

# Introduction To LanSchool



Copyright 2016 Faculty and Staff Training, West Chester University. A member of the Pennsylvania State System of Higher Education. No portion of this document may be reproduced without the written permission of the authors. For assistance, contact the IT Help Desk, x3350

# Table of Contents

Opening LanSchool2
Options
Demonstrate
Monitor
Speak4
View
Restrict
Administer5
Teacher Console Ribbon
Show
Vote7
Testing
Run9
Control9
View All
Message10
Speak11
Blank Screen11
Limit Web12
Limit Apps13
Limit Print and Limit Drives14
Mute15
More15
Show Video16
Files
Further Resources

# **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

Demonstrate	Monitor	Speak	Restrict	Adminis
Show Tea Show Tea	acher's Scre acher's Scre	een (Full een (Win	Screen) dowed)	
Stop Sho	wing Teach	her's Scre	een	
Draw On	Screen			
Show Stu	ident's Scre	een to St	udents	
Stop Sho	wing Stude	ent's Scre	een	
Show Vid	leo File			
Chat				
Run Prog	ram on Stu	udent Ma	achine	
Co-Brow	se Internet			
Ask Stude	ents to Tak	e Test		
Create Te	est			
Start Asse	essment Mo	ode		
Stop Asse	essment Mo	ode		
Ask Stude	ents to Vote	e		
Clear Stu	dent Quest	tion or A	lert	

# 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

Demonstrate	Monitor	Speak	Restrict
Speak To Let Stude	) Class ent Speak T	o Class	
Talk With	-		
Listen To	Student		-
	and the second		

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

Demonstrate	Monitor	Speak	Restrict	Adr						
Blank Sci	reen									
Unblank	Screen									
Limit We	Limit Web									
Stop We	Stop Web Limiting									
Configur	re Web Lim	iting								
Limit Ap	plications									
Stop App	olication Li	miting								
Configur	re <mark>Applicat</mark> i	ion Limiti	ing							
Clear Stu	ident Deskt	top								
Limit Pri	nting									
Stop Lim	iting Printi	ng								
Limit Dri	ves									
Stop Lim	iting Drive	5								
Mute Stu	ident Speal	kers								
Stop Mu	ting Studer	nt Speake	ers							

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					X
Type or verbally ask a question to Question Type your question below:	all Stude	ents			
				*	Load Save New
Question Type:	Stu	udent Votes	% of Students	Ŧ	Send
True / False	T F	0			
© Multiple Choice	A B C D E	0 0 0 0 0			
Vote Status Current Status: Waiting for Total # of Students Questione	Teacher ed:	to send a ques % of St	stion to Students udents That Have Vot	ed:	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.

Select the	Question Type, Correct Answer(s), and the Display Text for possible Answer(s):
● mue	True
© F	False
□B □C □D	B C D
E	e E
Correc Correc	Answer (Enter semicolon separated list of 'correct' short answers): :t Answers:
icolay the	following graphic with this question:

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.

for you on the selected St	im, folder, document, or Internet resource, and LanSchool will open it udent machines.
PC Examples	
"c:\Program Files" c:\windows\system32\calc.exe http://www.google.com	(explore folder on Student) (run calculator on Student) (browse to webpage on Student)
Macintosh Examples	
For Macintosh systems enter the located in /Applications): /Applications/Calculator.app	e full path to the application (or just the application name if it is
Calculator	
You can also execute 1-line App	lescript commands:
Tell app "Calculator" to quit Tell app "Finder" to sleep	(this tells Calculator to terminate) (this puts the machine to sleep)
elect 'Browse' to locate a program program on the Student machine,	n on the Teacher machine. LanSchool will then attempt to execute tha if it is installed in the same location on the Student.

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



Message



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.

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.

Enter message to send to Students:	Send
Send Anonymously	
Force Student to read this message	
Message History:	
	•

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.

Bla	ank Screen	Limit Web	Limit Apps	- 🔁
	Eyes to the	front of the Cla	ssroom please	
	Delete Blan	ik Screen <mark>M</mark> essa	ge <mark>Histo</mark> ry	
	Unblank Sc	reen		
	Configure	Blank Screen Me	ssage	



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.

eacher Student Web Lin	miting	Application Limiting	Drive Limiting	Keystroke Alerts	Network
When Web Limiting is enabl	ed, do	the following:			
Block All					
Block all web browsing	l.				
Allowed Web Sites					
O Allow only the followin	ig Web	Sites:			
					*
					2
Load Save	e	1			
		2			
Blocked Web Sites	h Citer				
	D Sites				1
					*
					-
	2	1			
Load	2	1			
🔲 Destrict ID address and 1	Interre	t Evelager TeDrive to 1			
Restrict IP address and I	Interne	et Explorer InPrivate I	prowsing		

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.





eacher	Student	Web Limiting	Application Limiting	Drive Limiting	Keystroke Alerts	Network
Vhen Ap	plication Li	imiting is enable	d, do the following:			
Allowed	d Applicatio	ons				
Allo	w only the	following appli	cations:			
						~
8						~
Lo	ad	Save	1			Add
		à i	\$ 			
Blocked	Applications follow	ns wing application	15'			
			131			
						-
_						10510
Lo	ad	Save	ļ			Add

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

end Files to Stude	nts				×
Files to send to St Send file(s) from t	udents he following folder on	this Teacher mac	hine:		[?]
C: LAN School	7.7\Windows\Teache	er.msi			Browse
Student destinatio	n folder ed to the following lo	cation on the Stur	lent computer(s):		
Oustom Fold	er: c:\L	anSchool Files.			
Special Folde	er:				*
Overwrite Stud	lent file(s) if they alre	ady exist			
Status					
Login Name	Machine Name	File	Status		
				Send	Now Cancel

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

	tudents				X
iles to collect from Collect files from t	n Students the f <mark>ollowi</mark> ng folder or	n Stu <mark>dent machine(</mark> s	):		
Oustom Folde	er: c:\L	anSchool Files.			
Special Folde	r:				~
File(s) to collect:					
Teacher.msi					?
Delete Stude	nt File(s) after succe	ssfully collected			
ocal destination fo	older				
Copy files to the f	ollowing local folder:				
C: LAN School	7.7\Windows			Broy	vse
Copy files to	subfolders				
V Overwrite De	stination File(s) (on	leacher computer) I	f they already exist		
itatus					
La pia Mana	Machine Name	File	Chables		

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. <u>http://www.stone-ware.com/lanschool/tutorials</u>

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