**Setup Teacher Lanschool to use Dynamic class Lists**

The Class lists are stored in the \\gsdshared\shared\(school\_name)\Staff\Lanschool \_Classlists folder and get auto-generated from Discovery that gets updated nightly.

1. Verify They are connected to the correct Lanschool Connection server by opening Lanschool Teacher and go to Administer>Preferences.



Then go to Network.



Input the Address the corresponds to the Core your school is in:

NE – 192.168.153.2

Make sure they have a channel set that no other teacher has so they do not see other students that are not using the Class Lists. Apply the settings and close.

1. To load the lists, click on “Class List” in the toolbar ribbon. If you do not see “Class List” as an option, you will need to click on the >> at the end of the toolbar.



1. Select “Load Dynamic Class List.”



1. Click on “options” and browse for the class list.



1. Click “Browse” and go to Shared Drive/Hillsdale/Staff/LanSchool Class lists



Click OK.

1. Select the class you want, then click “load.”



If you have already connected to a class list, you can select your list from the history section of the class list menu.



1. To disconnect a class, go to the class list option and uncheck the list from the resent list.



**Troubleshooting**

If you load your Class list and the computer tile shows as a “Missing Student” verify the username matches their Google ID. If it does not, submit a work order to have the username fixed in the exports.



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You also may need to check to see that the chromebook is updated.

How to do that:

Log onto the Chromebook

Click the three dots

Settings

Click on the three lines

Click on About Chrome OS

Check for updates

Let it run

Restart when it is complete