Technology Help Guide:

High School

LAWRENCE
Public Schools
TECHNOLOGY
AND INNOVATION

Contact the
HELP desk
for additional
assistance :
785-330-4357

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MacBook Basics

Webcam

Power button

Trackpad

USB 2.0   Thunderbolt

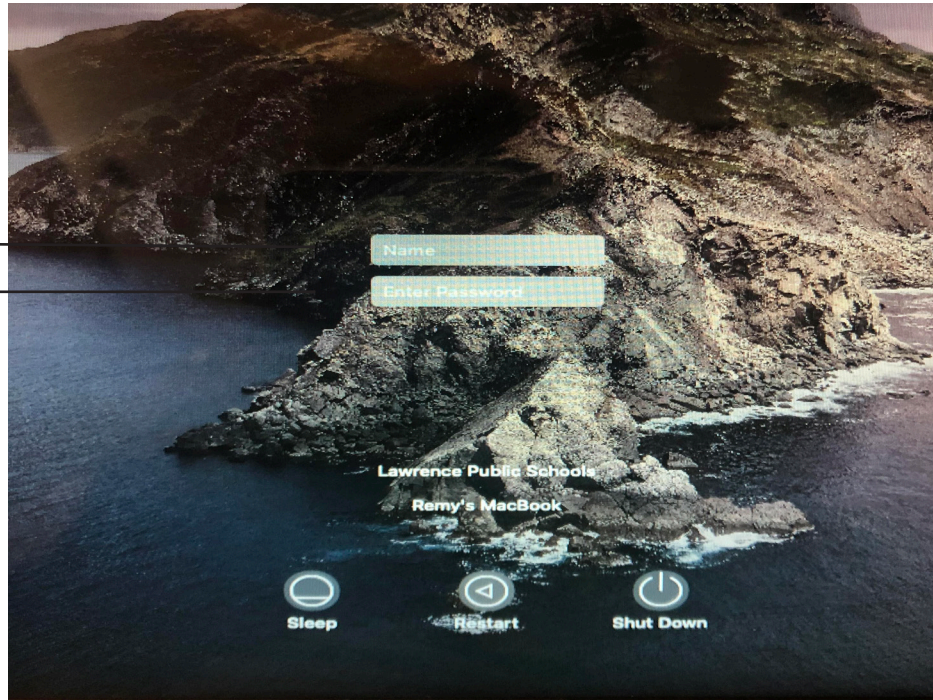Power outlet   USB 2.0   Headphone   Microphone

Signing in to your MacBook

Student Number

Password

Please contact the Help Desk if you need to reset your password.

After you have entered your information, press enter.

If you have not logged in on district WiFi, you will need to do so.

The first time you log in may take a few minutes.

Connecting to WiFi

Find the Wifi symbol in the upper right corner.

Click the WiFi icon to see a list of available networks.
Select the correct network.

Enter the password if needed.

If you do not see your network, click
'Open Network Preference'.

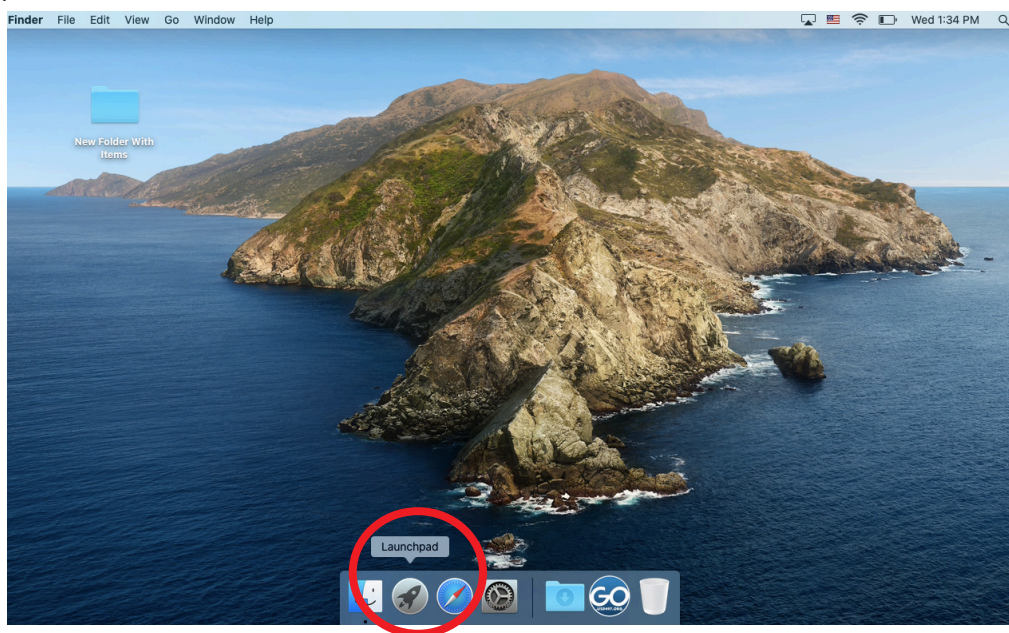Click the drop down menu to find your network.

Mosyle Manager

Manager log in is required for proper MacBook function.
Manager is used to update your device and as a district level
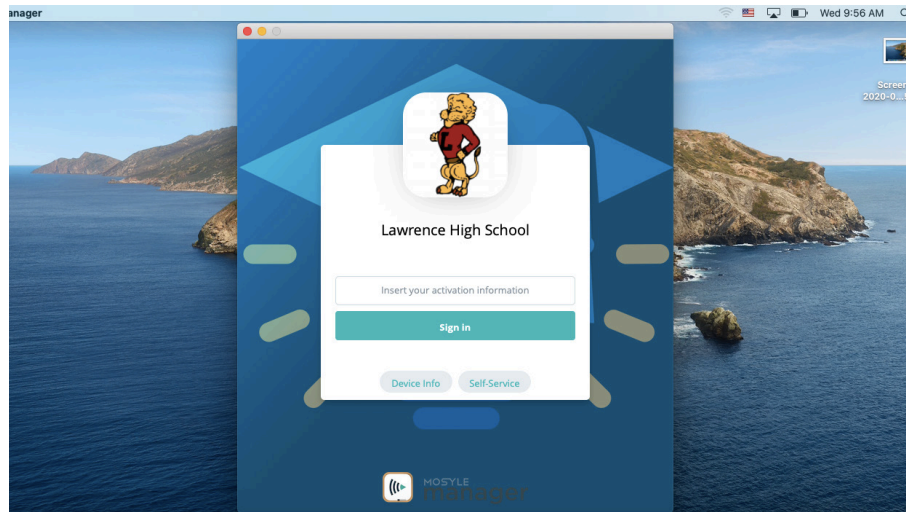'App Store'.

Log in to your computer,
connect to Wifi, and click the
'Launchpad'.

