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Managing a Computer Lab with LanSchool

Alternative formats available upon request

Preamble: LanSchool is software that gives instructors greater control over the computers in a classroom. LanSchool allows instructors to do the following:
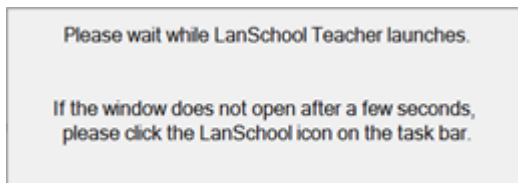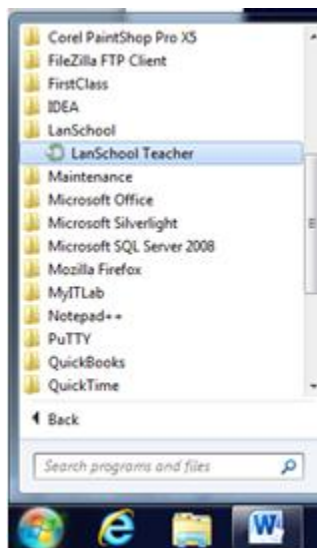
Getting Started in a Lab:

LanSchool has two modules: a student module and a teacher module. For things to work properly, both the instructor and the students need to be running the appropriate module. And there can only be one teacher.

During login, the student module automatically launches on all computer lab workstations. Students do not need to do anything for LanSchool to capture them. By default, all clients (including staff) start off as students. Launching the teacher module promotes a student workstation.

ATTENTION: It takes LanSchool a few moments to poll the lab and capture all the students. Instructors are therefore encouraged to launch the teacher module as soon as they successfully login to their workstation

☎ 416.675.6622 X8888 (X4786 from Residence) OR 1.866.484.6622
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Procedure: Click the *Start* button and point to *All Programs*. Then, after the menu expands, point to *LanSchool*. Click the *LanSchool Teacher* shortcut.
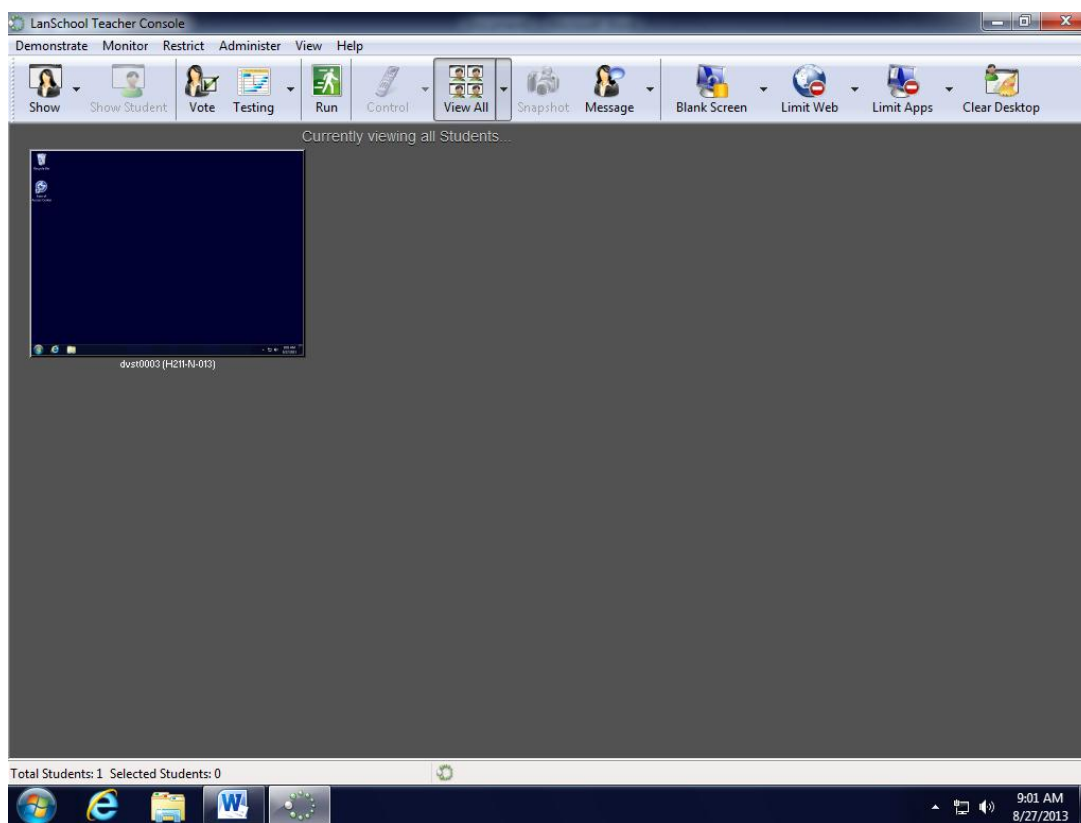

Note: For obvious reasons, access to the teacher module is restricted to Staff. Students lack the ability to even see the teacher module.

Lastly, students lack sufficient rights to end LanSchool processes. And since the student module automatically runs at login, students have no choice but to submit to the teacher's direction. It promotes a near perfect learning environment.

Broadcasting Your Screen:

Perhaps the most exciting feature LanSchool offers is the ability to broadcast a screen to other workstations. This feature nullifies the need for data projectors and gives everyone a front-row seat to the action. It also removes distractions by locking down the student workstations. LanSchool can broadcast either the teacher's screen or a selected student's screen. LanSchool also lets the teacher decide who should receive broadcasts.

Procedure: Select the students to receive the screen broadcast in the toolbar. For the entire class, simply hit CTRL A on the keyboard, selected students are indicated with a red outline. Next, click the *Show* button in the toolbar.
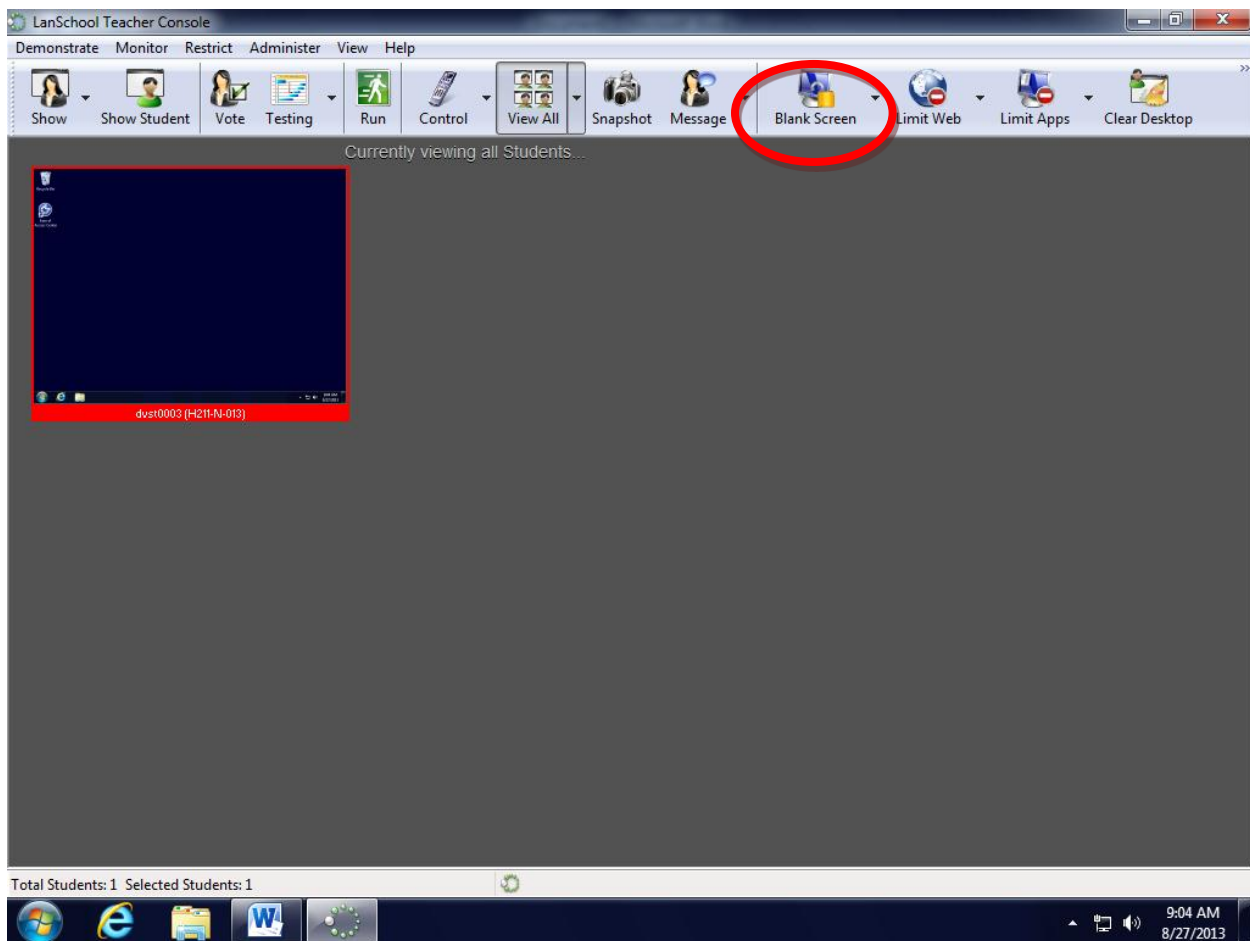

Students now see EVERYTHING you do. To end the broadcast, click *Show* again.

Passing Control:

LanSchool lets a teacher temporarily pass control of his or her workstation to a student.
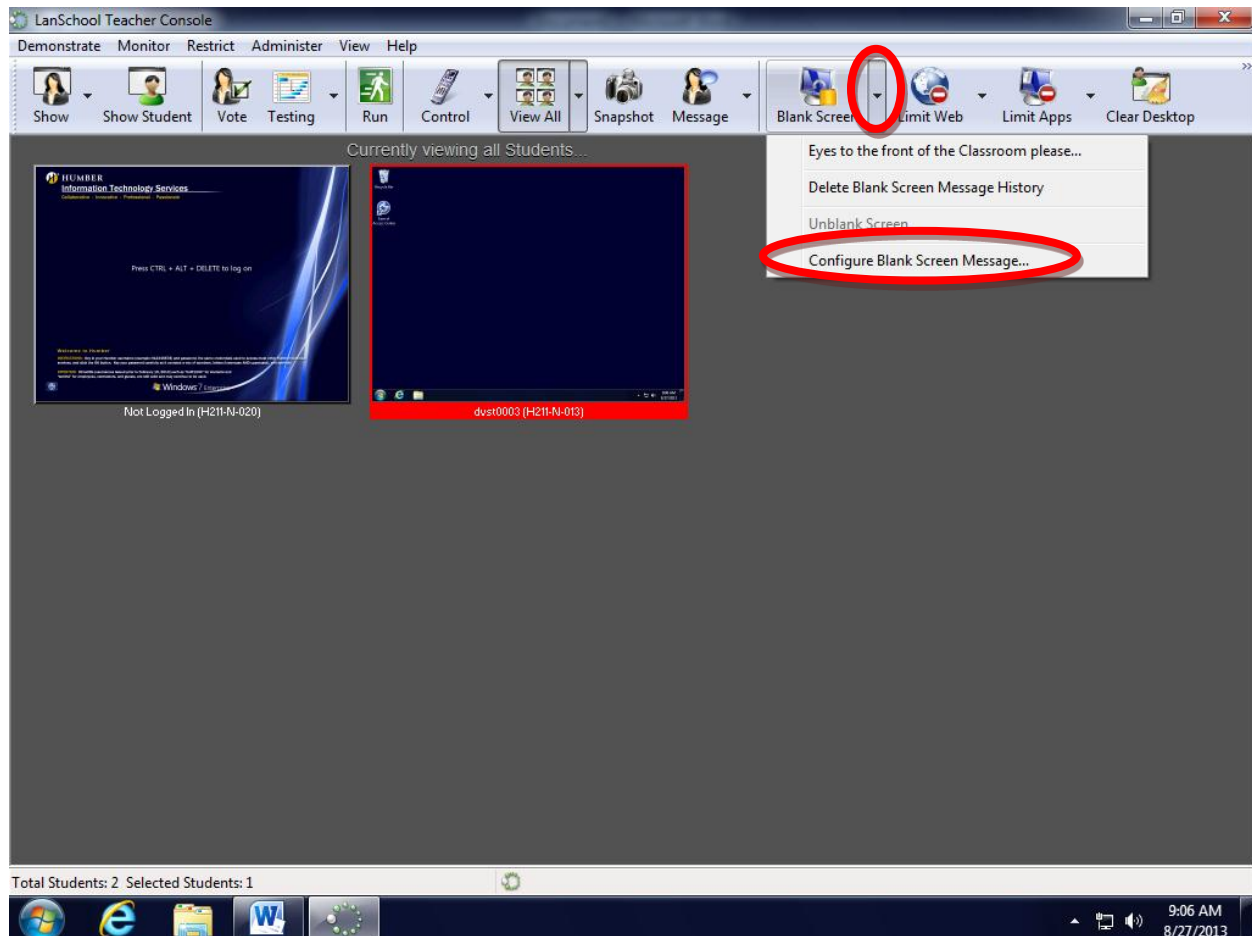
Procedure: Select the student to whom you want to pass control and click the *Show Student* button. To re-take control, re-click the same *Show Student* button. Ending the session also retakes control.

