MacBook Air

Image Usage Guide
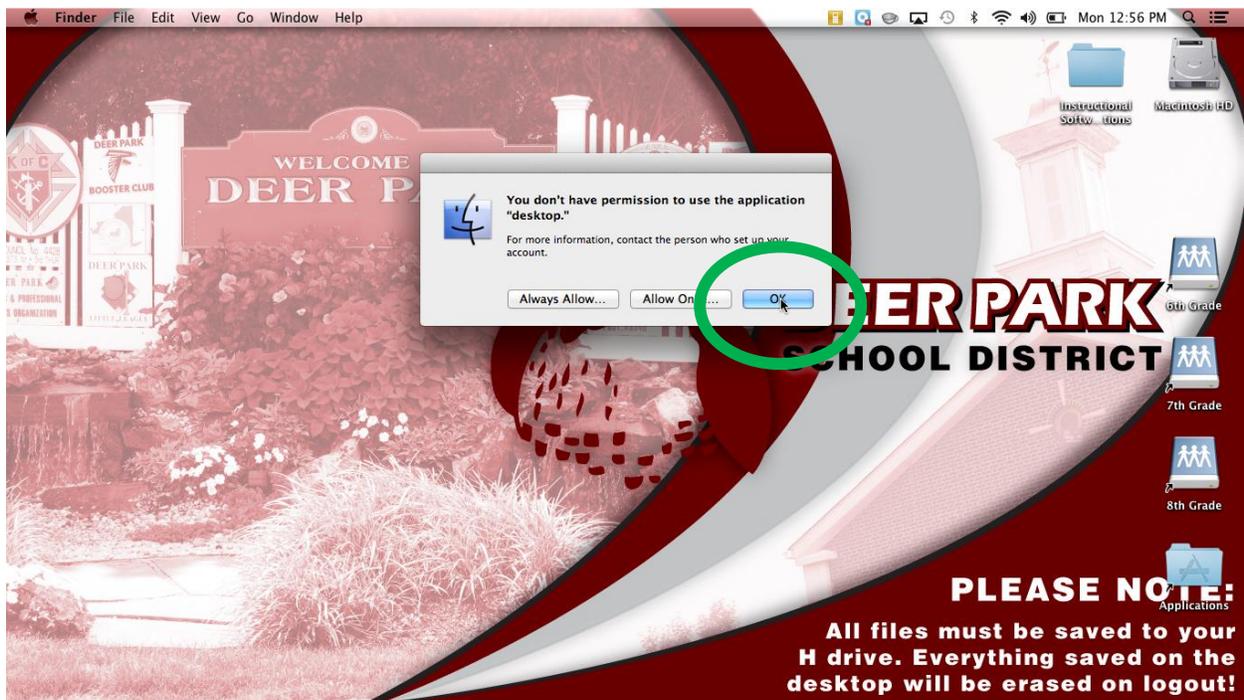
New MacBook Air Image Usage Guide

The MacBook Airs that are being used throughout the Deer Park School District in mobile carts are imaged differently than what you have been accustomed to in past school years. However, all of the same programs used previously are still installed on them, as well as the addition of the **Microsoft Office suite (Word, Excel, PowerPoint)**.

