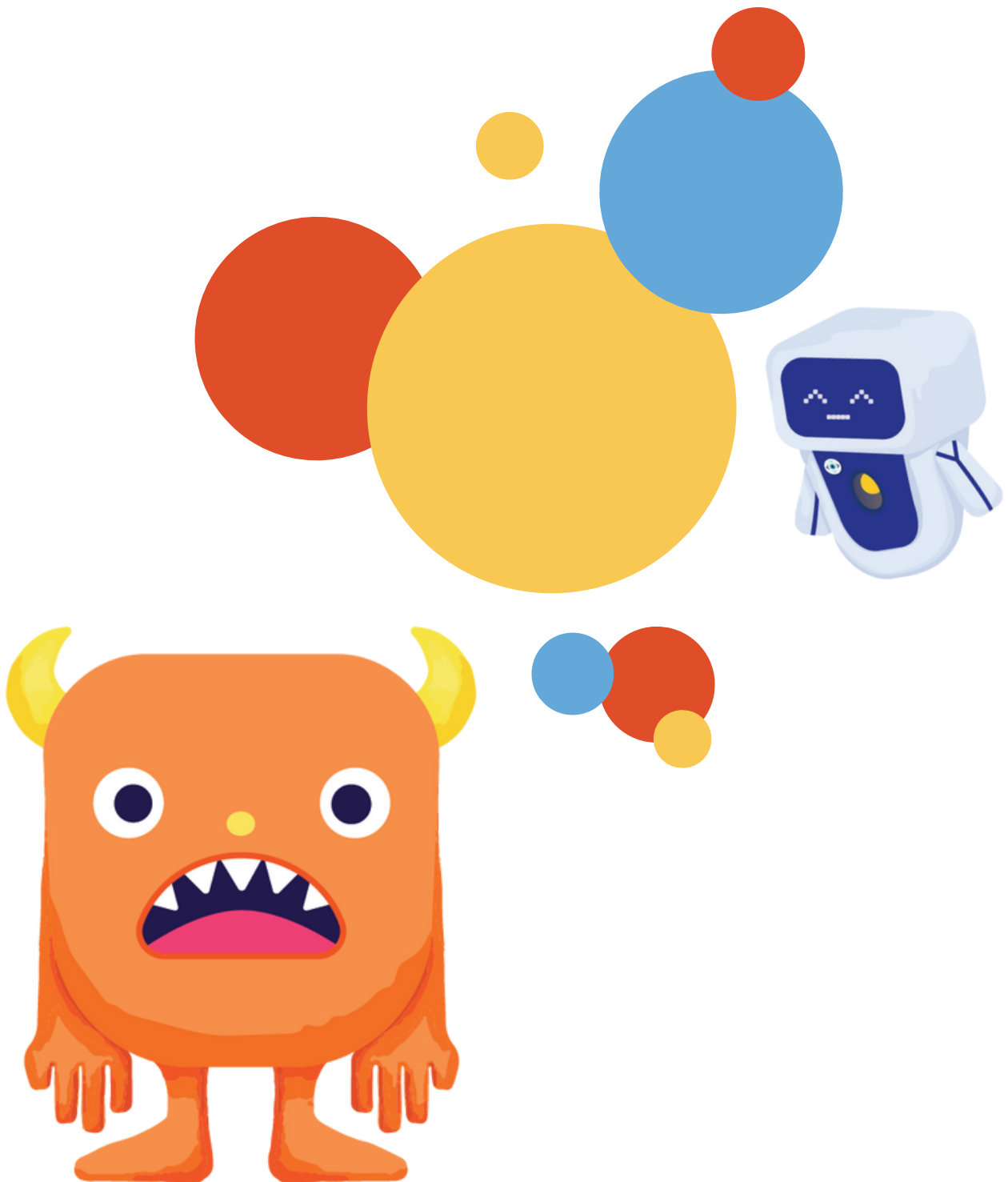


# Admin Handbook



# Table of Contents

01	ADMIN RESPONSIBILITIES
03	DIFFERENT VRTY USER TYPES
04	CREATING TEACHER AND STUDENT ACCOUNTS
	SELF-REGISTRATION
06	MANUAL ACCOUNT SET-UP
07	SETTING UP TEACHER AND STUDENT GROUPS
09	ASSIGNING PASSWORDS FOR VRTY ACCOUNTS
10	REVIEWING YOUR ACCOUNT DETAILS
	BANDWIDTH AND STORAGE
13	MANAGING YOUR SHARED LIBRARY
15	VRTY STREAMER BOXES