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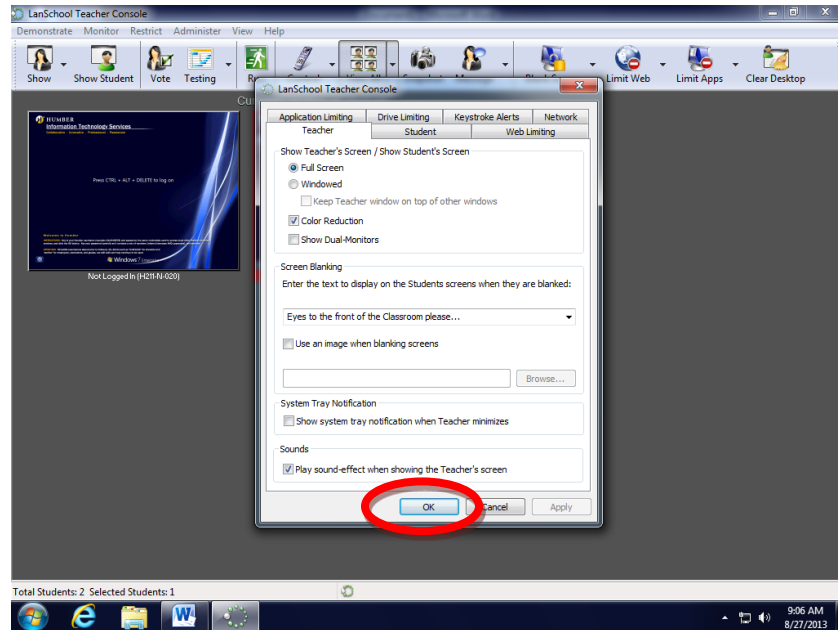Collaborative - Innovative - Professional - Passionate

Grabbing their Attention:

This feature lets instructors temporarily disable student workstations. A disabled workstation does not accept input commands. Disable workstations can display a graphic file, a text message, the contents of a text file, or a Web page. Students cannot re-enable themselves!
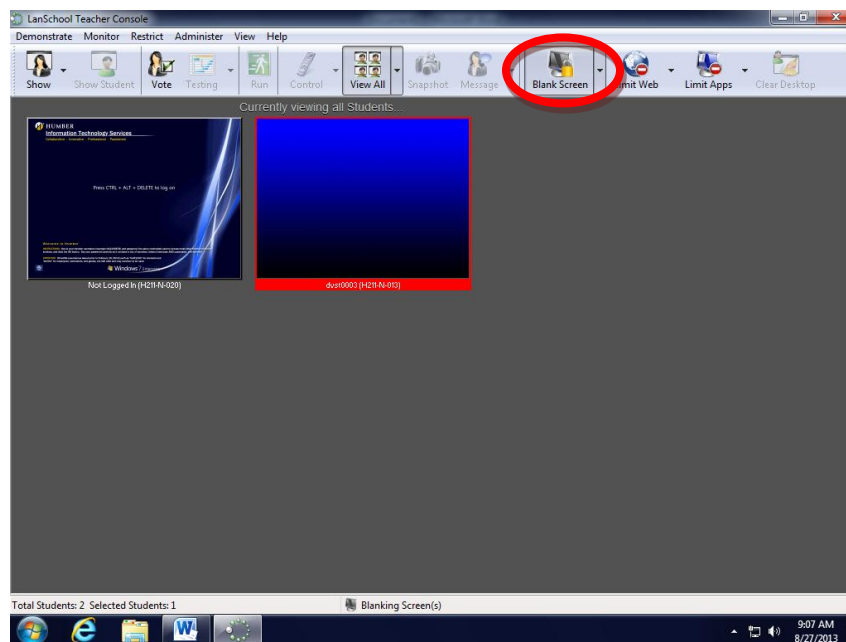
Step 1: Select the students whose attention you want to grab. For the entire class, hit CTRL A on the keyboard. Click the arrow next to the toolbar's *Blank Screen* button and click the *Configure Blank Screen Message* item.

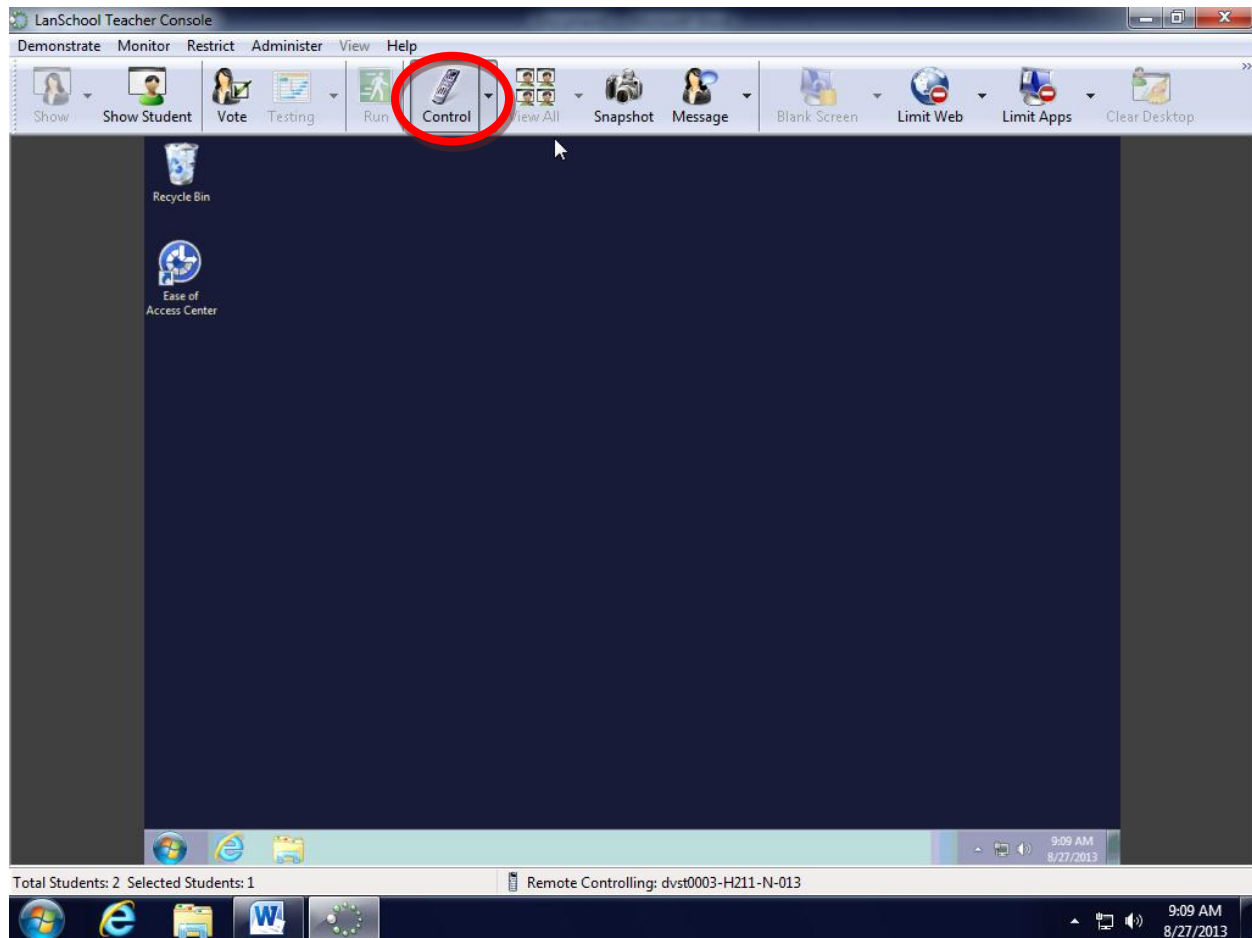**Step 2:** Complete the appropriate dialog box and click the *OK* button.

Step 3: Click the actual *Blank Screen* button. Re-click the *Blank Screen* button to cancel.

Taking Control of a Workstation:

This feature lets a teacher seize temporary control of a student's workstation. Upon activation, the instructor's keyboard, monitor, and mouse behave as if they were connected to the selected student's workstation. Everything is real-time and the student sees EVERYTHING.

Procedure: Select the student whose workstation you want to control and click the *Control* button in the toolbar. A new window will open and display the student's screen content. Click on *End Session* to terminate.
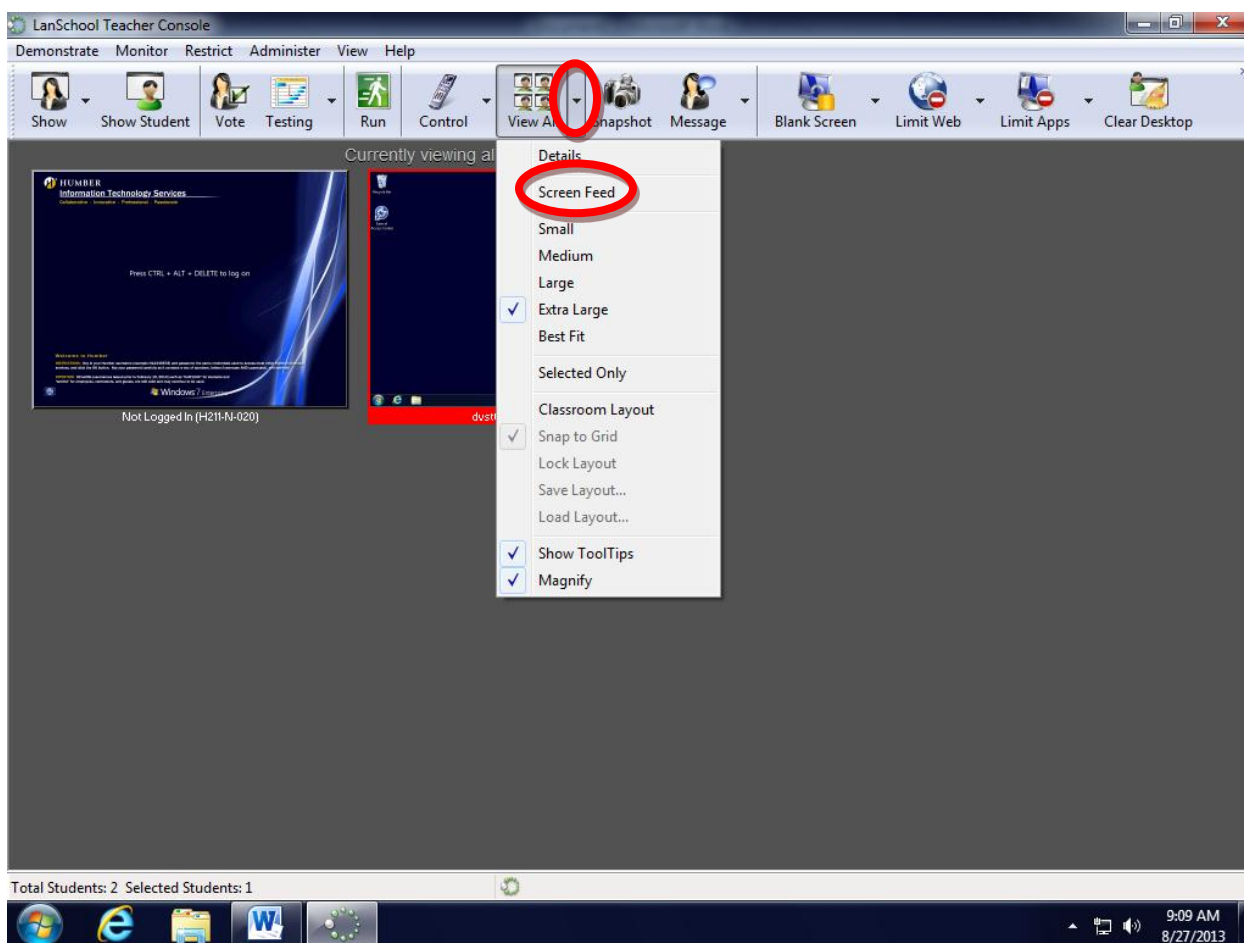

Note: Remote control lets a teacher do almost anything, even send a command to restart a student's workstation. Be very, very careful!

