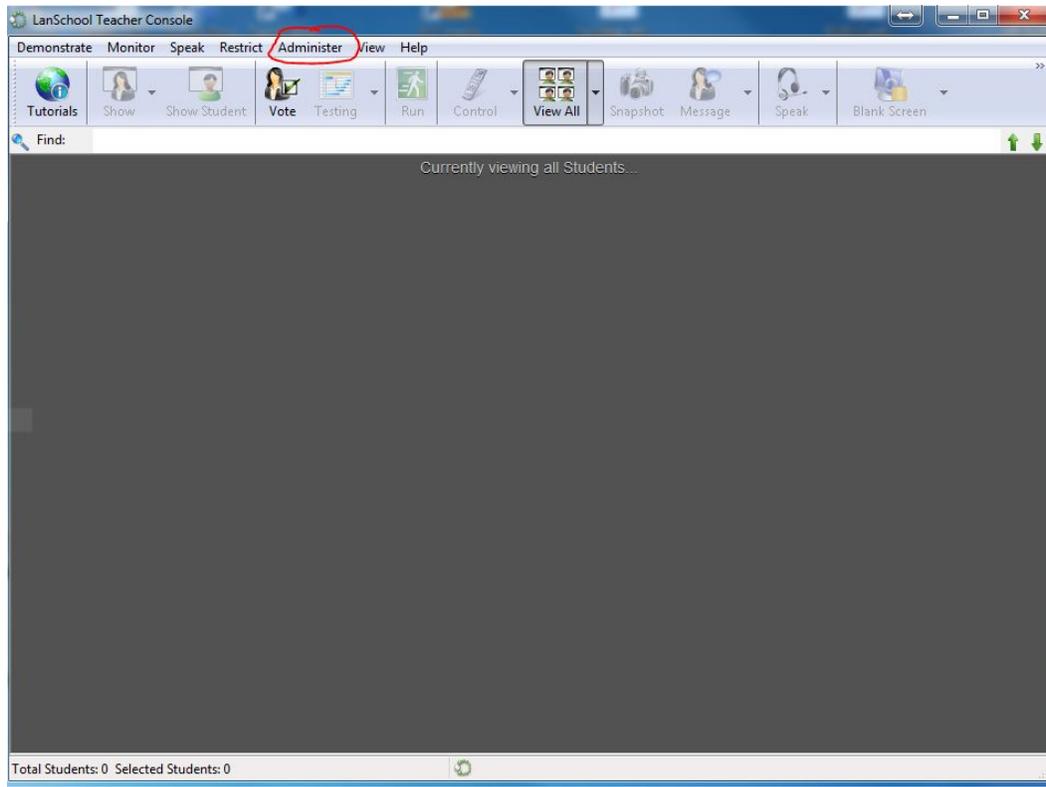


LAN School :

