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# LanSchool<sup>®</sup> 7.0

## *User's Guide*

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## About LanSchool v7.0

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LanSchool v7.0 is a software program designed to help teachers improve the learning environment in computer-based classroom.

With LanSchool installed on each computer in a classroom, a teacher has the ability to:

### **Reduce Student Distractions**

A teacher can reduce student distractions by Blanking Screens, Limiting Applications or Limiting Web Browsing on student computers. This helps direct student attention from their computer to the teacher and keeps students on task.

### **Demonstrate Skills**

With the Show Teacher feature, students can watch what's happening at the teacher's computer, right from their own monitor. This is ideal for presentations and showing students how to use computer applications.

### **Keep Students on Task**

Ideal for monitoring student activity within a classroom setting, the Monitor feature allows you to view all or any particular student's screen as well as quickly see at a glance the current application and website that the students are running.

### **Encourage Classroom Participation and Collaboration**

Voting is the ability to assess the student's understanding of subjects by asking questions that the students can anonymously answer. This is very similar to the "clickers" that many schools are adopting.

### **Help Individual Students**

Students can silently Request Help from the teacher. A small question mark appears by their login name which indicates they need help. At that point you can Chat with the student or Remotely Control their machine to help them with their question.

## Supported Environments

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LanSchool v7.0 works with any combination of computers running Windows 98, Windows ME, Windows 2000, Windows XP or Windows Vista.

Listed below are the minimum requirements necessary to run LanSchool on both the teacher and student computers.

### **Processor**

166 MHz Intel® Pentium® processor or faster

### **RAM**

- 48 MB for Windows 98
- 96 MB for Windows 2000
- 128 MB for Windows XP
- 256 MB for Windows Vista

### **Screen resolution**

LanSchool is optimized for 800x600, 1024x768 and 1280x1024 screen resolutions.

### **Protocol stack**

All computers running LanSchool must be configured with TCP/IP running static or dynamic IP addresses. 802.11 wireless is supported, however enterprise class access points are recommended.

## Technical Support

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3 years of free technical support is included as part of the LanSchool product. You have three options for getting support:

### **World Wide Web**

For the latest information about LanSchool, as well as FAQs, white papers, and much more, visit the Web site at <http://www.msiami.com>.

### **E-mail**

Send your questions via e-mail to [support@lanschool.com](mailto:support@lanschool.com).

### **Phone**

Call Toll-Free (800) 733-8126 ext.100 during business hours (U.S. Mountain Time).

Our technical support policy is one of the best in the industry. If we cannot find and fix a LanSchool problem with a few phone calls or e-mails, we will fly a technician anywhere in North America (at our expense) to resolve the issue. This “on-site” support is even offered on the 30-day-demo version of the software. We stand behind the quality of our software!

## Getting Started

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Your LanSchool v7.0 product CD or eCopy download includes the executable file needed to install the LanSchool application (**Setup\_v7.exe**), as well as electronic copies of this LanSchool 7.0 Installation Guide (**INSTALL.PDF**) and the LanSchool 7.0 User's Guide (**USERS.PDF**). Both guides are in Adobe Acrobat\* .PDF file format and require version 4.x or newer of Acrobat Reader\* to view or print from. Acrobat Reader is available on your LanSchool CD in the Acrobat folder, or free off of the Adobe Web site at <http://www.adobe.com>.

## **Installation**

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If LanSchool isn't yet installed on your classroom computers, refer to the LanSchool 7.0 Installation Guide (INSTALL.PDF). Once you've installed LanSchool, follow this guide to begin using the product.

## **How LanSchool Works**

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LanSchool works by enabling a teacher to control all student computers within a computer-based classroom.

It uses teacher “channels” to ensure that all the computers in that classroom see the same computer screen; much like a TV channel enables different TVs to see the same program. LanSchool has 255 teacher channels from which to choose, which means that you can have as many as 255 different classrooms using LanSchool at any given time.

The most logical way to set up LanSchool is for each classroom or room to have its own teacher channel, as well as just one teacher computer. This setup enables all of the computers in the same classroom to interact with each other and one teacher to control the entire room.

