



BLOCKSI MANAGER

Education Everywhere

Parent App User Guide



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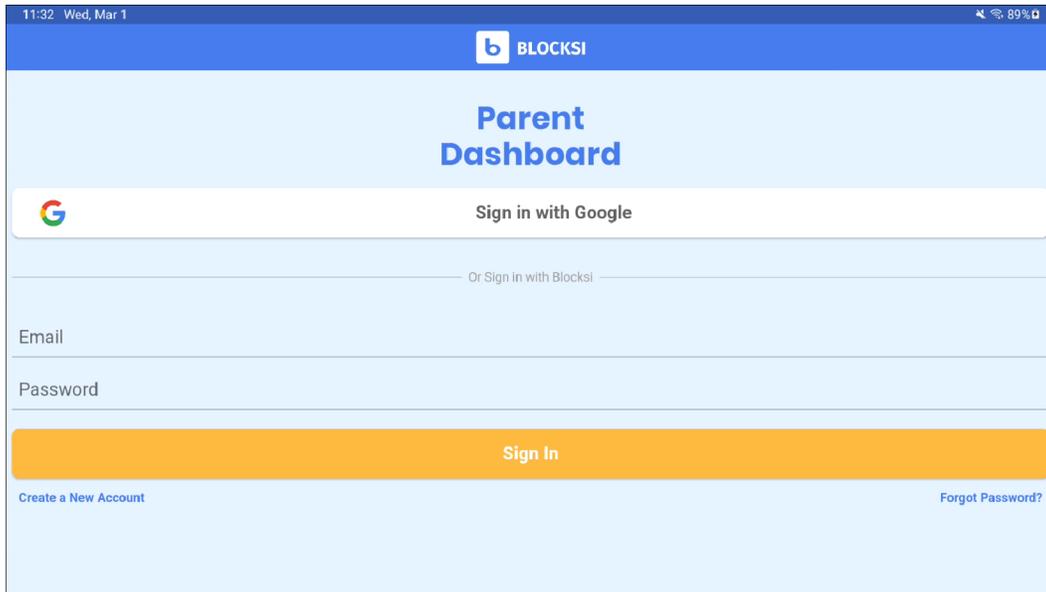
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CHAPTER 1: SIGNING IN

To sign in

1. Tap the Blocksfi Parent App. The **Parent Dashboard** sign in screen appears.



2. Sign in with your Google or Blocksfi account.

To sign in with your Google account

1. Tap **Sign in with Google**. The **Choose an account** screen appears.
2. Tap the email account that you want to use to sign in to the dashboard.

To sign in with your Blocksfi account

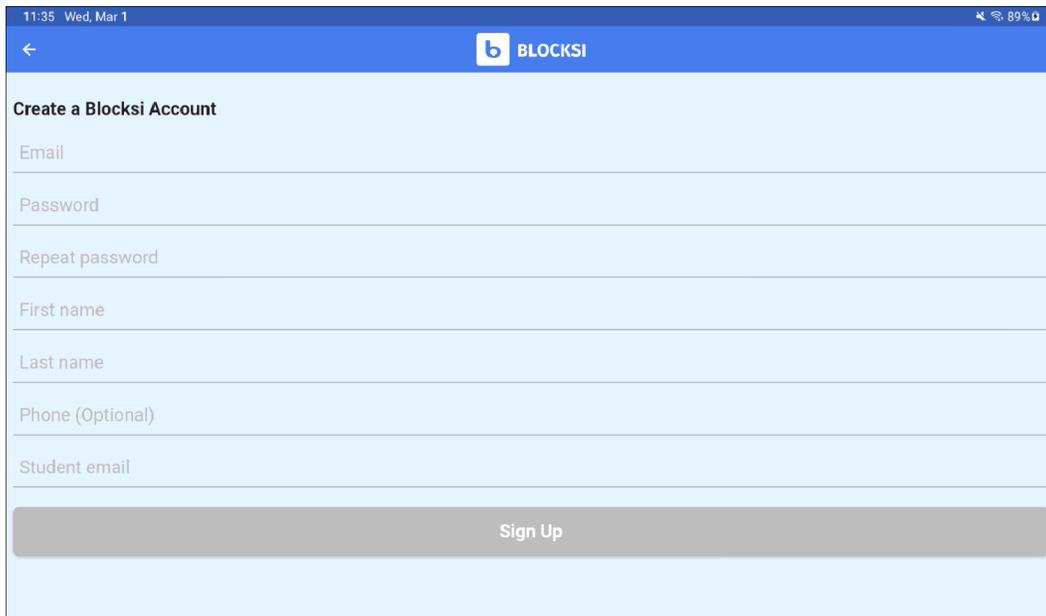
Type your email and password into the corresponding fields and tap **Sign In**.

Creating a New Account

If you do not have a Blocksii parent account, you can create one here.

To create a new account

1. Tap **Create a new account** on the sign in screen. The following screen appears.



The screenshot shows a mobile application interface for creating a new account. At the top, there is a blue header bar with a back arrow on the left and the 'BLOCKSII' logo on the right. Below the header, the title 'Create a Blocksii Account' is displayed. The form consists of several input fields: 'Email', 'Password', 'Repeat password', 'First name', 'Last name', 'Phone (Optional)', and 'Student email'. At the bottom of the form is a large, grey 'Sign Up' button.

2. Complete the fields with the requested information.
3. When you are done, tap **Sign in**.

Resetting Your Password

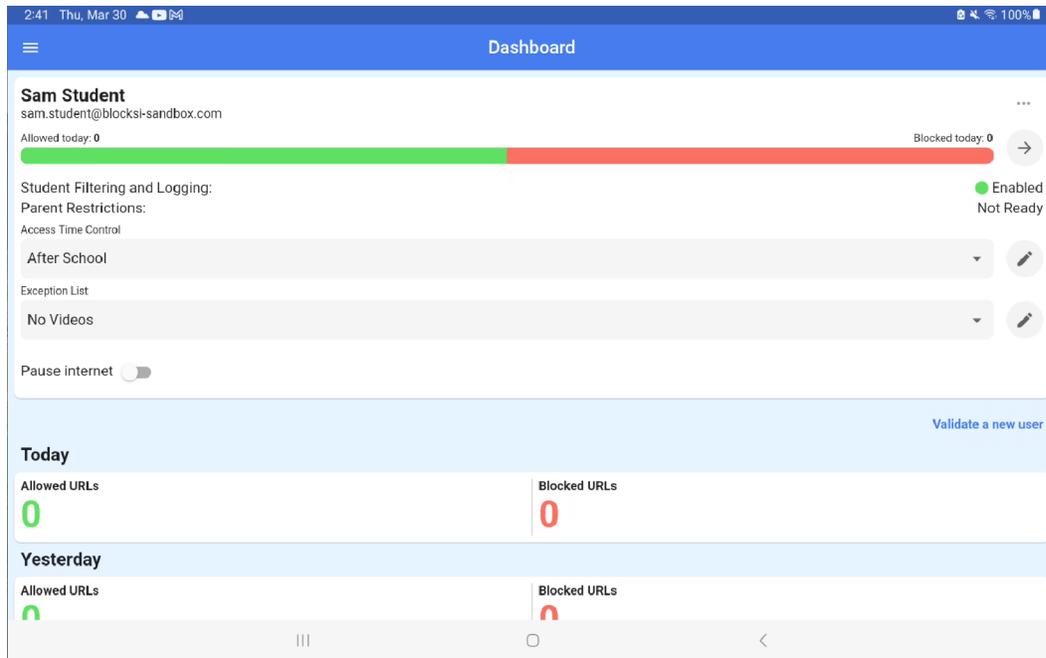
If you forget your password, you can reset it.

To reset your password

1. Tap **Forgot password?** on the sign in screen. The **Reset password** window opens.
2. Type your email address and tap **RESET**. A reset link is sent to the email address you entered.
3. Go to your email, and follow the instructions in the email to reset your password.

CHAPTER 2: DASHBOARD

When you sign in to the Parent App, you are presented with the **Dashboard**. The **Dashboard** contains details about your child's or children's activity.



The **Dashboard** displays the following:

- The current ATC filter and exception list that are being used.
- The number of allowed and blocked URLs for today and yesterday.

From the **Dashboard**, you can do the following:

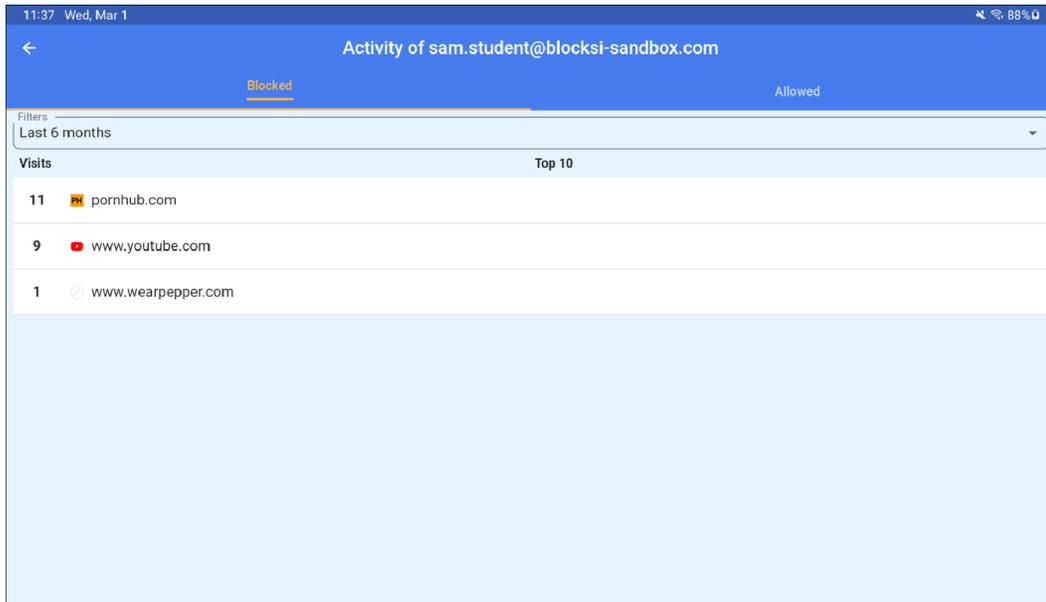
- Change and modify the ATC filter and exception list.
- Pause the internet. This action prevents your child from accessing anything on the internet.
- Validate a new user.

