



Intro to Your KI Teacher Computer

This introduction document was prepared to guide you step by step as you become familiar with your new KI teacher computer.

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Support

If this document does not answer your questions, or if you have a technical problem, here are a few ways for you to get support.

- The Education Services team is available twice a week to offer support and answer your questions during a Zoom drop-in session. For more information, visit <https://nunavik-ice.com/en/edtech/>
- For any question related to educational technologies, contact us by email at edtech@kativik.qc.ca.
- For any question related to your password, connectivity, or damaged computer, create a support ticket at <https://kativik.freshservice.com/>

Passwords

For security reasons, this document contains no passwords. Ask your principal for the passwords required to Sign in your computer and access DB Server.

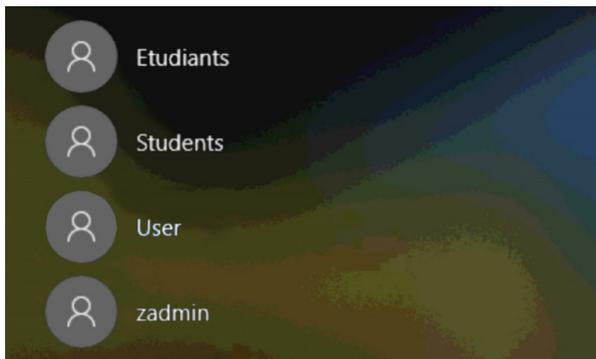


1. Identifying your Computer

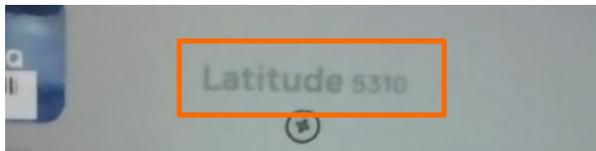
KI computers come in two configurations; one for students and one for teachers. Before following the instructions in this document, make sure you have the right computer. For this document, you should have a teacher computer.

Student Computer

How to recognize a student computer?
When you land on the *Sign in* page, you should see the following sessions.



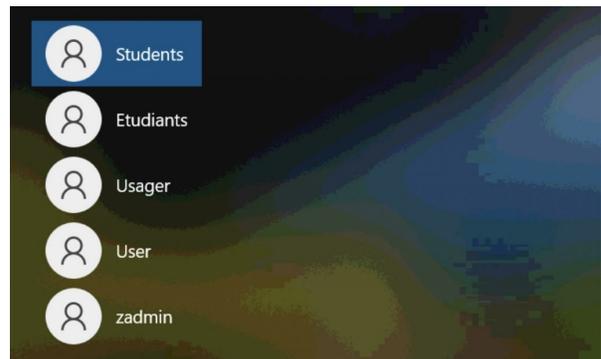
Currently, students computers are DELL Latitude 3410 or 5310. This information is visible under your computer.



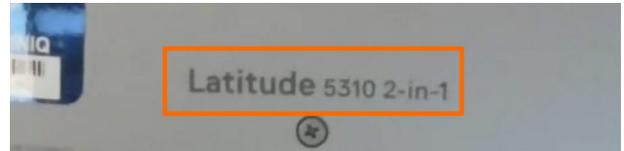
If you have this computer, and you are a student, use the KI student computer document instead.

Teacher Computer

How to recognize a teacher computer?
When you land on the *Sign in* page, you should see the following sessions.



Currently, teachers computers are DELL Latitude 5310 Latitude 2 in 1. This information is visible under your computer.



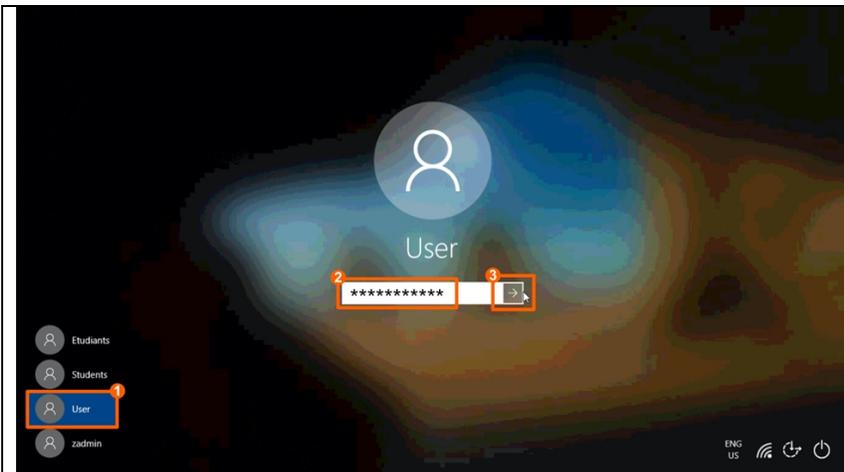
If you have this computer, keep reading this document!

2. Signing In and Out

When you turn your computer ON, it will land on the sessions sign in page. KI computers come in different configurations. Depending on this configuration, the sessions available will vary. As a teacher, you must use the *User* or *Usager* session. Students must use the Student or Étudiant session.

*A password to sign in with the *User* or *Usager* session will be provided by your principal. **NEVER SHARE THIS PASSWORD WITH STUDENTS.**

Signing In to the *User* or *Usager* session

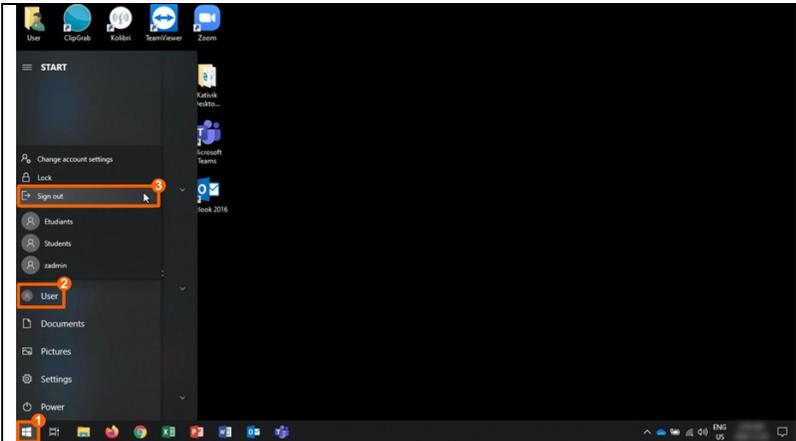


The screenshot shows the Windows login screen. In the bottom-left corner, there is a list of user accounts: 'Etudiants', 'Students', 'User', and 'zadmin'. The 'User' account is highlighted with a red box and a red number '1'. In the center, there is a large 'User' session icon. Below it, a password field is shown with a red box and a red number '2'. To the right of the password field is a right-pointing arrow button, also highlighted with a red box and a red number '3'.

1. Select the *User* or *Usager* session, in the lower left corner of the screen.
2. Enter the password shared by your principal.
3. Click on the arrow to sign in.

Signing Out

Once you are done working on your computer, sign out of the *User* or *Usager* session to protect your data.

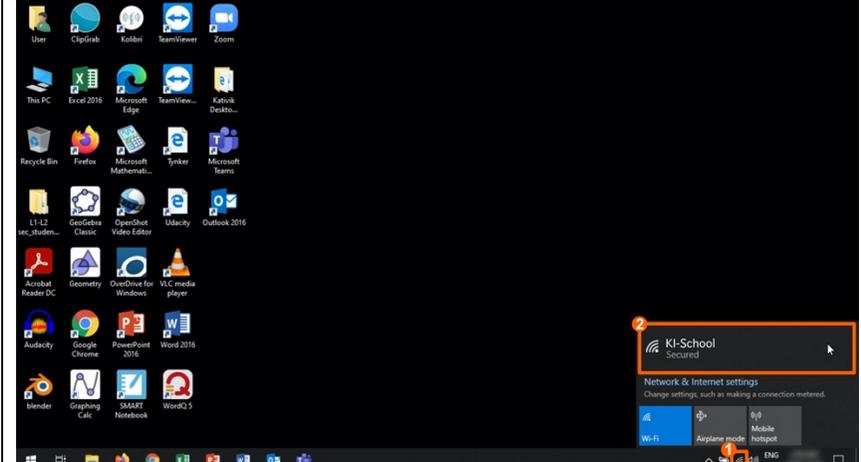


The screenshot shows the Windows Start menu. The 'Start' button is highlighted with a red box and a red number '1'. The 'Sign out' option is highlighted with a red box and a red number '3'. The 'User' session icon is highlighted with a red box and a red number '2'.

1. Click on the *Start* menu, in the lower left corner of the screen.
2. Click on the *User* or *Usager* session icon.
3. Click on *Sign out*.

3. Accessing your school's Wi-Fi network

The first time you turn your computer ON, it should automatically connect to your school Wi-Fi Internet network. This network should be identified as *KI-School*.



1. Click on the Wi-Fi icon, located in the lower right corner of the screen.
2. Make sure the selected network is *KI-School*.

*If your KI computer does not connect automatically to the school network, create a ticket for the IT department to help you.

