

Montgomery County Public Schools

LanSchool Guide for MCPS

Instructional Technology Team, OCTO



TMP 2010-11

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Getting Started with LanSchool

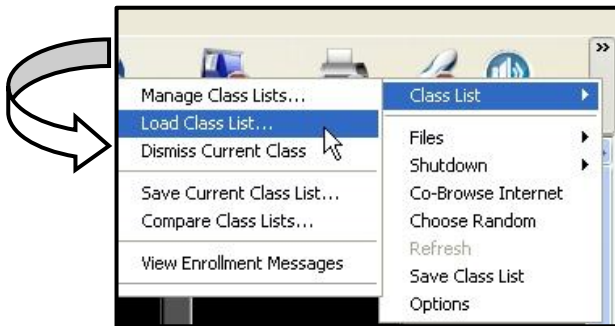
LanSchool is a computer management program that allows the instructor to control all student computers within a computer-based classroom. On MCPS instructor machines in computer labs, start LanSchool by pressing **Ctrl + Alt + L** and clicking **LanSchool Console**. The teacher console will open and provides both drop-down menus and icons for computer management.

Loading the Class List

To load all computers in the lab to the LanSchool console, the ITSS must first create a class list containing the computer names or numbers and save it to a secure location, such as a folder in Staff Shared (T). To load the class list, click on the double arrows at the end of the Toolbar to extend the Toolbar list.



Click on **Class List > Load Class List** and navigate to the proper file (the ITSS will be able to provide this). Click on the file name and then click **Open** at the bottom of the window. When the list of computer names appears, click on **Select All** at the bottom of the pop-up to load all computers to the console, or you can select only certain computers by clicking on the checkbox beside each computer name.



Viewing Student Computers

There are several ways the instructor can view the computers from the LanSchool Console. You can use either the **View** menu on the Menu bar and then click **Thumbnails**, or you can use the **View All** Toolbar icon and choose the view that you prefer. (A single click turns on the **View All** tool on the Toolbar and a single click will also turn the tool off.) Both view menus provide the same options.



Using the Details View

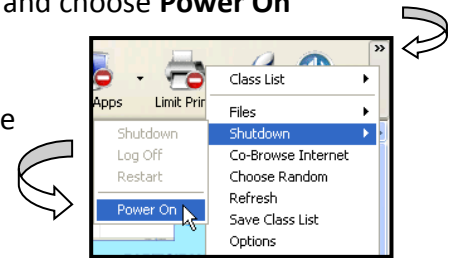
Choosing to view the student machines in the **Details** view allows you to see information not seen in thumbnail view. You can sort the computers by clicking on the appropriate column heading. When the instructor chooses the **Details** view, the following information is available:

- **Status:** shows whether the machine is on or off
- **Login Name:** shows the machine login name
- **Student Name:** may not be available on the MCPS network
- **Machine Name;** shows the machine name
- **Current Application:** shows the current applications running on each machine
- **Last Website:** shows the URL of the last visited Website
- **Last Question:** not available on the MCPS network
- **Channel:** shows the channel used in that particular lab (multiple channels are available)
- **Version:** shows the version number of LanSchool being used

Powering on Student Computers from the Console

To turn on all computers at once, use **Ctrl A** to select all computers on the console, go to **Administer** on the Menu bar, and choose **Power On Student**. To turn on only select computers, click the first computer and then hold down the **Control (Ctl)** key and click any additional computers you want to turn on. Go to **Administer** on the Menu bar and choose **Power On Student** to power on the selected computers.

Alternately, you can go to the end of the Toolbar and click the double arrows to extend the Toolbar list, go to **Shutdown** and choose **Power On** to complete the same task.



Powering off Student Computers from the Console

To turn off all computers at once, use **Ctrl + A** to select all computers, or use **Ctrl + Click** for selected computers. Click on **Administer** on the Menu bar and choose **Shutdown, Log Off, or Restart**.

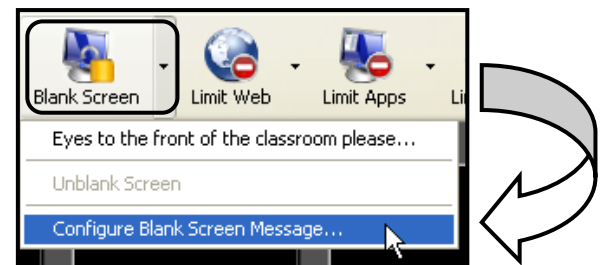
Alternately, you can go to the end of the Toolbar and click the double arrows to extend the Toolbar list, go to **Shutdown** and choose **Shutdown, Log Off, or Restart** to complete the same task.