Due to the very limited hard drive size of the MacBook Airs, the new image has been designed to use two generic login accounts (Student and Teacher), and will **erase all content the student/teacher has saved locally (on the desktop) on the computer itself** upon logout. To counter this, we *strongly* encourage the use of a portable USB Flash Drive or your Deer Park Google Drive to store all files you wish to keep or work with while using the MacBook Airs. We have also added the ability to connect to your district "H" Drive, just like you would access using any of the district workstations in the computer labs or classrooms, to save your files to and work from.
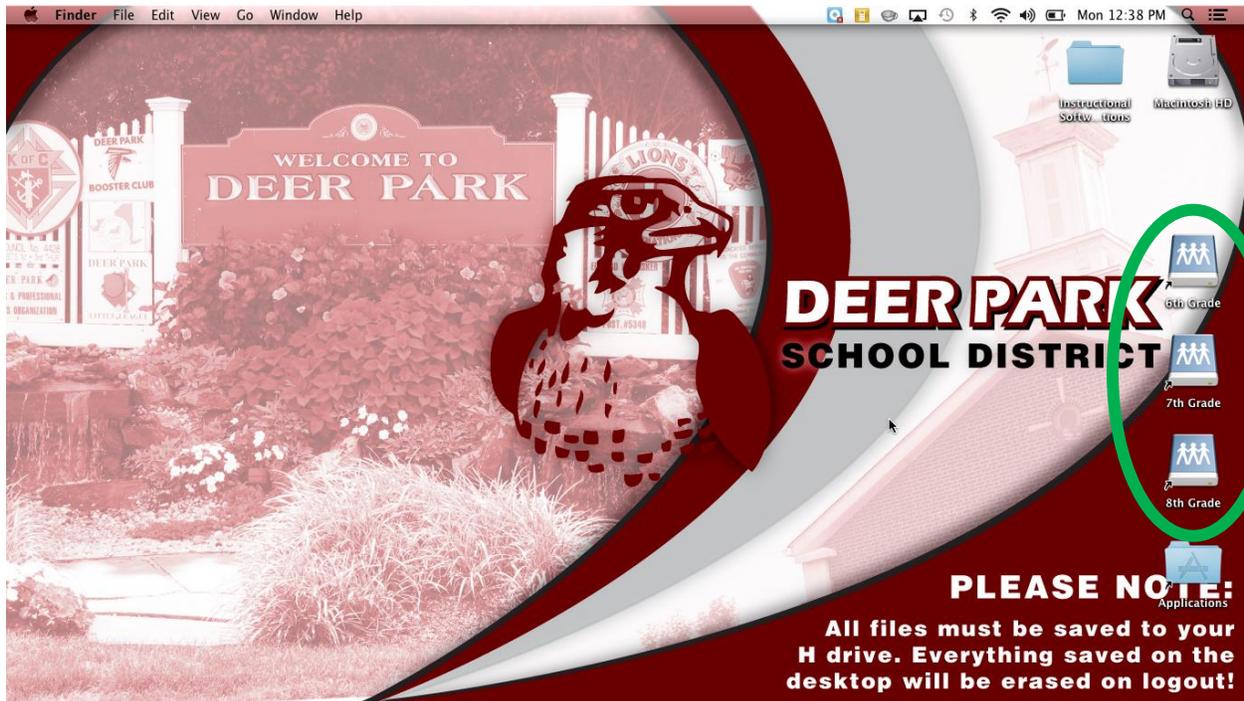
This guide has been written to help you get familiarized with the new image that the MacBook Airs will use. There are certain considerations that will be covered in the following sections pertaining to login, connecting to the district "H" drives, as well as other important notes about general use. The MacBook Air image setup for Robert Frost Middle School will be used in the examples.
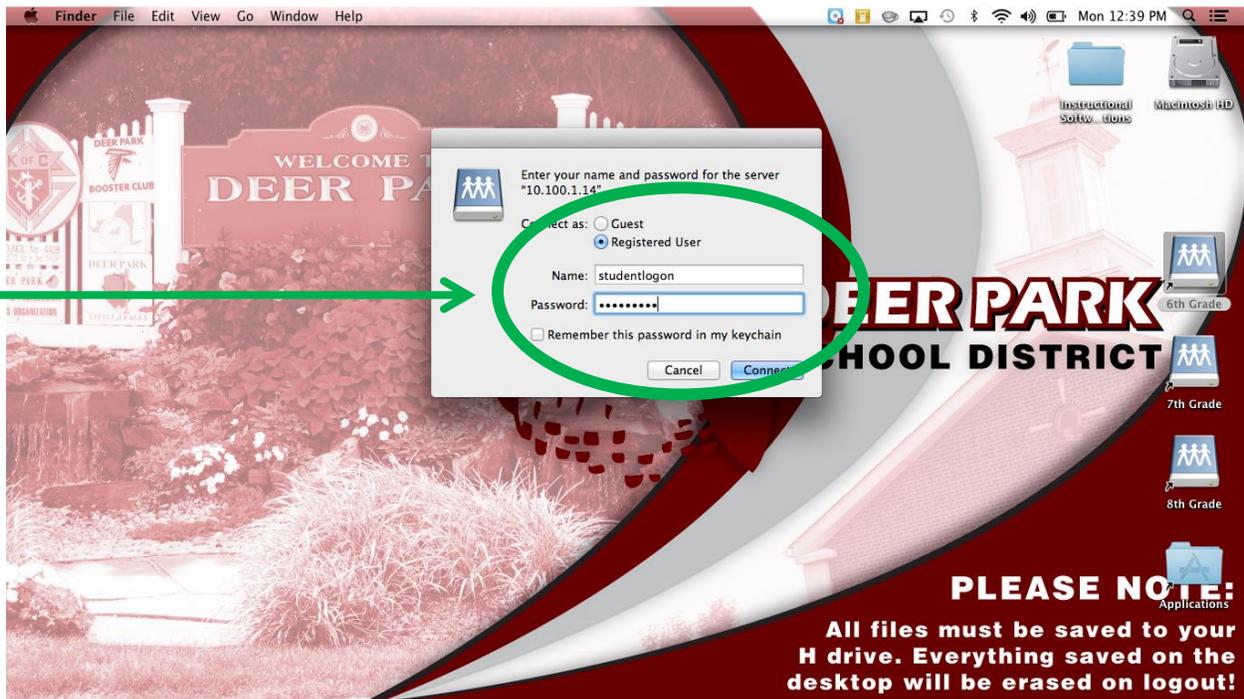
Student Account

