

# Creating LANSchool Class Lists from SEQTA

Below are steps to import Classroom lists from SEQTA to LANSchool

## 1. Download Class List from SEQTA

- Navigate to the Pastoral Care Workspace in SEQTA
- Locate the Reporting Tab
- Search for LANSchool Class List
- Select the student group picker from the left and use this to find the group of students you want to load into LANSchool (Term and Class subjects)
- Once you have selected your group and the students are populated on the left of the list you can press Print to download your list

The screenshot shows the SEQTA Student summary interface. The browser address bar displays 'ta.brigidine.qld.edu.au/#student'. The top navigation bar includes links for Bulk Jobs, Laptop Care, Passwordstate, SEQTA Teach, Knowledge Base, Office 365, and PaperCut. A yellow banner at the top right states: 'A new SEQTA interface is coming. Before the start of 2020, you'll have a new interface.' The main content area is titled 'Student summary' and features a sidebar on the left with a user profile icon (a) and a search bar. The sidebar also contains a list of options: 'Select student', '...', 'Lans' (b), 'Active student plans', 'Active student plans (CSV)', 'LANSchool Class List' (c), and 'List of all student plans'. The 'Reporting' tab is selected in the top navigation bar. The 'LANSchool Class List' option is highlighted in the sidebar. Below the sidebar, the 'Add students' dialog is open, showing a table with columns for TERM, All, and Class. The 'Class' column is highlighted (d). The table lists several student groups, including '07AMA1#: 2019S2.07AMA1' (Miss Erin Dunne), '07AMA2#: 2019S2.07AMA2' (Miss Erin Dunne), '07AMC1#: 2019S2.07AMC1' (Mrs Angela North), '07AMC2#: 2019S2.07AMC2' (Mrs Angela North), and '07AME1#: 2019S2.07AME1' (Miss Erin Dunne).

**Student summary**

**PRINT** **SCHOOL VALUES...** **TO EXCEL** **ALL OPTIONS SELECT**

In brief Academic In detail Quantitative Qualitative Correspondence log

Select student ...

Lans

- Active student plans ☆
- Active student plans (CSV) ☆
- LANSchool Class List** ☆
- List of all student plans ☆

## 2. Use the Student Group select to find classes

- Select the Class tab
- Select the current Semester
- Search for your class code, clicking to highlight your class and pressing OK to confirm

CANCEL Add students OK

Schoolyear Roll group House Campus Boarder Indigenous/Gender Group **Class** Code

TERM All

2019S2YL

2019S2YD

2019S2ME

**2019S2**

2019S1YL

2019S1YD

2019S1ME

07AMA1#: 2019S2.07AMA1  
Miss Erin Dunne

07AMA2#: 2019S2.07AMA2  
Miss Erin Dunne

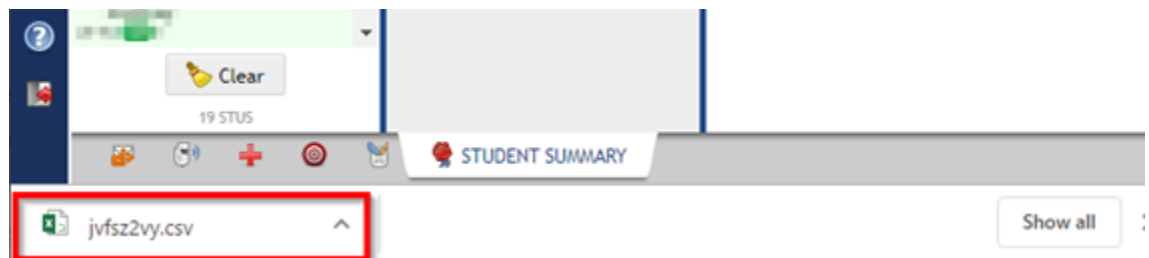
07AMC1#: 2019S2.07AMC1  
Mrs Angela North