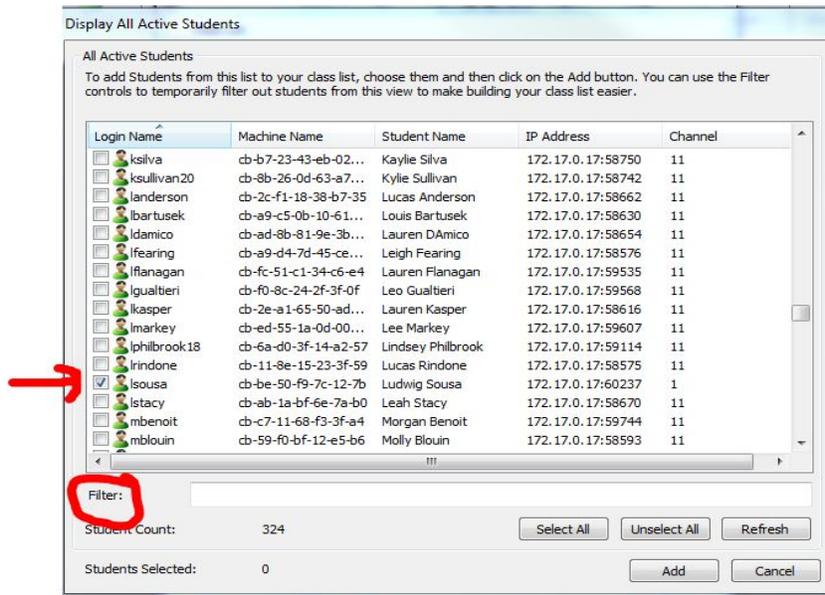
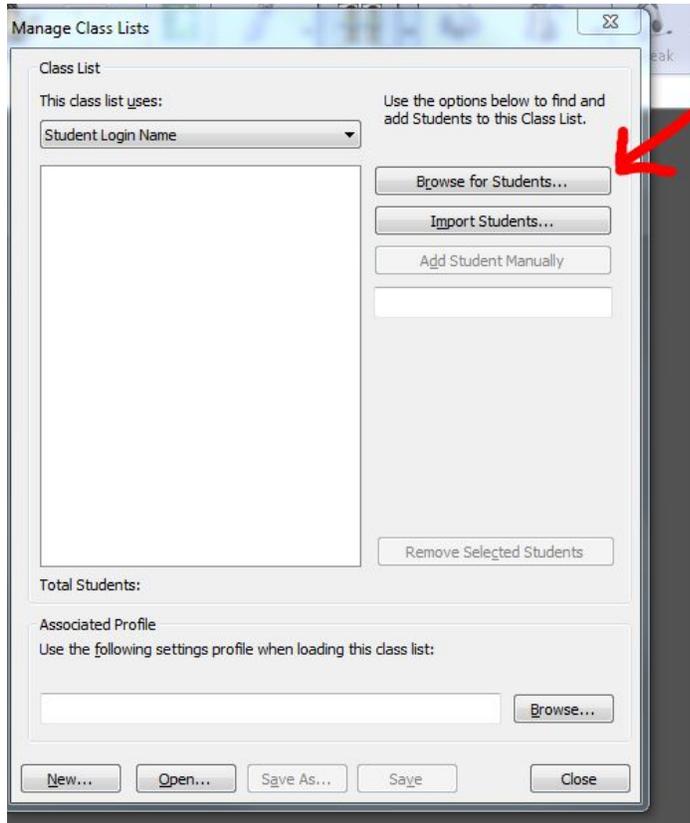
LAN school will allow teachers to monitor and interact with student chromebooks during class. There is some initial setup you will have to do.. You will need to define classes and add the students to each class. Because the chromebooks are mobile, you will need to load the class with the associated students during the period and then dismiss the class at the end of the period.

Click on the Green circle symbol in the taskbar to open the LANSchool Teacher console of go to LANSchool teacher in the Program menu.

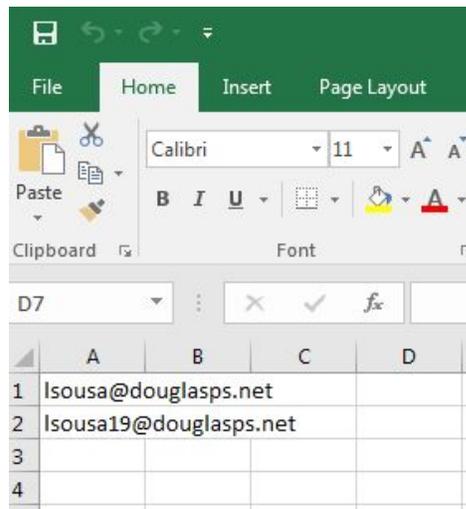


This is the opening screen for the Teacher console. To set up your classes you will go to Administer in the toolbar and then click on One to One, then go to Manage Class Lists. You will see the screen below. You will add the students by login Name. Click the Browse for Students button and you will see all students who are logged in on our network. You can then go through the list and choose the students in that class. There is a space that says filter at the

end. If you are looking for a particular student, you can put their name there and find it that way.



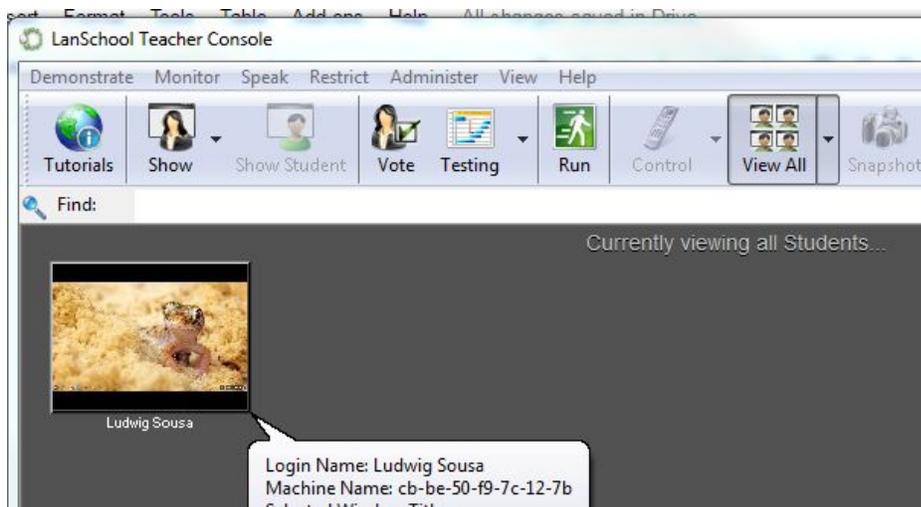
The other option is to create a csv file with the student login names and import it. Just list the student emails in excel or Google sheets and save it as a csv. Then import it.



