

STUDENT NETBOOK TUTORIAL



SCHOOL WIDE ISSUES



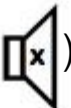
- **Wireless Connectivity**

- ✓ Locate light for network
- ✓ If no light, press **Fn + F6** to refresh
- ✓ If your wireless connectivity continues to come & go, you may have an issue that needs to be reported to the tech office

- **Login Issues**

- ✓ Is your Number Lock on? Turn it off by pressing **Fn + F4**
- ✓ Use the same password for all applications

- **Volume Issues**

- ✓ Locate 3 volume buttons at the top left of machine
- ✓ Press the button to control (volume down  , volume up  , mute )

USING NETWORK STORAGE FOR BACKUP

- Network storage means something you can save on your laptop, then access in a computer lab or on any school computer
 - ✓ In order for an item to be in your network storage, it must be saved in “Documents”
 - ✓ Your storage is limited here, so be sure items you do not save videos or audio files here as they are often large and will use all of your space
 - ✓ Items in network storage location may need to be synced before they are available on other computers
 - To Sync – open the folder you want to sync
 - Click the Sync folder button on the top menu bar
 - Sync only affects items in the folder, not subfolders

UNDERSTANDING SAVED DOCUMENT LOCATIONS

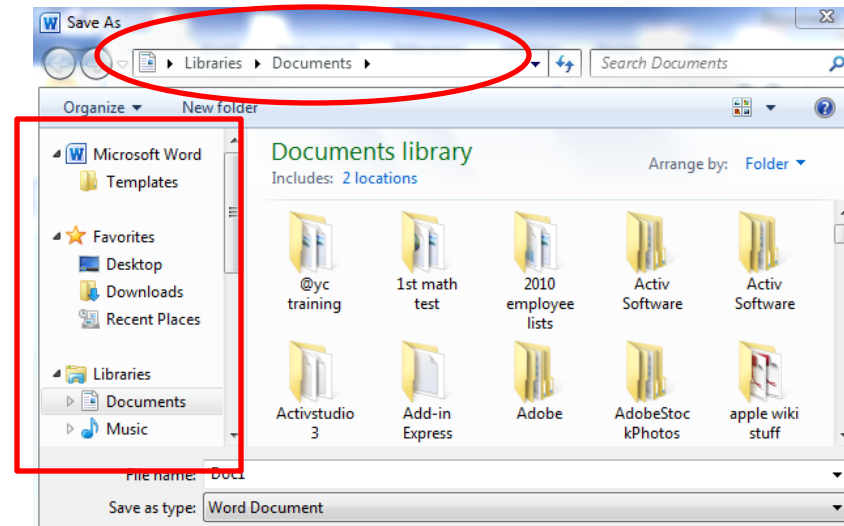
- **Desktop storage**
 - ✓ You may create folders and store files on your desktop as an alternative to network storage
 - ✓ This storage is not safe from computer failure
 - ✓ Items in desktop storage location will need to be backed up using a flash drive or external hard drive.

NAMING FILES

- Clearly name files with your name in the title:
For example: **chapter1_AndiHudson**
- Using the Underscore (_) can divide up a name to make it read better
- It's not good practice to use spaces in your document name
- Keep all files organized by creating folders

HOW TO CREATE A FOLDER

1. Right click where you want to create the folder
2. Choose “New – Folder”
3. Name the folder
4. Press Enter



Remember when saving a document, to **READ & VERIFY** the location of the file you're saving. Using **SAVE AS**, rather than **SAVE** will give you the option of choosing the location of your file.

LOGGING INTO BRAINHONEY

Student logins are as follows:

Username: **student ID number**

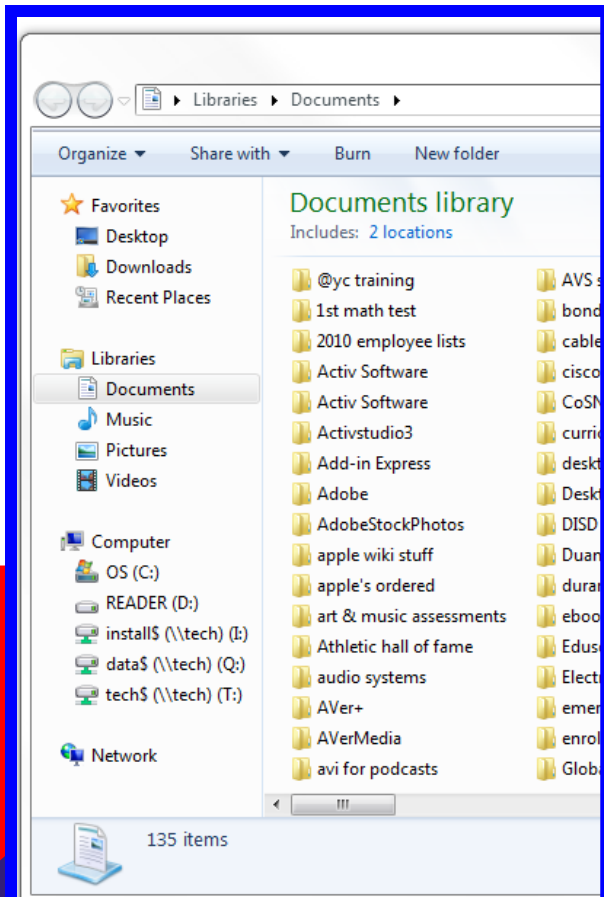
example: 123456

Password: **same as computer or what you set it to last year – this can be changed by the librarian**

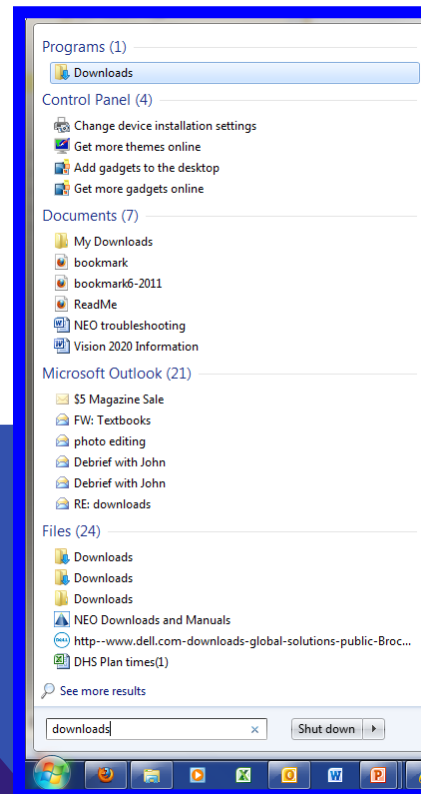
Login at : <https://durantisd.brainhoney.com>

DOWNLOADING & UPLOADING IN BRAINHONEY

- Attachments in Brainhoney can be downloaded by clicking the item, then choosing “Save File” – it will be automatically saved to the “downloads” folder. You can locate items in this folder by clicking START-DOCUMENTS, then clicking DOWNLOADS on the left sidebar.



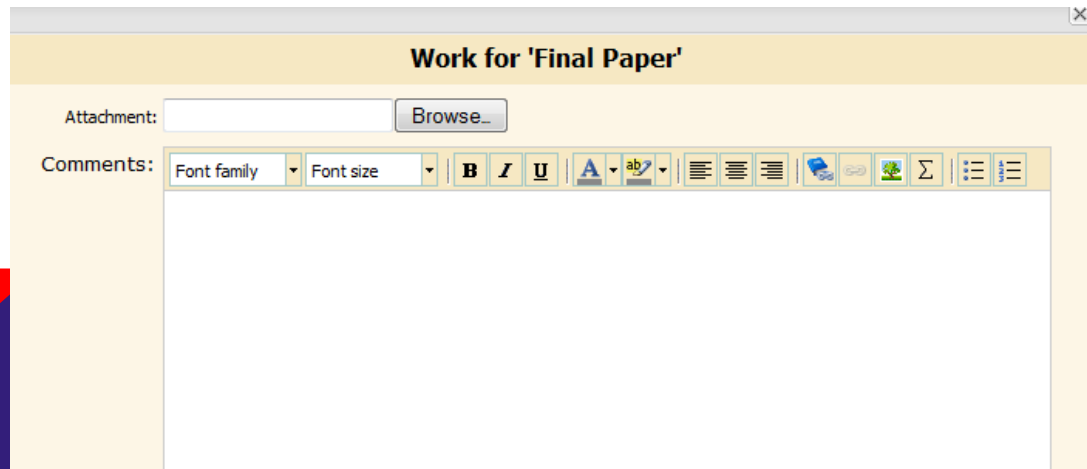
left sidebar. OR, by clicking START & typing in the word “downloads”.



Click your download folder to find the items you downloaded. You can then move them to a location of your choice.

DOWNLOADING & UPLOADING IN BRAINHONEY

- Once you have downloaded an assignment from BH & edited it, you **MUST SAVE IT** in a new location, such as your desktop or documents. If you do not, it will save to the temp folder, which you cannot access.
- An assignment that requires you to upload a document will give you an “open” button. The box that opens asks you to “browse” for your document – this means to find it on your computer where you saved it.