Upon login, several scripts will run in the background to set up the desktop appropriate to the school's grade levels (6th grade, 7th grade and 8th grade using Robert Frost as an example) and their ability to connect to their "H" Drives. There will be a popup that appears after logging in that says *"You don't have permission to use the application 'desktop'"* – it can be ignored and just click on "**OK**.*"*

For the students to **connect to their "H" Drives**, they simply need to click on one of the drive icons on the right edge (circled below) for their respective grade level and then **type in their Deer Park School District login credentials**. (Their **username** is the first 3 letters of their first name followed by their last name and their **password** is their 5 digit student ID number followed by their birthday in *mmdd* format, as is already standard district-wide.)
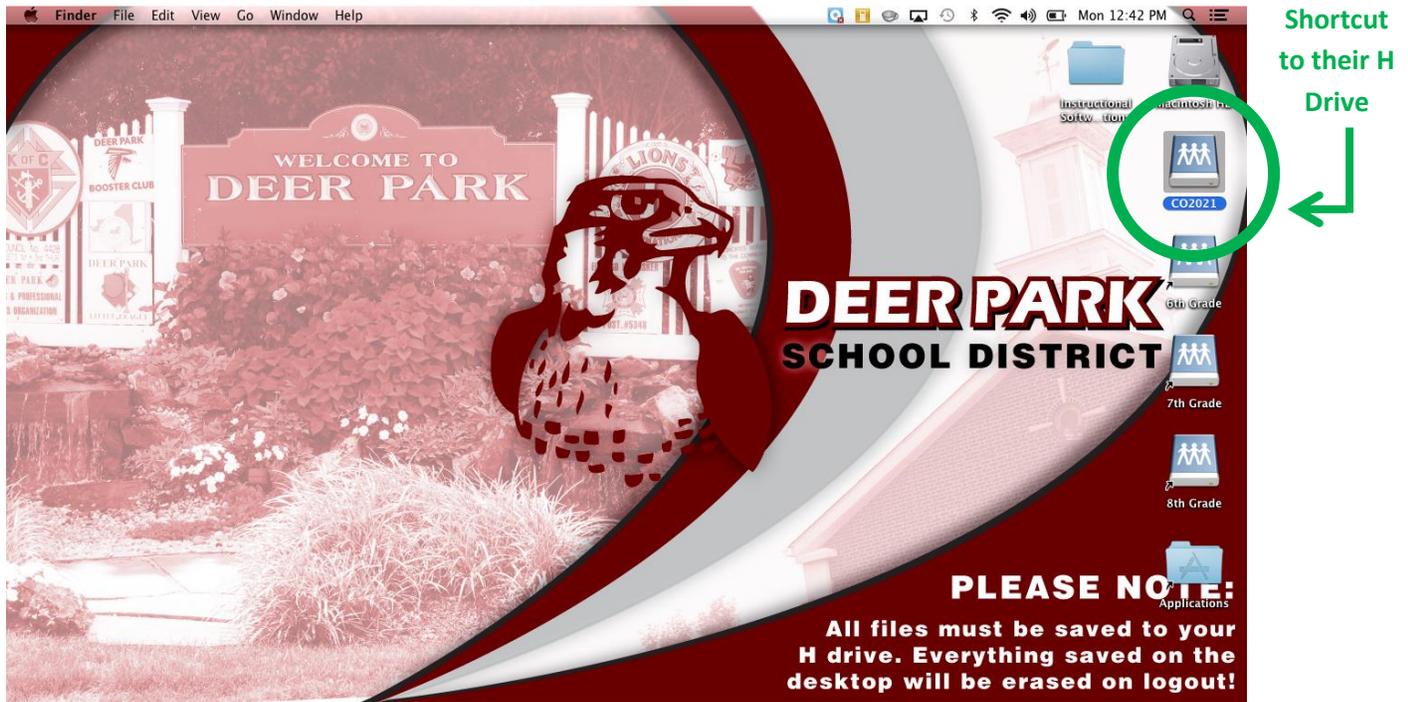

