



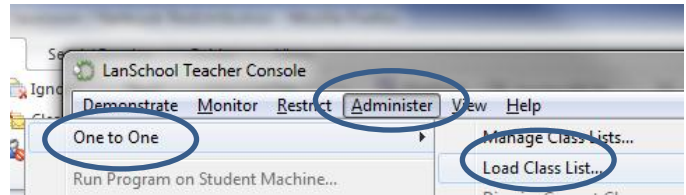
# LanSchool Class Lists

This Job Aid can be useful for Learning on the Go (LOGO) classrooms and also for classrooms where netbooks have been redistributed, from one i21 classroom to another, to augment class sizes. This method uses student ID numbers to create a means to view student computers rather than relying on a classroom LanSchool channel.

## Loading a Class List

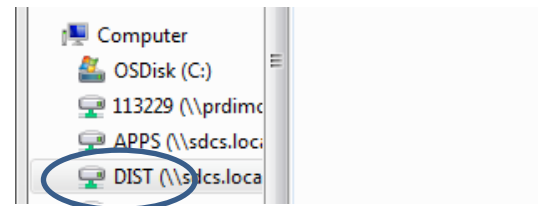
**Step 1:** Click on the “Administer” menu.

**Step 2:** Click “One to One” and then “Load Class List.”

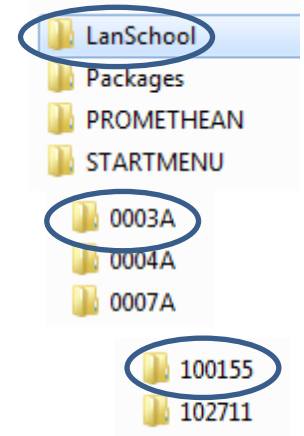


**Step 3:** Click on “DIST” folder in the left column and locate the “LanSchool” folder.

Note: If you only see the “Computer” folder listed but not the “DIST” folder, then please click on the small triangle located to the left of the “Computer” folder to expand the listing.



**Step 4:** Double click on the “LanSchool” folder to open it.



**Step 5:** Locate the folder with your school site number and double click to open it.

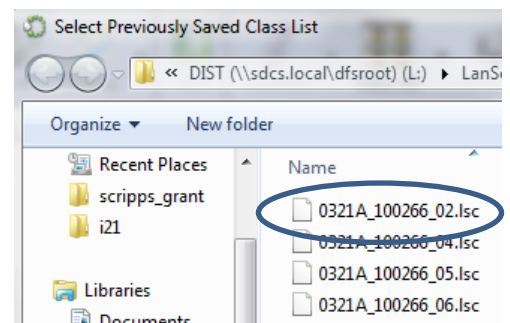
**Step 6:** Locate the folder with your district ID number and double click to open it.

**Step 7:** Locate the class period of students that you would like to load into LanSchool and click to select it.

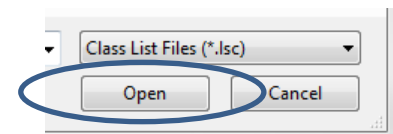
Note: For secondary teachers who teach multiple classes of students, there will be multiple class period file listings in the folder each with a different suffix corresponding to the class period.

For example: 0321A\_100266\_02.lsc breaks down as follows:

0321A = School Site, 100266 = District ID #, and 02 = Class Period



**Step 8:** Click the “Open” button to load this class into LanSchool.



At the end of the class period in secondary classrooms, it will be necessary to dismiss the current class in LanSchool prior to loading the next class. This would also need to be done in elementary school settings where multiple sets of students are using the netbooks through a school day. **Please see next page for instructions on how to “dismiss” the class.**



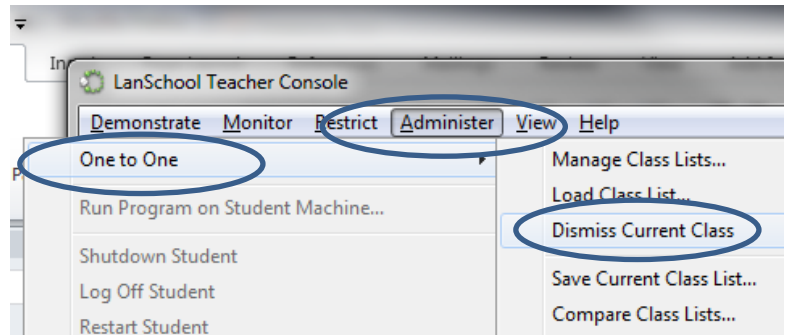
# LanSchool Class Lists

## Dismissing a Class

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**Step 1:** Click on the “Administer” menu.

**Step 2:** Click “One to One” and then click “Dismiss Current Class.” This will remove the student computers from LanSchool.



If another class of students is to follow, please go back to page one to load another class list.