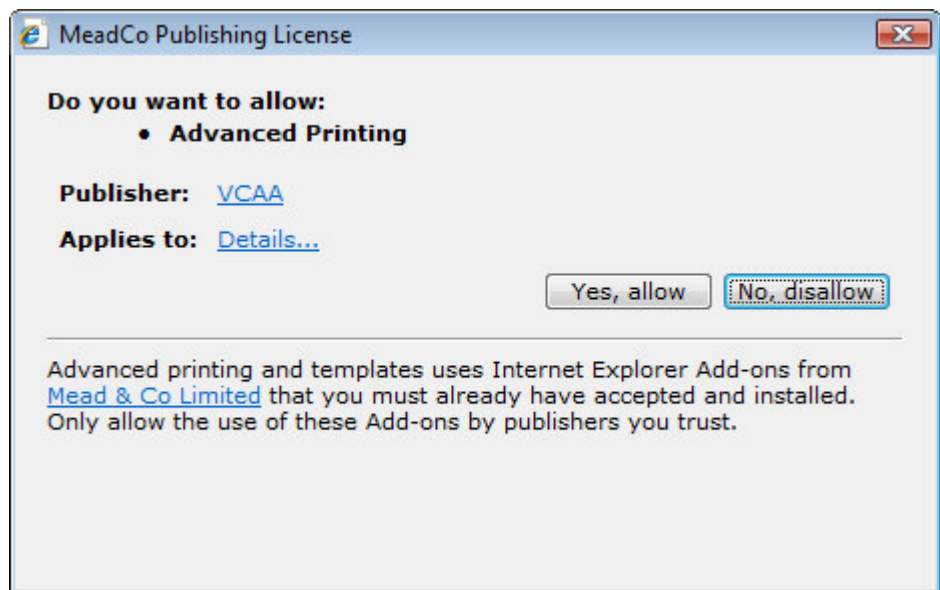


Figure 28: The MeadCo Publishing Licence

- ◆ The file version of the MeadCo ScriptX Control used by VASS 8_14 is 6,3,436,14. See figure 29.

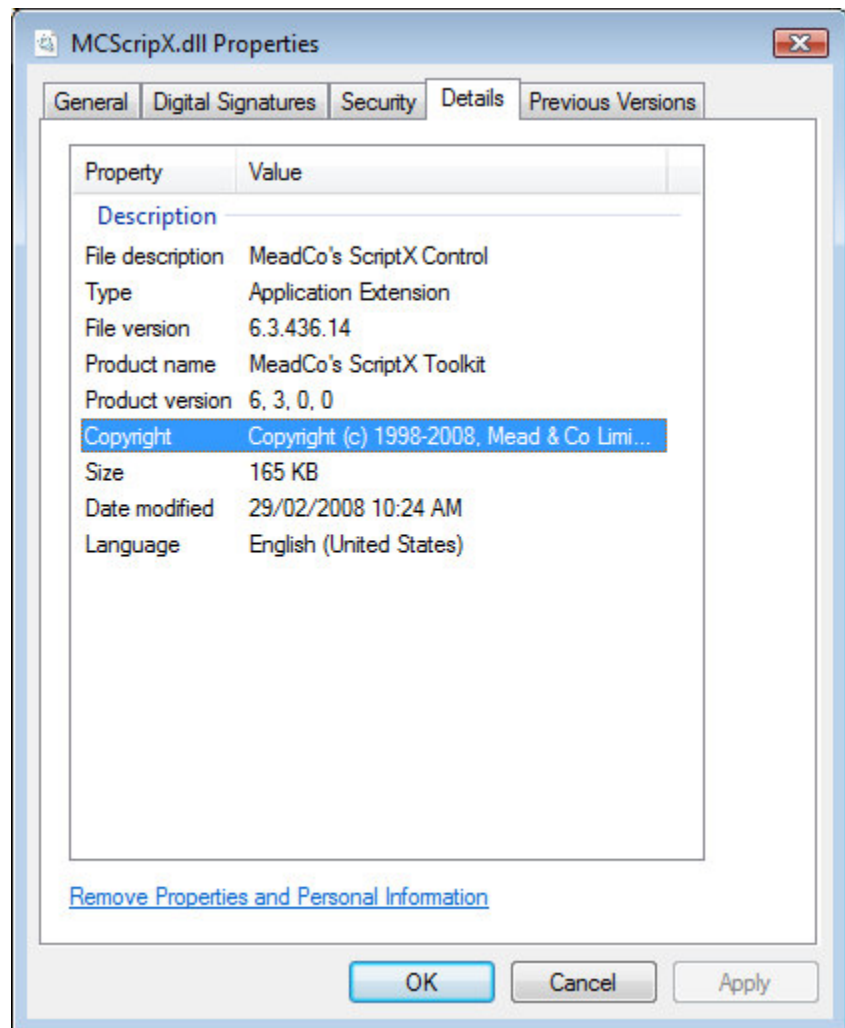


Figure 29: The current version of the MeadCo ScriptX Control

WINDOWS SETTINGS

- ◆ The Windows settings selected on your computer can affect the way that the VASS pages are displayed. For example, if your page resolution is set to **800 x 600** pixels then VASS pages will occupy the entire monitor page 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 page resolution is set to **1024 x 768** pixels then VASS pages will fill approximately $\frac{3}{4}$ of your monitor page. The font size will be slightly smaller but you will be able to see all buttons on any VASS window.