

# Getting Started with LanSchool Air

## ① System Requirements

### Teacher must use a supported web browser

- Google Chrome 65
- Mozilla Firefox 59
- Internet Explorer 11.371
- Microsoft Edge 41
- Safari (macOS only) 11.1

### Students must use a Chromebook

- Google Chrome OS 65 or later
- Must have the *LanSchool Air for Chromebooks* native Chrome app installed
- Must have the *LanSchool Air Chrome Extension* browser extension installed
- These must be installed using the Chrome Management policy found in the Google Admin Console



\* Please note: It is the customer's responsibility to ensure that the applications and browser extensions it installs on its system are not spoofware, malware, or otherwise harmful to its system. Specifically designed malicious applications or extensions may prevent LanSchool Air from working properly and executing its functionality. Organization is required to use administrative organizational units, such as those offered by Google for its Chromebooks, which whitelists authorized applications and extensions. Stoneware is not responsible for any unauthorized applications the user or owner may install in its own machine which may have an adverse impact on LanSchool Air or the customer's system.

### ① Google Classroom

For more information about Google Classroom, please refer to Google's documentation, located at:  
<https://support.google.com/edu/classroom/?hl=en&authuser=1#topic=6020277>



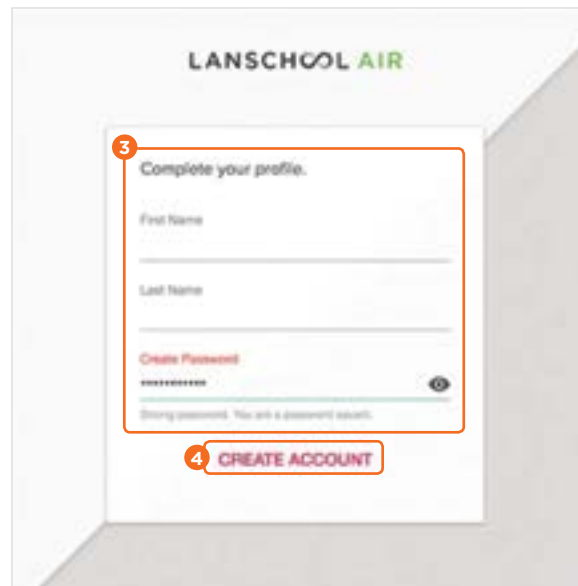
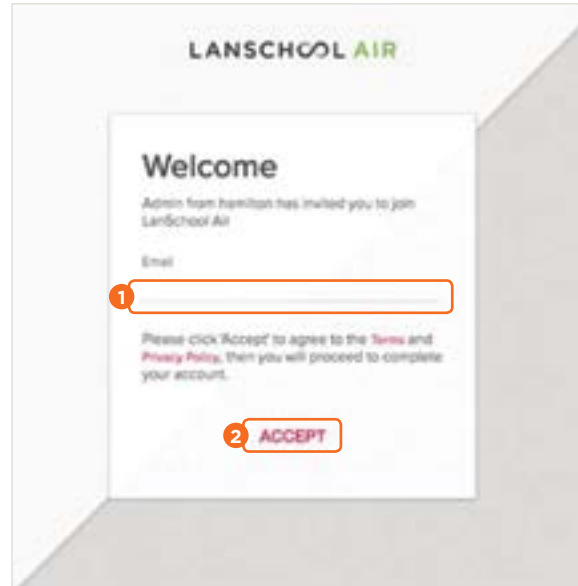
### ② Accept Email Invitation

1. Your Site Administrator will add your email address to LanSchool Air
2. When you receive the email invitation, click the link to start the process of creating your Instructor account



### ③ Create Account

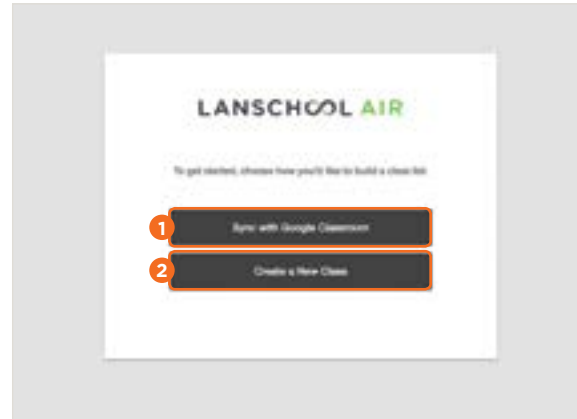
1. Enter your email address
2. Select **“Accept”**
3. Enter the following information:
  - First Name
  - Last Name
  - Password
    - Passwords must be at least 10 characters in length and no more than 64 characters
    - Common passwords are not allowed
4. Select **“Create Account”**



