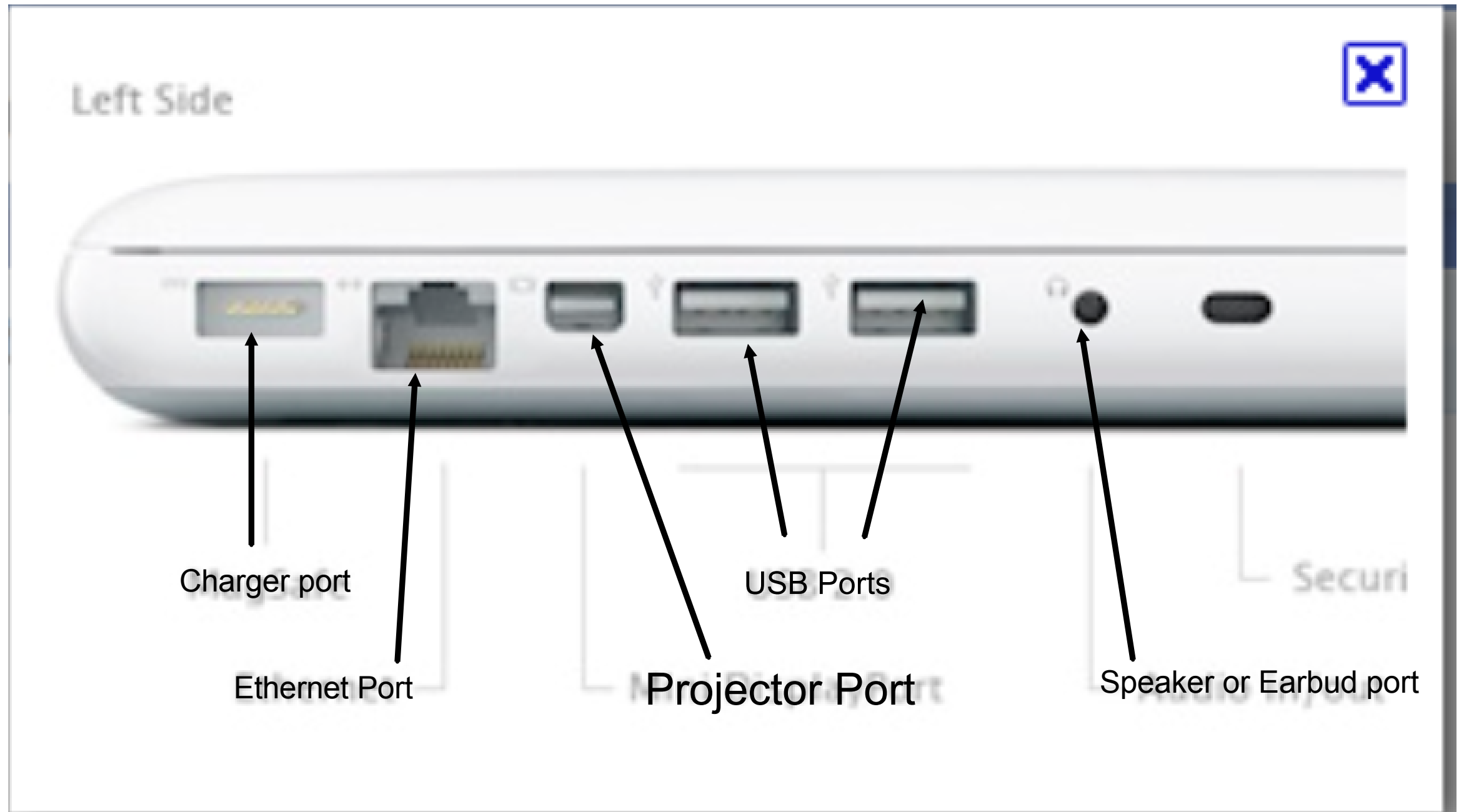




# Macbook Professional Development: Beginner



# Your Macbook



# Attachments and Goodies

**This is for your projector cable**



This is for charging your machine. There is an extension cord or straight wall plug.



