



Introduction To LanSchool

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Opening LanSchool

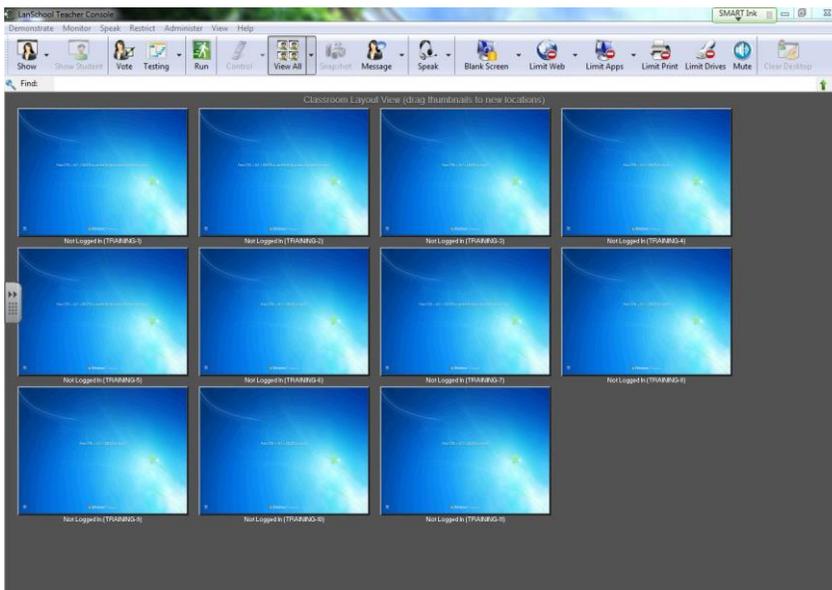
On the teacher workstation in your classroom, you should log in with your regular university credentials. In the taskbar, you will see the LanSchool Logo.



In order to open the program to manage the student computers, double click on this logo.



When the program first opens, you will see the screen below.



The computer icons show you a representation of what each student is seeing on their machine. In the photo displayed, each student machine is waiting at the Ctrl+Alt+Del screen for the students to log in.

Across the top of the window, you will see the management ribbon that displays the different options for controlling the student machines and working in the classroom.

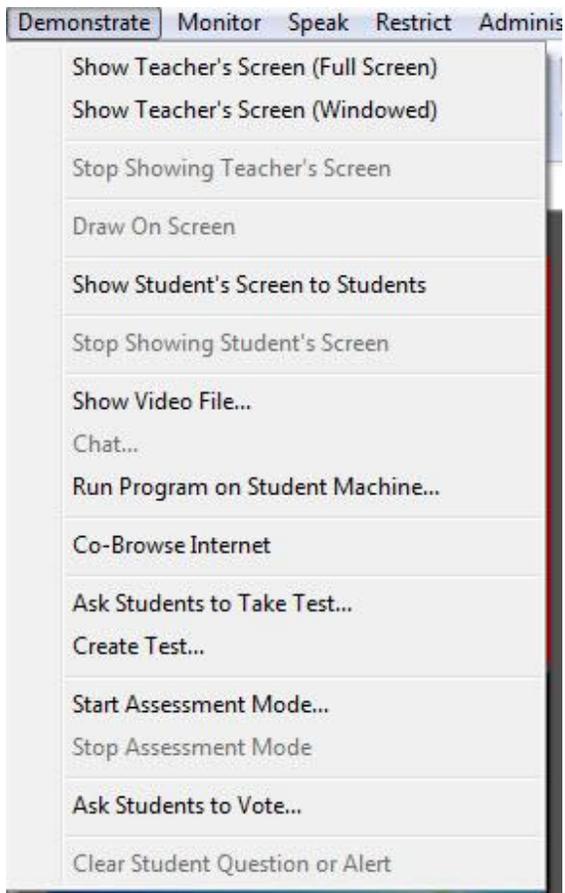


You will only be able to use these features if there are student machines powered on and connected to the teacher console. Each of these options will be explained further in the following pages.

Options

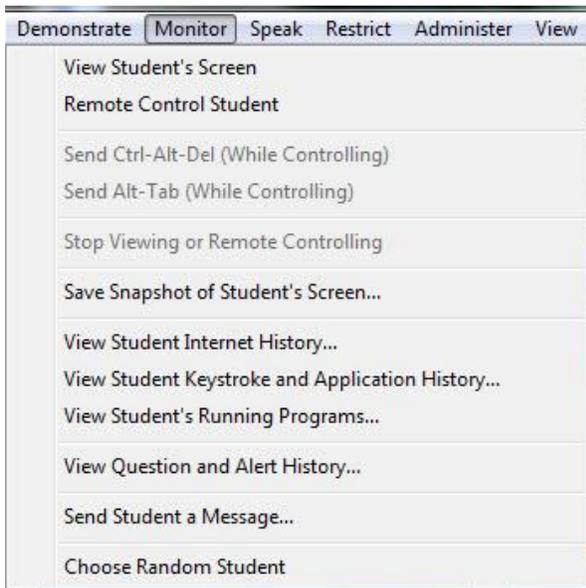
Many of the features of LanSchool are available in multiple places throughout the program. The Options bar is a list of six categories that these features are separated in to. These categories are shown below, with their options listed. Many of the different options are also available on the Teacher Console Ribbon, and will be explained in further detail.

Demonstrate



The Demonstrate option features different ways to share information with students, including showing the professor screen, as well as showing a student screen. This is also where you can set programs to run on a student machine, as well as asking students to vote or take a test.

Monitor



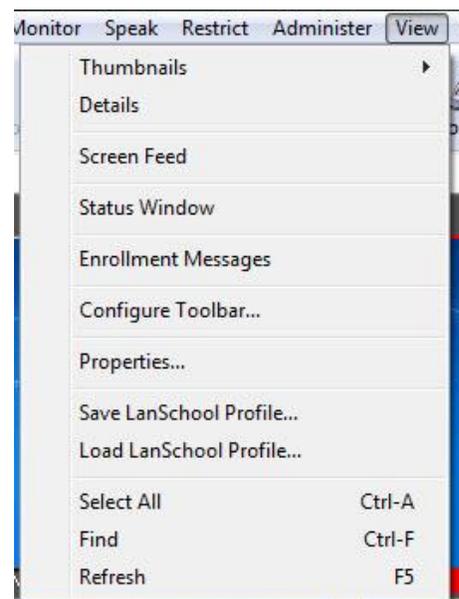
The Monitor option gives different ways to view the activity happening on the machines while students are working. This includes viewing the screens of the students, remotely controlling the computers, and viewing the history of that machine. You can also send messages to students through this feature.