CHAPTER 3: STUDENTS

Viewing Blocked Student Activity

To view blocked student activity

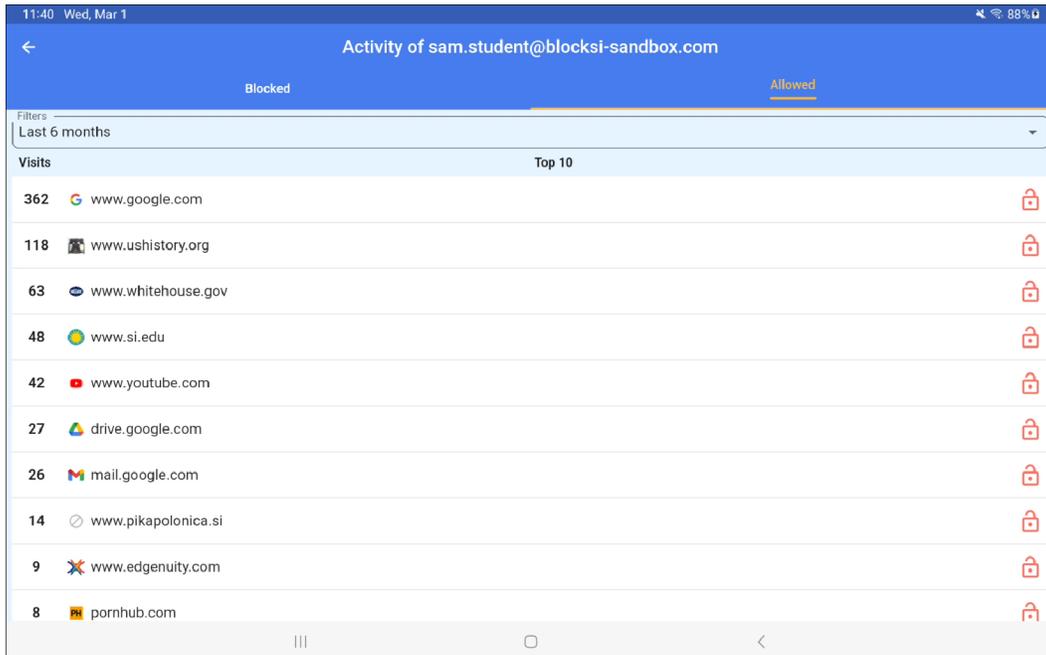
Tap → to see student activity. The screen defaults to the URLs that were blocked. You can use the **Filters** to change the timeframe of the activity. Tap one of the URLs to go to that site.



Viewing Allowed Student Activity

To view allowed student activity

Tap **Allowed** or swipe to the left to see the URLs that were visited by the student. Tap one of the URLs to go to that site.



Validating a New User

To validate a new user

1. Tap **Validate a new user**. The following window opens.
2. Type the student's email address and tap **REQUEST**. The following message appears. When the administrator validates the request, the student is added to the screen.



3. Tap **■** to stop the validation request. A confirmation prompt appears. Tap **DELETE** to stop the request.

Pausing the Internet

To pause the internet

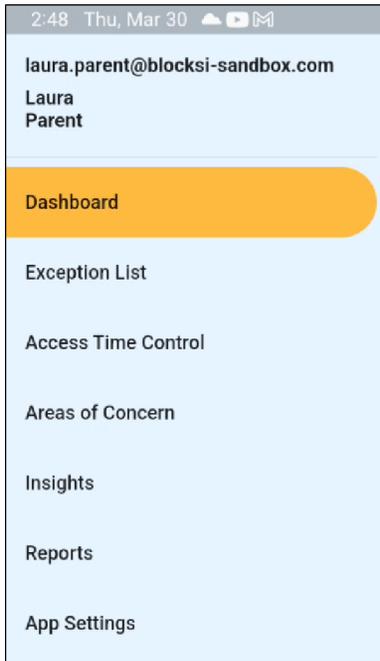
Tap the **Pause internet** option to turn off internet access for the student. The student is not allowed to access anything on the internet.

Deleting a Student

To delete a student

1. Locate the student you want to delete and tap the three horizontal dots to the right of the student's name and tap **Delete**. A confirmation prompt appears.
2. Tap **DELETE** to delete the student.

CHAPTER 4: MAIN MENU



The **Main Menu** displays your email address and your first and last name.

Use the **Main Menu** to access the following:

- Dashboard
- Exception List
- Access Time Control
- Areas of Concern
- Insights
- Reports
- App Settings

CHAPTER 5: EXCEPTION LISTS

As a parent, you can block and allow access to sites and specific URLs by adding them to an exception list.

Selecting an Exception List

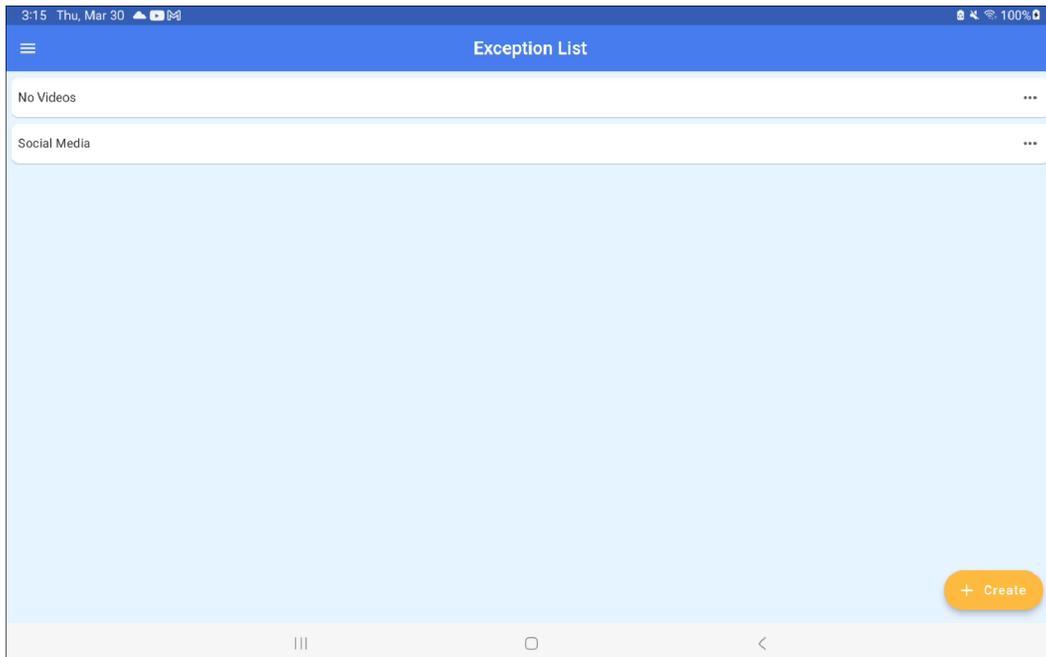
To select a list

Tap the down arrow to the right of the **Exception List** drop-down list on the **Home** screen and select the desired list.

Adding an Exception List

To add a list

1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
2. Tap **Exception List**. The **Exception List** screen appears.



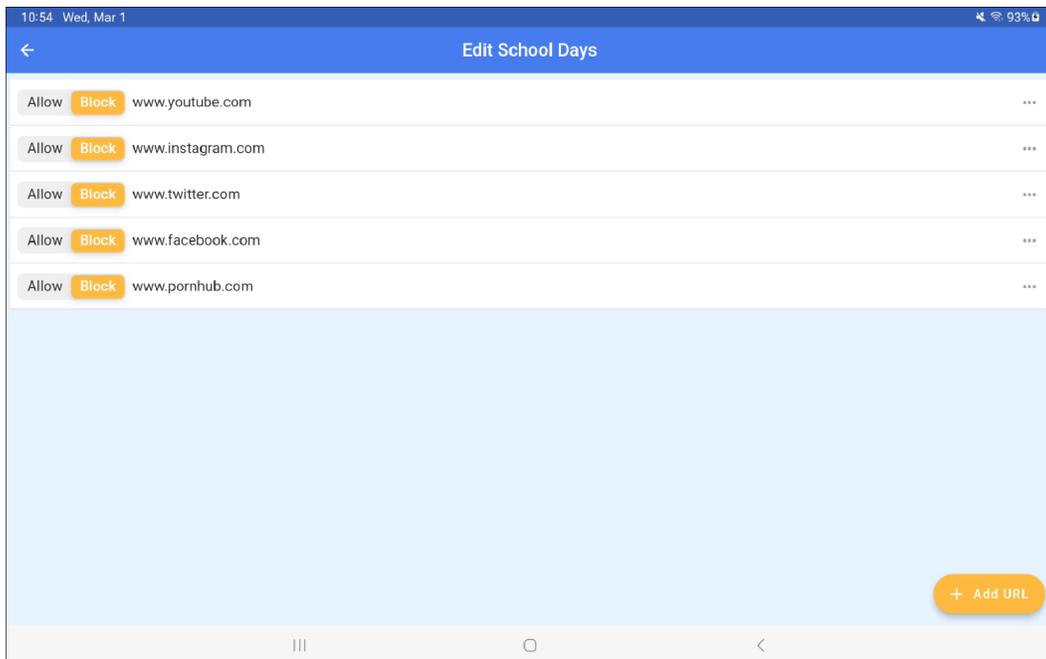
3. Tap **+Create** in the bottom right-hand corner of the screen. The following window opens.
4. Type the name of the new exception list and tap **Create**. The new list appears at the end.

Adding a URL to an Exception List

Note: You can add a URL to an exception list directly from the **Home** screen by selecting the desired exception filter using the drop-down arrow and then tapping  to the right. Then go to **Step 3** of the following procedure.

To add a URL to an exception list

1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
2. Tap **Exception List**. The **Exception List** screen appears.
3. Tap the three horizontal dots to the right of the **Exception List** name and tap **Edit**. The exception list opens.