# Logging In

- Use your username and password that you would use to log into your PC tower in your room



Dropbox

Bluetooth

Wireless Signal  
Strength

Mirroring on  
and off (when  
projecting)

Battery Life

# X-Drive and Global

## **X-DRIVE**

**LOCATED ON THE FAR RIGHT OF YOUR DOCK -  
IMMEDIATELY TO THE RIGHT OF THE WHITE  
LINES**

## DFS Root Shortcut

**On your desktop - connects you to your global  
folder**

# The Right Click

Right click on a Macbook requires the user to hold down the "Control" button and click



+



# SHORTCUTS

<http://support.apple.com/kb/ht1343>

COMMAND Q = QUIT

COMMAND X = CUT

COMMAND C = COPY

COMMAND V = PASTE

COMMAND P = PRINT



## Zoom Zoom

Control + Two finger slide forward/  
backward on trackpad

## SCROLLING

**Two fingers on trackpad up or down**

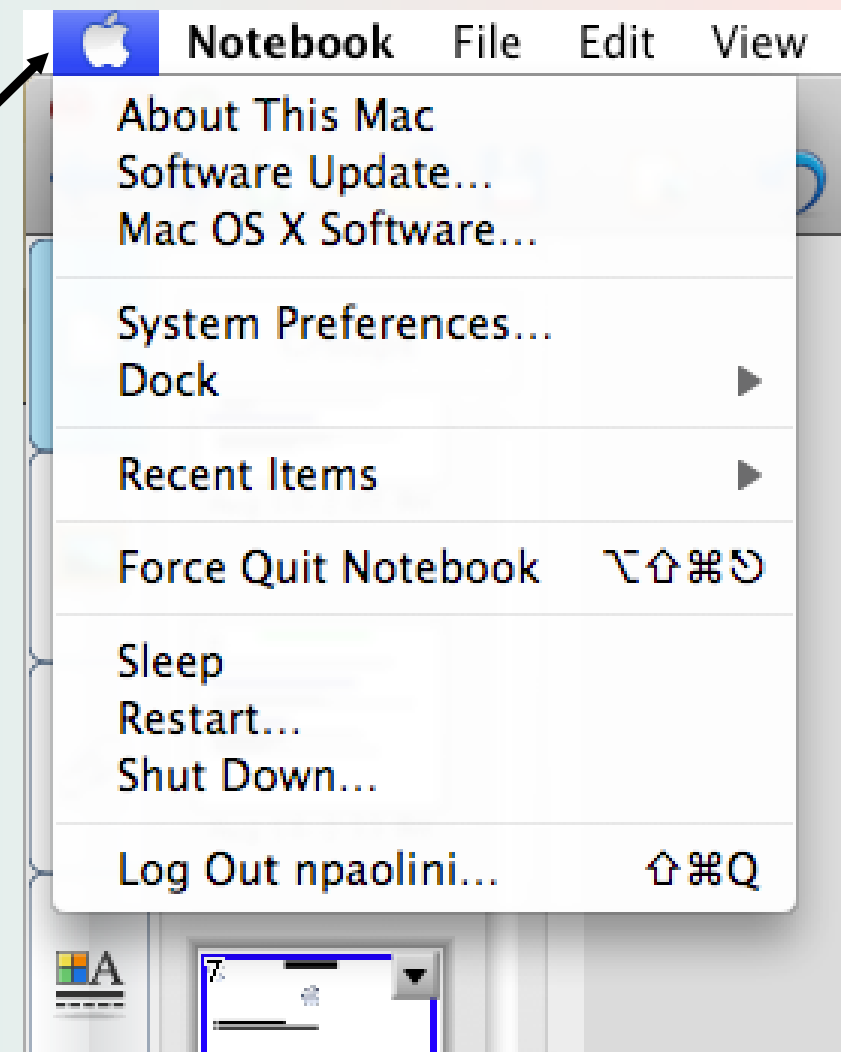


# The Apple



- This is the "Start" button on a PC
- It's located in the upper left corner of the machine

These are the options that appear when you click on the apple



# The Dock



- The Dock is a spot to store all the applications that you want readily available
- You can remove and add applications easily to customize
- You can customize settings for your Dock as well
  - Rearranging the Dock
  - Magnification
  - Location
  - Hiding



# Signing Out the Carts



- A digital calendar has been created in your Microsoft Outlook
- This calendar can be accessed via Outlook or Webmail
- This calendar will be used to sign your name and the periods that you will be using the cart.