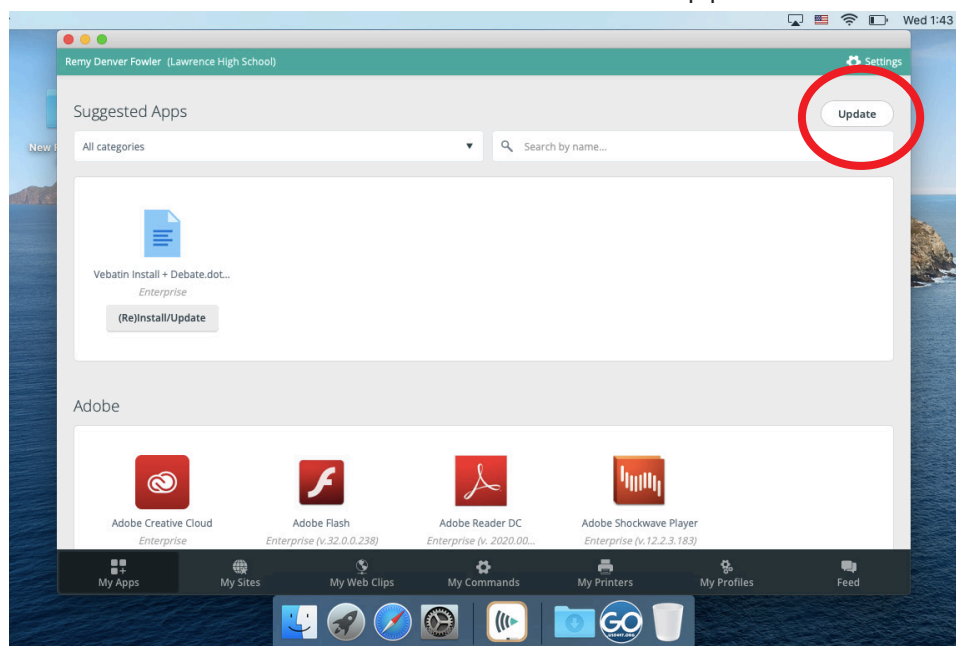Find the Manager icon.
(Usually on the second page
of apps)

Open Manager
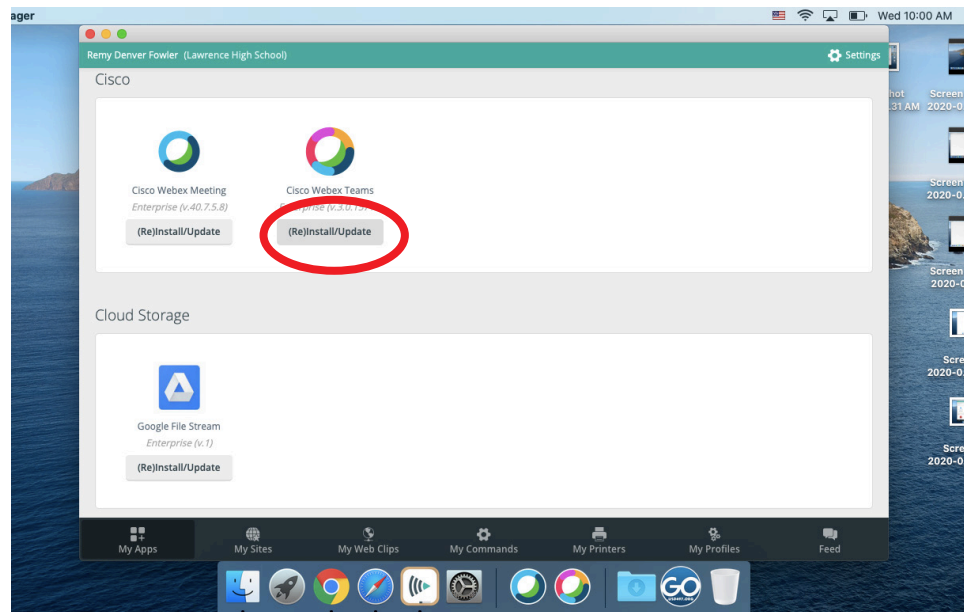Enter your student number as the
"Activation Information"

Manager can be slow to open.
Be patient.

Clicking "Update" in the upper
right corner can help fix many
app issues.

When you are ready to
download apps, click the
'(Re)Install/Update' button.

Apps can take several minuets
to download. **Be patient.**
If it has been more than 20 min, restart your computer and the
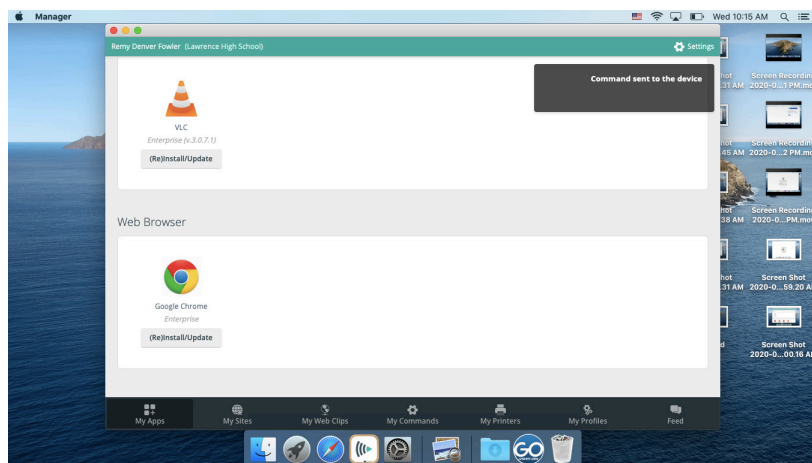app should appear.

Google Chrome

Lawrence Public Schools uses Google for email, cloud storage, and some class curriculum. The technology department recommends using Google Chrome as your default web browser.
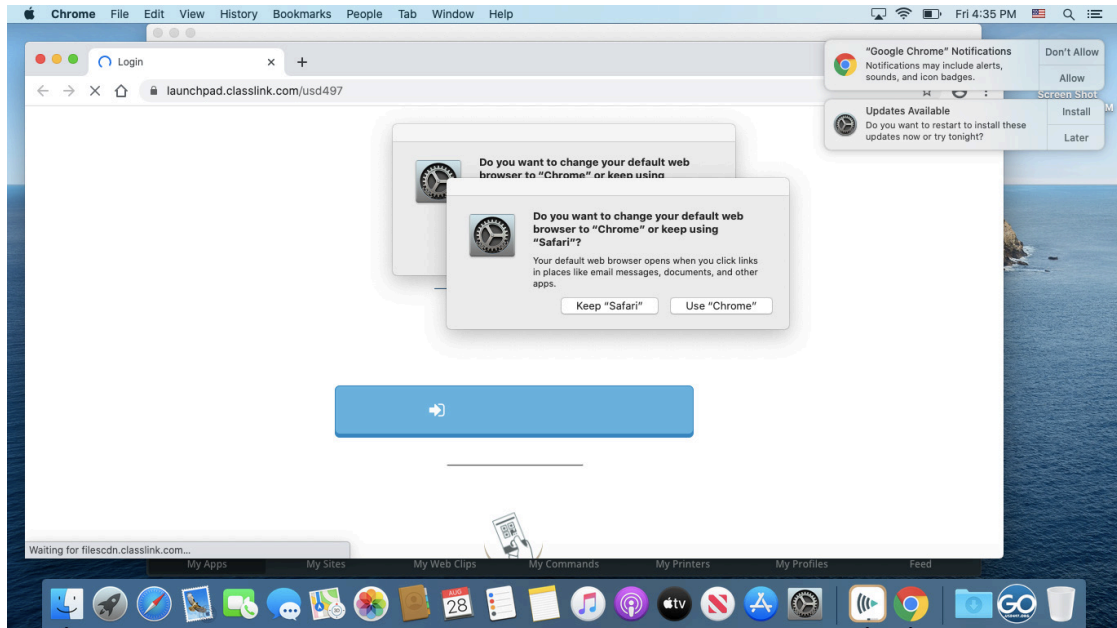
Find Chrome in the Launchpad

Or download Chrome from Manager

Open Chrome

Click "Use Chrome" twice.