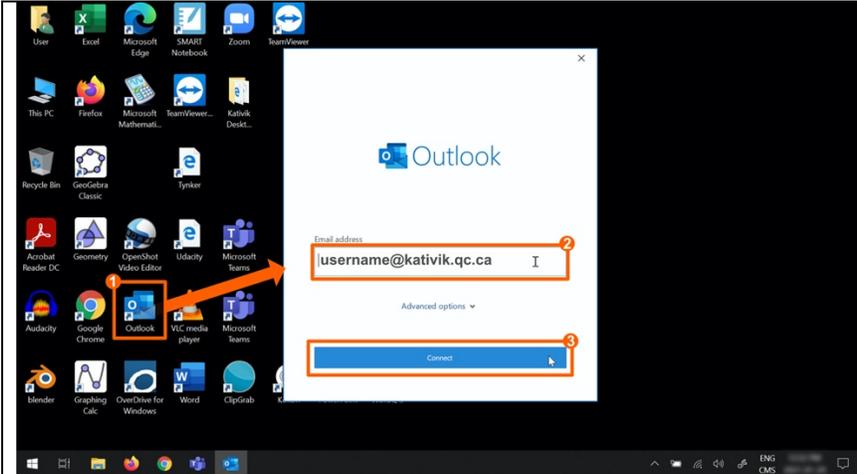
4. Accessing your KI Email

There are two main approaches to access your KI email.

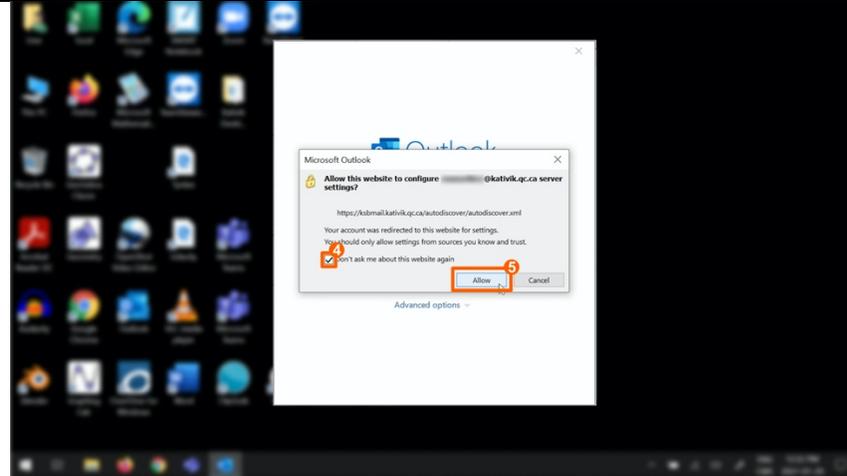
- The first approach is to setup Outlook on your computer. We recommend this approach because it will simplify your access to email, notify you when you receive new messages and allow you to read emails you previously received, even if you are not connected to the Internet.
- The second approach is to use a web browser such as Google Chrome to access your email. With this approach, you will not be notified when you receive new emails and you will not be able to access your inbox when you are not connected to the Internet.

Setting up Outlook on your computer

Once you are done working on your computer, sign out of the *User* or *Usager* session to protect your data.

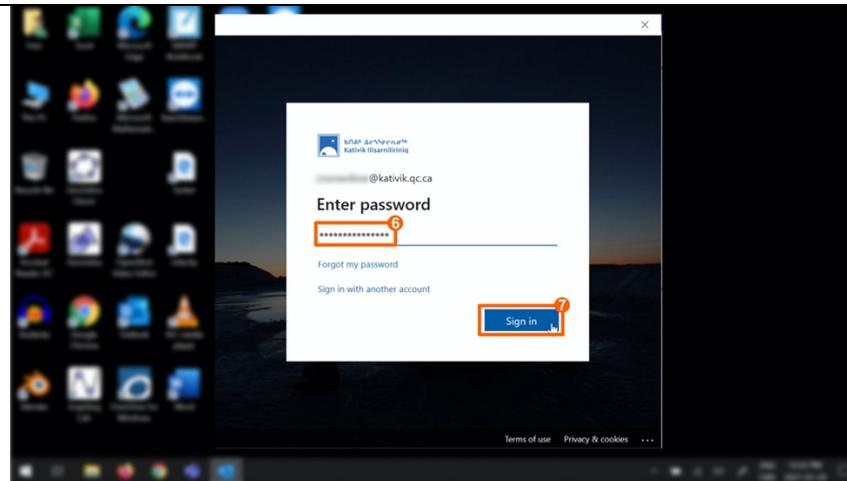


1. Double click on the *Outlook* icon on your desktop.
2. To sign in to your KI email account, type in `username@kativik.qc.ca`.
3. Click on *Connect*.

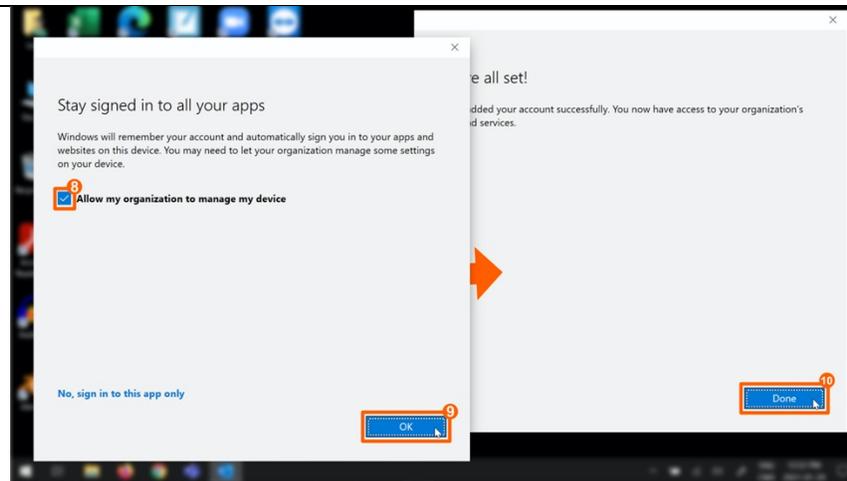


Your computer will probably ask your authorization to connect with the Microsoft website.

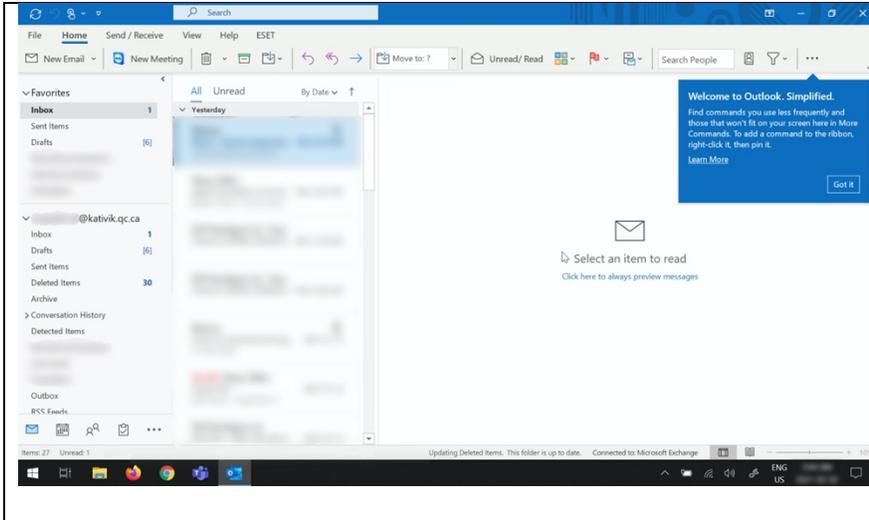
4. Select *Don't ask me about this website again* by ticking the box.
5. Click on *Allow*.



6. Type your KI email address password.
7. Click on Sign In

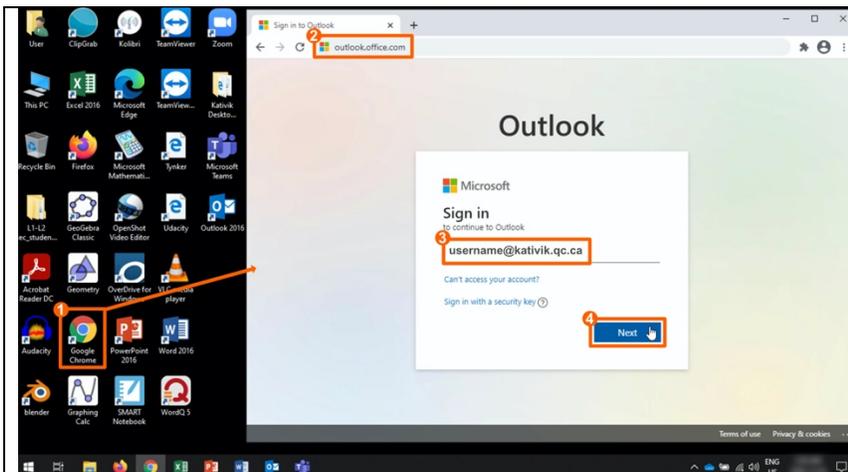


8. Select *Allow my organization to manage my device* by ticking the box. This way, all Microsoft tools will be connected to your KI email account.
9. Click on *OK*.
10. A confirmation window will open. Click on *Done*.

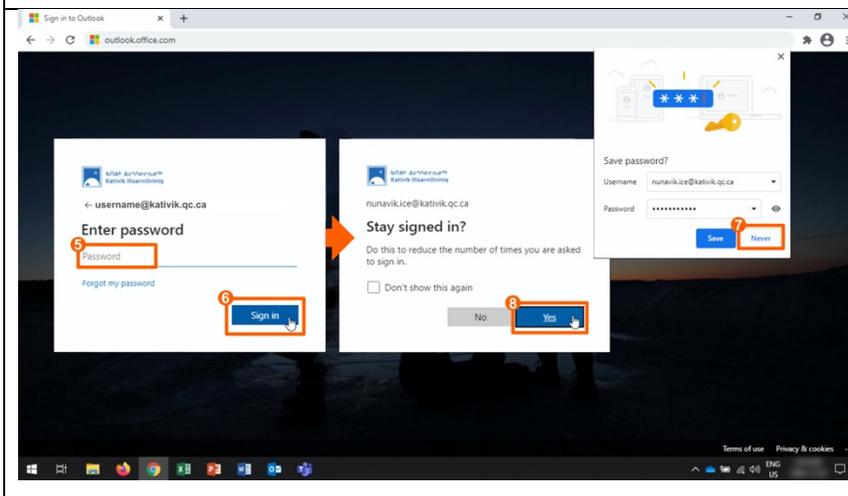


Your email can now be accessed easily through Outlook.

