LANSCHOOL classic

Quick Start Guide

	Feature	Description	How to Use it in Teacher Console
	Show Teacher	Broadcast your computer screen to one or more student computers	• Select one or more student computer thumbnails* • Click the drop-down arrow to the right of the "Show" button • Select the Full Screen or Windowed option
	Show Student	Broadcast a student's screen to all other students	• Select a single student computer thumbnail • Click the "Show Student" button in the toolbar
	Remote Control	Take remote control of one or more student computers	• Select a student computer thumbnail • Click the "Control" button on the toolbar ❗ *Does NOT apply to Chromebooks*
	Run	Run an application or a web site on student computers	• Select one or more student computers* • Click the "Run" button on the toolbar • Enter the Run command you would like to send to student computers ❗ *On Chromebooks "Run" will only send a website / URL and will not launch an application*
	Snapshot	Save a snapshot of a student's entire screen as an image file	• Select a student computer • Click the "Snapshot" button from the toolbar • Choose a location on your computer to save the image file
	Message	Send a message to all or selected students	• Select one or more student computers* • Click the "Message" button from the toolbar • Type a message and click "Send" to display that message to students • Selecting the "Force Student to Read this Message" checkbox will make the message pop-up above all other windows

*If none are selected, the feature will be applied to ALL students.

https://bit.ly/3OTZSl6

Lenovo

Feature	Description	How to Use it in Teacher Console
Blank Screen	Blank student screens on your channel and disable student keyboards and mice	• Select student computer thumbnails* • Click the "Blank Screen" button in the toolbar. Student screens will be blanked and a message will be displayed. Student keyboards and mice will also be locked. Note: To stop blanking screens, click "Blank Screen" button again to toggle this feature off
Limit Web	Limit websites that can be accessed by student computers	**Step 1. Configure Limit Web** • Select the drop-down arrow to the right of the "Limit Web" button in the toolbar • Select the "Configure Web Limiting" option • Select either "Block All", "Allowed Web Sites" or "Blocked Web Sites" and add website addresses to those lists **Step 2. Then Limit Web on Student Computers** • Select one or more student computer thumbnails* • Click the "Limit Web" icon in the toolbar (use the drop-down arrow to select either "Block All", "Allow List", or "Block List")
Limit Apps	Control the applications that are allowed to be run on student computers	**Step 1. Configure Limit Applications** • Select the drop-down arrow to the right of the "Limit Apps" button in the toolbar • Select the "Configure Application Limiting" option • Add application .exe's to either the "Allowed Applications" list or the "Blocked Applications" list **Step 2. Apply Limit Applications on Student Computers** • Select one or more student computer thumbnails* • Click the "Limit Apps" icon in the toolbar (use the drop-down arrow to select either "Allow List" or the "Block List") ! *Does NOT apply to Chromebooks*

*If none are selected, the feature will be applied to ALL students.

Feature	Description	How to Use it in Teacher Console

Send and Collect Files	Send a folder full of files from the teacher's computer to one or more student computers	**How to Send Files to Student Computers**
		• Select one or more student computers from the Teacher Console
		• Select the drop-down arrow to the right of the "Files" button in the toolbar
		• Select the "Send Files" option
		• Select a source folder on the teacher computer that contains the files you'd like to send
		• Select a destination folder on the student computer for the files to be copied into
		  – Create a custom folder to specify the location directly
		  – OR use a special folder such as the individual student's Desktop or My Documents location
		  – Click the "Send Now" button
		How to Collect Files from Student Computers
		• Select one or more student computers from the Teacher Console
		• Select the drop-down arrow to the right of the "Files" button in the toolbar
		• Select the "Collect Files" option
		• Select a source folder on the student computer that contains the files you wish to collect
		• Specify the file name or file type you wish to collect
		  – Using an asterisk (*) will collect all files
		  – Using an asterisk (*) followed by a file extension will collect all files of that type (e.g. *.doc)
		• Select a destination folder on the teacher computer
		• Click the "Collect" button
		❗ *Does NOT apply to Chromebooks*

Vote	Send a single question to student devices and view student responses in real-time. Questions can be True/False or Multiple Choice.	• Select one or more student computers from the Teacher Console* • Click the "Vote" button from the toolbar • Type the question and supply the answers • Select either True/False or Multiple Choice to determine the options available • Click the "Send" button to push the question to student computers

*If none are selected, the feature will be applied to ALL students.

Feature	Description	How to Use it in Teacher Console
Testing	Teachers can create electronic tests that can be pushed to students and taken on their computers	**Create a Test** • Open the Test Builder by clicking the "Testing" button and selecting "Create Test" • Click "New Test" to add the first question • Type in the question and select True/False, Multiple Choice, Short Answer, or Essay "Add a Question" configuration window LanSchool Test Builder with one multiple choice question added • For True/False or Multiple Choice questions, configure the answer options and select the correct answer • For Short Answer questions, type correct short answer responses separated by a comma • Click "Save" to add the question to the test • Continue adding questions to a single test by clicking the "Add Question" button • 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 a mathematical graph, equation, diagram, or other visual representations of the question. **Administer the Test** • To push a test out to students, click the "Testing" button and select "Ask Students to Take a Test" • Select students from the Included/Excluded lists and use the Add/Remove buttons to choose who the test will be sent to • Click the "Load" button to browse and select a previously created LanSchool test file • Select the "Options" button to configure the test to be timed, full screen, or randomized. Click "OK" • Click "Start" to load the test on the student computers and begin the test **Monitor the Test Results** View the results in real-time within the "Send Test to Students" window. When the test is complete, click the "Stop" button. Click "Export" to save all responses in a spreadsheet format on the teacher computer.

This guide is a high level overview of our most popular features.
For more robust details and additional support go to **helpdesk.lanschool.com**