Click "Sign in with ADFS"
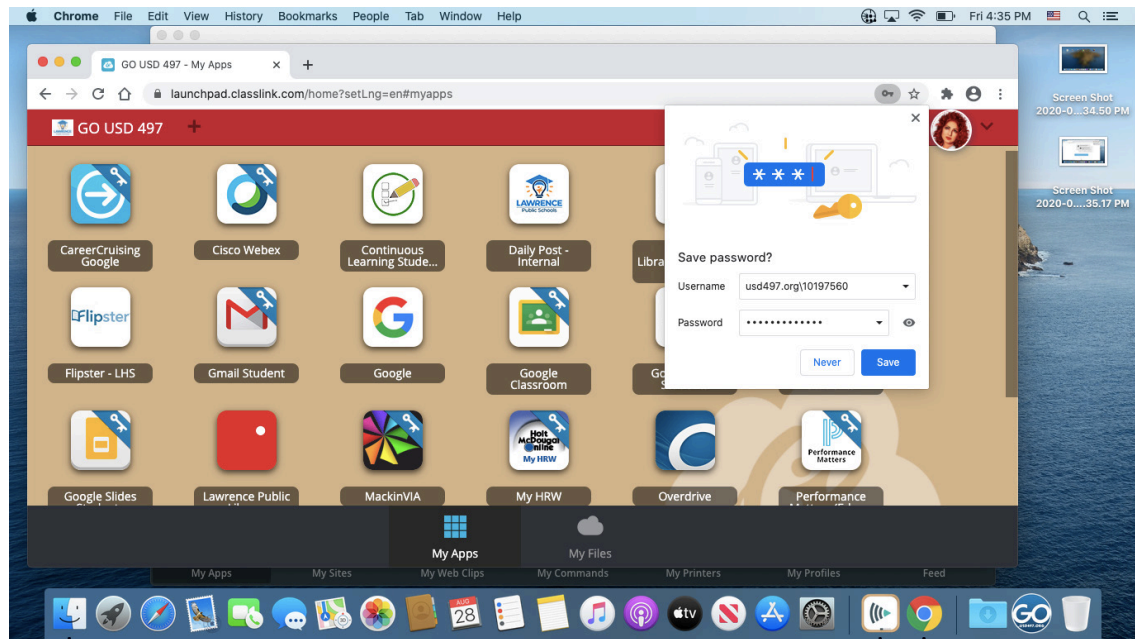
Log into the district page.

Sign in with your organizational account

| Student Number |
| Password |

Sign in

Click "Save" when prompted.
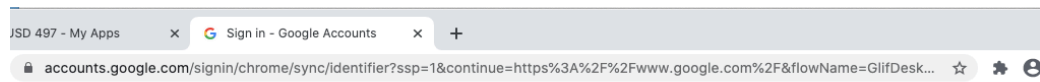
(This will help save time logging in.)

Click "Turn on sync…"

Sign into Chrome with your district
email address.
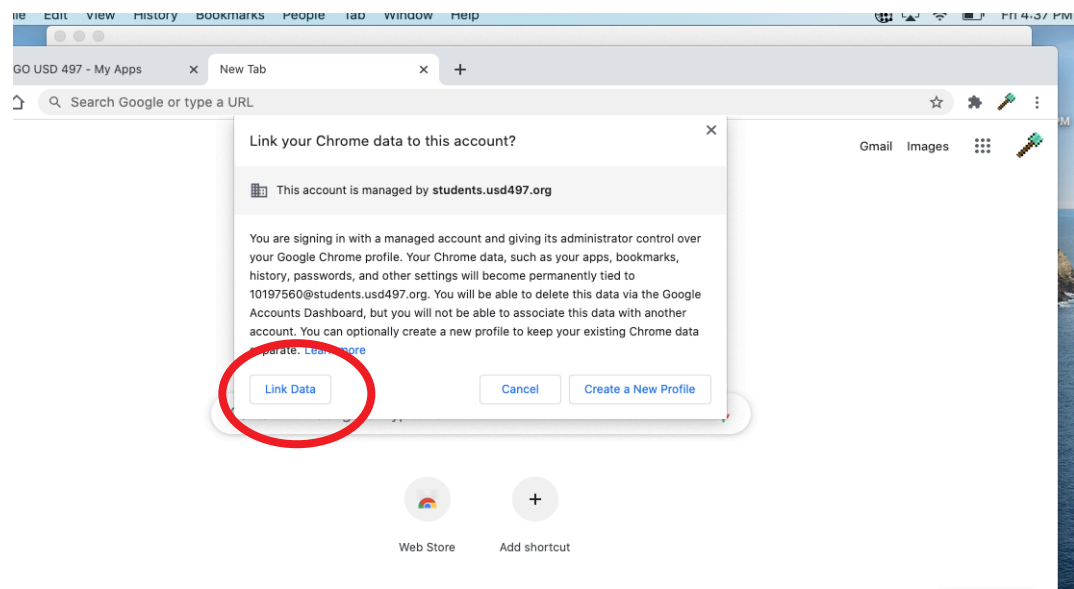
(student#@students.usd497.org)
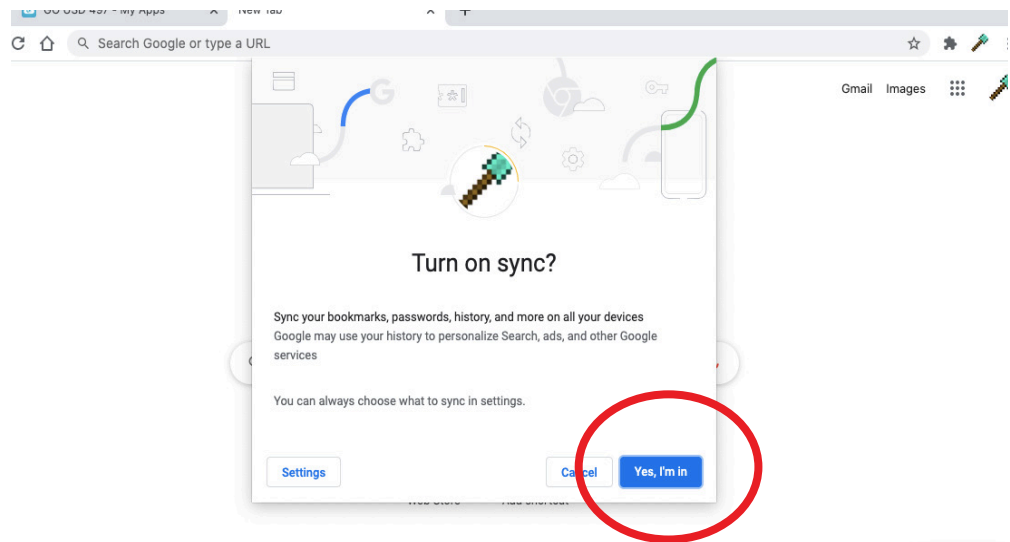