# Admin Responsibilities

01

The Admin is responsible for setting up and managing all user accounts and also managing the organisation's Shared Library.

As an Admin, you can



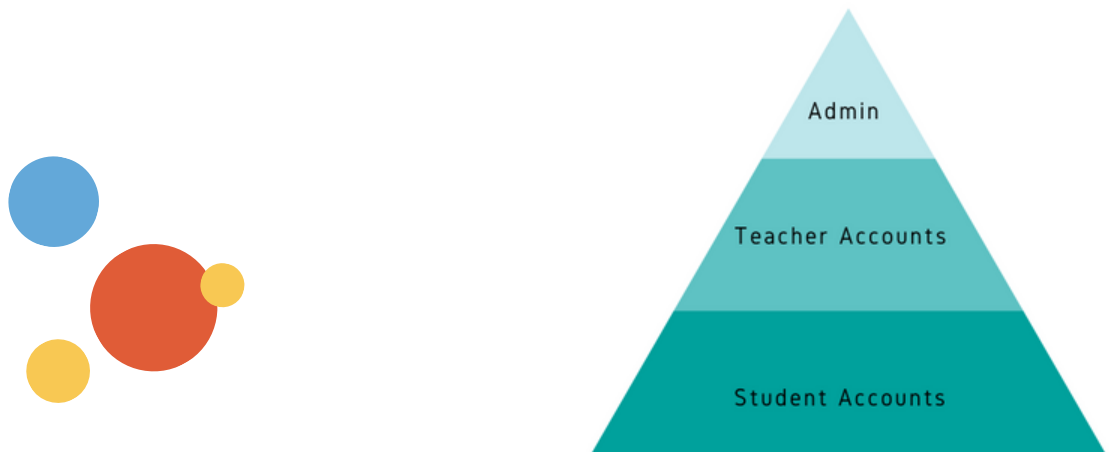
02

## Understanding Account Tiers

In VRTY, there are three types of user accounts.

- **Admin**

- You are responsible for the VRTY subscription, payment and account management.
- You can set up, edit, manage and impersonate all individual user accounts.
- Can edit and manage the media content in the organisation's Shared Library.
- You can access all the VRTY features through your own account.
- You can add, delete and manage media content in your own personal My Library.
- You also can access and use the media content in the VRTY Library.



# Admin Responsibilities



- **Teacher**

- Can create, edit and manage all Student accounts.
- Can manage Student accounts in groups.
- Can set up, edit and impersonate individual student accounts for supervision.
- Can edit and manage the media content in the organisation's Shared Library.
- Can access all the VRTY features through their own user account.
- Can add, delete and manage media content from their own personal My Library.
- Can access and use the media content in the VRTY Library.
- Can create Co-Lab VR sessions for their VR projects.

- **Student**

- Student accounts are individual user accounts and they can only see their own account.
- Students can access all the VRTY features through their own user accounts.
- They can access the media content in the organisation's Shared Library.
- They can add, delete and manage media content from their own personal My Library.
- They can access and use the media content in the VRTY Library.

You can read the full list of all account access on the next page.



# Different VRTY User Types

## ADMIN, TEACHER AND STUDENT PRIVILEGES

Members encompasses Teacher and Student in a VRTY account.

