

# LAN School

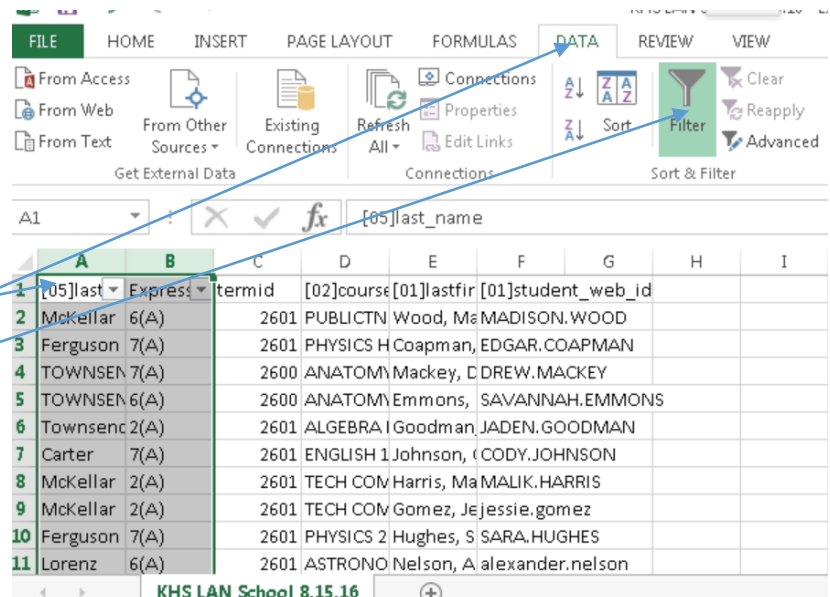
## First

- LanSchool is loaded on your machine - bottom right of screen (you must have your preferences set to IP Directed Broadcast/LanSchool Connection Server (how to discussed in troubleshooting)).
- Access to Teacher Shared (K) drive.
- You only have to do this once a year. After you load your courses, YOU will be able to maintain and update your class rosters.

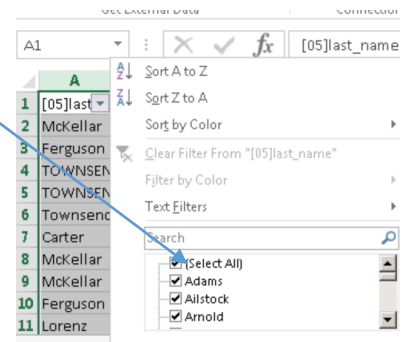


## Second - this part is NOT in LanSchool

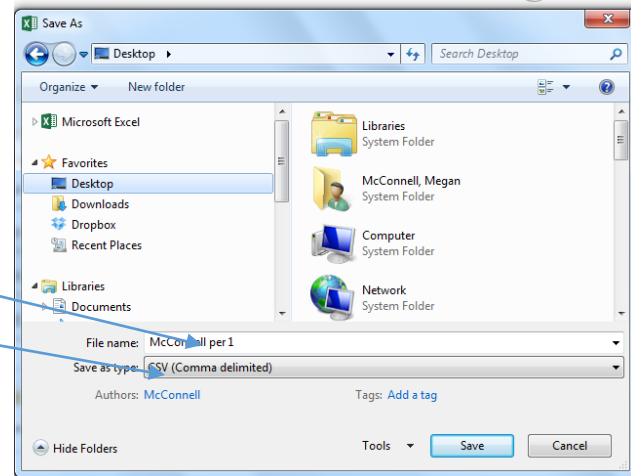
1. Before you start, create a LanSchool folder in your P drive - ie. **McConnell 2016-2017 LanSchool**
2. Next access this year's folder:
  - a. Teacher (K) Share drive
  - b. KHS – LanSchool files folder
  - c. 2016-17 folder
3. Open the Excel file
  - a. Highlight the teacher and period column
  - b. Click on data tab
  - c. Select Filter



4. In the top of each column (teacher and period), uncheck select all box
  - a. Pick the teacher name of the files you are creating
  - b. Select the period you are working on
  - c. Highlight the student web ID column
  - d. Copy / Paste names into a new Excel document - File - New



