

## LA Online Technical Checklist

This checklist is intended for use by technical staff. It should be used to ensure LA Online will function properly without incident.

- Direct browser to <http://www.education.gov.ab.ca/laonline/>
- Click on “LA Online Installer” link, and choose “Open” from the window that pops up
- Once installed, double-click the “LA Online” desktop icon and enter in the correct four-digit school code<sup>1</sup>
- Make sure you have the latest version of LA Online<sup>2</sup>.
- If LA Online is installed on a network drive, the program should be tested in that environment using a student login.
- If proxy settings or working directory changes need to be made, this can be accomplished in the settings menu. The password for changing these settings can be obtained from emailing Brian Schroter (Brian.Schroter@gov.ab.ca) or Dan Karas (Dan.Karas@gov.ab.ca).

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<sup>1</sup> If an incorrect school code is placed into LA Online, students will only be able to access the practice exams. The correct school code needs to be in place to access PATs and Field Tests.

<sup>2</sup> LA Online used to check for updates periodically, but this feature will be removed in the new LA Online version to be released on April 15, 2008. If LA Online has been installed prior to April 15, 2008, a network administrator will be required to install the update. Often student permissions are not high enough to grant access to installing an application. After April 15, the version number of the LA Online program will be changed to **1.6.0**.