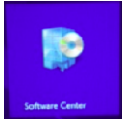
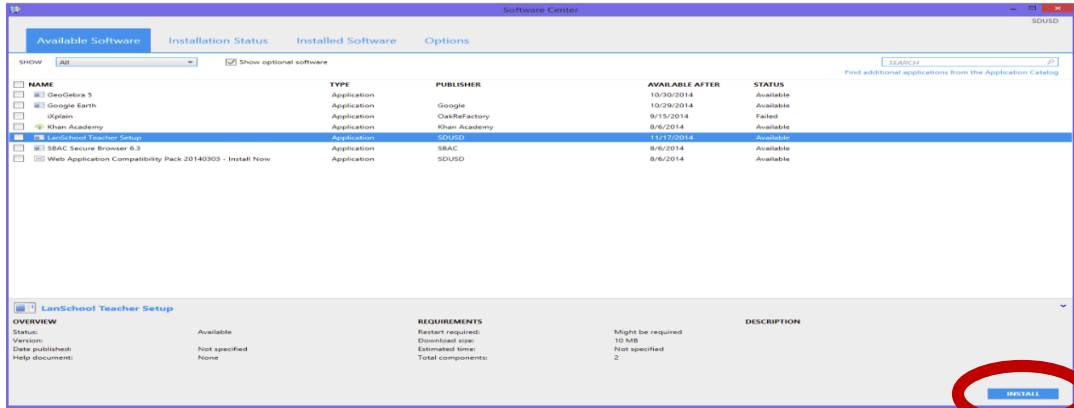


LANSchool Job Aid

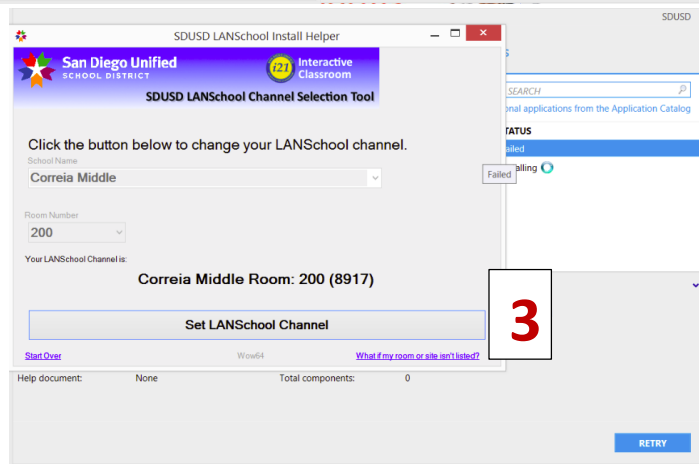
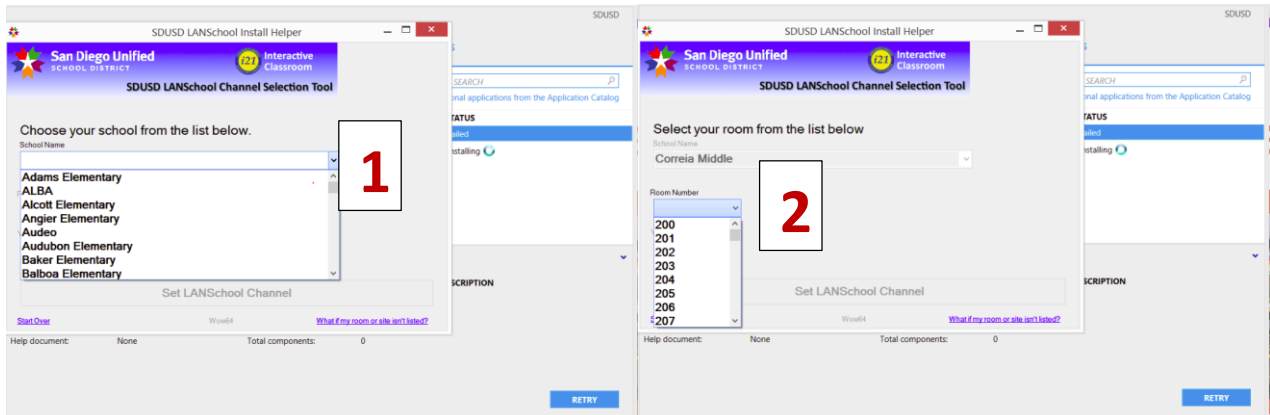
Part 1: Install the LANSchool Software on the Yoga Teacher Tablet from the Software Center



1. Go to the Start Screen and open the Software Center.
2. Install the LANSchool software from the Software Center



3. Set the LANSchool Channel.
 1. Select the School Name
 2. Select the Classroom Number
 3. Set the LANSchool Channel



NOTE: Your LANSchool software will not successfully install if you do not complete this process. Once the channel is selected the software will reflect a "Successful" install.

Part 2: Creating your classes.