# CART MANAGEMENT AND MAINTENANCE

- Plug in both or the cord at always
- Plug in the Ethernet cord and WAIT until the light turns green on the airport before having the students turn on their machines
- Macbook chargers - KEEP THEM PLUGGED IN ALWAYS



# Cart Security

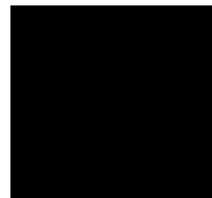


- Only teachers or professional staff are to know the combination and unlock the Macbook cart
- Enter the combination into the number pad, then push the lock inward

- After it unlocks **SPIN THE COMBINATION**



Cart combination =



"Keep it secret.....keep it safe"  
~Gandalf



# Student Use

- Each student must be assigned a computer and use that computer each time
- 
- Students will use their username and password to log into the machine (same process as on a PC)
- 
- Macbooks are set up to automatically connect to a wireless signal
- 
- Once connected, lesson can begin

# Maintenance of the Macbooks

## Battery Life

- The battery icon is in the upper right hand corner and can be switched from percentage to time left
- Be sure to plug the machines in @ the end of each lesson and @ the end of the school day
- Make sure the plug(s) is plugged into an outlet

## Shutting Down

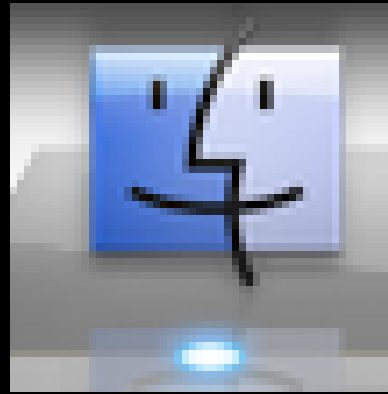
- Instruct students to wait until they see a black screen before closing the lid
- Direct students to put their computer back in the appropriate slot and connect the power source

## Carrying the Macbook

- Encourage and remind your students to carry their Macbooks with 2 hands @ all times
- Always place their machines on a safe and flat surface
- No food or drink next to the Macbook



# The Finder



- Guess what the "Finder" does?
- Finder is located in the far left side of the Dock
- If you cannot find a file on your computer, type the name of it in the upper right hand search area

We also can use the Finder to access our X-drive and global folder (This is the long, but a 100% guaranteed way)



# The Finder

## continued....



The Finder lets you organize, view, and access practically everything on your Mac, including applications, files, folders, discs, SD memory cards, and shared drives on your network.

o The left pane of the finder is organized into four sections. You and the students will primarily use **Devices** and **Places**.

- + **Devices-** shows you any USB, CD or DVD devices that are running on your computer.

