**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:

NW – 192.168.153.3

**Make sure they have a channel to 7XX The X is your cart number. 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 \\gsdshared\shared\(school\_name)\Staff\Lanschool \_Classlists)



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. You must disconnect or dismiss your current class so that other teachers can pull student into their class next period.
2. 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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