Click Next

Click Continue
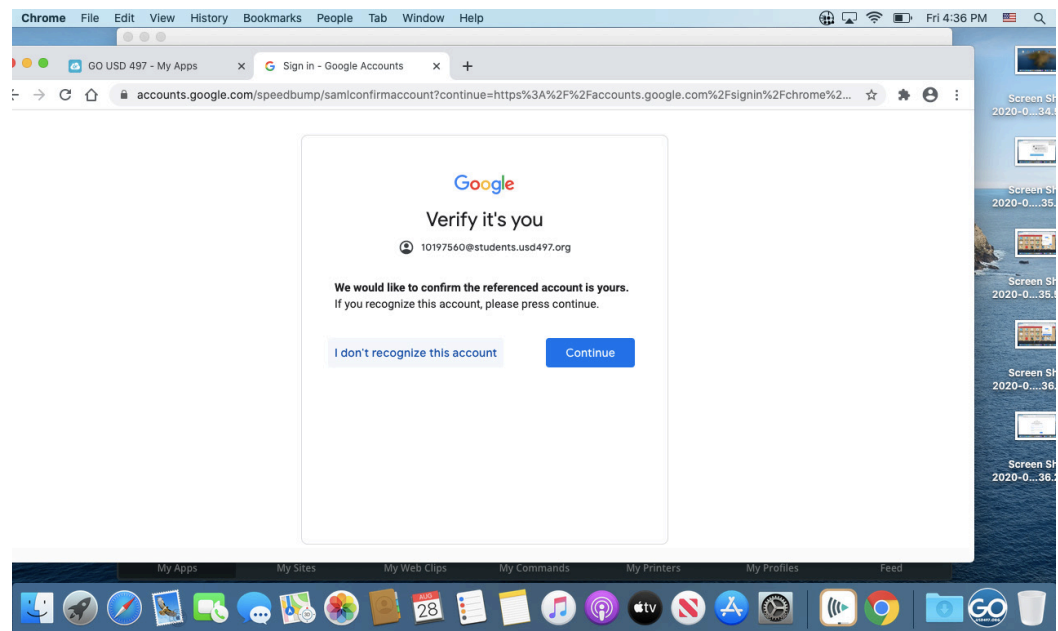
Google will open.
A drop down menu will appear.

Click "Link Data"

A new drop down will appear.

Click "Yes, I'm In"

You are now signed into your Google account. Chrome will open as your default browser and your bookmarks and history will be saved.
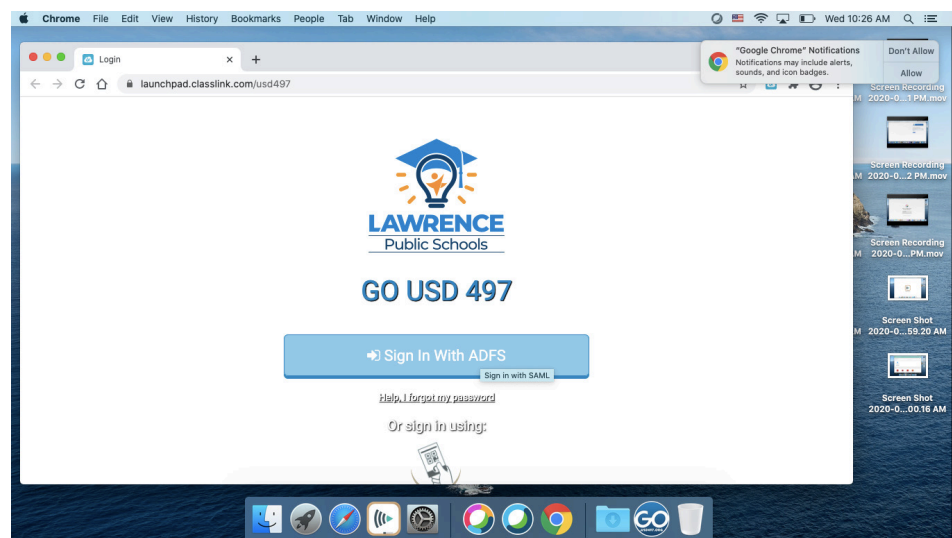
The GO Button

The GO button connects you to ClassLink and all of your on-line resources quickly and easily. Your password can be saved for quick access to all of your most used websites.

Click the GO button in the bottom right corner of your dock.
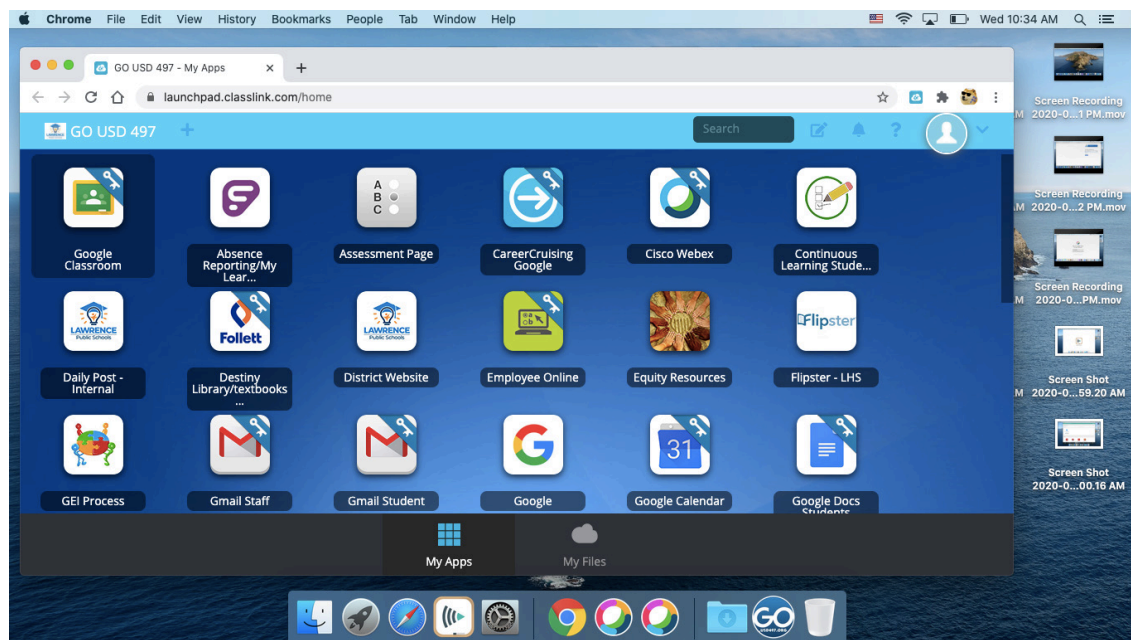

Click 'Sign in with ADFS'

Sign in to the district log-in
page.

Your GO/ClassLink dashboard will open.

