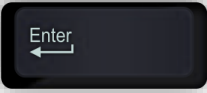




# Student Login Instructions

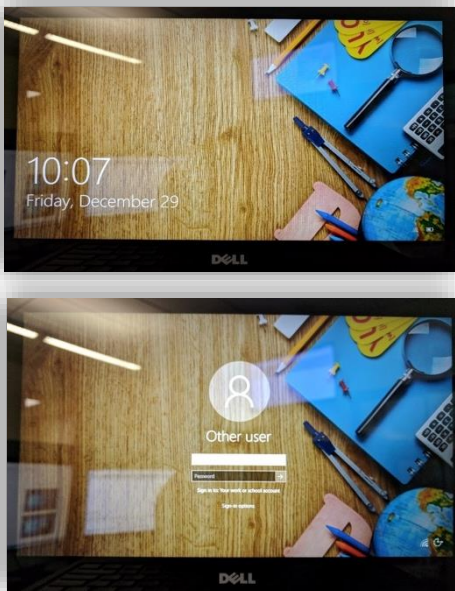
## Dell Latitude 3330

### Step 1: Windows 10



To open the login screen,  
Swipe up or press .

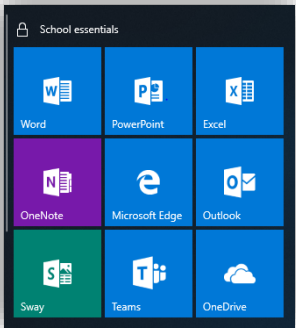
Enter your full email address.  
*ex: livestudent4@cherrycreekschools.org*

Enter your password.  
Press .



### Step 2: Outlook

Click Start.   
Open Outlook.   
Minimize Outlook (optional).

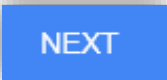


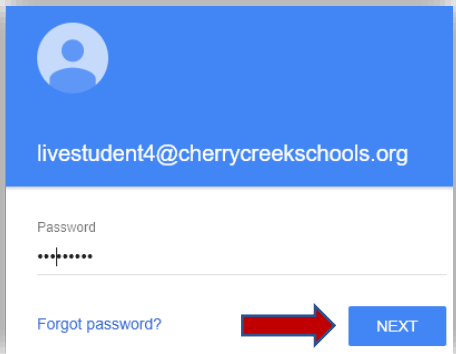
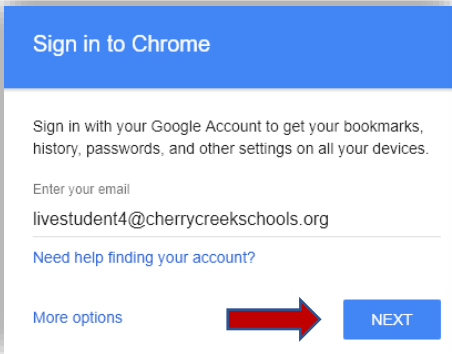
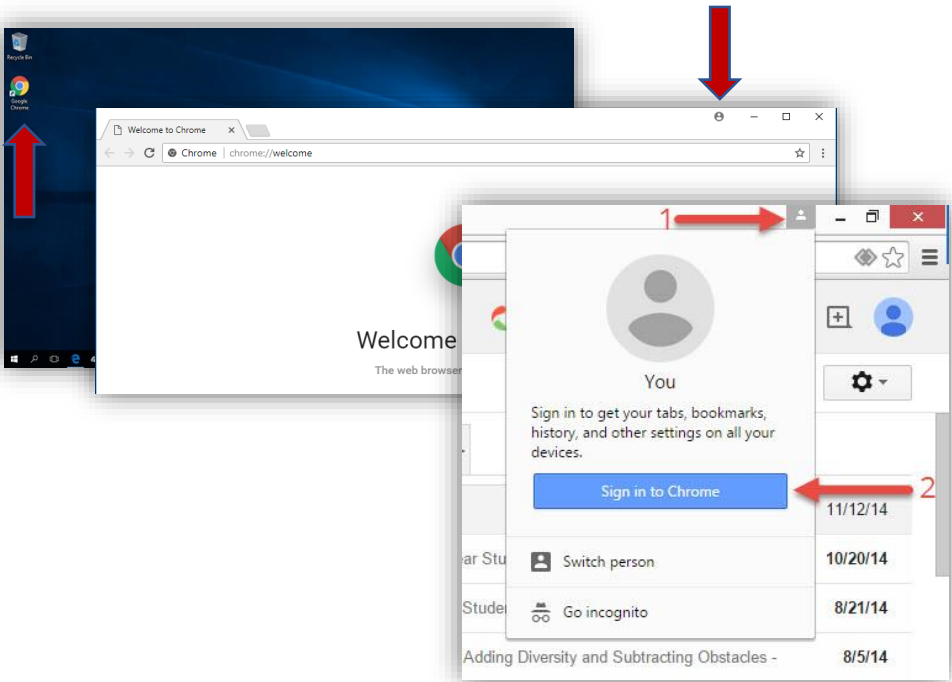
### Step 3: Chrome

Return to desktop, and open  
Chrome browser.  
Then, click the person icon.  
Next, click .

Enter your full email address.  
*ex: livestudent4@cherrycreekschools.org*

Click .

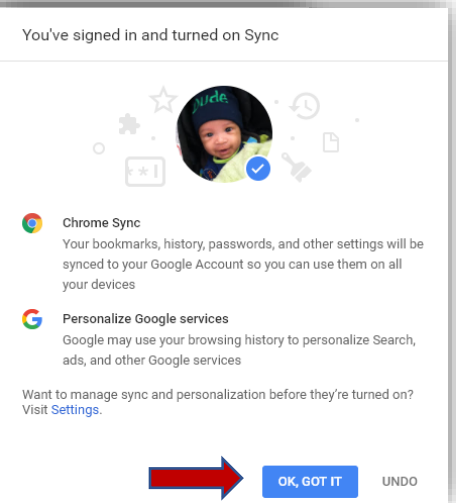
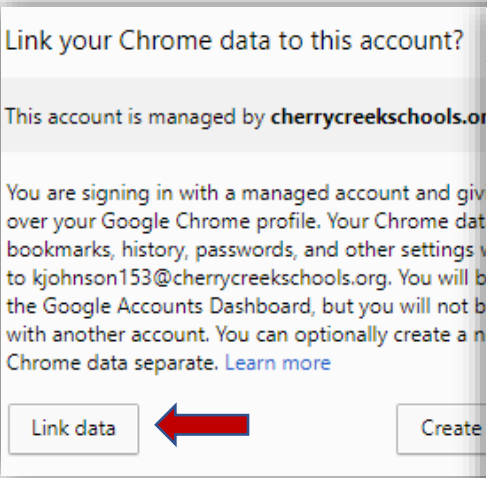
Enter your password.  
Click .



### Step 4: Link Data

Then, click .

Finally, click .



# Adding a Network Printer to a PC

Find the “**Type here to search**” box in the bottom left corner of your home screen.