- + **Shared-** This shows you any servers that you are connected

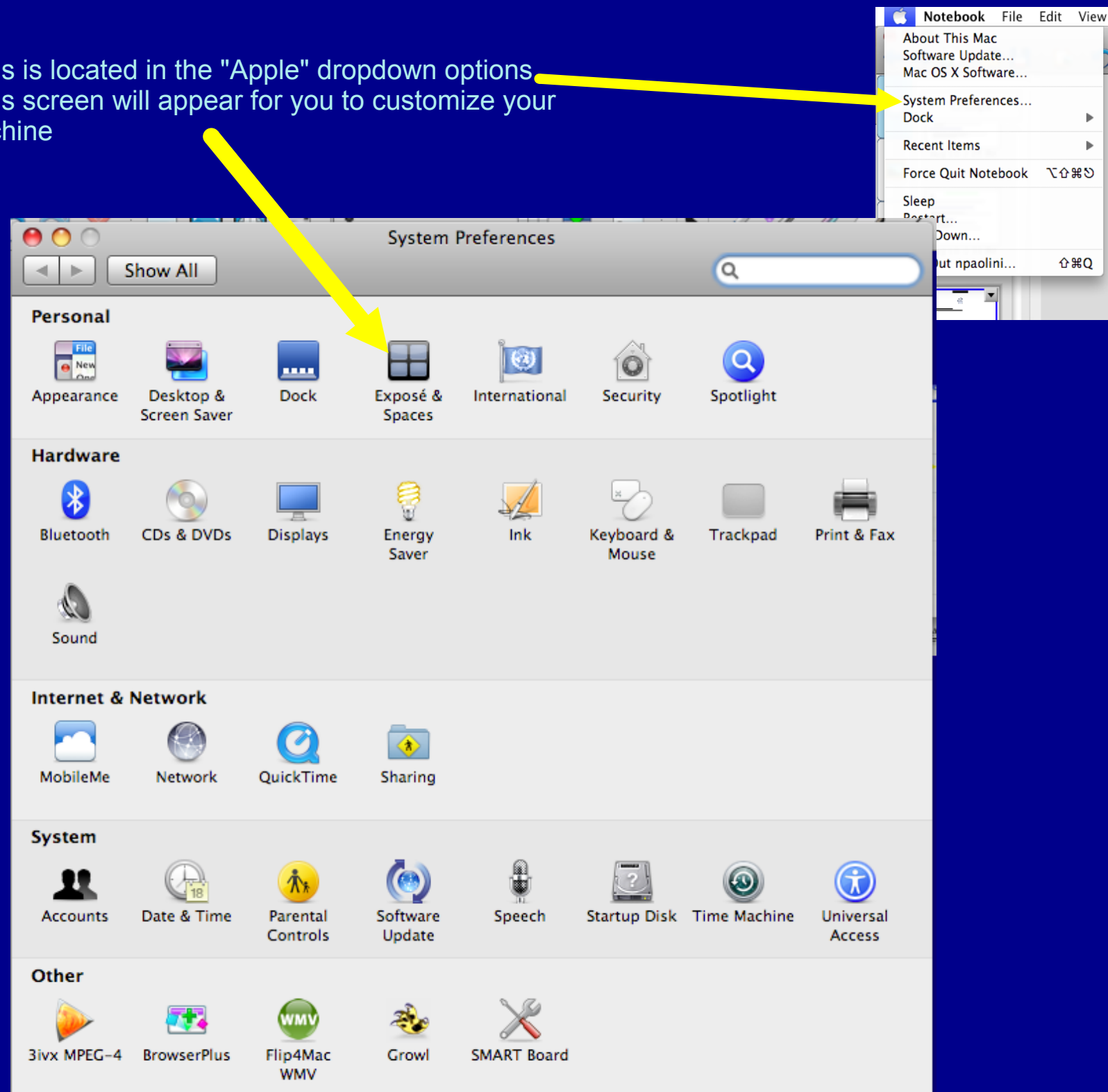
- + **Places-** This section lists the different places that you can find documents and applications that are stored on the computer

- + **Search For-**



# System Preferences

- This is located in the "Apple" dropdown options
- This screen will appear for you to customize your machine