Here you will see many commonly used websites,
including Google Classroom,
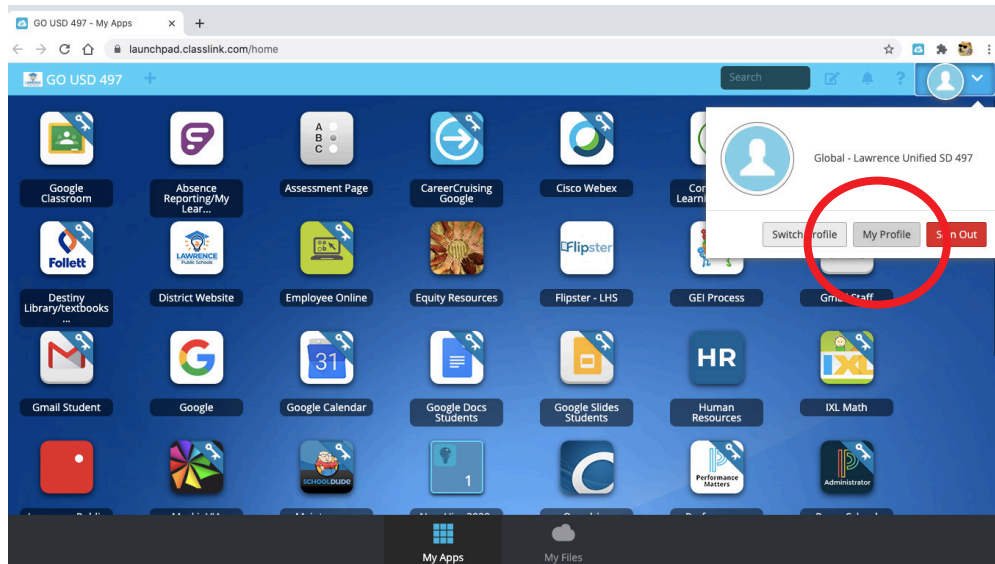PowerSchool, and your email.
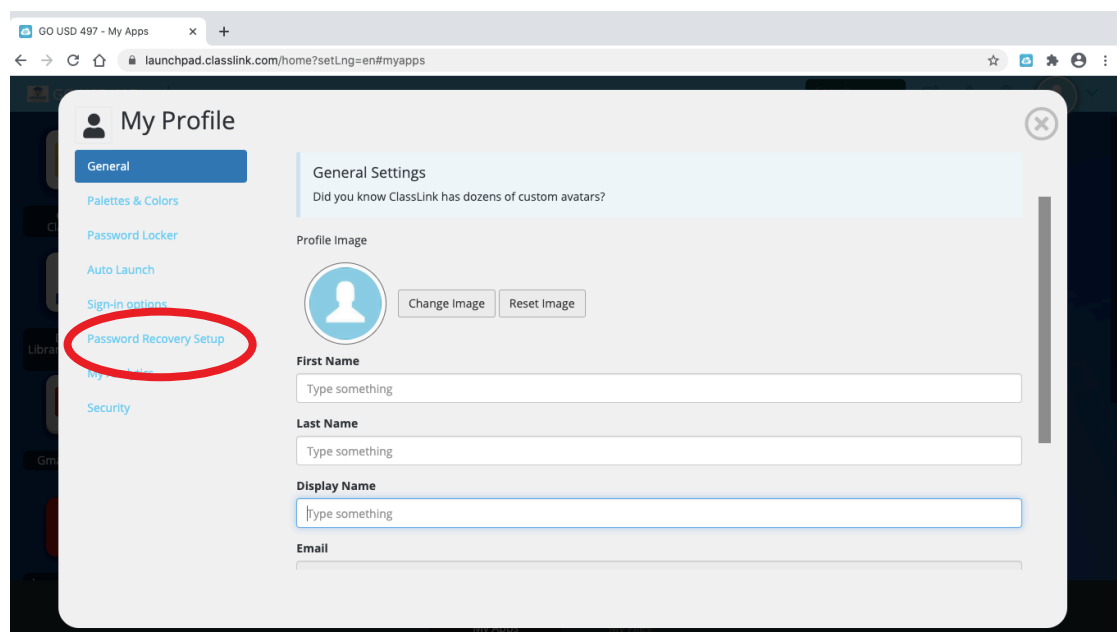
Changing your password in GO

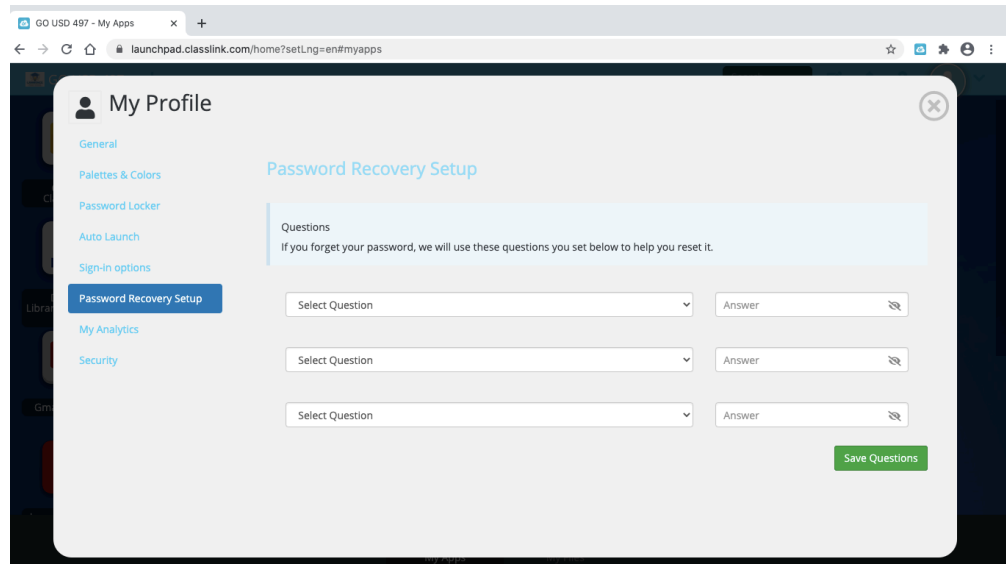You can change your password from your GO/ClassLink dashboard.

Open GO and find your profile icon in the upper right corner. Click it, and then click 'My Profile'

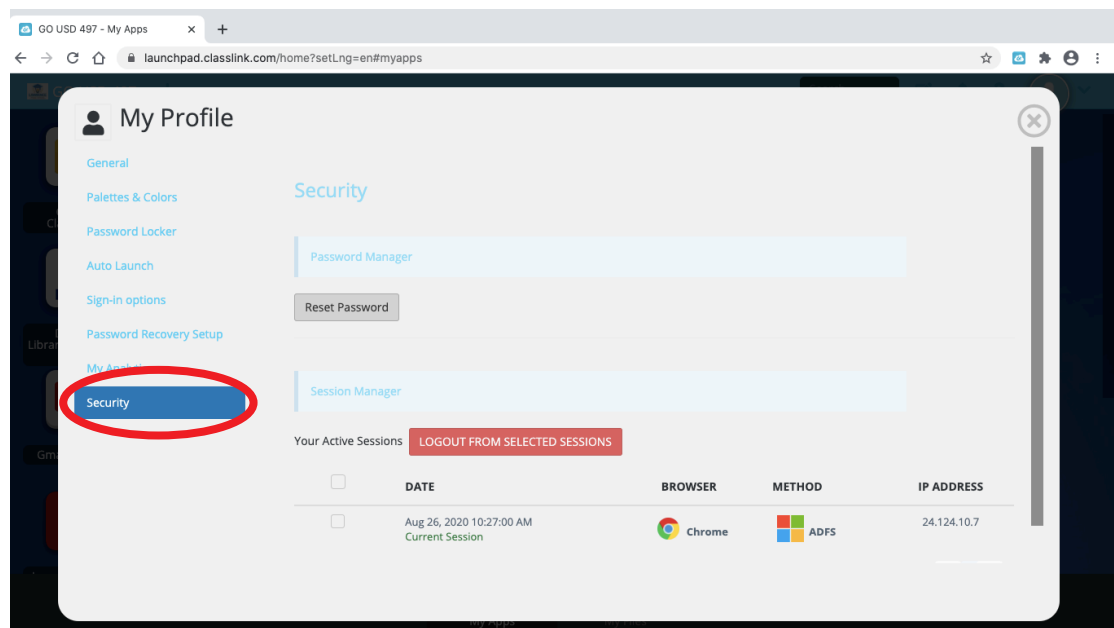Find 'Password Recovery Setup' on the far left side.