07AMC2#: 2019S2.07AMC2  
Mrs Angela North

07AME1#: 2019S2.07AME1  
Miss Erin Dunne

### 3. Converting the export from SEQTA to LANSchool

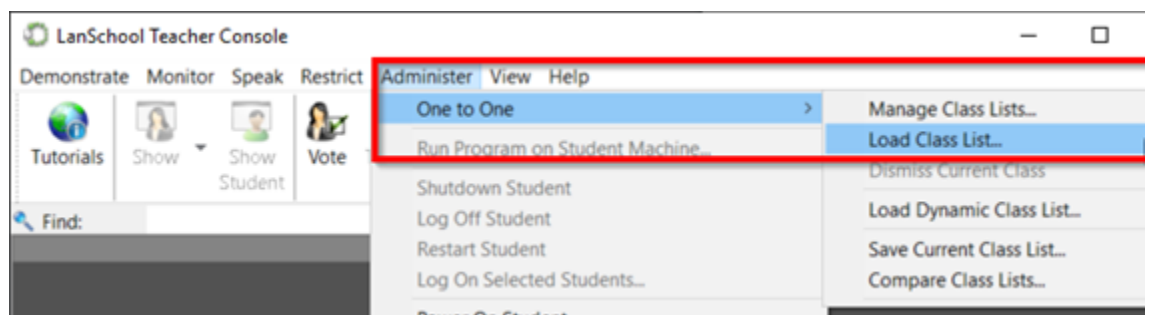
- a. Once you've selected the Print button from SEQTA it will download a CSV file. Open this in Excel



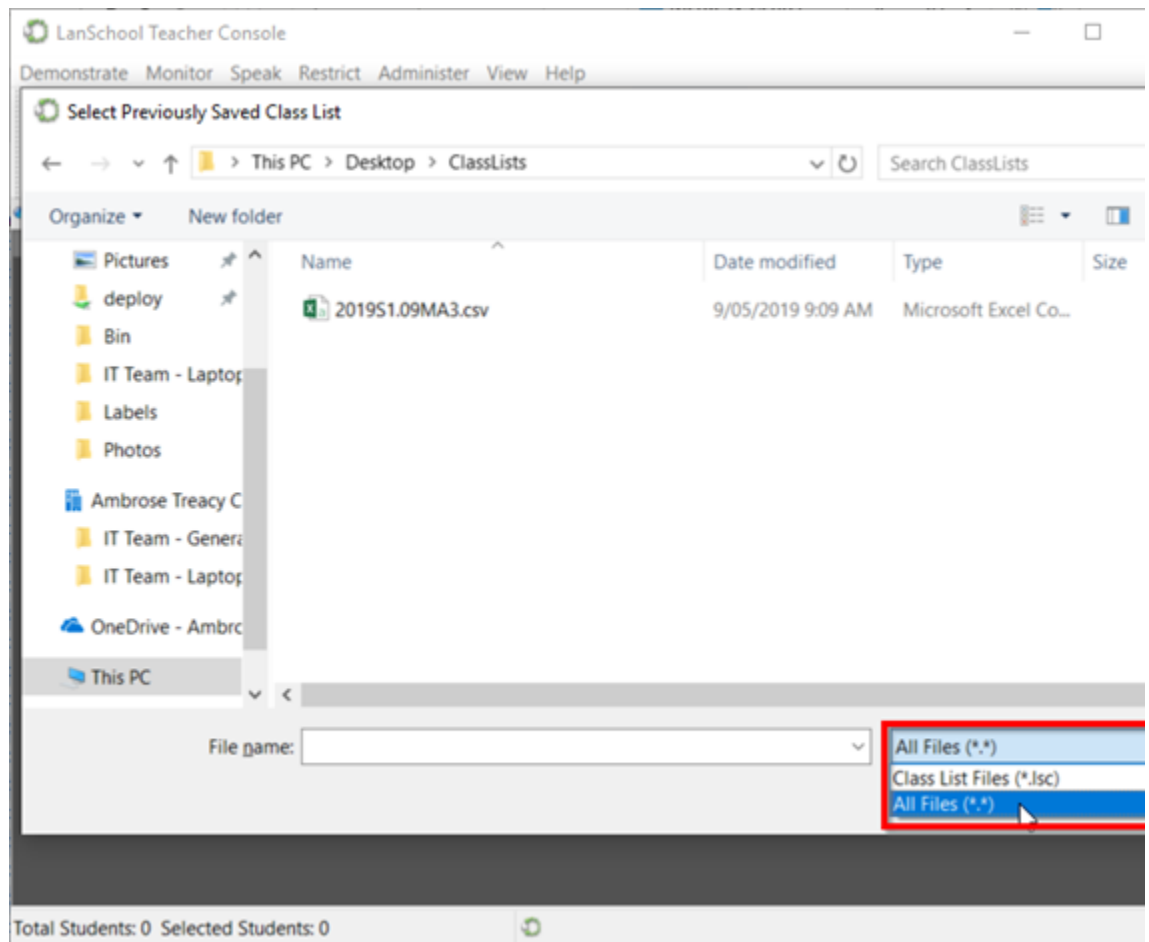
- b. Once you have the Excel document open, navigate to File > Save As
- c. Locate where you want to save the document and change the format
- c1. from "CSV UTF-8 (Comma delimited)"
- c2. to "CSV (Comma delimited)"
- d. Save the file with an appropriate name for your class list.

