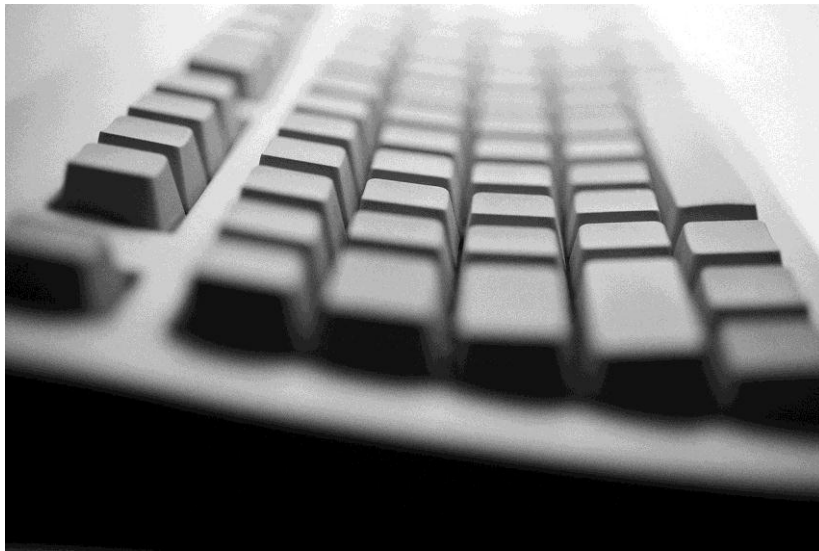


# Plano ISD Instructional Technology Network User's Manual

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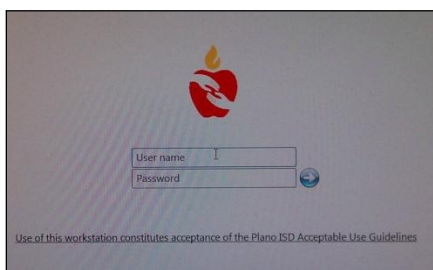
## LOGGING IN TO THE NETWORK

### ACCEPTABLE USE GUIDELINES

When you log in to the PISD network, you must comply with the Acceptable Use Guidelines set forth by our school district. These guidelines are set forth as standards for proper use of the PISD network and include topics such as security, filtering, system access, and conduct.

The PISD Acceptable Use Guidelines are located at <http://k12.pisd.edu> – in the Search field, type **AUG**

### USERNAME AND PASSWORD



#### ***How do I log in to the network?***

Your user name is, in most cases, **firstname.lastname**

Once logged in you must change your password. Your new password must be between 7 and 16 characters and must contain at least one of each of the following: one capital letter, one lower case letter, one numeral, and one special character.

#### ***Password Expiration***

Security procedures may require you to change your password periodically. You will receive a message stating that your password has expired.

Click **Yes** to change your password.

- Enter a new password (CANNOT be the same as any previous passwords - see guidelines above).
- Retype your new password and then click **OK**.

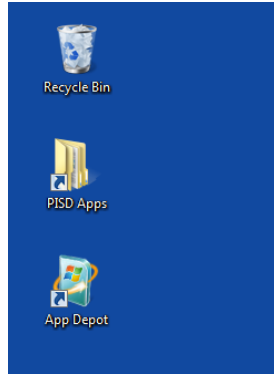
#### ***Changing a Password***

You can change your password at any time if you believe your security has been compromised.

- Press **Ctrl + Alt + Delete** on your keyboard.
- Click the **Change a Password** option.
- In the pop-up window, type your Old Password.
- Type a new password, and retype it to confirm. Click **OK**.

## WORKING IN WINDOWS 7

### APPLICATIONS



### RUNNING APPLICATIONS

From your desktop, double-click **PISD Apps**, select the appropriate folder and run your application by double-clicking the desired program.

### INSTALLING NEEDED APPLICATIONS

If you need an application that should be assigned to you, double-click the **App Depot**, find the application in the list and run the install. This can take several minutes for some applications. Once the install is complete, you will be able to find the run icon in the appropriate folder in the **PISD Apps** folder.

### SECURING YOUR COMPUTER

It is very important to secure your computer when it is unattended. This helps to prevent others from gaining access to your personal files, student grades, and email. There are three different ways to secure your computer.

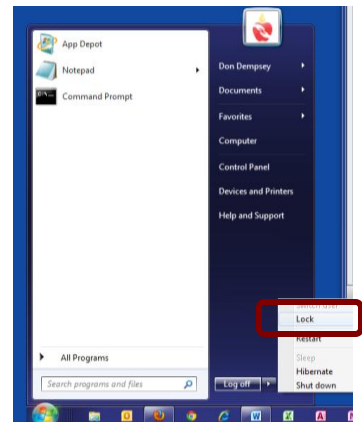
Click the Start button, then the Log off arrow, and select Lock.

OR

Press **Ctrl + Alt + Delete** on your keyboard and select Lock this computer.

OR

Press the **Windows flag key** on your keyboard and simultaneously press the **L** key.



## ACCESSING WINDOWS EXPLORER

- In the taskbar at the bottom of your monitor, click the Windows Explorer (file folder) icon
- When you click on a folder in the left panel, the contents of that folder will appear in the right panel.