Monitoring Students:

LanSchool also gives instructors the ability to see what students are doing. No longer do instructors need to wander around the lab peeking over shoulders. LanSchool can automatically cycle through all the active students and shows the instructor what is happening on their screens. This feature can be particularly helpful when administrating hands-on tests.
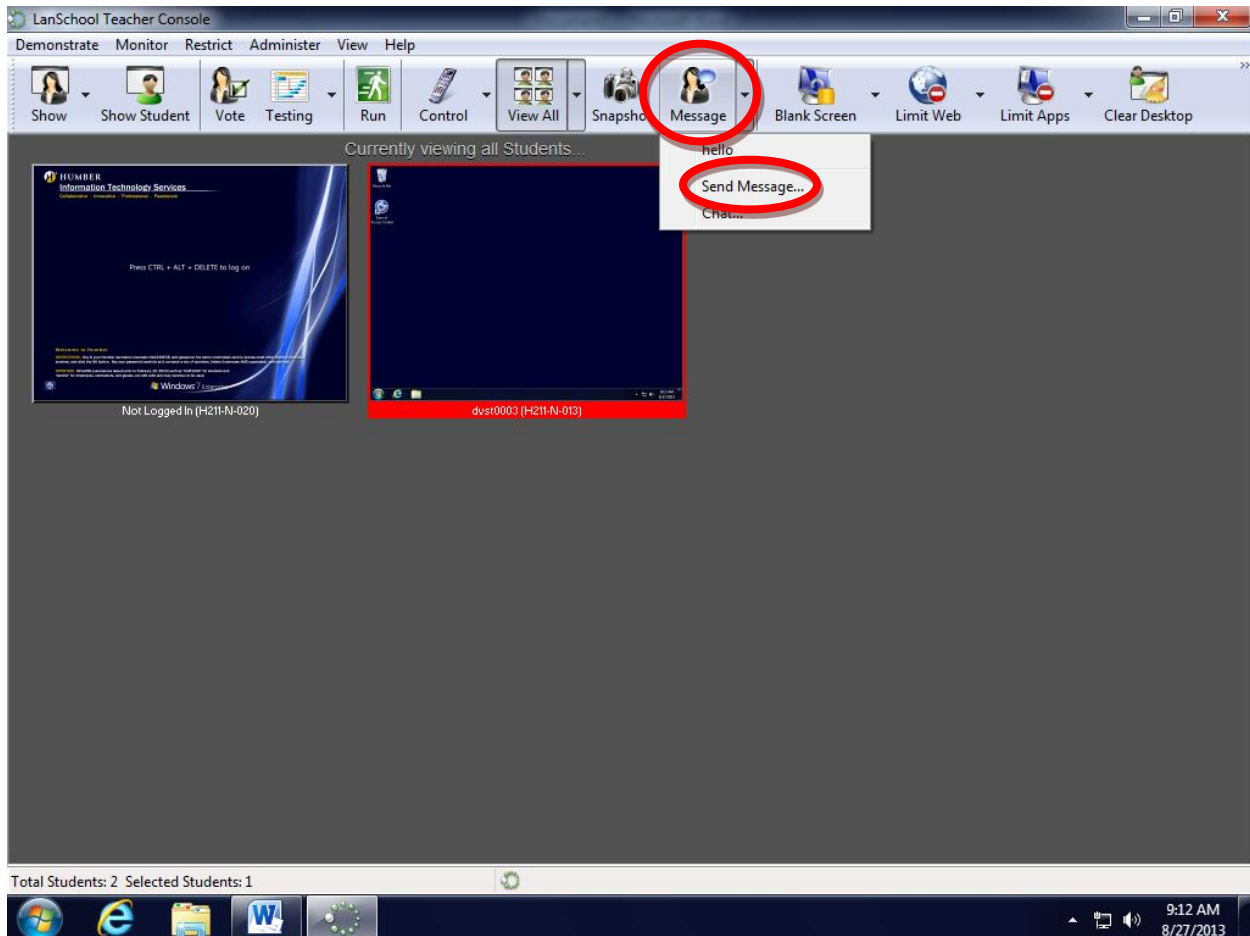
Procedure: Click on the arrow next to the *View All* button in the toolbar and select the *Screen Feed* Option.
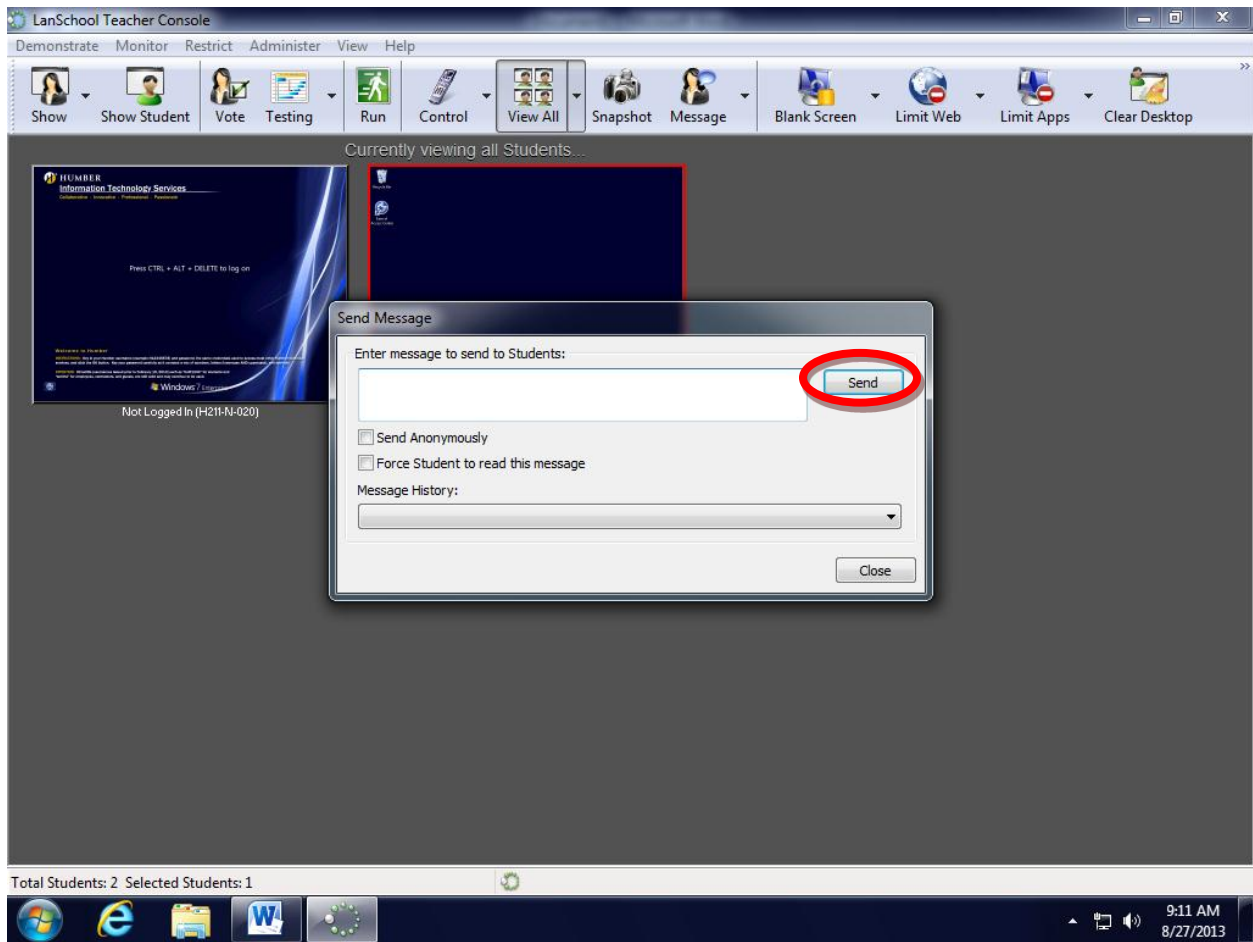
Sending Text Messages:

Instructors can also send text messages in LanSchool and launch into chat sessions. Some instructors really like this feature because it helps control the lab's noise level. It is also somewhat private.

Procedure: Select the student(s) you want to receive the message. Click the *Message* button and select the *Send Message* option.