		Role		
		Account Admin	Teacher	Student
Account Management	Access Account Details	✓		
	Update Organisation Details	✓		
	Extend Subscription	✓		
	Suspend Subscription	✓		
	View All Members	✓		
	Create Members	✓		
	Update Members	✓		
	Delete Members	✓		
VRTY Library	Access	✓	✓	✓
	Create Folder	x	x	x
	Update Folder	x	x	x
	Share Folder	x	x	x
	Delete Folder	x	x	x
	Add Media	x	x	x
	Move Media	x	x	x
	Delete Media	x	x	x
Shared Library	Access	✓	✓	✓
	Create Folder	✓	✓	x
	Update Folder	✓	✓	x
	Share Folder	✓	✓	x
	Delete Folder	✓	✓	x
	Add Media	✓	✓	x
	Move Media	✓	✓	x
	Delete Media	✓	✓	x
User Group Management	View All Members	✓	✓	x
	Add Members to Groups	✓	x	x
	Teacher List	✓	✓	x
	Add as Teacher	✓	x	x
	Student List	✓	✓	x
	Add as Student	✓	✓	x
	Coordinator List	✓	✓	x
	Add as Coordinator	✓	x	x
User Function Panel Management	Dashboard	✓	✓	✓
	Learning Library	✓	✓	✓
	Projects	✓	✓	✓
	Media Library	✓	✓	✓
	Streamer Box	✓	✓	✓
	Account Settings	✓	✓	✓
	Help	✓	✓	✓
	Organisation	✓	x	x

# Creating Teacher & Student Accounts

## SELF-REGISTRATION

The self-registration account process is for when an Admin needs to create many Teacher or Student accounts at the same time. The process is done through a generated URL link and shared with your Teachers or Students. The Teachers or Students can then register and complete the user account set-up process by themselves via the URL link.

1 Log into your Admin account.

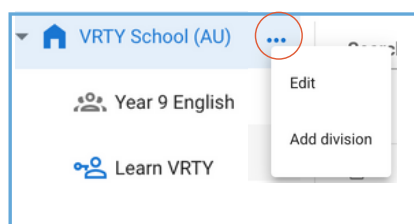


Select [Admin] from the menu bar on the left-hand side of the screen.

You will see a tab on top for ADMIN, TEACHER and STUDENT. Select the TEACHER or STUDENT tab. This will set the page options for managing Teacher or Student accounts.

2

3



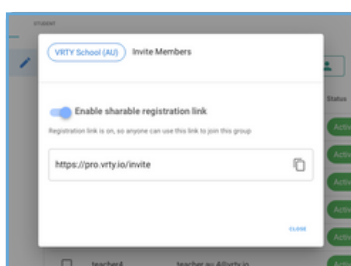
4

Click on the three-dot icon next to your organisation's name.

- Edit: Edit the name of the organisation or class.
- Add group: Organise your list of Teachers and Students into smaller groups or teams.
- Invite member: To generate a shareable registration link for your Teachers or Students.

5

Select on [Invite Member] and a pop-up box will appear.



Toggle to turn on the 'Enable Sharable Registration Link', then a unique link will be generated.

6

# Creating Teacher & Student Accounts

## SELF-REGISTRATION



7

Copy the registration URL link and share it (e.g.: via email) with the Teachers or Students you'd like to invite to set up an account on the VRTY Platform.

8

Once received, the Teachers or Students can click on the link. It will open up an internet browser page for them to fill in the VRTY new user form with their details and submit it to VRTY.

9

As the Admin, you have two options to complete and activate their registration process:

- Click on the [Proceed] button in each of the notification emails. OR

VRTY will then notify you, the Admin, via email that a new Teacher or Student(s) account has been created and needs approval and activation.

10

11

- Return back into the [Admin] section on the VRTY Platform, where you'll see the names of the Teachers or Students who have completed their registration forms. You can see their account status as WAITING FOR ACTIVATION. Select the pencil icon to change the current status to ACTIVATED. The status of the applicant's account will be updated.

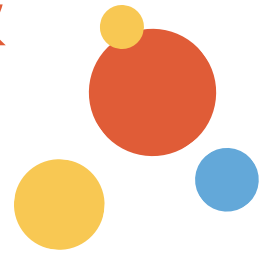
12

VRTY will then send a confirmation email with a randomly generated login password to the newly created user account's email. They can then activate the account via the activation link through the email and start their journey on the VRTY platform. It is strongly recommended that the Teachers and Students change their passwords to their own unique passwords.