- e. Save each period's file into the folder you created in your P drive - File - Save As
- f. Name each Excel file by teacher name and period - **McConnell per 1**
- g. Be sure to change the "Save as type" from the drop down menu to a CSV file
- h. Repeat this step for each of the periods
- i. You will have a file for each period you want LanSchool saved to the file you created in your P drive

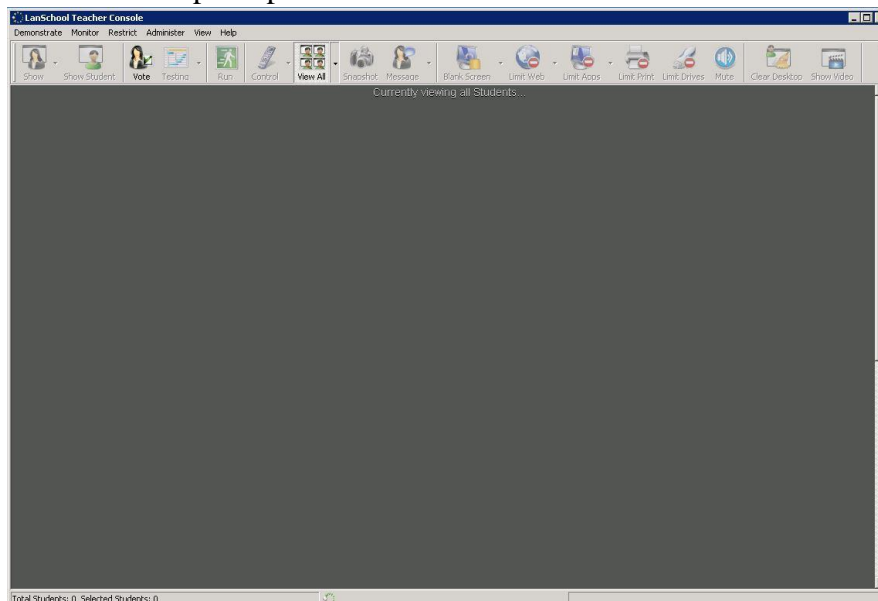


## Third - LanSchool Import of Classes

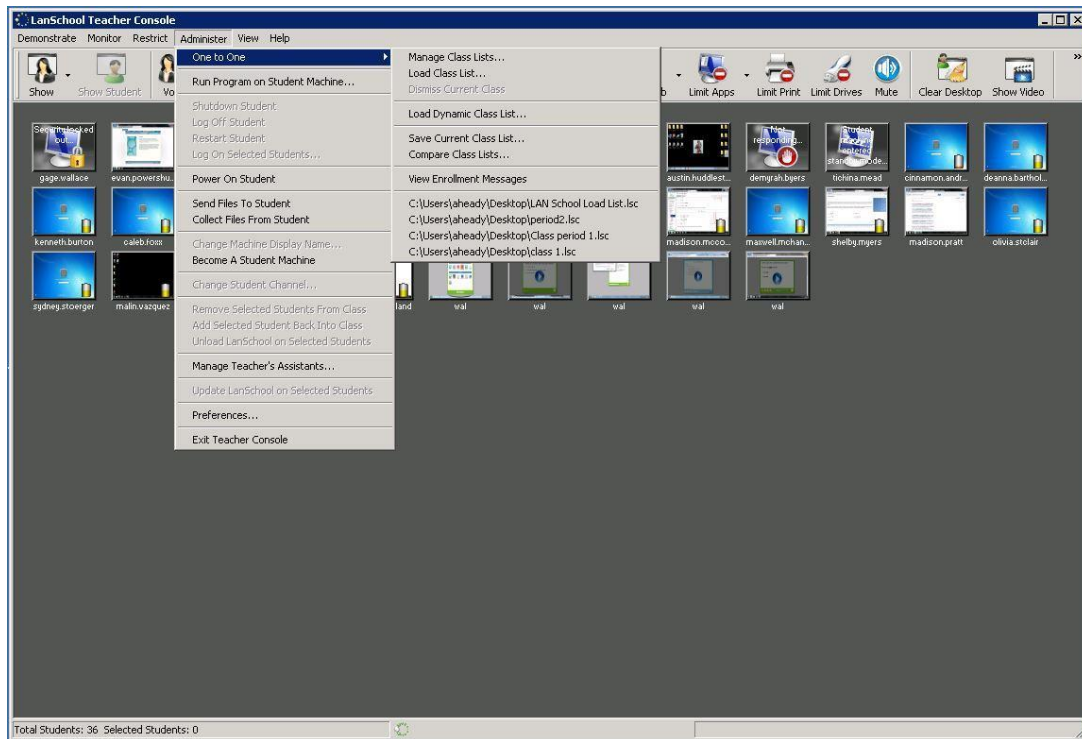
1. Open LanSchool. You will see the LanSchool icon in the bottom right hand corner of your screen. Click on the icon.



