**OPHS Laptop Basics**

**Quick Guide for Teachers, Students, and Parents**

**Laptop Information**

* MacBook Air, 2020
* Contact Mrs. McPhail [judy.mcphail@nkcschools.org](mailto:judy.mcphail@nkcschools.org) or Angela Van Batavia [angela.vanbatavia@nkcschools.org](mailto:angela.vanbatavia@nkcschools.org) with issues
* Charge every night
* Restart once a week
* Password can only be changed on NKCSD sites

**Downloading Apps to your MacBook Air**

* You will download apps to put on your MacBook from here. To get to Self-Service, go to Launchpad, two-finger swipe to the second page. Click Self-Service then login with your Student ID and password.
  + Microsoft Apps: Students will need (at a minimum) Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Teams, and Microsoft Word. Click on each of these to install them as apps to your laptop.
    - Once students install Microsoft Outlook, they will need to sign in and check their account at least twice a day.
    - Students’ email address is their StudentNumber@nkcschools.org

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* + Productivity Apps: Students will need:
    - Box. However, before the Box app is installed, students must first install the web version on Box, [located here](https://nkcschools.account.box.com/login). After students install the web version, then they should install the Box app in the Productivity section.
    - Box is an online storage system that can be moved to students’ desktop.
    - [Here is a quick video to guide with Box.](https://www.youtube.com/watch?v=2bb3fGwk3tI)

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* + Web Browsers: Students should download Google Chrome and use this browser while using Canvas.
    - Safari is automatically on the MacBook Air. A picture containing clock, monitor, table

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* + Printers: If a student is an taking in-person classes, they may need periodic printing capabilities. To print at school, they will need to install the Konica Printer.

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**Student Links**

* Many of the links students will be using for classes are located on the Student Links page. These links do not have to be downloaded, as they are web-based. Students may want to bookmark or favorite the [Student Links page](https://openssl.nkcschools.org/links/students).
* In high school courses students will use:
  + Canvas-online learning platform for all classes. Students will interact with teachers, turn in assignments, and receive feedback.
  + Destiny-online database of all books and databases available in the NKCSD district
  + Box-sign into this web version before downloading the Box app in self-service.
  + Powerschool-students can check grades in their classes on this web-based system.

**Other websites that students will find useful**

* [MCPL](http://mymcpl.org/)-Mid Continent Public Library
  + With their NKC/MCPL Library Card students have access to 24/7 live tutoring, ebooks, audiobooks, print books with curbside service, databases, magazines, and so much more and it’s all FREE!
    - Video on how to set up NKC/MCPL Library Account
* [OPHS LMC Webpage](http://northmenslmc.com/)-the Oak Park Library website. We will be providing curbside service to our virtual students on Wednesday! Contact [angela.vanbatavia@nkcschools.org](mailto:angela.vanbatavia@nkcschools.org) for more information!

**Helpful Videos**

* [Accessibility features for the Mac](https://www.youtube.com/playlist?list=PLnNlyhnWWg78ivm-PCJeEnjIUiJVOEtj_)
* [Canvas for students](https://www.youtube.com/playlist?list=PLnNlyhnWWg7_d2_pNU_gKkHBuFmJefC40)
* [Canvas for parents](https://www.youtube.com/playlist?list=PLnNlyhnWWg79Tr2DuoC7ZzODqj2HpEu0g)
* [How to sign up as an observer for your child’s Canvas Course](https://nkcschools.app.box.com/s/3jx92yryy2h7nxjv2qlwl2gzv5ej8uaq)