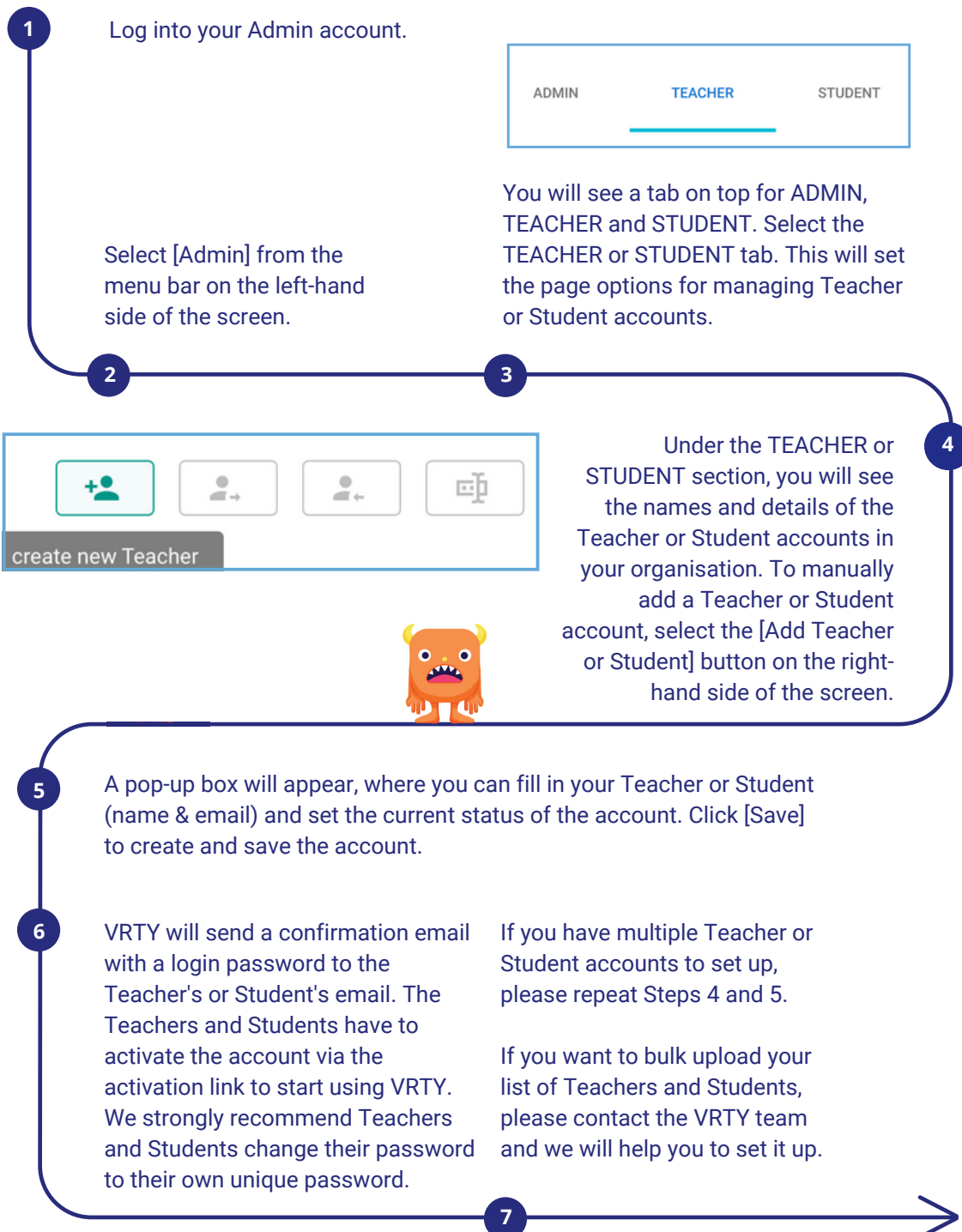


# Creating Teacher & Student Accounts

## MANUAL ACCOUNT SET-UP

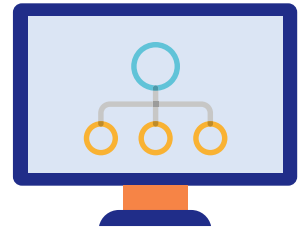


You can also create Teacher or Student accounts individually using a manual method.