Shortcuts to school grade levels

Deer Park login credentials

Once they enter their username/password and click "***Connect***", a new shortcut will appear on the desktop for the drive containing their named "H" drive and the folder will also pop up right away. (The shortcut the "H" drive is found in has the naming convention of "***CO####***".) Students are then free to access all of their files and save work to their drive.

IMPORTANT NOTE: If an error message "*The alias <grade level> can't be opened because the original item can't be found" p*ops up when trying to connect to one of the Grade drive shortcuts, **rebooting** (restart) the computer will fix the issue.
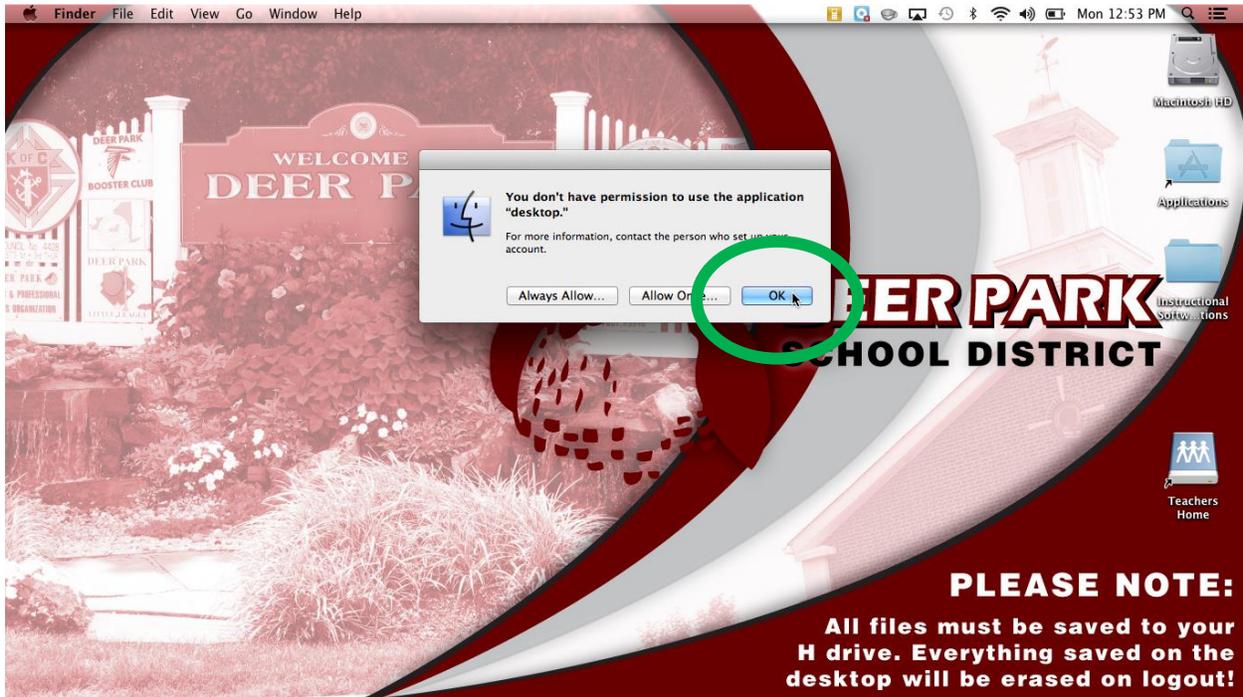

