MDCPS
LanSchool Training
Managing & Supporting Devices in a 1:1 Classroom Environment
1 Introduction

Today's teachers are faced with the challenge and opportunity of using technology to teach.

Computers are amazing educational tools, but they can also be a huge distraction to learning. The Internet, instant messaging, email and games are a constant temptation for students.

LanSchool removes these distractions and gives teachers the tools and confidence to teach in a 21st century classroom.

2 Getting Started

LanSchool works by enabling a teacher to see all student computers within a computer-based classroom.

It uses Teacher “channels” to ensure that all the computers in that classroom are visible; much like a TV channel enables different TVs to see the same program. LanSchool has 16,000 Teacher channels from which to choose, which means that you can have as many as 16,000 different classrooms using LanSchool at any given time.

The best way to set up LanSchool in a lab, classroom or wireless laptop cart is for each classroom or room to have its own Teacher channel. This setup enables all of the computers in the same classroom to interact with each other and the teacher to manage the entire room.
2.1 Teacher Computer

On the teacher computer, you will see a small LanSchool icon in the system tray. The system tray is located in the bottom right corner of your computer screen. You can use this menu to control the key features of LanSchool. On a Mac, the LanSchool menu can be accessed on the dock icon. More advanced features are available when you access the full LanSchool Teacher console. All of the features are either buttons on the toolbar or options grouped under one of five menu items: Demonstrate, Monitor, Restrict, Administer, and View.

![The LanSchool Teacher Console in "Thumbnail View"

Click the “View All” button in the toolbar to switch between “Thumbnail View” and “Details View”. Thumbnail view will show an image of the current state of each connected student computer so that the teacher can scan and monitor the activity of each machine. Details view shows a list of connected student computers along with pertinent information such as the student's login name, machine name, current application, last website visited, and LanSchool version number.

When selecting computer thumbnails, you can press CTRL+A to select all computers or hold down the CTRL key and click with your mouse to select a group of computers. On the Mac use COMMAND+A to select all computers.

Right-click on a single student computer to access a context menu with a list of features and information specific to the individual machine.

When using the toolbar buttons (like the Blank Screen feature), a single click enables that feature and presses the button. Another click will disable that feature, just like a toggle switch.

https://www.youtube.com/watch?v=Bl3SJ1kkCI&list=PLadwjZCyTsTWY_PW-qSzxAB Clyik6Yrl&index=1

Note: for different views, watch tutorial.
2.2 Selecting Teacher Channel

The teacher will have the ability to select the channel inside of the Teacher Console. To do so, the teacher will have to click on Administrator → Preferences → Network tab → Teacher Channel → enter the channel number → Click Apply.

For MDCPS you will be using your homeroom classroom number as your channel.

🌟 Students will NOT have the ability to select their channel.
2.3 Configure Toolbar

The teacher has the ability to configure the menu tools by clicking on View→Configure Toolbar and adding or removing the tools that he/she want quick access to inside the Teacher Console.

**NOTE:** Some tool that you can remove from your toolbar menu are listed below.

- Clear Desktop - Limit Drivers - Show Video - Limit print - Refresh – Speak

⭐ Ask teachers to configure their toolbar to look just like yours. Demo how to add and remove tools.
⭐ **DO NOT** use the following tools or add them to your toolbar menu: Clear desktop, Limit Print, Limit Drives, Show Video, Refresh and Speak.
⭐ **Trainers:** Arrange the toolbar menu icons in the same order in which they will be covered in the LanSchool Guide.
2.4 Student Computers

LanSchool is set up to run in the background on student computers. Students will automatically be discovered by any Teacher Console located on their channel. The teachers channel will be assigned by the class room number.

The LanSchool icon appears in the system tray at the bottom right corner of the computer screen in Windows. On the Mac it appears as a small icon at the top of the screen. If you place your cursor over the icon on Windows or Mac, it will tell you which channel the student computer is currently on.