# Setting Up Teacher & Student Groups



You can easily organise your Teachers and Students into groups based on their classrooms, subjects, year level or location.

1 Log into your Admin account.

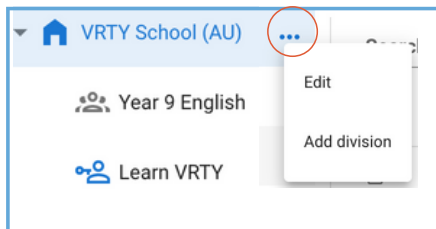
Select [Admin] from the menu bar on the left-hand side of the screen.



You will see a tab on top for ADMIN, TEACHER and STUDENT. Select the TEACHER or STUDENT tab. This will set the page options for managing Teacher or Student accounts.

2

3



4

Click on the three-dot icon next to the organisation's or group's name.

- Edit: Edit the name of the organisation or class.
- Add group: Organise your list of Teachers and Students into smaller groups or teams.
- Invite member: To generate a shareable registration link for your Teachers or Students.

5

Select on [Add group] and a pop-up box will appear.

Give the group a name and add any notes you like. Click the [Save] button once finished.

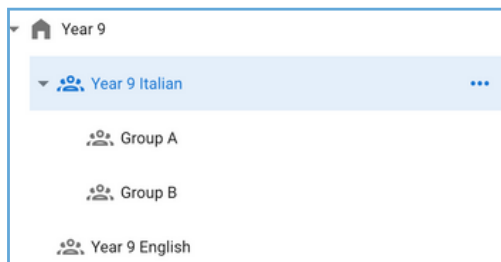
6

# Setting Up Teacher & Student Groups

## MANUAL ACCOUNT SET-UP

7

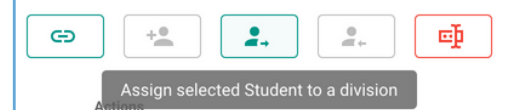
You can add SUB-GROUPS under a GROUP. For example, you can set up a Year 9 Group with further Sub-Groups of Year 9 English and Italian classes. Click on the [New Sub-Group] in the menu option next to the newly created Group.



8

You can move Teachers or Students into the newly created groups. Select the Teacher(s) or Student(s) accounts using the checkbox.

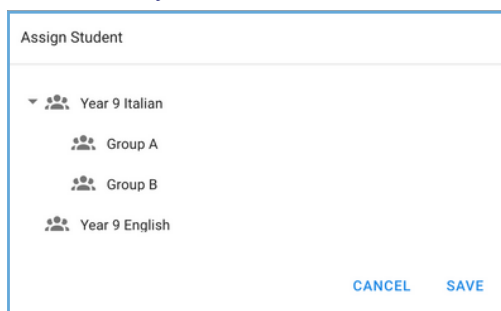
Then click on the [Assign selected Teacher(s) or Student(s) to a group] button on the top right of the screen.



9

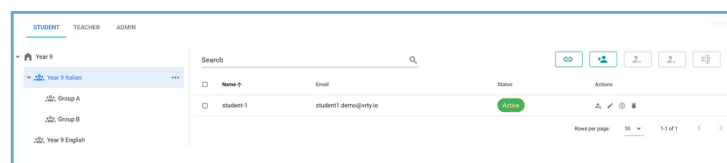
11

Select an existing Group or Sub-Group to assign the selected Teacher(s) or Student(s). Click [Save] when you are finished.



12

Now your selected Teacher(s) or Student(s) have been assigned to the Groups you created. You can view them in the allocated Groups.