Set your password recovery questions. These
questions will be asked if you ever need to
recover your password in the future. Click 'Save'
when you are finished.

Now, find 'Security' on the left side.

Click 'Reset Password'
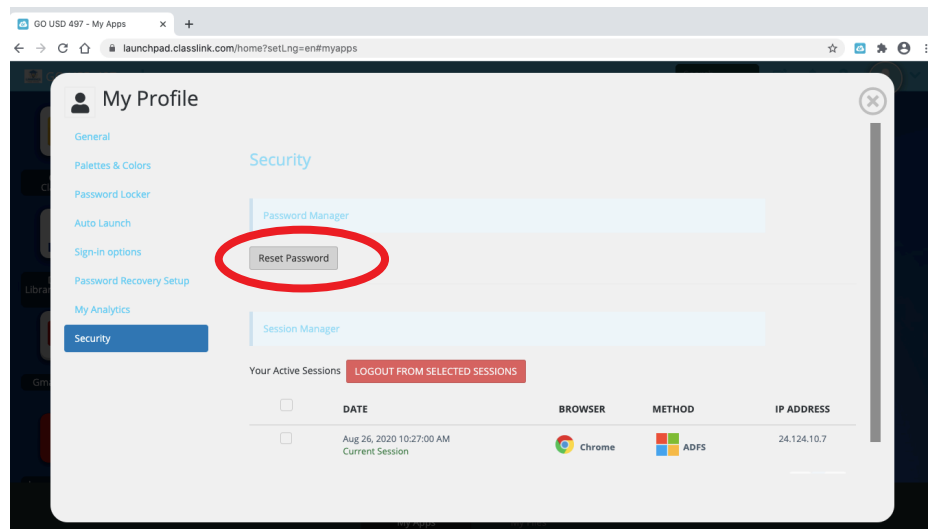
In the new box enter your old password and your new password twice.
Passwords must have 10 characters, at least one upper case and one lower case letter, and at least one number or special character.

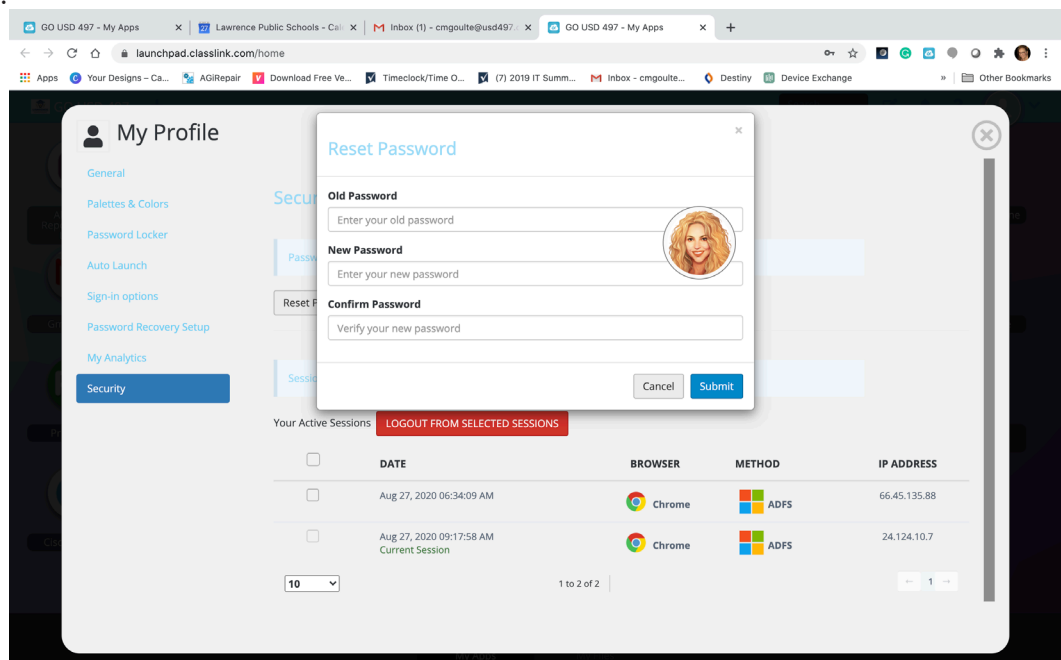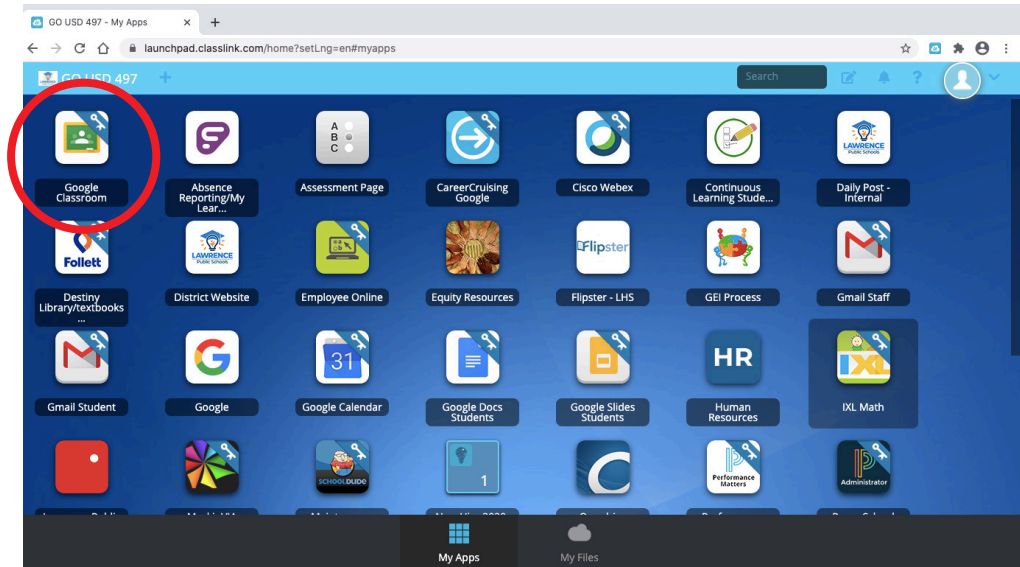***** You will need to connect to district WiFi for the change to take effect. You can connect from outside any district building. Restart your device and use your new password.