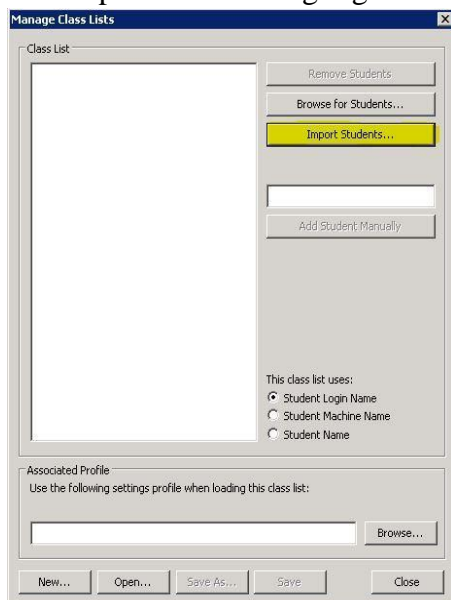
5. This will then pull up a screen like this.



6. Load the csv files of your class rosters you saved in your P drive. These lists contain the usernames of the students currently in your classes. Click on...
  - a. Administer tab
  - b. Click on One-to-One
  - c. Click on Manage Class List

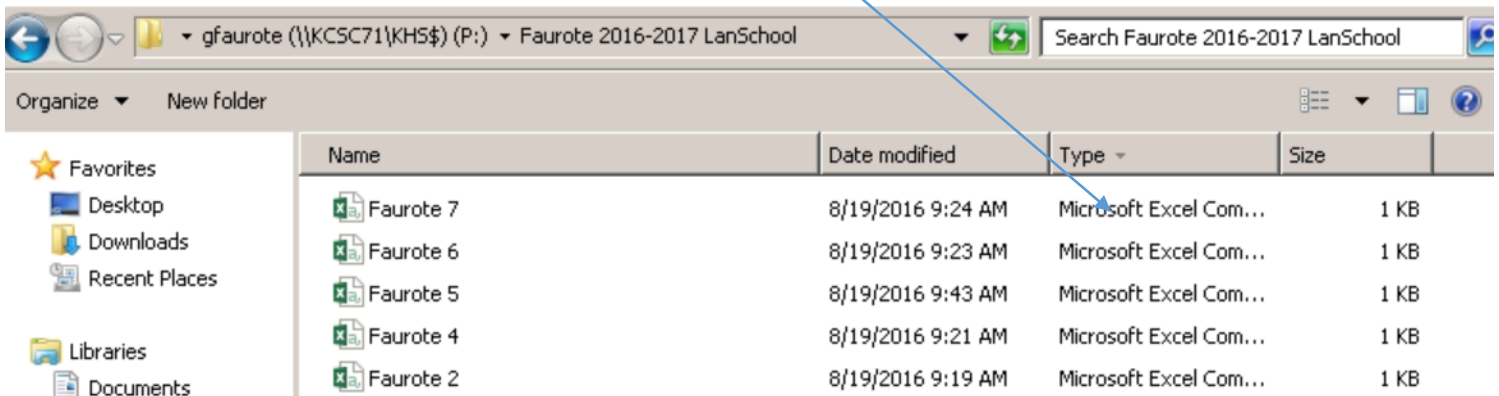


The import button is highlighted below. Click import students.



7. As you can see you are only able to load a csv file. Note! You can only load it if that file is closed. You cannot have it pulled up on your computer or no students will import.

