

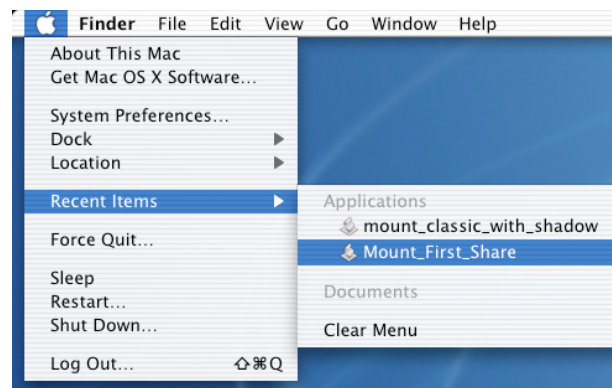
# Tips for the computer lab & classroom computers

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1. ***Log in*** by choosing your grade level from the menu. You will be automatically connected to the appropriate grade level folder on the server, where your students can save their work.

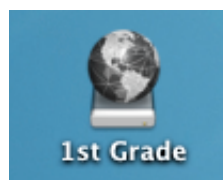
*If you unexpectedly are disconnected from the server during a class, the easiest way to reconnect is to run the Mount\_grade\_Share script:*

Apple Menu -> Recent Items -> *select the Mount\_grade\_Share script*



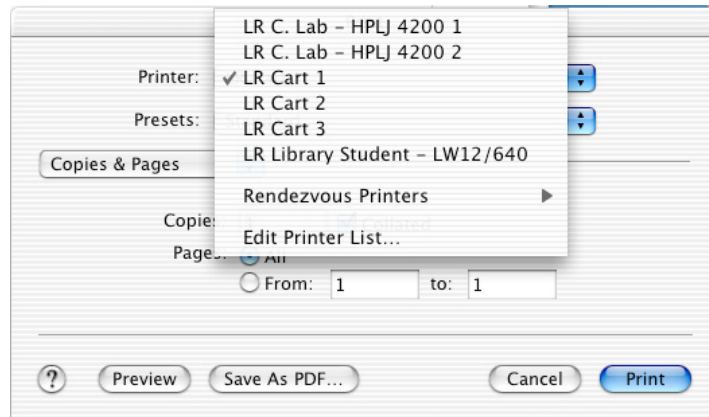
Following the steps above will make sure you and your students don't lose any work by insuring that the appropriate folder on the server is available.

2. ***Select Grade Level programs*** by locating them in the dock and single-clicking the icon. Grade Level programs will always be located toward the bottom of the Dock. Some programs run in the classic OS 9 system and will take longer to open up. Once they are open your students will be able to use them just as before.
3. ***Server Class Folders*** are located within the server icon (*black and white globe*) on the desktop. Double-click the icon and navigate to your class folder and then to the folders for individual students. You will have to create these student folders once at the beginning of the year for each child.



4. **Printing** in the lab defaults to the two printers in the back of the room. The West side of the room prints to the West printer. The East side of the room prints to the East printer.

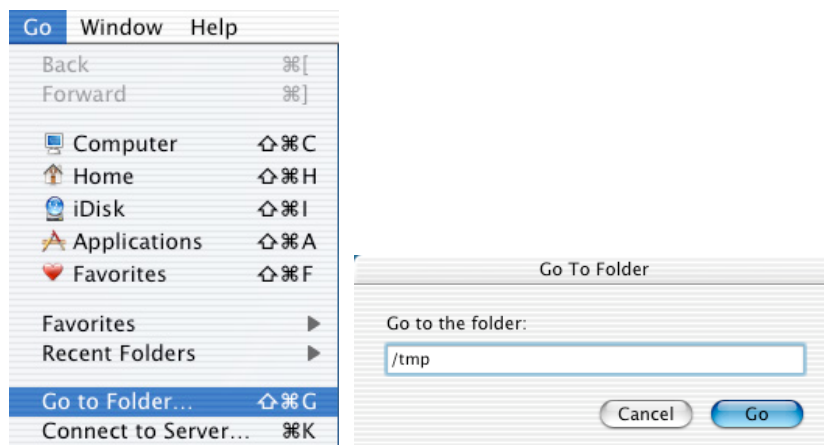
Each of the lab carts print to the printer that comes on the cart. Additionally, they are configured to print to the lab printers as well as the student Library printer. By default the iBooks will print to the printer that comes with their cart; the other printers can be chosen from the Print dialog box:

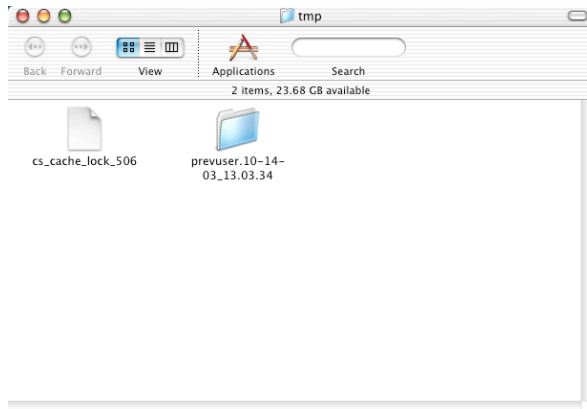


5. A **temporary folder** is automatically used by the computer to save any documents that were not properly saved by the students. For example, if a student accidentally saves a document or folder to the desktop and then logs out – that document or folder would now be lost. With a temporary folder back-up system that document or folder will now be saved in a secured location to be retrieved at a later date.

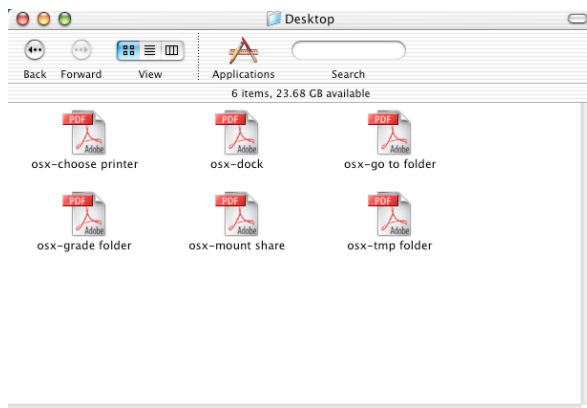
*To retrieve the “lost” document or folder:*

Go Menu -> Go to folder -> type: “/tmp” (with no quotation marks)





Once you open the /tmp folder, you will see a list of Users that have previously logged in; the Home folder has been time stamped and moved here.



Opening a “prevuser” folder will reveal all the folders associated with the account. In my case, I left documents on the Desktop, so I opened the Desktop folder, where I found my “lost” documents.

6. ***Log out*** whenever your class exits the lab. This way the next batch of students gets to start with a clean slate and log into their own grade’s programs and folders.