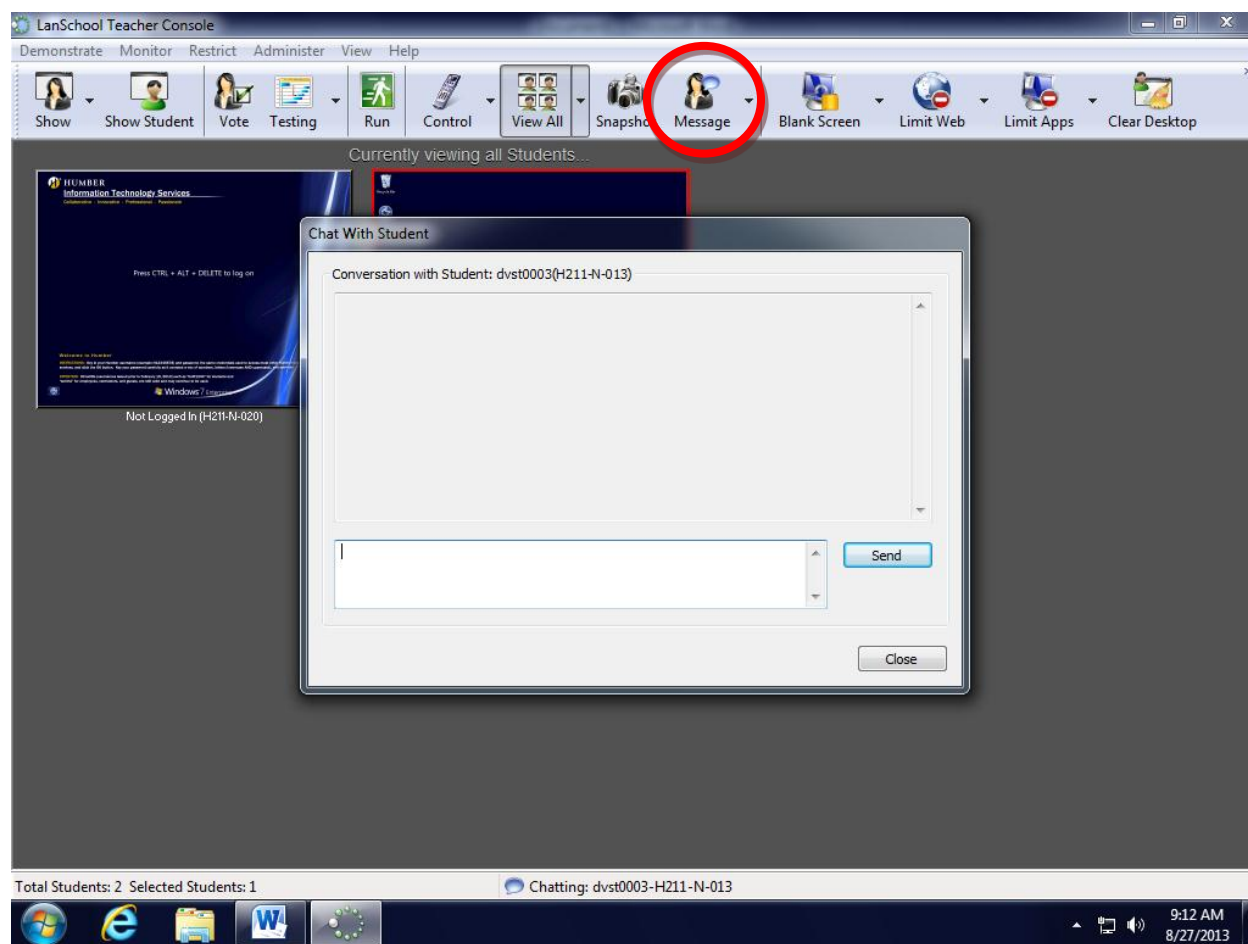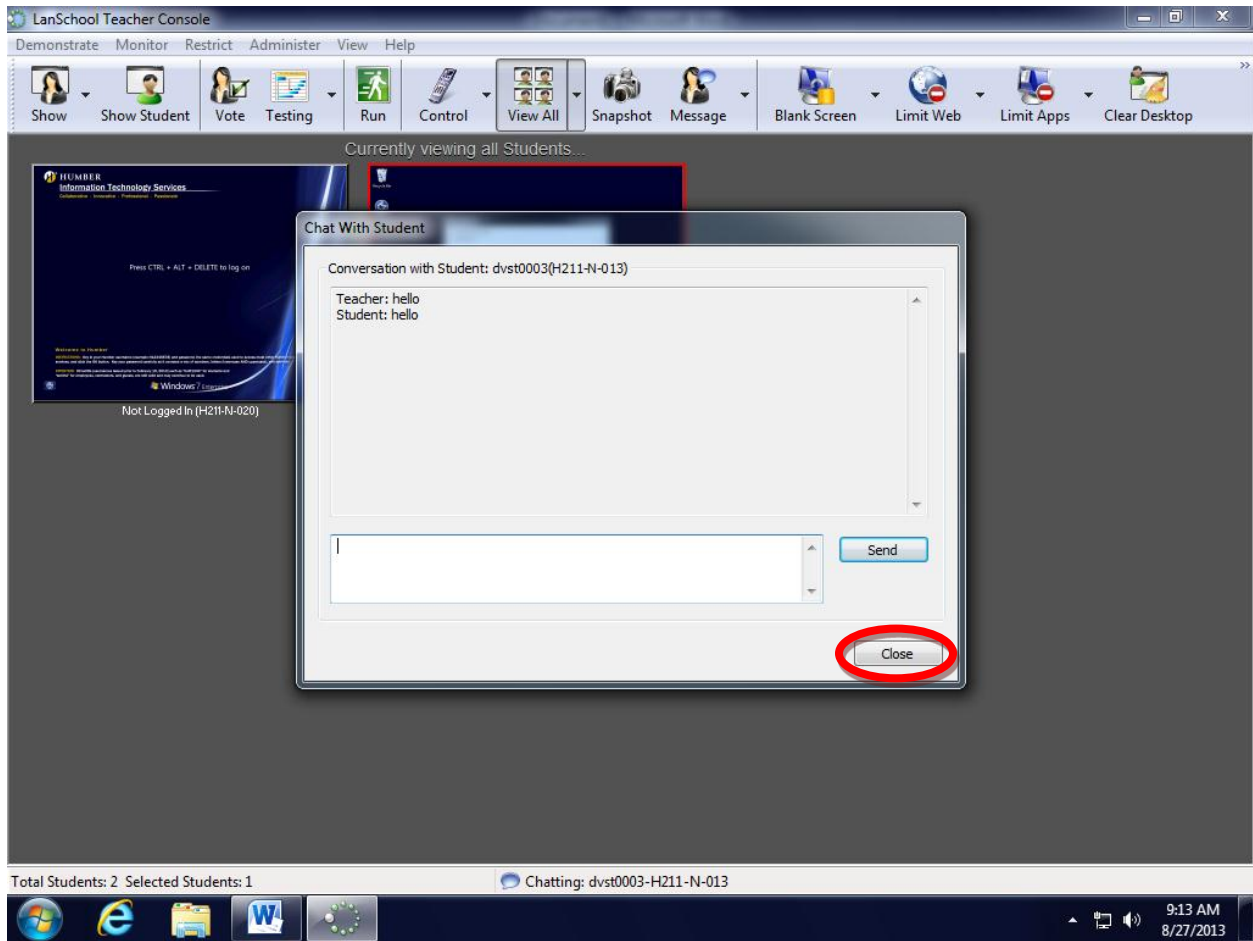Type your message and click the *Send* button.

Note: Communication is one-way; students cannot respond.

Launching a Chat Session:

When a text message does not suffice, consider using LanSchool's chat engine. A chat is a real-time, text conversation over a data network. All parties engaged in the chat can send and receive messages. It is quick, easy, and less intrusive for busy environments.

Procedure: Select the student you want to participate in the chat. Click the *Message* button in the toolbar and select Chat.
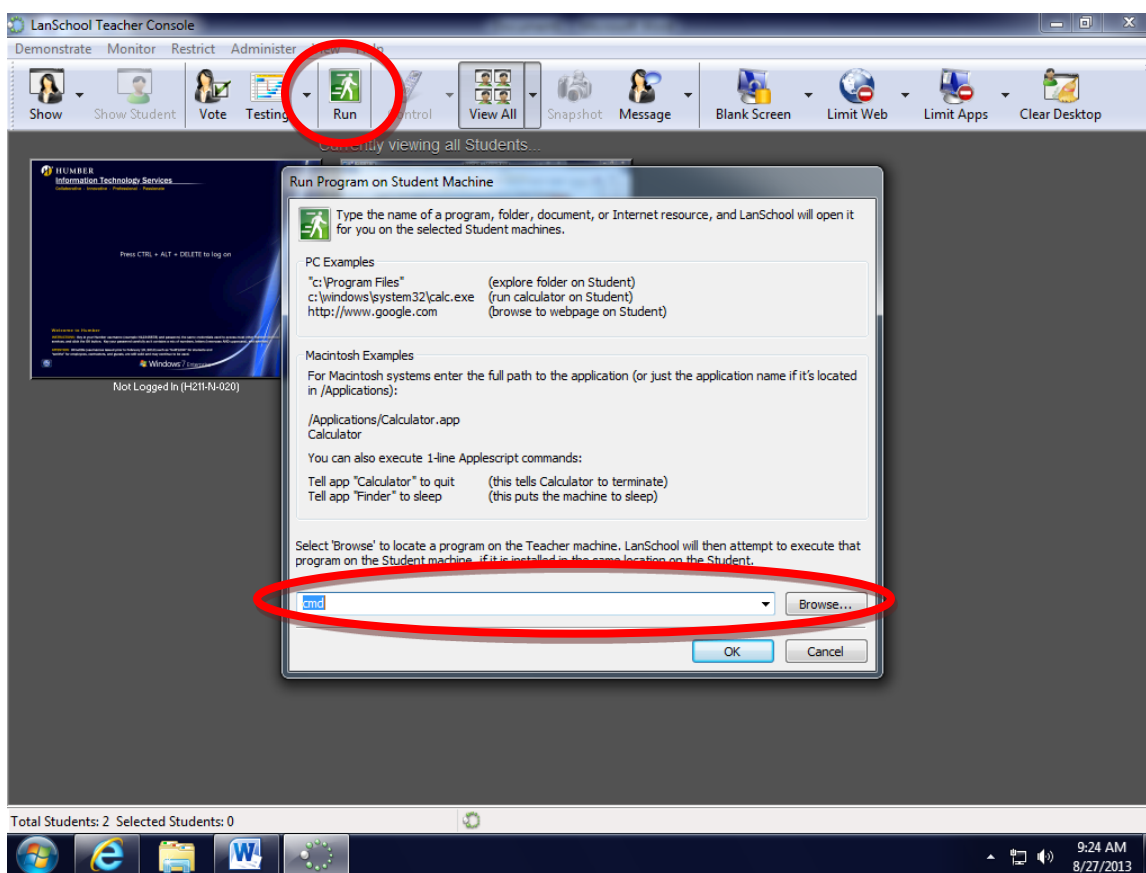
To terminate the chat session, click the *Close* button.

Launching Remote Applications:

LanSchool also gives instructors the ability to launch applications on student workstations. Some instructors use this feature at the beginning of class to help students settle and focus.

Procedure: Select the students on whose workstation you want to launch an application. Or, for the entire class, hit CTRL A on the keyboard. Click on the *Run* button and then type the name of the executable or click the *Browse* button to select it.   When finished, click the *OK* button.
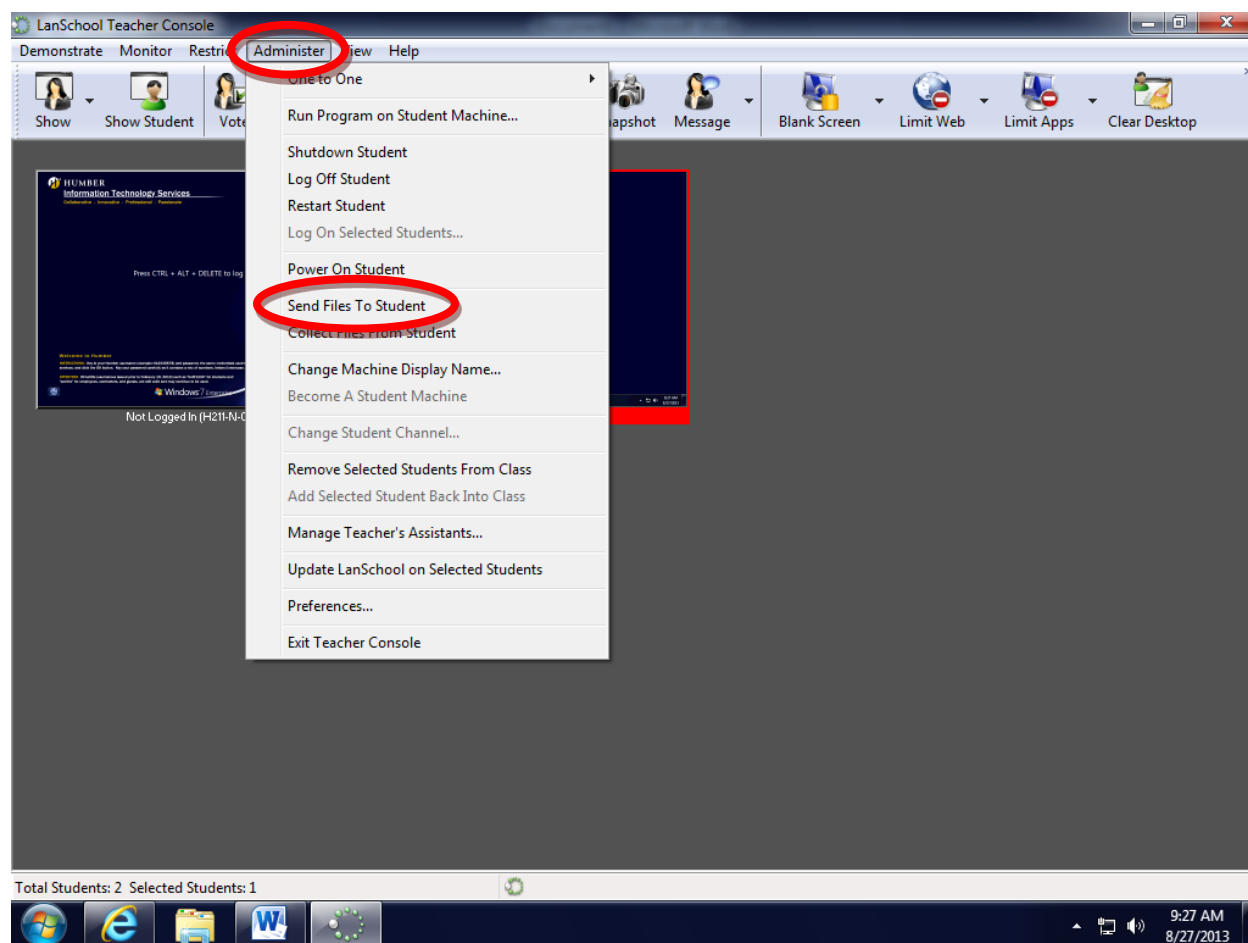

Common Executables:

Calculator = calc	Internet Explorer = iexplore	Paint = mspaint
Command Prompt = cmd	Microsoft Word = winword	Windows Explorer = explorer
Excel = excel	Notepad = notepad	

Distributing Files to Students:

Another nice feature in LanSchool is its ability to distribute files. Many instructors find LanSchool's file distribution engine exceptionally helpful when administering tests. LanSchool can even push entire folders. File transfer is quick and there is a user-friendly wizard to step one through the process.