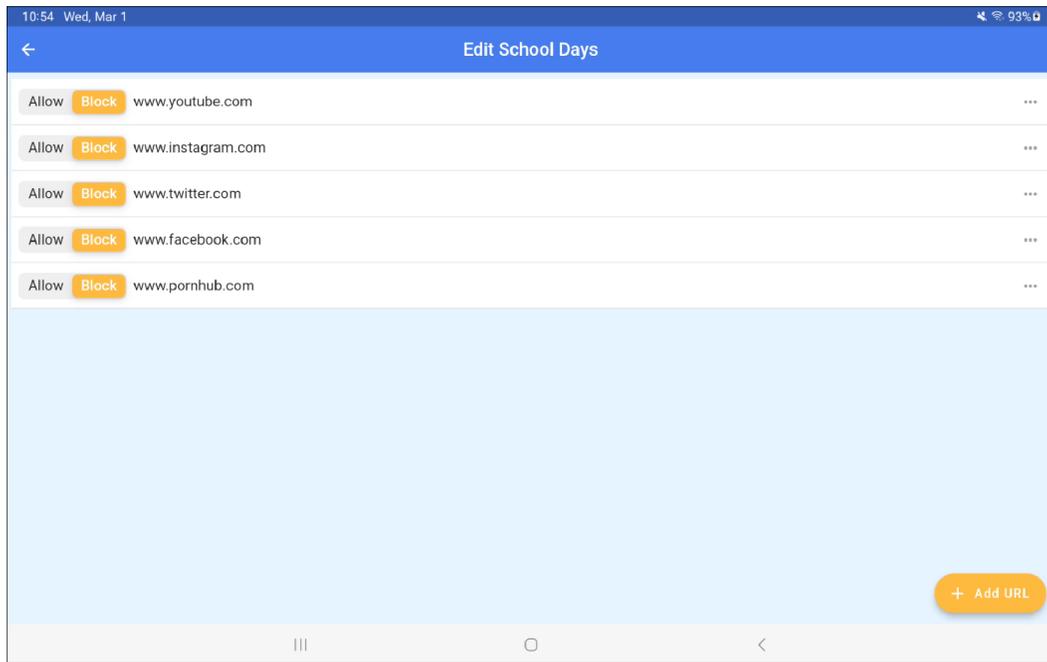


4. Tap **+ Add URL** to add a URL. The **Add URL** window opens.
5. Type the URL to add to the list.
6. Tap the **Allow** or **Block** button.
7. Tap **Add URL**.

Deleting a URL From an Exception List From the Dashboard

To delete a URL from a list

1. Tap  to the right of the **Exception List** name on the **Dashboard**. The exception list opens.



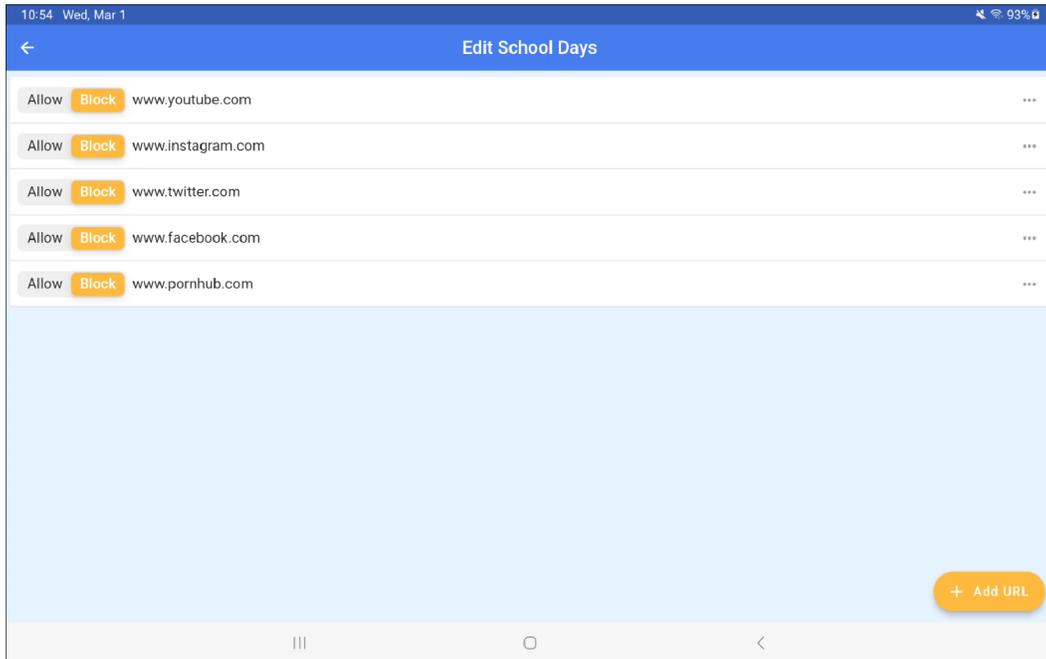
2. Tap the three horizontal dots to the right of the URL to delete and tap **Delete**. A confirmation prompt appears.
3. Tap **DELETE** to delete the URL from the list.

Deleting a URL From an Exception List From the Exception List Screen

To delete a URL from a list

1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
2. Tap **Exception List**. The **Exception List** screen appears.

3. Tap the three horizontal dots to the right of the **Exception List** name and tap **Edit**. The exception list opens.



4. Tap the three horizontal dots to the right of the URL to delete and tap **Delete**. A confirmation prompt appears.
5. Tap **DELETE** to delete the URL from the list.

Renaming an Exception List

To rename a list

1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
2. Tap **Exception List**. The **Exception List** screen appears.
3. Tap the three horizontal dots to the right of the **Exception List** name to rename and tap **Rename**. You are prompted for a name for the new list.
4. Type the new name for the list.
5. Tap **RENAME** to rename the list.

Duplicating an Exception List

To duplicate a list

1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
2. Tap **Exception List**. The **Exception List** screen appears.
3. Tap the three horizontal dots to the right of the **Exception List** name to rename and tap **Rename**. You are prompted for a name for the new list.
4. Type the name for the new list.
5. Tap **DUPLICATE** to name the list.

Deleting an Exception List

To delete a list

1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
2. Tap **Exception List**. The **Exception List** screen appears.
3. Tap the three horizontal dots to the right of the **Exception List** name to delete and tap **Delete**. A confirmation prompt appears.
4. Tap **DELETE** to delete the list.

CHAPTER 6: ATC FILTERS

Blocksi allows parents to control when their child is allowed to access the internet or popular applications like YouTube and Facebook. Access Time Control can be used only with regular policy types and apply only while their child is out of school; during school hours, these settings do not apply.

You can set access times for the following categories:

- Bedtime
- YouTube
- Streaming
- Gaming
- Social
- Google games

Selecting an Access Time Control Filter

To select a filter

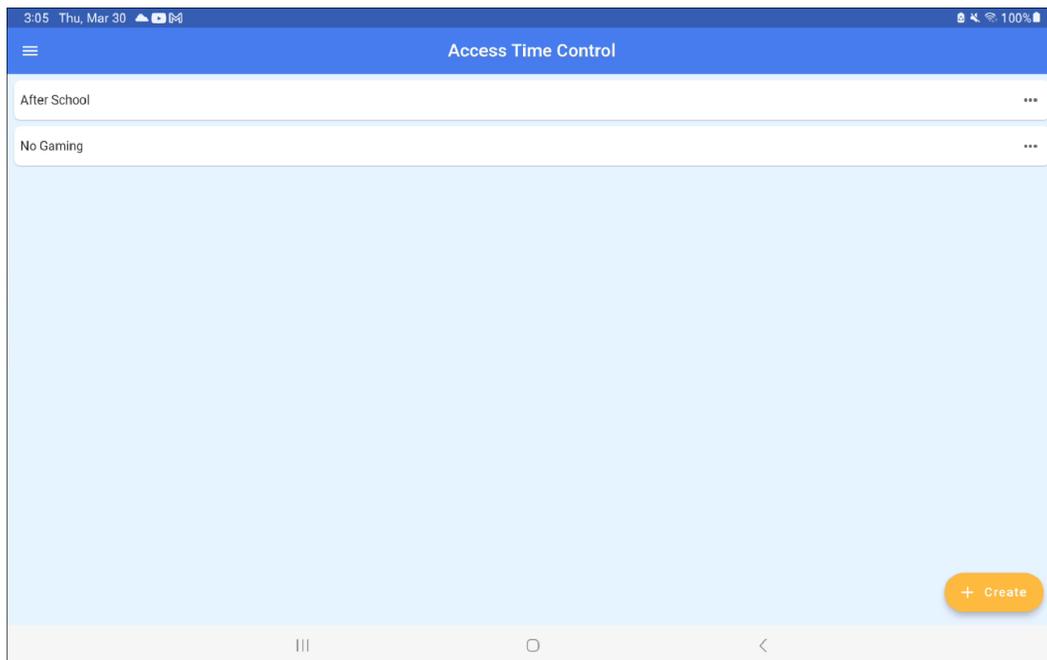
Tap the down arrow to the right of the **Access Time Control** drop-down list on the **Dashboard** and select the desired access time control.

Adding an Access Time Control Filter

To add a filter

1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.

2. Tap **Access Time Control**. The **Access Time Control** screen appears.



3. Tap **+ Create** in the bottom right-hand corner of the screen.

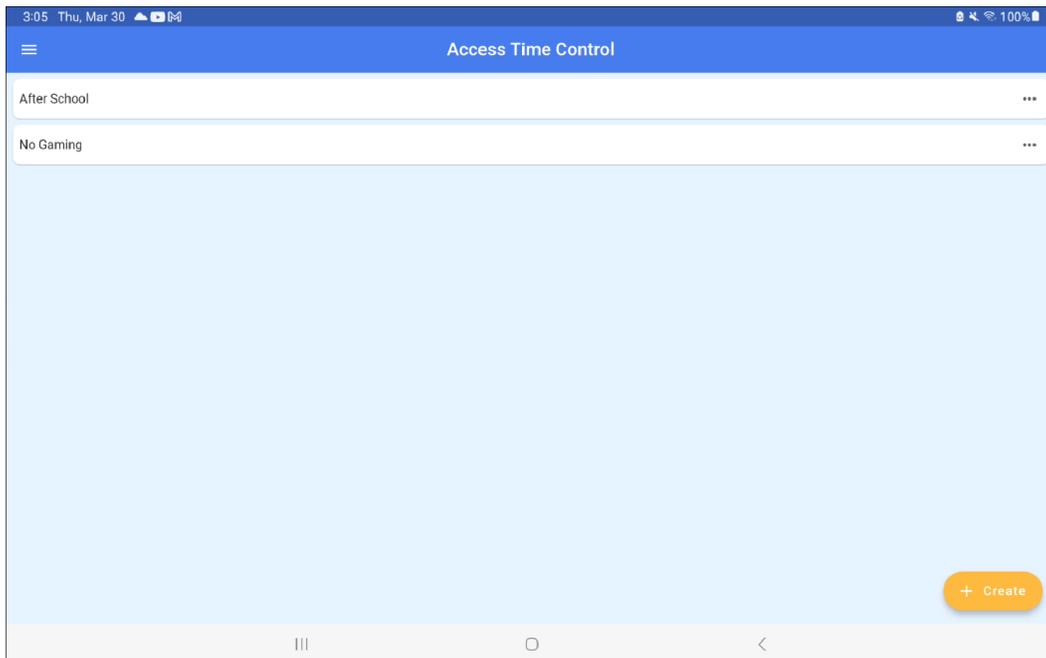
4. Type the name of the new access time control and tap **Create**.

