













Quick Start Guide

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


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

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

This guide is a high level overview of our most popular features. For more robust details and additional support go to helpdesk.lanschoolair.com

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