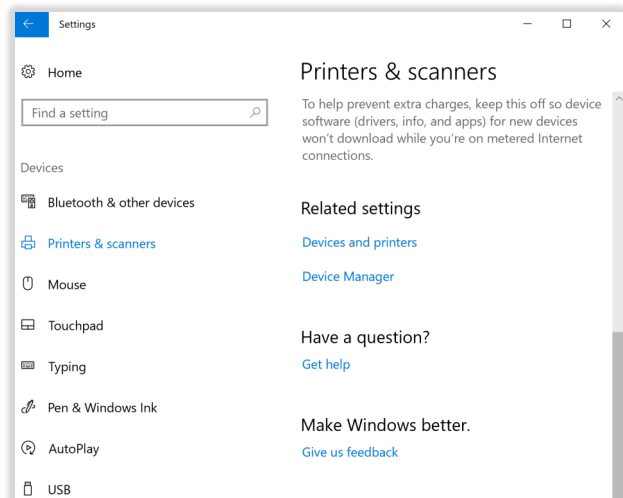
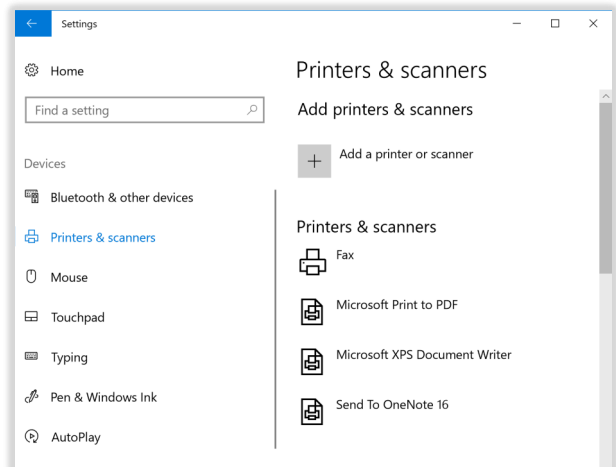
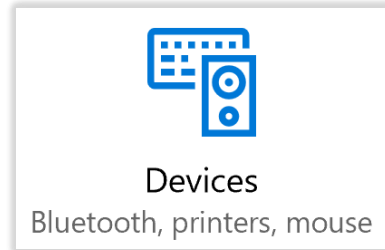
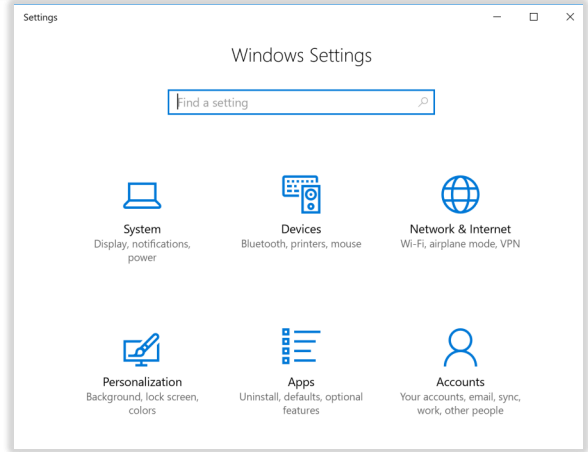
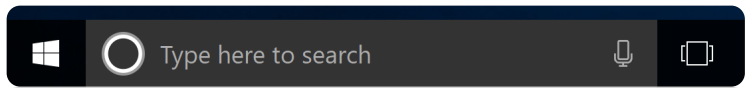
In the “**Type here to search**” box, type “**Settings**”. Then, in a list of search results will appear. Click “**Settings**”. Your Windows Settings screen will open, showing a number of options for your machine (devices, network, personalization, apps, accounts, etc.).

Click on “**Devices**” to open a screen that displays several types of devices for your machine (Bluetooth, printers, scanners, mouse, touchpad, keyboard, pen, etc.).

In the list on the left, click “**Printers & Scanners**” to show all available printing options for your machine.

On the right, **DO NOT** click “**Add a printer or scanner**”. Instead, move to the next step.

Next, scroll down to find the heading “**Related Settings**”. Then, click “**Devices & Printers**”.



When the “Devices and Printers” window opens, click “**Add a printer**” located on the gray toolbar at the top.

In the next window that opens, your machine will automatically begin searching for printers located on the CCSD network. Ignore this, and do not choose any printers in the populated list.

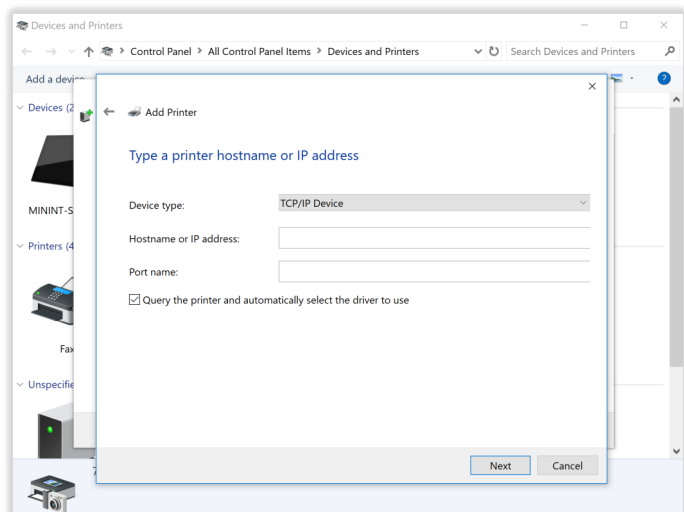
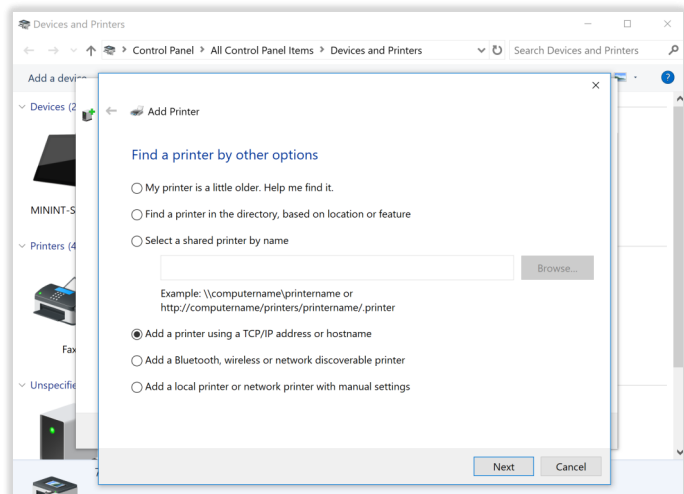
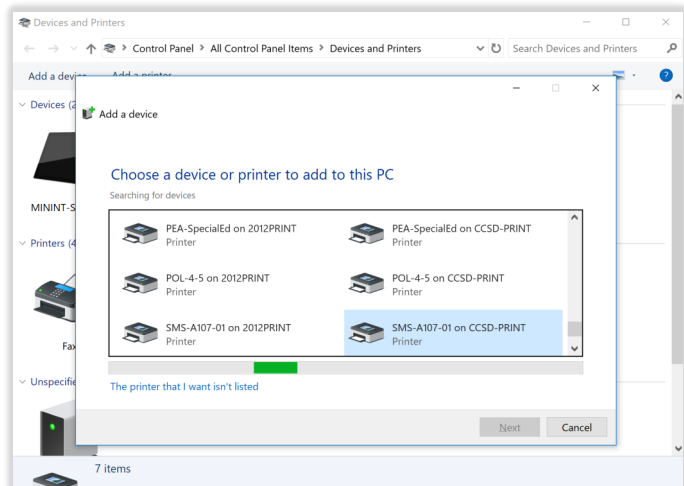
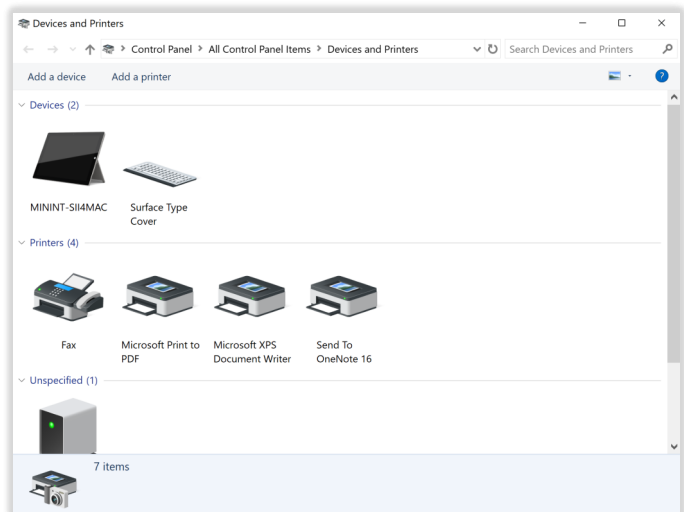
Instead, click “**The printer that I want isn’t listed**”, located just below the populated list.