Speak



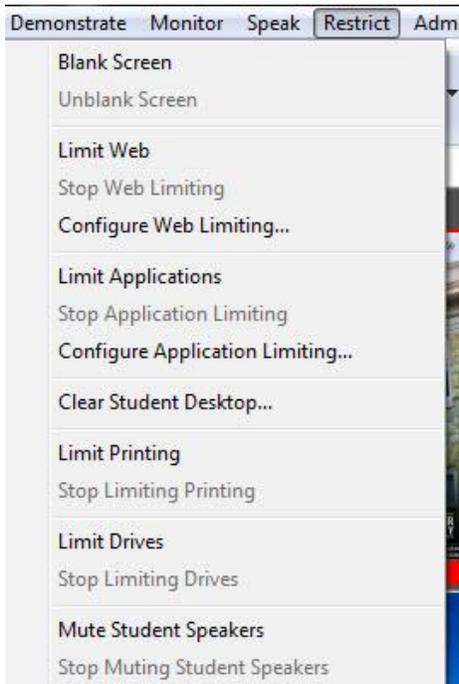
The Speak option allows a professor to converse with the classroom, or have a student converse with the classroom, while using headphones. This is useful for language classes, as the conversation can be monitored through headphones and should not disturb other students.

View



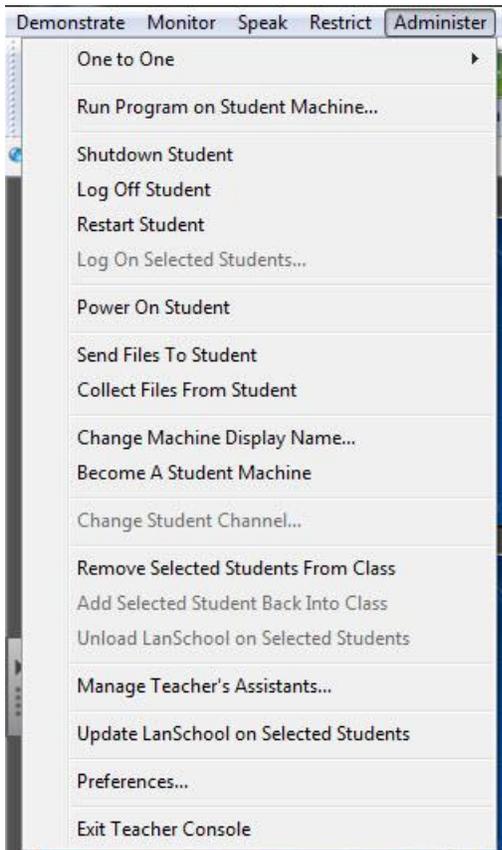
The View option gives different ways to display the student screens on the faculty machine. The most common view is to view all the screens in thumbnail view, but you can also show the details of the machines, or have one screen shown at a time.

Restrict



The Restrict option gives different ways to limit what students are allowed to do while on the lab computers, including web, application, print and drive limiting. This is also where student speakers can be muted.

Administer



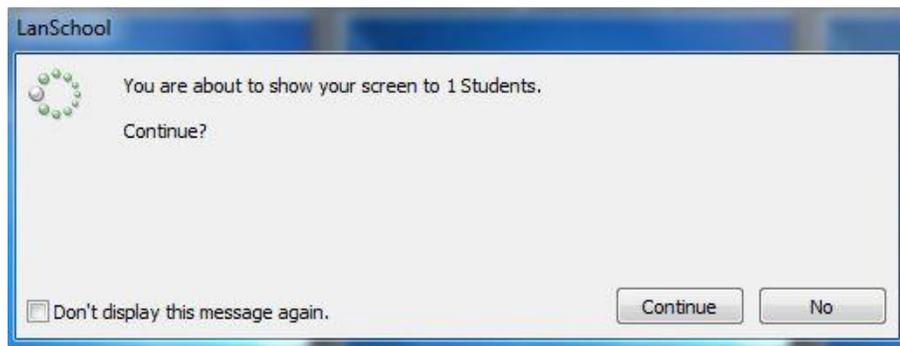
The Administer option is another way for the professor to control the student machines, and can be used to run programs on student machines, sending files to students, collecting files from students and managing the student machine.

Teacher Console Ribbon

Show



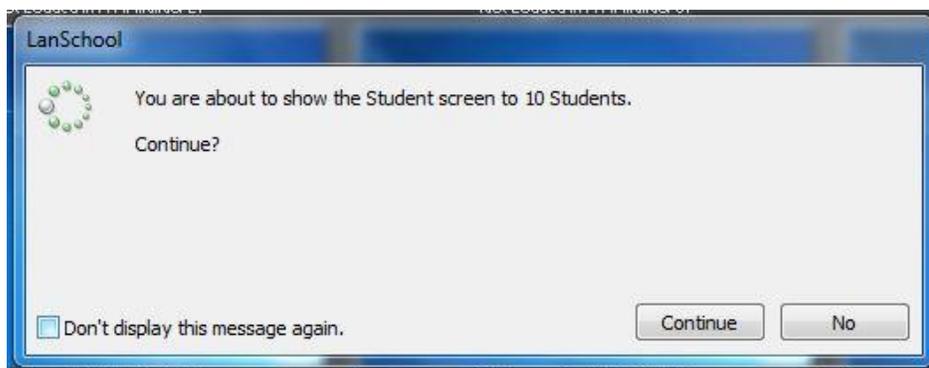
The Show option allows the teacher to display their screen on the student machines in the classroom. You can either choose to show the screen in full screen mode or as a pop up window on the student machines.



When you select to show your screen, you will be prompted by a box confirming that you are intending to show your screen to the students. If you are sure you want to do this, simply hit continue and then the students will be able to see your screen.

Once you are finished with showing the students your screen, simply hit the Show option again, and select to 'stop showing Teacher's Screen'. This will remove the window or full screen image of your screen from the student machines.

You will also have the option to show a student screen, pictured to the right of the Show option. This will also prompt you with a warning box, as seen below.



Vote



There is an option to poll the students in the classroom with a single question, as well as a full test, as explained below. If there is a single question, you can use the Vote option to ask the class.

Send Question To Students

Type or verbally ask a question to all Students

Question

Type your question below:

Load...
Save...
New
Send

Question Type:	Student Votes	% of Students
<input checked="" type="radio"/> True / False	T 0	
	F 0	
<input type="radio"/> Multiple Choice	A 0	
	B 0	
	C 0	
	D 0	
	E 0	

Vote Status

Current Status: Waiting for Teacher to send a question to Students...

