Basic LanSchool

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You will see a small LanSchool icon (that looks like a small green pearl necklace) in the system tray. The system tray is located in the bottom right corner of your computer screen. Click the small arrow to view all icons.

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**Open up the LanSchool Console -** The console can be accessed by clicking on the LanSchool icon.

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**See the computers that are powered** on (either “Details” or “Thumbnails”). In the “Details” view, you can sort by computer name, login name (their student IDs), and more. Most functions you will use will be accessed in the “Thumbnail mode”. Click on “View All”, to get into the Thumbnail mode.

**Power on all computers in the lab**: In the top menu, click on Administer>Power on student>Power on. **Do NOT** click on “rebuild list” or “remove”.

**Run a program or website** : Select\* which computer(s) on which you want to run a program. Click on the “Run” button. Here you can type a website URL. (I would do a copy/paste. It has to be exact.)

**View and/or control lab computers**:

To view: Double click the computer you want to view. Click on “Control” to stop viewing it. Or, while “viewing” a student’s computer, click on the little black arrow on the control button, and choose “remote control”. You are now controlling this computer until you click on “Control” again.

To control: Click one time to select\* the computer(s), then click on “Control”. You are now controlling this/these computer(s) until you click on “Control” again.

**Blank all student computers**: Select\* the computer(s) you want to blank. Click on the “Blank Screen” icon. Click the “Blank Screen” again to unblank the screens.

**Send a message to student(s):** Select\* the computer(s) to which you want to send a message. Click on “Message” icon.

**Show teacher computer**  to selected\* student computer(s). Click on “Show” icon. To stop showing the teacher’s screen, bring up the LanSchool console again and click “Show” to stop showing the teacher’s screen.

**Show student computer**  to all student computers. Select the computer you want to show. Click on the “Show Student” icon. Click the “Show Student” again to stop showing the screen.

**Logging all students off and/or shutting down all computers**: Select\* which computer(s) you want your actions to effect. Click on Administer, then choose and click your option: Shut down Student, Log Off Student, or Restart student.

\*Multiple Select/Deselect: It is possible to select one, several or all students. To select multiple students, use the Ctrl click method. To select all, click to highlight one computer, then hit Ctrl-A.. To deselect students, click on a blank area of the console.