Then, click “**Next**”.

In the next window, select the circle beside “**Add a printer using a TCP/IP address or hostname**”.

Then, click “**Next**”.

Use the pulldown menu in the next window to select “**TCP/IP Device**”.



Then, type the IP address of your desired printer in the box next to **“Hostname or IP address”**. (You’ll notice that the **“Port Name”** box will automatically populate with the same IP address as you type.)

Also, make sure the box next to **“Query the printer and automatically select the driver to use”** is **CHECKED**.

Click **“Next”**.

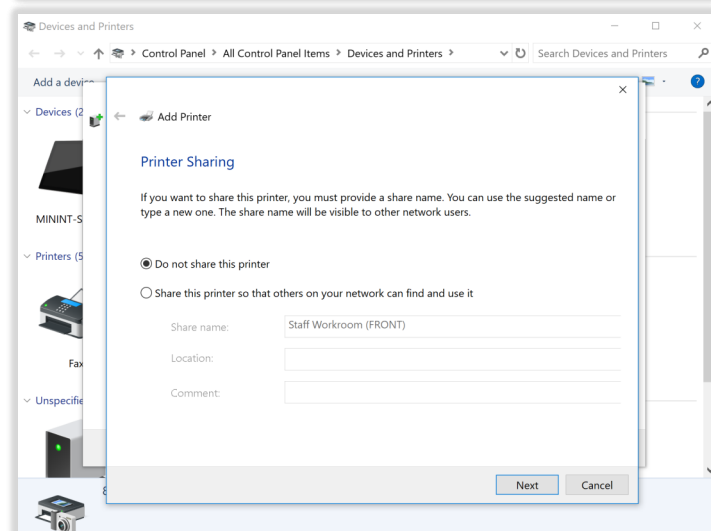
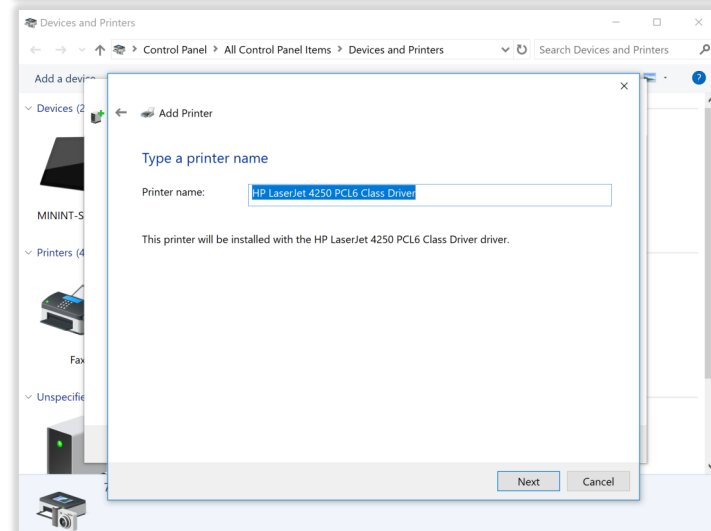
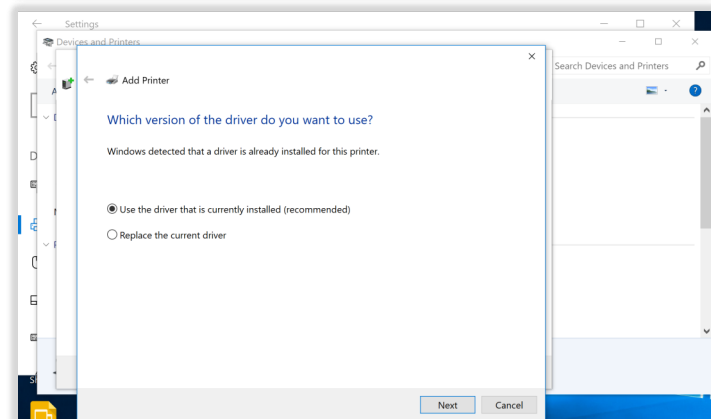
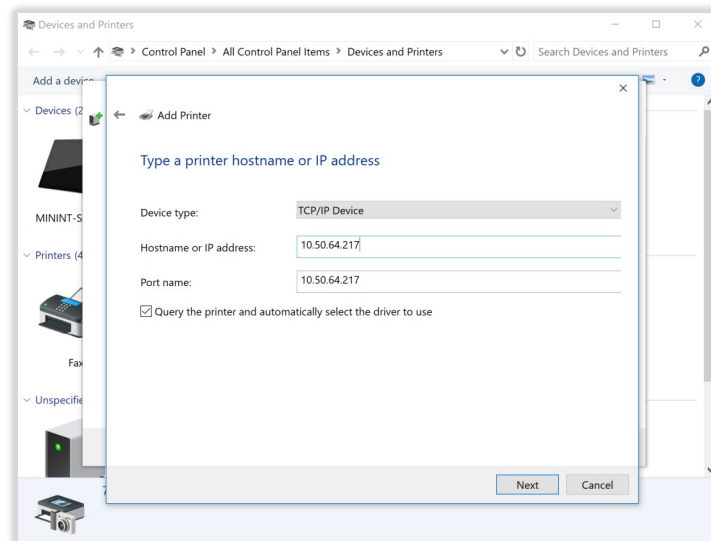
You will be asked in the next window, **“Which version of the driver do you want to use?”** Make sure the circle beside **“Use the driver that is currently installed (recommended)”** is selected.

Then, click **“Next”**.

In the following window, you’ll be asked to type a printer name. You may either keep the name of the printer as displayed OR you can name it something more helpful (such as the department, room name or room number where the printer is located).

After you’ve typed a name for your printer, click **“Next”**.

In the Printer Sharing window that opens next, please select the circle next to **“Do not share this printer”**.



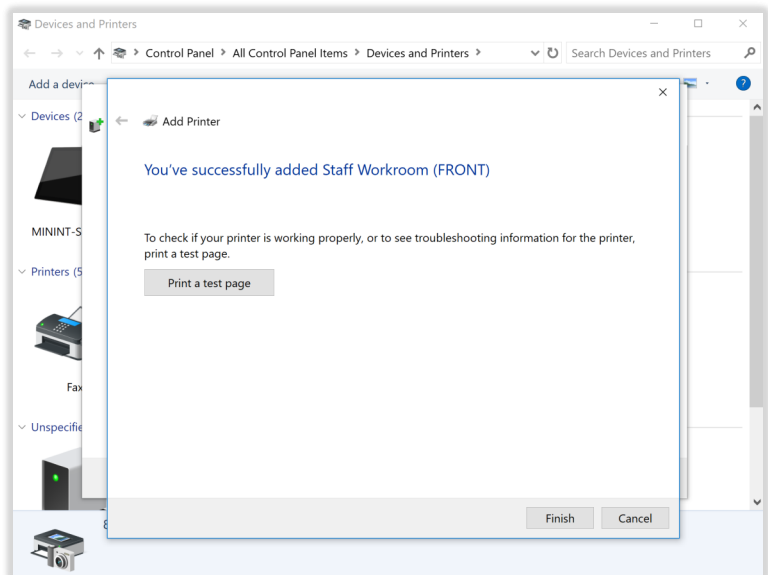


In the final step, you have two choices:

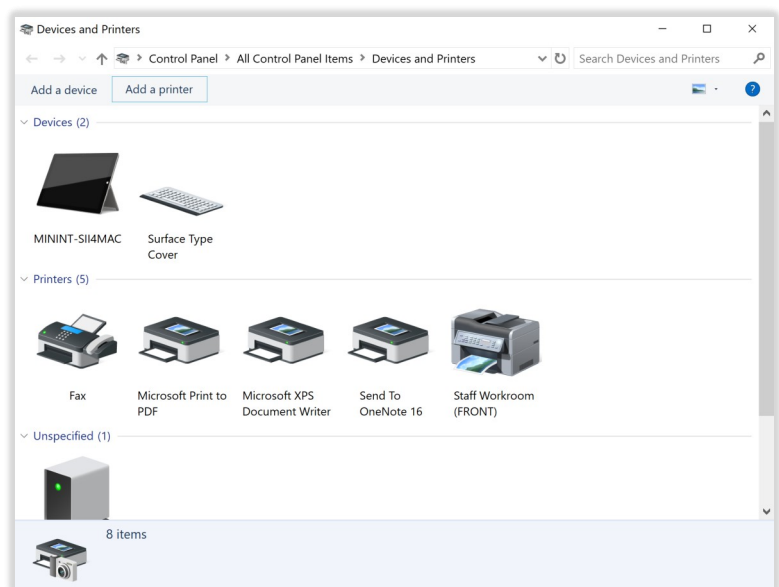
A. Click **“Print a test page”** to determine if your printer installed correctly. Then, click **“Finish”**.

OR

B. Click **“Finish”**.



When you have successfully installed your printer, it should appear now in your list of available printers.



# Student Devices – Maintenance & Updates



## Dell 3189/3190 & Windows 10

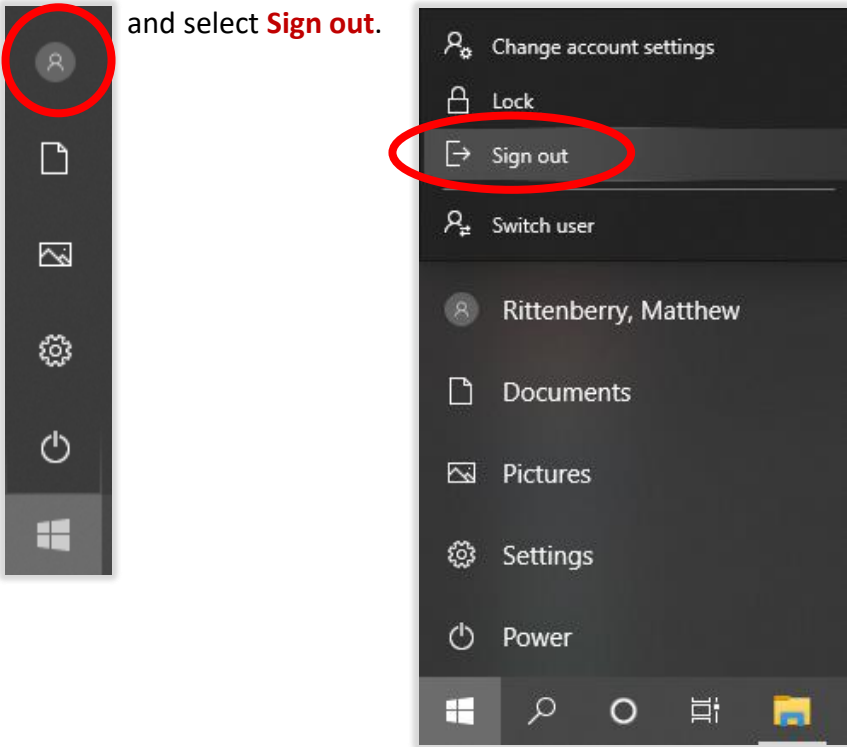
CCSD Information Systems continuously updates all Windows 10 student devices used both in schools and at home. Without these updates, student devices can begin to experience problems with WiFi, speakers, microphone, camera, etc. Most Windows 10 updates are pushed to devices and installed automatically at night; therefore, it is important that students follow proper steps each day to maintain their devices:

1. At the end of each day, students must **log off** their devices following the steps illustrated below.
2. Then, students should **close the lid** while the device remains **powered on**.
3. Finally, students must leave their devices **plugged in** (and powered on) overnight.
4. Students should never power off their devices or shut them down completely at any time.
5. Updates will then install automatically overnight and minimize daytime disruptions.

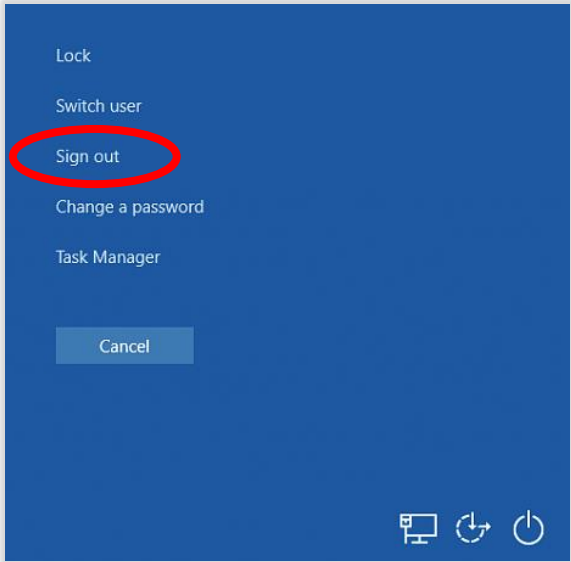
### How should students log off their devices?

Select the **Windows Menu** icon  in the bottom left corner of the screen.

Select the **User** icon,  and select **Sign out**.



Alternatively, press **CTRL + ALT + DELETE**, and then select **Sign out**.



Finally, **close the lid** while the device remains **powered on**.

Leave the device **plugged in** (and powered on) overnight.



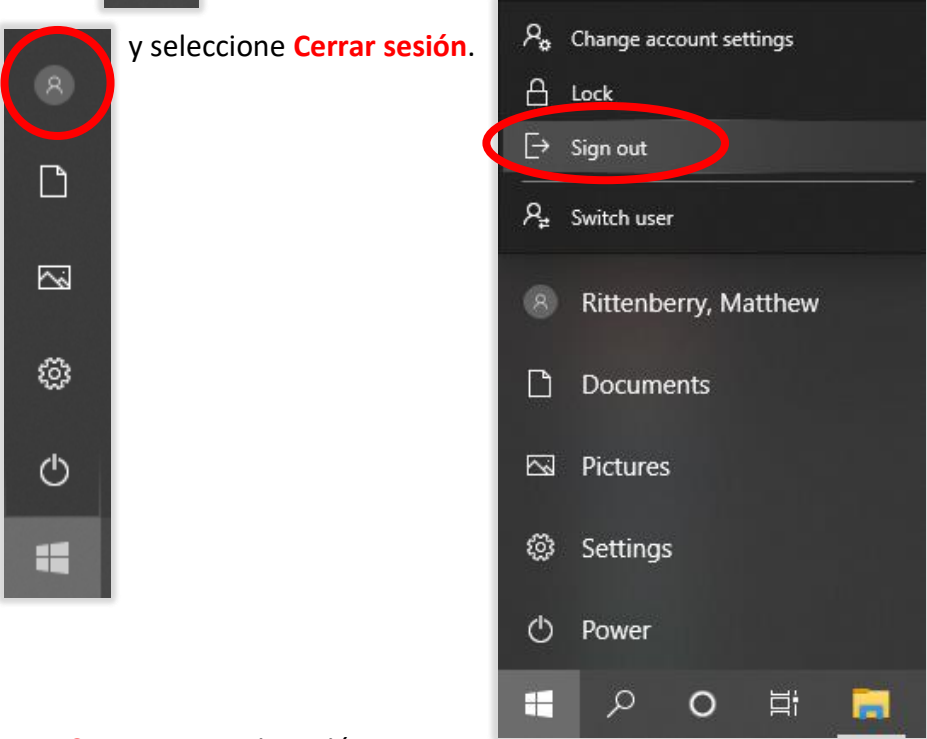
CCSD Information Systems actualiza continuamente todos los dispositivos de los estudiantes de Windows 10 utilizados tanto en las escuelas como en casa. Sin estas actualizaciones, los dispositivos de los estudiantes pueden comenzar a experimentar problemas con WiFi, altavoces, micrófono, cámara, etc. La mayoría de las actualizaciones de Windows 10 se envían a dispositivos y se instalan automáticamente por la noche; Por lo tanto, es importante que los estudiantes sigan los pasos apropiados cada día para mantener sus dispositivos:

1. Al final de cada día, los estudiantes deben **cerrar sesión** en sus dispositivos siguiendo los pasos a continuación.
2. Los estudiantes deben **cerrar la cubierta** mientras el dispositivo **permanece encendido**.
3. Por último, los estudiantes deben dejar sus **dispositivos enchufados** (y encendidos) durante la noche.
4. Los estudiantes nunca deben apagar sus dispositivos o apagarlos por completo en ningún momento.
5. Las actualizaciones se instalarán automáticamente durante la noche y minimizarán las interrupciones diurnas.

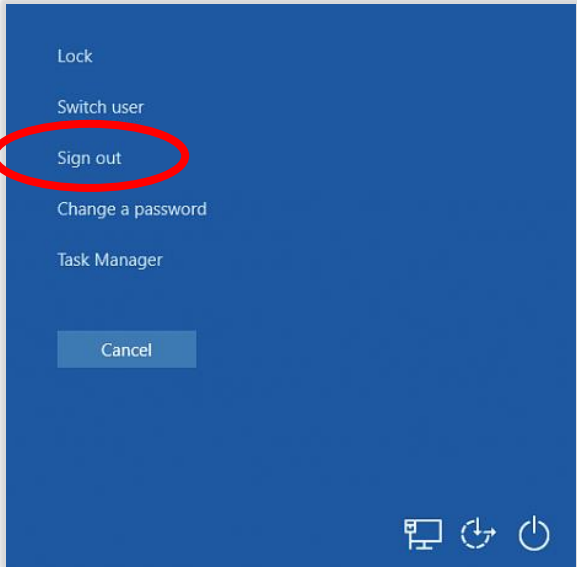
¿Cómo deben los estudiantes cerrar sesión en sus dispositivos?

Seleccione el icono **Menú de Windows**  en la esquina inferior izquierda de la pantalla.

Seleccione el icono **de usuario**,  y seleccione **Cerrar sesión**.



Como alternativa, presione **CTRL+ALT+SUPR** y, a continuación, seleccione **Cerrar sesión**



Por último, **cierra la cubierta** mientras el dispositivo **permanece encendido**.

Deje el **dispositivo enchufado** (y encendido) durante la noche.





# Locating Your I.P. Address

3. The number displayed is your I.P. address.



2. Hover your pointer over the 'V' icon, and wait for the white text box to appear.



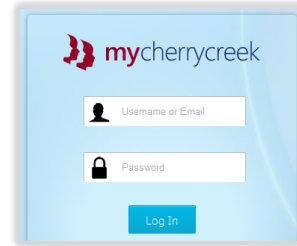
1. In the bottom right corner of your screen, click the carrot ^ in your tool bar, next to the battery icon.



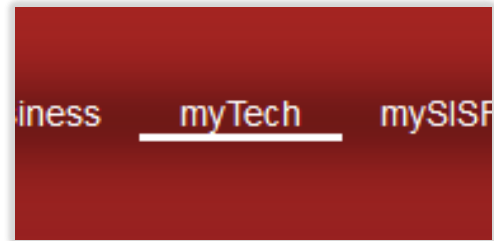


# Changing Student Passwords & Unlocking Student A.D. Accounts

Open a browser, and navigate to your account at [my.cherrycreekschools.org](http://my.cherrycreekschools.org). Use your CCSD Active Directory credentials to log in.



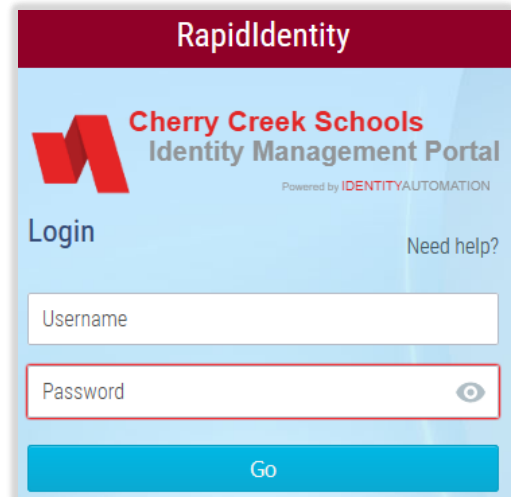
At the bottom of your landing page, locate and select the 'myTech' tab.



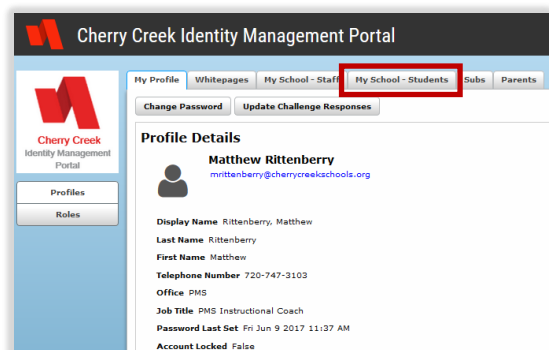
Select the 'Cherry Creek Identity Management Portal' tile.



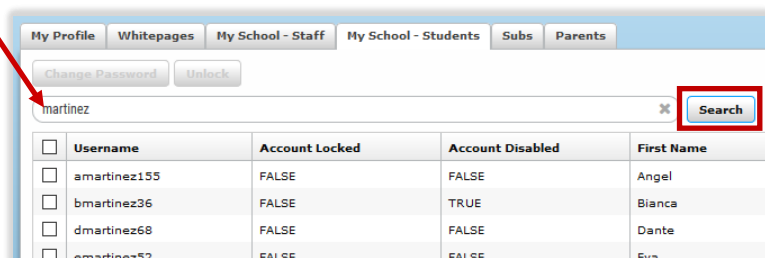
Use your CCSD Active Directory credentials to log in.



Your splash screen will display two buttons on the left (disregard these) and various tabs at the top. Click on 'My School - Students' tab at the top.



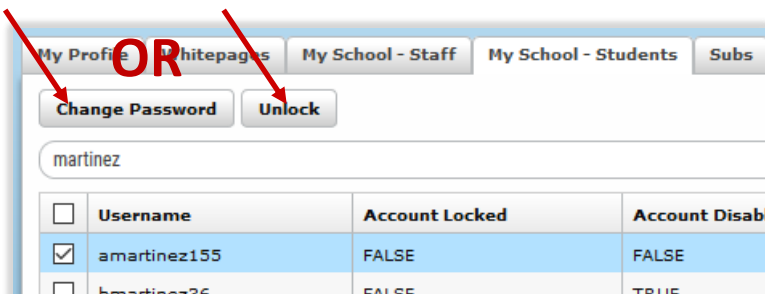
Type the student's last name in the field, and then select 'Search'.