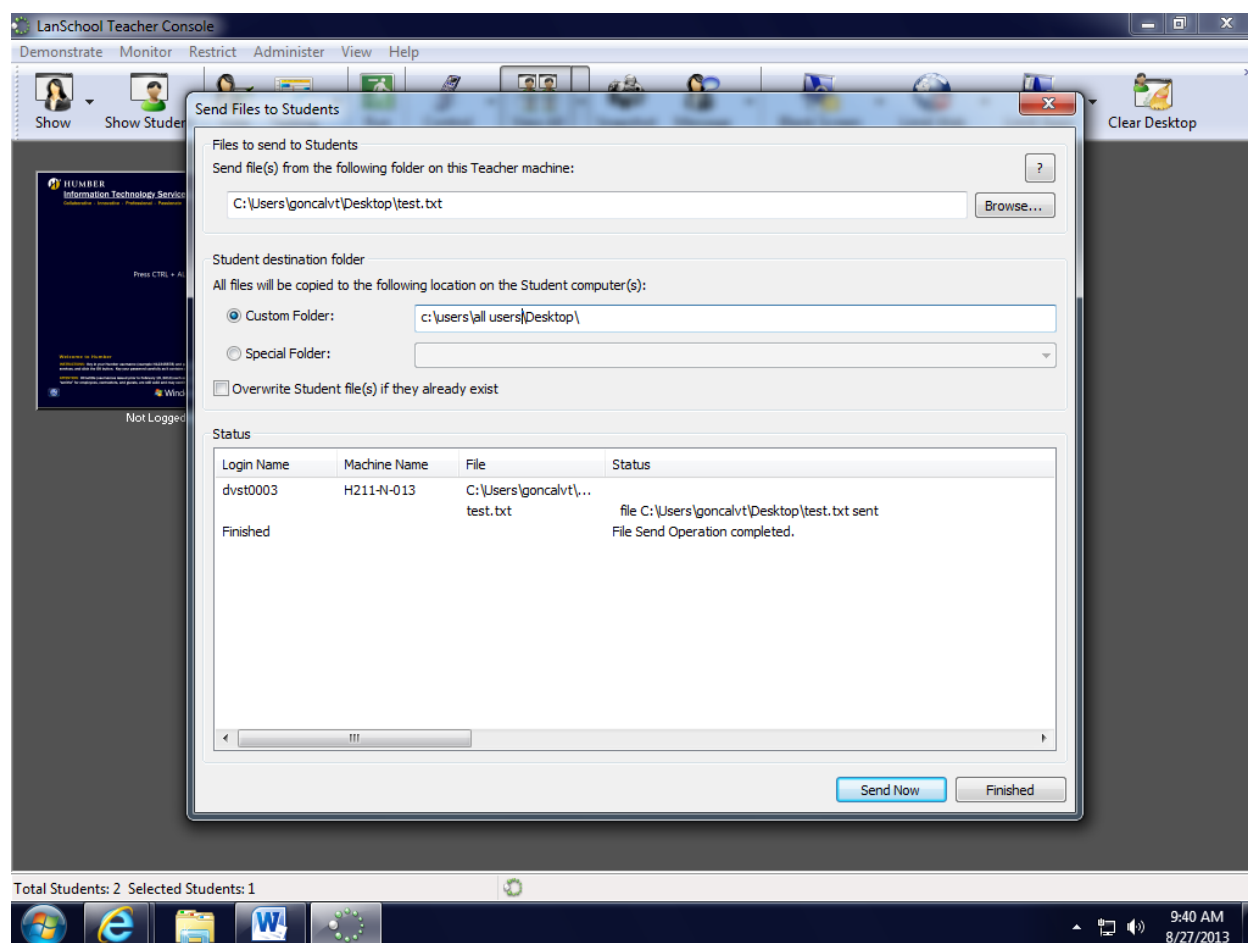**Step 1:** Select the student(s) to whom you want to send the file(s).

Click *Administer* in the the menu bar and select *Send Files To Student*. At this point the Distribution Wizard will launch.

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Step 2: Use the *Browse* Button to select the files/folders you want to send to the students.

Step 3: Next, enter where on the student workstations you want the items to go. In most cases, the Desktop (c:\users\all users\Desktop) is probably the best spot.
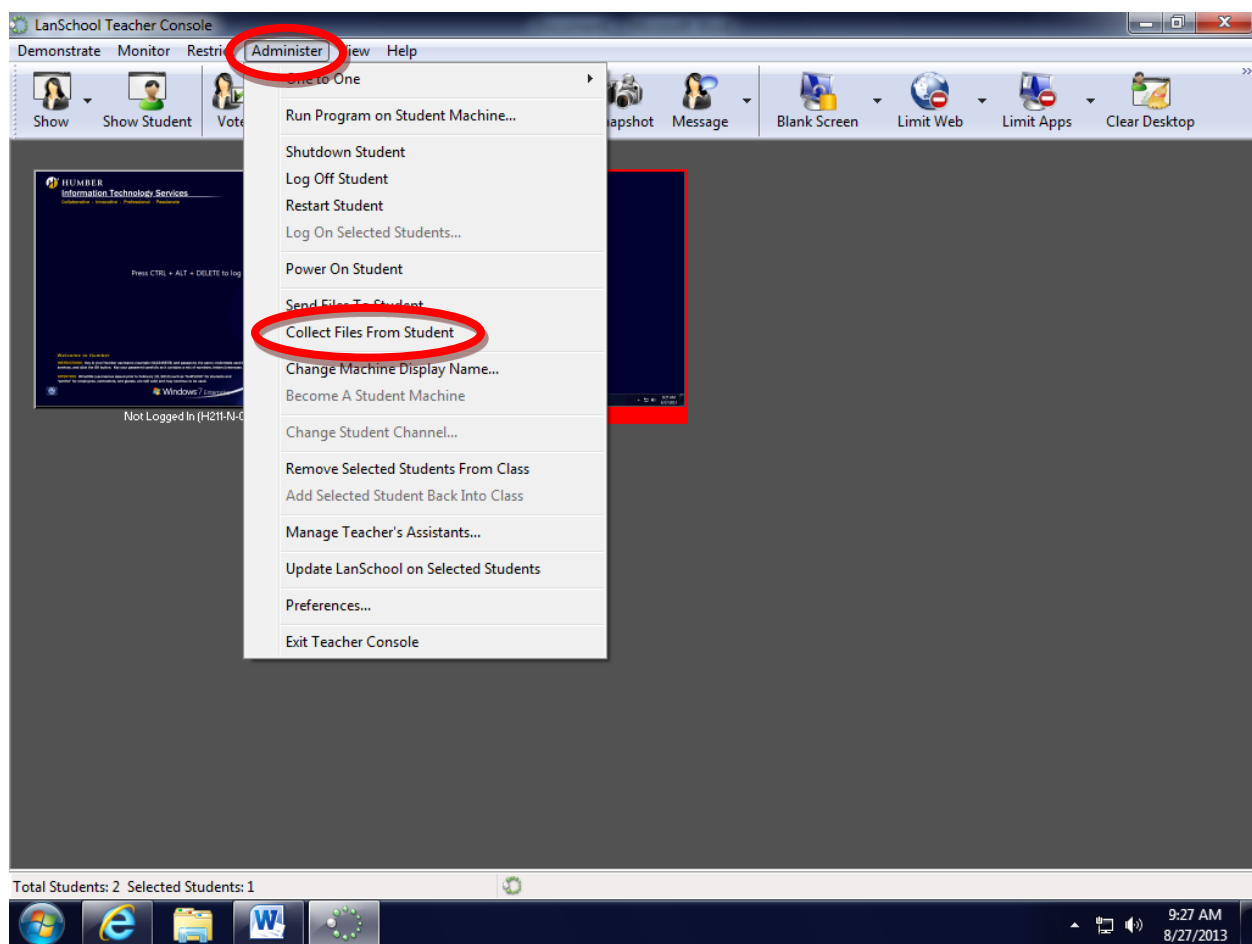
Click the *Send Now* button to continue. LanSchool will then send the files and then report back on if it was successfully completed.
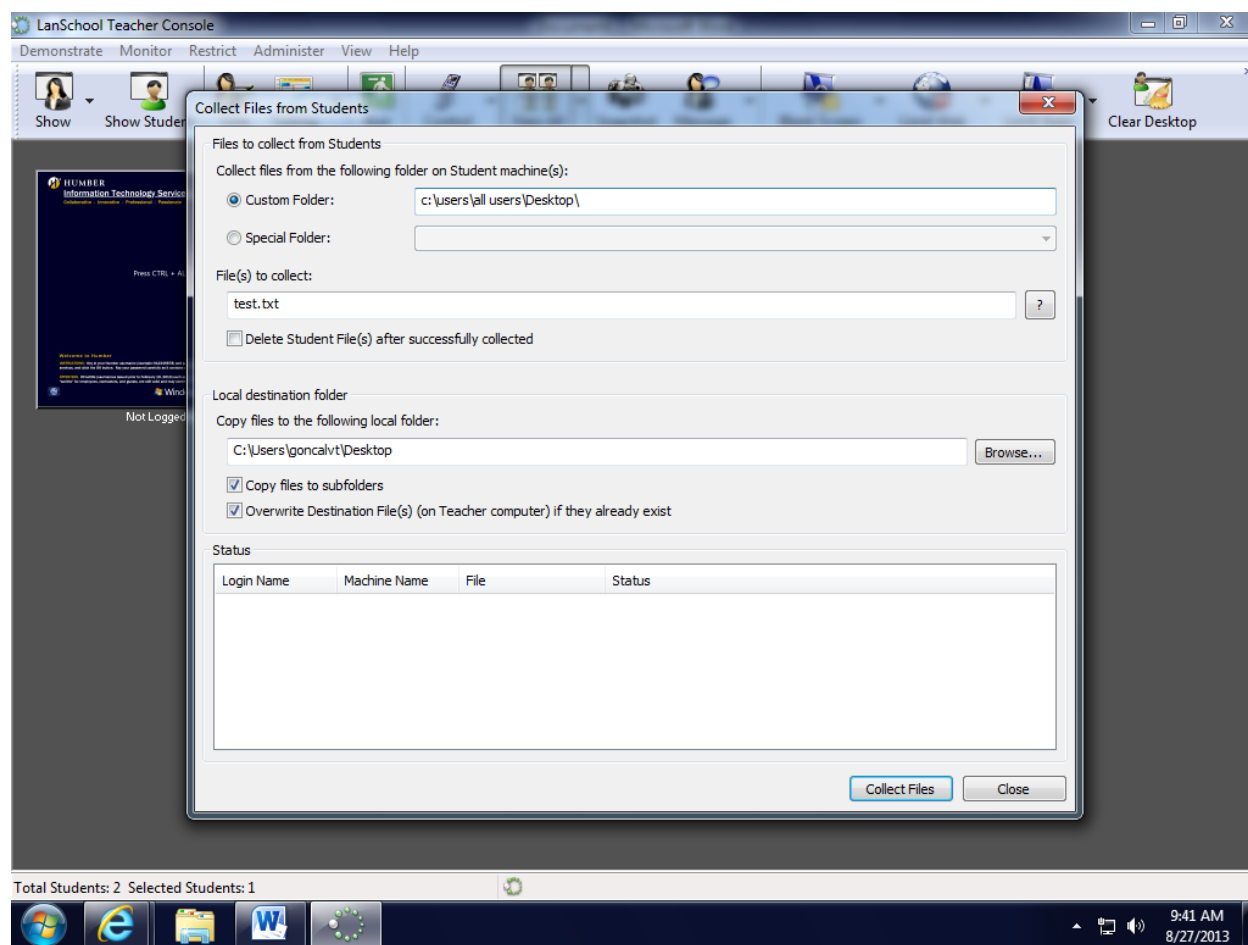
Collecting Files from Students:

LanSchool also has the ability to collect files from students. Collected files are automatically put into special folders matching each student's name. Instructors can collect any file provided its location is known. LanSchool can also be setup to delete student files once it finishes collecting them.