Reducing Student Distractions

Instructors can limit student distractions by blanking screens, limiting web access, and/or limiting application access.

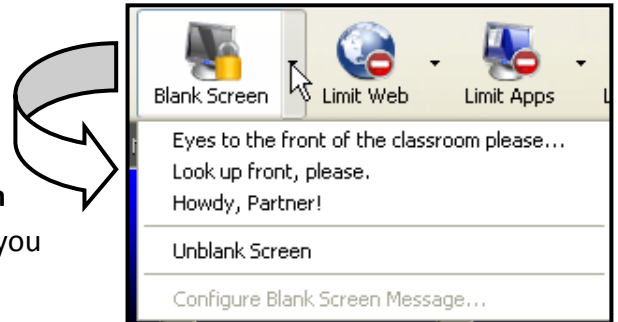
Blanking Student Screens

To focus the attention of the students to the front of the classroom and away from the computer, the instructor can blank students' screens using one of two methods. To use the **Blank Screen** tool on the **Toolbar**, be certain that the LanSchool Console window is maximized so that you can view all of the available tools on the **Toolbar**. If you want a particular message to run across the computer screens, click on the drop down arrow beside the **Blank Screen** tool button and choose **Configure Blank Screen Message**. A pop-up menu opens to the Teacher tab where you can use the default message of "Eyes to the front of the classroom, please," or type in your own. When you finish, click on the **Apply** button and then the **Okay** button at the bottom of the menu.



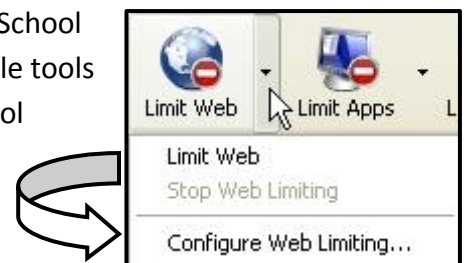
To blank the screens of all computers, use **Ctrl + A** to select all (if no computers are selected, the default command is select all when activating commands such as **Blank Screen** or **Show Teacher**). You can also select individual computers by clicking on the specified computer; hold down the **Control** key to select additional computers. To blank screens, use any of the following options:

- Click on the **Blank Screen** tool button once to blank the selected computer screens and show the default **Blank Screen Message**.
- Use the drop down arrow beside the **Blank Screen** tool button to choose the **Blank Screen Message** you wish to appear by clicking it once.
- To change the **Blank Screen Message** that students see, click on the drop down arrow beside the **Blank Screen** tool button and choose a different message. Each message that you created using the **Configure Blank Screen Message** tool will be available.
- To release the screens, just click the **Blank Screen** tool button once, or use the drop down arrow and choose the **Unblank Screen** command.
- The instructor can also use the drop down **Restrict** menu on the **Menu bar** to blank or unblank student screens.



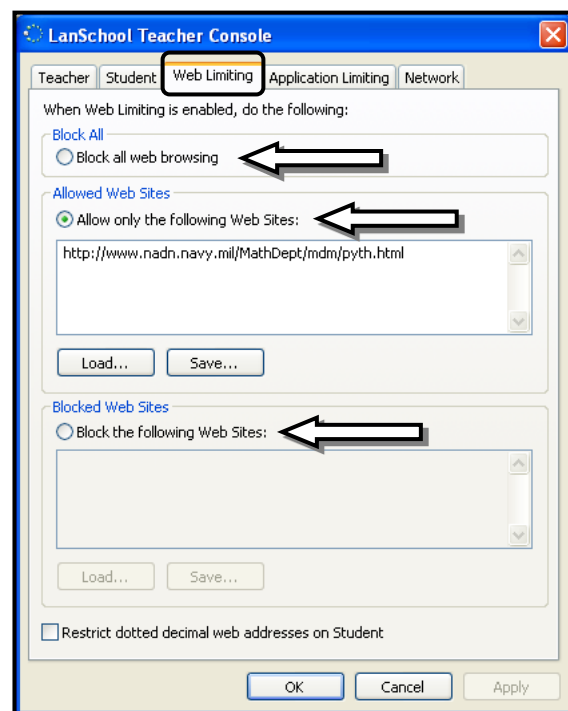
Limiting Student Web Browsing

To use the **Limit Web** tool from the **Toolbar**, be certain that the LanSchool Console window is maximized so that you can view all of the available tools on the **Toolbar**. Click the drop down arrow beside the **Limit Web** tool button. Choose **Configure Web Limiting** which opens a pop-up menu open to the **Web Limiting** tab.



