Using the Teacher computer

The LanSchool menu can be accessed on the dock icon. More advanced features are available when you access the LanSchool Console. The console can be accessed by “left clicking” on the LanSchool dock icon. In the console the key features are available as icons on the toolbar. All of the features can be accessed through the menus. It is also possible to right mouse click on computers or thumbnails to access the key features.

When selecting computers or thumbnails use “command-a” to select all computers. In the thumbnail view you can select multiple computers by just selecting them with the mouse.

When using the toolbar buttons, a single click enables that feature and presses the button. Another click of the button will disable that feature.

About the Student computers

LanSchool is set up to run in the background on student computers. All of the functionality is controlled at the teacher computer, which enables you to have control over how it is used.

LanSchool Student Icon

The LanSchool appears as a small icon at the top of the screen. If you place your cursor over the icon, it will tell you which teacher channel this computer is using. If a student single clicks on this icon they can click it to request help from the teacher. The student can type a question and a small question mark is displayed in the console indicating that student has a question. The question mark goes away when the teacher chats with the student or uses the menu Clear Student Question. If a student right clicks on this icon, it will bring up the student files folder where the Send/Collect files feature sends files.

NOTE: If you selected the option to allow students to change their channel during the installation of the LanSchool Student application, the students will have a menu option to select which channel they wish to join.
User Interface Tips
LanSchool was designed to be simple and easy to use. Most of the features that you will use everyday are accessible from the LanSchool dock icon. Some of the more advanced features are available in the LanSchool Console. All of the features were grouped under one of five menu items: Demonstrate, Monitor, Restrict, Administer, View. Listed below are some tips about using the LanSchool Console.

LanSchool Toolbar Buttons
To use a feature in LanSchool, select the student or students and press the LanSchool Toolbar button that corresponds to the feature that you want to use. At that point the button will depress and change to a lighter color.

To stop using that feature, click the button again.
Some of the LanSchool Toolbar Buttons have a little arrow to the right of the button. Click on the button to access additional options for that feature. Buttons can be added, removed or moved by clicking on View then Configure Toolbar.

Activating Web and Application Limiting
Web and Application limiting must be configured before they can be activated. You may configure these features in the preferences menu and then turn them on through the menus or the toolbar.

Note: Allowing or blocking specified websites is not supported on the Mac student. If you select any of the web limiting options, ALL web browsing will be stopped on the Mac.
Right-mouse click
In the LanSchool console you can access advanced features by right-mouse clicking on a student computer in either the Detail or Thumbnail view.

Multiple Select
It is possible to select several (or all) students in this list.

To select multiple students, use “command-a” to select all computers. In the details view, the line will turn blue when selected. When selected in the thumbnail view, the thumbnail will have a thick red line surrounding it. In the thumbnail view you can select multiple thumbnails just by clicking on another thumbnail.

Once you have selected the desired students, you can right-click on the selected students and get an advanced options menu, click on the toolbar button or console menu.

Unselect Students
To unselect students, click on a “blank” area of the console.

Implicit ALL Selection
If no students are selected, there is an implied all selection when activating key features like Blank Screens or Show Teacher. If no students are selected and you click the blank screens toolbar button, all of the student screens will be blanked.

Refresh Screen
Pressing “command-r” or the menu item View -> Refresh will refresh the console by initiating a re-discovery of student computers on the channel.

Sorting
By default, the detail view is sorted alphabetically by the “Login Name” column. If you click on the any of the other column headings, the list will sort on the selected column.

LanSchool Dock Icon Menu
A right mouse click on the LanSchool dock icon will bring up a menu that contains the features that most teachers use every day.

Selected Only
In thumbnail view you can just watch a few machines by selecting those machines and pressing the “Selected Only” menu beneath the arrow on the View All button.

Classroom Layout
Classroom Layout allows you to arrange the thumbnails in the shape of the classroom. A classroom layout is automatically saved for each size of thumbnails. To switch to classroom layout view, click the arrow to the right of the View All button and select Classroom Layout. Snap to Grid makes it easier to align thumbnails when in Classroom Layout view. Lock Layout, makes sure the layout stays the same once you’ve set it.

Show Tooltips
Show Tooltips will either Show or Disable tooltips in the thumbnail view.
Magnify Thumbnails
The magnify menu on the View All button turns on or off the ability to hover over a thumbnail and have it expand temporarily to a larger size.

Remote Control
You can “take control” of a selected student. This means, you can remotely use the mouse and keyboard on the selected student’s computer. With LanSchool, you can even remote control a computer at the login prompt. In order to send the ctrl-alt-del command to a computer during remote control, you may click on the Control button’s chevron -> Send ctrl-alt-del menu or the Monitor ->Send ctrl-alt del menu item. During Remote Control we map the the Command key.
Limit Student Web Browsing
You can temporarily disable all or selected student access to Internet Explorer, Netscape, Firefox, Mozilla, Opera, and most other popular browsers. In the preferences dialog, you may choose between blocking all web activity, allowing certain websites or blocking certain websites. This feature must be configured in the Preferences dialog and then turned on by clicking the Limit Web button or menu item.