Step 1: Select the student(s) from whom you want to collect files. Click *Administer* in the menu bar and select *Collect Files From Student*.

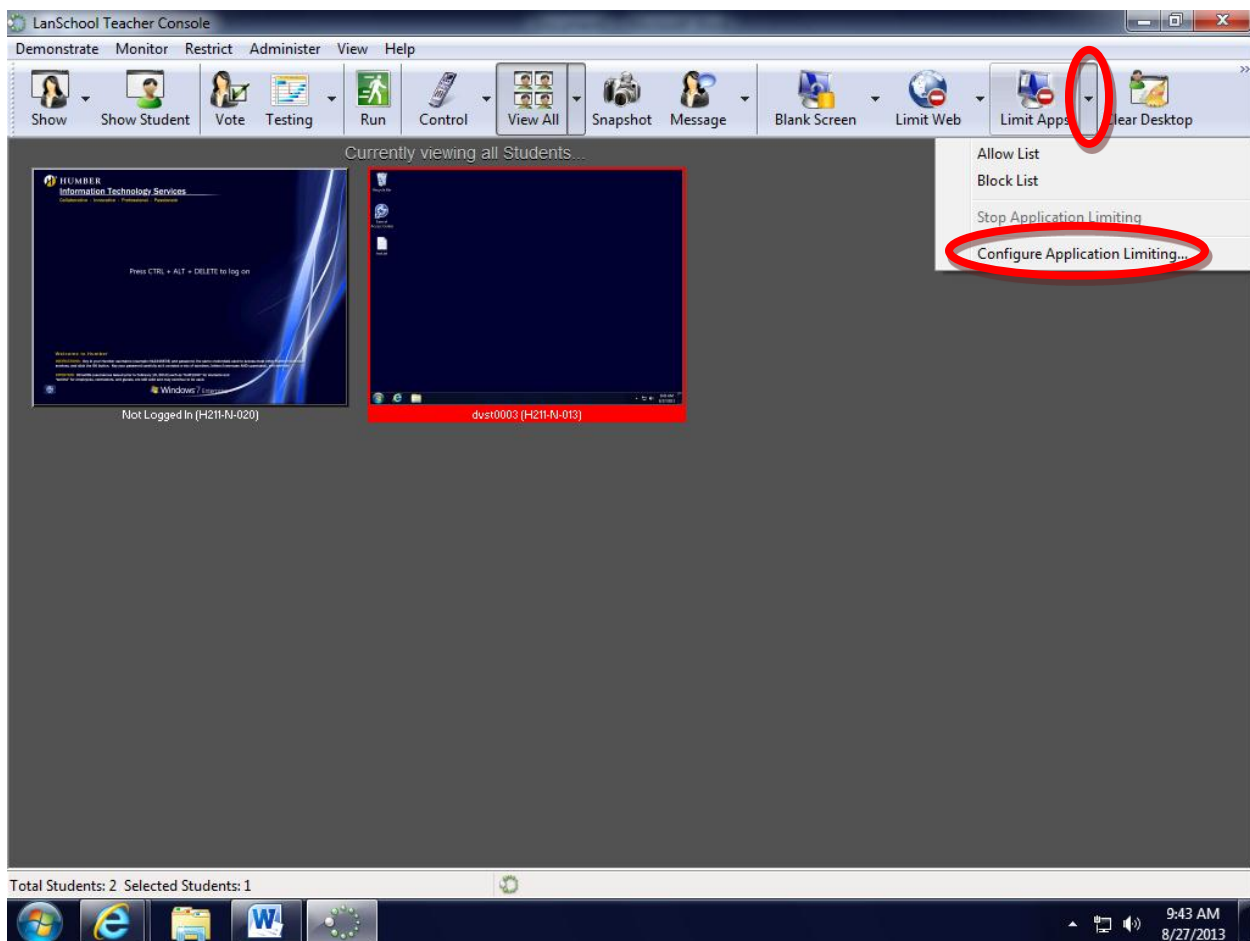**Step 2:** Enter the location of the file that you would like to collect

Step 3: Enter the location of where you would like the copy of the file to go on your computer. You can check the *Copy files to subfolders* to have each student's file put into its own folder.

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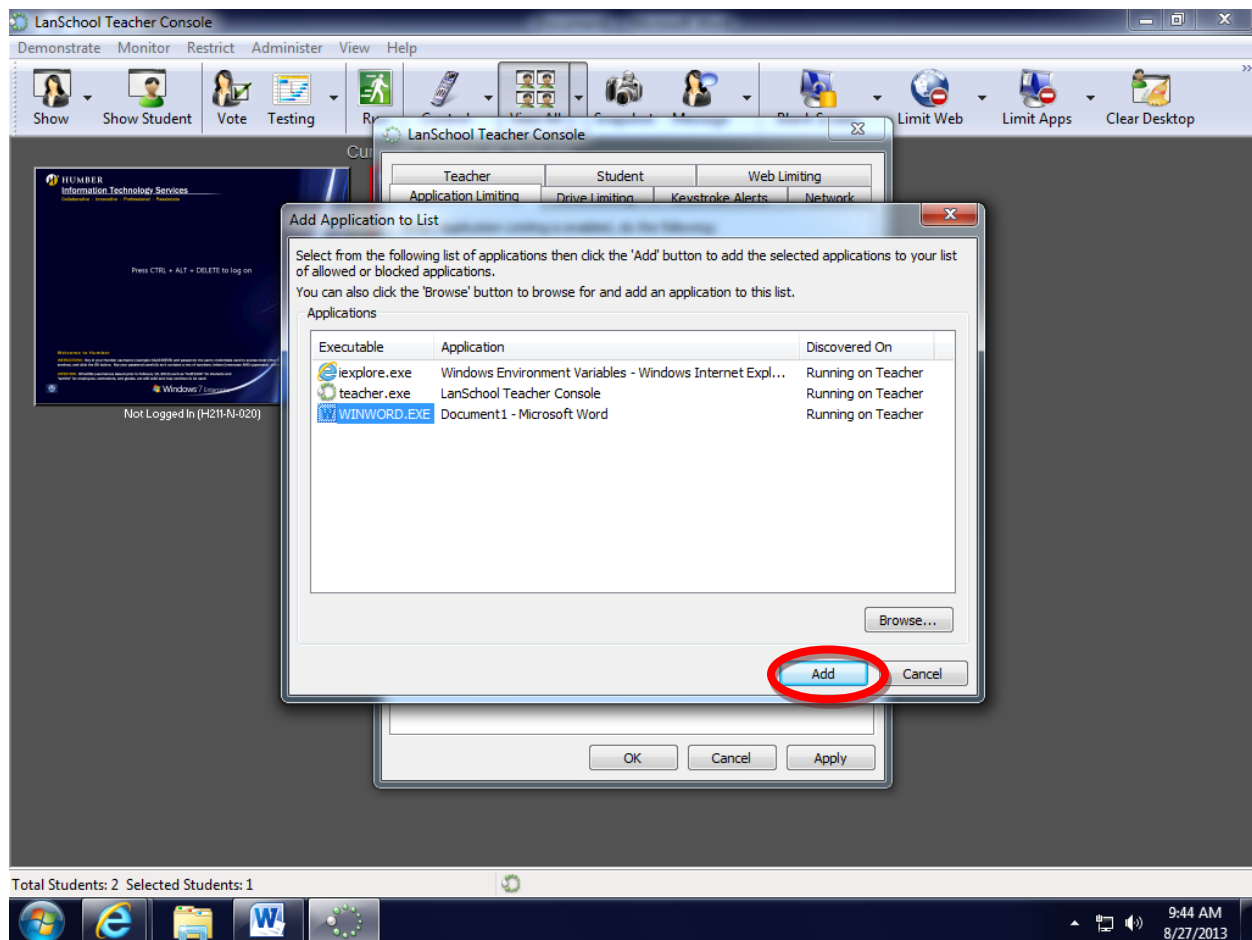### *Restricting/Granting Access to Applications:*

Perhaps the second most popular feature in LanSchool is the ability to control which applications students can and cannot launch. Many instructors use this feature to deny access to "distracting" applications like Internet Explorer during class time. This feature is also used by some instructors during tests/exams to deter cheating. It is a very powerful feature.

Step 1: Click the arrow next to *Limit Apps* in the toolbar and select the *Configure Application Limiting* item.
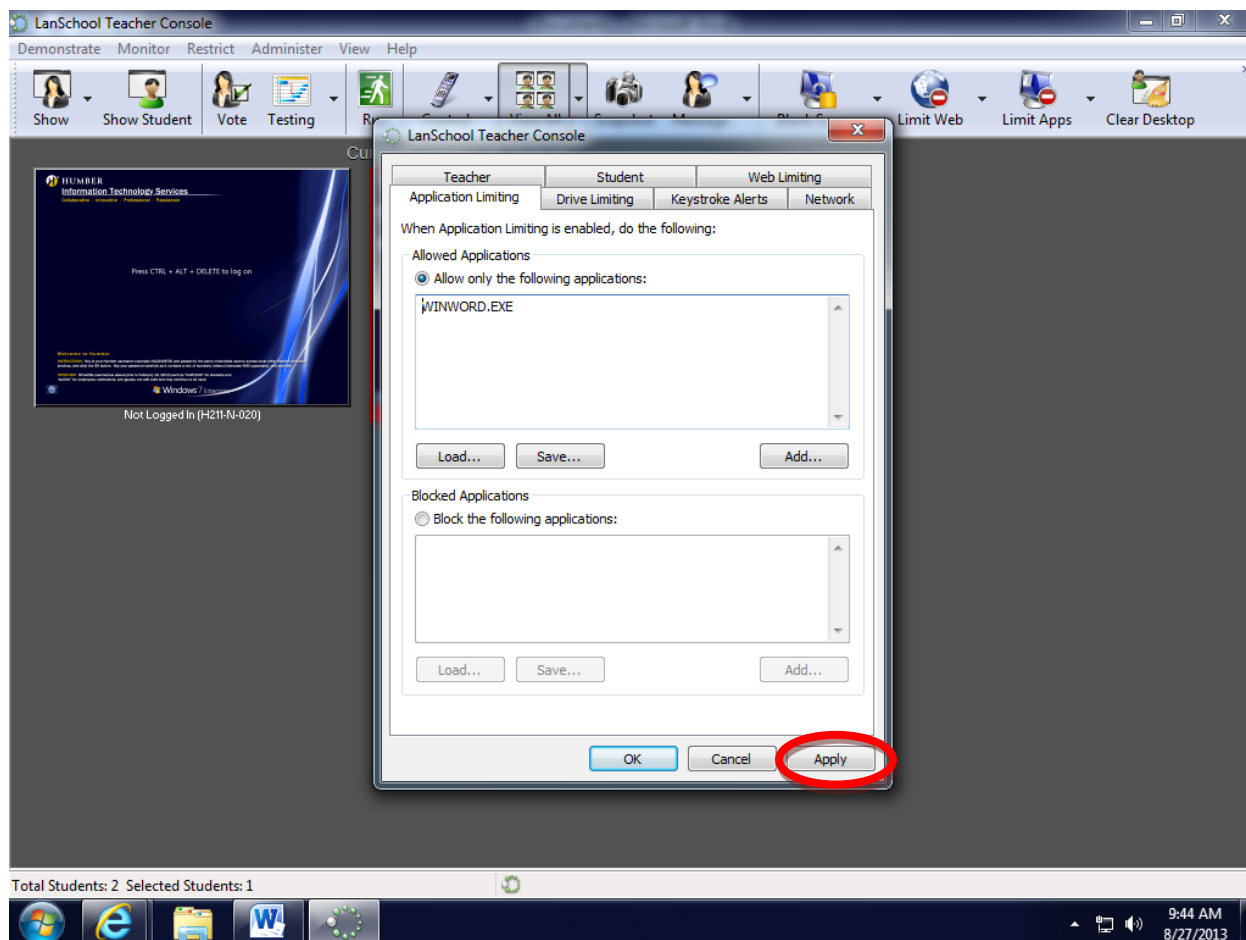
Tip: If you have the application that you want to limit open on the teacher computer prior to creating your limited list it will save you time.

Step 2: Click the *Add* button for either limiting or blocking.   A list of applications currently running on the teacher computer will be listed for you to select or you can browse to the application you would like to allow or block. Once you have selected your application click *Add*.