Setting Access Times

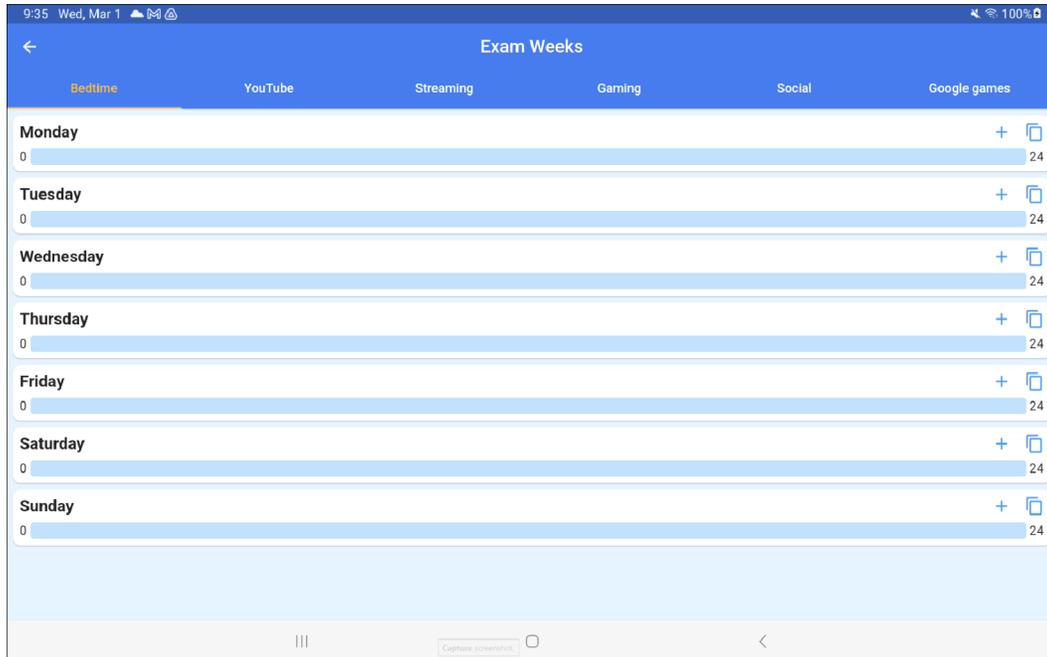
Note: You can set access time directly from the **Dashboard** by selecting the desired ATC filter using the drop-down arrow and then tapping  to the right. Then go to **Step 3** of the following procedure.

To set access times

1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
2. Tap **Access Time Control**. The **Access Time Control** screen appears.

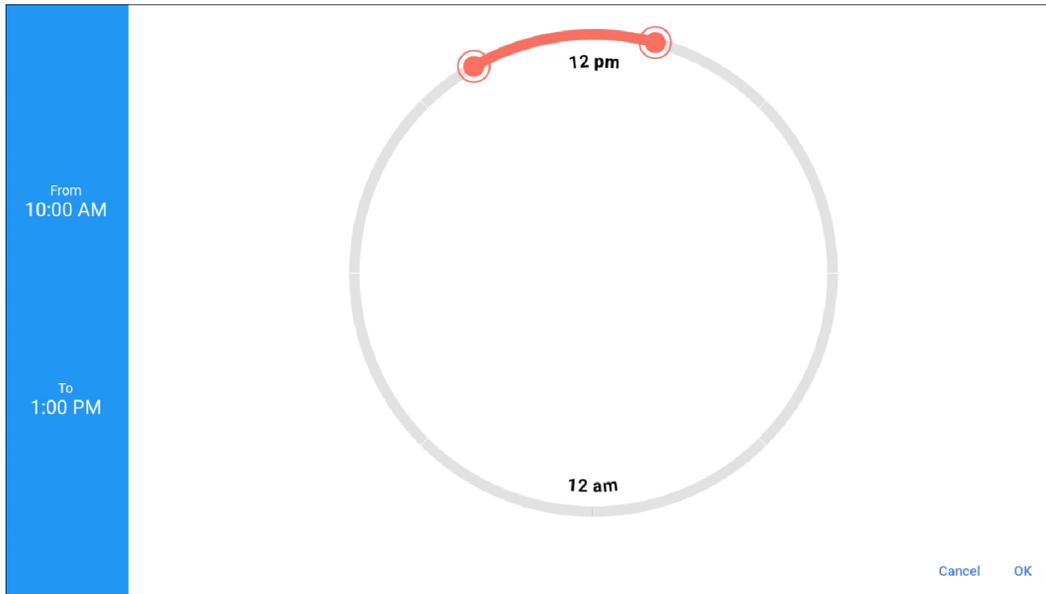


3. Tap the three horizontal dots to the right of the ATC filter for which to set the times and tap **Edit**. The following screen appears. By default, the filter is set to **Bedtime** and contains no time restrictions.

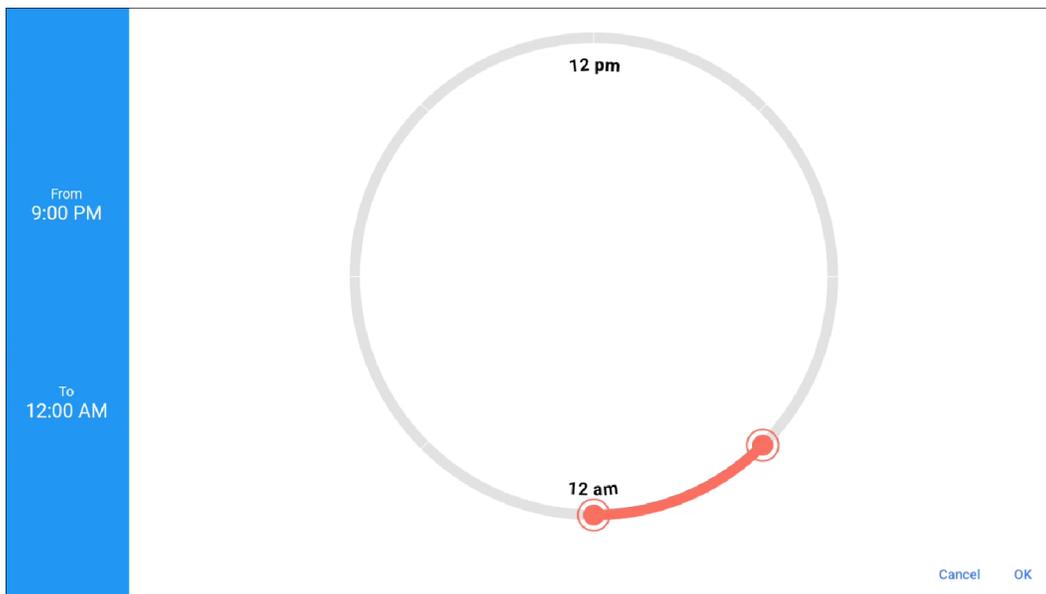


4. Tap the category at the top of the screen. For this example, let's select **YouTube**. Now, let's assume you want to restrict your child's access to YouTube to between the hours of 7:00 P.M. to 9:00 P.M on Monday through Friday. To do so, you have to set the times your child cannot access YouTube, which are midnight to 7:00 PM and 9:00 PM to midnight.

5. Tap the blue plus sign to the right of Monday to set the times for that day. The following window opens.

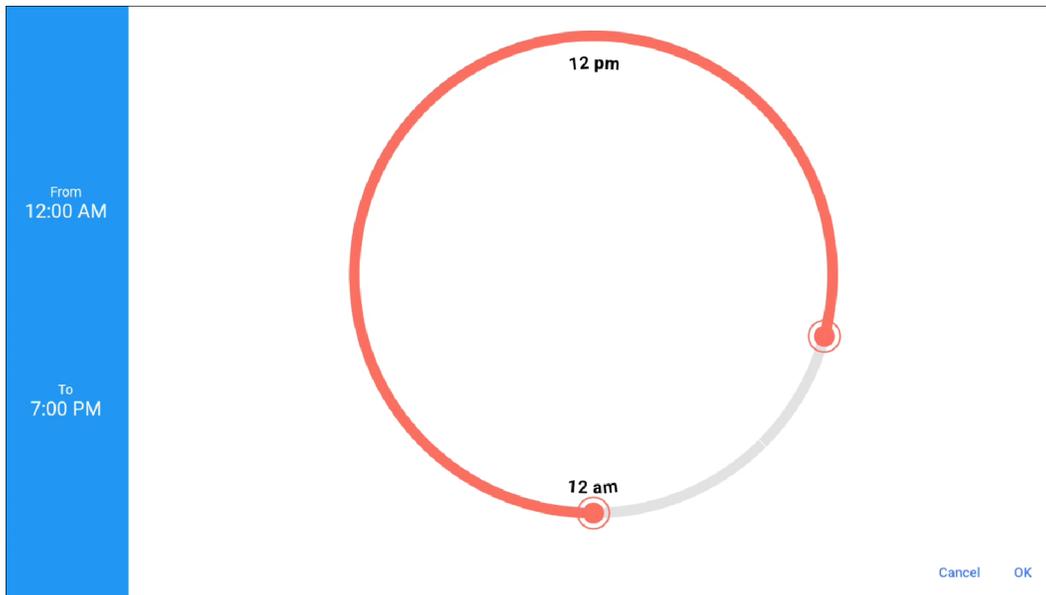


6. Tap and drag the orange circle on the right (this is the **To** hour) clockwise to 12:00 AM.
7. Tap and drag the orange circle on the left (this is the **From** hour) clockwise to 9:00 PM. The setting should now look like this.

