

Pathways Inc. Technology Tips

Using the computers in the lab: Usually the computers are in sleep mode; wake them up by moving a mouse or hitting the enter key. Then you need to log into the “student” account:

- Click the box that says “student”, and enter the password: “learn”. - When you finish with computers, always make sure that you and the students sign out of

- any open accounts (including accounts you used to sign into a different program). - Click the windows button in the bottom left corner and put the computer in sleep mode. - **Note:** Sometimes the Rosetta Stone software gets left on the computer. It takes up the

- whole screen and seems like there’s no way out. The easiest way to get out of the program is to click the figure of a man in a parachute on the bottom right corner.

Wrong Password on G-mail: Students often forget or mistype their password. Here’s how to fix it:

- First, check to see if Caps Lock is on (the A light will be on). - Always ask the students to try again at least twice before resetting the password. - If it’s still wrong, click “Forgot Password”. - The students will be sent a code to their phone, so they must check their phone and enter

- the code to access their account.

Printing in Color in the Lab: The Computer lab printer is automatically set to print in black and white only, but sometimes you or a student will need to print in color. Here are the steps to print in color and to reset:

- Press the Menu Button - Use the arrows to highlight “configure device”, then press the green button. - Use the arrows to highlight “system setup”, then press the green button. - Use the arrows to highlight “restrict color use”, then press the green button. - The current color setting will have an asterisk. Highlight the setting you want “enable

- color” or “disable color”, and press the green button.

Using Chromebooks: Here are some important tips for using Chrome books:

- The key for the chromebook cabinets is at the front desk. - If you want to use Chromebooks, make sure to sign them out. The classroom teacher can sign them out for you. - When you take out a chromebook, carefully unplug it first. - When you open it, click "Browse as guest".
- When you finish using it, make sure to sign out of all open accounts, and shut down the chromebook. The easiest way to shut it down is to hold the power button for 3 seconds until the screen goes black. - Please carefully plug each chromebook back in when you put them away, and make sure the cabinets are plugged into the wall if you moved them.

Using the photocopier: We have two photocopiers. The small one is more difficult to use, so it's better to use the big one if possible (and the code is 1). Use the default settings to copy standard single-sided paper in black and white. Type in the number of copies you want, and press the start button. There are many other options you can choose:

- Tap a box under the printer picture to choose which paper tray you want to use. All trays use standard 8x11 paper. - Tap the white "Zoom" box to make a document larger or smaller. - Tap the white "2-sided" box to change options for single-sided or double-sided printing. - Tap the white "Finishing" box to sort multiple documents or to staple them together. - Tap the white "Original Mode" box to adjust for photos or text. - Tap the white "Full Color" box to copy in color. - Tap the white to black color bar to print lighter or darker. - Tap the white "Proof Copy" box if you are making multiple copies and you want to check to make sure it looks right before printing all of them.