If a student single clicks on this icon they can request help from the teacher. The student can type a question and a small question mark is displayed in the Teacher Console indicating that student has a question. If a student right clicks on this icon, it will bring up the student file folder where the Send/Collect files feature sends files.
2.5 Dynamic Class Lists

The teacher will be able to see the student devices by loading the Dynamic Class List inside the Teacher Console. The teacher will not have to create or roster his/her students. The Dynamic Class List will update when the Student Information System (SIS) is updated by the district.

🌟 Dynamic Class List is tied to the Student Information System (SIS). The Dynamic Class List will update (add/remove students) on the same schedule that SIS updates.

**NOTE:** The first time that the classroom teachers launch the Teacher Console, they will need to follow Steps 1 – 4.

**Step 1:** Click for more options at the end of the menu bar.

**Step 2:** Click on Class List → then Load Dynamic Class List.
Step 3: Select Comma Separated Value (csv) Exported Files in the text field enter the following information \schoolsite#-LCS\lanschool click OK.

For example: \6211-LCS\lanschool

Step 4: Select the Class Name/Period you want to load and click Load. The student thumbnails will populate inside the Teacher Console.

NOTE: The next time the teacher uses LanSchool there is no need to do Step 3.

Another way to Load Dynamic Class List, click on Administer→One to One→ Load Dynamic Class
Select the **Class Name/Period** that you want to load into the Teacher Console.
3 Feature Overview

3.1 Blank Screen

Blank student screens on your channel and disable student keyboards and mice. This feature is useful when you want to lecture without the distraction of students playing with their computers, or you need to quickly gather their attention.

How to Blank Student Screens

1. Select one or more student computer thumbnails (if none are selected, all screens will be blanked).
2. Click the "Blank Screen" button in the toolbar.

The students' screens will be blanked and a message will be displayed. The keyboards and mice will also be locked/disabled.

To stop blanking the screens, click the "Blank Screen" button again to toggle this feature off.

How to Customize the Blank Screen Message

1. Select the drop-down arrow to the right of the Blank Screen button.
2. Select the "Configure Blank Screen..." option.
3. In the "Screen Blanking" section, edit the text to be displayed.

LanSchool will remember the last 10 messages used

Optionally, you can select an image to be displayed instead of a text-based message. This image must be saved in the Picture folder or on a flash drive/USB, in order to be used to blank the screens.

https://www.youtube.com/watch?v=yNJppVDkBD0&list=PLadwjZCyTswY_PW-gSzABclyik6YrIi&index=6
3.2 Show Teacher Screen

Allows a teacher to broadcast their computer screen to one or more student computers in either Full Screen or Windowed mode. This is a great way to demonstrate a lesson or present to students directly on their screens rather than on a projector screen in the front of the classroom.

How to Show Teacher’s Screen (Full Screen Mode)

1. Select one or more student computer thumbnails (if none are selected, screen will be shown to all computers).
2. Click the drop-down arrow to the right of the “Show” button.
3. Select the Full Screen option.

The Teacher Console will be minimized on the teacher's computer and the screen will be displayed on the selected student computers. The student computers' keyboards and mice will be locked while the teacher's screen is being shared in full screen.

To stop showing the teacher's screen, left-click on the LanSchool icon in the system tray.

How to Show Teacher’s Screen (Windowed Mode)

1. Select one or more student computer thumbnails (if none are selected, screen will be shown to all computers).
2. Click the drop-down arrow to the right of the “Show” button.
3. Select the Windowed option.

The teacher's screen will be displayed on all the students’ computers in a re-sizable window, allowing them to continue working while watching the teacher’s demonstration.

To stop showing the teacher's screen, left-click on the LanSchool icon in the system tray.

https://www.youtube.com/watch?v=t-U-ztKswwE&list=PLadwjZCyTsTWY_PW-gSZzABclyik6Yrl&index=7
Note: Click on system tray to annotate
3.3 Show Student Screen

Broadcast a student's screen to all other students. This is a great way to allow a student to present or demonstrate something with the entire class directly from their own computer.