DOWNLOADING & UPLOADING IN BRAINHONEY

- An assignment that requires you to download a template & then upload a document will give you an “open” button. The open button here lets you open & save the document.
- The “submit” button will allow you to upload your modified document & “browse” for your document – this means to find it on your computer where you saved it.
- You also have a “save” button that will allow you to upload an unfinished document so you can continue working on it later.

USING GAGGLE

Student email addresses are as follows:

LASTNAMEID@durantisd.gaggle.net

For Example: SMITH10050@durantisd.gaggle.net

Login at : <https://gaggle.net/>

Username: smith10050@durantisd.gaggle.net (type in FULL address)

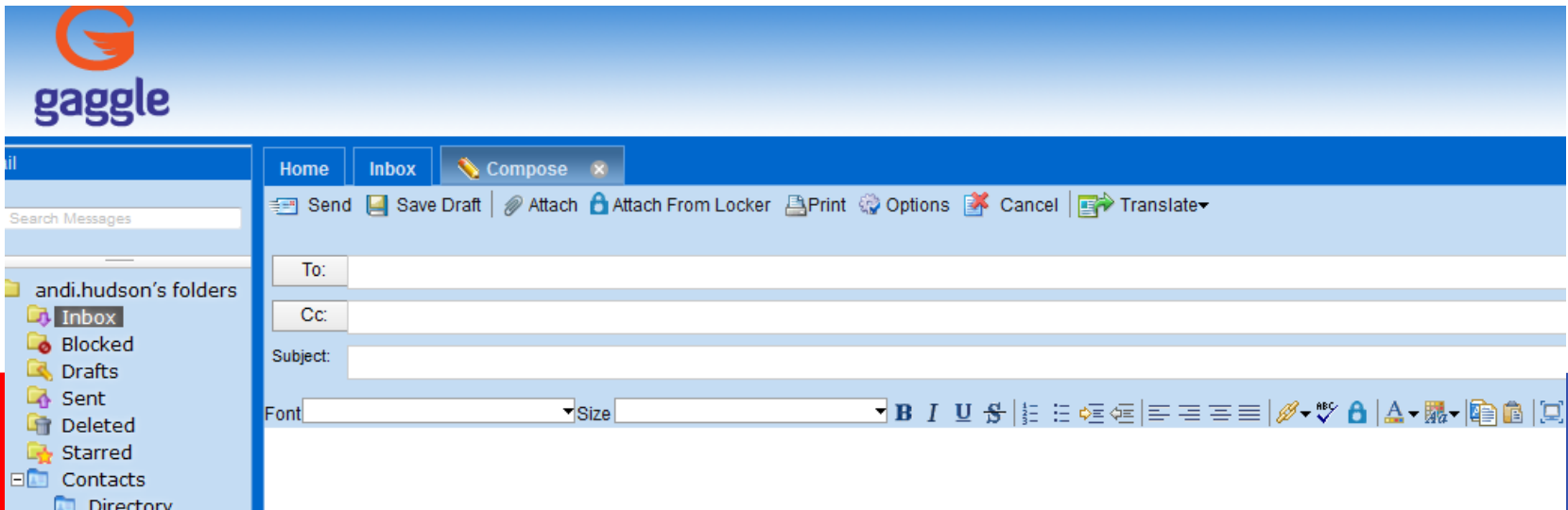
Password: typically your computer password – can be reset by librarian

Students may email TEACHERS and ADMINISTRATORS,
but not other students.

USING GAGGLE

Attaching a document in Gaggle is as easy as clicking the Attach paperclip!

Once you click the paperclip, you will need to “browse” to where you saved the file you want to attach.



DOWNLOADING TEXTBOOKS

Students may download textbooks from the folder on their desktop

- Locate & open the folder of the text you want to download
- Drag the textbook subfolder to your desktop
- YOU MUST BE ON THE SCHOOL NETWORK UNTIL THE BOOK HAS COMPLETED DOWNLOADING, otherwise your book will not work properly.
- Directions for downloading each text are located in the text folder.

BASIC NETBOOK REMINDERS

- ✓ Always close your netbook before walking around with it
- ✓ Never close items like pencils inside your netbook
- ✓ Anti-bacterial wipes will be available in the library this year to clean your netbook. Please keep your netbook clean
- ✓ Protect netbook from extreme heat & cold, moisture and food & drinks
- ✓ Do not place stickers or skins on the inside or outside of netbook.
- ✓ Never use a pencil, eraser or other object on the touchpad.
- ✓ Never place heavy objects on top of the netbook
- ✓ Take care of your power cord (no bending or stretching)