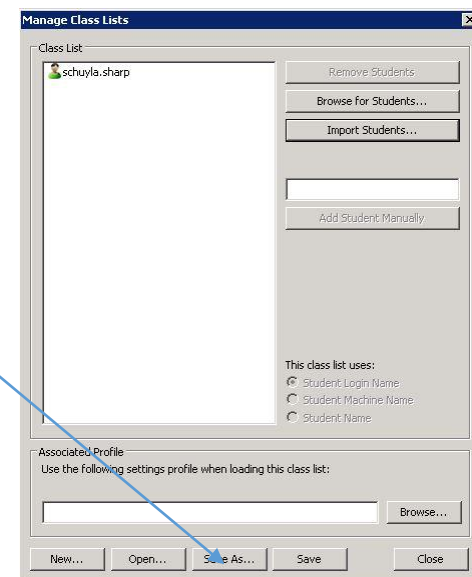
8. Once you have selected the file, click Open.



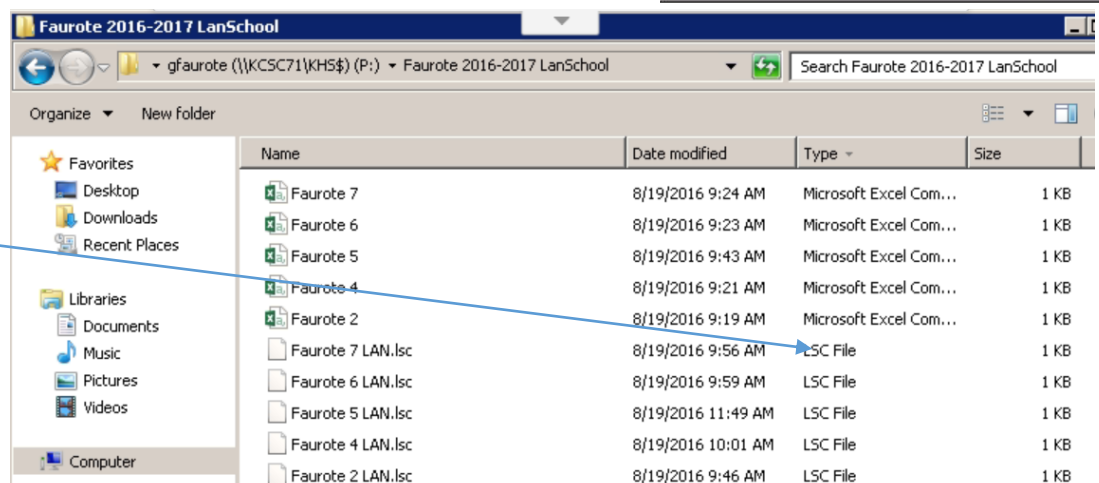
9. In this example there is only one student in the class.