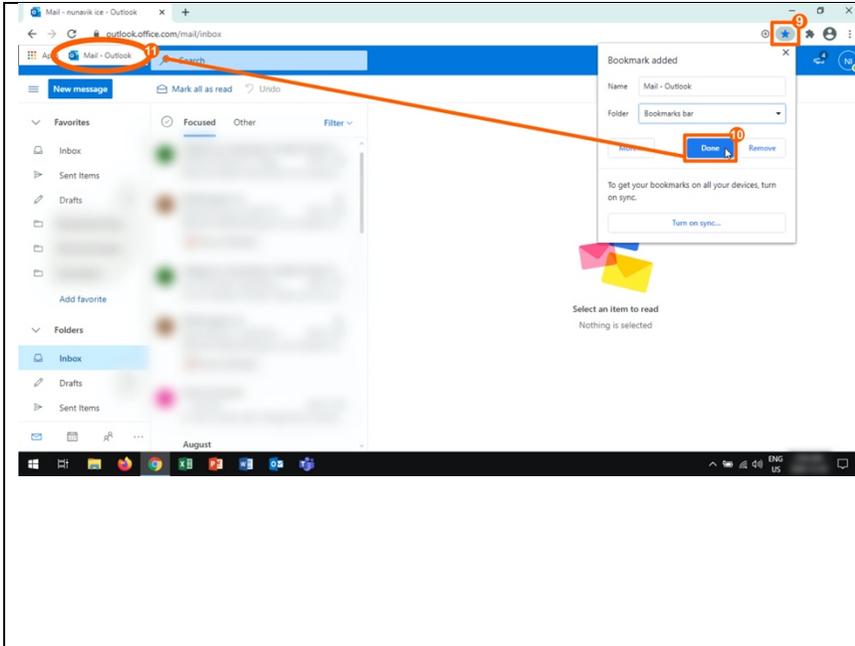
Using a Web browser



1. Double click on the *Google Chrome* web browser icon on your desktop.
2. In the web browser URL space, type the address outlook.office.com and press enter in your keyboard.
3. To sign in to your KI email account, type in `username@kativik.qc.ca`.
4. Click on *Next*.

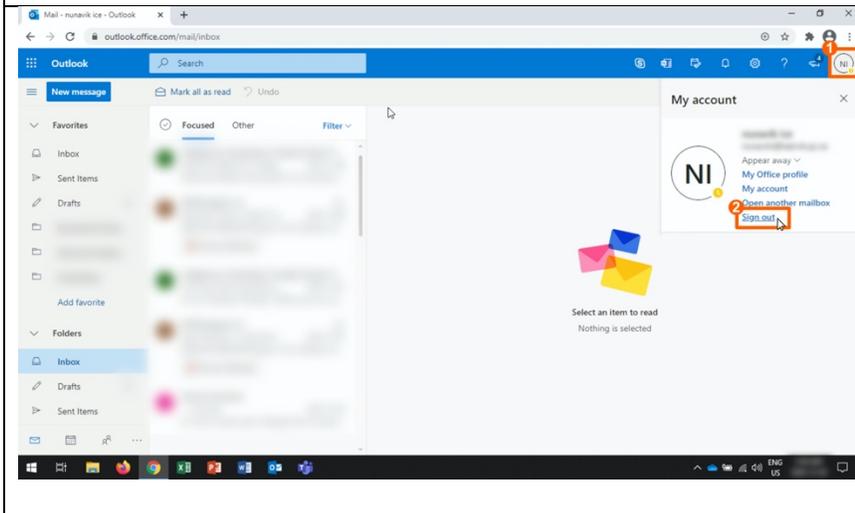


5. Type in your password.
6. Click on *Sign in*.
7. The *Google Chrome* web browser will ask if you want your informations, including your password, to be saved. We suggest selecting *Never*.
8. Outlook will ask if you want to stay signed in. You can click on *Yes*.



To access your email faster in the future, we suggest adding a bookmark. This is optional.

9. On the right of the web browser URL space, click on the star icon to add a bookmark.
10. On the bookmark window, click on *Done*.
11. Next time you open *Google Chrome*, your email will be accessible in only one click!

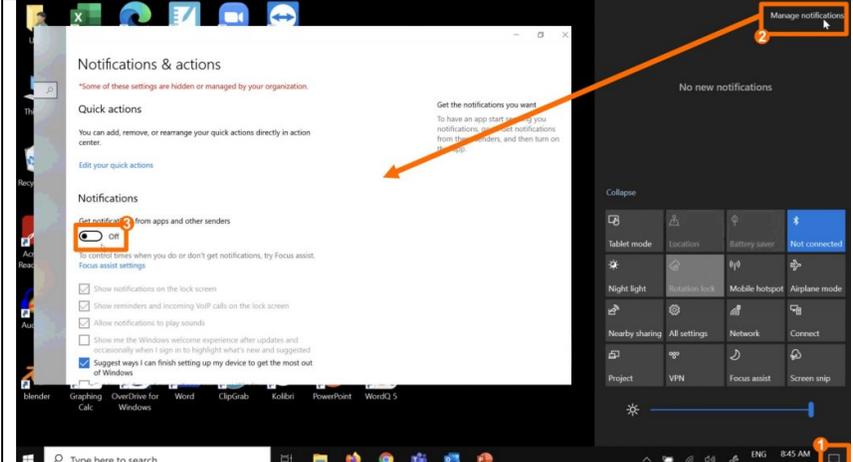


Once you are done, you can sign out to protect your data.

1. Click on your initials, located in a circle in the upper right corner of the screen.
2. Click on *Sign out*.

5. Managing Notifications

Notifications are messages shown on screen by different software. Incoming emails or reminders for calendar events will generally appear as notifications. In order not to be disrupted by notifications while you teach, we suggest turning them OFF.



1. Click on the *Message* icon located in the bottom right corner of the screen.

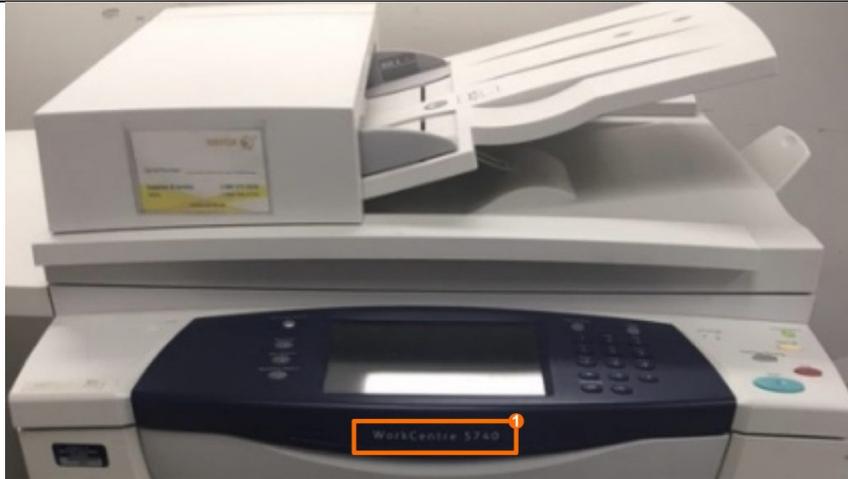
2. Click on *Manage notifications*.

3. The notifications settings will open. Turn all notifications ON or OFF using the toggle switch.



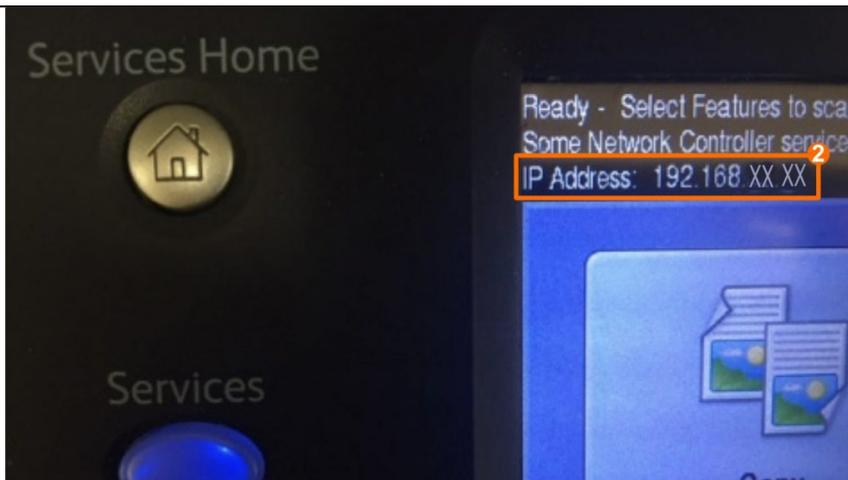
6. Printing

In order to print on your school's printers using your new KI computer, you will have to install the printer drivers.



1. Identify the make and model of the photocopier/printer you wish to install on your laptop.

In this example, we are installing the Xerox WorkCentre 5740 photocopier/printer.



2. Identify and note the IP address of the photocopier/printer. Write down the IP address. You will be required to enter it on your laptop during the installation process.