Total # of Students Questioned: 1

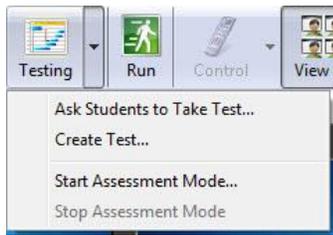
% of Students That Have Voted: [Progress Bar]

Details...
Close

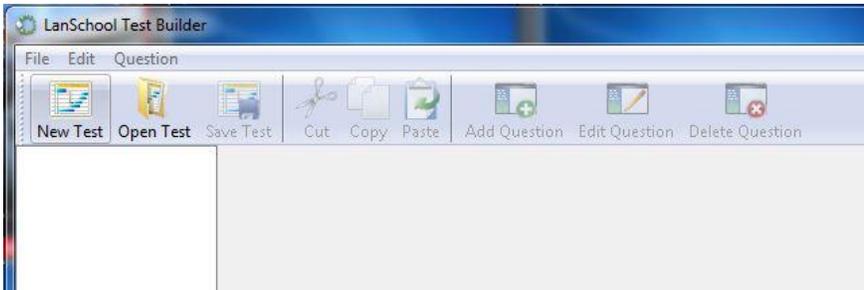
Selecting this button will bring up a window where the question can be typed, and answers provided in either True/False or Multiple Choice format.

You can also monitor the number of students who have been asked the question, and the percent of students who have answered the question, as well as what their responses were.

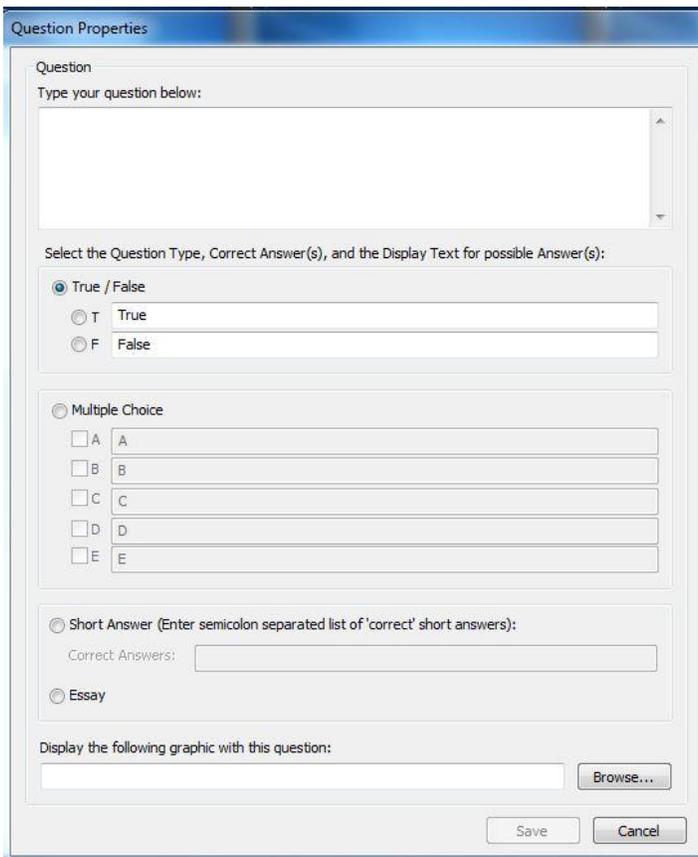
Testing



Another feature for questioning the class is through Testing. This allows the faculty member to create a multi-question test for the students to take. Simply click on the testing option, and select to Create Test.



This will pull up a window where you can begin making a new test, or pull up a saved test. It will allow you to add new questions, and select what the correct answer is.

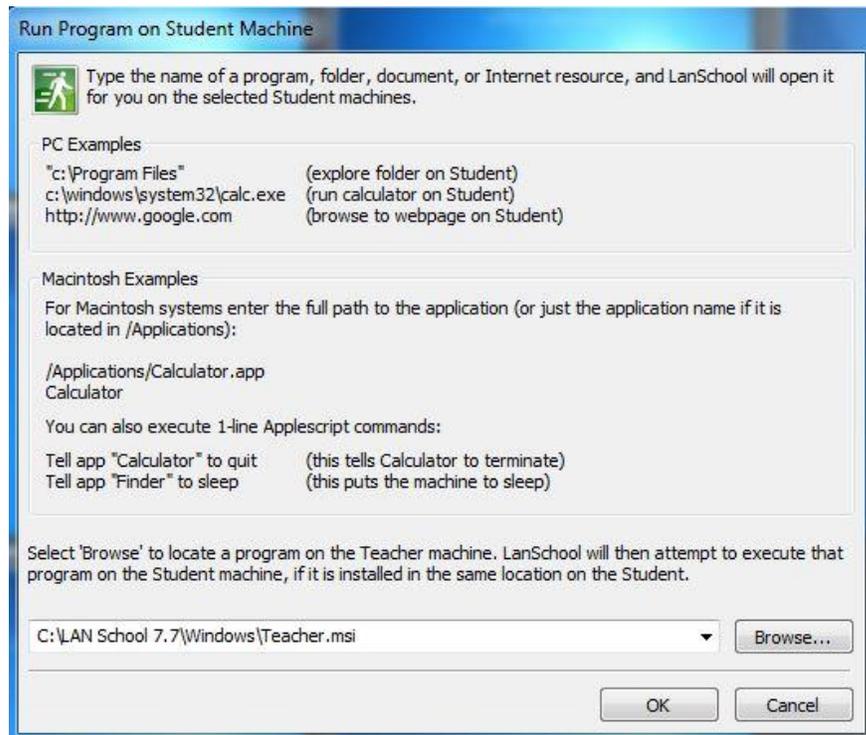


The question format for Testing is the same as with Vote type questions, except it also offers the options of Short Answer and Essay responses from the students. You are also given the option to display a picture with the question. You can create as many questions as you would like before sending to the students.

