Casper Focus User Guide

Version 9.0

JAMF software

JAMF Software, LLC
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Introduction

Target Audience

This guide is intended for teachers who plan to use Casper Focus in their classrooms.

IT administrators who are preparing Casper Focus for use can find complete setup information and requirements in the *Casper Suite Administrator's Guide*.

Overview

Casper Focus is an iOS app that gives teachers control over the devices used during class time by allowing the teacher to "focus" the devices on a single app. Focusing a device locks it on the app, preventing students from accessing any other screens or applications. Teachers can also switch the focus from one app to another, or remove the focus from student devices. In addition, teachers can clear passcodes on student devices during class time as needed.

Teachers can perform Casper Focus actions on all student devices in a class or on a single device.

Casper Focus is available for free from the App Store. Casper Focus is part of the Casper Suite, a client management solution developed for the Apple platform and available from JAMF Software.

Requirements

Teacher device requirements:

- iPad, iPhone, or iPod touch with iOS 5.1.1 or later

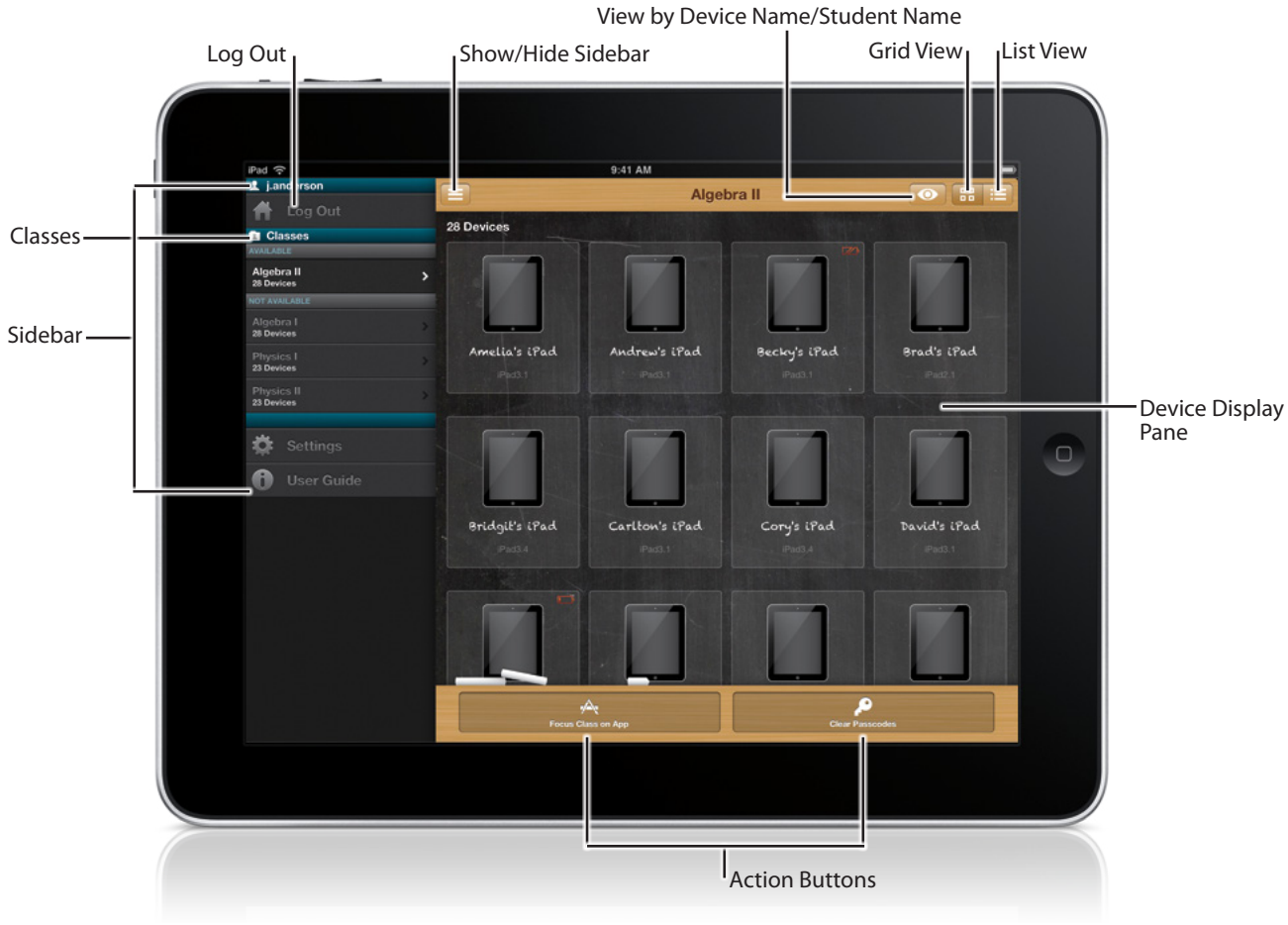
Student device requirements:

- iPad, iPhone, or iPod touch with iOS 5.1.1 or later
- Managed by the Casper Suite v8.7 or later
- (For focus actions only) iOS 6 or later and supervised by Apple Configurator

Note: Before teachers can use Casper Focus, an IT administrator must configure additional settings to prepare Casper Focus for use in the classroom. IT administrators can find complete information on these settings in the *Casper Suite Administrator's Guide*.

Getting Started

Casper Focus at a Glance



Sidebar
The sidebar allows you to log out, select a class, view settings, and access this user guide.

To show or hide the sidebar, tap in the upper-left corner. You can also swipe right to show the sidebar, or swipe left to hide it.