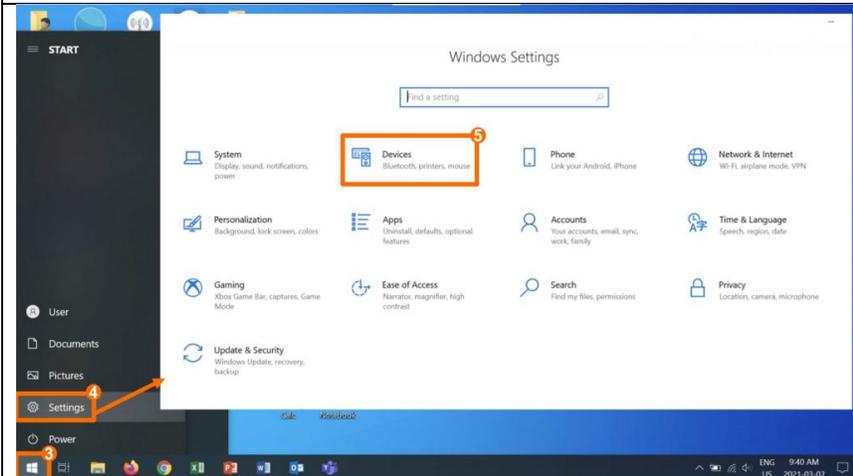
Often, a label affixed to the photocopier/printer will identify that machine's IP address. Look for a sequence of numbers such as "192.168.xx.xx" (xx.xx represents 4 digits that are unique to each photocopier in your school's network)

You may also retrieve the IP address by accessing the

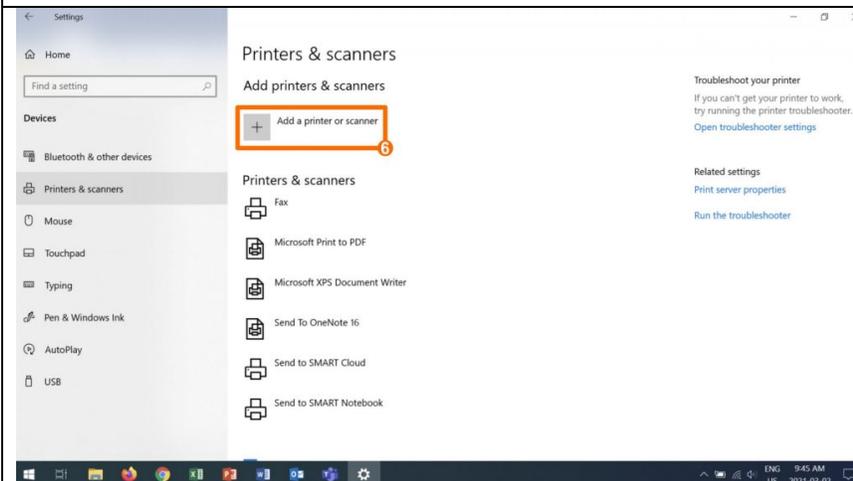
appropriate menu. In this example, pressing the “Services Home” button displayed the IP address on the screen.

On your computer:

3. Click on the *Start Menu*.
4. Launch the *Settings* utility.
5. In the *settings* window, Click on the *Devices* icon.

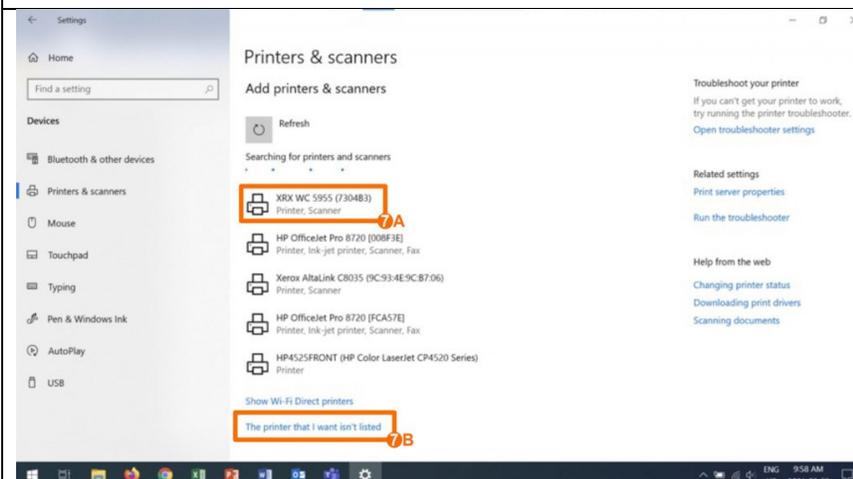


6. Click on *Add a printer or scanner*.



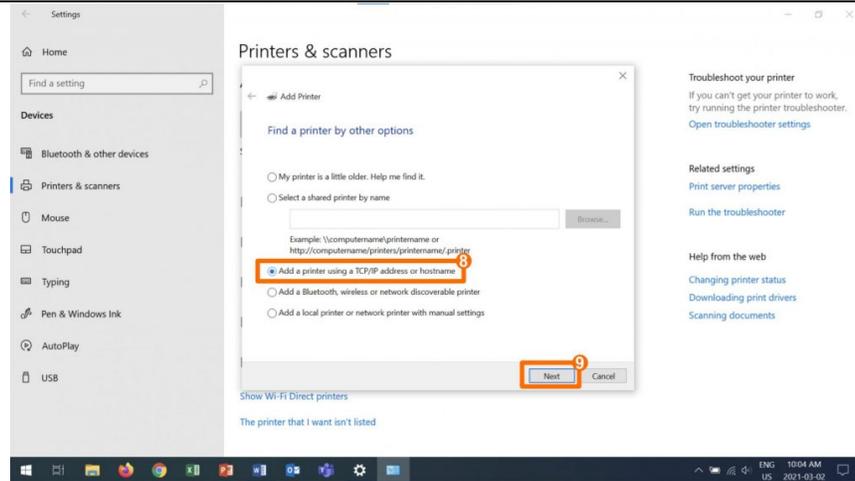
The computer is searching for printers & scanners on the local network. Those that are found are listed just below the *Refresh* icon.

7. **A** If the printer you want to access is listed, click on that printer's icon and it will be installed.



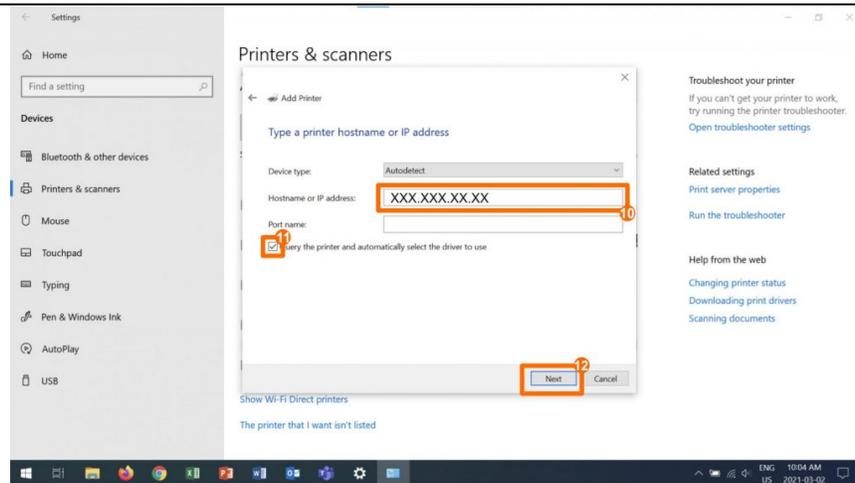


B If the printer you want to install is not listed, click on “The printer that I want isn’t listed”

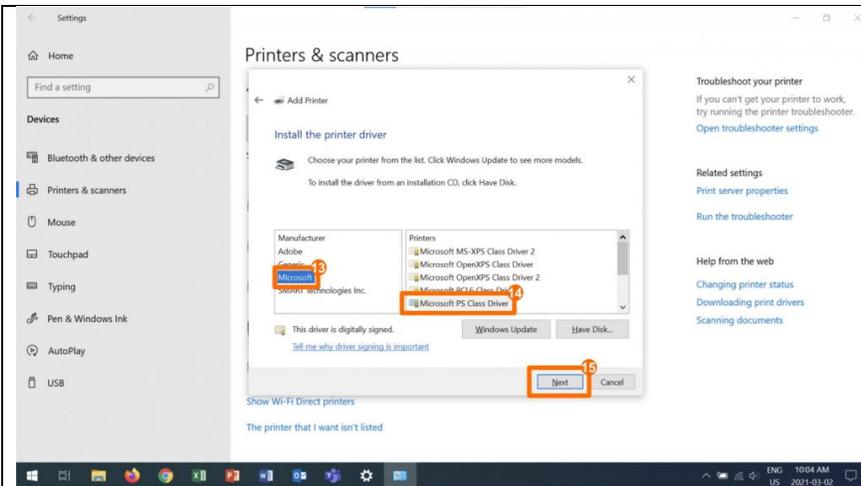


If you selected 7B:

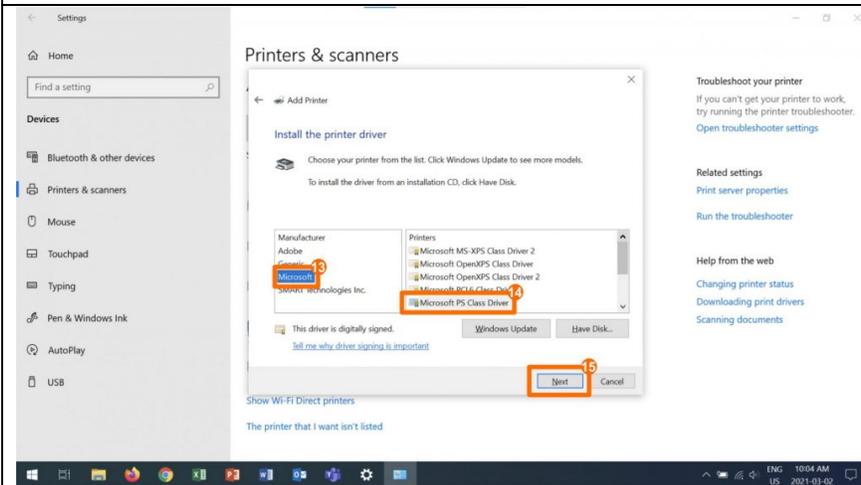
8. Select *Add a printer using a TCP/IP address or hostname.*
9. Click on *Next.*