Run

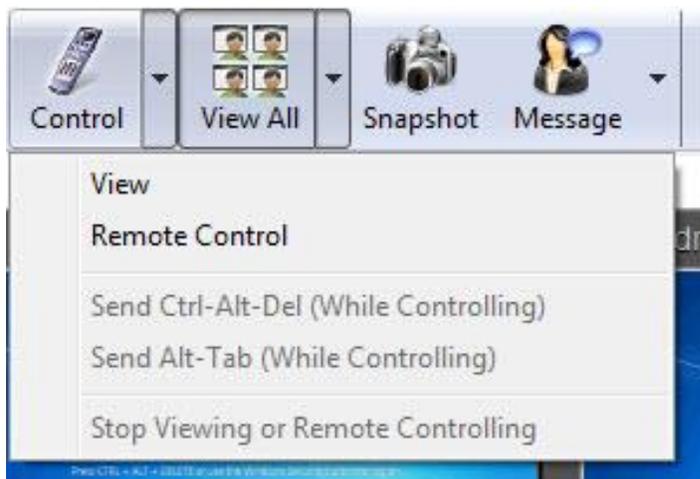


There is an option to run a program on the student machines, from the teacher console. If you select the option to Run, it will pull up a window detailing how to run certain programs.



This window gives examples of different programs, as well as the option to browse for a program from the teacher machine. This option will only work if the program is in the same place on the student machine that it is on the teacher machine. This feature works best with programs that are standard to the machine, such as Calculator or an internet browser.

Control



The Control feature allows the teacher to take control of the student machines. This can be done if a student is having trouble opening a program or completing a test. You simply select the student machine you want to control, and hit "Remote Control". This will display the student screen on the teacher console, and will allow you to use your mouse and keyboard on the student machine. You can also control multiple machines at the same time.

View All



The View option gives different ways to display the student screens on the faculty machine. The most common view is to view all the screens in thumbnail view, but you can also show the details of the machines, or have one screen shown at a time.

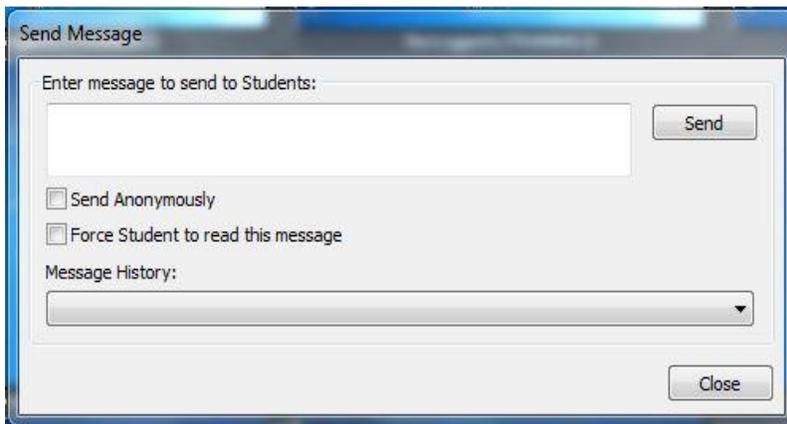
Message



There is a messaging feature, so that a teacher can communicate with a student without disturbing the rest of the classroom.

If you select Message, and then choose the option to Send Message, a box will appear for you to type your message.

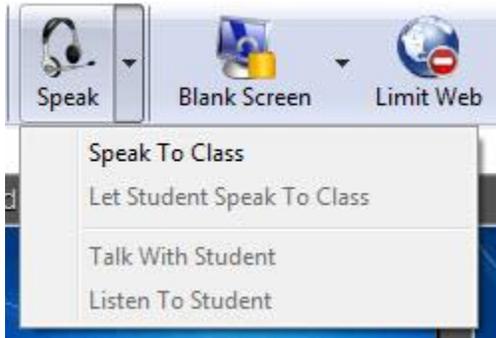
Once you have created the message you wish to send, you have the option to send anonymously, or force the student to read the message.



The option to force the student to read the message simply displays the message as a dialog box, and requires the student to hit OK before the message will disappear.

Chat is an instant messaging feature that allows you to message back and forth with the student without disturbing the rest of the class.

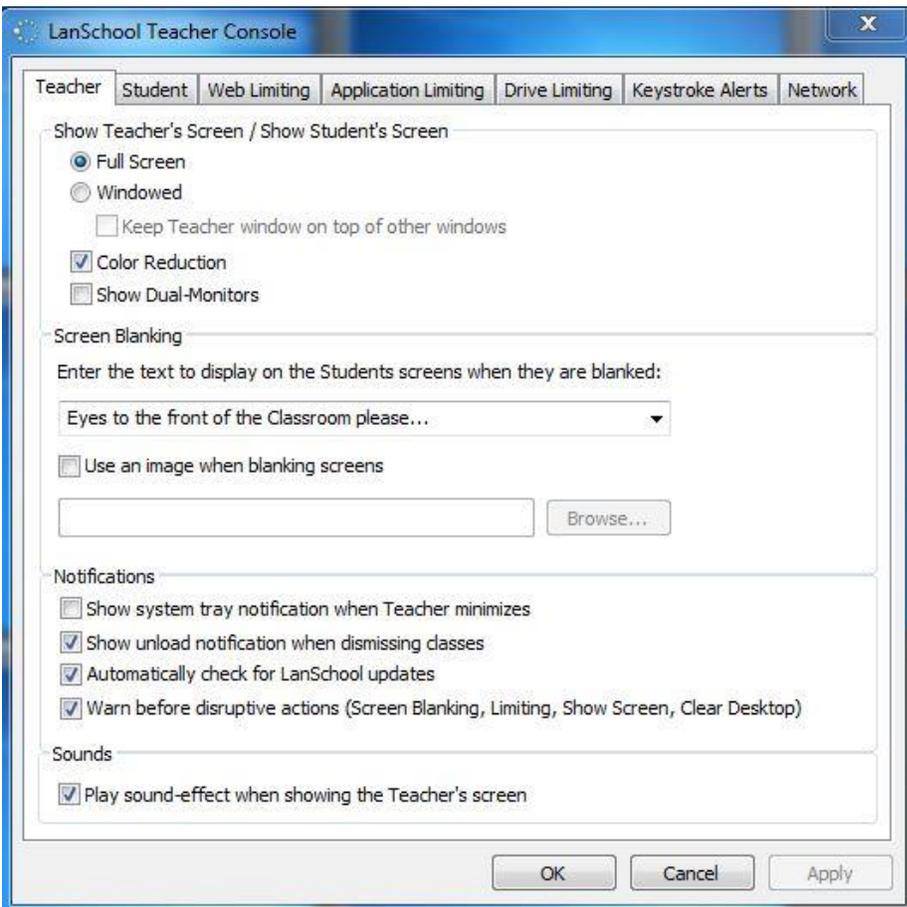
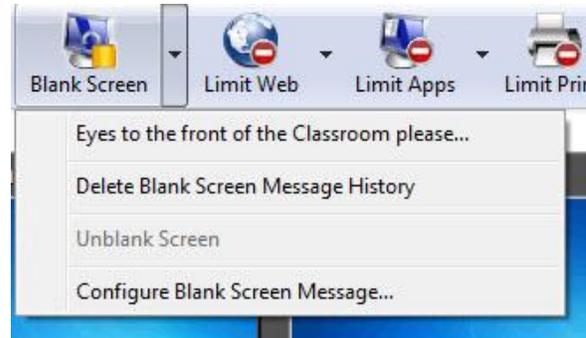
Speak



