

Introduction to Virtual Testing Room

Welcome to the 4-in-1 Help File. There are four essential steps needed to have a pleasant LANSCHOOL experience.

Please follow the instructions step-by-step:

There are four main steps to focus on that are of utmost importance.

Firstly:

Installing Microsoft Teams on the Desktop:

- The online version is limited in functionality and does not allow for notifications.
- This can result in missing VITAL and Important information.
- That is the reason why Teams should be on the Desktop.

Secondly:

Change the Computer Name:

- LANSCHOOL uses this as identification which is needed to identify the student.
- Incorrect Computer Names can lead to delays when writing tests etc.

Thirdly:

Install LANSCHOOL software:

- Follow the steps below.

Final Step:

Booking for Virtual Testing Room:

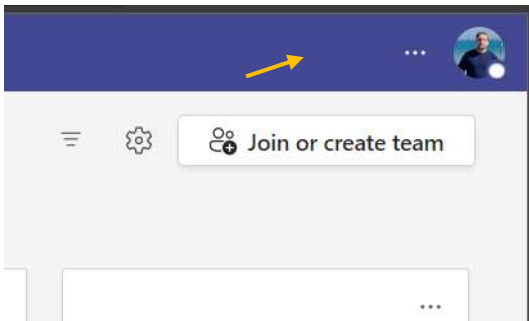
- Even though this has been successful so far in the implementation phase, it is still necessary to mention should questions arise.

1. Microsoft Teams on your Desktop:

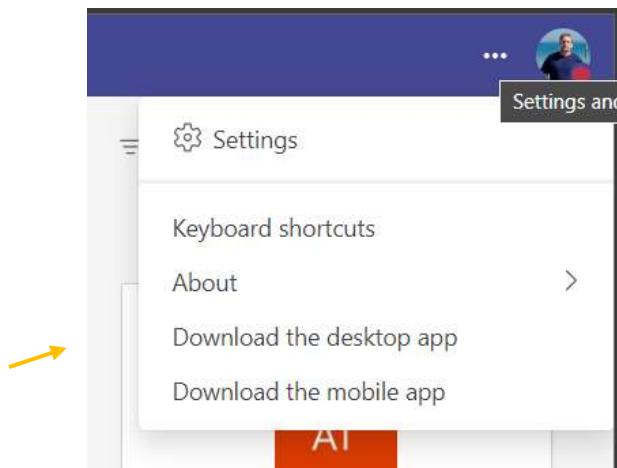
Teams MUST be on your desktop.

How to go from Online to Desktop with Teams:

1. Log in on the online version of TEAMS.
2. Go to the top of the page and click on the three dots (as seen in the picture below).



3. Select "Download the Desktop app" button (as seen in the picture below) and follow the instructions to install Teams on your Desktop.



4. Pin it to your taskbar.

Right-click on the icon on the taskbar and choose pin to taskbar.

2. Change the Computer Name on a Windows PC

Change your Computer Name:

The LANSCHOOL program will use your computer name for identification. By default, Computer Names are Random eg. PC23453-EC, and you need to change it to the users' Name and Surname eg. **NameSurname. (MarySmith)**

The way to do it:

A. Windows 10

[Rename your Windows 10 PC - Microsoft Support](#)

OR

B. Windows 11

[How to Rename Your Windows 11 PC \(howtogeek.com\)](#)

(Apple and Chromebook instructions will follow.)

3. Install LANSCHOOL using the installation file:

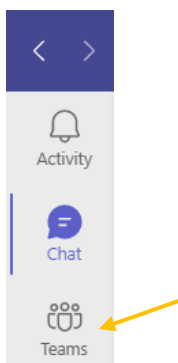
Click [HERE](#) to download the file.

LANSCHOOL may need to install one or both of the following as well, but it will do it AUTOMATICALLY.

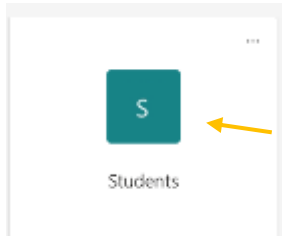
- Visual Studio 2015-2019 - Runtime x86
- Microsoft .NET Runtime v4.5.2

4. How to book for LANSCHOOL in Teams:

1. Open Teams on your Desktop
2. Go to the left hand side and select the "Teams" icon.



3. Select the "Students" icon



4. At the top there will be various links. If "Virtual Test Room Booking" is not visible, select the "more" option



5. Scroll down the options until you get to the "Virtual Test Room Booking" link. Select it and fill in the form as needed.

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Virtual Testing Room Booking

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