Sample .CSV file

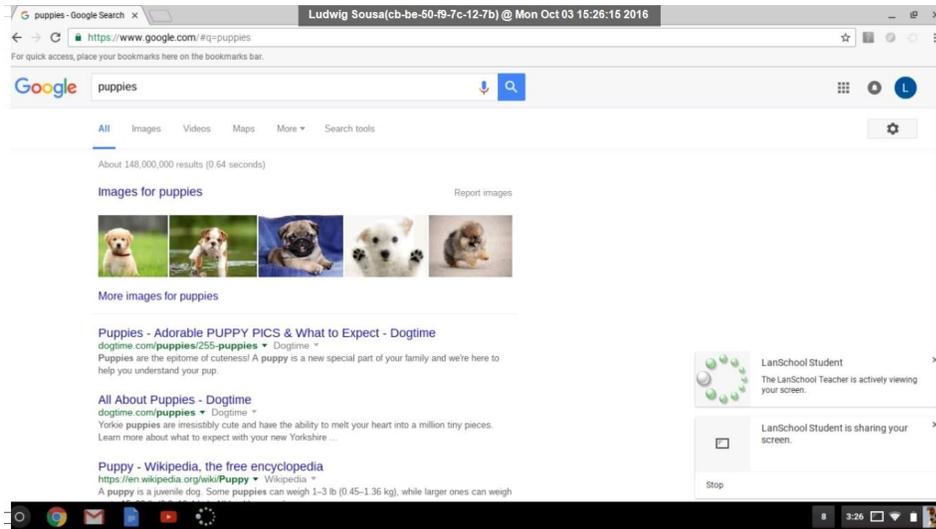
You MUST set up a separate class for each period. When you are done adding student Click the Save as button to save the class list. Make sure you remember where you save it as you will need it again. Name it something that will be obvious which class it is. (i.e. B block English)

At the start of class you will need to load your class list. Open Lan school and go to Administer → One to One → Manage Class Lists. Now you will choose Load Class List. Navigate to where you saved your class lists and choose the appropriate list. You will only be able to see students chromebooks when they are in the building. If a student is out you will just see an icon for their chromebook. You will be able to see a thumbnail image of any student in that class who is currently logged on. Only one teacher can manage the chromebooks at any time. So if you pull up a class that is in another teachers classroom at that time, you will pull the students out of that teacher's console. When class is over you must Dismiss the class in LANSchool. Go to Administer → Manage Class Lists → Dismiss Current Class and click OK. This release the student Chromebooks so that you are no longer controlling them. They can now be loaded by their next teacher.