# System Preferences continued....

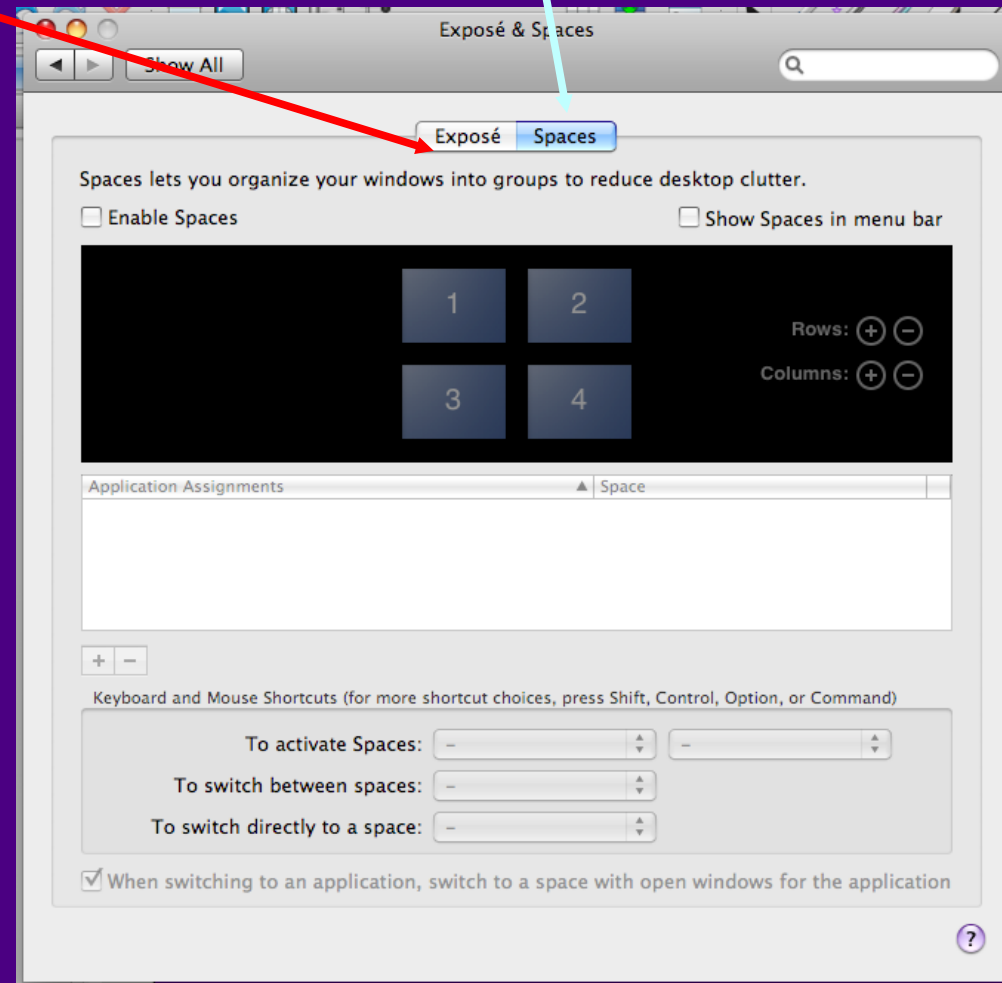
There are lots of changes you can make to customize your machine to your liking.

- Appearance
- Desktop and Screensaver
- Dock
- **\*\*Expose and Spaces\*\***
- Security (Change your password, etc)
- Set up Bluetooth
- Displays
- SMART Board Settings and Configuration
- Trackpad
- Sound
- Printers and Fax
- Etc.