The screenshot shows a web interface with tabs: My Profile, Whitepages, My School - Staff, My School - Students, Subs, and Parents. Below the tabs are buttons for 'Change Password' and 'Unlock'. A search field contains the text 'martinez' and a red box highlights the 'Search' button. Below the search field is a table with columns: Username, Account Locked, Account Disabled, and First Name.

	Username	Account Locked	Account Disabled	First Name
<input type="checkbox"/>	amartinez155	FALSE	FALSE	Angel
<input type="checkbox"/>	bmartinez36	FALSE	TRUE	Bianca
<input type="checkbox"/>	dmartinez68	FALSE	FALSE	Dante
<input type="checkbox"/>	emartinez52	FALSE	FALSE	Eva

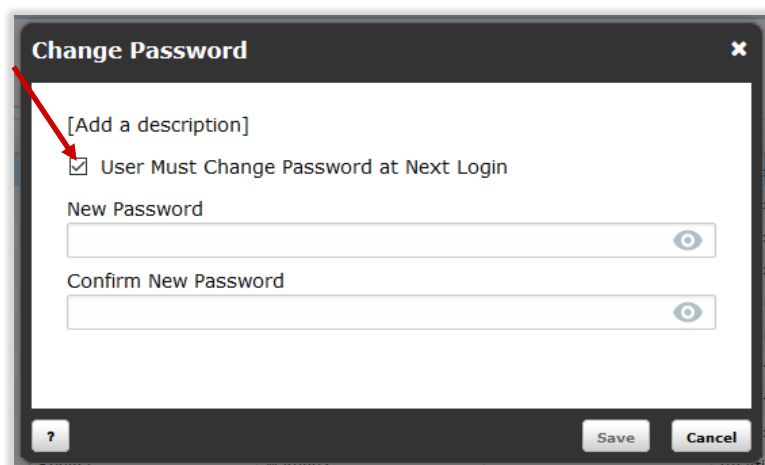
In the search results, check the box next to the student's name. Then, click the 'Change Password' button to change the student's password completely. However, if the account is locked, there's no need to change the password; simply click 'Unlock' to allow the student to log in with his/her current password.



The screenshot shows the same interface as before, but with the 'amartinez155' row selected (checked box). A red 'OR' is placed between the two screenshots. A red arrow points to the 'Change Password' button.

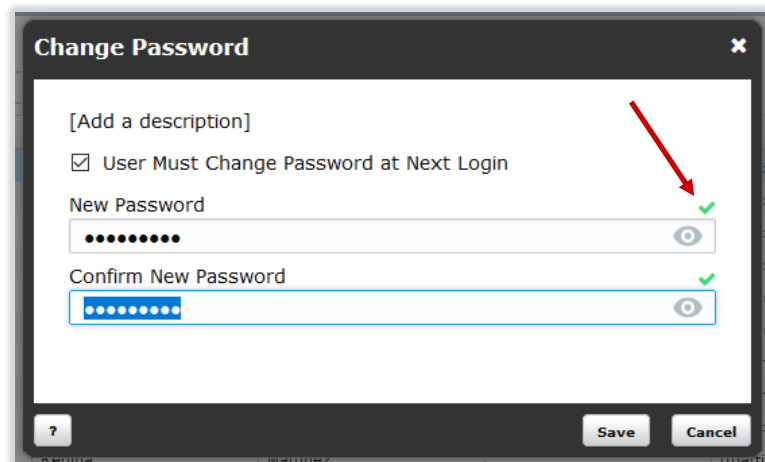
If you choose to change the student's password completely, you have two options:

- Check the box to prompt the student to change his/her password at next login; or
- Uncheck the box to change the password completely, eliminating the need to change it at next login.



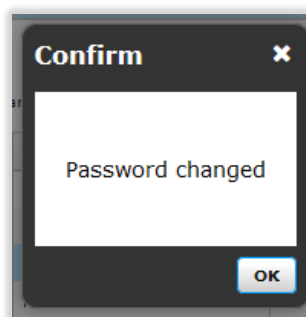
The screenshot shows a 'Change Password' dialog box. It has a title bar with a close button. Below the title bar is a text field for '[Add a description]'. Below that is a checkbox labeled 'User Must Change Password at Next Login' which is checked. Below the checkbox are two password fields: 'New Password' and 'Confirm New Password'. At the bottom are buttons for '?', 'Save', and 'Cancel'. A red arrow points to the checkbox.

Then, type the new password twice, ensuring that the green check marks indicate that both match, and the new password meets complexity requirements. Then, click 'Save'.



The screenshot shows the 'Change Password' dialog box with the 'New Password' and 'Confirm New Password' fields filled with dots. Green check marks are visible to the right of both fields, indicating a successful match and complexity check. A red arrow points to the 'New Password' field.

At the confirmation window, click 'OK'. The student's password is now changed.



The screenshot shows a 'Confirm' dialog box with the text 'Password changed' and an 'OK' button.



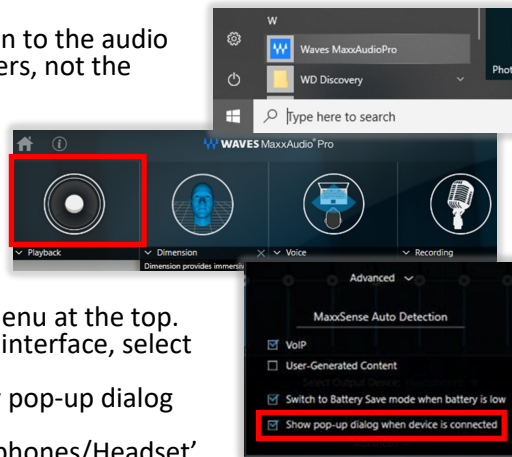
## Dell Latitude 3189 Audio Troubleshooting Guide

### Problem

When headphones are plugged in to the audio jack, sounds play through speakers, not the headphones.

### Solution

1. Leave the headphones plugged in to the audio jack.
2. From the start menu, open **Waves Maxx Audio Pro**.
3. Select 'Playback' from the menu at the top.
4. At the bottom of the Waves interface, select 'Advanced Settings'.
5. Check the box next to 'Show pop-up dialog when device is connected.'
6. At the prompt, select 'Headphones/Headset'.
7. If audio still does not play through headphones, unplug headphones from audio port, and then plug them back in.
8. At the prompt, select 'Headphones/Headset'.