## COMPUTER DRIVES

The **drives** of your computer are as follows:

DESCRIPTION	DRIVE
Internal hard drive of the computer	C:
CD/DVD drive	D:
Flash/thumb drive	E:

## NETWORK DRIVES

The network drives that are available to you include:

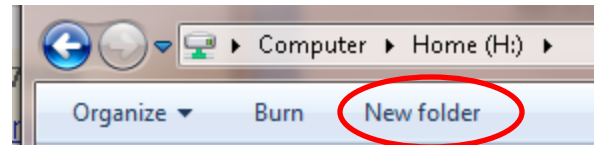
DESCRIPTION	DRIVE	ACCESS RIGHTS
Your <b>Home</b> (private storage) area on the network. (most secure)	Home (H:)	No other users can see files you have saved here.
The <b>Shared</b> drive contains several folders:		
The <b>District</b> folder is shared by all district staff members	Shared (S:)> District	All users in the district can open, change, or delete a file on this drive in the folder.
The <b>[Schoolname]</b> folder is shared by all staff members at your school	Shared (S:)> Schoolname	All users in your school can open, change, or delete a file on this drive in the folder.
The <b>Group</b> drive is shared by all in your group (categorized possibly by department or grade level)	Shared (S:) > Groups	All users in <u>group</u> can open, change or delete a file on this drive.
The <b>Projects</b> drive is for students' group project work (This drive is not available at all schools per their request.)	Shared (S:) > Projects	Teachers and students can open, change, or delete files on this drive.
The <b>Templates</b> drive is for teachers to save read-only files for student use.	Shared (S:) > Templates	Teachers can save and open files. Students can open files but <u>cannot save</u> to T.

## FOLDERS

Creating folders helps you organize your files.

### ***Creating a folder***

- Click the file folder icon in the taskbar to open Windows Explorer.
- Open the drive or folder where you want the new folder.
- Near the top of the window, click the **New Folder** button



- An empty folder appears with the words **New Folder** highlighted.
- Type a folder name and press Enter.

### ***Subfolders***

To be organized, you can create subfolders (folders inside of folders).

- Click on the appropriate drive/folder on the left.
- On the right panel, double-click on the folder in which the subfolder will be placed.
- Click on the **New Folder** menu choice.

### ***Copying a file/folder***

- Click the drive where the saved file is located.
- Right-click the file/folder you want to copy.
- Left-click **Copy** (or Press Ctrl-C).
- Right-click the folder into which the file will be pasted.
- Left-click **Paste** (or Press Ctrl-V).

### ***Copying Multiple Files/Folders***

To be able to copy/paste all of these at the same time, you must select (highlight) all of the files first.

- Click **CTRL-A** on your keyboard to select (highlight) all of the files (or Ctrl-Click on certain files).
- Then right-click and select **Copy** (or press Ctrl-C).
- Click on the folder in which the files will be pasted.
- Right-click and select **Paste** (or press Ctrl-V).
- You can also "**drag and drop**" the files. Once they are all selected, **right-click** and drag them on top of the folder in which they will be moved. Release the right button and choose **Move, Copy or Cancel**.

### ***Renaming a File or Folder***

- Open Windows Explorer.
- Right-click on the file (or folder) that you want to rename.
- From the **Organize** menu, select **Rename** (or Right-Click and select **Rename**).
- The file name will appear highlighted in a rectangle.
- Type the **new name** and press **Enter**.



### ***Deleting a File or Folder***

- Right-click the file you want to delete and select the Delete option.
- OR left-click the file you want to delete press the Delete key on your keyboard

**IMPORTANT:** If you inadvertently delete a file from a school network drive, contact your school's CTA or the Help Desk.

### ***Saving a Document to a Folder***

- Open a program, such as Word, PowerPoint, or Excel.
- When you are ready to save, click **File** and then **Save As**.
- Select the drive where you want to save your file.
- Double-click the folder in which you want the file saved.
- The folder name now appears in the **Save in** field at the top of the dialog box.
- At the bottom of the dialog box, type the filename.
- If necessary, you can select a different format for the file from the **Save as type** field.
- Click Save.

## **TEXAS OPEN RECORDS LAW**

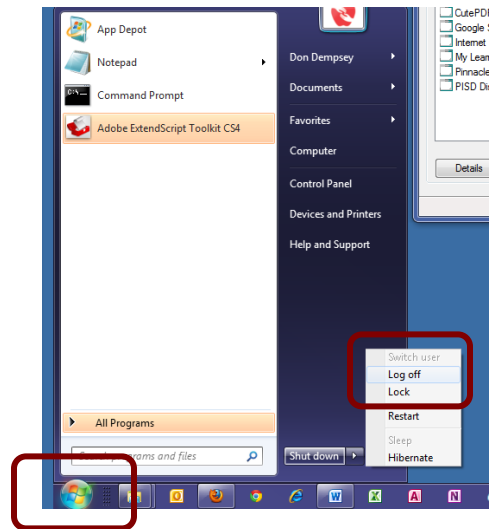
Anything sent through e-mail is considered a public document and can be obtained by the public and mass news media under the Texas Open Records Law. Therefore, it is important to remain professional and follow proper codes of conduct when writing email messages.

## FAQ'S

In your Internet browser, go to <http://k12.pisd.edu>. In the search field on the left side of the screen, type **technology faq**. Then click the **FAQ's and Tips – Technology** link.

## LOGGING OFF THE NETWORK

If you are logging off so someone else can log on, click the Start button and select **Log off**. At the end of each day, click Start and select **Shut down**.



## NETWORK/SOFTWARE SUPPORT

Instructional Technology: x28059 or x28052

Technology Help Desk: x28767

Remote Access: <http://mydesk.pisd.edu>