The **Web Limiting** menu allows the instructor the following choices:

- To limit ALL Web browsing, click the radio button beside the **Block all web browsing** command.
- To allow only certain web sites to be browsed, click the radio button beside the **Allow only the following Web Sites** command and type or paste in the URLs of the Web sites.
 - You can save this list by clicking on the **Save** button and saving the file (an .lsu file). This allows you to load the file that contains those specific URLs at a later date without retyping them.
- To block certain Web sites, click the radio button beside the **Block the following Web Sites** command and type or paste in the URLs of the Web sites.
 - You can save this list by clicking on the **Save** button and saving the file (an .lsu file). This allows you to load the file that contains those specific URLs at a later date without retyping them.
- Click **Apply** and then **Okay** to save the settings and close the pop-up menu.



After you have configured the **Web Limiting** options, select the computers where you want to limit web browsing and click the **Limit Web** button once. An icon of a globe with a red button on it will appear on the computer thumbnail on the LanSchool console. If a student tries to open the Web site, a message will appear telling the student that the site has been blocked. To stop the **Web Limiting** option, click the **Limit Web** button once so that it is no longer activated.

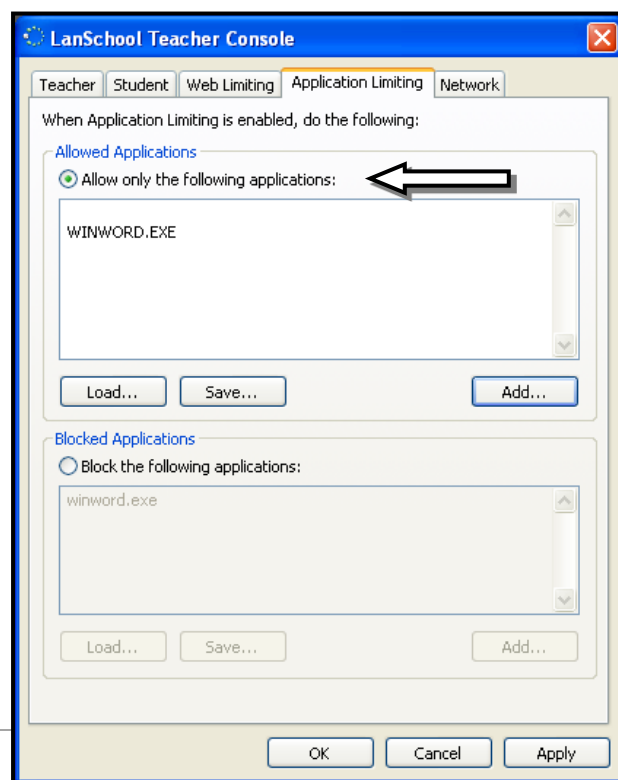
Limiting Student Access to Certain Applications

NOTE: The instructor must have the application to be blocked open on the instructor machine!

With the LanSchool Console window maximized so that you can view all of the available tools on the **Toolbar**, click the drop down arrow beside the **Limit Apps** tool button. Choose **Configure Application Limiting** which opens a pop-up menu open to the **Application Limiting** tab.

The **Application Limiting** menu allows the instructor the following choices:

- To allow only certain applications to be used, click the radio button beside the **Allow only the following applications** command. REMEMBER THAT ON THE MCPS NETWORK, THE INSTRUCTOR



MUST HAVE THE APPLICATION RUNNING ON THE INSTRUCTOR MACHINE TO BE ABLE TO BLOCK IT. Click the **Add** button to bring up a menu of applications running on the instructor machine. Click on the application you wish to allow and then click the **Add** button on the pop-up menu to add it to the list of allowed applications.

- You can save this list by clicking on the **Save** button and saving the file (an .lisa file). This allows you to load the file that contains those specific applications at a later date without rechoosing them.
- To block certain applications, click the radio button beside the **Block the following applications** command. Following the procedure above, click the **Add** button and then click the application in the pop-up menu to be blocked and then click **Add**. You can also save this list.
- Click **Apply** and then **Okay** to save the settings and close the pop-up menu.