# Assigning Passwords for VRTY Accounts

Assigning passwords for your Student accounts is simple. Follow the step-by-step instructions below to achieve it.

1 Log into your Admin account.

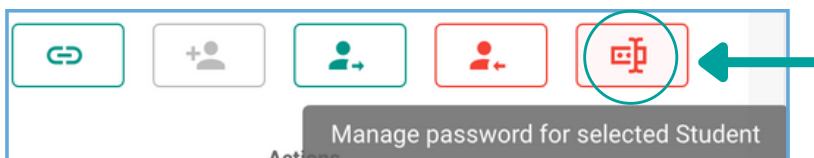
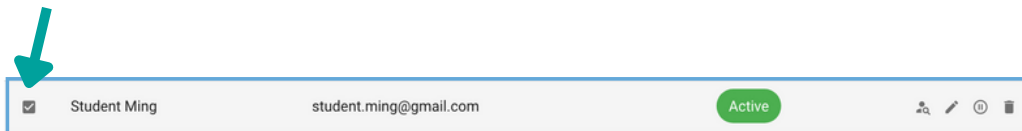


Select [Admin] from the menu bar on the left-hand side of the screen.

You will see a tab on top for ADMIN, TEACHER and STUDENT. Select the TEACHER or STUDENT tab. This will set the page options for managing Teacher or Student accounts.

2

3



4 Select the Student(s) using the checkbox. Then, click on the [Manage password for selected Student] button in the right-hand corner.

5 A pop-up box will appear for you to set up a password for the selected Student(s).

Set a password and note it down for your record. Click the [Set] button once finished.

6

# Reviewing Your Account Details

## BANDWIDTH AND STORAGE

For each VRTY account subscription, you will receive a monthly bandwidth and storage allocation. The bandwidth covers the amount of data you can upload to (when creating projects) or download from (when viewing projects) VRTY's servers on the internet. The storage covers the total size of media files and projects stored on your account (across all user accounts).

Below are some recommendations on managing key media files in your organisation's account.

01

### Project Logo

- The project logo shows up in the opening introduction scene of a VRTY Project.
- If you filled in the project details when first creating a project, the Project Name, Logo and Description will be shown.
- When uploading a Project Logo the recommended file formats are JPEG, JPG and PNG.

Media Type	Recommended Resolution	Resolution (max)	Recommended File Size	File Size (max)
JPEG	256 x 256 px	256 x 256 px	Less than 5MB	300 MB
PNG	256 x 256 px	256 x 256 px	Less than 5MB	300 MB

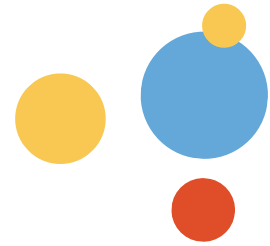
02

### TIP

Scan the QR code to visit VRTY's Learning Hub for more information.



# Reviewing Your Account Details



## BANDWIDTH AND STORAGE

03

### 360° Media Files

- The VRTY platform uses 360° media files to create immersive scenes.
- You must use an equirectangular image or video also commonly known as a 360° image or video to create scenes in your project.
- VRTY recommends using up to 4K in resolution. However, media over 4K will be placed in the transcoding queue, which will take a while to load.
- Recommended 360° file formats are:
  - 360° image: JPEG or PNG
  - 360° video: Mp4

Media Type	Recommended Resolution	Resolution (max)	Recommended File Size	File Size (max)
360° Image	4000 x 2000 px and above	6000 x 3000 px	Less than 10MB	300 MB
360° Video	2000 x 1000 px and above	3840 x 2160 px (4K)	Depends on the length of your video scene	300 MB

04

### Marker Icon - Media Files

- Marker icons are used to indicate an interactive activity for the viewer. It will reveal more content in the marker content.
- Marker icons can be a range of icons and formats: images and GIFs.
- Recommended file formats are:
  - Image: JPEG, PNG or GIF

