

Transferring files to and from the student computers using chat in Vision

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Applies to: Vision version 6.5.0 or higher, Vision Pro 7.3 or higher Â Vision allows the Teacher toÂ transfer files to and from the Master machine to the Client machines through chat.

To transfer files follow the instructions listed below.

- 1) Have the Vision Dashboard open and be connected to the Client machines
- 2) Click the Chat button
- 3) Right click either one:
 - a. Available (sends message to whole classroom)
 - b. Individual User (send message specifically to them)
- 4) Enter your message to Students
- 5) Then click browse and select the file you want to send (if it is a word document there has to be text in it)
- 6) Click Send

Students need to double click the document to open it and then they can save it to a location of their choosing. If they happen to click close before they open the document, they can find it in the following location depending on the Operating System:

Default Location for Chat folder in Windows XP

- a. [C:\Document and Settings\All Users\Documents\Chat](#)

- [Default Location for Chat folder in Windows Vista and Windows 7](#)

- b. [C:\Users\Public\Public Documents\Chat](#)

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