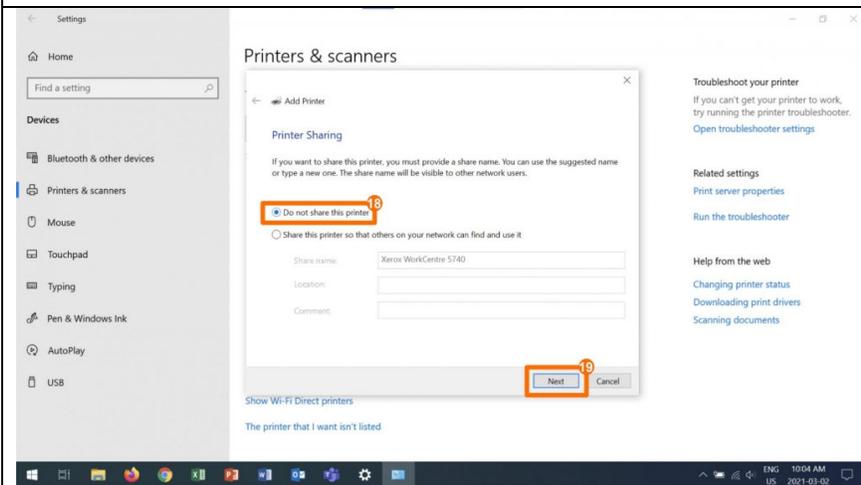
10. Enter the IP address you identified earlier in the *Hostname or IP address* field. Ignore the *Port name* field
11. Make sure the option to *Query the printer and automatically select the driver to use* is selected.
12. Click on *Next.*



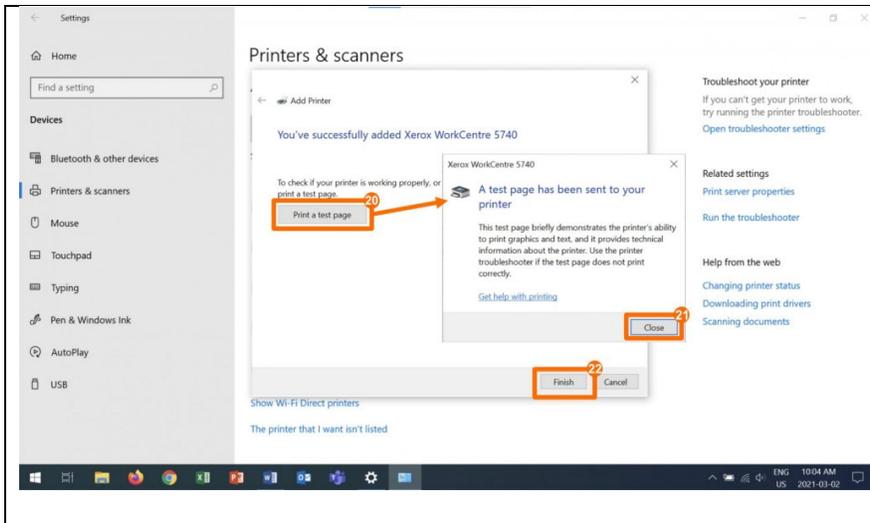
- 13. In the *Manufacturer* column, select *Microsoft*.
- 14. In the *Printers* column, select *Microsoft PS Class Driver*.
- 15. Click on *Next*.



- 16. Choose a name for the printer. The printer name indicated on the image is only an example.
- 17. Click on *Next*.



- 18. Select *Do not share this printer*.
- 19. Click on *Next*.

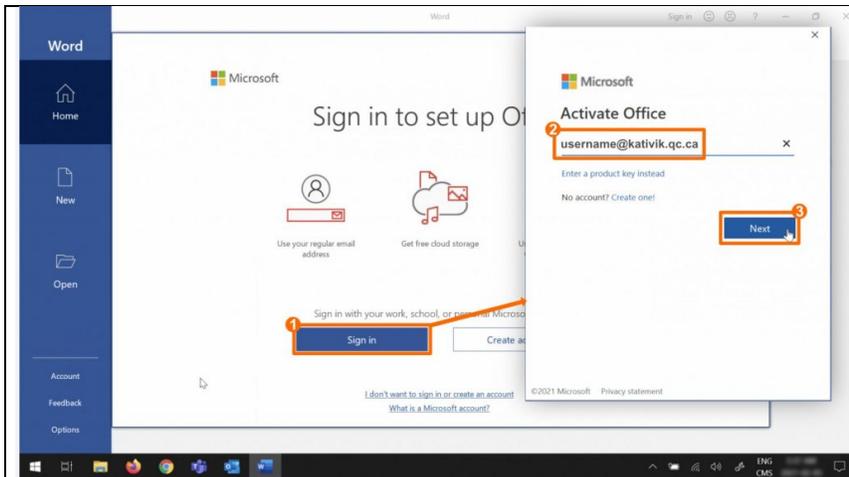


A confirmation window will appear.

20. Click on *Print a test page*.
21. Close the confirmation message and go to the printer to make sure your test has in fact printed.
22. Click on *Finish*.

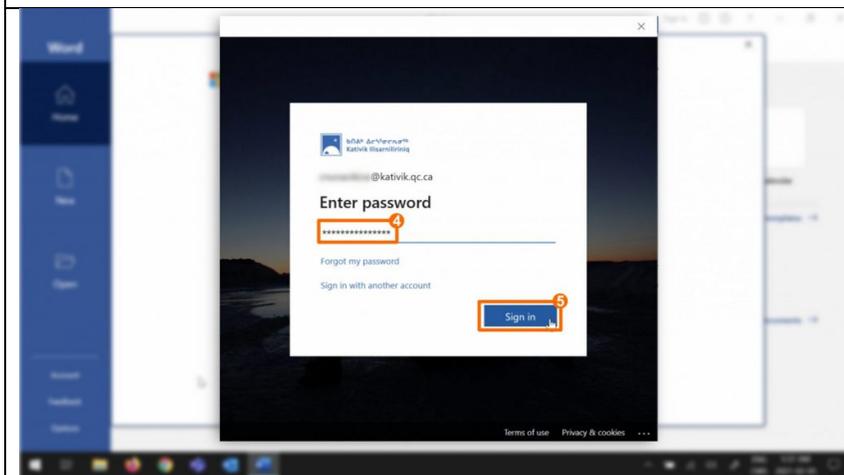
7. Using Microsoft Software

In order to use the Microsoft 365 software installed on your computer, such as Word, PowerPoint and Excel, you will have to login using your KI email address username and password. These steps should only be required the first time you use any Microsoft 365 software.

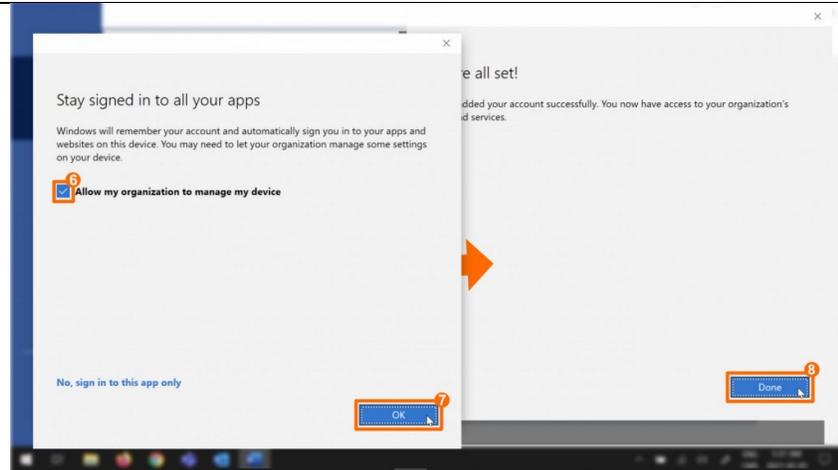


The first time you open a Microsoft 365 software (Word in this example), you will land on the Sign in page).

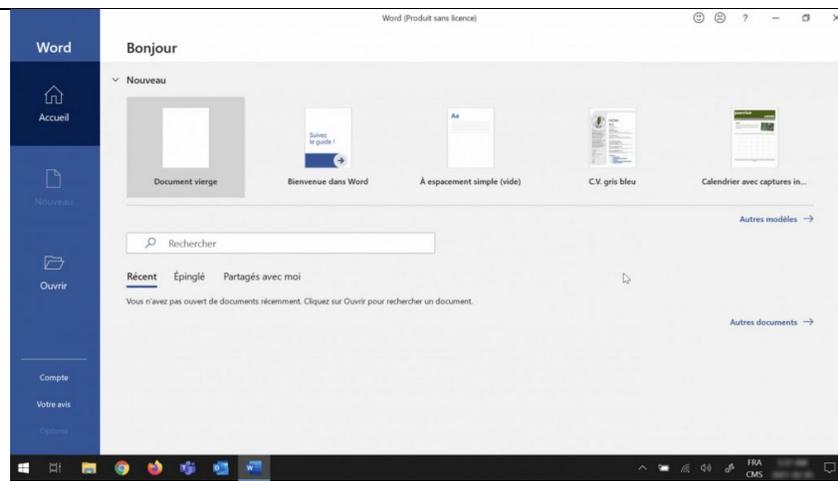
10. Click on *Sign in*.
11. Type your username@kativik.qc.ca (the same one you use for your KI email).
12. Click on *Next*.