10. Now click on the Save As button at the bottom to create your LanSchool class list file.

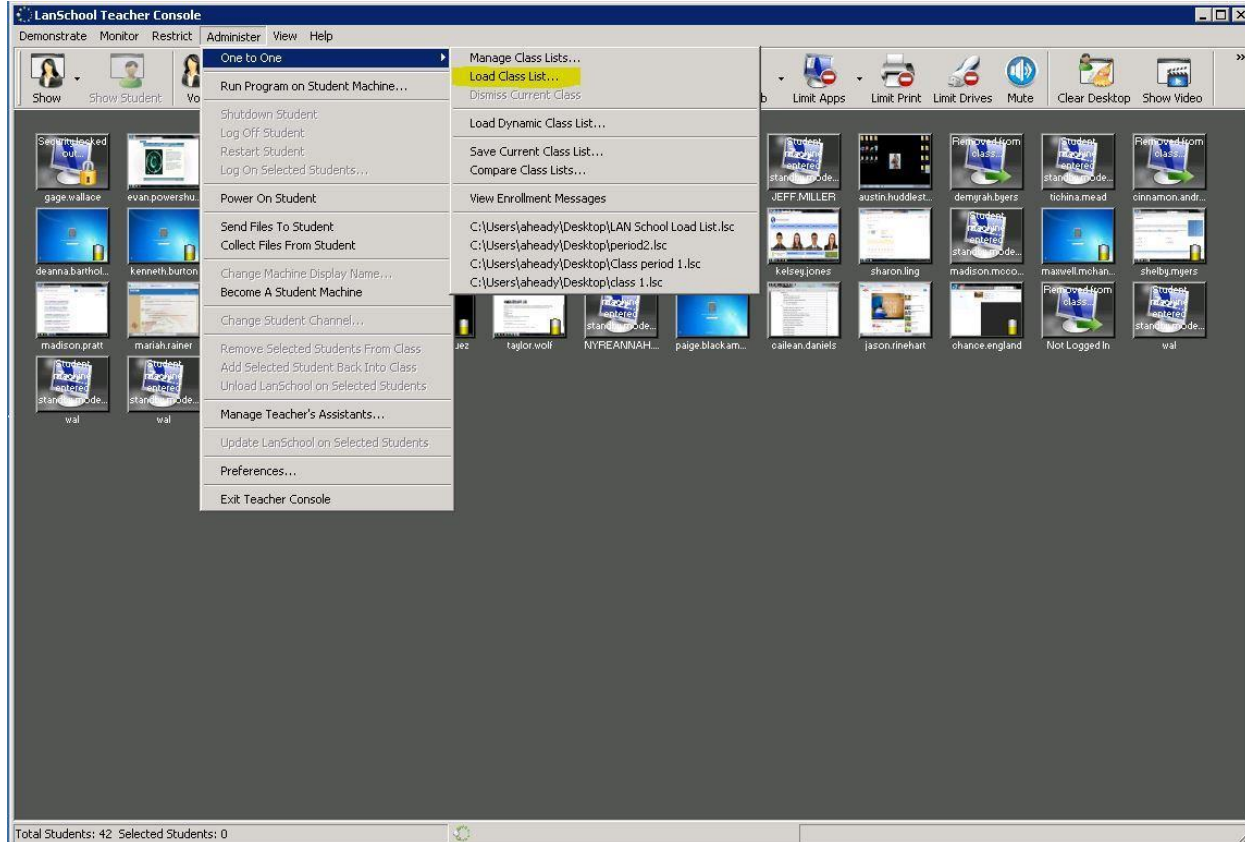
11. Give it a name such as McConnell 1 LAN.



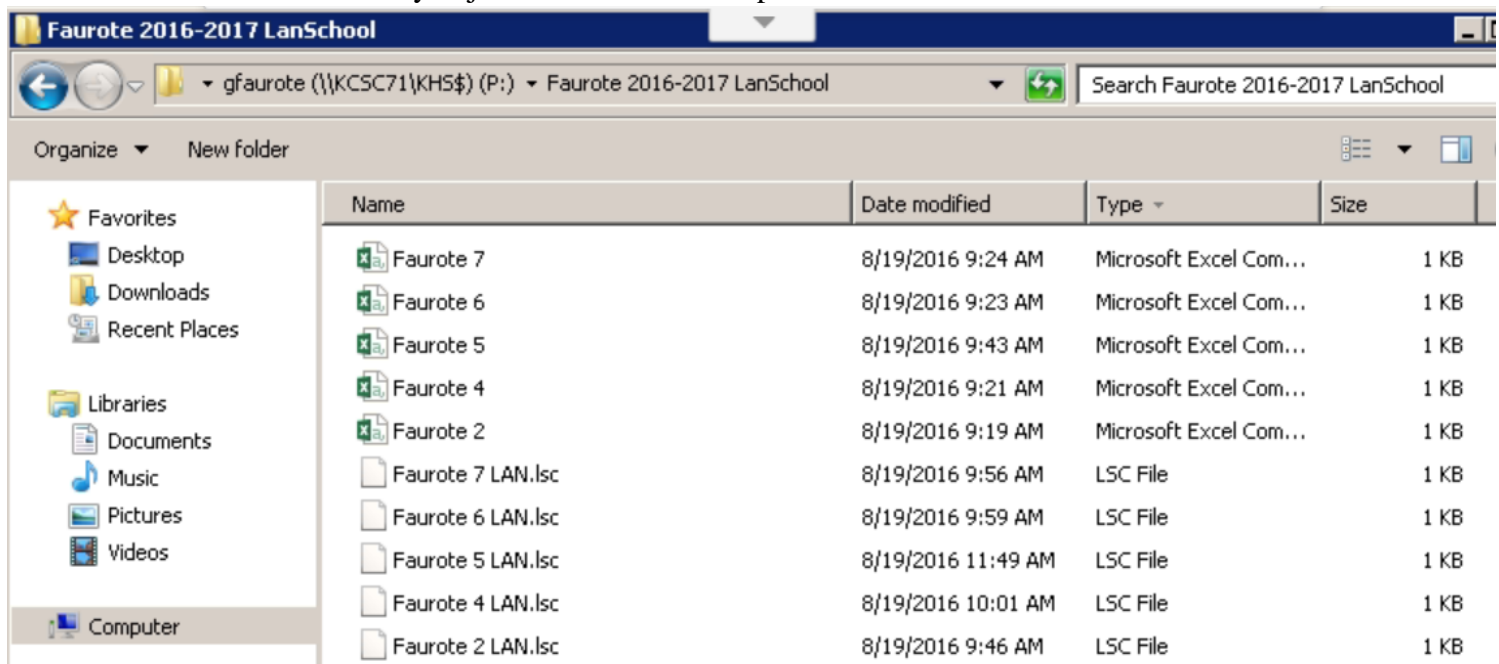
12. You will now see that the file extension is an .lsc file type that will only open or can be modified within LanSchool.