How to Show a Student's Screen

1. Select a single student computer thumbnail in the Teacher Console.
2. Click the "Show Student" button in the toolbar.

The selected student will maintain control of their computer while their screen is broadcast in full screen to all other student computers connected to the channel. The other students' keyboards and mice will be locked while the screen is being shared.

To stop sharing the student's screen, click the "Show Student" button again to toggle this feature off.

https://www.youtube.com/watch?v=JPCeoFPAtXY&list=PLadwjZCyTsTWY_PW-qSZzABclyik6Yrli&index=8

3.4 Remote Control

Take remote control of one or more student computers. This feature allows you to remotely use the mouse and keyboard on the selected student's computer.

How to Remote Control a Single Computer

1. Select a student computer thumbnail from the Teacher Console.
2. Click the "Control" button from the toolbar.

The student's computer will fill the Teacher Console and the teacher will have control of the mouse and keyboard. By default, the student's mouse and keyboard will be locked.

To stop remote controlling the computer, click the "Control" button again to toggle this feature off.

Selecting multiple computers will allow you to remote control multiple computers at the same time, while viewing a single computer in the group. Controlling multiple computers only works if the machines look exactly the same.

NOTE: This feature should mainly be used to control a single computer. Controlling multiple computers will cause a long lag and the Teacher Console may stop responding.

https://www.youtube.com/watch?v=BUEirEz3nGl&list=PLadwjZCyTsTWY_PW-qSZzABclyik6Yrli&index=9
3.5 Messaging

Send messages to all or selected students. This is often an effective way to get a distracted student back on task. Also, students can ask the teacher a question and the teacher can respond by initiating a chat session with that student. Teachers can also initiate chat sessions with a group of students.

NOTE: The students will not be able to initiate a chat. The teacher is the only one that can do so.

How a Student Can Ask a Question

1. On a student computer, left-click on the LanSchool icon in the system tray.
2. Click the pop-up message to "Ask the teacher a question".
3. Type the question that will be sent to the teacher and click the "Send" button.

How to Respond to a Question with a Chat Session

1. When a student asks a question, the teacher will see a blue "?” icon displayed on that student’s thumbnail inside the Teacher Console.
2. Hover the mouse cursor over the icon to read the question.
3. Right-click on the thumbnail and select "Chat..." to initiate a chat session with that student.
4. Alternatively, select "Clear Student Question..." to clear the prompt and mark the question as answered.

How to Send a Message

1. Select one or more student computers (if none are selected, the message will be sent to all computers).
2. Click the "Message" button from the toolbar.
3. Type a message and click "Send" to display that message to students.
4. Selecting the "Force Student to Read this Message" checkbox will make the message pop-up above all other windows.

https://www.youtube.com/watch?v=jg_nqwz-liA&index=12&list=PLadwjZCyTsTWY_PW-qSZzABclyik6YrlI
3.6 Application Limiting

Teachers can control the applications that are allowed to be run on the student computers. The application limiting policy can stop ALL applications from running except for those specified in an "allow list" or can allow all application except for those specified in a "block list".

How to Configure Application Limiting

1. Select the drop-down arrow to the right of the "Limit Apps" button in the toolbar.
2. Select the "Configure Application Limiting..." option.
3. Add application .exe to either the "Allowed Applications" list or the "Blocked Applications" list.

How to Limit Applications on Student Computers

1. Select one or more student computer thumbnails (if none are selected, all computers will be limited)
2. Click the "Limit Apps" icon in the toolbar (use the drop-down arrow to select either the "Allow List" or the "Block List")

When a student launches an application that is limited, a pop-up message will be displayed informing them that the application has been blocked.

NOTE: To block applications from the windows 8.1 Start screen, enter the following executable to your list of Block applications.

wwahost.exe
3.7 Web Limiting

Limit the websites that can be accessed by one or more student computers. The teacher can choose to restrict all web activity, allow only certain websites, or block only certain websites. This is often used to keep students focused or to create creative lessons that require students to access only certain sites.

**NOTE:** LanSchool is not meant to replace a school-wide web content filter but rather to guide students' attention in the classroom.

