

Dynamic Class Lists

Implementation Guide



Instead of requiring each teacher to manually create and manage each class list on their own, many organizations opt to build centrally managed class lists, typically generated by a scheduled export from the district's Student Information System (SIS).

First, you'll need to generate two comma-separated values (CSV) files either manually or by exporting the data directly from your Student Information System (SIS) in CSV format.

ClassesByTeacherLoginName.csv

| teacher login name | unique class ID | class display name |
|--------------------|-----------------|--------------------|
|--------------------|-----------------|--------------------|

teacher login name = the local device login name that the teacher is using to login to their device (e.g. jsmith)

unique class ID = a numeric, unique identifier for each class list (e.g. HS-201B)

class display name = a friendly name or description for the class list (e.g. Eng Lang Arts 201 B)

Special Note: The unique class ID field can contain a combination of data to make it unique for each class list. For example, combine a School ID (HS), a Course ID (201), and a Section ID (B) together for one unique ID (HS-201B).

Enhanced Display Format (optional)

Optionally, the format of the unique class ID can be formatted in a special way so that the LanSchool can take further steps to parse out the School, Course, and Period when displaying each class list in the Teacher Console. To do this, format the unique class ID field using the following pattern:

| teacher login name | course ID * school ID * period ID | class display name |
|--------------------|-----------------------------------|--------------------|
| jsmith | 201B * HS * 2 | Eng Lang Arts |

Using the above example, the unique class ID would be HS-201B (School ID-Class ID). Be sure to use the |*| delimiter.

Special Note: The Period ID field is for display purposed only and is not used as part of the unique class ID.

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StudentsForClassByLoginName.csv

| unique class ID | student login name |
|-----------------|--------------------|
|-----------------|--------------------|

unique class ID = must match the unique class ID used in the "ClassesByTeacher" CSV file (e.g. HS-201B)

student login name = the local device login name that the student is using to login to their device (e.g. jsmith)

Enhanced Display Format (*optional*)

Optionally, the format of the unique class ID can be formatted in a special way so that the LanSchool can take further steps to show the full name for each student when displaying each class list in the Teacher Console. To do this, insert a second field in the CSV for student display name as described below:

| unique class ID | student display name | student login name |
|-----------------|----------------------|--------------------|
| HS-201B | Jason Smith | jsmith |

Special Note: If using the Enhanced Display Format described above in the "ClassesByTeacher" CSV file, the unique class ID must be formatted as school ID-course ID (note the hyphen).

Deploying Dynamic Class Lists to Teachers

Now that you have the two files created, you need to copy them to a central location that is accessible by every teacher device in your environment. You can use a network file share or an internally hosted web server.

The files must use the following file names:

ClassesByTeacherLoginName.csv
StudentsForClassByLoginName.csv

Finally, you need to configure the Teacher Console to know the location of the central dynamic class lists files.

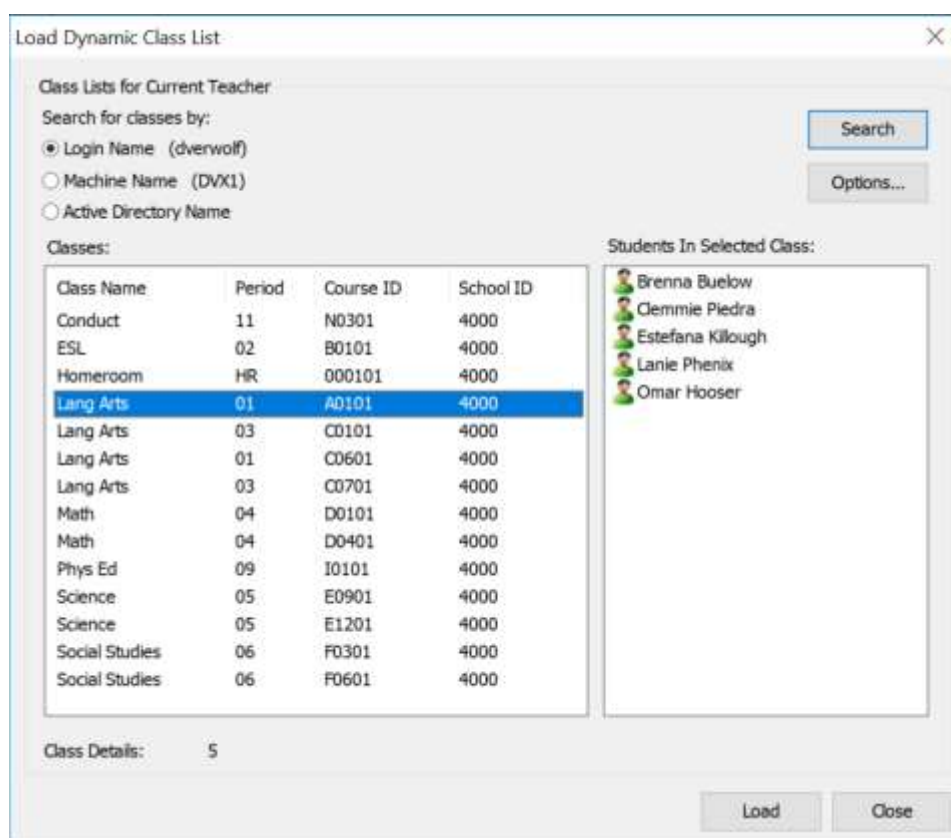
1. Open the LanSchool Teacher Console
2. Click the "Class Lists" button in the toolbar and select "Load Dynamic Class List..."
3. Select "Comma-Separated Values (.csv) Exported Files"
4. In the field, enter the path to the folder where the two CSV files are located
 - a. If stored on a central file share, make sure there is a local drive mapping first. (i.e. `H:\Server\LanSchoolFolder\`)
 - b. If stored on an internal web server, enter the path (i.e. <http://internalWeb/LanSchoolFolder>)
5. Click OK

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Now that the Teacher Console knows where to find the centrally stored dynamic class lists, the teacher is ready to load the class list of their choice and begin managing those student devices using LanSchool.

1. Open the LanSchool Teacher Console
2. Click the "Class Lists" button in the toolbar and select "Load Dynamic Class List..."
 - a. If LanSchool finds your currently logged in username in the list of teachers who have classes, your classes will appear in this list
 - b. If you do not see any classes listed, your teacher username is not assigned to any classes OR LanSchool is not able to access or read the dynamic class list files
3. Select a class list to view the list of students associated to that class
4. Click "Load" to load the selected class list



Loading a class list will temporarily change the student channel of those student devices to match the teacher channel so the teacher can begin managing them using LanSchool.

Teachers can choose to use class lists that they create and manage manually, or select a dynamic class lists managed centrally by the district. Whenever the centrally located CSV files are updated, the teacher will automatically see those updates when loading a new dynamic class list.