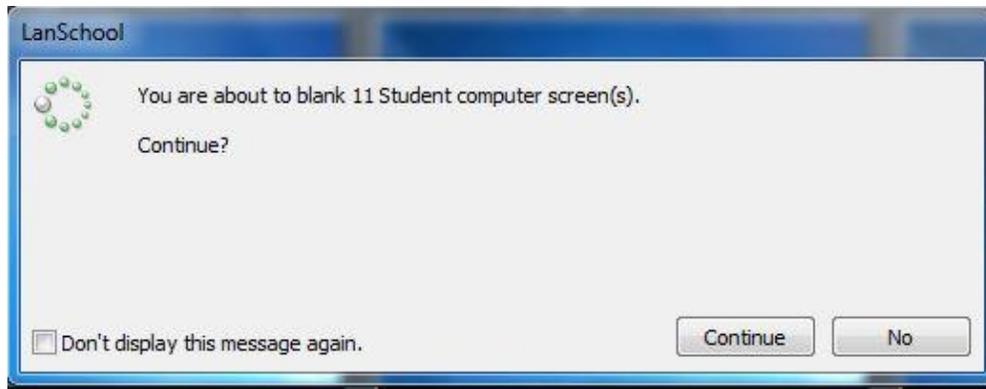
The Speak option allows a professor to converse with the classroom, or have a student converse with the classroom, while using headphones. This is useful for language classes, as the conversation can be monitored through headphones and should not disturb other students.

Blank Screen

Blank Screen is an option available to keep students on task while in the classroom. Selecting this option will blank out the student's screen, and display a warning message or picture.

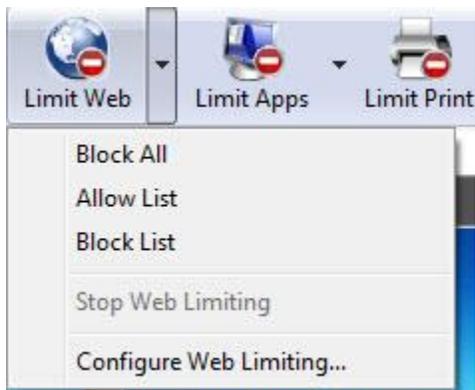


You can select to configure the message that appears, selecting a different phrase, or a picture to display on the screens.

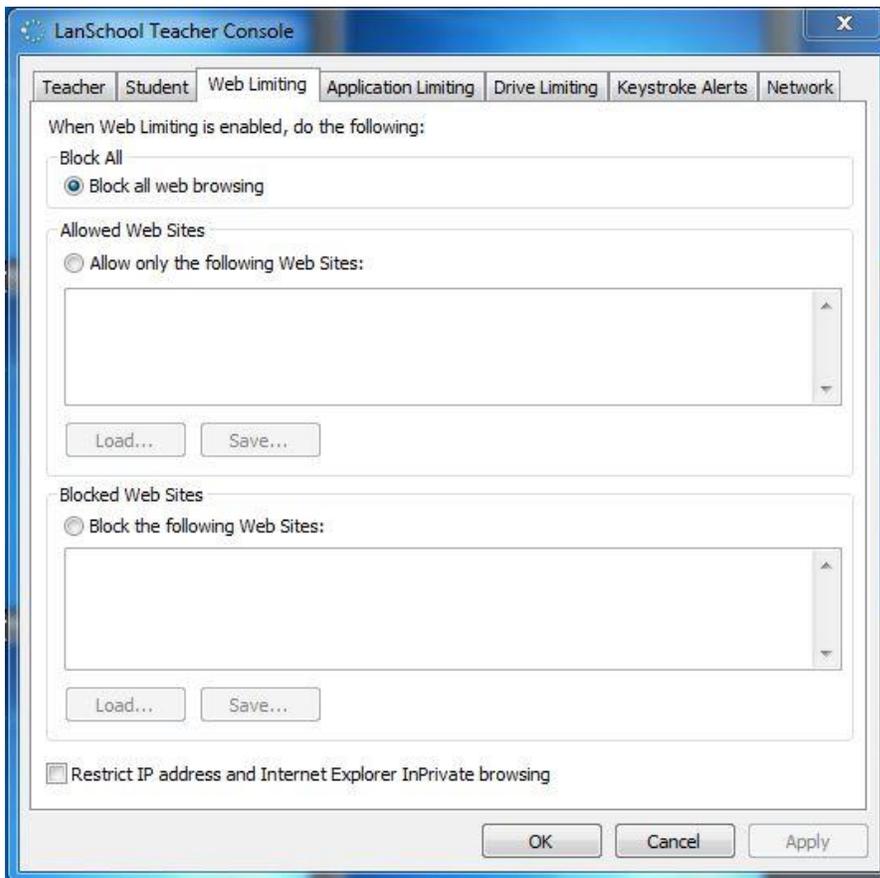


You will get a warning dialog box to confirm that you are intending to blank the screens. Once you hit continue, the screens will be blanked.

Limit Web



Limiting Web is a feature that is available to keep students on task while in the classroom. This feature turns off web capabilities, either fully or only to certain sites.

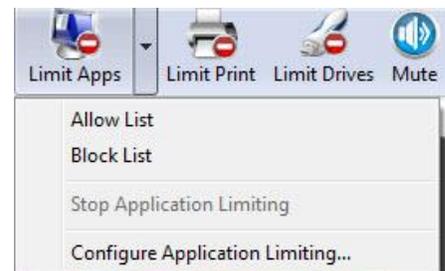
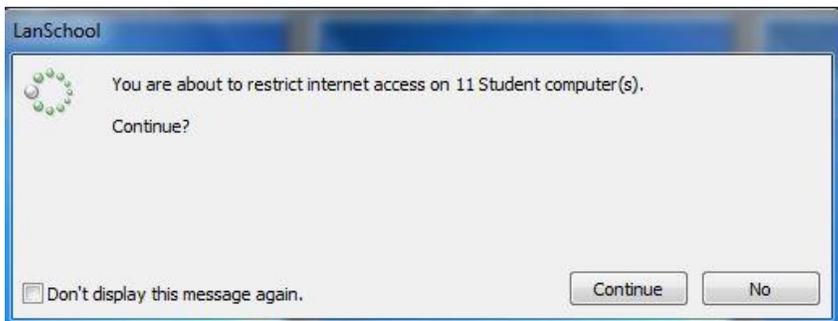