**How to Configure Limit Web**

1. Select the drop-down arrow to the right of the "Limit Web" button in the toolbar.
2. Select the "Configure Web Limiting..." option.
3. Select either "Block All", "Allowed Web Sites" or "Blocked Web Sites" and add website addresses to those lists.

![Web Limiting Configuration](image)

**How to Limit Web on Student Computers**

1. Select one or more student computer thumbnails (if none are selected, all computers will be limited).
2. Click the "Limit Web" icon in the toolbar (use the drop-down arrow to select either "Block All", "Allow List", or "Block List").

When a student accesses a site that is not allowed, they will be redirected to a LanSchool "access denied" page containing a list of websites listed in the "Allow List".

To stop limiting the web, click the "Limit Web" button again to toggle this feature off.

- Web Limiting tool will block Chrome, Firefox, and legacy Internet Explorer (legacy IE), the new Microsoft Edge Browser.
- This tool does not work for Modern IE. You MUST use Application Limiting for Modern IE
3.8 Student Voting

A teacher can send a single question to one or more student devices and view the student responses in real-time. Questions can be True/False or Multiple Choice. This is a great way to get a quick response from the class to the question of "Did that make sense"?

How to Send a Question to Student Computers

1. Select one or more student computers from the Teacher Console (if none are selected, the question will be sent to ALL students).
2. Click the "Vote" button from the toolbar.
3. Type the question (and answers) the way you want it displayed to students.
4. Select either True/False or Multiple Choice to determine the options available to students.
5. Click the "Send" button to push the question to the student computers.

Configuring the Question

As students answer the question, their responses will be displayed in real-time in the Teacher Console window where the question was configured. The teacher can click the "Details" button to view and export (as a .CSV file) each student's specific answer.

To block or allow modern Internet Explorer (modern IE) you must enter its executable using the Application Limiting tool. Do not use the Web Limiting tool.

The executable to block or allow modern IE is iexplore.exe
3.9 Testing

Teachers can create electronic tests that can be pushed to students and taken on their computers. Up to 100 test questions can be randomized, sent out to one or more students and tracked in real-time. Teachers can optionally time the test, show results to students and export the results to a .CSV file. Questions can be formatted as True/False, Multiple Choice, Short Answer, and even Essay. Questions can also include images (.jpg, .gif, .bmp, .png).

How to Create a Test

1. Open the LanSchool Test Builder by clicking the “Testing” button and selecting “Create Test...”
2. Click “New Test” to add the first question.
3. Type in the question and select True/False, Multiple Choice, Short Answer, or Essay.

   ![“Add a Question” configuration window](image)

4. For True/False or Multiple Choice questions, configure the answer options and select the correct one.
5. For Short Answer questions, type correct short answer responses separated by a comma.
6. Click “Save” to add the question to the test.
7. Continue adding questions to a single test by clicking the “Add Question” button.
8. Click the “Save Test” button to save the entire test and all of the questions. Choose a location on your computer to save the file.

**NOTE:** When configuring a question, you can browse and select an image to be embedded within the question. This could be a mathematical graph, equation, diagram, or other visual representations of the question.

How to Administer the Test

1. To push a test out to students, click the “Testing” button and select “Ask Students to Take a Test...”
Sending a Test to Students

2. Select students from the Included/Excluded lists and use the Add/Remove buttons to choose who the test will get sent to.
3. Click the "Load" button to browse and select a previously created LanSchool test file.
4. Select the "Options..." button to configure the test to be timed, full screen, or randomized. Click "OK".
5. Click "Start" to load the test on the student computers and begin the test.

How to Monitor the Test Results

Once the test is started, as students begin to answer questions, the teacher can view the results in real-time directly within the "Send Test to Students" window. Once all students finish the test or the teacher clicks the "Stop" button, the teacher can click "Export..." to save all of the answers, questions, and results in a .CSV (spreadsheet) format in a folder on the teacher computer. These results can then be prepared to import in most gradebooks or learning management software.

https://www.youtube.com/watch?v=EzozOt96CZI
3.10 Send and Collect Files

Send a folder full of files from the teacher’s computer to one or more student computers. Then, once students have modified the files by answering the questions, collect them back on the teacher computer. Each students’ files will be neatly organized into sub-folders.