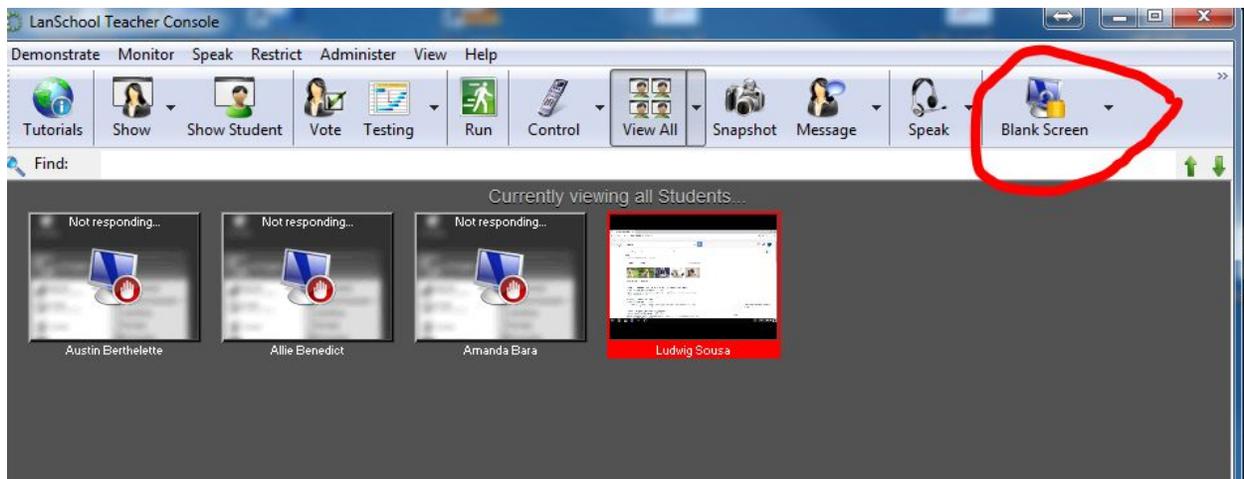
If the student chooses not to share their screen You will just see a black screen here. Even without sharing the screen , as teacher you will still have some control over the students Chromebook.

To view or interact with a particular student, click on the thumbnail image. You will see a red frame around the selected student. If you click the arrow next to the Control Icon in the toolbar, you will get a full view screen view of the students screen and can see what they are doing. Click the arrow again to stop viewing.



(Student screen full view)

There are other useful functions for LANSchool besides just monitoring the students. You can Blank the Chromebook screens of the whole class (choose select all) or just selected students when you want their attention focused on the classroom.

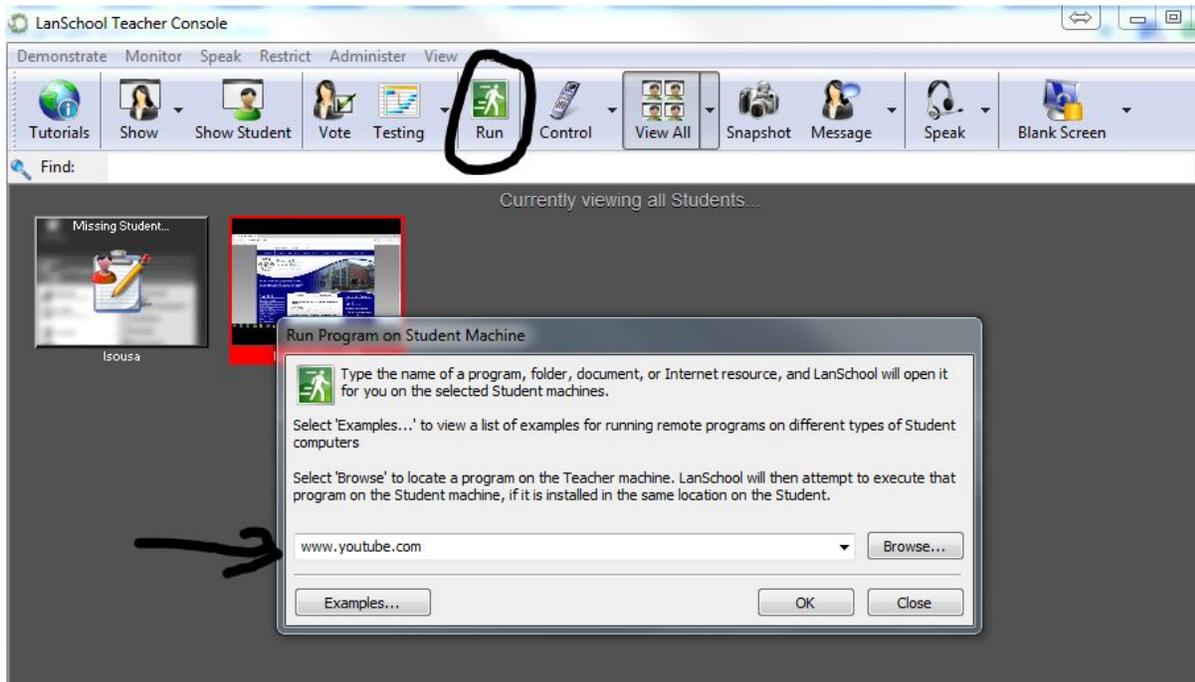


Click the arrow next to the Blank Screen icon and choose the default message “Eyes to the Front of the Classroom Please” This will put an image with that message on the chromebook screens. Students will be unable to access anything until you release the