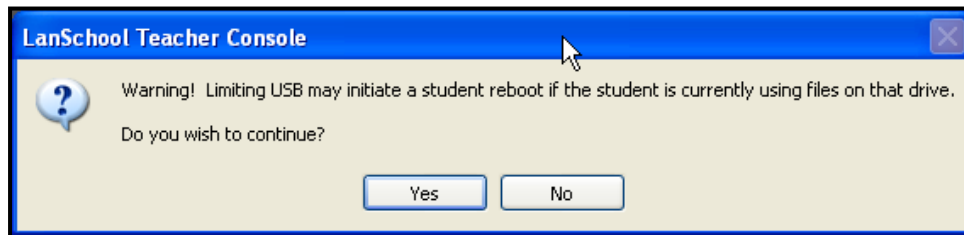
Limiting Student Printing

To limit student printing, select the computer or computers where you want to disallow printing, and then click on the **Limit Print** tool button on the **Toolbar**. The printer icon you see on the tool button will appear on selected computer thumbnail on the teacher console. Use a single click to turn off the **Limit Print** feature.



Limiting Student USB Use

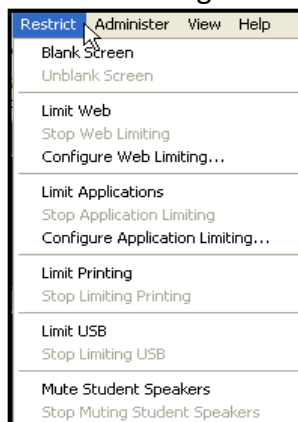
To limit students from using a USB drive, select the computer or computers where you want to disallow USB use, and then click the **Limit USB** tool button on the **Toolbar**. A pop-up warning will appear letting you know that the program will reboot the student computer if a USB is currently in use. This could cause the student to lose work, so be cautious before you engage this command.



Limiting Student Computer Features Using the Restrict Menu on the Menubar

The instructor can perform the limiting features from the **Restrict** menu on the **Menubar** as well. The instructor can turn on and off the following features from the **Restrict** menu:

- Blank screen
- Limit Web
- Configure Web Limiting
- Limit Applications
- Limit Printing
- Limit USB
- Mute Student Speakers



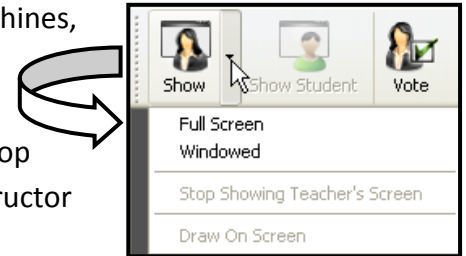
NOTE: Right-clicking on a student machine will also give you many of the limiting options as well as additional options, such as controlling the student machine.

Demonstrating Skills

The instructor can use the **Show Teacher** feature to show the instructor desktop to all or individual students in order to teach skills or provide demonstrations. The instructor can also use the **Show Student** feature to show one student's desktop to all students so that a student can teach skills, provide demonstrations, or give explanations.

Demonstrating Skills Using the Show Teacher Feature on the Toolbar

To have the instructor's desktop appear on all or selected student machines, select the desired machines and then click on the top left-hand **Show** tool on the **Toolbar**. The selected students will see whatever is on the instructor desktop at that time. The instructor can also use the drop down arrow beside the **Show** tool button and choose to show the instructor desktop as **Full Screen** or **Windowed** on the student machines.



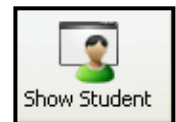
To turn off the **Show Teacher** feature, the instructor must click **Ctrl + Alt + L** to bring up the LanSchool menu and then select **Stop Showing the Teacher's Screen** from the pop-up menu. The LanSchool console will reappear on the instructor's desktop.

Demonstrating Skills Using the Show Teacher Feature from the Menubar

You can also use the **Demonstrate** menu on the **Menubar** and choose either **Show Teacher's Screen (Full Screen)** or **Show Teacher's Screen (Windowed)**.

Demonstrating Using a Student Machine

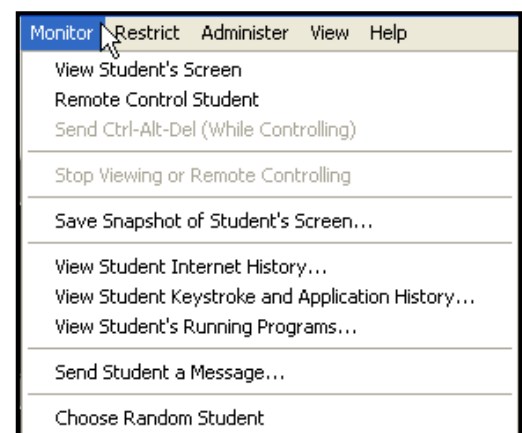
To allow a student to demonstrate a skill or product, select the student machine by clicking on it (a red outline will appear around the selected computer), and click the **Show Student** tool button on the top left-hand side of the **Toolbar**. All participants, including the instructor, will see the selected student's desktop on their machines. To stop viewing the student desktop, click the **Show Student** tool button once to turn off the feature.



