

## LANSchool One Sheeter

### Opening LanSchool:

- Go to **Staff Applications > LanSchool Teacher**
- Use the key combination **Ctrl + Alt + L** to open the **Lanschool Console**

### Viewing Student Desktops:

- **View** menu > **Thumbnails** > Choose a size or **Best Fit**
- **View All** icon drop-down > Choose a size or **Best Fit**

### To Show Teacher Computer:

- **View** menu > **Select All** or **Ctrl + A**
- **Demonstrate** menu > **Show Teacher's Screen (Full Screened or Windowed)**  
**OR Show** icon drop-down > **Show Teacher's Screen (Full Screened or Windowed)**
- To stop showing Teacher's computer:
  - Click **Show** icon
  - **Demonstrate** menu > **Stop Showing Teacher's Screen**

### To Show Student Computer:

- Select the thumbnail of the student's computer to be shown
- **Demonstrate** menu > **Show Student's Screen to Students**
- To stop: **Demonstrate** menu > **Stop Showing Student's Screen**

### To Send a Website to Students:

- **View** menu > **Select All** or **Ctrl + A**
- **Demonstrate** menu > **Run Program on Student Machine**
- Type in or paste a URL
- Click **OK**

### To Send a Document to Students:

- **Do not select all students**
- **Demonstrate** menu > **Run Program on Student Machine**
- Click **Browse** > change the file type to **All Files**
- Browse to the file and Click **OK**
- Click **OK** to send the file
- *Note: Students will be sent a Read Only file; have them save to My Documents to be able to make any changes*

#### To Remotely Control a Student's Computer:

- Select the thumbnail of the student's computer to be remotely controlled
- **Monitor** menu > **Remote Control Student**
- To stop: **Monitor** menu > **Stop Viewing or Remote Controlling**

#### To Send Students a Message:

- Select students to which the message will be send (**View** > **Select All** or Select a student or Select one student and Ctrl-click to select certain students)
- **Monitor** menu > **Send Student a Message**
- Type in the message
- Click **Force Student to read this Message** and click **Send**
- Students will have to click **OK** to close the message

#### To Blank Student's Screens

- **Restrict** menu > **Blank Screen**
- **Restrict** icon drop-down > **Configure Blank Screen Message** > type a message and press **OK**
- To stop: Click **Blank Screen** icon or **Restrict** menu > **Unblank Screen**

#### To Log Off or Shutdown:

- **Administer** menu > **Log Off Student** or **Shutdown Student**

#### Limiting Websites or Applications:

- See pages 5 and 6 in the LANSchool guide