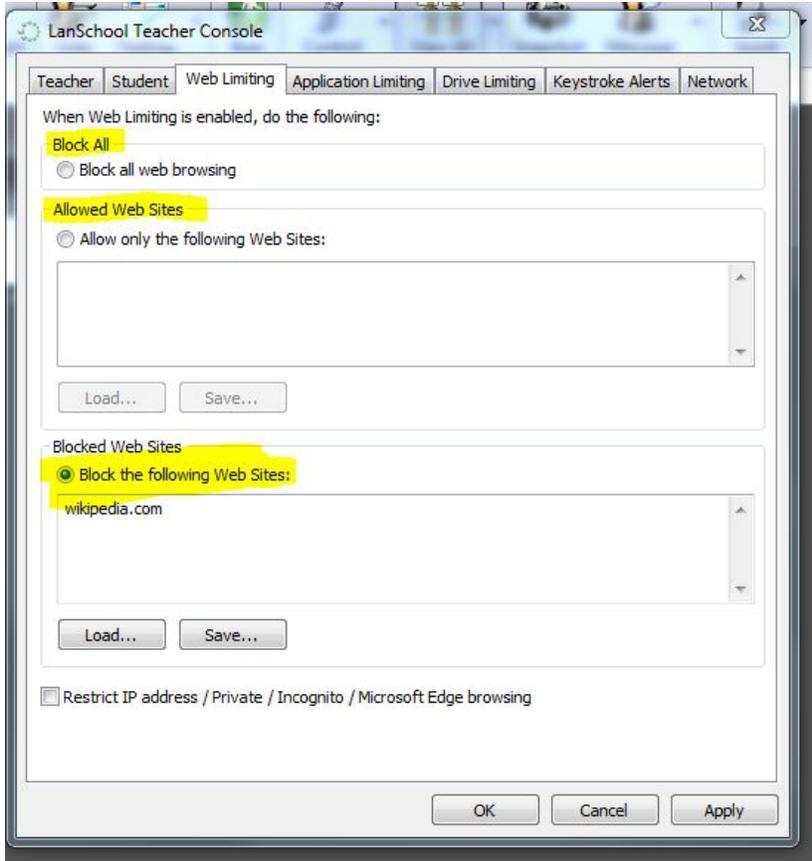
chromebooks. Click the arrow again and choose “UnBlank screens” Do not forget to Unblank before the students leave your classroom.

You will see a Camera icon on the toolbar that says Snapshot. This will allow you to take a Snapshot of the students screen.

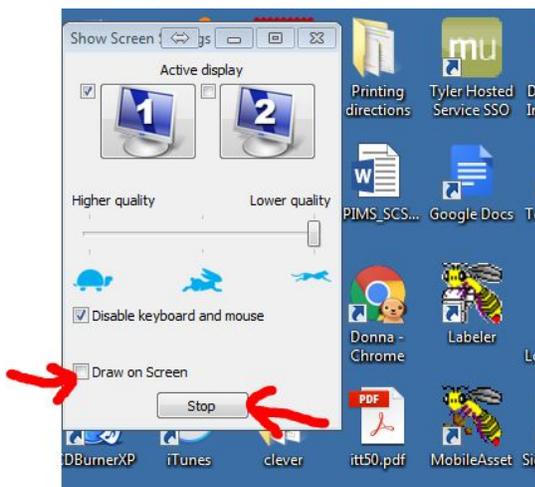
A really useful function is the ability to send all the students to a website. Select all the student, Click the Run icon on the tool bar (Green square with a running man) It will ask for the program to run. Put the website address in this box and click OK. All students selected will be brought to that website. (You can not run programs on student chromebooks)