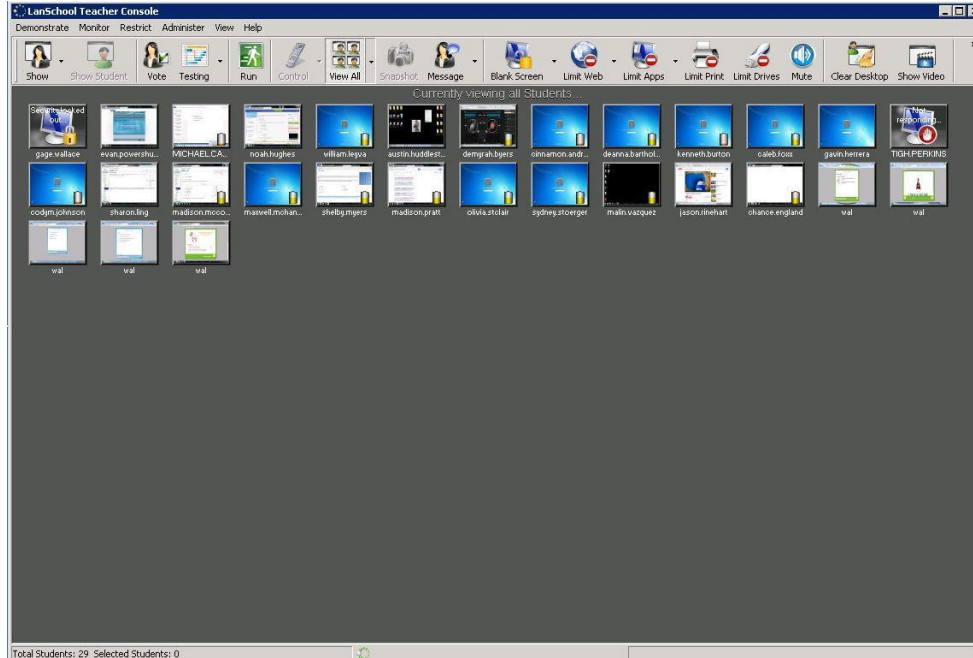
13. Now you can close out of that screen and then go back to the administer tab and click on load class list.



14. Select the class file that you just created and then open.

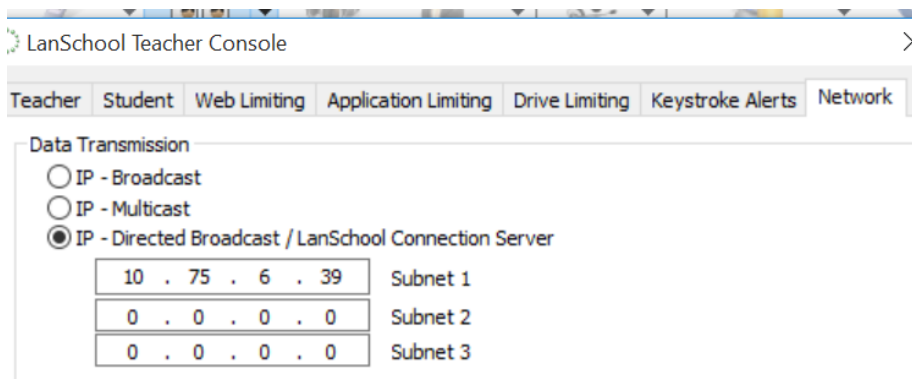


15. Now you will see a screen like this.



**YOU HAVE TO REPEAT THIS PROCESS FOR EACH CLASS!!**  
**Remember to close import screen between classes or you will**  
**continue to add to a class and get very large classes.**

Under the administer tab click on preferences make sure under network you have ip - directed broadcast /LanSchool Connection Server checked.