Step 3: Continue adding all the applications you would like to limit or allow then click *Apply*.
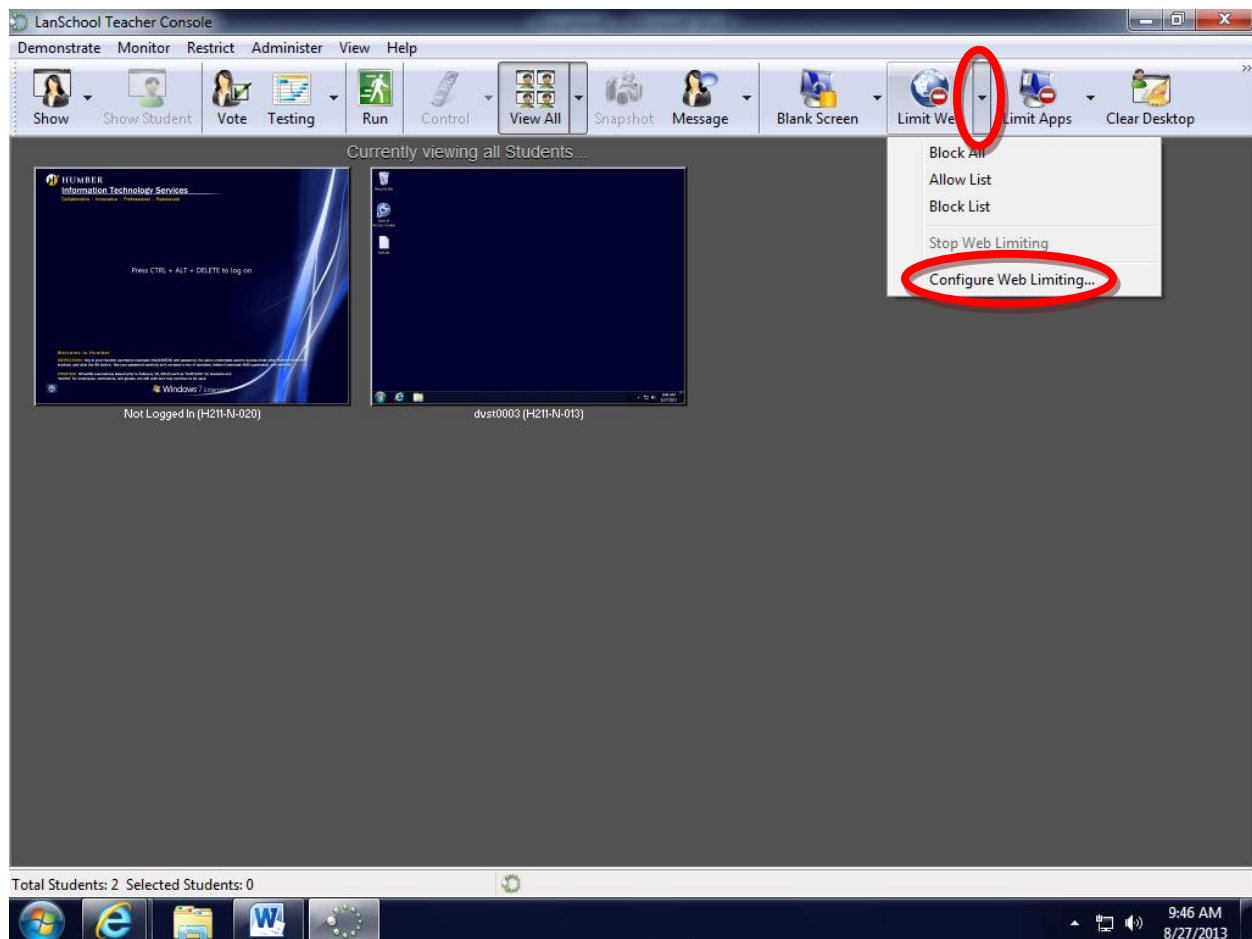

Note: You do not have to grant each application permission to run if you only want to stop students from surfing the web during your class. You can simply block Internet Explorer and Firefox.

Step 4: Once you have set up your allow or block list select the student(s) that you would like to apply it to and click the *Limit Apps* button in the tool menu.

Restricting Access to Web Sites:

LanSchool also lets instructors restrict access to Web sites. This feature is particularly handy as a way of removing in-class distractions or minimizing cheating during tests/exams. LanSchool restricts Web access based on Web address.

Step 1: Click the arrow next to *Limit Web* in the toolbar and select the *Configure Web Limiting* item.

Step 2: Specify the action you would like to apply when the *Limit Web* button in the menu tool bar is clicked.
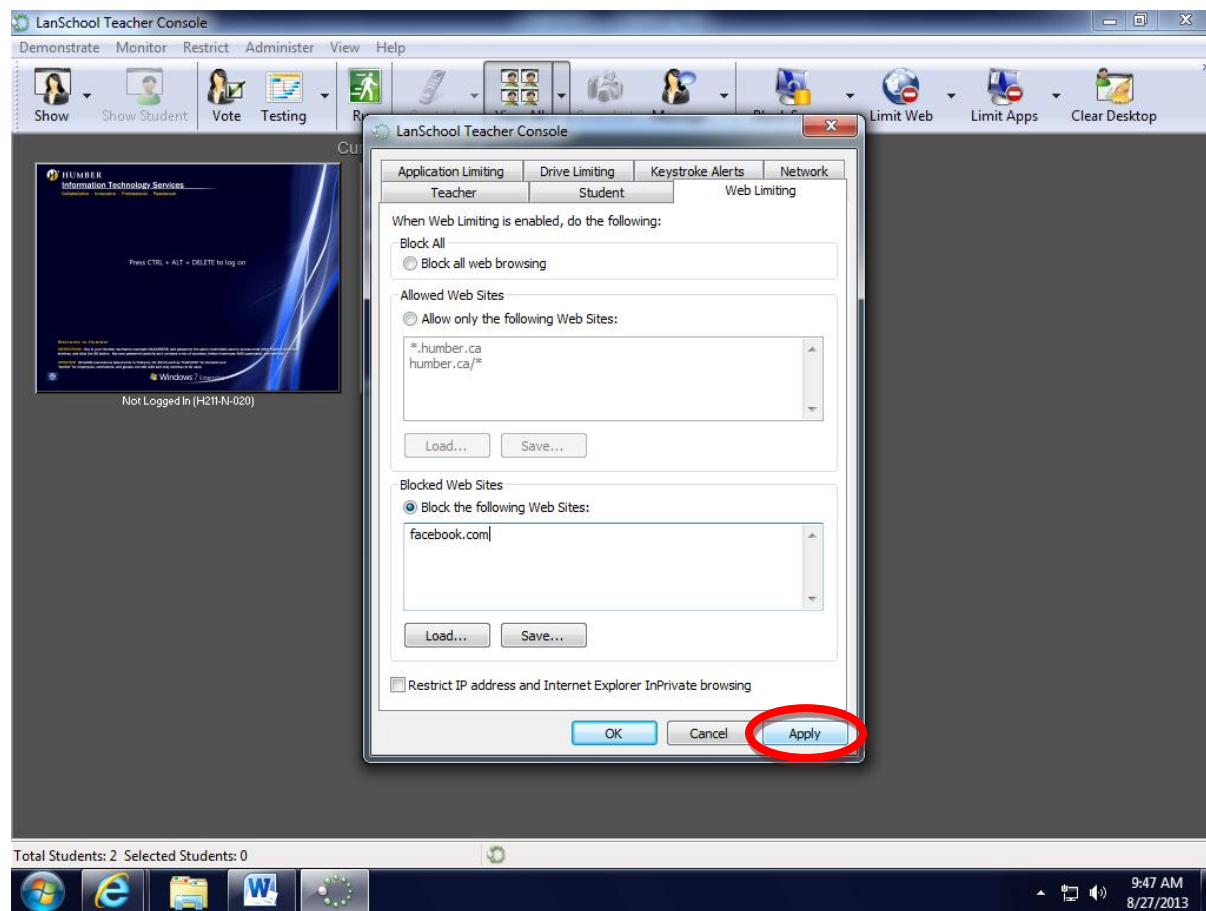
If you would like to allow only Humber website such as learn.humber.ca select the *Allow only the following Web sites* ensure that you allow all Humber websites since separate web addresses are used for authentication.
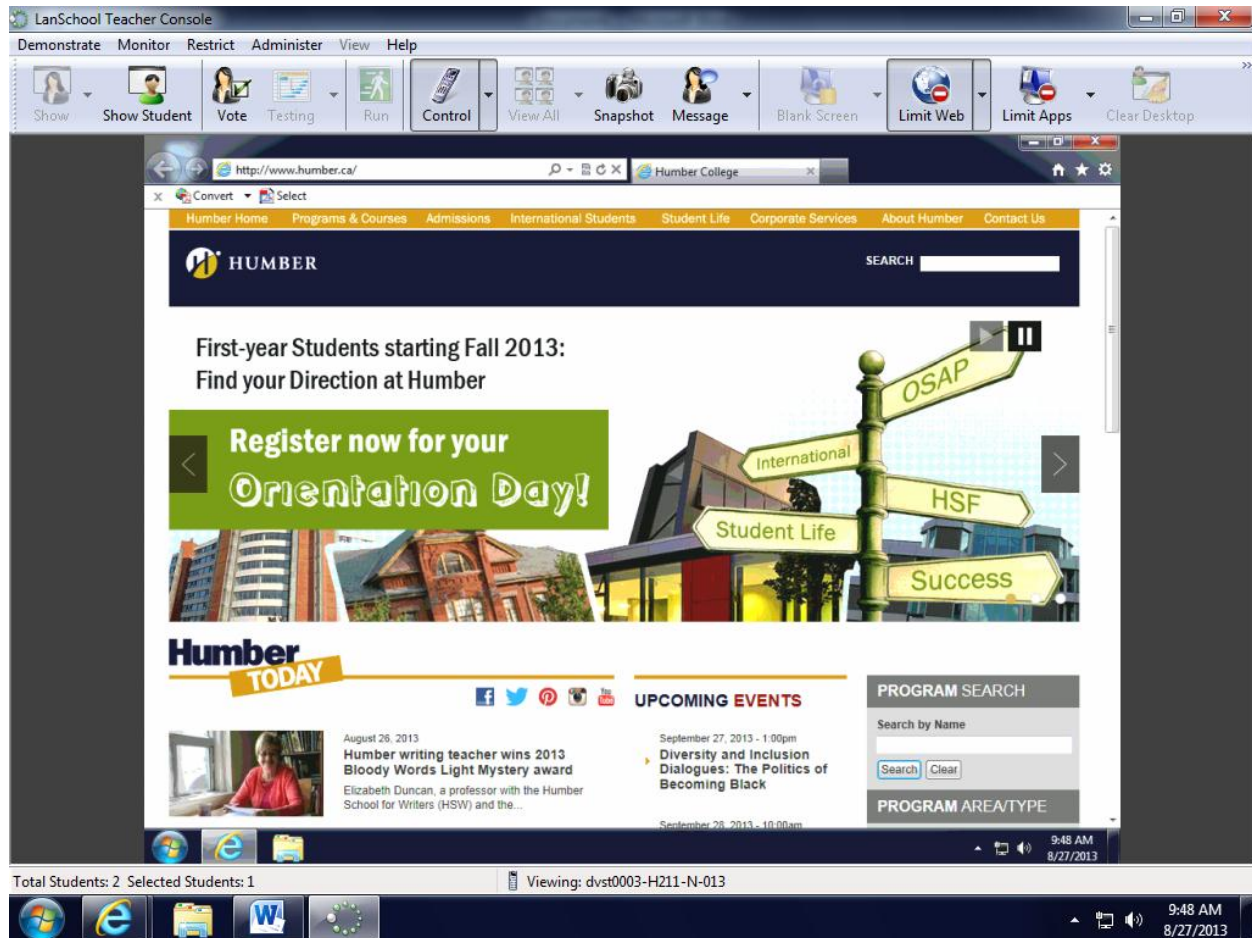
      *.humber.ca