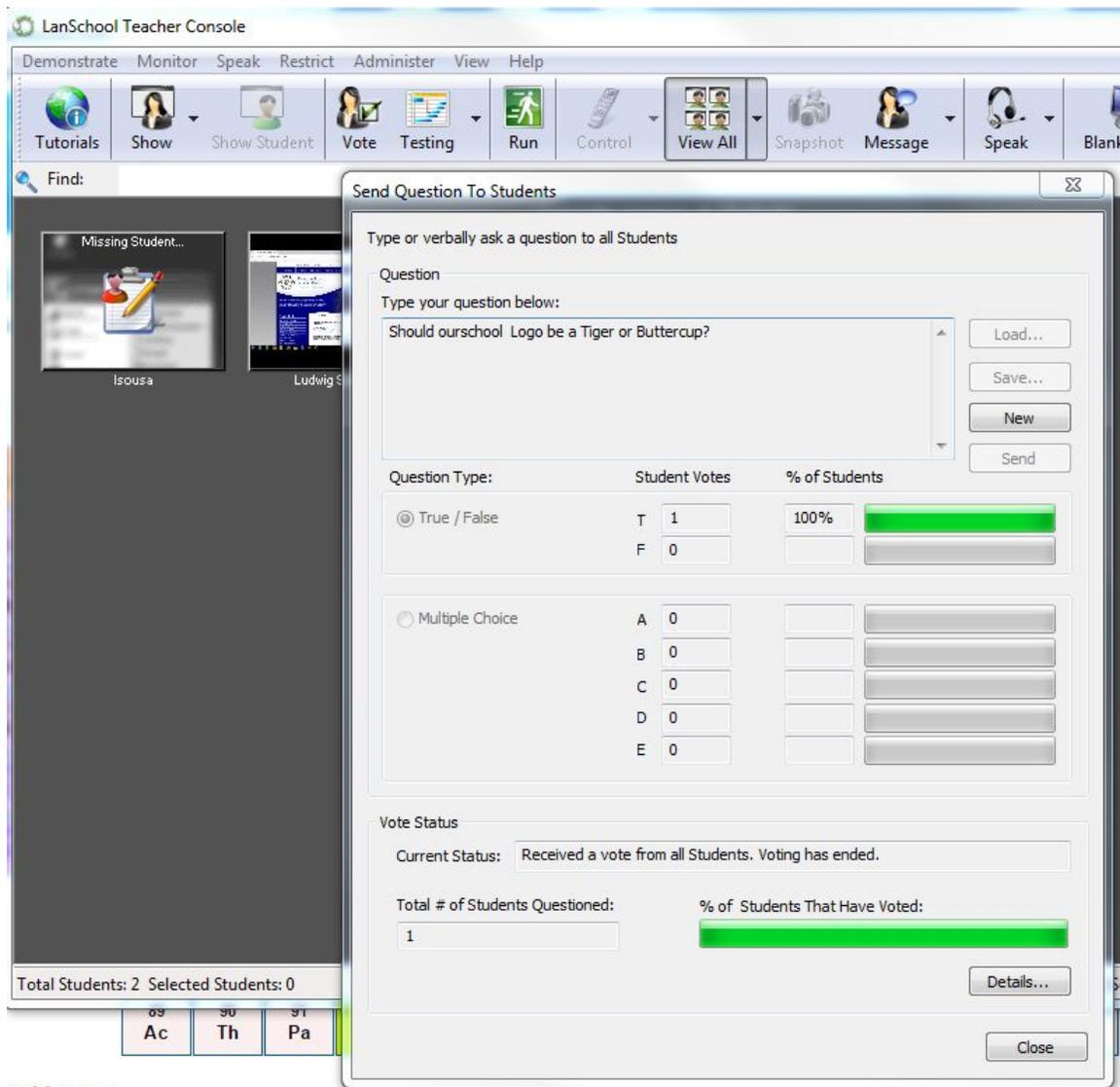
Under the Restrict item on the toolbar, you can choose Web Limiting. This will by default block all internet access. (Rendering a Chromebook completely useless) You can also configure Web Limiting to allow access only to certain websites or to block certain websites when turned on. You choose the settings and then click OK or Apply and that will define what happens when you click Web Limiting.



You will also have the option of showing the teacher's screen on all student screens or just selected student screens. Go to the Show icon on the tool bar and choose Full screen or Windowed. The teacher's screen will then appear on the students' Chromebooks. When done click on Stop Showing Teacher's Screen.



LAN School also has a voting function, this works like a Clicker response system. You can ask a quick question and the students can respond. It will tabulate the responses for you.



It also has a testing function. It works very much like Google Forms for creating tests. You can create the tests ahead of time and save them, then send them out to the students. It will collect the responses and mark which answers are correct. Students still can browse the internet during the test. You will see an Assessment Mode. This does not work on chromebooks.

When class is over you must Dismiss the class in LANSchool. Go to Administer → Manage Class Lists → Dismiss Current Class and click OK. This release the student Chromebooks so that you are no longer controlling them. They can now be loaded by their next teacher.