Classes
Classes allow you to access student devices during class time. Classes might be named by the teacher's name, the subject of the class, or the name of the cart that devices are synced to.

If your IT administrator has set up meeting times for your classes, a class is only available during its scheduled meeting times. If your IT administrator has not set up meeting times, classes are available at any time.

Caution: If your classes do not have set meeting times, pay careful attention to the class you choose in the sidebar to ensure you do not perform actions on devices in another classroom.

To display devices for a class, tap the class in the sidebar.

Log Out
It is recommended that you log out of Casper Focus when you are done using it. This is especially important if multiple teachers use Casper Focus on a shared device, as the classes that are displayed are tied directly to your username.

To log out, tap **Log Out** at the top of the sidebar.

Grid View
Grid view displays devices as thumbnail images. By default, grid view displays devices in alphabetical order by device name or by student name, but you can rearrange the devices into any order. To do this, touch and hold a device image to select it, then drag it into the desired location in the grid. The new order is saved automatically.

Grid view also displays a low-battery indicator if a device's battery level is low.

To display devices in grid view, tap .

List View
List view displays devices in an alphabetical list by device name.

To display devices in list view, tap .

View by Device Name/Student Name
When you are using grid view, you can view devices by device name (default) or by student name. The view you choose for a class is saved automatically.

To change the grid view display, tap and then tap **View by Device Name** or **View by Student Name**.

Device Display Pane
The Device Display pane displays devices for a selected class. You can also tap a device to view its battery capacity, name, and type.

Action Buttons
The buttons at the bottom of the screen allow you to perform actions on student devices:

- The **Focus Class on App** button allows you to lock student devices to a single app.
  For more information, see Focusing Devices on an App.
- The **Clear Passcodes** button allows you to clear passcodes from student devices.
  For more information, see Clearing Passcodes from Devices.

Opening Casper Focus

1. If Casper Focus is not installed on your device, download it from the App Store.
2. From the Home screen on your device, tap .

Logging In

Log in to Casper Focus using the username and password for your standard network account.

If you do not know your username and password, or if your login information is not accepted, contact your IT administrator.

Focusing Devices on an App

Focusing devices allows you to lock all student devices to a single app. During the time that the devices are "focused", students cannot leave the app or access any other screens or applications.

Focusing devices on an app is useful if you want to limit students to the content you are teaching or referencing during class time. You can also use it to focus devices on a harmless app during exams, so that students cannot access other applications or unauthorized materials.

You can perform focus actions on all student devices in a class or on a single device. Focus actions are never performed on the teacher's device, even if it is included in a class.

> ***Note:*** To successfully perform focus actions on devices, your IT administrator must first ensure that student devices meet the requirements listed in Requirements. Your IT administrator also needs to configure additional settings as specified in the *Casper Suite Administrator's Guide*.

Focusing on an App

1. In the sidebar, tap the class you want to focus.

   The devices associated with the class display on the right.
2. Do one of the following:
   - To focus all student devices in the class, tap **Focus Class on App**.
   - To focus a single device, tap the device and then tap **Focus iPad/iPhone/iPod on App**.
3. Tap the app you want to focus on, and then tap **Done**.

Switching the Focus from One App to Another

1. In the sidebar, tap the class you want to focus to a different app.
   The devices associated with the class display on the right.
2. Do one of the following:
   - To focus all student devices on a new app, tap **Update Focus**.
   - To focus a single device on a new app, tap the device and then tap **Update Focus**.
3. Tap the new app to focus the student device(s) on, and then tap **Done**.

Removing App Focus

If your IT administrator has set up meeting times for a class, the focus is automatically removed from student devices when the class ends. If your IT administrator has not set up meeting times for the class, you need to manually remove the focus.

1. In the sidebar, tap the class you want to remove focus from.
2. Do one of the following:
   - To remove focus from all student devices, tap **Update Focus**.
   - To remove focus from a single device, tap the device and then tap **Update Focus**.
3. Tap **Remove App Focus**, and then tap **Done**.

Clearing Passcodes from Devices

Clearing passcodes from student devices can be useful in instances where one student creates a passcode on another student's device, or if a student forgets his or her passcode.

You can clear passcodes on all student devices in a class or on a single device.

Clearing Passcodes

1. In the sidebar, tap the class you want to clear passcodes for.
   The devices associated with the class display on the right.
2. Do one of the following:
   - To clear passcodes from all student devices, tap **Clear Passcodes**.
   - To clear the passcode from a single device, tap the device and then tap **Clear Passcode**.
3. Tap **Clear** to confirm.

Troubleshooting

Issue	Solution
I cannot log in or I forgot my password.	Contact your IT administrator.
There are no classes listed in the sidebar.	There are no classes assigned to the teacher that is currently logged in. Contact your IT administrator.
A class does not contain any devices.	There are no devices assigned to this class. Contact your IT administrator.
The **Focus Class on App** and **Clear Passcodes** buttons are not available.	The class is scheduled for a different meeting time. Try again during the scheduled meeting time, or contact your IT administrator if the meeting time needs to be changed.
I cannot focus a student device on an app.	The device is not running iOS 6 or later, and/or the device is not supervised by Apple Configurator. Contact your IT administrator.
I cannot focus my teacher device on an app.	This is by design, to ensure that you have full use of your device.
The app I want to focus devices on is not displayed in the list of apps.	The app has not been added to the Mobile Device App Catalog in the Casper Suite. Contact your IT administrator.
The focus was removed from devices even though I did not remove it.	Focus automatically times out when the scheduled class time ends. Contact your IT administrator if additional time needs to be scheduled for the class.