Google Classroom

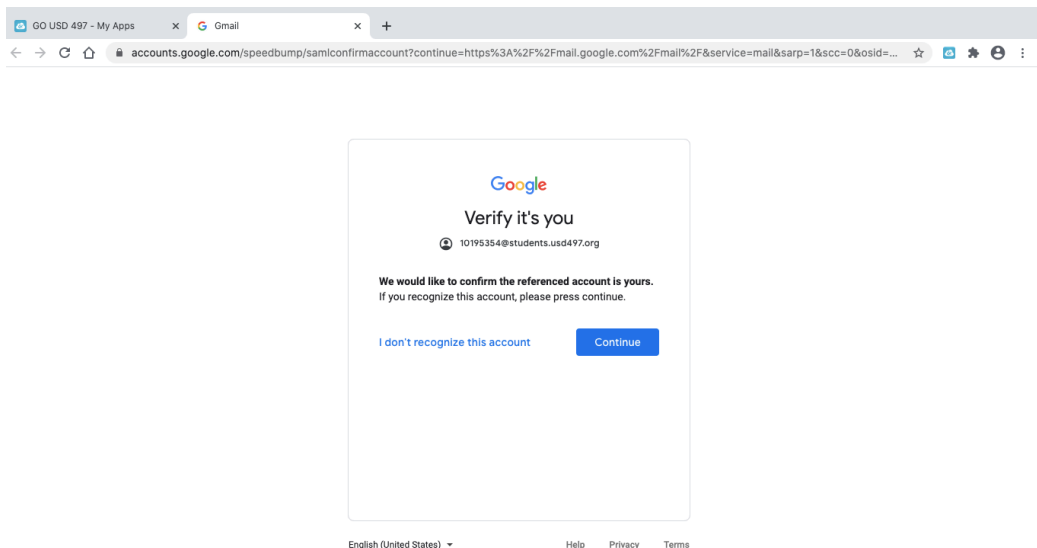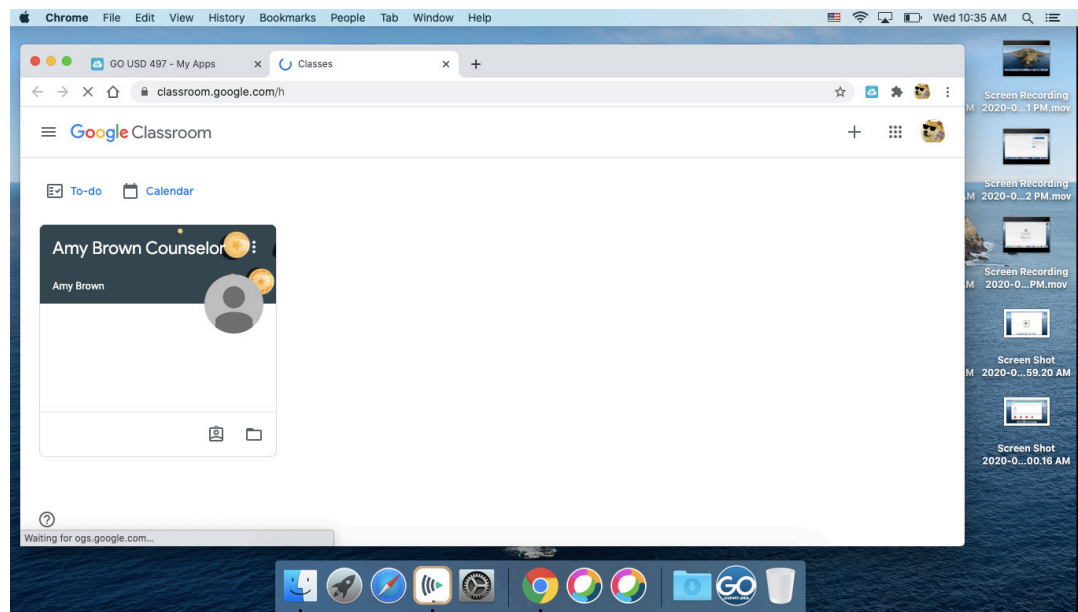Google Classroom can be accessed
through GO
Find Google Classroom

If you haven't signed into any of the Google
Suite applications before, you will be asked
to confirm your email. Click continue if the
email is correct.

Google Classroom will open. All
of your current classes will be
listed.

You may also receive an email
asking you to join a class.
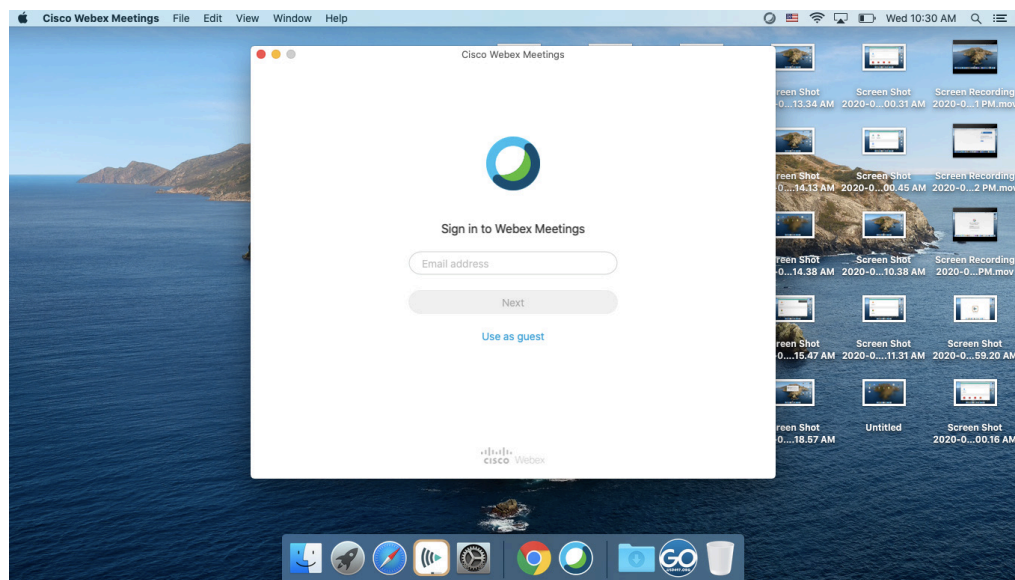Click 'Join' to join the Google Classroom.
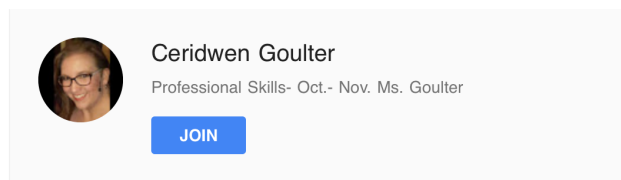
Webex Meetings

Webex is the video conferencing system used by Lawrence Public Schools.

Webex should be loaded on your MacBook. Webex can also be downloaded from Manager.

Find the icon and click it

Enter your school email address.
(Student#@students.usd497.org)

The district log in page will open.

Enter your user name and password.

Sign-In Page

LAWRENCE
Public Schools

Sign in with your organizational account

Student Number

Password

Sign in

Webex will ask for permission to use the microphone.

Click OK.

Start a Meeting   Schedule

Cisco W
Enterpris

(Re)Ins

"Cisco Webex Meetings" would like to access the microphone.

This lets you make calls with Webex meetings and connect to Webex devices.

Don't Allow   OK

Upcoming Meetings

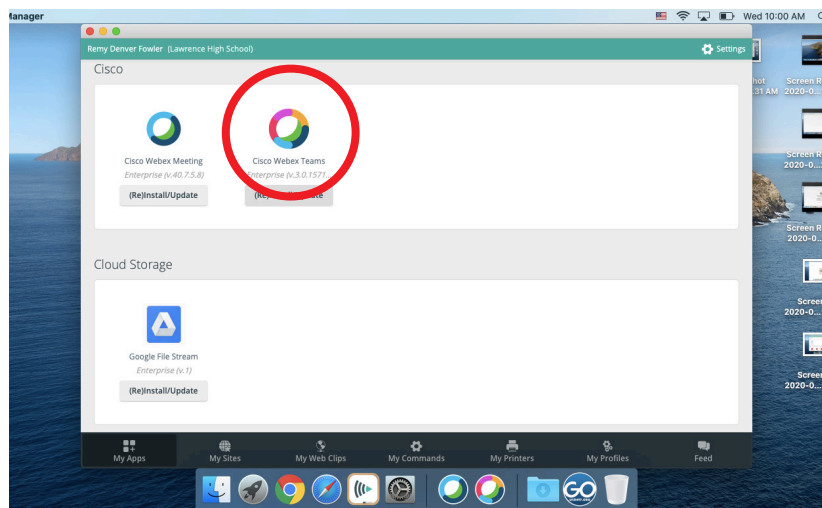Friday, August 28, 2020

You have no meetings.