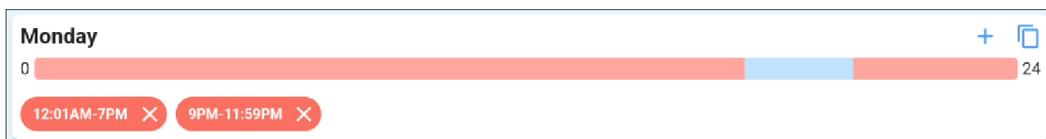


8. Tap **OK**. Now we set the other timeframe.
9. Tap the blue plus sign to the right of Monday.

10. Tap and drag the orange circle on the right (this is the **To** hour) clockwise to 7:00 PM.
11. Tap and drag the orange circle on the left (this is the **From** hour) counterclockwise to 12:00 AM. The setting should now look like this.



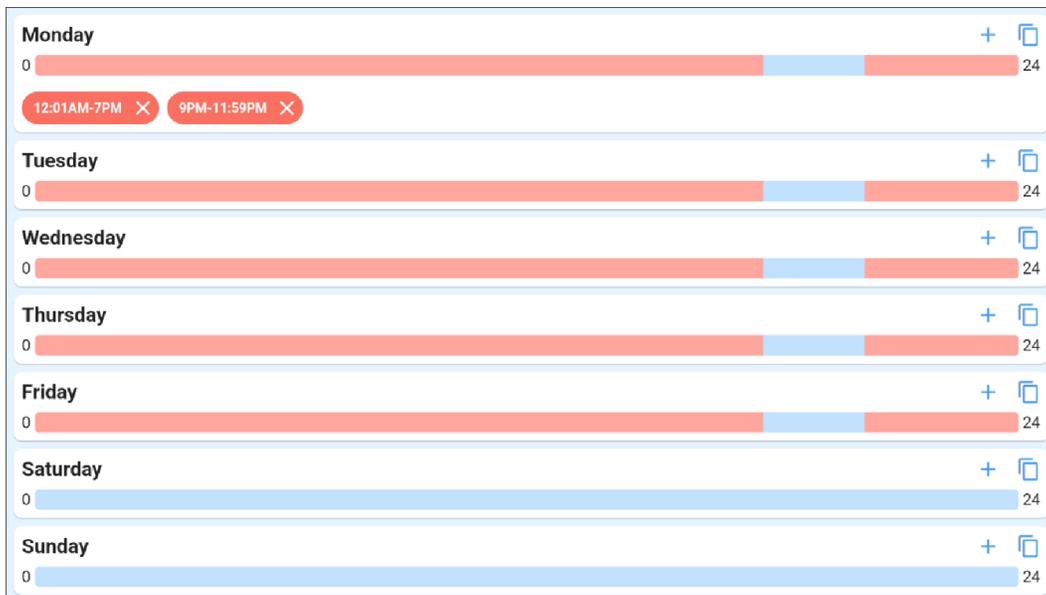
12. Tap **OK**. The time you set now appears on the Monday entry, as shown below. Not that the time your child is allowed to use YouTube appears in blue. Now, rather than set each of the other days of the week individually, you can copy this setting to the other days.



13. Tap . The following window opens.



14. Tap the checkboxes for **Tuesday**, **Wednesday**, **Thursday**, and **Friday**, and tap **Copy**. The time you set is copied to the other days of the week, as shown below.



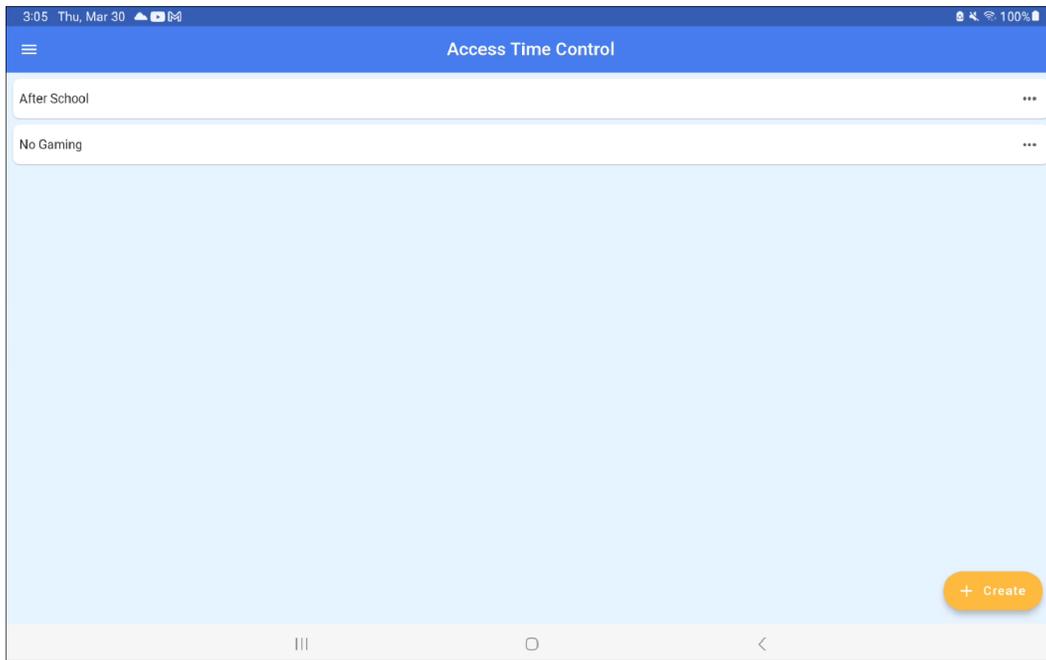
15. You can set up the other settings in the same manner.

A note about the **Bedtime** setting. You can use the **Bedtime** setting to enforce bedtime by defining the days of the week and hours when your child can use their Chromebook. Days and times during which your child cannot use their Chromebook are blocked off in red and during these times the Chromebook is in **lockdown browser** mode, and your child is unable to use the device to visit websites, rendering it useless.

Renaming an Access Time Control Filter

To rename a filter

1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
2. Tap **Access Time Control**. The **Access Time Control** screen appears.

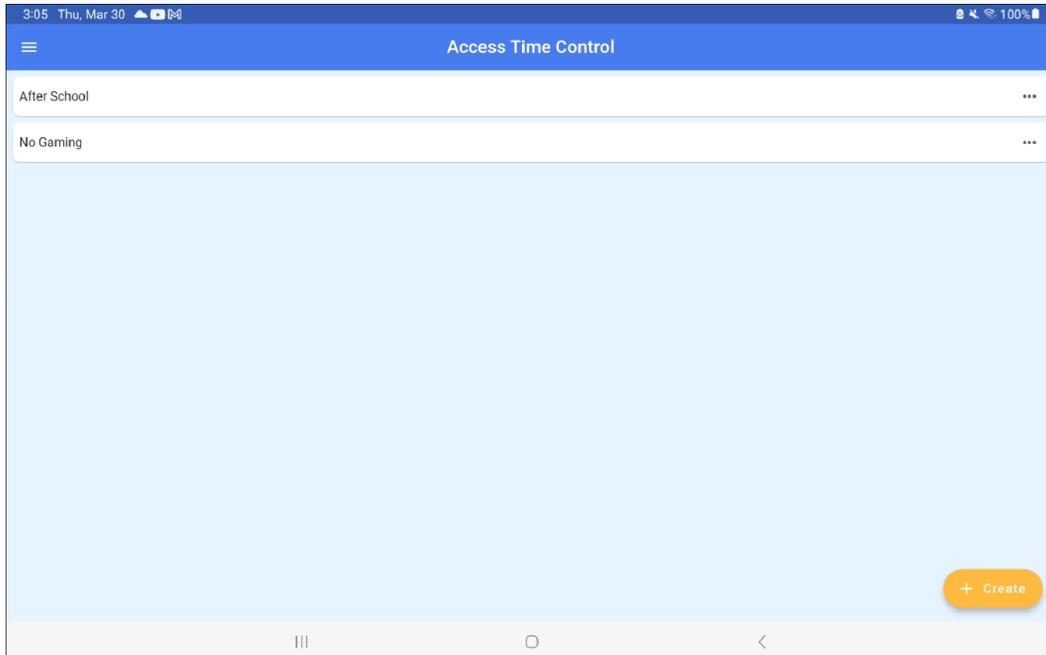


3. Tap the three horizontal dots to the right of the filter you want to rename and select **Rename**. You are prompted for a name for the new filter.
4. Type the new name of the filter and tap **RENAME**. The filter appears with the new name.

Duplicating an access Time Control Filter

To duplicate a filter

1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
2. Tap **Access Time Control**. The **Access Time Control** screen appears.

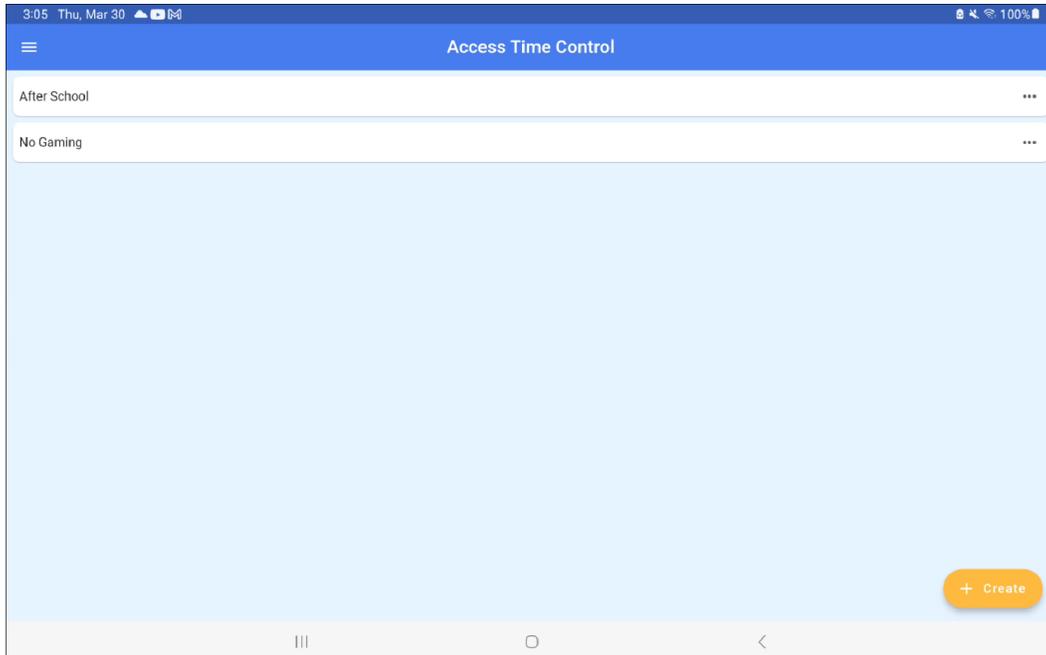


3. Tap the three horizontal dots to the right of the filter you want to duplicate and select **Duplicate**. You are prompted for a name for the new filter.
4. Type the name of the new filter and tap **DUPLICATE**. The new filter appears at the end.

