

# Student Laptop Help Guide

- **Students need to do these four things every night (all year long).**
  1. Restart the computer.
  2. Connect to home wireless network.
  3. Plug in the power cable. Make sure it is securely plugged into the wall outlet, the computer and the cable is plugged into the power block tightly.
  4. Close the lid.
- **The laptops need to be updated from Windows 10 to Windows 11.**
  - Windows 10 will have taskbar icons on the left side of the screen.
  - Windows 11 will have taskbar icons in the center of the screen and a blue swirl on the screen.
  - All computers are going to run slowly till those updates have pushed out.
    - It is better if they can push out at home.
- **Troubleshooting:**
  - If the screen goes black, that is because updates are trying to install.
  - If the computer restarts, that is because updates are trying to install.
  - Make sure you are saving your work to your OneDrive so you don't lose it if the computer shuts down.
- **Go to the office for help if you have:**
  - broken screens, batteries that won't charge, keys that won't work, or you can't get connected to the internet, or still can't get logged in.
- **7<sup>th</sup> Graders' Passwords:**
  - 7<sup>th</sup> graders must change from using their pin number as their password, to using a new password they create.
  - Once they get the temporary password, they need to login to MyDSD immediately and change their password. They only get 3 chances to do this.
  - If they login to their laptop in three classes, but haven't gone to MyDSD to change their password, they will be locked out the next time they try to login.
- **Connecting to Wi-Fi:**
  - School laptops: Connect to "DSD-Micro" Wi-Fi signal.
    - If they try to connect and it comes up asking for a password, they will need to go to the office.
  - Personal laptop: Connect to "DSD-Wireless" Wi-Fi signal.
    - If a student needs help with their own computer, they can go to the office.
- **Important:**
  - It is important that students charge their laptop every night and bring their charging cable every day in case they need to charge while here at school.
  - Students should not put any other stickers or labels on their school owned laptops.
- **7<sup>th</sup> Grade Lenovo Computers Function Keys**
  - These computers have toggle keys where the "F keys" are on a regular computer. If these "F keys" are pushed, it toggles things off and on.
    - F1 = Sound off or on
    - F2 = Volume down
    - F3 = Volume up
    - F4 = Microphone off or on
    - F5 = Refresh the screen
    - **F6 = Touchpad off or on (Common problem)**
    - F7 = Airplane mode – Wireless off or on
    - F8 = Camera off or on
    - F9 = Lock – This locks the screen, which would look like the computer going back to the login screen
    - F10 = Switch displays if you are connected to a second display like a monitor or a projector
    - F11 = Decrease brightness
    - F12 = Increase brightness