The allow and block lists now recognize the wildcards "*" and "?", making it easier to limit certain kinds of websites. While the Internet is disabled, an icon on both the teacher and the student computer will indicate that the web is disabled. If a student tries to browse to a website that isn't allowed, they can optionally be shown a website that lists the allowed websites.

Note: Selecting any of the web limiting options blocks ALL web browsing on the student.

Limit Dotted Decimal (IP Address) Browsing
Some students were using dotted decimal browsing to get around LanSchool's web limiting feature. If this option is selected, students cannot browse the web using dotted decimals.
(i.e. http://70.235.50.6)

Limit Student Applications
You can temporarily disable all or selected student access to specified software applications. This must be configured in the Preferences dialog and then turned on by clicking the Limit Apps button or menu. Students cannot get around this feature by simply renaming the application.
Disable Student Printers  
You can temporarily disable all or selected student printers. Once disabled, the students will not be able to print until you again enable printing.

Student Voting  
Ask Yes/No or multiple choice questions from the LanSchool Console and view in real-time how many students have responded and how they responded.
**Student Testing**
Teachers can create up to 100 question tests that can include graphics (.jpg, .png, .gif, .bmp). The test questions can be randomized, sent out to one or more students and tracked in real-time. Teachers can optionally time the test and export the results to a .csv file. (Not yet available on the Mac teacher or students)

**Muting**
Teachers can mute the sound on student computers. This can be done through the Mute button or through the Mute Student Speakers menu.

**Blank Screens**
Enables you to blank-out all student screens on your channel and disable all student keyboards and mice. The message may be customized in the Preferences menu. This feature is useful when you want to lecture without the distraction of students playing with their computers.

![Image of Teacher Console]

**Show a Student’s Screen**
Sometimes you might want to send a student’s screen to all other students. Simply select that student and click the Show Student button. While the button is enabled, the student will have control of their machine and their screen will be shown to the rest of the students in the class.
File Send and Collect
You can send files to student computers and then retrieve them back. The Mac student will handle C:\ and other windows paths for convenience when sending/collecting files in Mac environment.

Send a message
You can send a message to any or all students. This is often an effective way to get a distracted student back on-task.

Student Question
Students can click on the LanSchool icon and type a question to the teacher. A question mark appears on their machine or thumbnail. In the Details view you can see the student question in the ‘Last Question’ column. In the Thumbnail view you can see the student question by moving the mouse over the thumbnail image which displays the question in a tooltip. The question mark can then be cleared by the teacher through a chat session or a right click on the thumbnail.
Text Chat
Teachers can initiate a text-based chat session with a single student.

Shutdown, Logoff, Restart
From the console, you can easily shutdown, logoff or restart student machines.

Choose 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.

Co-browse the Internet
Co-browse allows teacher’s to browse the web using Internet Explorer’s primary tab and have the web browsers on the selected student machines actually browse to the same location as the teacher.

View Student's Running Applications
You can view all running applications on a student's computer and add those applications to the allowed or blocked lists.

Easy to see mouse cursor
In order for the students to better see the teacher's cursor, a large red cursor appears in the student view. These cursors are the same shape as the real cursor, but are 4 times the size and are bright red.
Student Screen Snapshot
If any student is misusing the computer, you can easily save that student’s screen to a standard graphic file (.jpg or .bmp) by clicking on the Snapshot button. The date, time and student login name are displayed in the saved file. This file can easily be imported by most popular Windows applications such as Paint.

Channel Grouping
The teacher can group and control any specific channel and can now group any number of channels together and control all of these channels simultaneously.

View All
This will show all computer screens in the classroom as a small, medium, large or Extra Large thumbnails. These views will be updated every few seconds. As you move your mouse over a thumbnail image, the student’s login name and computer name for that image appear in a tooltip. If the student has a question you will also see that question in the tooltip. If you hover for about a second the thumbnail will get larger. If you right-click a thumbnail view, you will get a menu of options to control that student.

Refresh List
By selecting this option or using the shortcut key, “command+r” on the Mac, you can refresh the list and see any new students that might have entered the class.
Run Program
This option allows you to run an application or a web site on student computers. This can be quite useful for younger students who have trouble navigating to a specific web address or starting a specific application.

Send Message
You can send messages to all or selected students. The message will appear in the lower, upper right-hand corner.
Show Internet History
This shows all web sites history by the currently selected student. It gets this history from the History Log of Internet Explorer. **It will NOT show the web history if the student is using a non-Internet Explorer browser. Students can no longer delete their browser history when LanSchool is installed.** Show Internet History will only work with the Safari web browser.

Teacher can become a student machine from the menu
If you want to turn the Teacher machine into a student machine temporarily, you can do it from the console. Just click on Administer, then Become a Student Machine. It will remain a student computer until it is rebooted or the current user has logged off.

Change Machine Display Name
This option does not alter the computer's actual machine name. However, it will allow an alternative name to be displayed in the LanSchool's Machine Name field. If your computers do not have meaningful Machine Names, you can use this option to better name the computers (i.e. “Row 1 Column 5”).

Student Question
Students can type in a question to the teacher. That question can be seen by the teacher by hovering the mouse over the thumbnail or looking at the Last Question column in the details view.