Students can also connect to their Deer Park Google Drives via the district **website** (Google Apps under the Parents/Students header) or by typing **apps.deerparkschools.org** in the address bar of a browser (Safari, Firefox or Chrome). They can upload documents and files there, as well as use Google Docs and the other apps to directly work on classwork online.
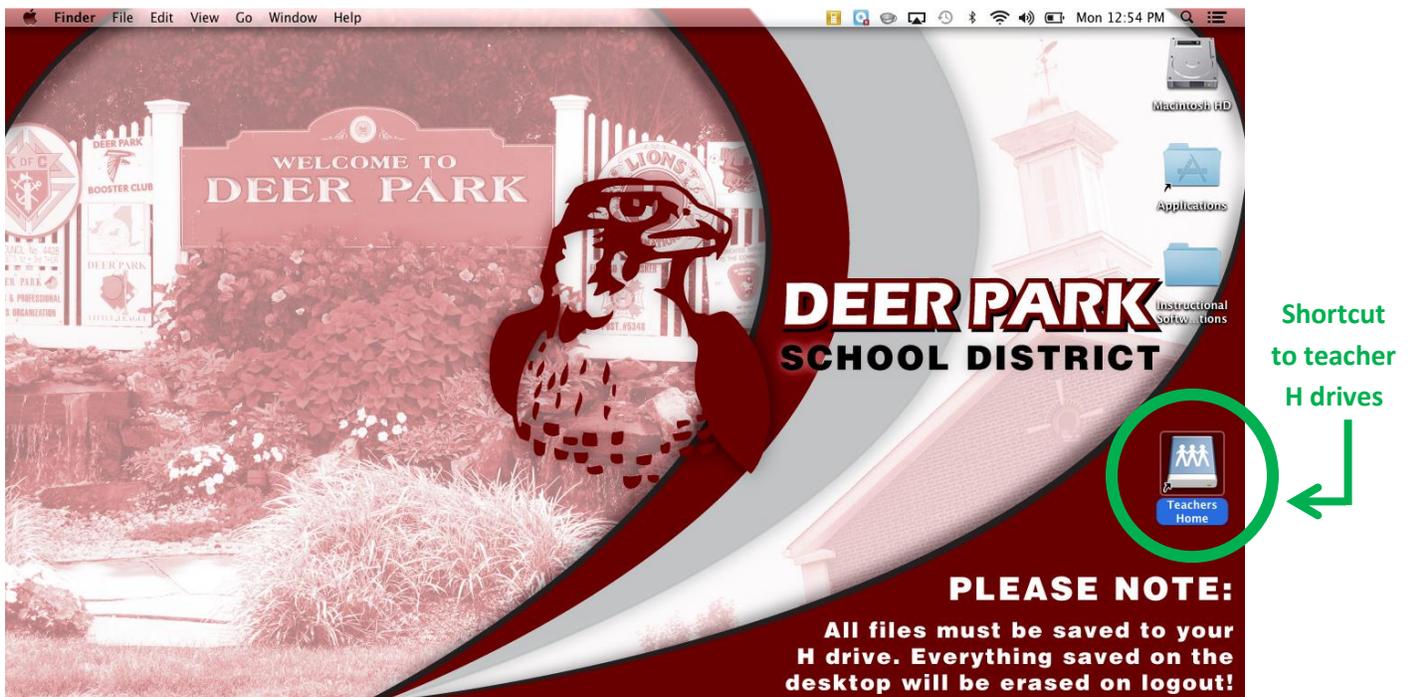
IMPORTANT NOTE: If students use their Google Accounts on the MacBook Airs, they **MUST** log out of Google Accounts before logging off of or shutting down the computer. This