## ④ Create Your First Classroom

Option 1: Sync existing classes from Google Classroom

Option 2: Create a new class manually

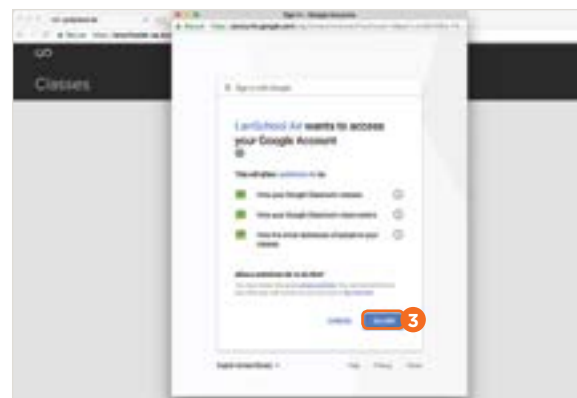


## ⑤ Sync with Google Classroom

\* Ensure that the browser's pop up blocker is turned off

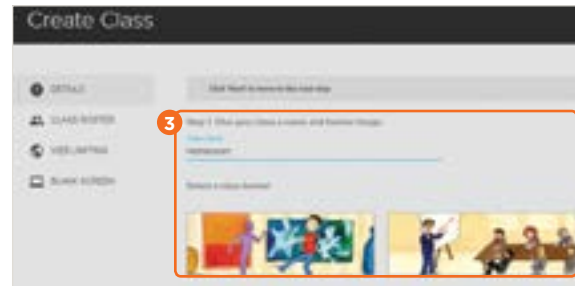
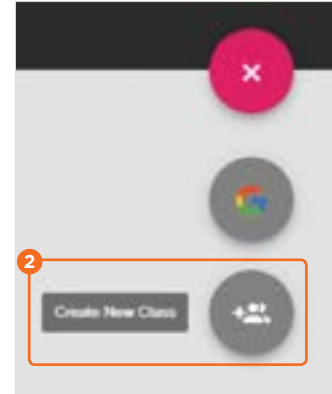
1. Select **"Sync with Google Classroom"**
2. Select a Google account to continue
3. Select **"Allow"**

Changes to Google Classroom will periodically sync to LanSchool Air automatically. Click the Sync button again to force a new sync manually.



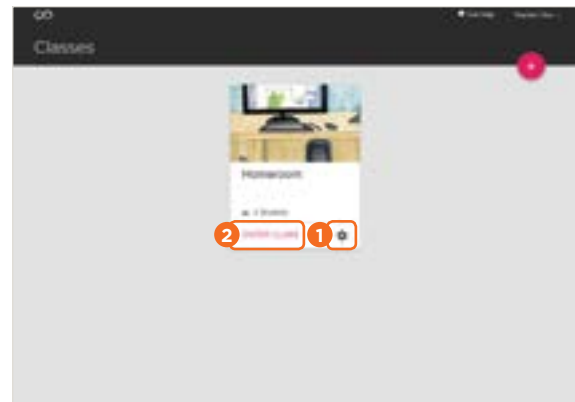
## ⑥ Create a New Class Manually

1. Select **“Add Class”** icon
2. Select **“Create New Class”** icon
3. Enter a **“Name”** and **“Banner,”** click **“Next”**
4. Add students to **“Class Roster,”** click **“Next”**
5. Optional: Configure Web Limiting Settings
6. Optional: Configure Blank Screen Settings



## ⑦ Teacher – Classes

1. Select **“Class Settings”** (gear) to change the following items:
  - Details (Class Name & Banner)
  - Class Roster
  - Web Limiting
  - Blank Screen
2. Select **“Enter Class”** to enter the class and view student thumbnails and start the class



## ⑧ Starting & Ending Class

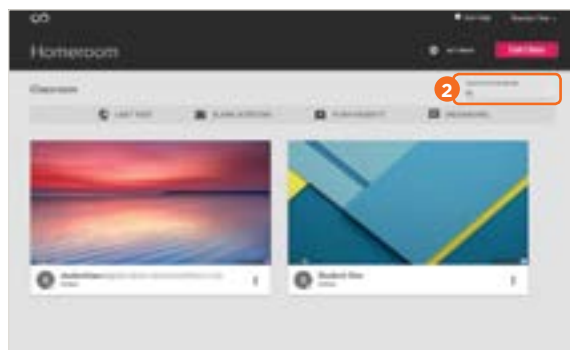
1. To start a class:
  - Select **“Start Class”**
  - Students will be prompted to share their screen (if full screen desktop mode has been configured by the site administrator)
2. To end a class:
  - Select **“Exit Class”**