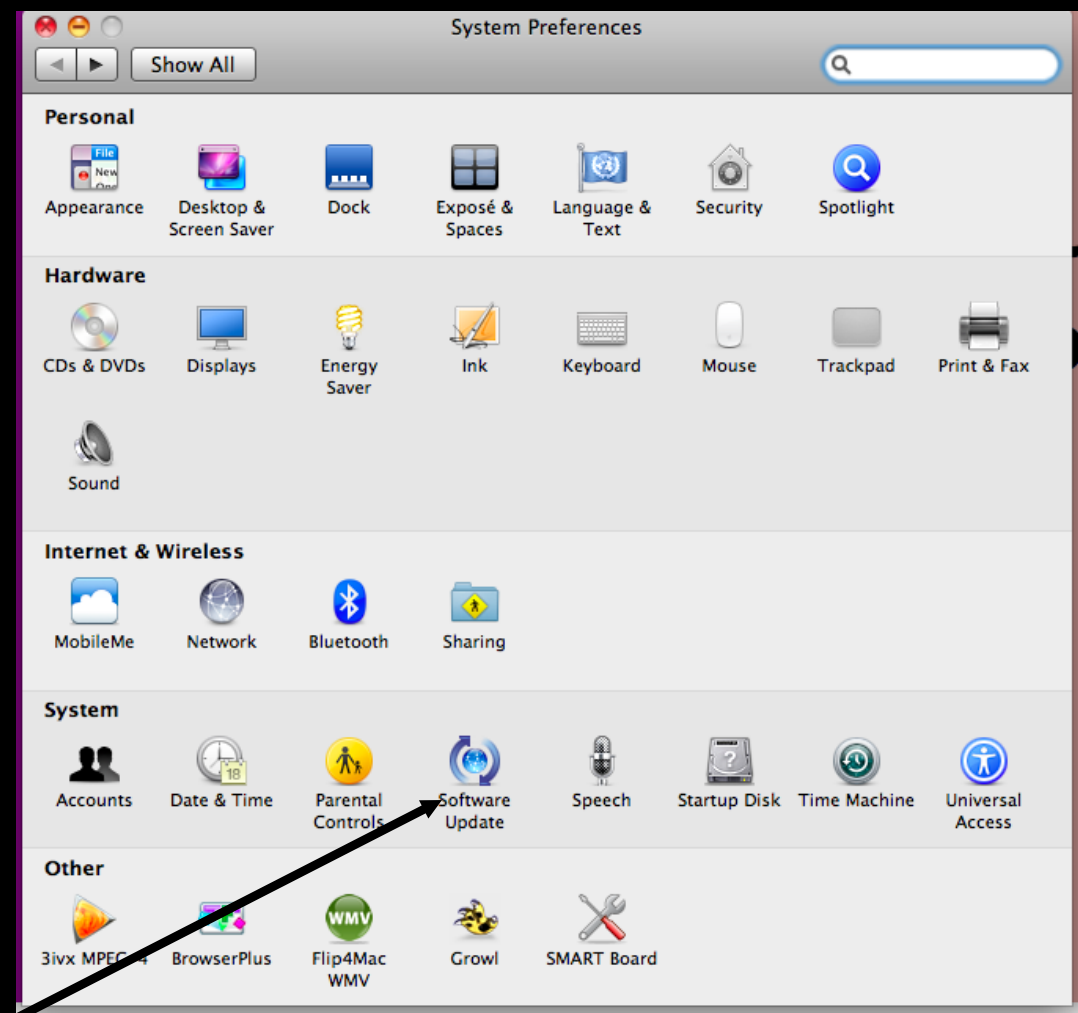
Go ahead and play...

# Expose and Spaces

- This is located in your "System Preferences"
- Spaces allows you to run multiple "desktops" at once, so each application can have their own screen.
- Expose enables the corners of your desktop to function as quick shortcuts.