needs to be **strongly enforced** since the computers are shared amongst everyone in the school. If a user does not log out of Google, their account (Google Docs, Google Drive, Student *@deerparkschools.org* emails) and related personal information will be accessible to the next user on that particular computer even if the computer is rebooted. Keep in mind that personal accounts should not be used with these computers as those accounts would be subject to this as well, so efforts to log out of all accounts is stressed.
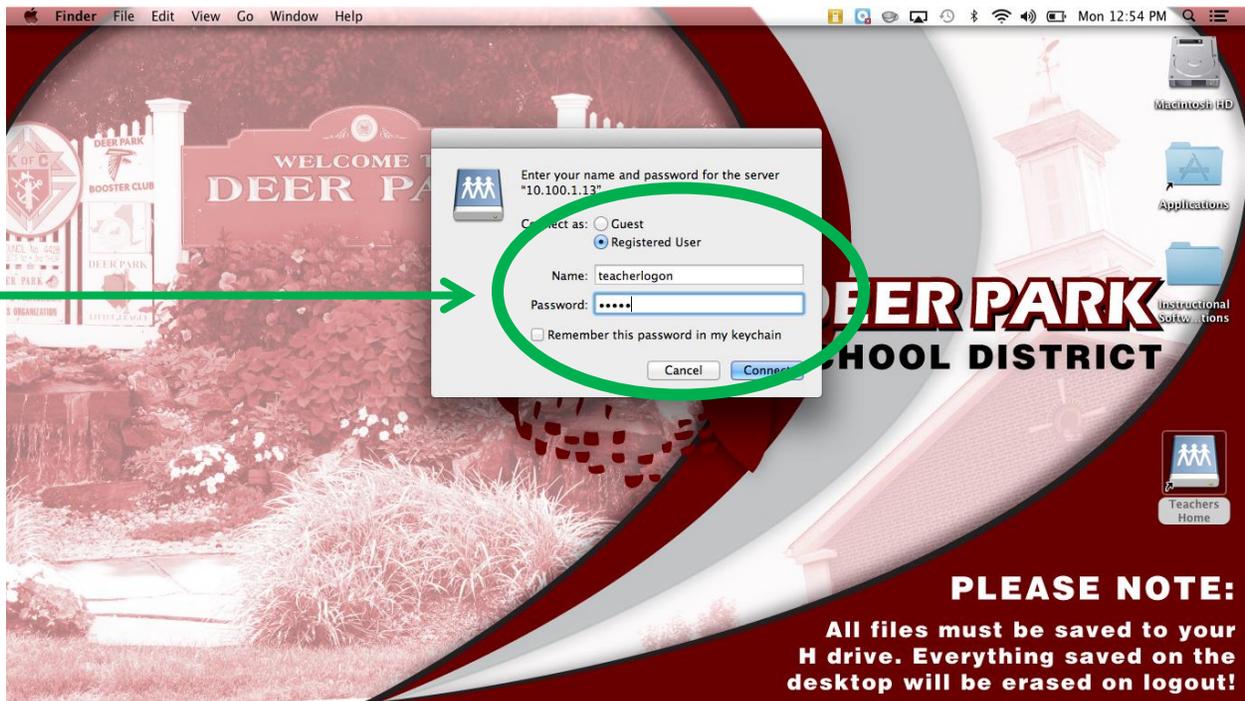
Teacher Account