How to Send Student Computers:

1. Select one or more student computers from the Teacher Console.
2. Select the drop-down arrow to the right of the "Files" button in the toolbar.
3. Select the "Send Files..." option.
4. Select a source folder on the teacher computer that contains the files you'd like to send.
5. Select a destination folder on the student computer for the files to be copied into:
   a. Create a custom folder to specify the location directly.
   b. -OR- Use a special folder such as the individual student's Desktop or My Documents location.
6. Click the "Send Now" button.

NOTE: A folder called "LanSchool Files" will be created on each student machine in the destination folder selected. This folder will contain all of the files copied from the Teacher computer.

How to Collect Files from Student Computers:

1. Select one or more student computers from the Teacher Console.
2. Select the drop-down arrow to the right of the "Files" button in the toolbar.
3. Select the "Collect Files..." option.
4. Select a source folder on the student computer that contains the files you wish to collect.
5. Specify the file name or file type you wish to collect:
   a. Using an asterisk (*) will collect all files.
   b. Using an asterisk (*) followed by a file extension will collect all files of that type (e.g. *.doc).
6. Select a destination folder on the teacher computer for the collected files to be copied into.
7. Click the "Collect" button.

NOTE: A sub-folder for each student computer will be created in the destination folder on the teacher computer. Each folder will contain only the files collected from that single student.

⭐ OneDrive or Class Notebook can be used in lieu of this option.
### 3.11 Snapshot

Save a snapshot of a single student's entire screen as a standard image file. The date, time and student login name are included as part of the image's filename. This is a great way to save an example of student work or get a record of inappropriate behavior such as cyber bullying.

**How to Save a Snapshot**

1. Select a student computer from the Teacher Console.
2. Click the "Snapshot" button from the toolbar.
3. Choose a location on your computer to save the image file.

The file name will be formatted as `[Login Name] ([Machine Name]) ([Date] _ [Time]).jpg`  
(Example: `John Doe (TRAINING-PC) (Mar 17 2014_03-30-23PM).jpg`)

### 3.12 Run Program

This feature allows you to run an application, file, or a web site on student computers. This can be quite useful for students who have trouble navigating to a specific web address or starting a specific application.
3.13 Random Student

This feature allows the teacher to let LanSchool randomly select a student. This is a fun way to engage students and encourage participation in the classroom.

3.14 Video Tutorials

To access free video tutorials click on Help→LanSchool On The Web→LanSchool Tutorials

NOTE: additional video tutorials can be found at https://youtube.com/stonewareofficial
3.15 Closing/Exiting the Teacher Console

To properly close/exit the Teacher Console, click on Administer → Exit Teacher Console

Closing the window on the image above will not close the application. If you do so, the application will continue to run in the background even though it is not visible.

If you would like to have LanSchool installed on your desktops, you should create a HEAT ticket with the following information:

- Select APPLICATIONS as the category
- Install LanSchool Teacher on desktop

Your site tech can install the program on your teacher desktop.
4 Technical Support

Every effort has been made to design this software for ease of use and to be problem free. If problems are encountered, please contact Technical Support.

Email: support@stone-ware.com

Phone: 1-877-394-0443 (Toll Free USA), 1-260-492-2357 (International)

Hours: 8:00am to 6:30pm (Eastern Time)

4.1 Contact Information

- Web: www.lanschool.com
- Email: sales@stone-ware.com
- Phone: 1-888-473-9485 (Toll Free USA), 1-860-819-3774 (International)
- Fax: 1-866-596-2088 (USA Fax), 1-317-229-6320 (International Fax)
- Hours: 8:00am to 5:00pm (Mountain Time)
- Address:
  Stoneware Inc.
  PO Box 3352
  Carmel, IN 46082
  USA

4.2 Professional Development

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