

5. Wait for further instructions









SUGGESTION: Try a root phrase



😝 😋 🖂	Accounts
Show All	9
My Account Mintz, Jane Admin, Mobile Cher Account Sharing only	Password Login Items EU Change Password CLICK User Name: Mintz, Jane MobileMe User Name: janemintz Change
<ol> <li>2. Enter old pa</li> <li>3. Enter new p</li> <li>4. Enter new p</li> <li>5. Enter a pass</li> </ol>	Ssword Old Password: assword New Password: ✓ Allow user to assword again Verify: Sword hint Password Wint:
Passwords o	can only be changed while on the OPUSD Network!

How to <b>RIGHT CLICK on a Mac</b>	
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+ CLICK = RIGHT CLICK	

### Let's start in the MENU BAR...

the MENU BAR runs across the top of your screen in EVERY application

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🗯 Notebook File Edit View Insert Format Draw Response Window Help

🗯 Finder File Edit View Go Window Help

The LEFT SIDE of the MENU BAR varies from application to application: BUT will always begin with:

- The APPLE MENU
- The name of the current application
- the FILE MENU

🔹 Finder File Edit View Go Window Help

- the EDIT MENU
- will always end with the HELP MENU for the application





- ...and we will need to add DISPLAY

About This Mac Software Update Mac OS X Software	· G	io to	APPI	E ME	INU		
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System							
Users & Parental Pri Groups Controls	files Date & Time	Software Update	Speech	() Time Machine	Startup Disk		
Other							
Flash Player FlipMac Pr	ian SMART Board						

How to Add the	DISPLAY MENU	to the MENU BAR- continued
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800 × 600 800 × 600 (stretched)		Check the box next to:
	_	SHOW DISPLAYS IN MENU BAR
Show displays in menu bar	Detect Displays ?	
Notice that the DISP	LAYS icon now appears ir	the MENU BAR
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This where you select Smartboard. This is a	t MIRROR DISPLAY to have also where you select extended as the select extended of the selec	ave your computer screen show on the inded monitor.

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Devices LaserChamp-691400969 Interlink Bluetooth Calculator Keypad	<b>प्</b>	
Set up Bluetooth Device		
Open Bluetooth Preferences		



We DO NOT support home wireless networks-To use your home wireless- work with the person who set up your home network



Battery				
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04/boy-who-cried	Energy Saver Prefe	erences	Percentage	





THEREFORE- You can force SYNCH your laptop by going to the double house icon in the menubar and selecting SYNCH HOME NOW





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This will take you a screen where you can view what each trackpad gesture does:







Your desktop zooms out to Mission Control when you swipe up on your trackpad using three or four fingers, or press the Mission Control key, If your keyboard doesn't have a Mission Control key, press F9 (Fn-F9 on portable keyboards).



#### Organize apps into folders in Launchpad

 Drag one app's icon over another to create a folder, and then drag other apps you'd like to add to the folder.

Hide

Hide

Hide

Hide

- To change a folder's name, click to open the folder, click the current name, and then type the new name.
- To move an app out of a folder, click the folder to open it, and then drag the app out of the folder.

#### Uninstall an app from Launchpad

From Launchpad, you can uninstall apps you downloaded from the App Store, but not apps such as Safari and Mail that are part of Mac OS X Lion.

- 1. Click the Launchpad icon in the Dock.
- 2. Hold down an app's icon until all the icons begin to wiggle.
- 3. Click an app's delete button (x) to uninstall the app.

If an icon doesn't have a delete button, that app can't be uninstalled.

# 39

#### Open apps from Launchpad

- Click the Launchpad icon in the Dock to open Launchpad, and then click an app.
- To move to the next page of apps, swipe left or right using two fingers, or press the arrow keys.

#### Rearrange or move apps in Launchpad

- To rearrange apps, drag their icons to a new location.
  To move an app to the next page of apps, drag the app to the right edge of the screen. After a brief pause, the next page of apps comes into view. Release the app to drop it into place.
- If you want an app to appear in the Dock as well as in Launchpad, drag the app's icon to the Dock.