Similar to how the student account behaves, upon login, several scripts will run in the background to set up the desktop. There will be a popup that appears after logging in that says *"You don't have permission to use the application 'desktop'"* – it can be ignored and just click on "***OK.***"

For teachers to **connect to their "H" Drives**, you simply need to click on the **"Teachers Home" drive icon** (circled below) and then **type in your Deer Park School District login credentials.**

Deer Park login credentials

Once you enter your username/password and click "***Connect***", a new shortcut will appear on the desktop for the drive containing your named "H" drive and the folder will also pop up right away. You are then able to access all of your files and save work to your drive. The other teacher share drives are not available, so you will only have access to your "H" drive when using the MacBook Airs.

<u>*IMPORTANT NOTE*</u>:   If an error message "*The alias Teachers Home can't be opened because the original item can't be found" p*ops up when trying to connect to the server, **rebooting** (restart) the computer will fix the issue.

<u>*IMPORTANT NOTE*</u>:   Just like with students, if teachers use their Google Accounts on the MacBook Airs, they **MUST** log out of Google Accounts before logging off of or shutting down the computer. This needs to be **strongly enforced** since the computers are shared amongst everyone in the school. If a user does not log out of Google, their account (Google Docs, Google Drive, etc.) and related personal information will be accessible to the next user on that particular computer <u>even if the computer is rebooted</u>. Keep in mind that personal accounts should not be used with these computers as those accounts would be subject to this as well, so efforts to log out of all accounts is stressed.

NOTE: The teacher and student local accounts are not linked in any way, so there is no cause for concern to have student Google Accounts visible on the teacher login or vice versa.

<u>*IMPORTANT NOTE*</u>:   If a particular MacBook Air does not connect to the district wireless on startup/login, **rebooting** (restart) the computer will fix the issue.

Instructional Software Subscriptions

There is a folder on the desktop of the MacBook Airs containing shortcut links to many different educational websites that the district uses. These will all open up in the Safari browser when clicked. The full list of links provided is:

- Bookshare
- BrainPOP ESL
- BrainPOP Jr.
- BrainPOP
- Castle Learning Online
- Discovery Education
- Edu VoiceThread – Conversations in the Cloud
- Enchanted Learning
- Explore Learning – Gizmos!
- My Learning Plan
- NBC Learn K-12
- One More Story
- PebbleGo – Capstone Digital
- SafeShare.TV
- Study Island
- Turnitin
- Welcome to Renaissance Place
- Wizard Test Maker

For your ease, these shortcut links are also available on the Deer Park School District's Instructional Technology webpage.

List of Installed Applications

As stated in the introduction to this guide, all software that you have previously been accustomed to from the earlier images used on the MacBooks is available to you on the mobile cart MacBook Airs, with the addition of the Microsoft Office suite (Word, Excel, PowerPoint). The most commonly used programs are available for easy access on the dock, but all are accessible via an **Applications folder** found on the desktop or via the **Launchpad** (*rocket ship icon*) in the dock. The full list of installed programs is:

- Adobe Reader
- iLife Suite:
  - Garage Band
  - iDVD (requires use of external DVD drive)
  - iMovie
  - iPhoto
  - Photo Booth
- iWorks Suite:
  - Keynote
  - Numbers
  - Pages
- iTunes
- Internet Browsers:
  - Firefox
  - Google Chrome
  - Safari
- Media Players:
  - Flip Player
  - QuickTime Player
- Microsoft Office 2011 Suite
  - Microsoft Excel
  - Microsoft PowerPoint
  - Microsoft Word
- SMART Notebook
- Smart Music
- Utilities:
  - Calculator
  - Calendar
  - Dictionary
  - Notes
  - Preview
  - Text Edit