Deleting an Access Time Control Filter

To delete a filter

1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
2. Tap **Access Time Control**. The **Access Time Control** screen appears.



3. Tap the three horizontal dots to the right of the filter you want to delete and select **Delete**. A confirmation prompt appears.
4. Tap **DELETE** to delete the filter.

CHAPTER 7: AREAS OF CONCERN

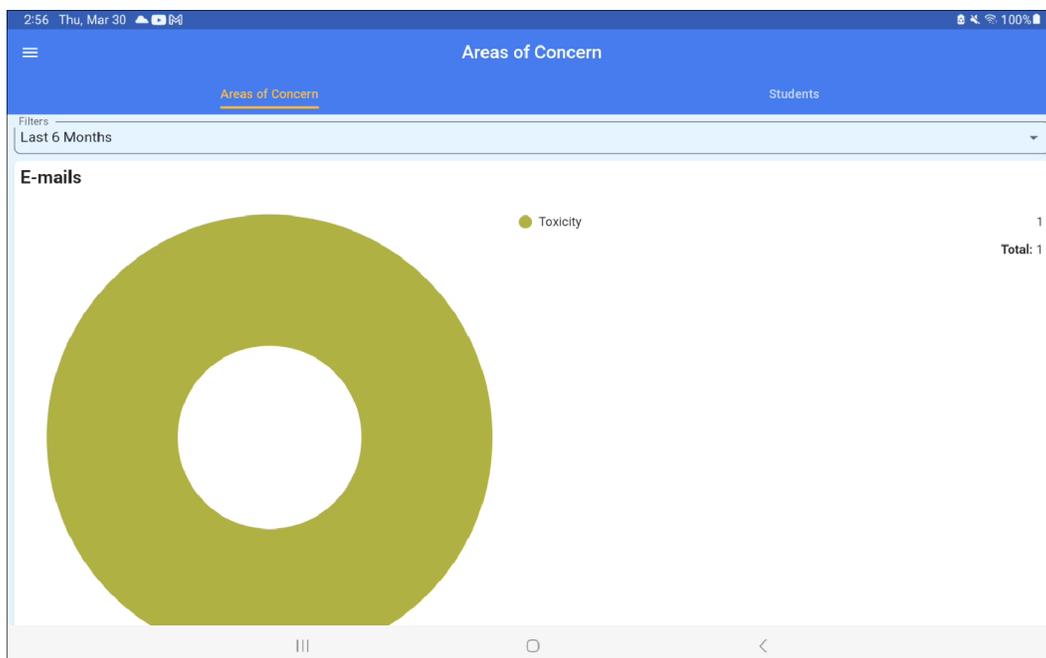
These various areas can be identified in Google Emails, Google Chats, Google Docs, Google Sheets, Google Slides, search engine queries, and images.

Accessing Areas of Concern

To access areas of concern

1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
2. Tap **Areas of Concern**. The **Areas of Concern** screen defaults to **Areas of Concern** and the timeframe defaults to the current day.

The screen shows data for the following areas: Google Emails, Google Chats, Google Docs, Google Sheets, Google Slides, search engine queries, YouTube search engine queries, and images.

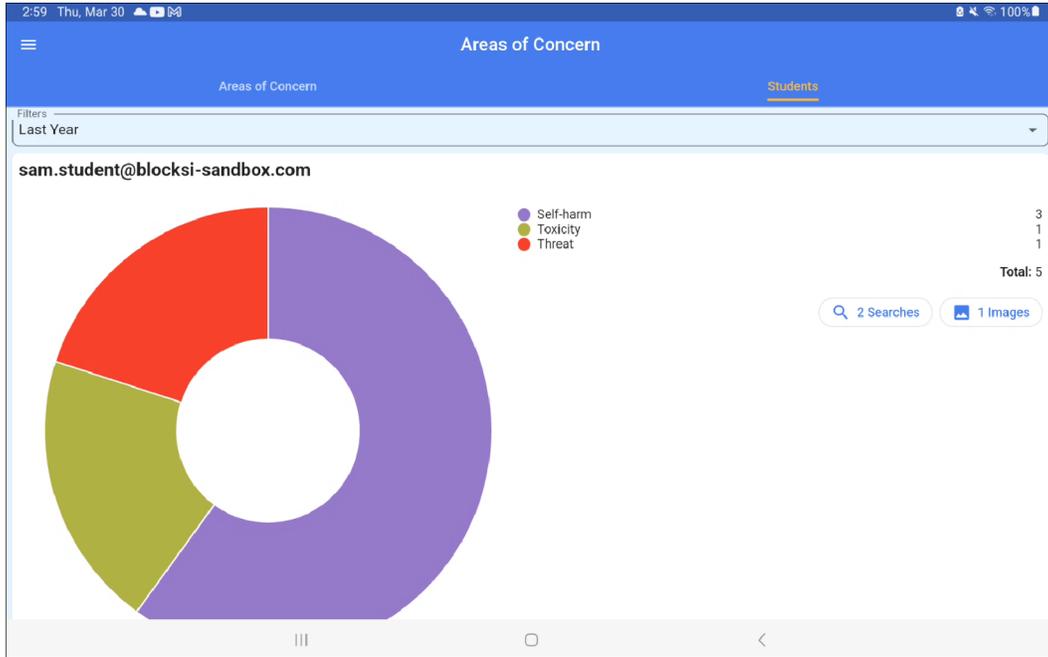


3. Tap a section to see data for that section. You can tap the down arrow to right of the timeframe to select a different timeframe.

Accessing Student Data

To access student data

1. Tap **Students** or swipe once to the left to see data for your child.



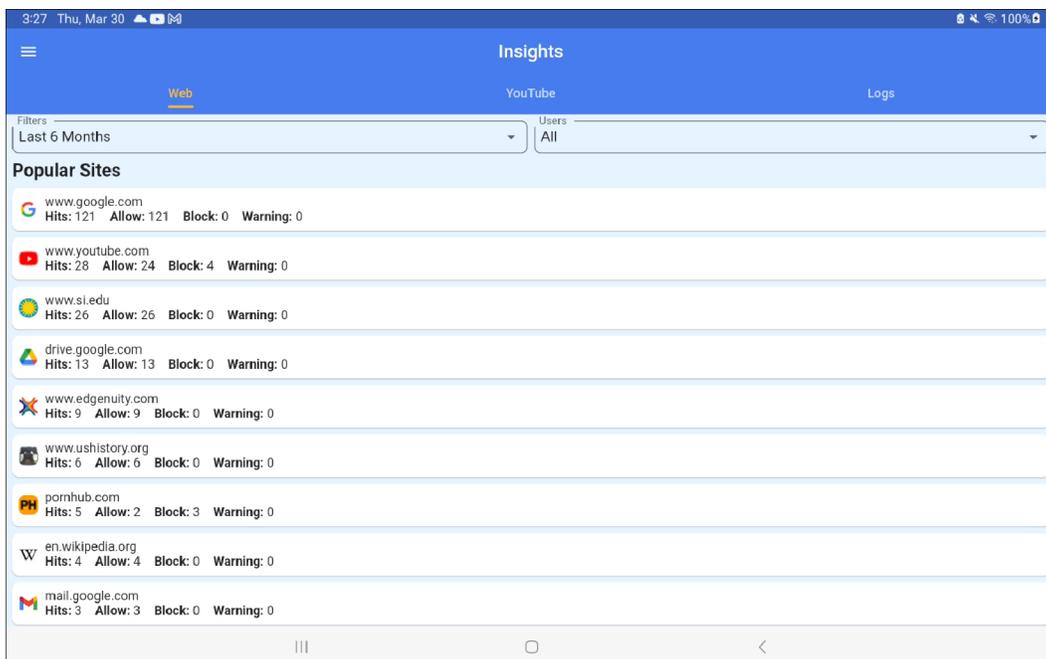
CHAPTER 8: INSIGHTS

The Parent App provides analytics to track student behavior on the internet.

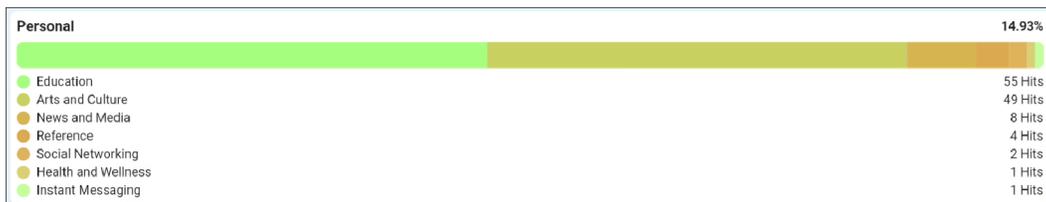
Viewing Web Analytics

To view web analytics

1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
2. Tap **Insights**. The screen defaults to **Web**. This screen displays the most popular sites, most popular categories and all search engine queries.