Google File
Enterprise
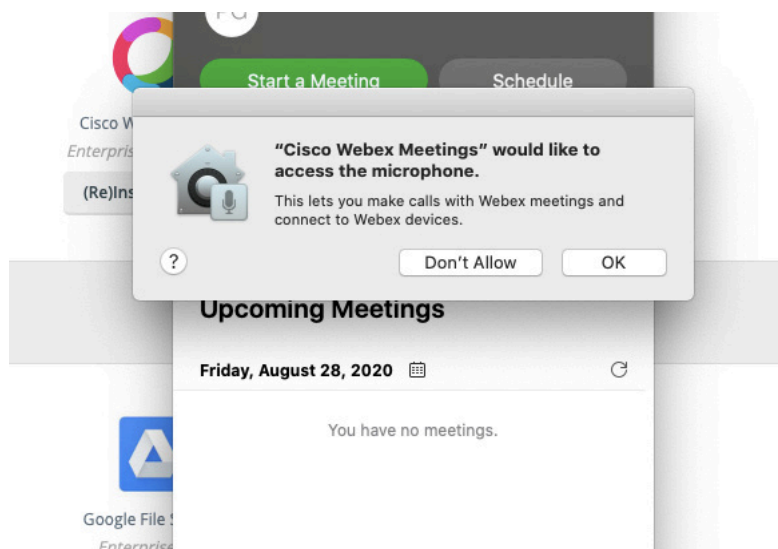
Webex Teams

Webex Teams allows users to collaborate, share files, and video conference all in one location.

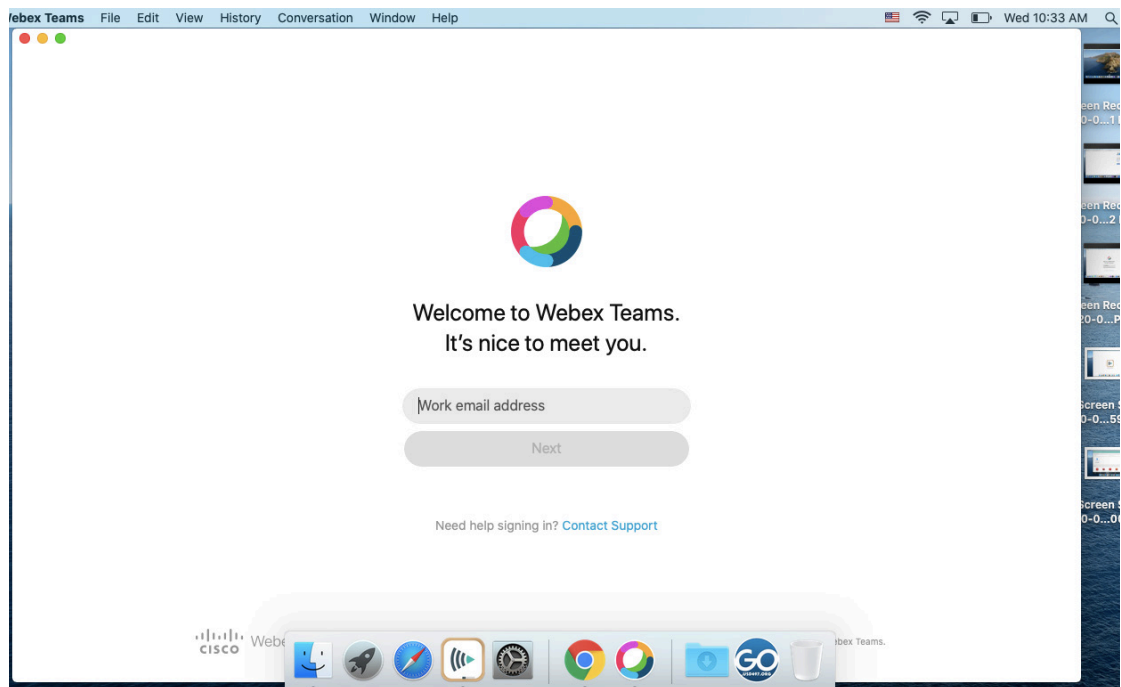You will need to download Webex Teams from Manager.

After download, it will appear in your launchpad.

Open Teams

Teams will open.
In the space for "work email address", enter
your student email.
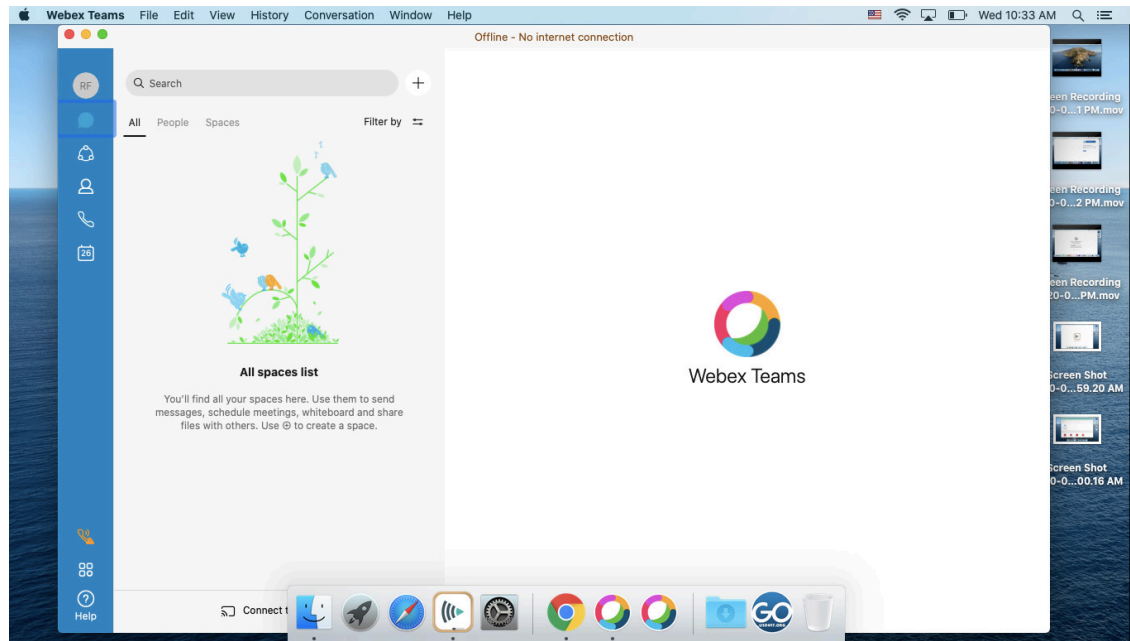

Sign in to the district
Sign-In page.

Sign in with your organizational account

| Student Number |
| Password |

Sign in

Teams will open.
You will see any Teams or
spaces you have been added
to on the left.

***If you are having trouble with the chat feature, make sure the host
is also using Webex Teams. If the host of the meeting is using
Webex Meetings, you will need to switch apps in order to use the
chat function.**

Helpful Links

- Technolgy YouTube: https://www.youtube.com/channel/UCXiO0l6PwlwROm96VjBdZWg?view_

- Webex Help: https://help.webex.com/en-us/

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