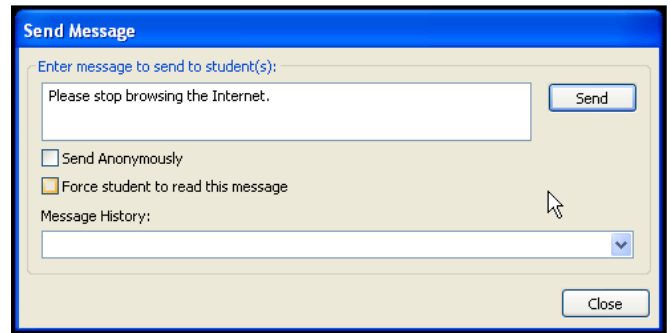
Monitoring Student Computer Use

The monitoring tools in LanSchool allow the instructor to ensure that students are safe and on-task. To monitor a student's machine, select it by clicking on it once and then clicking on **Monitor** from the **Menubar**. The following options are available:

- **View Student's Screen:** allows the instructor to see a full screen view of the selected student machine
- **Remote Control Student:** allows the instructor to take over the keyboard and mouse of the student machine.
- **Save Snapshot of Student's Screen:** allows the instructor to capture and save a picture of the student screen.



- **View Student Internet History:** allows the instructor to view a list of the websites visited by the selected student.
- **View Student Keystroke and Application History:** **NOT AVAILABLE ON MCPS MACHINES**
- **View Student's Running Programs:** allows the instructor to view applications that the selected student machine is running and add them to the **Allowed Applications** list or the **Blocked Applications** list.
- **Send Student a Message:** allows the instructor to send a message to the selected student machine. The instructor can choose to send the message anonymously or force the student to read the message. The **Message History** drop down allows the instructor to see previously sent messages.



NOTE: *Right-clicking on a student machine will also give you many of the monitoring options as well.*

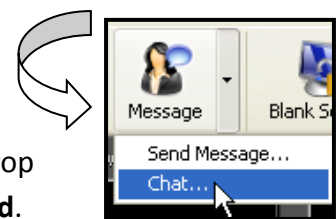
Communicating with Students

LanSchool allows instructors to chat with students, to send students a message, to assess students through a voting feature, and to control student machines in order to provide a demonstration.

Chatting with Students

The instructor can chat with a single student at a time. Select the student by clicking once on his/her computer on the **LanSchool Console**. Use any of the methods below to initiate a chat:

- Click the drop down menu beside the **Message** tool button on the **Toolbar** and choose **Chat**. Compose your message in the textbox and click **Send**.
- On the **Menubar**, click **Demonstrate** and choose **Chat** from the drop down menu. Compose your message in the textbox and click **Send**.
- Right-click on the student machine in thumbnail view and choose **Chat** from the pop-up menu. Compose your message in the textbox and click **Send**.



The student will see the message appear on his desktop and will be able to reply to the instructor.

Sending a Message to Students

The instructor can send a message to all or selected students. Select all students by clicking **Ctrl + A** on the LanSchool console. Choose an individual student by single clicking on that student; add additional students by holding down **Ctrl** and clicking on the additional machine names. Use any of the three methods below to send a message:

- Click the drop down menu beside the **Message** tool button on the **Toolbar** and choose **Send Message**. Compose your message in the textbox. When you click **Send**, the message will appear on the student machine as a small window on the right-hand bottom of the screen and will disappear after several seconds. If the student clicks on the pop-up message, he/she can respond to the teacher.
 - Choosing **Send Anonymously** does not allow the student to see the machine name or login from which the message originated.
 - Choosing **Force Student to Read This Message** requires that the student click the **OK** button before the message will close.
 - **Message History** allows the instructor to resend a previously created message.
- On the **Menubar**, click **Monitor** and choose **Send Student a Message** from the menu. Choose the options listed above, compose your message in the textbox and click **Send**.
- Right-click on the student machine in thumbnail view and choose **Send Student a Message** from the pop-up menu. Compose your message in the textbox and click **Send**. The same options listed above are available.