## Using the Teacher computer

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The use model for LanSchool 7.0 is quite similar to previous versions. On the teacher computer, you will see a small LanSchool icon (that looks like a small green circle of circles) in the system tray. The system tray is located in the bottom right corner of your computer screen. You will use this menu to control the key features of LanSchool.

More advanced features are available when you access the LanSchool Console. The console can be accessed by “left clicking” on the LanSchool system tray icon.

In the console the key features are available as icons on the toolbar. All of the features can be accessed through the menus. It is also possible to right mouse click on computers or thumbnails to access the key features.

When selecting computers or thumbnails we recommend using “**ctrl-a**” to select **all** computers or hold down the “**ctrl**” key and **click** with your mouse to select a group of computers.

When using the toolbar buttons, a single click enables that feature and depresses the button. Another click will disable that feature.

## About the Student computers

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LanSchool is set up to run in the background on student computers. All of the functionality is controlled at the teacher computer, which enables you to have control over how it is used. As such, you have just one way of knowing that LanSchool is active on a student computer:

### **LanSchool Student Icon**

A LanSchool icon (green circle of circles) appears in the system tray at the bottom right corner of the computer screen. If you place your cursor over the icon, it will tell you which teacher channel this computer is using.

If a student single clicks on this icon they can click it to request help from the teacher. A small question mark is displayed in the console indicating that student has a question. The question mark goes away when the teacher chats with the student or uses the menu Clear Student Question.

If a student double clicks on this icon, it will bring up the student files folder where the Send/Collect files feature sends files.

**NOTE:** If you do not want students to access the LanSchool icon, there is a stealth version of the software available on the original CD or eCopy download that removes the LanSchool student icon. Please contact your system administrator if you need the stealth version of LanSchool.

## User Interface Tips

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LanSchool was designed to be simple and easy to use. Most of the features that you will use everyday are accessible from the LanSchool system tray menu. Some of the more advanced features are available in the new LanSchool Console. Notice that all of the critical features were grouped under one of five menu items: Demonstrate, Monitor, Restrict, Administer, View

Listed below are some tips about using the LanSchool Console.

### LanSchool Toolbar Buttons

To use a feature in LanSchool, select the student or students and press the LanSchool Toolbar button that corresponds to the feature that you want to use. At that point the button will depress and change a lighter color. **To stop using that feature, click the button again.**

Some of the LanSchool Toolbar Buttons have a little arrow to the right of the button. Click on the button to access additional options for that feature.

### Activating Web and Application Limiting

Web and Application limiting must be configured before they can be activated. You may configure these features in the options menu and then turn them on through the menus or the toolbar.

### Right-mouse click

In the LanSchool console you can access advanced features by right-mouse clicking on a student computer in either the Detail or Thumbnail view.

### Multiple Select

It is possible to select several (or all) students in this list.

To select multiple students, use the standard Windows “**ctrl**” **click** method. You can also select the entire list with the “**ctrl-a**” key sequence. In the details view, the line will turn blue when selected. When selected in the thumbnail view, the thumbnail will have a thick white line surrounding it.

Once you have selected the desired students, you can right-click on the selected students and get an advanced options menu, click on the toolbar button or console menu.

### **Unselect Students**

To unselect students, click on a “blank” area of the console

### **Implicit ALL Selection**

If no students are selected, there is an implied all selection when activating key features like Blank Screens or Show Teacher. If no students are selected and you click the blank screens toolbar button, all of the student screens will be blanked.

### **Refresh Screen**

Pressing F5 or the menu item View -> Refresh will refresh the console by initiating a discovery.

### **Sorting**

By default, the detail view is sorted alphabetically by the “Login Name” column. If you click on the any of the other column headings, the list will re-order alphabetically on the selected column.

### **LanSchool System Tray Menu**

A right mouse click on the LanSchool icon in the system tray menu will bring up a menu that contains the features that most teachers use every day.

A left mouse click on the system tray icon will bring up the new LanSchool Console.