### 4. Load Class List into LANSchool

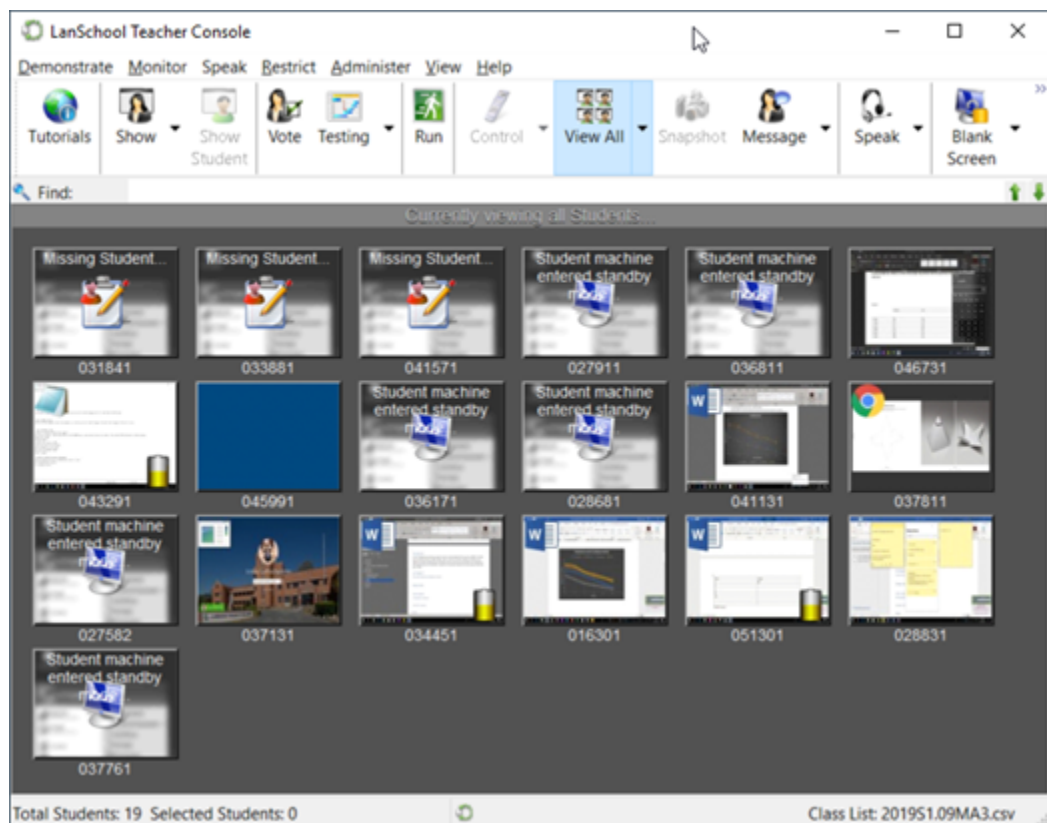
- a. Open LANSchool and navigate to Administer > One to One > Load Class List