Media Type	Recommended Resolution	Resolution (max)	Recommended File Size	File Size (max)
Image	256 x 256 px	1024 x 1024 px	Less than 5MB	300 MB
GIF	256 x 256 px	1024 x 1024 px	Less than 5MB	300 MB

# Reviewing Your Account Details

## BANDWIDTH AND STORAGE

05

### Marker Content - Media Files

- Marker icons when triggered can reveal content. This content will appear in a pop-up content box or sound/music files will begin to play.
- Recommended file formats are:
  - Image: JPEG, PNG or GIF
  - Video: Mp4, MPEG, mkv, webm, m4v, qt
  - Audio: Mp3, 3gp, ogg, aac, mp4a, mpga

Media Type	Recommended Resolution	Resolution (max)	Recommended File Size	File Size (max)
Image	640 × 480 px	1024 x 1024 px	Less than 5MB	300 MB
GIF	640 × 480 px	1024 x 1024 px	Less than 5MB	300 MB
Video	640 × 480 px	1024 x 1024 px	Depends on the length of your video scene	300 MB
Audio	N/A	N/A	Less than 5MB	300 MB

06

### Import Google Tour Creator Project

- Export your Google Tour Creator in a zip file.
- Import the zip file into the VRTY platform.

Media Type	File Size (Max)
Google Tour Creator	500 MB



# Reviewing Your Account Details

## MANAGING YOUR SHARED LIBRARY

The organisation's library is called the 'Shared Library' in Media Library. It is recommended that the Admin and Teachers check it periodically to make sure it stays organised. Users in the same organisation can only use the media assets in the Shared Library, with Admins and Teachers the only accounts with permissions to edit and manage the Shared Library contents.

Media Asset(s) are categorised by:

- Logo
- Marker Icon
- Scenes
- Marker Content

**01**

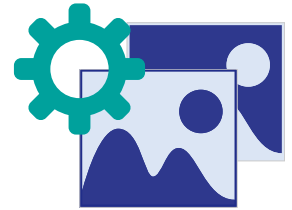
### Uploading Your Media Asset(s)

1. Access into Media Library on the left-hand menu bar.
2. You will be in your 'My Library' (your personal media library) by default. As an Admin, you can choose to upload files into the 'My Library' or 'Shared Library'.
3. You can browse through your local files or drag and drop your files into the box on the left. You can upload multiple files at the same time.
  - a. **TIP:** Upload similar media types at the same time (see point 5 below).
4. The platform accepts images, videos and GIFs. It accepts the most common media formats.
5. Then, you have to choose a media type to categorise your uploaded media asset(s):
  - a. Logo
  - b. Scene
  - c. Marker
  - d. Content
6. Your media asset(s) will be uploaded into the chosen library.



# Reviewing Your Account Details

## MANAGING YOUR SHARED LIBRARY



02

### Deleting Media Assets

1. Hover over the media asset you want to delete.
2. The options bar will appear from the bottom left.
3. Click on the bin icon to delete the media file.
4. A pop-up box will appear to confirm your action. Click 'Yes' to delete your media from the Media Library.

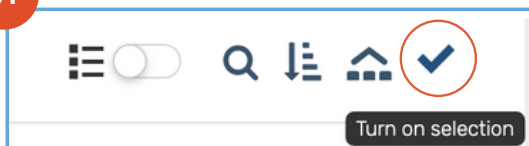
03

### Moving Your Media Asset(s)

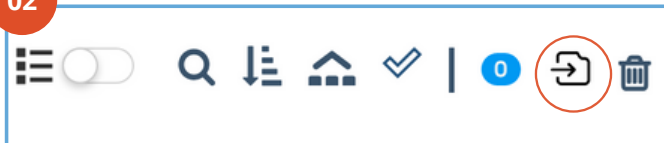
You can move your media asset(s) files to organise your Media Library.