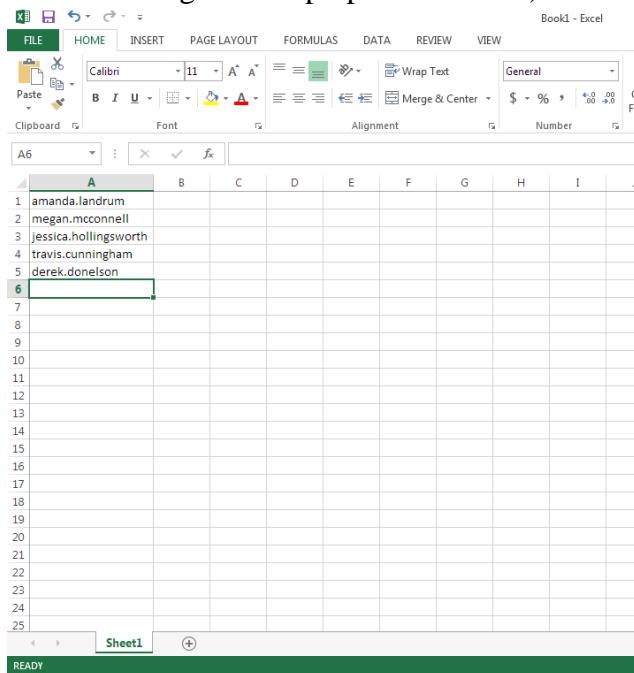




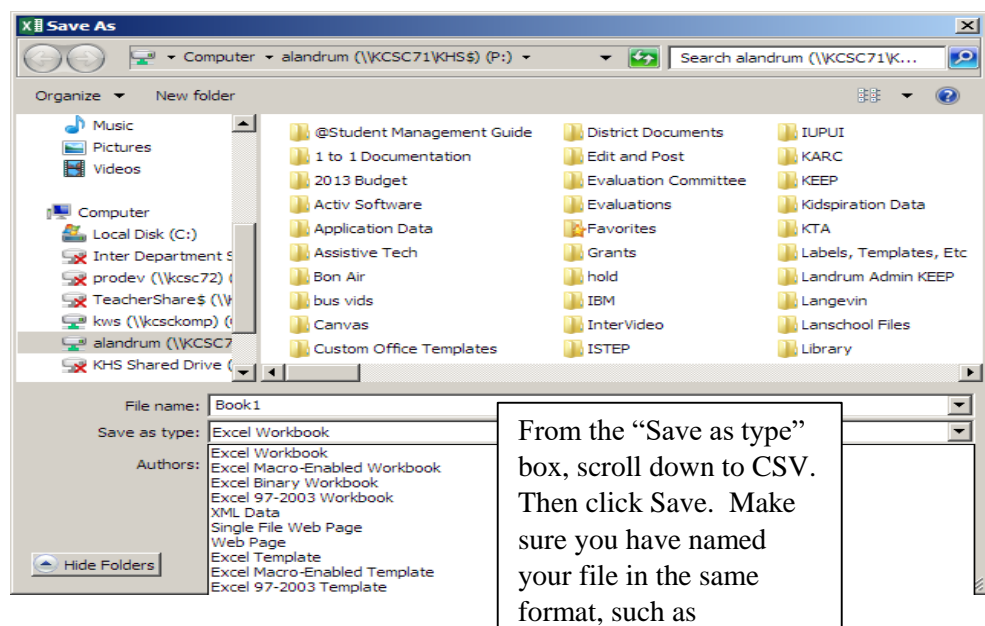
## Other Items

### To add move-in students:

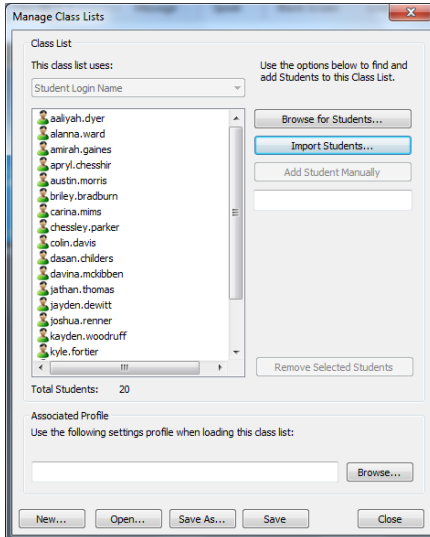
- You will be editing the original .CSV class list that you created and saved to your P drive in your LanSchool folder. Locate the CSV file you saved for that period.
- Open the class period file that you need to edit. You will see a list of student user names. Add new student's username to the end of the spreadsheet in an empty row. The next empty row is highlighted in green below. (To find students' user names, go to PowerTeacher. Click on the Backpack from the main screen. Select a student. Click on the drop down menu at the right and select Technology. This will pull up the student login and laptop information.)



- Now, save your spreadsheet as a CSV file back onto your P drive in your LanSchool folder. Do NOT save as an Excel spreadsheet.



- Follow instructions in step 18 above to import in your class. You should see a list load in like this. (left)



- Once the longer class list is loaded you can add in your new student by simply starting to type in their USERNAME to the text box. Once you start typing the button “Add Student Manually” will become available.
- Click Add Student Manually and you should see that student transfer over to the left side.
- Click Save As resave your new class list as a .LSC file, just as we did above in step 19.
- Your new student should now appear.

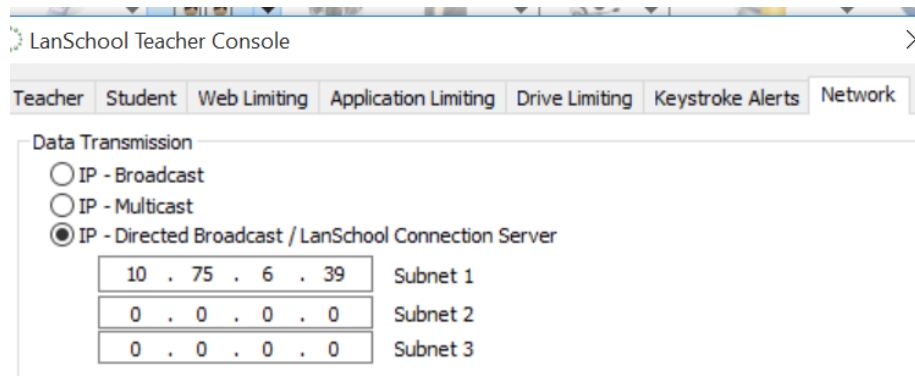
## Removing a student

- Note- to remove a student you click on their name on the left and the button “Remove Selected Student” will become available. Resave after you have removed.

## Troubleshooting guide:

### None of my students are showing up?

1. Make sure the student has the computer on and on the network.