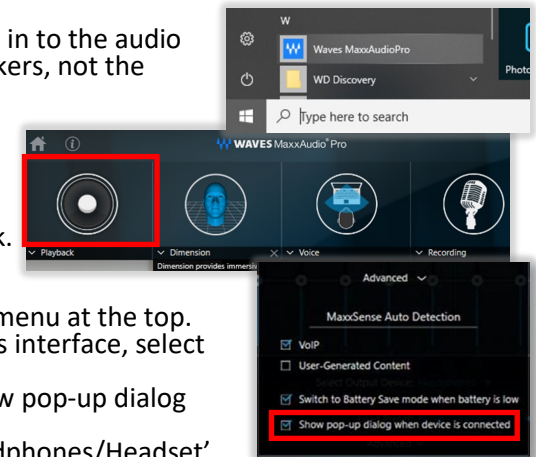
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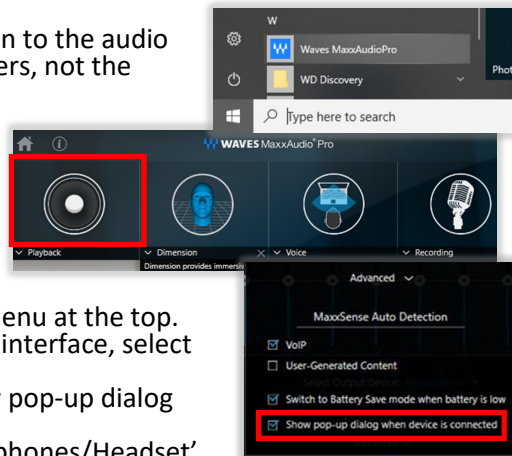
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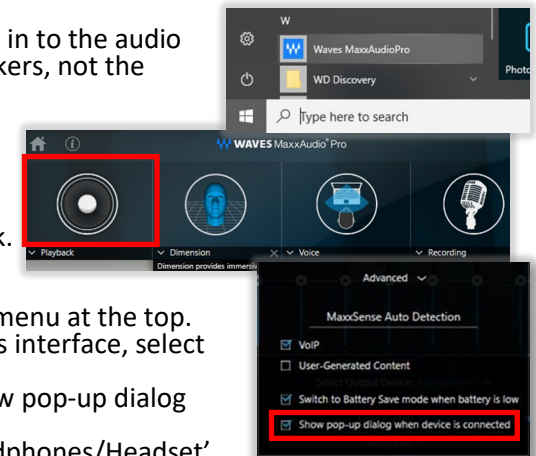
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8. At the prompt, select 'Headphones/Headset'.





# Creating a Mail Merge in Publisher 2016

You can use mail merge when you want to create a large number of documents that are mostly identical but include some unique information. For example, you can use mail merge to create individually customized publication documents with personalized notes or unique addresses and salutations. The text of the publication document is always the same, but the name and address are different for each recipient.

## Step 1: Choose Mail Merge

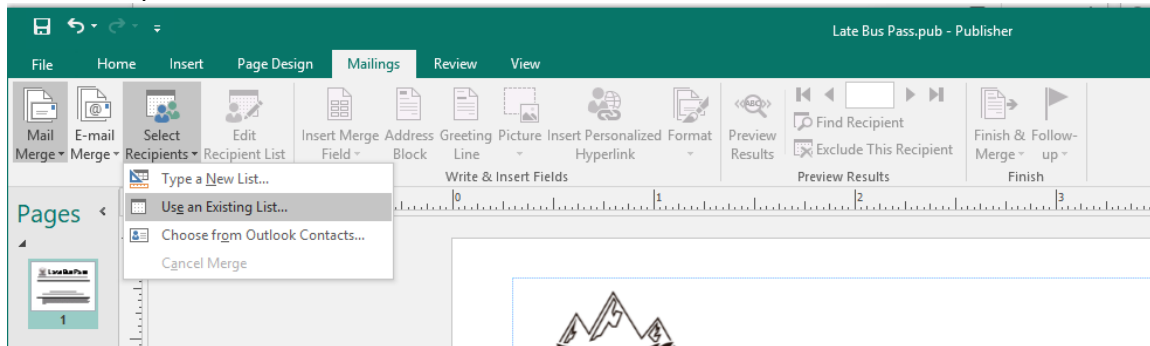
Click the **Mailings** tab and choose **Mail Merge**.



## Step 2: Create or Connect to the Recipient List or Spreadsheet

To perform a mail merge, you'll need to open a new or existing publication document and then connect to a data source (a file containing the unique information that you want to include). A data file may contain a list of names and addresses or other data. The data file works best when it is an Excel spreadsheet.

You can connect to an existing spreadsheet/list, or you can create a new recipient list. If you want to use only certain entries in your list, you can filter your list by a specific criterion. You can also sort the items in alphabetical order.



### Use an existing list

1. Click **Mailings > Select Recipients > Use Existing List**.

By default, Publisher stores data sources in the **My Data Sources** folder. You may need to browse to locate your data source. *Often, it's easiest to save your spreadsheet to your desktop so it's easy to find.*

2. In the **Select Data Source** dialog box, click the data source that you want (your spreadsheet), and click **Open**.

Depending on the type of data source that you select, other dialog boxes may appear requesting specific information. For example, if your data source is an Excel workbook with info on multiple worksheets/tabs, you will need to select the worksheet containing the info you want.



## Type a new list

If you don't have an existing list or spreadsheet to connect to, you can create a new list.

1. Click **Mailings > Select Recipients > Type New List**.
2. In the **New Address List** dialog box, type the info for the first entry in the fields relevant for your mailing.  
**Note:** To change the default columns, click **Customize Columns** and add, delete, rename, and reorder the columns in the list.
3. When you've finished entering info for the first entry, click **New Entry**.
4. Repeat step 2 and step 3 until you have finished adding entries, and then click **OK**.
5. In the **Save Address List** dialog box, type a name for the address list in the **File name** box, and save it.  
**Note:** By default, Publisher saves new address lists in the **My Data Sources** folder. It's best to keep the address list here because this is also the default folder where Publisher looks for data sources.  
All of the contacts in your new list appear in the **Mail Merge Recipients** dialog box, where you can filter and sort the list of recipients to include in the merge.

## Select recipients

In the **Mail Merge Recipients** dialog box, you can select the recipients that you want to include in the merge. Select the check boxes next to the recipients that you want to include, and clear the check boxes next to the recipients that you want to exclude.

If you want to use only certain entries in your list, you can filter your list by a specific field or criterion. After you filter the list, you can use the check boxes to include and exclude records.

Filter items in the list:

1. Click the arrow next to the column heading of the item you want to filter by.
2. Click any of the following:
  - **(Blanks)** displays all the records in which the corresponding field is blank.
  - **(Nonblanks)** displays all the records in which the corresponding field contains information.
  - **(Advanced)** opens the **Filter and Sort** dialog box, which you can use to filter on multiple criteria. You also can click **Filter** under **Refine recipient list** in the **Mail Merge Recipients** dialog box to open the **Filter and Sort** dialog box.
  - To quickly select or clear all items, select or clear the check box column heading.  
**Tip:** If your data source contains records that share the same information, and there are ten or fewer unique values in the column, you can filter by specific information. For example, if there are multiple addresses that list Australia as the country/region, you can filter on **Australia**.  
The **Mail Merge Recipients** dialog box displays only the designated records. To display all the records again, click **(All)**.

If you want to see items in alphabetical order, you can sort the items in your list.


Sort items in the list:

- In the **Mail Merge Recipients** dialog box, click the column heading of the item you want to sort by. For example, if you want to display the list alphabetically by last name, click the **Last Name** column heading.
- To sort using multiple criteria, in the **Mail Merge Recipients** dialog box, click **Sort**. In the **Filter and Sort** dialog box that appears, select the criteria by which you want to sort your data.

## Step 3: Prepare Your Document

A mail merge creates many documents from a single template using placeholder info and unique information that is added to the placeholder info on each document. After getting the recipient list together, you can get the main document template ready.

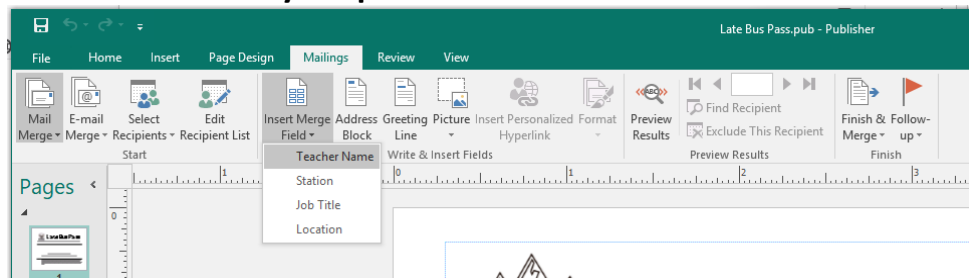
### Insert a text box

1. Click **Insert > Draw Text Box** .
2. In your publication document, point to where you want one corner of the text box to appear, and then drag diagonally until you have the text box size you want.