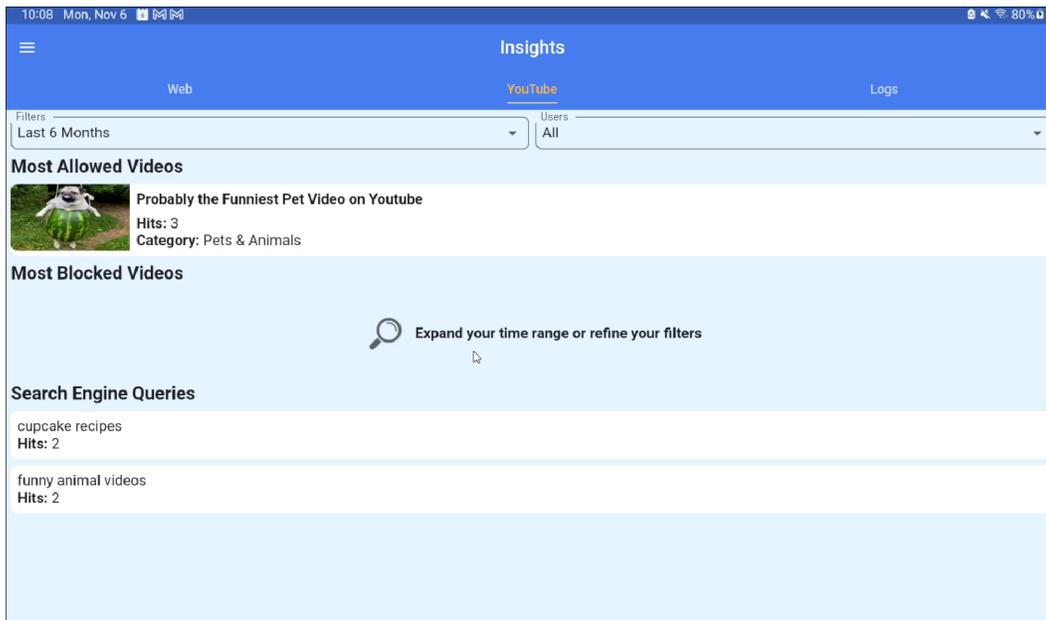
3. Tap a URL entry in the **Popular Sites** section to go to that URL.
4. Tap a category entry in the **Popular Categories** section to expand the category and see a breakdown of the subcategories, as shown below.



Viewing YouTube Analytics

To view YouTube analytics

1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
2. Tap **Insights**. The screen defaults to **Web**.
3. Tap **YouTube** or swipe once to the left. This screen displays the most allowed and most blocked videos, and search engine queries.



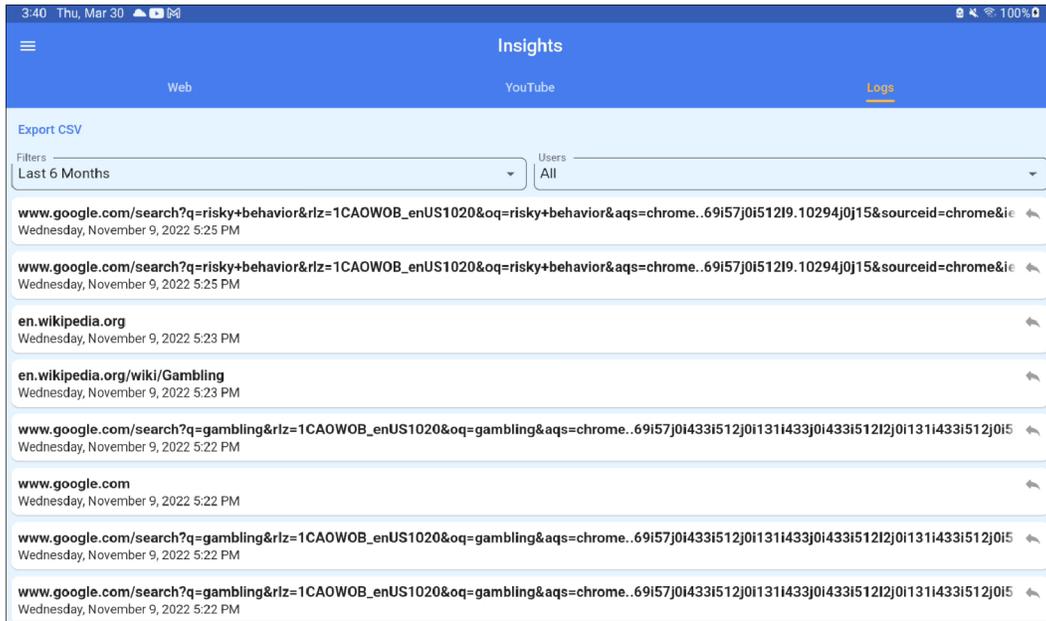
4. Tap an entry to go to that video.

Viewing the Analytics Logs

To view the analytics logs

1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
2. Tap **Insights**. The screen defaults to **Web**.

3. Tap **Logs** or swipe twice to the left.



4. Tap a log entry to see details about that URL, as shown below. Details include the username, website category, action (whether the attempt was allowed or blocked), organizational unit, policy in effect at the time, location (in or out of school), and the WAN and LAN IP addresses.



5. Tap the arrow in the upper right corner of the entry to go to that Web page.

Exporting the Analytics Logs

You can export the analytics logs to a CSV file for your records.

To export the analytics logs

1. Tap **Export CSV** in the upper left-hand corner of the screen. The **Export CSV** window opens.

2. Type the email address to which you want to send the report and click **Send**.

CHAPTER 9: REPORTS

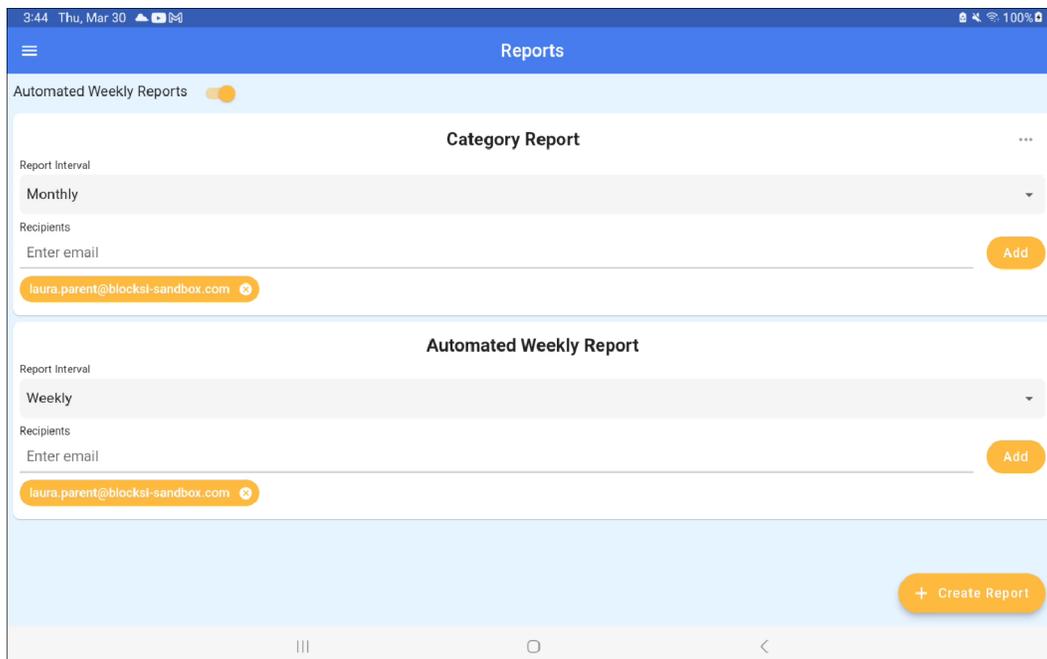
You can create Web Activity reports that generate daily, weekly, and monthly. These reports include the following information:

- Filters used to generate the report
- Report time
- Allowed, blocked, and sites that required a warning for each organizational unit
- Breakdown of each category, including most visited URLs
- Most active users and the number of hits for each
- Most blocked users and the number of hits for each

Creating a Report

To create a report

1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
2. Tap **Reports**. The **Reports** screen appears.



3. Tap **+ Create report**. The **Create report** window opens.
4. Type the report name in the first text box.

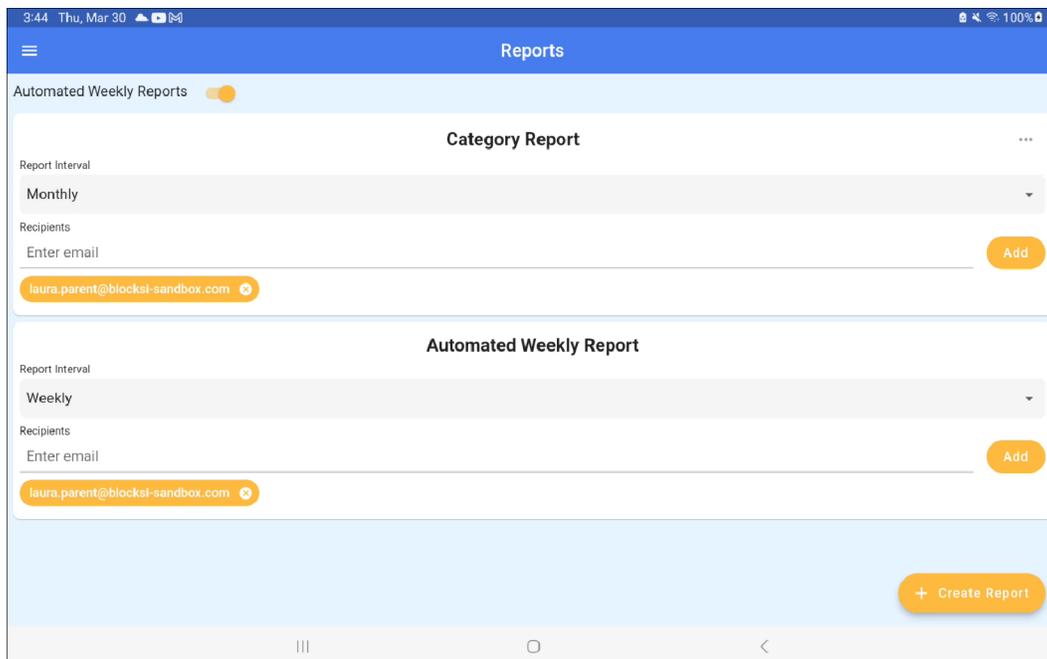
5. Select the report interval from the **Report interval** drop-down list.
6. Type the recipient's email address in the **Recipients** text box and tap **Add**.
7. Tap **Create report**.

Adding a Recipient to a Report

You can add as many recipients to a report as you need.

To add a recipient to a report

1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
2. Tap **Reports**. The **Reports** screen appears.



3. Locate the report to which you want to add a recipient and type the recipient's email address in the **Recipients** text box and tap **Add**. The recipient is added to the report.