## What's up with my DOCK?

To the LEFT of the SRI icon

are the "standard set of application icons" \*these cannot be removed from the dock













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/ORITES	Name	Date Modified	Size	Kind	Date Added
🔒 All My Files	Address Book	May 11, 2012 11:42 AM	20.0 MB	Application	Peo 16, 2012 11:05 AM
AirDrop	Aug Store	Jun 13, 2012 10:22 AM	290.9 MB	Application	Jun 15, 2012 10:22 AM
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	😳 iChat	May 11, 2012 11:43 AM	49.3 MB	Application	Feb 16, 2012 11:03 AM
	😒 iDVD	Jun 13, 2012 10:28 AM	113.1 MB	Application	Jun 13, 2012 10:28 AM





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Open Firefox

Go to:

http://www.oakparkusd.org/laptoprefresh







YES...it is used to connect Smartboards, monitors and projectors. We provide this one.

If you lose it- you will need to purchase one at the Apple store.







There will a one hour online tutorial about



SMART Notebook 11 software

posted on the Staff Development page that will count for BuyBack time. It will be posted by July 1st.



Anyone who does not see their mail or cannot open OUTLOOK-

RAISE YOUR HAND











### Check the box next to

"Make Outlook the default application for e-mail, contacts and calendar."

SMART Ink

General

#### Please change your handout:

O
 Show All
 Folder list

	Group similar folders, such as Inboxes, from different accounts
	Hide On My Computer folders
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Then quit Outlook to apply the change.

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## Outlook opens a new mail message-

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1<sup>st</sup> Way....

and by far the easiest way



# 2nd way....



# 3rd way....

Just enter: http://www.oakparkusd.org/helpdesk in your browser.



Home Help	
📙 Login	
Requestor Login Please enter your groupname, username and password to log in.	
Log in as Staff ® Requestor	
Groupname O Username O	ername= your username
	SWORD Click LOGIN
	PNAME & USERNAME
😨 Forgot Your Password? 🖕 Click if you forgot your p	bassword
MyTechDesk <sup>™</sup>	
Copyright © 2003 - 2011 Imperial County Office of Education. All rights reserved.	



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Last Name	
Teacher	
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MyTechDesk My	
Copyright @ 2003 - 2011 Imperial Cou	inty Office of Education. All rights reserved.



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Password (Confirm) Password (Confirm) Change Ca	inter a new password & retype it in the 2r	nd box
Copyright © 2003 - 2011 Imperial County Offic	ze of Educator. All rights reserved.	
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Now let's see how to place a NEW ti	cket- click the NEW TAB
<b>↓</b>	
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New Ticket	
Subject @ What is your issue Enter a SUBJECT that names your issue	
Primary Location Attenues Cation _ Category Importance Double _ The Tec Description Select importance Defent The Tec Description The Tec	h Dept will determine ortance during triage
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The more info you give us- the faster we can pinpoint	your issue
Room # O	
MyTechDesk™	Terms of Servic
Copyright @ 2003 - 2011 Imperial County Office of Education. All rights reserved.	

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₩yTechDesk <sup>™</sup>	
Copyright $\otimes$ 2003 - 2011 Imperial County Office of Education. All rights reserved.	

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You can check on progress by clicking on a ticl	ket in the list

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Netification History
No ticket notification messages have been added to this item.
Response History
No responses have been added to this item.
Tom MyTechDesk "
appript © 2003 - 2011 Imperial County Office of Education. All rights reserved.

...all tickets are "triaged" when they come in.













You can e-mail the HelpDesk:

helpdesk@oakparkusd.org

	ACCE	SS DE	NIED	
The conten	t filter is unable to	automatically identify	you, and requires a usern	ame
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? Tech HelpDesk	District Staff Directory	Zangle Student Connect		
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# OPUSD COW (Computers on Wheels) Teacher User Agreement Only teachers who attend a training session and sign this agreement may sign out COWS. There will be a roster of teachers who have completed the training posted on the district tech site (viewable only by OPUSD staff).

I understand and agree to the following terms: (Initial each item)

•

- Use of the COW is a privilege.
- I am responsible for the equipment.
   I am responsible for student behavior.
   Location & terms of sign-up for use of COWs is a site
   decision
- decision. The COW must be locked at the end of each school day with

- The COW must be locked at the end of each school day with the supplied padlock.
   All laptops must be plugged into the chargers at the end of each school day.
   The cart must be plugged into a surge protector, NOT directly into the outlet.
   STUDENTS MUST NEVER MOVE A COW from room to room...everIIIIII
   Laptops should have a skid-proof placemat under them when they are on student desks.







## If you are already a Jedi Master on a Mac-

You may gather your things and be on your way...



### If you are not a Jedi Master on a Mac-

Take a quick stretchand I will be your Mac Yoda when you return!



















Okay- now let's open this up for your questions.