Using the Vote Feature

Instructors can poll their students with a single question by using the **Vote** feature. Students will see the vote question appear on their screens and can respond. The instructor will see a summary of the answers on the instructor desktop. Select all students by clicking **Ctrl + A** on the LanSchool console. Choose an individual student by single clicking on that student; add additional students by holding down **Ctrl** and clicking on the additional machine names. Use either of the two methods below to initiate a vote:

- Click the **Vote** tool button on the **Toolbar** and the **Send Question to Students** interface opens. Type in the question and click **Send**. You can also **Save** the question to your files.
 - You can choose to send either a **True/False** question or a **Multiple Choice** question.
 - The interface will populate with the voting results.
 - The instructor can see results by clicking **Details**.
- On the **Menubar** click **Demonstrate** and choose **Ask Students to Vote** at the bottom of the drop down menu. Use the **Send Question to Students** interface as delineated above.

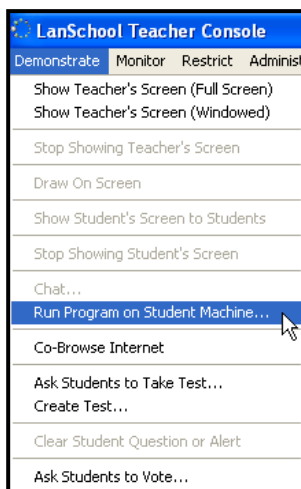
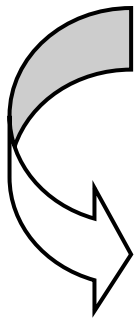
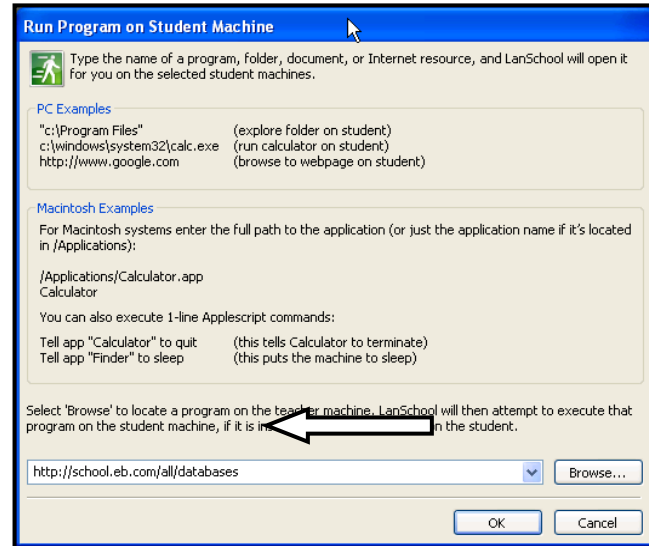
The screenshot shows the 'Send Question to Students' dialog box. It has a title bar 'Send Question to Students' and a subtitle 'Type or verbally ask a question to all students'. The main area is for entering a question, with a 'Load...' button to the right. Below the question field are 'Save...' and 'New' buttons. The 'Question Type' section has two radio buttons: 'True / False' (selected) and 'Multiple Choice'. Under 'True / False', there are columns for 'Student Votes' (T and F) and '% of Students'. Under 'Multiple Choice', there are columns for 'Student Votes' (A, B, C, D, E) and '% of Students'. At the bottom, the 'Vote Status' section shows 'Current Status: Waiting for teacher to send a question to students...', 'Total # of Students Questioned: 2', and '% of Students That Have Voted:'. There are 'Details...' and 'Close' buttons at the bottom right.

Sending a Web Page to Student Machines

Instructors can open a Web page on all or selected student computers. Select all students by clicking **Ctrl + A** on the **LanSchool Console**. Choose an individual student by single clicking on that student; add additional students by holding down **Ctrl** and clicking on the additional machine names. Use either of the two methods below to share a Web page with students:



- Click the **Run** tool on the **Toolbar**; the **Run Program on Student Machine** window opens.
 - Type or paste in the desired URL in the **Browse** window.
 - Click **OK**.
 - The Web browser will open to the targeted Web page on all selected student computers.
- **NOTE: To run a program using this menu, contact your ITSS for restrictions or directions.**



- Click the **Demonstrate** tool on the **Toolbar** and choose **Run Program on Student Machine**.
 - Type or paste in the URL in the **Browse** window.
 - Click **OK**.
 - The Web browser will open to the targeted Web page on all selected student computers.
- **NOTE: To run a program using this menu, contact your ITSS for restrictions or directions.**