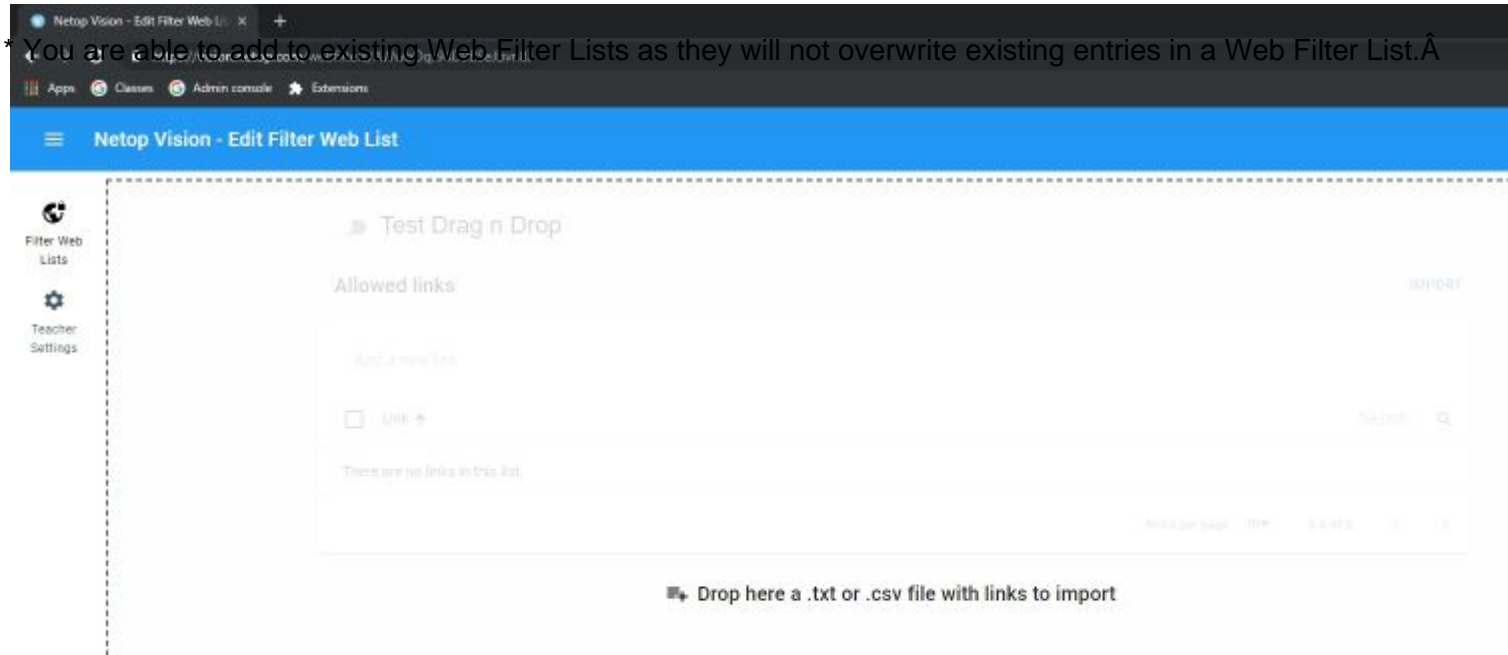


Adding a Filter Web List to the Teacher Portal using Drag and Drop

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Applies to: Vision for Chromebooks all versions You are able to drag and drop .txt files into the Edit Filter Web List in each one in or Importing them: To do this, please follow the steps below:

- 1. Sign in to the Vision Portal (<https://vision.netop.com>).
- 2. Enter your credentials (Google or Clever).
- 3. Click on 'Filter Web Lists', it'll be on the left side.
- 4. Click the '+' button in the upper right corner to create a new list.
- 5. Title the New List.
- 6. Find the .txt file that you wish to use, drag it to the new 'Web Filter List' and drop it.
- 7. Your new Web Filter List will be created.Â



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