## ⑨ Resize Thumbnails

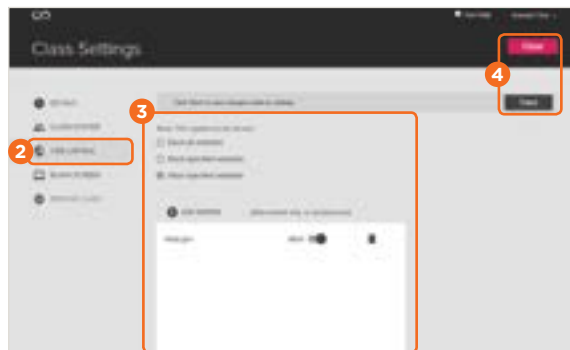
On the Teacher Device:

1. Select the Student thumbnail size menu at the top right of the console
2. Select one of the available sizes:
  - XS: Extra Small
  - SM: Small
  - MD: Medium
  - LG: Large
  - XL: Extra Large



## 10 Configure Limit Web

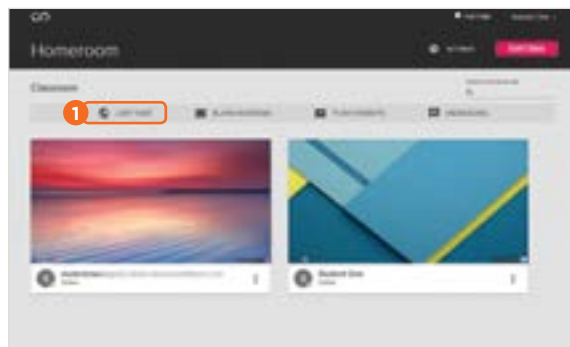
1. Select **“Class Settings”** (gear)
2. Select **“Web Limiting”**
3. Select one of the following options:
  - **“Block all websites”**
  - **“Block specified websites”**  
Enter website URLs one at a time
  - **“Allow specified websites”**  
Enter website URLs one at a time
4. Select **“Save”** and then **“Close”**



## 11 Use Limit Web

*This feature can be used to limit which web sites students can access on their devices*

1. Select **“Limit Web”**
2. Select the same button again to turn off Limit Web (toggle on/off)
3. Optional: you can Limit Web on a single student by selecting the menu button (3 dots) at the bottom right of the student thumbnail then select **“Turn on Limit Web”**



## 12) Configure Blank Screen

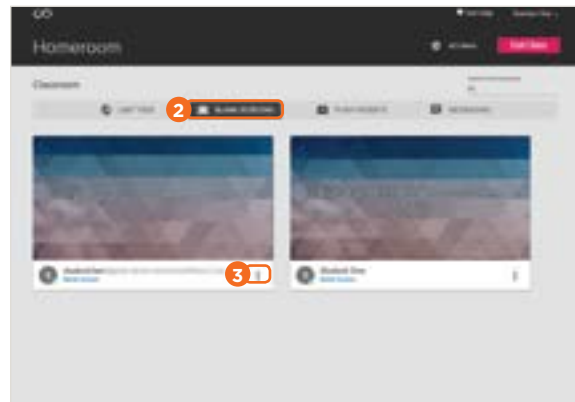
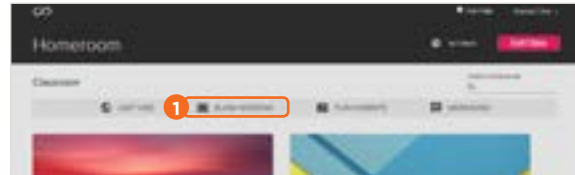
1. Select **“Class Settings”** (gear)
2. Select **“Blank Screen”**
  - Enter a custom message (120 characters or less)
  - Choose a background image
  - Optional: enter a custom image URL (e.g. <http://example.com/someimage.jpg>)
3. Select **“Save”** and then **“Close”**



