













# Quick Start Guide

Feature		Description	How to Use it In a Class
	<b>Blank Screen</b>	Quickly gain students' attention by blanking screens and locking down keyboard and mice.	<p><b>Configure Blank Screen</b></p> <ul style="list-style-type: none"> <li>• Select "Class Settings"</li> <li>• Select "Blank Screen" <ul style="list-style-type: none"> <li>- Enter a custom message (120 characters or less)</li> <li>- Choose a background image</li> <li>- <i>Optional: enter a custom image URL (e.g. <a href="http://example.com/someimage.jpg">http://example.com/someimage.jpg</a>)</i></li> </ul> </li> <li>• Select "Save" and then "Close"</li> </ul> <p><b>Use Blank Screens</b></p> <ul style="list-style-type: none"> <li>• Select "Blank Student Screens" to toggle on/off <ul style="list-style-type: none"> <li>- Blank all students, is the default</li> <li>- Blank one or more student thumbnails, use checkbox at top left</li> <li>- Blank an individual student, select <i>the menu button (3 dots) at the bottom right of the student's thumbnail</i>, then click "Turn on Blank Screen"</li> </ul> </li> </ul>
	<b>Limit Websites</b>	Keep students safe and focused by limiting browsing to approved websites.	<p><b>Configure Limit Web</b></p> <ul style="list-style-type: none"> <li>• Select "Class Settings"</li> <li>• Select "Web Limiting"</li> <li>• Select one of the following options: <ul style="list-style-type: none"> <li>- "Block all websites"</li> <li>- "Block specified websites" - <i>Enter website URLs or IP addresses one at a time</i></li> <li>- "Allow specified websites" - <i>Enter website URLs or IP addresses one at a time</i></li> </ul> </li> <li>• Select "Save" and then "Close"</li> </ul> <p><b>Use Limit Web</b></p> <ul style="list-style-type: none"> <li>• Select "Limit Student Websites"</li> <li>• Select the same button again to turn off Limit Web (toggle on/off) <ul style="list-style-type: none"> <li>- <i>Optional: You can Limit Web per student by selecting the menu button (3 dots) at the bottom right of the student thumbnail then select "Turn on Limit Web"</i></li> </ul> </li> </ul>


Feature		Description	How to Use it In a Class
	<b>Push A Website</b>	Save time and promote e-safety by instantly launching the same webpage on every device.	<ul style="list-style-type: none"> <li>• Select “Push a Website”</li> <li>• Enter a URL (e.g. www.lenovosoftware.com)</li> <li>• Select “Load” <ul style="list-style-type: none"> <li>– The URL is sent to all (or selected) student devices</li> <li>– Click “Cancel” to dismiss the “Load a website...” panel</li> </ul> </li> </ul>
	<b>Change The Class View</b>	Changes the class view.	<p><b>Options Are</b></p> <ul style="list-style-type: none"> <li>• Grid View</li> <li>• List View</li> <li>• Group View</li> </ul> <p><b>Chromebooks-specific Views</b></p> <ul style="list-style-type: none"> <li>• Set All to Active Tab View <ul style="list-style-type: none"> <li>– Default view for Chromebooks</li> </ul> </li> <li>• Set All to Desktop View <ul style="list-style-type: none"> <li>– Prompts students to share their entire Chromebook desktop, not just active browser tab</li> </ul> </li> </ul>
	<b>Resize Thumbnails</b>	Changes the student thumbnail size (in all views)	<p><b>Options Are</b></p> <ul style="list-style-type: none"> <li>• XS (X-Small)</li> <li>• S (Small)</li> <li>• M (Medium)</li> <li>• L (Large)</li> <li>• XL (X-Large)</li> </ul>
	<b>Full Screen Thumbnail</b>	View a student's thumbnail in full screen view	<ul style="list-style-type: none"> <li>• Hover your mouse over a student thumbnail</li> <li>• Select the “View full screen” button at the top right</li> <li>• To exit full screen view, select the “Exit full screen” button at the top right</li> </ul>
	<b>Capture Screen</b>	Take a screenshot to showcase exceptional student work in the classroom and share progress during parent-teacher conferences	<ul style="list-style-type: none"> <li>• Select the menu button (3 dots) at the bottom right of the student thumbnail</li> <li>• Select “View Details”</li> <li>• Select “Capture Screen” (camera) to capture a screenshot of the student device <ul style="list-style-type: none"> <li>– Screenshot will include the student’s name &amp; a data/time stamp</li> </ul> </li> </ul> <p>Note: selecting this icon will place the snapshot file in you computers’ downloads folder</p>

Feature	Description	How to Use it In a Class
	<p><b>Respond to a Student's Raised Hand</b></p> <p>Students can raise a virtual hand by clicking the hand icon in the Messages window</p>	<p><b>Respond To Raised Hand Options</b></p> <ul style="list-style-type: none"> <li>• Click the name of the student who raised a hand, and then message the student or lower the student's hand by clicking the hand icon in the student messaging window</li> <li>• Click on the raised hand icon in the student thumbnail or in the list view to lower the hand</li> </ul>
	<p><b>Message All Students</b></p> <p>Send a message to all students in the class</p>	<p><b>Chat With All Students</b></p> <ul style="list-style-type: none"> <li>• Click the “Show Chat” icon at the top right of the screen. The messaging sidebar opens, showing <ul style="list-style-type: none"> <li>– A drop-down menu that allows you to view “Classroom” messages and individual student messages</li> <li>– A list of online students</li> <li>– A Message to all students field for so you can type a new message to the class</li> </ul> </li> <li>• Type a message in the Message to all students field</li> <li>• Press Enter to send the message to all on-line students</li> </ul> <p><b>Chat With Individual Student</b></p> <ul style="list-style-type: none"> <li>• Click the “Show Chat” icon to open the messaging sidebar</li> <li>• Click on the drop-down menu at the top and select which student to message</li> <li>• Then type a message into the Message [Student Name] field</li> <li>• Press Enter to send the message. Your message and any student responses display in the messaging sidebar</li> </ul>
	<p><b>Close A Browser Tab</b></p> <p>Chromebooks only: Close an open student browser tab</p>	<ul style="list-style-type: none"> <li>• Select the “Change Class View” button</li> <li>• Select “List View”</li> <li>• Select a student in the list</li> <li>• On the right side, under Current Websites, select the menu (3 dots) to the right of the tab you would like to close</li> <li>• Select “Close Tab”</li> </ul>

This guide is a high level overview of our most popular features. For more robust details and additional support go to [helpdesk.lanschoolair.com](https://helpdesk.lanschoolair.com)

## Learn more about LanSchool

 [lanschool.com/free-trial](https://lanschool.com/free-trial)

 **833-247-2527**

 [sales@lanschool.com](mailto:sales@lanschool.com)