4. Enter your password (the same one you use for your KI email).
5. Click on *Sign in*.



6. Select *Allow my organization to manage my device* by ticking the box. This way, all Microsoft tools will be connected to your KI email account.
7. Click on *OK*.
8. A confirmation window will open. Click on *Done*.



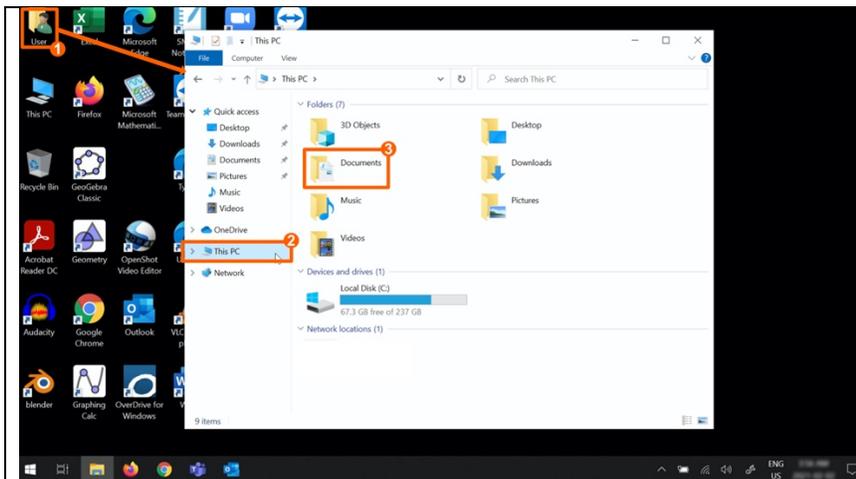
You are now ready to use your Microsoft 365 Software.

8. Where to Store your Files

We suggest two different approaches for you to store your files.

- The first approach is to store the files on your computer, in the Documents folder.
Pros: This solution does not rely on an internet access.
Cons: The files only exist on your computer and could be lost if something was to happen to your computer.
We recommend this approach, and suggest you use a USB drive to store copies of your files.
- The second approach is to store the files online, using the Microsoft OneDrive attached to your KI email address.
Pros: Your files are safely saved online and accessible from any computer using your KI email address and password.
Cons: This solution relies on a stable Internet connection.

Accessing the Documents folder, where you should store your files

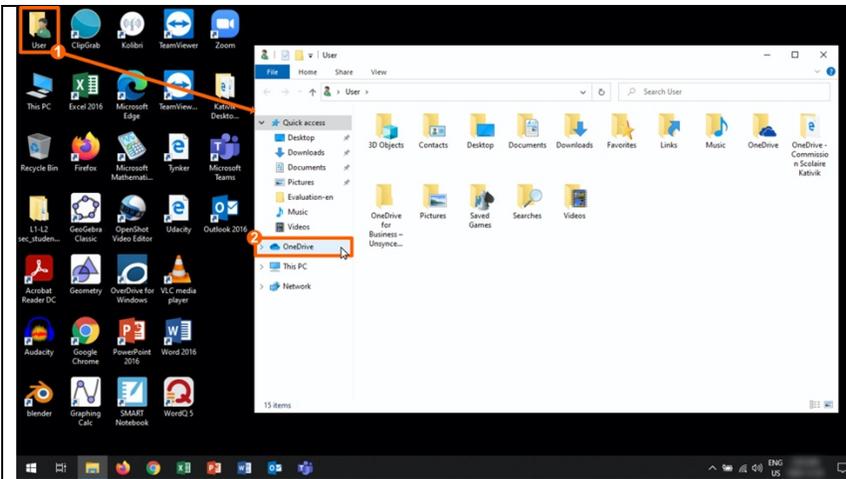


To access the *Documents* folder:

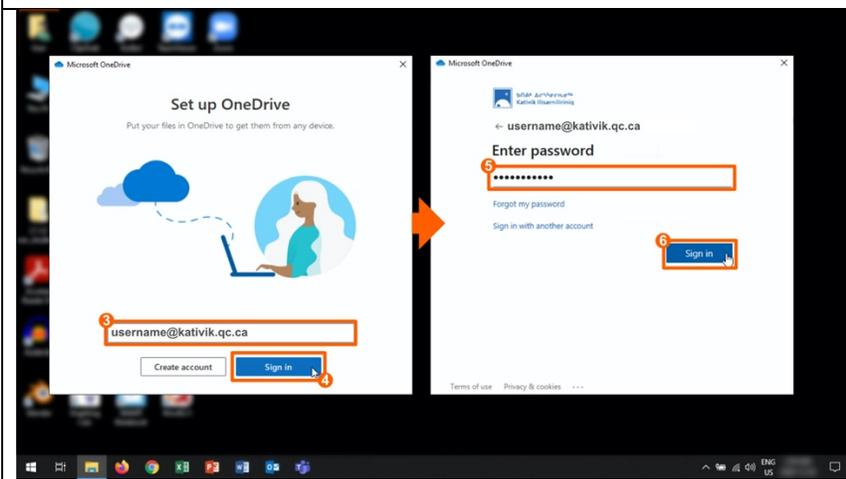
1. Double click on the *User* icon on your desktop.
2. In the left hand side menu, select *This PC*.
3. Click on *Documents*.

*The files you save in the *Documents* folder are only accessible through the session you used to sign-in. For example, if you signed in using the *User* session and create files, the *Usager* or *Student* sessions will not allow you to see these files.

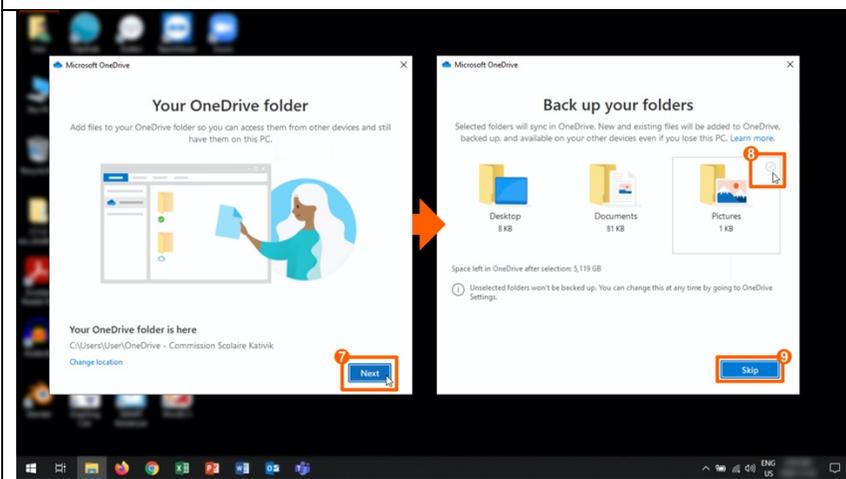
Saving your files on OneDrive



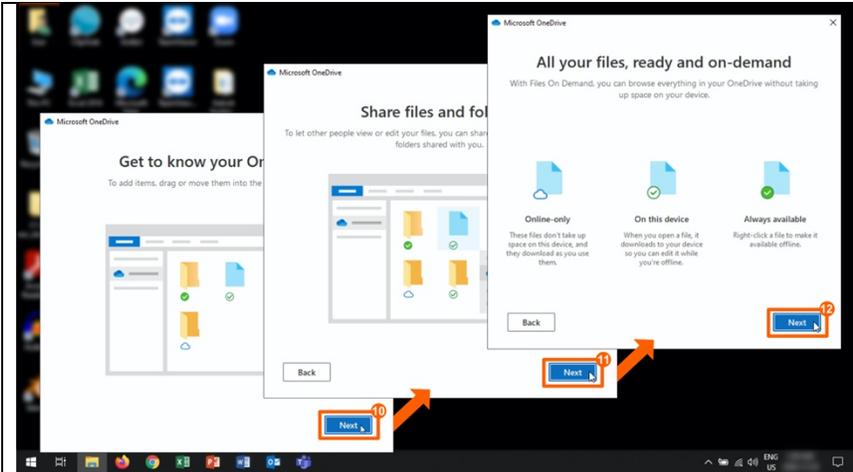
1. Double click on the *User* icon on your desktop.
2. On the left hand side of your files browser, select *OneDrive*.



3. Type in your username@kativik.qc.ca a (the same one you use for your email).
4. Click on *Sign in*.
5. Enter your password (the same one you use for your email).
6. Click on *Sign in*.

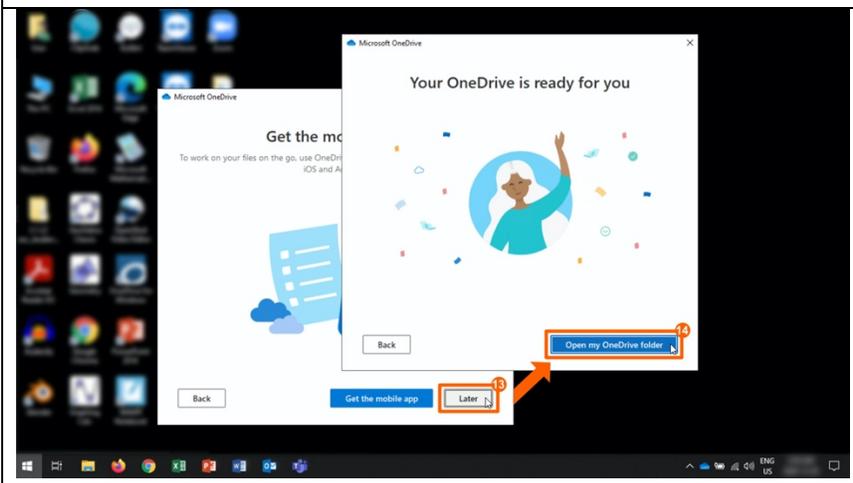


7. On the *Your OneDrive folder* window, click on *Next*.
8. Choose if you want to automatically save the content of your *Desktop*, *Documents* and *Pictures* on OneDrive.
9. Depending on your choices, click on *Next* or *Skip*.