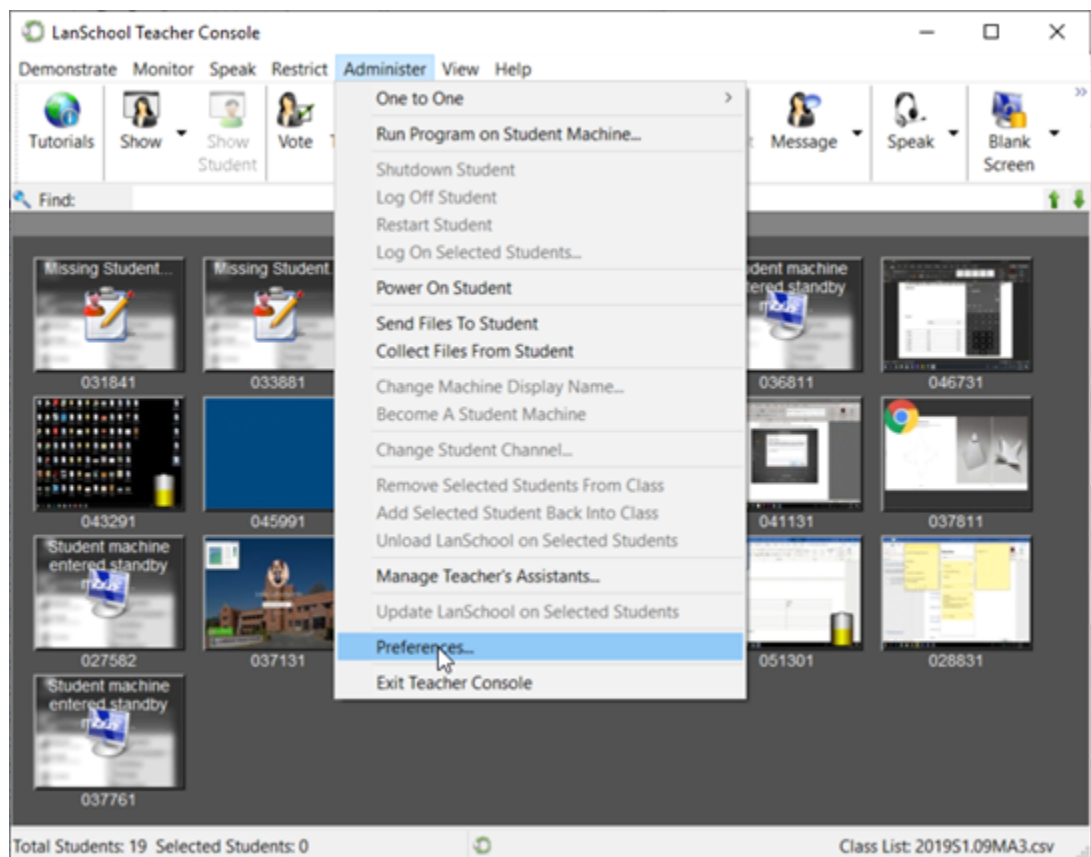
- b. Navigate to the folder where you saved your Class List and change the file type selector from "Class List Files (\*.lsc)" to "All Files (\*.\*)"



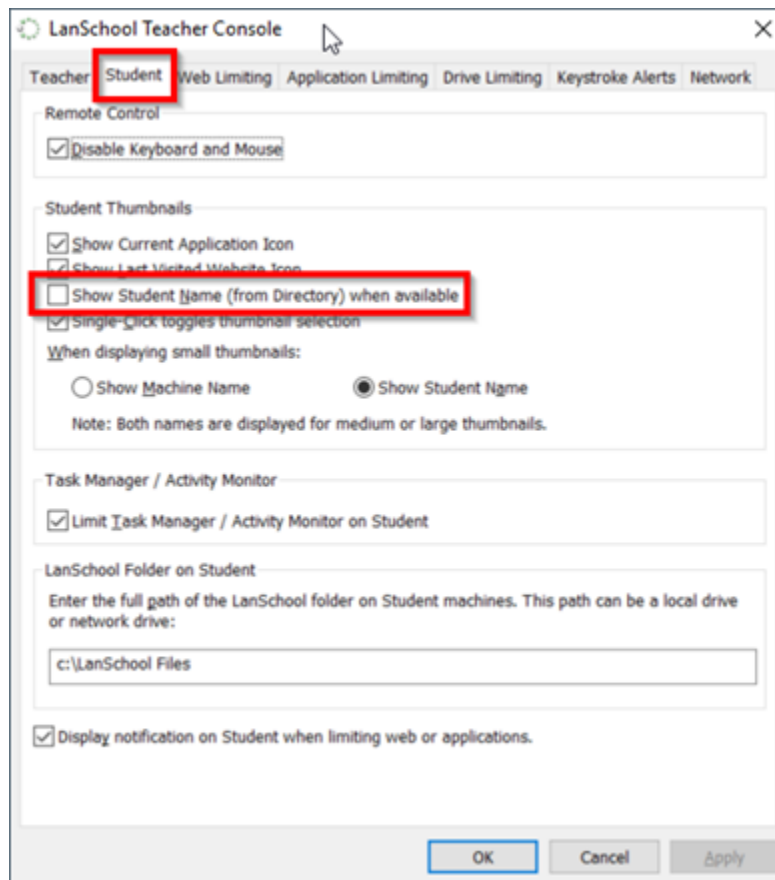
c. After you select your list and click Open, you will see your students laptops loaded into LANSchool



d. To change their student numbers to their names, select Administer > Preferences



e. Navigate to the Student tab and tick "Show Student Name (from Directory)" when available



##### 5. Dismiss your class list

- a. Remember to dismiss your class list when you have finished your lesson