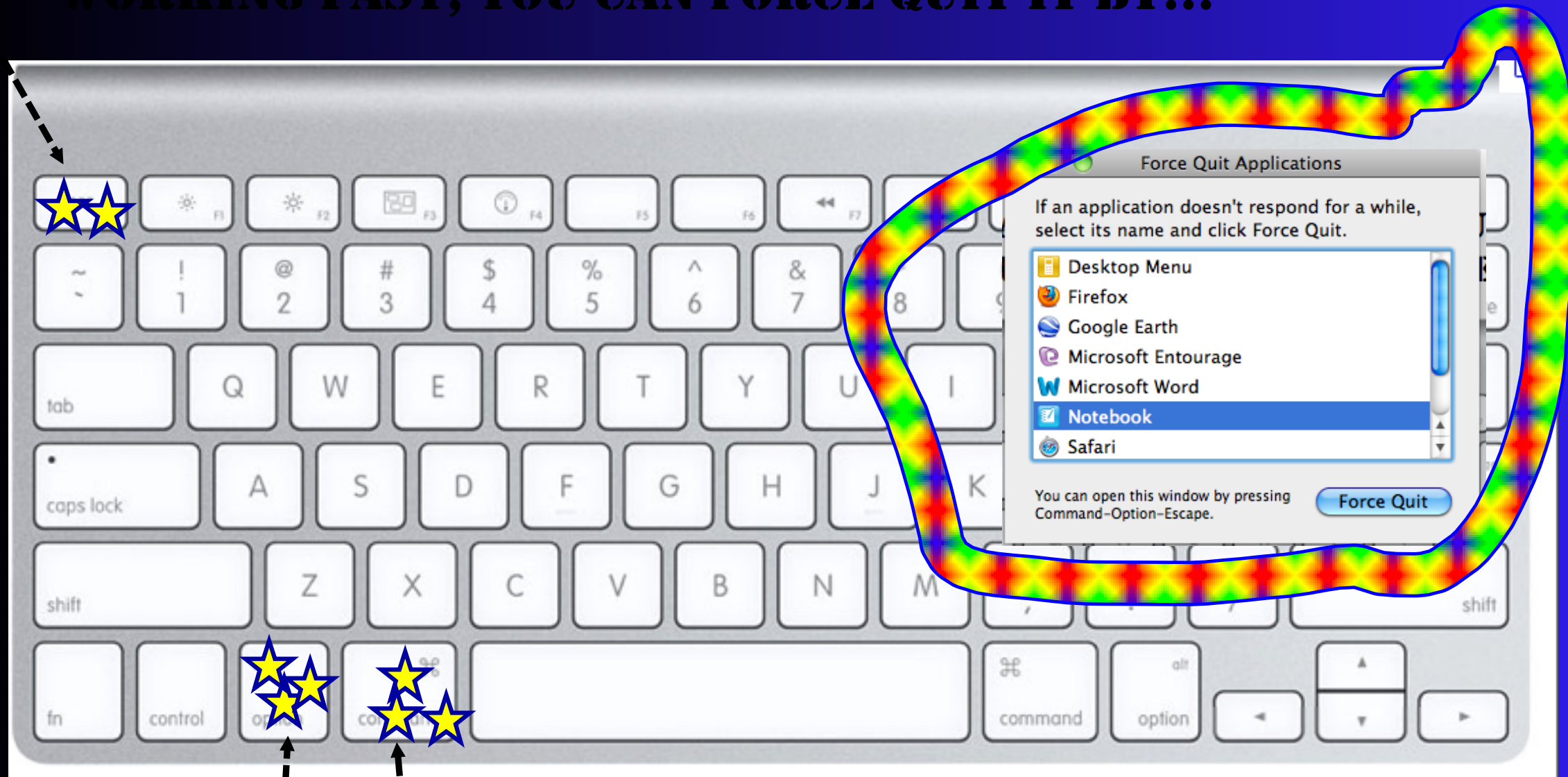


# Software Updates



# Force Quit

**IF AN APPLICATION IS FROZE UP OR IS JUST NOT WORKING FAST, YOU CAN FORCE QUIT IT BY...**



**Command, Option and Escape at the same time**

# Trash Can

- You can click and drag items you want to scrap into the trash can
- They will be kept there until you "Empty Trash" by right clicking on the trash can



**If you "Empty Trash" items there will forever be lost**



# Acceptable Use Policy

- Remind your students that by using the Macbooks, they are to still abide by PSD's AUP

## Student Misuse of Equipment

- It's going to happen. How are you going to deal with it?
- Minor problems are your decision, major problems MUST involve the technology department and administration

## Classroom Tips

- Position your student desks so you can see student screens at all times
- Watch for multiple tabs being open
- Watch facial expressions
- If something serious happens, take the Macbook and contact the proper people

# Setting up your Outlook Email

<https://webmail.penncrest.org/ews/exchange.aspx>





[www.skype.com](http://www.skype.com)

Search for me by:

My username: nickpaolini81

My email: npaolini@penncrest.org



Other SHS and PSD users on Skype:

Jeffrey S. Patrick (jeffpatrick21)

Phil Young Jr. (phyoung0626)

staceyanderton (staceyanderton)

Chris Greco (chrisgrecoSHS)

Greg Molnar (gregpmolnar)

Jason Williams (jwilliams2233)

Jennifer Stevens (jennifer\_stevens)

Melissa Statman (mmstatman)

rickrutkowski (rickrutkowski)

Steve Simcheck (stevesimcheck)

William Hetrick (whetrick26)

*iLife*

**iPhoto**

**iTunes**

**iMovie**