### **HotKey for the LanSchool Menu**

Some teacher machines do NOT have a visible task bar. Since it would not be possible to click on the non-visible icon, you can bring up the LanSchool Teacher’s menu with a <Ctrl><Alt>I hotkey. (the “I” stands for “LanSchool”)

# LanSchool v7.0 New Features Overview

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LanSchool v7.0 includes many new features, but is still simple and easy to use. Listed below are the new features found in LanSchool v7.0:

## **New LanSchool Console**

You can now manage the classroom from a completely redesigned Console. Functionality can be accessed through a menu, icons or a right mouse click menu. You can manage from either the list view or the new enhanced thumbnail view.

## **Discovered students**

The LanSchool Console shows how many students were discovered and what action is taking place. You no longer have to count how many machines are in the list!

## **Console details display**

The console now displays the channel number, version of the client, current running application, current website, application limiting, web limiting and teacher status.

## **Hi-color Monitoring Thumbnails**

The new Monitoring Thumbnails are now crisp hi-color. This allows you to see details of what the students are doing, even when the thumbnails are small.

## **Quick View Thumbnails**

When you hover over a thumbnail, the thumbnail size will quickly increase. This also increases the refresh rate on that thumbnail so you can see in real-time what the student is doing.

## **Active Application/Website Icon**

In the upper right hand corners of the thumbnail you have the option of seeing an icon of the active application and website.

## **Best Fit Thumbnail Size**

Thumbnails will auto resize to the best fit based on the available screen size.

## **Student Voting**

You can now ask Yes/No and multiple choice questions from the LanSchool Console and view in real-time how many students have responded and how they responded.

### **Enhanced Web Limiting**

Web Limiting can now be enabled separately from Application Limiting. Teachers can also save and load allowed or blocked website lists.

### **Enhanced Application Limiting**

Application Limiting can be enabled separately from Web Limiting. Teachers can easily select from a list of applications which apps they want allowed or blocked. This can be accessed by clicking on the menu View Student's Running Programs and clicking on the add buttons.

Teachers can now save and load allowed or blocked application lists.

### **Windows Vista Support**

LanSchool supports Windows Vista for both the Teacher and Student applications.

### **Customizable Blank Screen Message**

You can change the text that appears on the student screens when they are blanked. The text can be changed by clicking on the Options button in the Teacher tab.

### **Student Folder Location**

From the teacher machine you can change the default location of the LanSchool student folder. The location can be on the hard drive or a mapped network drive.

### **Student Question**

Students can click on the LanSchool icon and let the teacher know that they have a question. A question mark appears on their machine or thumbnail in the console. The question mark can then be cleared by the teacher.

### **Text Chat**

Teachers can initiate a text-based chat session with a single student.

### **Single Click Full-screen or Windowed Show Mode**

You can now broadcast the Teacher screen in either full-screen or in a sizeable window by clicking on the small arrow next to the Show Teacher button.

### **Console Auto-hide**

The console window automatically is minimized at the start of Show Teacher so that the teacher can easily demonstrate the desired application.

### **Shutdown, Logoff, Restart**

From the console, you can easily shutdown, logoff or restart student machines.

### **Enhanced Student Web Limiting Notification**

You can now configure whether or not the students should see the web limiting warning. The warning is now a pop up menu instead of a dialog box that must be dismissed.

### **Security status monitoring**

The LanSchool Security Monitoring tool can now be accessed by clicking View Status Window. You no longer have to launch a separate application to find rogue teacher consoles. This feature shows all LanSchool traffic so that you can identify unauthorized LanSchool activity.

You may still launch the command line tool security.exe, found in the Utilities folder on the CD, to log all LanSchool activities to a file.

### **View Student's Running Applications**

You can view all running applications on a student's PC and add those applications to the allowed or blocked lists.

### **Remote Control Window Appears in the Console**

Instead of opening in a separate window, the remote control view appears in the console and can be resized appropriately.

### **Configure Dialog can be opened while the console is open**

In previous versions you could not make a configuration change while the console was open. Now you can access the configuration dialog while the console is open.

### **Teacher can become a student machine from the menu**

If you want to turn the Teacher machine into a student machine temporarily, you can do it from the console. Just click on Administer, then Become A Student Machine.

### **New System Tray Menu**

A pop up menu notifies teachers how to use the new system tray menu. A right mouse click brings up the new menu. A left mouse click brings up the new LanSchool Console.