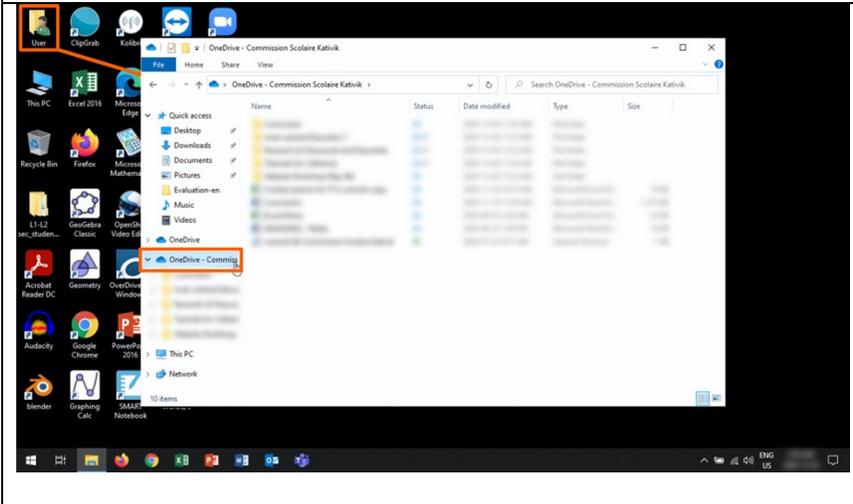


The next windows are only information.

10. Click on *Next*.
11. Click on *Next*.
12. Click on *Next*.



13. The next window suggest you get the mobile app. Click on *Later*.
14. To complete your *OneDrive* setup, click on *Open my OneDrive folder*.

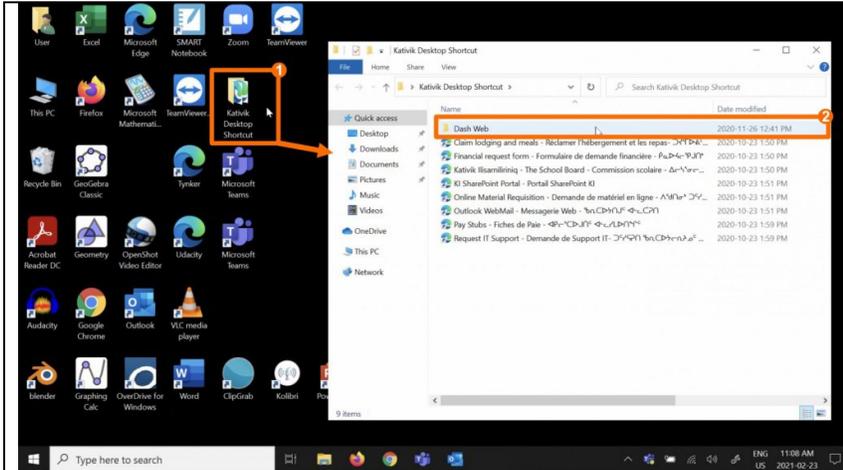


From now on, save and access files within your *OneDrive* folder.

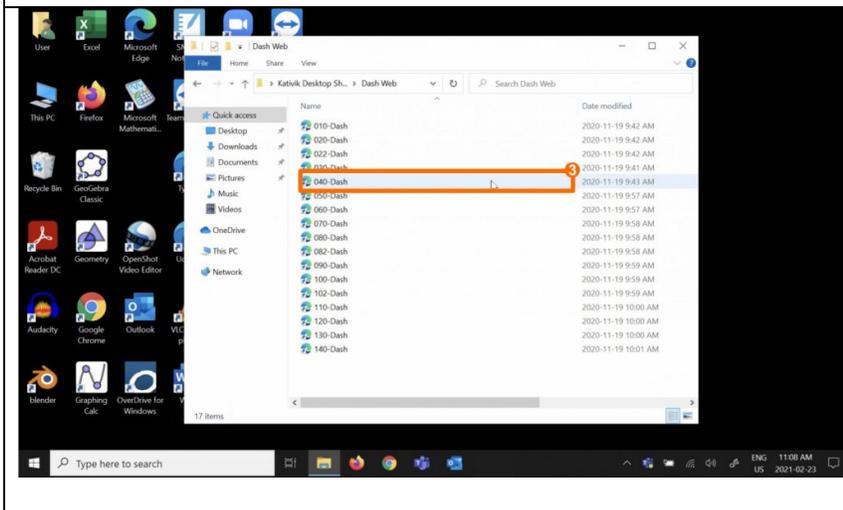
That folder can be used even offline, and will save your files online when it is connected to the Internet.

9. Accessing DASH

To simplify your access to DASH, you will find shortcuts towards each school's DASH portal on the desktop of your computer. This folder is only available on the *User* or *Usager* sessions, designed for teachers.



1. On the desktop, double click on the *Kativik Desktop Shortcuts* folder.
2. In the window that opens, select *Dash Web*.

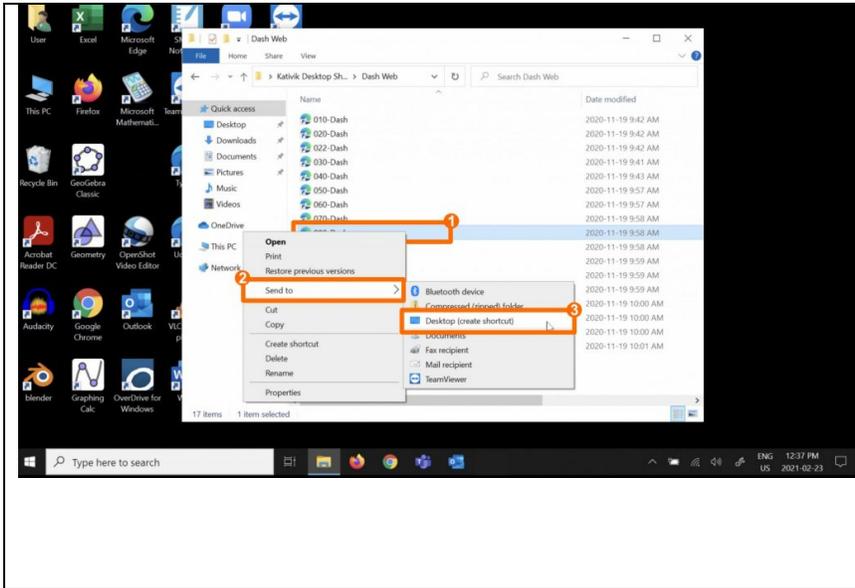


3. Identify your school in the list and double click.

DASH will automatically be opened in a Web browser window.

Creating a Shortcut on the Desktop

If you want to access DASH even faster, you can create a shortcut directly on the desktop.

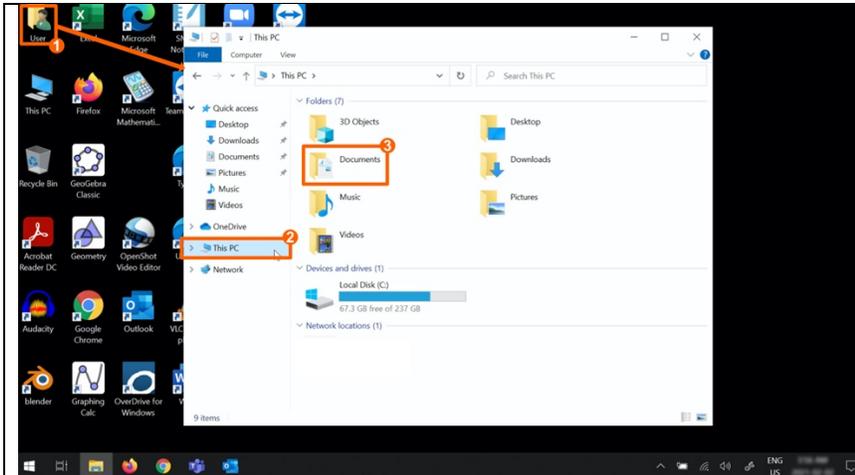


1. Identify your school in the list and right click to open the options.
2. Select *Send to*.
3. Select *Desktop (create shortcut)*.

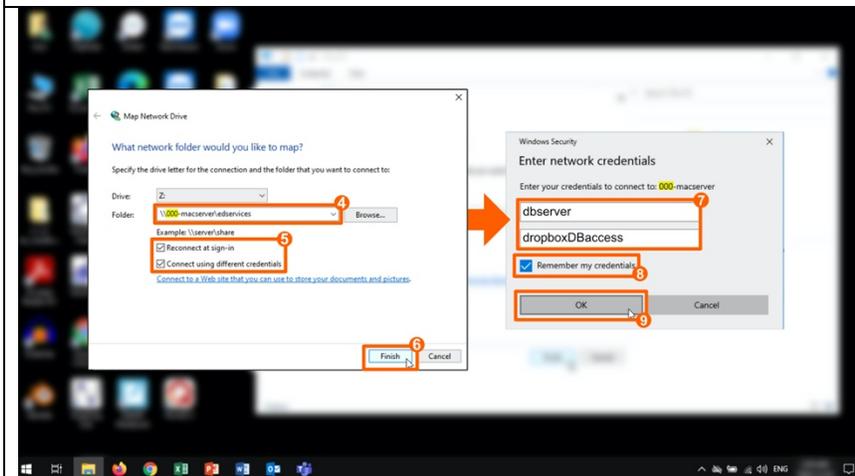
This shortcut will appear on the desktop.