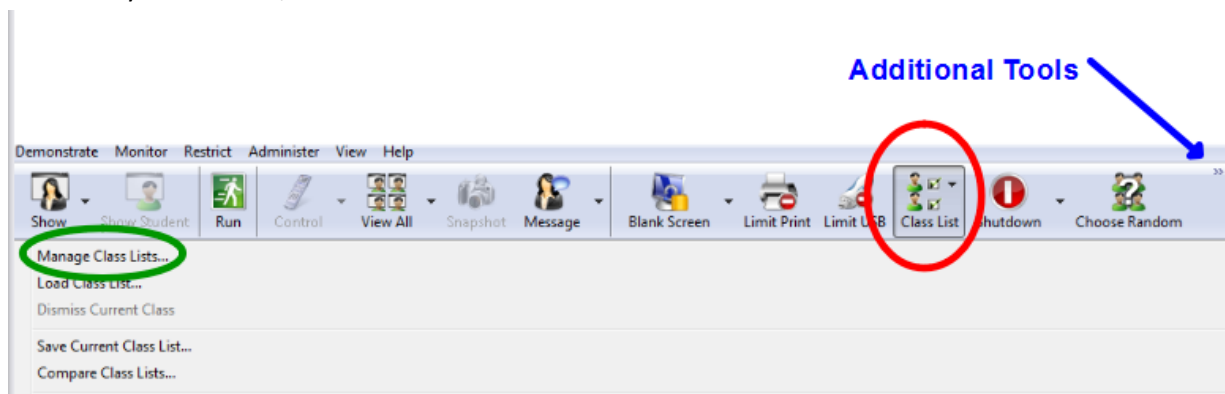
1. Log into PowerTeacher.
2. From the start page, click on the printer.




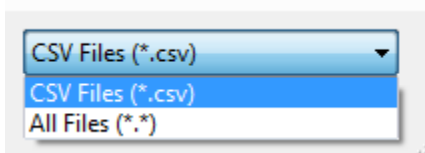
3. Choose “Select to Print Rosters.”
4. From the drop down menu, select, “Student Password Roster.”
5. Hi-light the entire data table and copy it. (Ctrl + C)
6. Open Excel.
7. In a new document, paste the data. (Ctrl + V)
8. You will need to delete everything except for the students ID numbers.
 - a. You can delete content by highlighting the information in a row or a column and then right click. A menu will come up. You can choose to “delete entire row,” or “delete entire column.”
9. Save this page as this file type: Text (MS-DOS)
 - a. To do this, go to file, save as, go to the “save as type” drop down menu and select Text (MS-DOS).
 - b. Give each class a unique name, such as p1 or p2. Each class must be saved as a new file.
 - c. Also be sure to save this file in a folder or a place where you will remember to access it from.
10. Click “Save.”

Part 3: Managing your class lists.

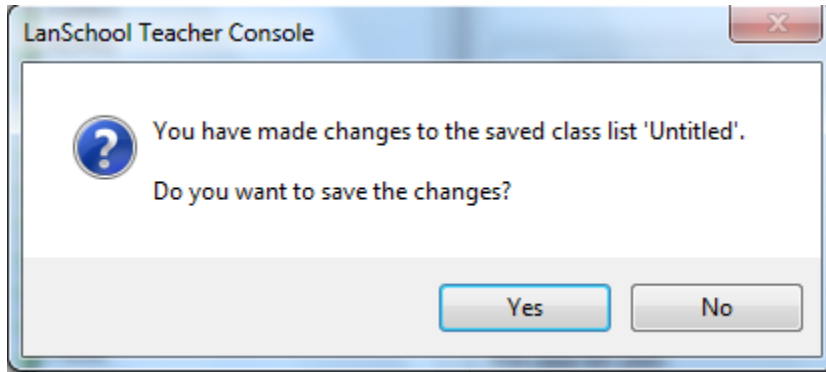
1. Open LANSchool.
2. From your tool bar, select “Class List.”



- a. You may need to look in your additional tools to find “Class List.” You can do this by clicking on the small arrows at the top right of the tool bar.
3. Choose “Import Students,” and find a file for one of your classes (you will need to do this for each class separately).
 - a. DON'T PANIC! You may not see your files where you stored them. Look down in the bottom right hand part of the page. You will see a drop down menu for file type (ie. ). Choose “All Files.”



- b. You should now see your files come up, and select just one.
4. Click "Open."
5. Click "Close."
6. You will see this menu pop up:



7. Click "Yes," to save this class to LANSchool.
8. You will need to give the file a title – such as "Period 1."
9. Then click "Close," to close the manage class screen.
10. Repeat these steps in Part 2 for each class.

Part 4: Loading and Dismissing a Class List:

1. Once all of our classes have been loaded into the LANSchool Class List, go to "Class List."
2. Choose "Load Class List."
3. Select the class you want to view, and click "Open." This will load the selected class.
4. Be sure **at the end of your period to dismiss the class** by going to Class List, Dismiss Current Class.

Troubleshooting Tips: If you cannot see all student devices:

- 1. Make sure the device is on the i21 wireless network***
- 2. Make sure the student has been "Dismissed" by the prior teacher***
- 3. Restart the computer***