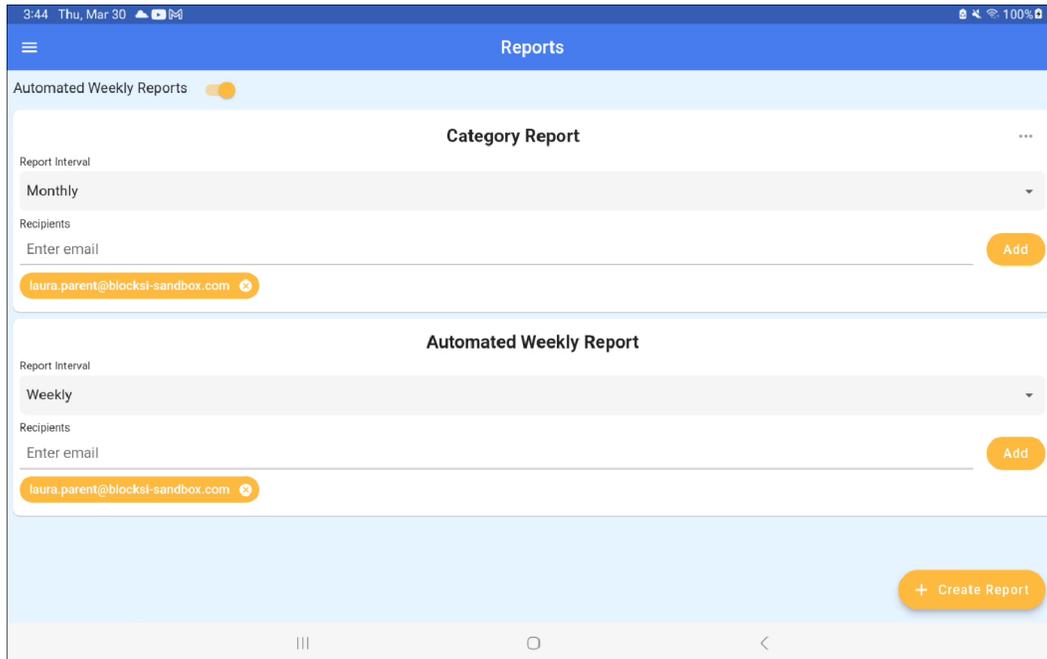
Removing a Recipient From a Report

You can remove a recipients when they are no longer need to receive the report.

To remove a recipient from a report

1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.

2. Tap **Reports**. The **Reports** screen appears.



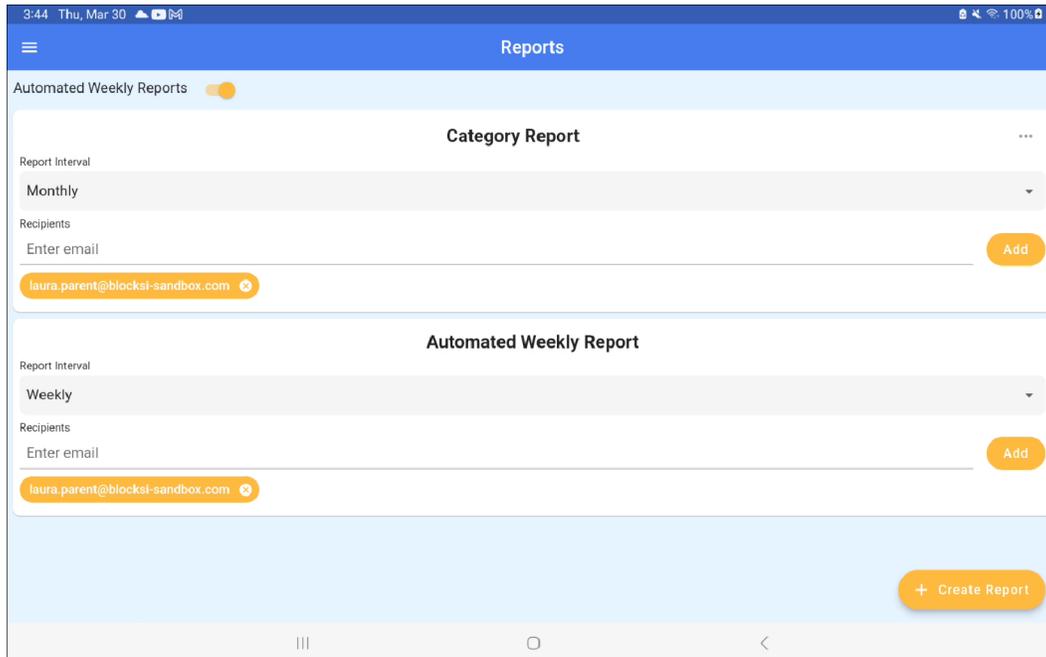
3. Locate the report from which you want to remove a recipient and tap the X to the right of the email of the recipient you want to remove. A confirmation prompt does not appear; the recipient is immediately removed from the report.

Deleting a Report

To delete a report

1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.

2. Tap **Reports**. The **Reports** screen appears.



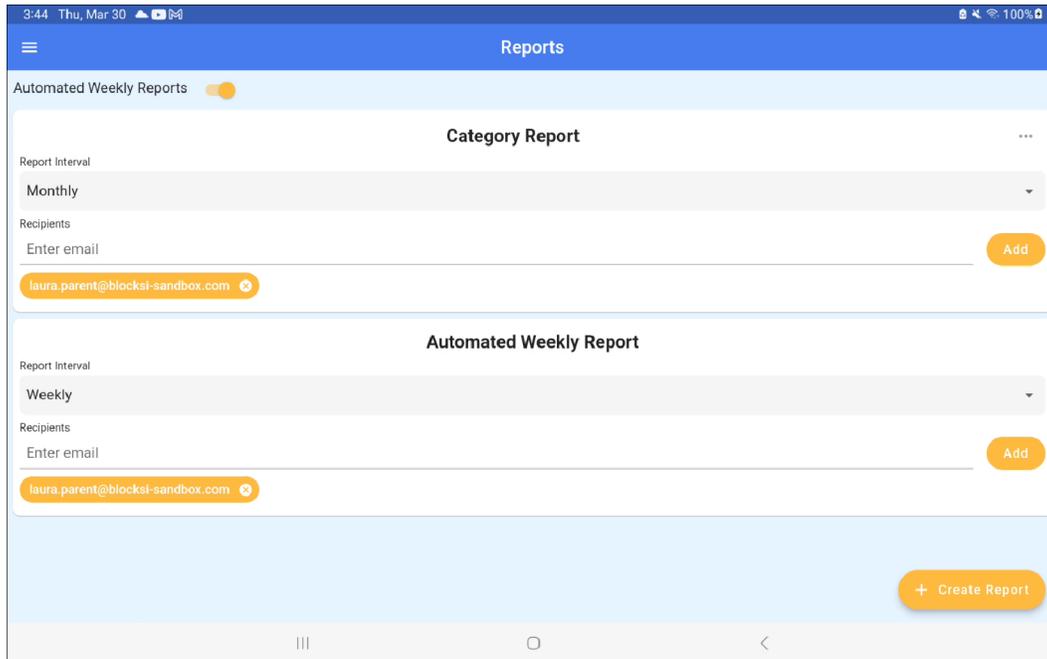
3. Tap the three horizontal dots to the right of the report name and tap **Delete**. A confirmation prompt appears.
4. Tap **DELETE** to delete the report.

Creating an Automated Weekly Report

To create an automated weekly report

1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.

2. Tap **Reports**. The **Reports** screen appears.



3. Tap the **Automated Weekly Reports** option. The report appears in the list.

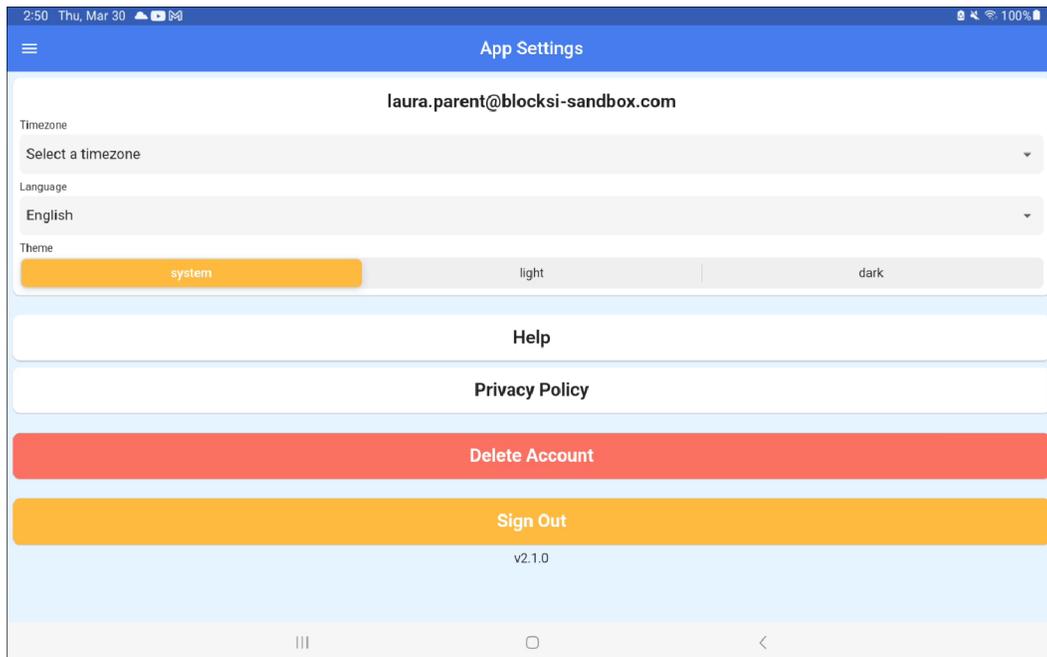
4. Type the recipient's email address in the **Recipients** text box and tap **Add**.

CHAPTER 10: APP SETTINGS

On the **Settings** screen, you can change the timezone, language, theme, view the privacy policy, and sign out of the app.

To view the app settings

1. Tap the three horizontal bars in the upper left-hand corner of the screen to open the **Main Menu**.
2. Tap **App Settings**.



Changing the Timezone

To change the timezone

Tap the down arrow to the right of the **Timezone** drop-down list and select your timezone.

Changing the Language

To change the language

Tap the down arrow to the right of the **Language** drop-down list and select your desired language.

Changing the Theme

To change the theme

The Parent App has three themes that change the appearance of the app: **system**, **light**, and **dark**. Tap the one that you prefer.

Viewing the Blocksia Privacy Policy

To view the Blocksia Privacy Policy

Tap **Privacy policy**. The policy opens on your device.

Deleting Account

To delete your account

1. Tap **Delete account**. A confirmation prompt appears.
2. Tap **DELETE** to remove your account.

Signing out of the App

To sign out of the app

Tap **Sign Out**. You are returned to the signin screen.