10. Accessing DB Server

DB Server is a tool used by KI to give teachers access to educational resources even without access to the Internet. Your KI computer can access the DBServer when (and only when) you are in the school and connected to the school Wi-Fi network.



4. Double click on the *This PC* icon on your desktop.
5. In this new window, click on the *Computer* tab.
6. Click on *Map network drive*.



7. Type in the DBServer folder address that corresponds to your school (see appendix A).
8. Tick both the option boxes (*Reconnect at sign-in* AND *Connect using different credentials*).
9. Click on *Finish*.
10. Type in the username and password for your school, provided to you by your principal.
11. Tick the *Remember my credentials* box.
12. Click on *OK*.



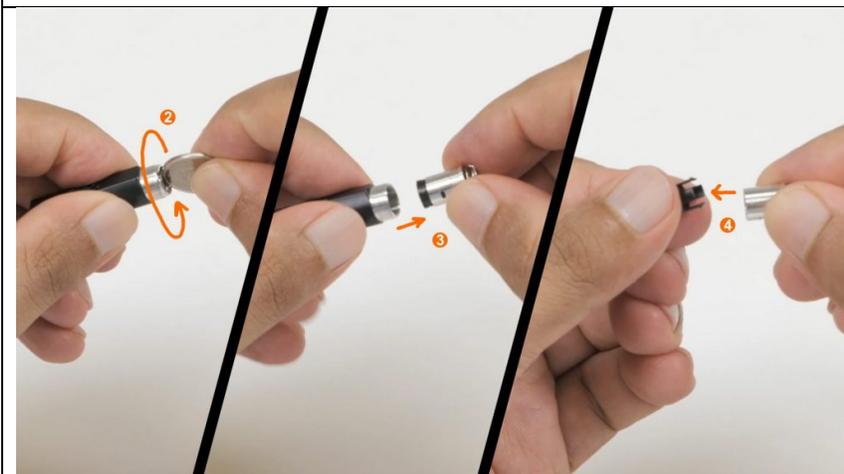
11. Using the Stylus

In order to use the Stylus provided with your DELL Latitude 5310 2 in 1, you will have to install batteries in the stylus and pair it with your computer using Bluetooth.

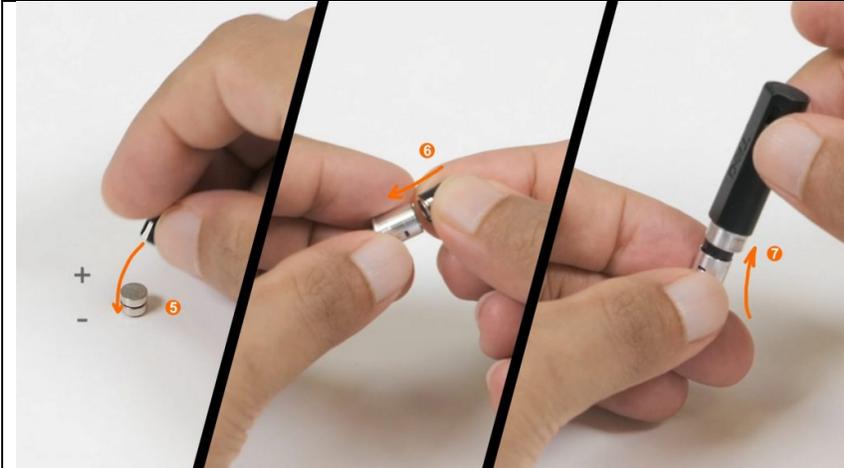
Installing the Stylus' Batteries



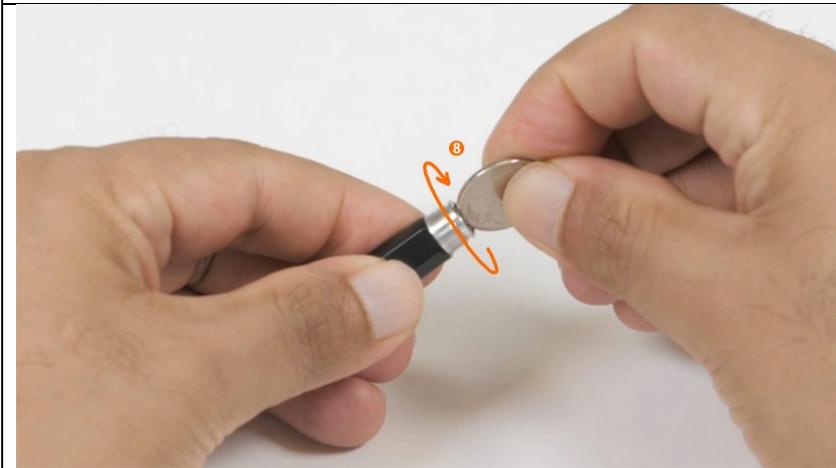
1. Remove the top cover from the stylus.



2. Using a coin, remove the cell battery holder.
3. Take the cell battery holder.
4. Remove the black plastic battery holder.



5. Stack the two cell-batteries positive side up and place the plastic battery holder over them.
6. Place the plastic battery holder and batteries back into the metal part.
7. Place the assembly back into the stylus top cover.

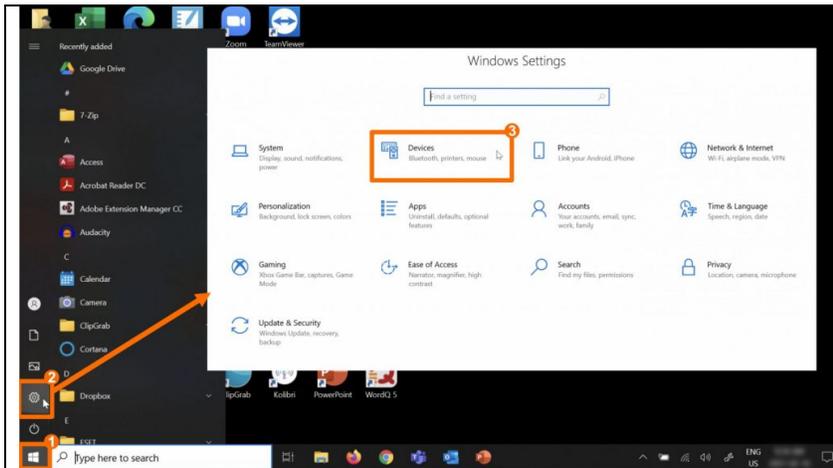


8. Use a coin to secure the cell-battery holder back into the stylus top-cover.

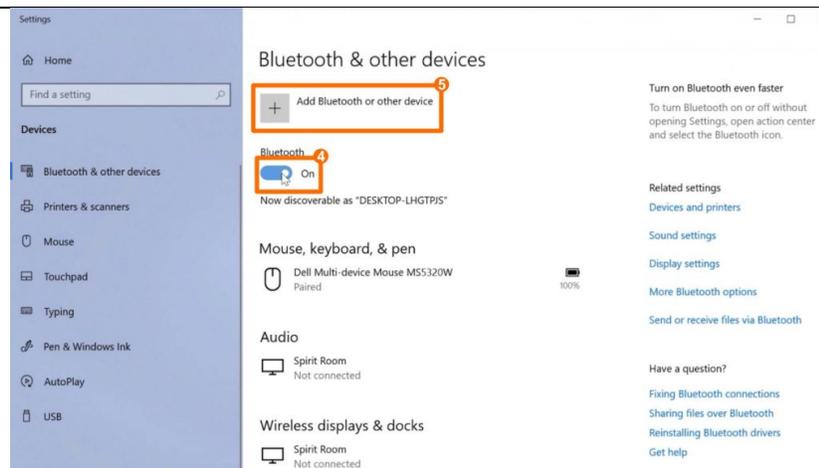


9. Insert the AAAA battery in the stylus, positive pole towards the tip of the stylus.
10. Put the stylus top-cover back on the stylus.

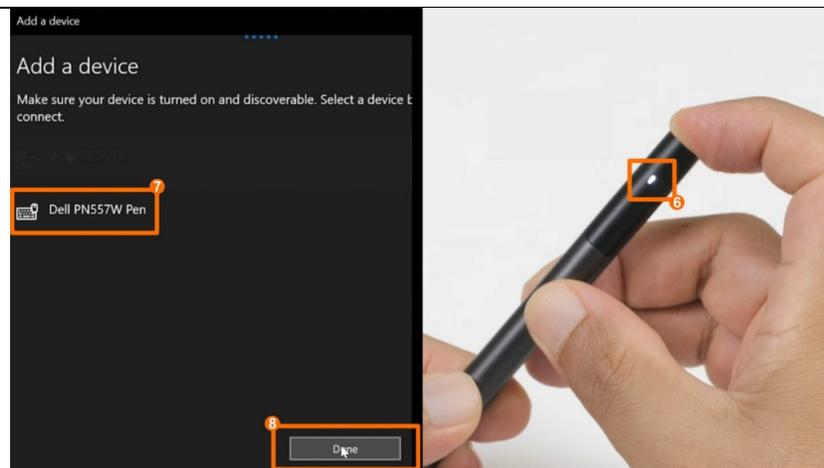
Pair the Stylus with your Computer using Bluetooth



1. Click on the *Start* menu in the lower left corner of the screen.
2. Select the *Settings*, represented by a cog icon.
3. In the settings, select *Devices*.



4. Make sure the Bluetooth option is ON.
5. Click on *Add a Bluetooth or other device*.



6. Press on the button at the top of the stylus for 3 seconds or until the light is blinking.
7. The *Dell Pen* will appear in the devices list. Click on it.
8. You should receive a confirmation message. Then, click on *Done*.

You are now ready to start using your stylus!