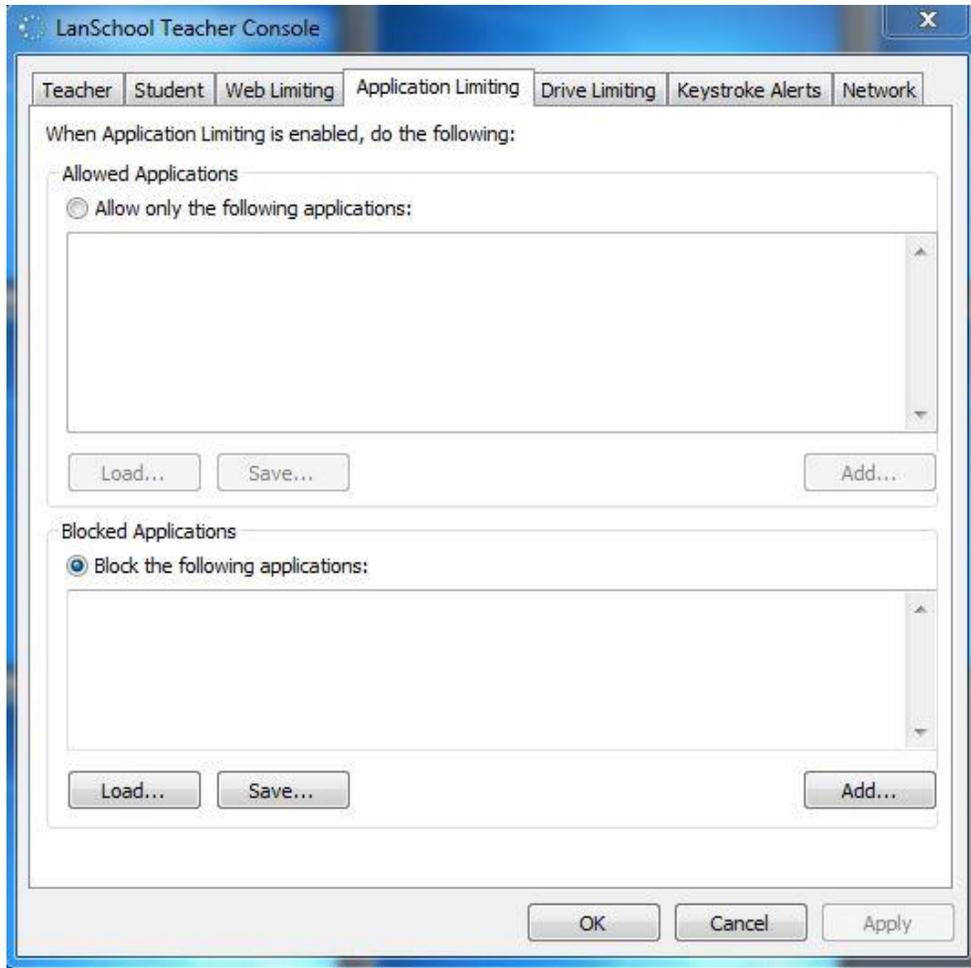
If you select to Configure Web Limiting, you will be prompted with this box, where you can select sites the students are allowed to visit, sites the students are not allowed to visit, or select to block all web browsing.

When you have finished configuring this, a dialog box confirming the action will appear. Once you hit continue, the web limiting will go into effect.

Limit Apps

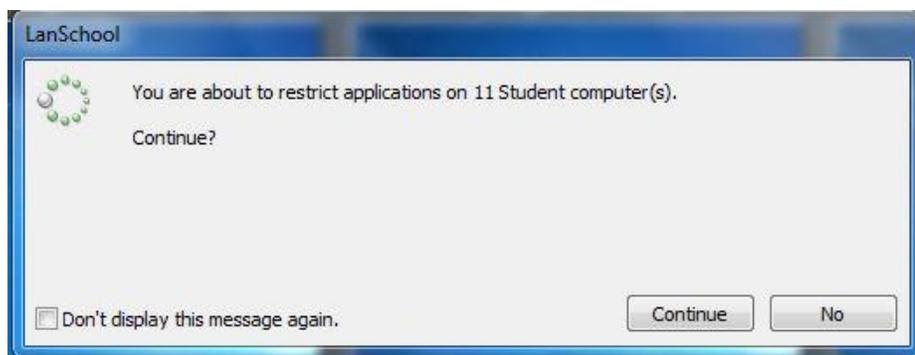
Limiting Applications is the same procedure as limiting web access. You are given the option to allow certain programs, or block certain programs.





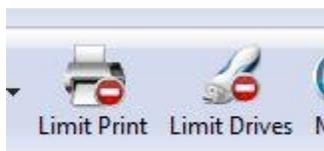
This can be configured by selecting to Configure Application Limiting.

The applications can be listed in the block or allow list, and can be selected from the teacher computer.

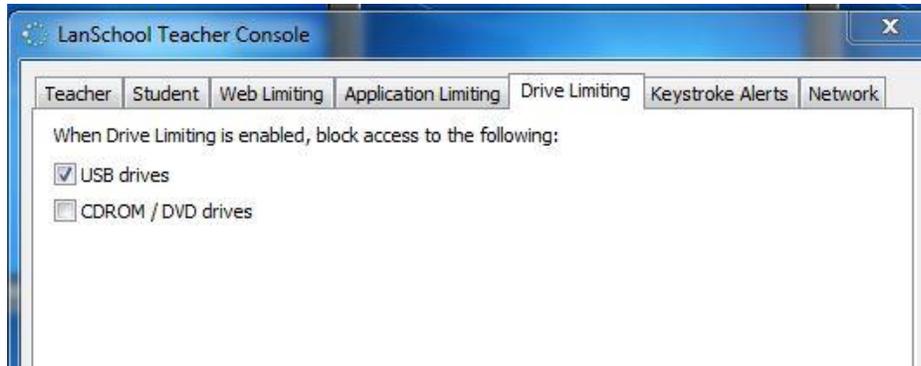


When you have finished listing the applications, select OK, and hit continue to block applications from the students.

Limit Print and Limit Drives



There is an option to Limit Printing as well as Limit Drives that students are able to use on the computer. If you select to Limit Print, the student you selected will not be able to print while logged on. If you select to Limit Drives, the students will not be able to use external drives while logged on.