2. The username that is in the excel file may not match what the student is logging in with. Ex. Matthew.smith is what the excel sheet has, but he is logging in with matt.smith.
3. Under the administer tab click on preferences make sure under network you have ip - directed broadcast /LanSchool Connection Server checked.



4. If you have taken your computer home and then brought it back without restarting you may have lost authentication to AD.



**I try to load my classes but nothing works?**

- You will need to restart LanSchool, either by restarting your machine or by go to the administer tab and then selecting exit teacher console. (Clicking on the x in the corner does not shut the console down the service still stays running.)

**Student that were in my class are not showing up after I refresh and show moved?**

- If a student screen shows moved that means that another teacher has pulled them in her channel, via class list. Each student can only be assigned one channel at a time.

**Can 2 teachers be on the same channel (co-teaching)?**

- The answer is yes, two teachers can have the same channel and can see the same kids, but only one teacher should import the students in.

**If I limit a website does it stay with the student even though they are not in my class/channel anymore?**

- No, the restrictions you set are only there when the student is on your channel, once you dismiss the class or they are moved to another class then the restrictions are gone.

**Other Useful videos:**

<http://www.lanschool.com/support/tutorials/blank-screens>

<http://www.lanschool.com/support/tutorials/limit-web>

<http://www.lanschool.com/support/tutorials/show-teacher>

<http://www.lanschool.com/support/tutorials/testing>