## 13) Use Blank Screens

*This feature can be used to lock the student devices*

1. Select **“Blank Screens”**
2. Select the same button again to unblank screens (toggle on/off)
3. Optional: you can Blank Screen per student by selecting the menu button (3 dots) at the bottom right of the student’s thumbnail then select **“Turn on Blank Screen”**



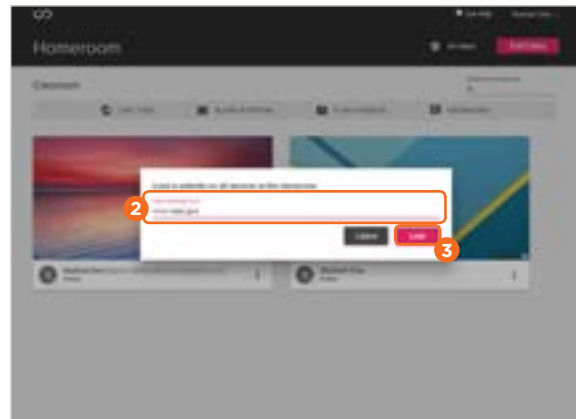
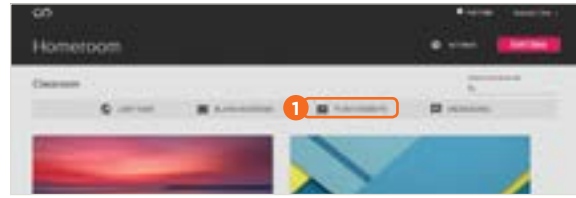


## 14 Push Website

This feature can be used to launch webpages on student devices

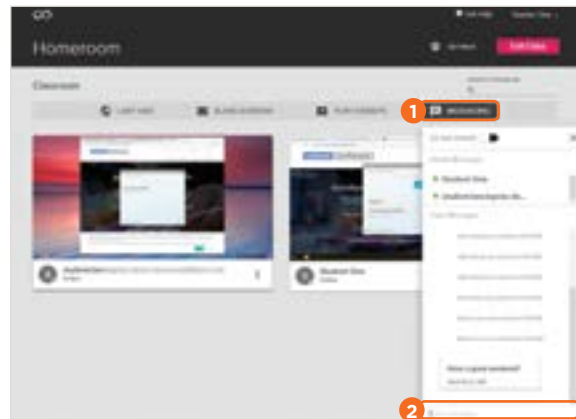
On the Teacher Device:

1. Select **“Push Website”**
2. Enter a URL  
(e.g. www.nasa.gov)
3. Select **“Load”**
  - The URL is sent to all (or selected) student devices
  - Click **“Cancel”** to dismiss the “Load a website...” panel



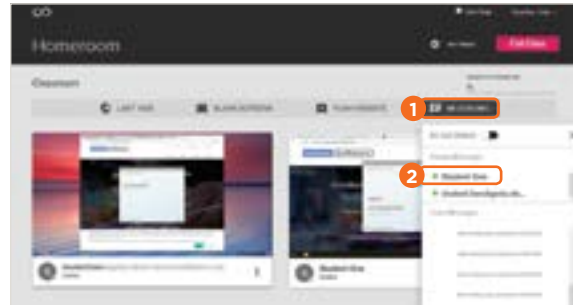
## 15 Send a Message to the Entire Class

1. Select **“Messaging”** to open messages sidebar
2. Enter a message at the bottom (where it displays **“Type Message”**)
3. Press the **“Enter”** key



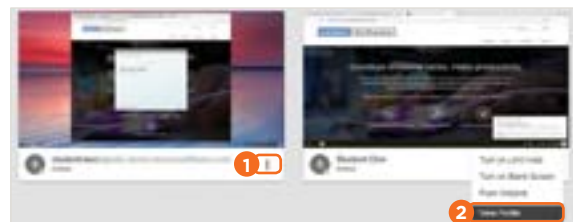
## 16 Chat with a Single Student

1. Select **“Messaging”** to open messages sidebar
  2. Click on a **“Student Name”**
  3. Click on the **“Messages”** tab
  4. Enter a message at the bottom
  5. Press the **“Enter”** key
- Student responses are only visible to the teacher



## 17 Capture Screen

1. Select the menu button (3 dots) at the bottom right of the student's thumbnail
2. Select **“View Profile”**
3. Select **“Capture Screen”** (camera) to capture a screen-shot of the student's device
  - The screenshot will include the student's name and a data/time stamp
  - Note: selecting this icon will save the screenshot file in the downloads folder on your teacher device



For additional information visit [lanschoolair.com](https://lanschoolair.com)