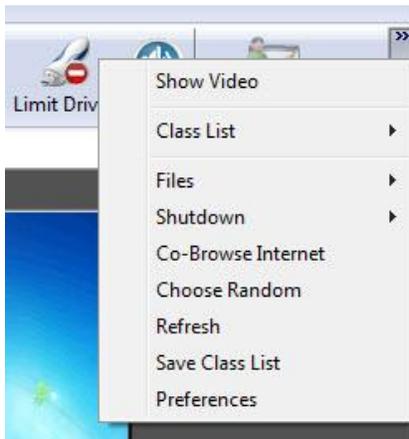
You can configure which drives are limited when you select that option. Depending on what options you check off, the students will either only be able to use their USB drive or their CD drive, or they will not be able to use either.

Mute



Mute gives you the option to turn off the speakers on the student computers remotely.

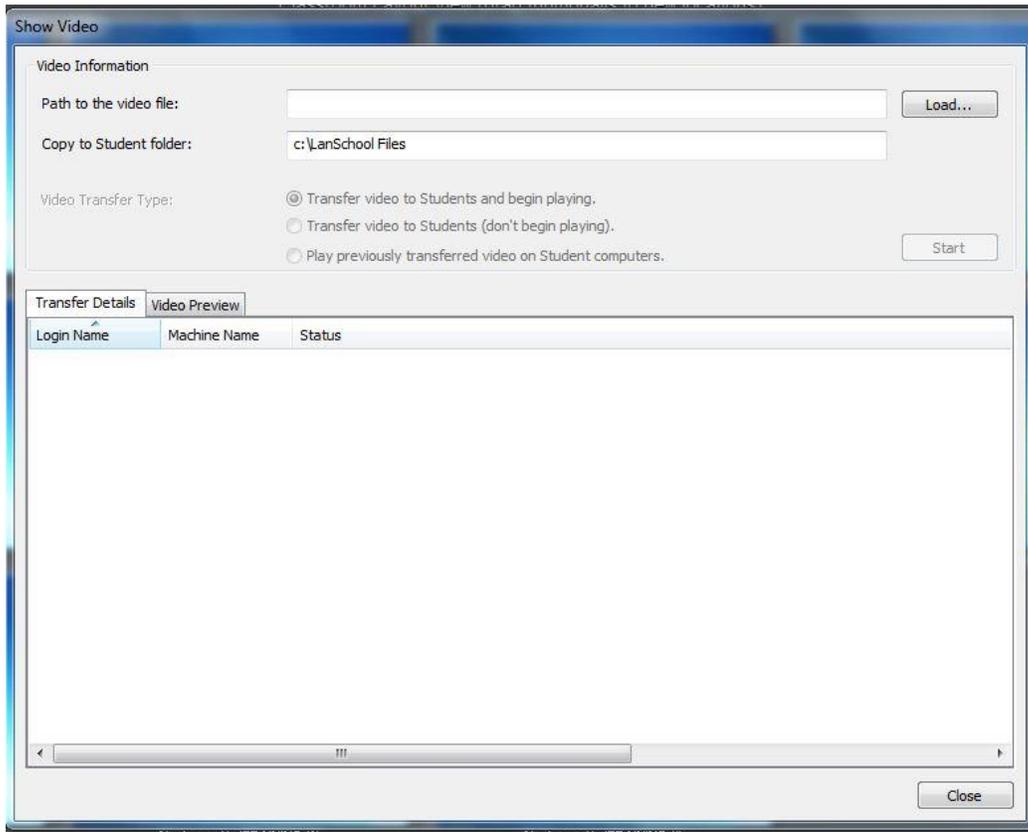
More



On the far right hand side of the Teacher Console Ribbon, there is an icon indicating that there are more options. If you select this, you will see another list of different options available to use. The two most important and useful of these options are Show Video and Files.

For these features, it is important to be aware that student machines are "frozen" meaning that nothing can be saved directly to the hard drive. If students need to save their work, they will need to bring a flash drive to store it on, or email it.

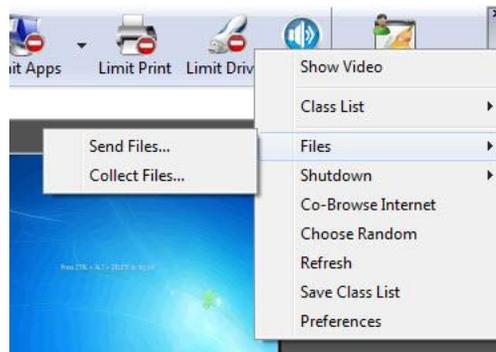
Show Video



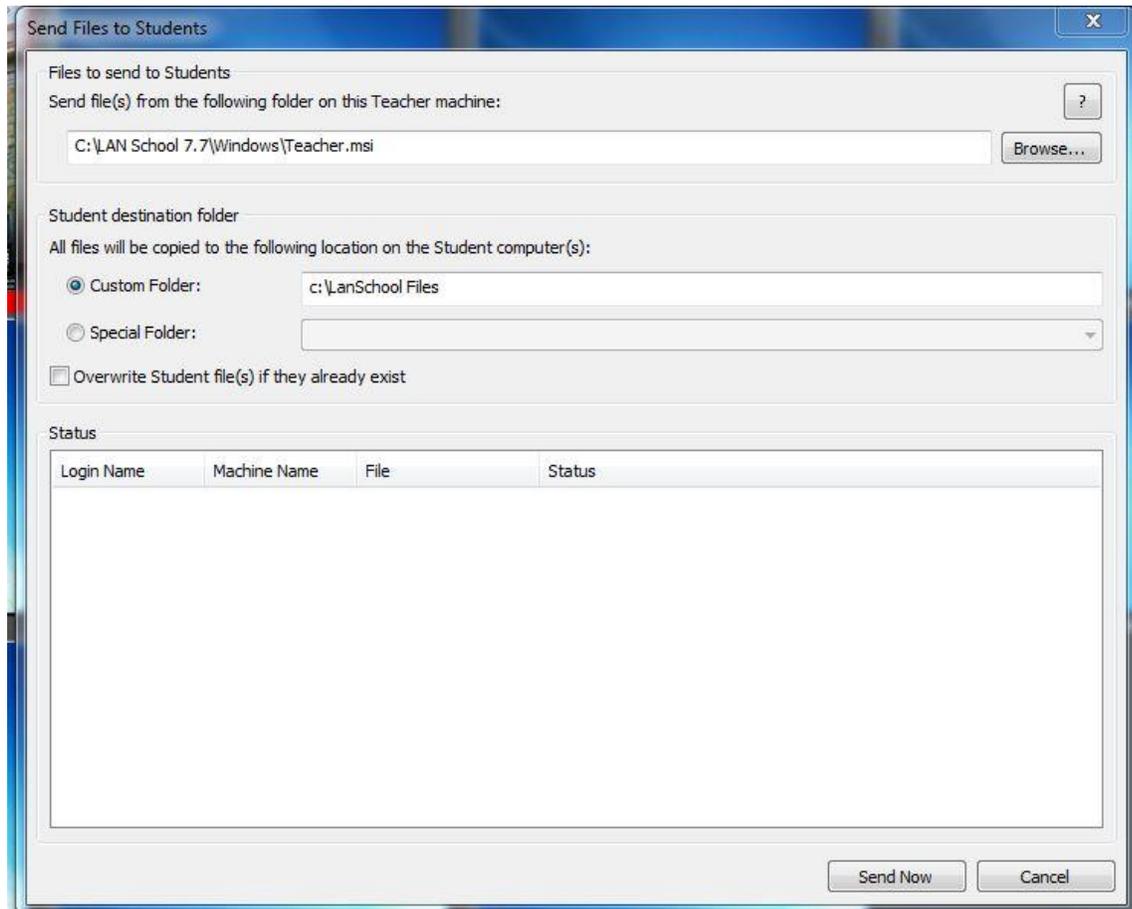
Selecting to Show Video brings up a window asking you to specify a location of the video you wish to share with the students. This can be located on the teacher machine or an external source. You simply need to point to the correct location, and then specify where you would like to send this video on the student machine. The default is the LanSchool Files folder on the C:\ drive, however you can also send it to the desktop or documents folder, just be aware that it will not be there the next class period.

