
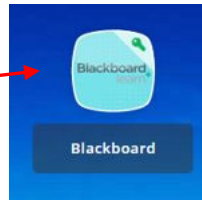




RCPS Middle School Laptop Set-Up Directions for At-Home Use

How to access Video Tutorials for Students in Blackboard

1. Open **Google Chrome**
2. Sign in to **ClassLink** (regular U/N and P/W)
3. Click the **Blackboard** app icon 
4. On the left menu, choose **Organizations**
5. Open the **Technology Tutorials** organization
6. On left menu select **2020-2021 Technology Tutorials**
7. On right, you will see tutorial videos grouped by grade level. You may watch any of the videos for help with your laptop set-up.



Need Technical Support?

For technical support with your RCPS Laptop:

EMAIL

techsupport@rcps.us

-or-

CALL

540-562-3880

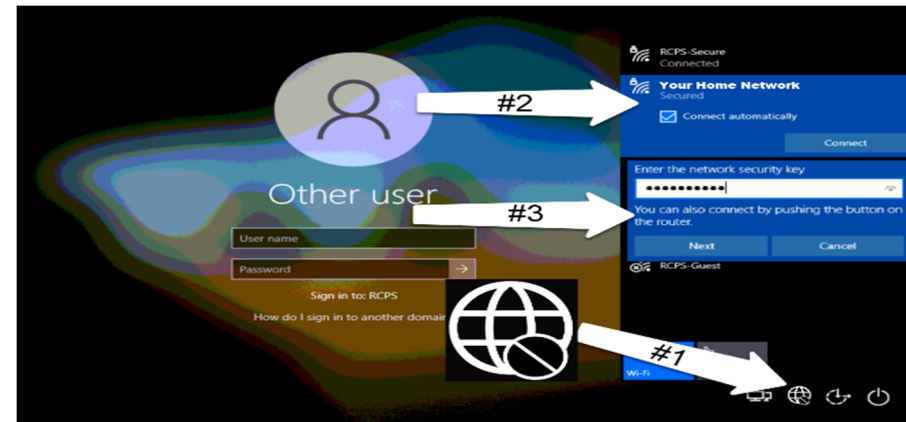
Please provide the following information in any email and/or voicemail:

- Laptop Name (see label on top cover)
 - Student name, grade, and school
 - A description of the issue
- Your preferred contact information

****The steps below must be completed the first time you log in to your RCPS laptop from home****


Initial Laptop Login Directions – for home use

To begin, turn the laptop on, press **Ctrl + Alt + Del**, and click **OK**



1. Click the **Internet Icon** in the bottom right of your screen
2. From the list of networks **choose your home network** and click **Connect**
3. Enter **your home Wi-Fi password** and click **Next**
4. *It may indicate that you are NOT yet connected, this is normal. Please continue to the next step of connecting the VPN to solve this issue.

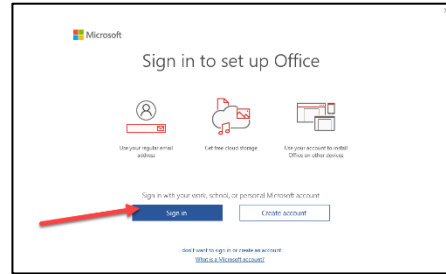
Connecting to the VPN

1. Once completing steps above, click the **Network Sign-In icon** in the bottom right of your screen (to the left of the Wi-Fi icon) 
2. Allow time for the connection to happen.
3. Log in to the laptop using your RCPS Username and Password.



Activate Microsoft Office

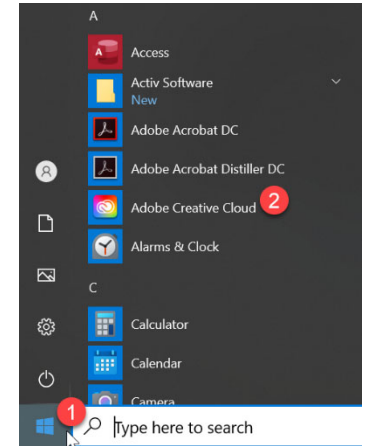
1. Open Word or PowerPoint.
2. Click **Sign In**.



3. Type in the student's school email (ends in @student.rcps.us) and click **Next**.
4. Type in the student's password and click **Sign In**.
5. Click **Ok**.
6. Click **Done**.

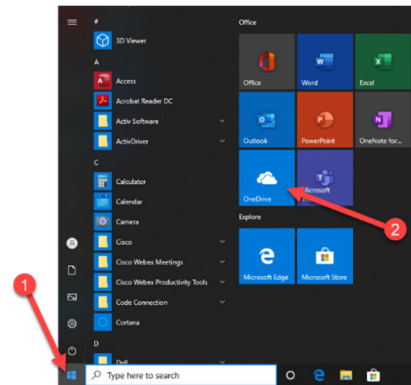
Sign in to Adobe Creative Cloud

1. Click the **Windows Start button** and find the **Adobe Creative Cloud** app and click to open.
2. **Sign in** using the student's school email (ends in @student.rcps.us) and password.
3. After it loads, you can close the program.



Sign in to OneDrive

1. Click on the **Windows Start button** then find the OneDrive app and click to open.
2. Sign in using the student's school email (ends in @student.rcps.us) and password.
3. Click **Next** to follow through the tutorial. At the end, click "**Open my OneDrive folder**". Remember to always save your documents into the **OneDrive – Roanoke County Schools** folder.



- > Creative Cloud Files
- > OneDrive - Roanoke County Schools
- > This PC

Setting up a Home Printer

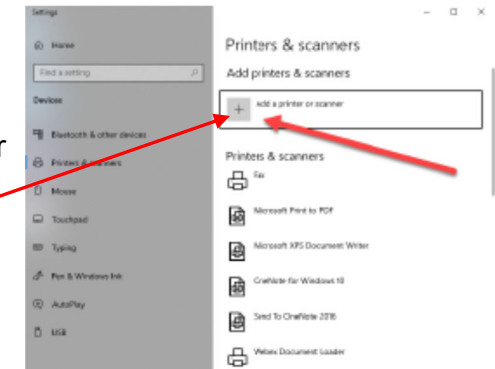
RCPS does not provide printers for home use. However, you can connect most home printers to a student laptop. There are a wide variety of printers, but many printers will connect using one of these 2 methods:

Option 1 – Connect with a USB cable: (easiest option)

1. Plug the USB cord from the printer to the laptop
2. Laptop should recognize a new device and auto-install the printer.

Option 2 – Wireless Printer

1. Type **Printers** in the Windows search bar
2. Click on **Printers and Scanners**
3. Choose **Add a Printer or Scanner**
4. Your network will be searched for an Available printer – **Click Printer Name**
5. Choose **Add Device**



Please refer to the documentation that came with your printer for more directions. RCPS technology staff will not be able to troubleshoot your home printer.