# LanSchool v7.0 Feature Overview

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LanSchool v7.0 also includes the following features that were available in previous versions:

## **Show Teacher's Screen Full Screen or Windowed**

You can show the teacher's screen to all students on the same teacher channel.

You can select between a "full screen" or a "windowed" show mode. In Full Screen mode, the teacher's screen will take over the entire student's screen and lock-out the student's mouse and keyboard.

In Windowed mode, the teacher's screen will appear in a window on the student's machine. The students can then resize the window and work by following along with the teacher.

When you show your computer screen to student computers, a sound is transmitted from your speakers. This sound lets students know that a LanSchool session is about to begin. If you want to change this sound, replace `c:\program files\lanschool\start.wav` and `stop.wav` with your own sounds.

## **View Thumbnail Mode (Monitoring)**

You can view up to 256 student thumbnails at the same time. Every student's screen will appear as a "thumb-nail" in the LanSchool console. This makes it easy to keep all students are using their computers as they should.

## **Remote Control**

You can "take control" of a selected student. This means, you can remotely use the mouse and keyboard on the selected student's computer. With LanSchool, you can remote control a computer at the login prompt. **In order to send the ctrl-alt-del command to a computer during remote control, you must click on the Monitor - > Send Ctrl-Alt Del menu item.**

## **Limit Student Web Browsing**

You can temporarily disable all or selected student access to Internet Explorer, Netscape, Mozilla, Opera, and most other popular browsers. In addition to browsers, this option will also temporarily disable e-mail clients (Outlook and Outlook-Express) and popular Instant Messengers (Microsoft, AOL, Yahoo!, and Google).

In the options dialog, you may choose between blocking all web activity, allowing certain websites or blocking certain websites. This feature must be configured in the Options dialog and then turned on by clicking the Limit Web button or menu item.

While the Internet is disabled, an icon on both the teacher and the student computer will indicate that the web is disabled.

### **Limit Student Applications**

You can temporarily disable all or selected student access to specified software applications. This must be configured in the Options dialog and then turned on by clicking the Limit Apps button or menu.

### **Blank Screens**

Enables you to blank-out all student screens on your channel and disable all student keyboards and mice. This option is useful when you want to lecture without the distraction of students playing with their computers.

### **Show a Student's Screen**

Sometimes you might want to send a student's screen to all other students. Simply select that student and click the Show Student button. While the button is enabled, the student will have control of their machine and their screen will be shown to rest of the students in the class.

### **Anti-tampering controls**

LanSchool 7.0 does not allow a student to mischievously "unload" the software or disrupt the classroom by unplugging the network cable.

### **File Send and Collect**

You can send files to student computers and then retrieve them back.

### **Send a message**

You can send a message to any or all students. This is often an effective way to get a distracted student back on-task.

### **Draw on screen**

Sometimes a teacher might want to underline, circle, or draw special attention to a part of the screen. This option allows you to draw with a “red pen” on the screen. Press the left mouse button and move the mouse to draw. To end this mode, close the “Draw on Screen” window by clicking on the X in the upper-right corner of the screen.

### **Easy to see mouse cursor**

In order for the students to better see the teacher’s cursor, a large red cursor appears in the student view. These cursors are the same shape as the real cursor, but are 4 times the size and are bright red.

### **Student Screen Snapshot**

If any student is misusing the computer, you can easily save that student’s screen to a standard graphic file. (.bmp) by clicking on the Snapshot button. This file can easily be imported by most popular Windows applications such as Paint.

### **NetWare Support**

If the computer is using the NetWare client software, LanSchool 7.0 will always use the NetWare login name instead of the Microsoft login name.

### **Multicast support**

One of the benefits of using TCP/IP is the availability of Multicast. Multicast allows networking hardware keep LanSchool traffic local to LanSchool computers and cross subnets. Because some network routers or switches don’t support Multicast, this option is disabled by default, but can easily be enabled.

### **Student Power-Off**

You can log off, restart or power off all student computers. This can be a great time saver in a computer-classroom environment.

