

How to Use Your Allegany-Limestone Central School District Issued Laptop

The Allegany-Limestone Central School District provides the following to each student in grades 6-12: one laptop, one power cord, and one ALCS D laptop carrying case.

Students, when you first receive your laptop, you will need to log on to access the school's network while you are located on school property before you take it home for the first time.

To begin, open the laptop (this may involve sliding a hinge button to the right while raising the laptop lid) and push the round power button at the top of the keyboard to the right or left. Enter in your District-issued user name and password where prompted.

Power Button



Plug your laptop charger into the laptop located either at the back or the right or left side of the base of the laptop. It is a good idea to charge your laptop at night when it is not in use so it is fully charged and ready for the next day. The laptop does not have to be turned on in order for it to charge. Once the laptop is charged, it can last unplugged for approximately 2-3 hours, depending on how much it is used.

Laptop Charger



The mouse is located beneath the keyboard and includes right- and left-clicking capabilities. You can double left-click to open documents, right-click once to create files, copy/paste, etc.

Mouse



If you are not using or charging your laptop, it should be in the laptop carrying case for safekeeping.

If you do not have a wireless Internet connection in your home, you may need to use an Ethernet cable to plug into the laptop to gain Internet access.

Ethernet Cord



To obtain a wireless connection, you will need to click on the wireless icon (pictured below) in the bottom right hand corner and connect (check the box to connect automatically so you only need to do this step once). If your wireless is password protected you will need to enter it.

Wireless



To browse the Internet, click on either of the Internet browser icons: **blue E (Internet Explorer)**, **FireFox**, or **Google Chrome** icons at the bottom left hand of the screen, or by clicking on the **Windows Start** button and choosing an Internet icon from the menu.

Internet Explorer



FireFox



Chrome



If you would like to learn more about basic laptop operations, please open the Internet browser and type in this web address: <http://www.gcflearnfree.org/computerbasics>.

This free online tutorial site will teach you the basic operations of the laptop and how to use the different programs that are on it.

To create a Word document, click on the **Windows button** (bottom left hand) of the screen, and click on **Microsoft Word**; this will open a new document. Also, you can double-click on the **Microsoft Office** folder on your desktop to find a document.

Windows Button



Microsoft Word Icon



To **save** a **Microsoft Word** document: click on **File> Save**.

You will be prompted to title your document and choose a save location on the laptop.

You may choose to save your **Word** document or any other document at home to a flash drive, which is a small memory stick that can be plugged into one of the laptop's USB port, pictured below.

Please save files from your laptop to your H: drive weekly/daily!

Flash drive



USB Port (flash drive plugs into USB Port)



Documents can be saved to the laptop's desktop (which is the default window that appears on your screen) in the **My Documents** folder or to a flash drive. Students may e-mail saved documents to themselves by going into an email account, self-addressing the e-mail, and attaching the saved document to the e-mail. **Students cannot save anything to their H: drive when they are not at school.**

Attachments cannot be bigger than 10mb or they will not come through an email.

My Big Campus



Steps to using **My Big Campus** for students:

1. Go to the ALCS homepage
2. Click on the **My Big Campus** link under **Site Shortcuts**; you will then be directed to <http://www.mybigcampus.com/>
3. **Username** and **Password** are the same as your District network log in.
4. Must select **correct school** before you log in.
5. Click **Log In**
6. To access class materials from your teachers, click on the **Groups** button on the left hand side of the page.
7. Click on the **Group** (Class) you are looking for to access materials for that class.

For any questions, please call Kevin Straub at 716-375-6600 x2249