1. Select the 'Turn on Selection' button, a tick icon on the top right corner of the page.
2. More options will appear when you select the Select button, which includes the move media and the delete option.
3. Select the media asset(s) you want to move.
4. Click the 'Move Selected' button on the top right corner of the page.
5. A pop-up box will appear for you to choose the destination folder.
6. After selecting the destination folder, click 'Paste [folder name]'.
7. Confirm the move process by clicking 'Yes'.
8. Your media asset(s) should be moved successfully into the destination folder.
9. **TIP:** See the screenshots below for reference.

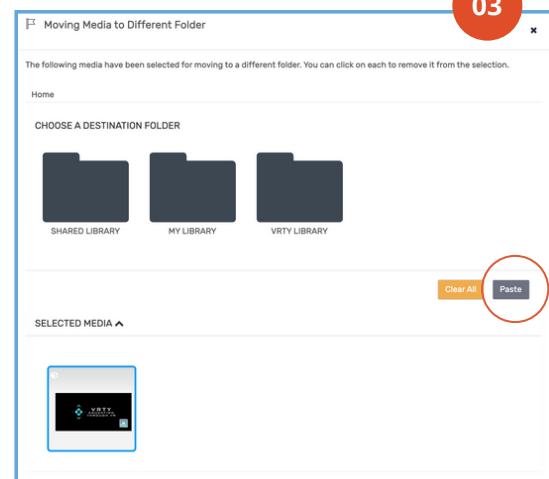
01



02



03





# VRTY Streamer Boxes

## SET UP AND MANAGEMENT

VRTY also offers an offline viewing solution which is the VRTY Streamer Box. This is for organisations that do not have a fast and strong internet connection.

\*Only available for VRTY Admin users to purchase this device.

Once the Streamer Box is installed, you can download any published projects onto the Streamer Box and experience the projects through your local network.

Each Streamer Box is able to connect up to 30 devices simultaneously. You can manage each Streamer Box on the VRTY platform.

### 01 Devices

1. You can monitor the status of the Streamer Box on the [Streamer] > [Devices] page.
2. Each Streamer Box comes with a 16GB SD card (which can be upgraded with a larger SD card), so you can hold as many VRTY projects as you want.
  - a. **IP Address:** Copy the local IP Address of the Streamer Box. Paste it into the browser. It will bring the user to the streamer box's projects listing page.
  - b. **Disk Space:** It shows the disk space in the Streamer Box.
  - c. **Connection Status:** Display the Streamer Box's status whether is online or offline.

### 02 Syncing Projects

1. You can sync projects by downloading them onto the Streamer Box. \*Internet is required in this process.
2. Go into [Streamer] > [Sync Projects]. Click on the 'sync' button, to download the project into the selected connected Streamer Box.
3. \*Download time varies depending on the internet speed.
4. Only published projects can be synced onto the Streamer Box.

# VRTY Streamer Boxes

## SET UP AND MANAGEMENT

03

### Viewing Synched Projects

1. After a project is successfully synched onto a Streamer Box, you can view the project locally.
2. The synched project's URL can be retrieved from the VRTY platform.
3. Copy and paste the URL to the supported browser, allow the project to load and enjoy your VR/interactive 360° project.

04

### Troubleshooting

If the Streamer Box is not working as expected, the following tips may help:

1. **No Streamer Boxes appeared on the devices page:** It might be there were no Streamer Boxes purchased. Please send an email to [support@vrtty.io](mailto:support@vrtty.io) to order a Streamer Box.
2. **Streamer Box appears as offline on the devices page:**
  - a. First, make sure the Streamer Box has been connected to the local network and this local network must have an internet connection.
  - b. If the Streamer Box is connected, please find the network administrator to add a new rule to the network's firewall. The rule must allow all access to the [pro.vrtty.io](https://pro.vrtty.io) link.
  - c. If the Streamer Box still appears offline after the firewall rule is added, please send an email to [support@vrtty.io](mailto:support@vrtty.io) to seek assistance.
3. **Streamer Box has no more storage:** Each Streamer Box has 16GB of storage for storing VR projects. You can purchase a larger SD card and insert it into the Streamer Box, or if you'd like additional boxes, please send an email to [support@vrtty.io](mailto:support@vrtty.io) to order more Streamer Boxes.