This feature might experience problems on Windows 9x machines. Microsoft states that this will not work on certain hardware. While it has been tested successfully on Compaq, Dell, and IBM computers, it may not be able to properly power down all brands or models of computers running the Windows 98, or ME operating system. (Please see Microsoft Knowledge Base Article Q220706.)

### **Power on or Wake-On-LAN**

If your student computers are configured to take advantage of Wake-On-LAN technology, the LanSchool Teacher can “power-on” all student PC’s. This can be a great time saver in the mornings! Most computers shipped with the Wake-On-LAN option turned off in the BIOS, so you must go into the BIOS setup at boot time and turn it on.

### **Channel Grouping**

The base 14 channels now have additional functionality so that a teacher can group and control any or all of these channels simultaneously.

### **View Only**

This feature allows you to supervise a selected student machine. While supervising, you will see everything the student is doing, but will not be able to control that student’s keyboard and mouse.

### **View All**

This will show all computer screens in the classroom as a small, medium or large thumbnail. These views will be updated every few seconds.

As you move your mouse over a thumbnail image, the student’s login name and computer name for that image appear in the window’s title bar at the top of the window. If you hover for about a second the thumbnail will get larger. If you right-click a thumb-nail view, you will get a menu of options to control that student.

### **Refresh List (F5)**

The list of students is a “static” list. By pressing this button, you can refresh the list and see any new students that might have entered the class.

### **Run Program**

This option allows you to run an application or a web site on student computers. This can be quite useful for younger students who have trouble navigating to a specific web address or starting a specific application.

### **Handout or Collect Files to Selected Students**

This option allows you to distribute or collect files from student computers. The student must be logged in for this function to work.

When collecting files, you specify the destination folder on the teacher’s machine. LanSchool will create a sub-folder there for each student’s file. The name of the sub-

folder will be [Student's Login name]-[Student's Machine Name]. This way you could collect a file from every student and still keep them straight on your machine.

In its normal mode, the option to "Send Files to Students" is used to send one specific file to all selected students. However, there is one compelling case where it would be advantageous to send a different file to each student.

**Consider the following scenario:**

All students are working on a local typing application. This application stores the student's currently completed work to a local data file in the "C:\LanSchool Files" folder. LanSchool can easily retrieve these files from all student machines and will save each file to a separate folder on the teacher's machine. The folder name will always be in the form [login name]-[machine name]. (c:\My Documents\steve-row3\data.dat")

It would be very useful if a teacher could replace these data files at the start of every class with the previous day's class data. LanSchool allows a "pseudo-folder" in the "Send Files to Students" dialog. The "pseudo-folder" is named "%STUDENT%".

If the local files were initially retrieved to "C:\My Documents\ClassSix" you could copy each student's file back by specifying the file name "C:\My Documents\ClassSix\%STUDENT%\typing.dat. When LanSchool sees the %STUDENT% pseudo-folder it will replace that with the actual [login name]-[machine name] for the currently specified student. If multiple students are selected, the pseudo-folder will be expanded for each student.

**Send Message**

You can be send messages to all or selected students. The message will appear in the lower, right -hand corner of the student's machine.

**Show Internet History**

This shows all web sites visited by the currently selected student on the current day. It gets this history from the History Log of Internet Explorer. **Because of this, it will NOT show the web history if the student is using a non-Internet Explorer browser**, or if the student clears the Internet Explorer history log.

**Remove Student from Class**

Often, there will be a few students in the classroom which are not really part of the class. They might be making up work from another class or working independently. It is generally not desirous to control these few students.

This feature, “Remove Selected Students from Class” will temporarily disable the LanSchool Software on the selected students’ machines. The software is Re-Enabled when a student next logs into that machine, or when you uses the “Add Selected Student Back into Class” option on that student machine.

When a student’s machine has been disabled, it will still appear in the list, but will have a graphical stop sign on the computer screen. This is just a reminder to the teacher that this student is not controlled by LanSchool.

### **Change Student Display Name**

This option does not really alter the student’s Windows machine name. However, it will allow an alternative name to be displayed in the LanSchool’s Machine Name field. If your computers do not have meaningful Machine Names, you can use this option to better name the computers (i.e. “Row 1 Column 5”).

