



USING YOUR  
TEACHER MACINTOSH



# TABLE OF CONTENTS

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Logging into your Macintosh.....	1
Your new desktop.....	2
The MacHD and Data Drive.....	3
Accessing your Home Drive.....	4
Saving to a Flash Drive.....	5
What DeepFreeze is, and how it works.....	6
Logging in while at home.....	7
Desktop for Teacher login.....	8
Accessing the Data Drive from the Teacher login.....	9
Using the GroupWise e-mail client.....	10
Using your web browser.....	12
Printing.....	13
Contacting the Technology Services Helpdesk.....	15

Revision 2006

## LOGGING INTO YOUR MACINTOSH

In order to log into your Macintosh, you need a Novell network account username and password. If you don't have this, please contact the Technology Services Helpdesk: 571-2378 .

When you start your computer, you will be presented with the following screen:



Enter your Novell username and password (this is not your GroupWise password).

## YOUR NEW DESKTOP

After logging into your Macintosh, you will be presented with your new desktop:



There are three icons to be aware of on your new desktop:



These icons will be explained in the following sections.

## THE MACHD AND DATA DRIVE

The MacHD (formerly known as the Macintosh Hard Drive) is where your applications and system files reside.



The MacHD is now protected by a program called DeepFreeze (explained further on page 6). As a result, data should no longer be saved here. **Any data saved to the MacHD will be gone upon reboot.**

The Data Drive is an additional drive on the desktop.



The Data Drive can be used to store your data (such as pictures, music, video, or other large documents), and it will not erase upon reboot.

Remember to store important documents on your home drive (see the following page).

## ACCESSING YOUR HOME DRIVE

When you log onto the network, you will have your home drive icon pop up, which is similar to the one below:



Your Home Folder is your networked storage drive. It is located at the Central Administration Building (CAB), and is backed up by the networking staff. Double-click on this icon, and you will be presented with your Home drive:



Please store your important data here, such as your grade book, report cards, Excel or Word documents, and other information you deem important.

**When logged onto the network, this is the only place to save your data where it is backed up by the networking staff.**

## SAVING TO A FLASH DRIVE

Another great way to save your data is to purchase what is called a Flash Drive:



Flash drives are an external hard drive that you can take with you wherever you go.

These drives are available from the district's Technology Purchases website:

<http://tednet.tacoma.k12.wa.us/newpricing/index.asp>

They can also be purchased at your local computer or office supply store.

## WHAT DEEPFREEZE IS, AND HOW IT WORKS

DeepFreeze is now installed and active on all Teacher and Student Macintoshes.

To ensure the integrity of the Macintosh's configuration, any changes made to the system during use will be erased upon reboot or shutdown.

With DeepFreeze, you only have to remember that **any changes you have made on the computer will be removed after you reboot or turn it off. This includes desktop changes, and any data saved to the MacHD.**

To make sure that you don't lose any valuable data, please save your data to either your Home Drive (see page 4), your Data Drive (see page 5), or an external drive—such as a flash drive.

## LOGGING IN WHILE AT HOME

When you are at home, away from the District's network, you can still log into your computer.

When you start your computer, you will be presented with the following screen:



The login name is Teacher.

If you do not know the password from previous Macintosh usage, please ask either your Office Coordinator, or phone the Technology Services Helpdesk: 571-2378.

From here, you can access data you've saved into the Data Drive.

## DESKTOP FOR TEACHER LOGIN

The desktop appearance for the Teacher login is different from your network login's desktop:



At home, you will be able to use most of the applications on your dock.

**The GroupWise e-mail client, however, will not be available when you are at home. You must be connected to the District's website in order to use GroupWise.**

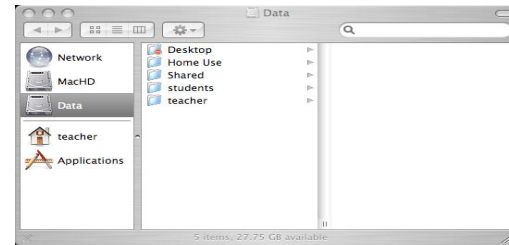
## ACCESSING THE DATA DRIVE FROM THE TEACHER LOGIN

The data that you've saved to the Data Drive will be accessible when logged in as Teacher. Your networked Home folder, however, will not be available.

To enter the Data Drive, double-click on the Teacher icon on your desktop:



Click on the Data drive on the left:



The data you have saved to this drive while logged onto the network will still be here for you, off-line.