Files

Files gives the teacher the option to send files to students, as well as to collect files from them.

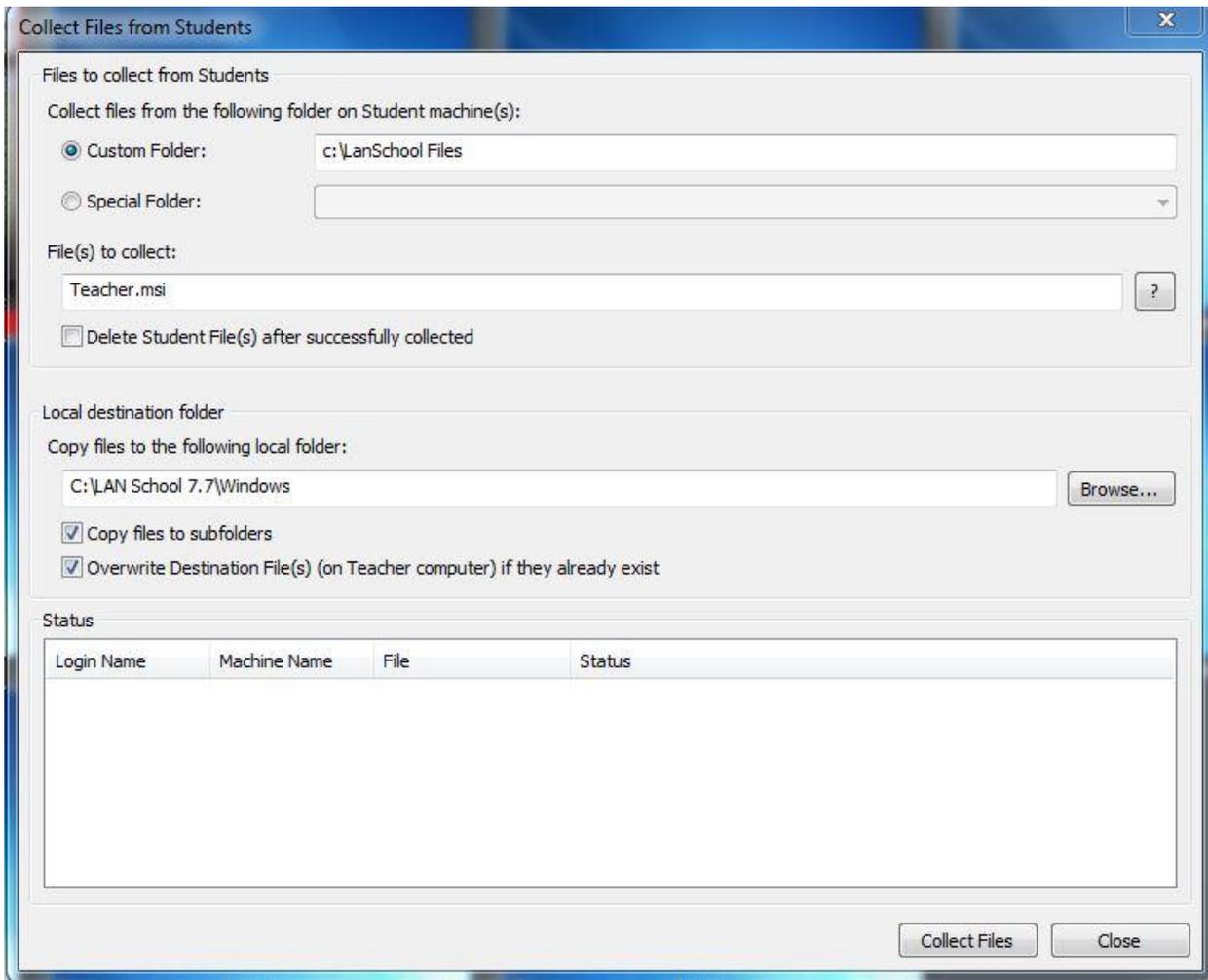


Send Files



Send files allows you to take a file from the teacher computer, or an external source, and send it out to the students. This is much like the Show Video option, except it can be any type of file. You will be asked where to pull the file from, and where to send it. Keep in mind that the student machines are frozen, therefore the files will not be available during the next class period if only stored on the computer stations.

Collect Files



Collect Files works much in the same way, in that you are specifying a place to pull the document from, and saving it in a location on your teacher computer. It is important to make sure that you specify where the students should be saving their files, so that you can easily pull the documents from their computer. You can specify a different location for collecting the files, however it is recommended to store them somewhere that is not on the teacher computer so that you do not lose the files.

Further Resources

Video tutorials created by the LanSchool software team are available online for further instruction.
<http://www.stone-ware.com/lanschool/tutorials>

If you have questions regarding this software, please contact the IT Helpdesk at 610-436-3350.
Thank you.