### **Logoff, Restart or Power Off Selected Student Computers**

This option is useful at the end of the day when all computers need to be logged off, restarted or powered off. Instead of properly shutting down each and every computer individually, you can select all computers in the classroom and use this option to properly turn them off.

### **Update LanSchool on Selected Students**

This option can be used to quickly install a new version of LanSchool Software on selected student machine. To enable this feature, please refer to the Installation Guide for more information.

### **Options**

Enables you to configure how LanSchool works. See the Configuration Options section below...

NOTE: The system administrator who set up LanSchool on your network most likely optimized these settings during installation. You may want to consult with that person before making any changes to the custom options.

## LanSchool Security

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With a tool as easy to use and as powerful as LanSchool, there's always a possibility for misuse. A student may be tempted to load the teacher software and disrupt a class. While it's possible to add layers of security to LanSchool to discourage misuse, clever students can usually find ways around these, and stringent security layers would make LanSchool difficult to use and prone to software errors.

It is generally more effective for schools to set policies about appropriate behavior in the training classroom and set punishments for policy abuse. LanSchool has a feature that facilitates the enforcement of these policies. Every time you broadcast, view, or blank-out a student screen, as well as remove a student from the teacher channel list, an entry is made in the registry of the affected student computer.

The entry is a "digital fingerprint" that tells what action was done, when it occurred, and who did it. If someone is suspected of misusing LanSchool, use the Windows utility REGEDIT to look at any student's local registry and quickly identify the person.

To use REGEDIT to view a LanSchool action

1. At a student computer, click Start | Run.
2. In the text box, type regedit. Click OK. A Registry Editor window will appear, with several folders.
3. Look at the key HKEY\_LOCAL\_MACHINE\Software\LanSchool for information about any LanSchool actions that took place on this computer.

If this is not enough, there is a Security Monitor application available in the Utilities folder on the LanSchool CDROM. This application runs on any machine and will capture a log of ALL LanSchool activity, including the installation or un-installation of any LanSchool program. With this utility, many schools have quickly been able to identify students who are abusing the "appropriate use policy" of their computer classroom. There is a Security.pdf file in the same folder which describes this utility in detail.

Students downloading and installing a demo version of LanSchool caused the largest security problem with the previous versions. **The demo version cannot interact with the released version.** It is doubtful that students will be interested in purchasing a full version, just to play a prank. However, if they do, the above-mentioned steps will allow you to quickly locate the offending students.

# LanSchool Configuration Options

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The options dialog contains settings for both administrators and teachers. Listed below are the settings that a teacher may want to change:

## Full Screen or Windowed

- Full screen shows the teacher's screen on the student's screen and disables the keyboard and mouse
- Windowed shows the teacher's screen on the student's screen in a re-sizeable window and does NOT disable the student's keyboard and mouse.

## Blank Screen Message

- Allows the teacher to specify a message that will be shown when student screens are blanked.

## Web Limiting

- Specifies when Web Limiting is enabled whether to...
  - Block all Web Browsing
  - Allow only the following websites
  - Block the following websites
- Save and Load website lists (.lsu files)

## Application Limiting

- Specifies when Application Limiting is enabled whether to...
  - Allow only the following applications
  - Block the following applications
- Save and Load application lists (.lsa files)
- Applications can be added to either the allowed or blocked lists by clicking on the add button in the options dialog or by Viewing the Student's Running programs. The options dialog shows applications running on the Teacher's PC.

## Student Thumbnail Size

- Allows the teacher to specify small, medium, large or "best fit" icon sizes when monitoring student computers.

## Show Current Application Icon on Thumbnails

- When enabled, this feature shows the current application that is running on the student PC as an icon in the upper left hand corner of the thumbnail.

### **Show Last Visited Website Icon on Thumbnails**

- When enabled, this feature shows the website that was last visited by the student as an icon in the upper right hand corner of the thumbnail.

### **Full Path of the LanSchool Folder on Student Machines**

- Allows the teacher to specify the default location for student files. This can be on the hard drive or a network drive.

**NOTE: There are additional options, such as the network tab, that are described in the Installation manual and should only be changed by a system administrator.**

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