## USING THE GROUPWISE E-MAIL CLIENT

To access your e-mail, click on the GroupWise icon located on the left side of the dock:



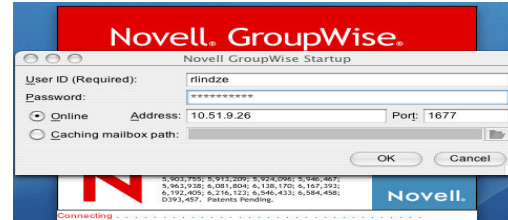
This program takes approximately 15 seconds to start. When it comes up, you will see the following:



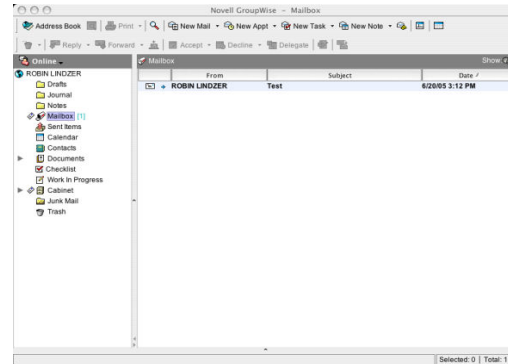
For the first use, click on Cancel. You will be presented with the login screen shown on the next page:

## USING GROUPWISE CONTINUED

Enter your e-mail User ID password (not your Novell password). Click OK.



After login, you can read and send e-mail, view your calendar, and more:



**Remember, when you are away from the District's network, you won't be able to use the GroupWise e-mail client.**

## USING YOUR WEB BROWSER

To access the Tacoma School District homepage and the Internet, click on the Netscape icon to the left on the dock:



You will see the following:

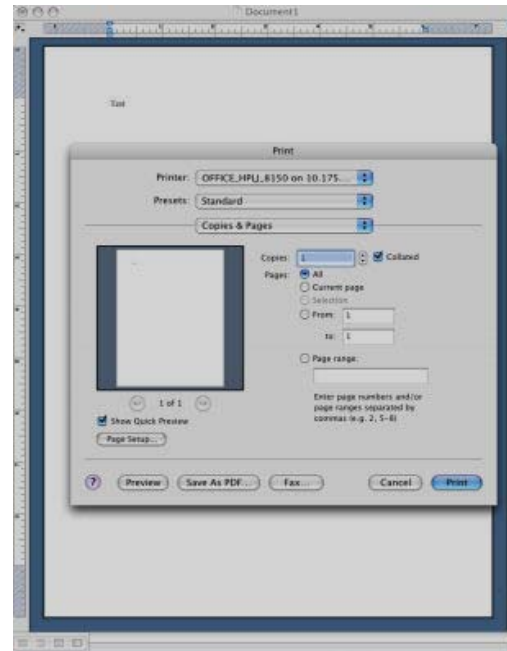


From here, you can browse the District's website, or go out on the Internet.

## PRINTING

If you would like to print to a different printer that you have access to in your building, here's how:

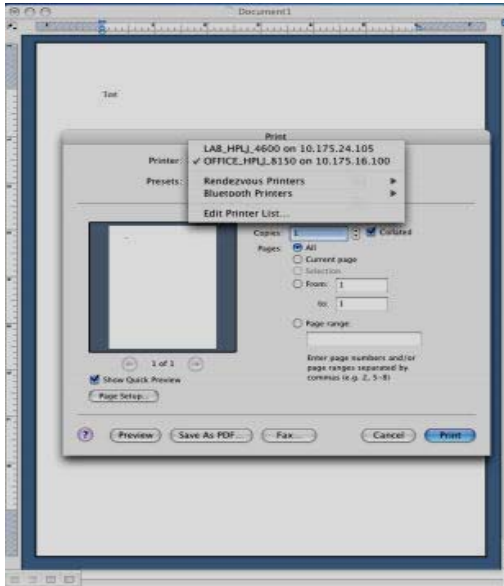
While you are in the document you want to print, click File/Print. You will see the following:



## PRINTING CONTINUED

To choose a different printer, click the Down arrow where it has the printer name.

If you have more than one printer to choose from, highlight the printer you want to use and click Print.



**If you are away from the District's network, you will not be able to access your work printers.**

## CONTACTING THE TECHNOLOGY SERVICES HELPDESK: 571-2378

### COMPUTER PROBLEMS:

To more efficiently solve your problem, please have the following information available:

1. Are you on a PC or a MAC?
2. Have you restarted your computer or the device?
3. Provide a detailed description of the issue, including exact error messages (if any).
4. What application was being used when the problem occurred?
5. Have there been any changes to the computer lately? This includes software or hardware installations, and includes Internet downloads.
6. If you can't print: Are you logged into the network? What application won't print?
7. What is the asset tag number from the device having the problem?

**If an asset tag number cannot be provided, please place a Post-It on the affected device, along with the Work Order number the Technology Services Helpdesk will provide to you.**

### REQUESTS:

If you have a request (such as moving equipment or installing software), please have the following information available:

1. Provide a detailed description of the request.
2. Is the request for a PC or a MAC?
3. What is the asset tag number from the device needing the request?

**If an asset tag number cannot be provided, please place a Post-It on the affected device, along with the Work Order number the Technology Services Helpdesk will provide to you.**

NOTES