      humber.ca/*

click *Apply*

If you would like to only block a site such as Facebook you can select the *Block the following Web Site* enter facebook.com and click *Apply*.
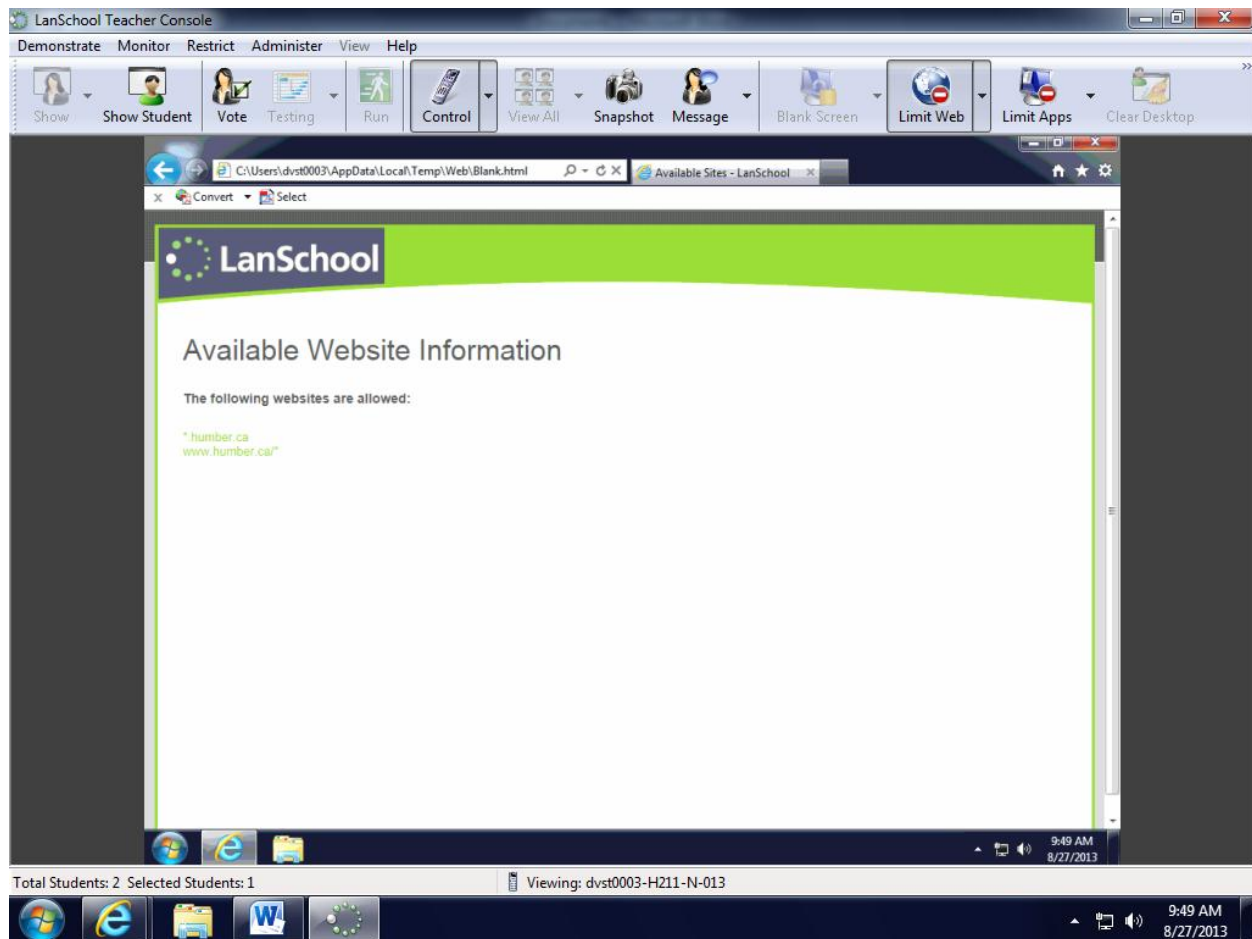

Note: If you are blocking or allowing the same sites every class, you can save the list and load it.
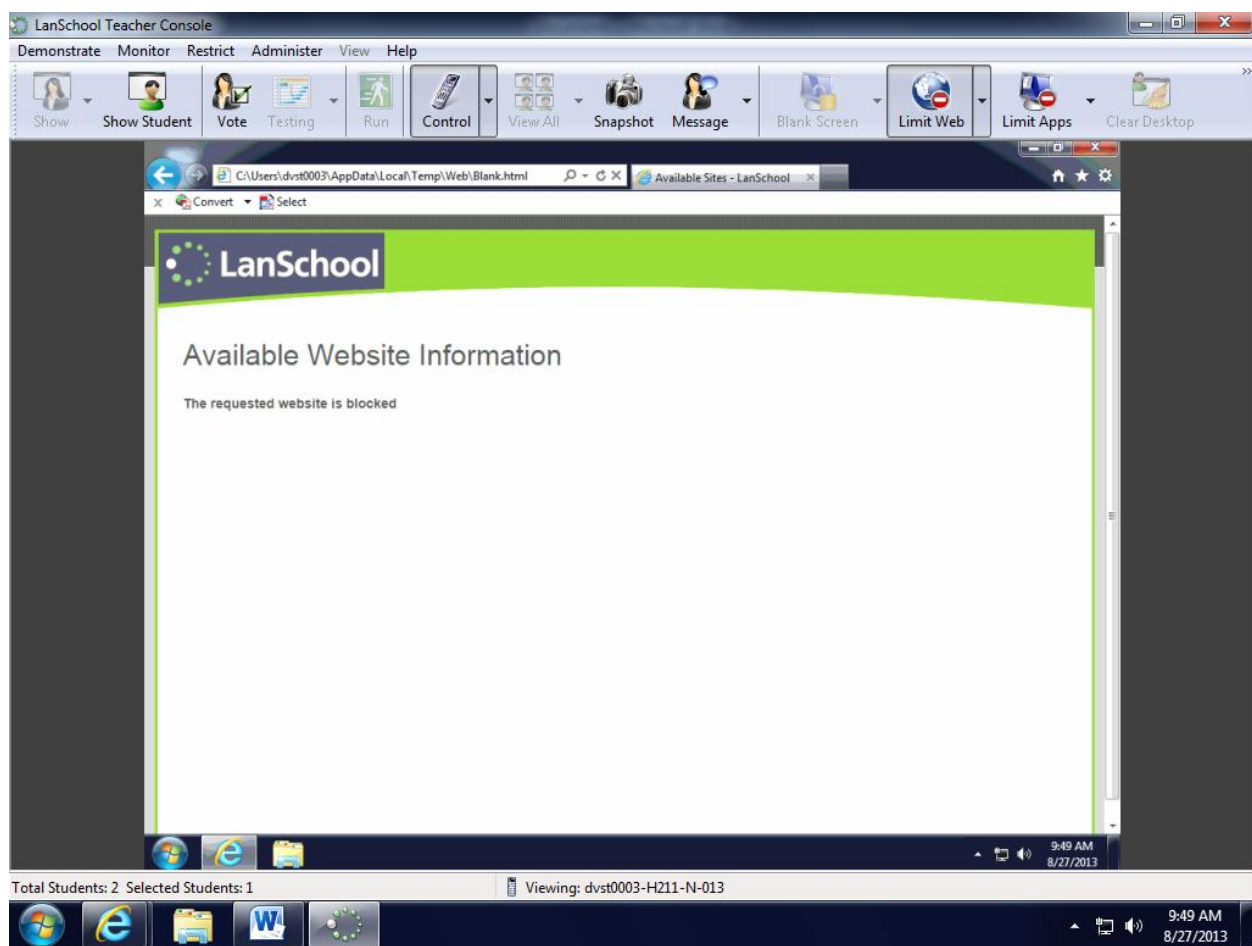
Step 3: To enable web limiting click the *Limit Web* button in the tool bar menu. To turn it back off click the same button.

Below is an example of what the students will see when they attempt to navigate to a web site that is not on the allowed list.

Below is an example of what the students will see when they attempt to navigate to a web site that is on the blocked list.
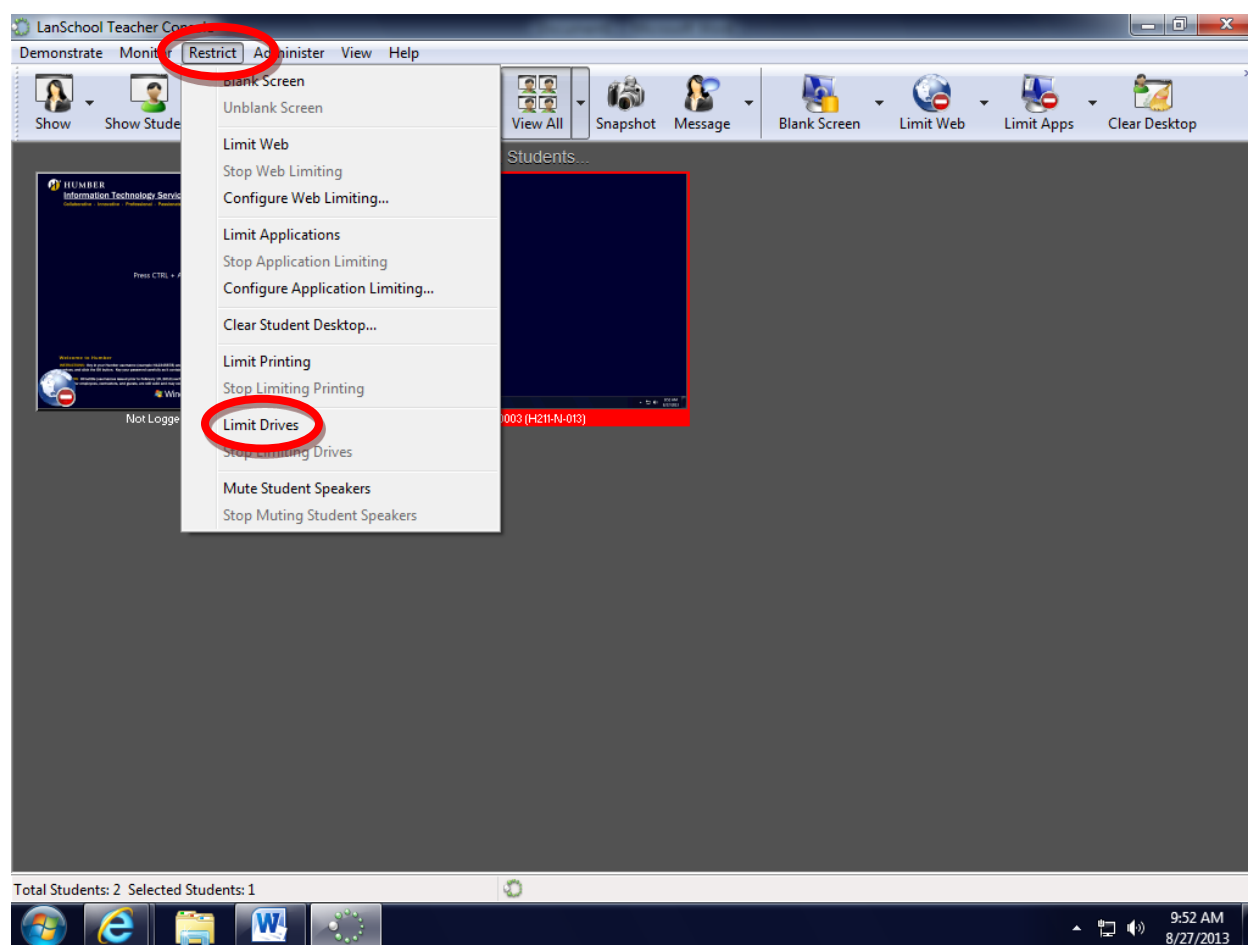
Disabling Storage Devices:

You can disable USB storage devices. Information Technology Services has a script instructors can run through LanSchool to disable access to student H-drives.

It also prevents new devices from being mounted. Many instructors use this feature in combination with LanSchool to fully lockdown student workstations during tests/exams.

Procedure: Select the students to limit. For the entire class, click CTRL A on the keyboard. Then, click the *Restrict* button in the toolbar and select the *Limit Drives* option.

Then, click the *Run* button in the toolbar and select the *Run Program* option. When the Run dialog box appears, click the *Browse* button. Select the DissconnectH.exe file on the I-drive in the folderI:\Academic\Applications\LanSchool\7.7 Click the *OK* button.