### Add the text you want in every version of your publication document

- Click inside the text box, and then type the text you want to appear in every version of your mail merge publication document.

### Add data fields to your publication document



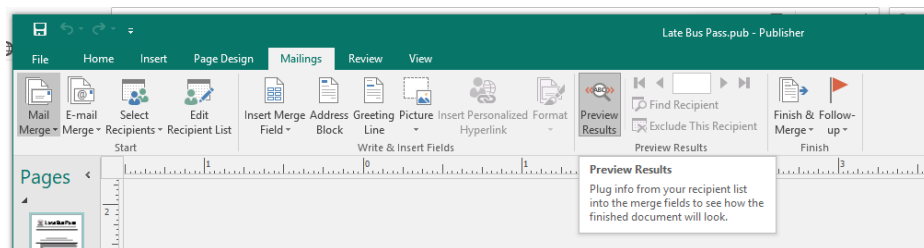
1. In your mail merge publication document, click inside the text box where you want to insert the individual data fields of information.
  - In the **Write & Insert Fields** group, select **Insert Merge Field**, and click the fields that you want to include in the text box.

### Format the data fields

You can apply formats to the data fields and any other text you've added (such as a greeting of Hello or a salutation like Dear...) to change the appearance of the merged data. To format the merged data, you'll need to format the data fields in your mail merge publication document.

In your mail merge publication document, select the field containing the information that you want to format.


- If the field is an individual data field, on the **Text Box Tools Format** menu, click **Font**, and then select the options that you want.



## Preview recipient data in the data fields in your publication document

You can review how your publication document will appear with actual data in the merged fields.

To preview your publication document, click **Preview Results**, and then do any of the following:

- To preview entries in order, click the navigation buttons  to see how each entry will appear in your merged publication document.  
The information from the first record of your data source populates the merge fields. You cannot edit your data source entries on your publication document pages, but you can format, move, or delete data fields there.
- To find and preview a specific entry in your data source, click **Find a recipient**, and then enter the search criteria in the **Find Entry** dialog box.

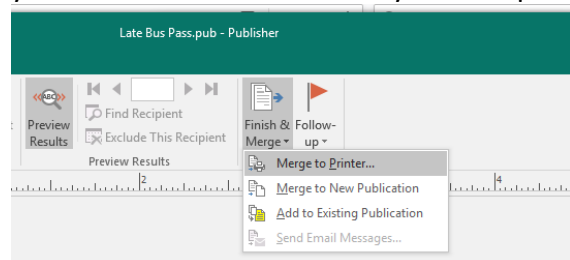
If you need to, you can make changes to your recipient list. Do any of the following:

- To exclude a particular recipient from the merge, click **Exclude this recipient**.
- To change the list of recipients, click **Edit recipient list**, and then make your changes in the **Mail Merge Recipients** dialog box.

After you complete your mail merge publication document and insert all of the merge fields, **File** > click **Save As**, name your publication document, and click **Save**.

## Step 4: Create the Merged Publication Document

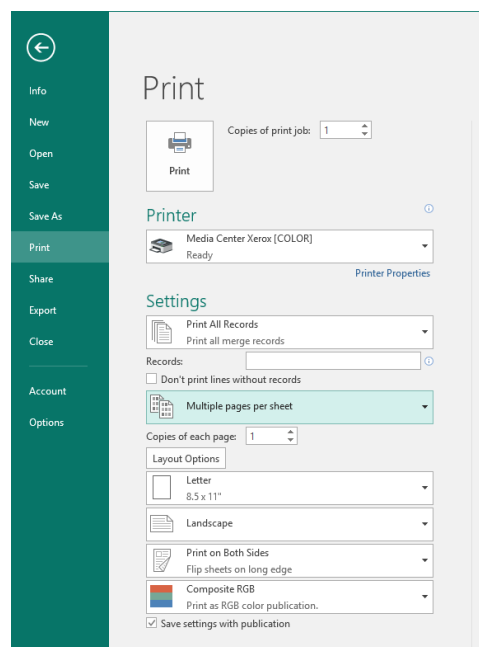
To create the merged publication document, click the **Finish & Merge** button, then click **Merge to Printer**, and follow the directions below to print your merged document containing all your data in the fields where you have placed them.



### Print your merged publication document

- Click **Merge to Printer**.
- In the **Print** space, select the options that you want, and then click **OK**.

**Important:** To print different sets of merge data—for example, different names and addresses—on each sheet of paper, click **Multiple pages per sheet** in the **Printing options** section. If you choose **Multiple copies per sheet**, each sheet of paper will contain multiple copies of the same data.





## Konica-Minolta Devices

### Sending a Fax Using Email

#### Send Fax with Email

To send a fax using your [cherrycreekschools.org](http://cherrycreekschools.org) email address, please follow these steps. Keep in mind that your **email does not have a receiving fax number** associated with it; therefore, if you need the receiving party to return a fax to you, make sure to include a cover sheet that includes a school fax number where return faxes should be sent.

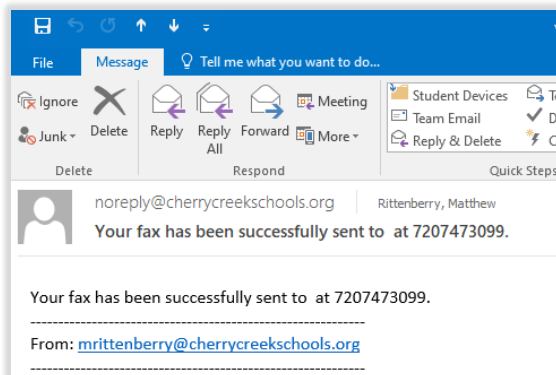
Currently at Prairie, we have six inbound (receiving) and two outbound (sending) fax numbers:

<b>FAX – 7<sup>th</sup> Grade Office</b>	<b>720-747-3199</b>	<b>Inbound/Outbound</b>
<b>FAX – 8<sup>th</sup> Grade Office</b>	<b>720-747-3121</b>	<b>Inbound Only</b>
<b>FAX – 6<sup>th</sup> Grade Office</b>	<b>720-747-3099</b>	<b>Inbound Only</b>
<b>FAX – Main Office</b>	<b>720-747-3097</b>	<b>Inbound/Outbound</b>
<b>FAX – 8<sup>th</sup> Grade Workroom</b>	<b>720-747-3113</b>	<b>Inbound Only</b>
<b>FAX – Clinic</b>	<b>720-747-3185</b>	<b>Inbound Only</b>

When you use email to send a fax, any email attachment is faxed to the recipient. Please make sure that attachments are in an acceptable format, either a **Microsoft Word** document or an **Adobe PDF** document.

The key to sending a fax with email is the email address format. In the example below, we will send a fax to **555-555-5555**.

1. In the **To:** field of your email/fax, the recipient's email address must follow this format:  
**5555555555@fax.cherrycreekschools.org**
2. Do not include any hyphens in the address.
3. **@fax.cherrycreekschools.org** is the suffix to use for all outbound (sending) fax numbers.
4. A subject is not required *but is recommended* for mail-flow tracing in case troubleshooting is needed.
5. To avoid any confusion for the recipient, consider removing your signature, any images or any text in the body of the email. (Any signature/images/text in the body of the email will generate an additional page at the end of your fax and could cause unnecessary confusion.)
6. A few minutes after sending your email/fax, you should receive a confirmation email from [noreply@cherrycreekschools.org](mailto:noreply@cherrycreekschools.org).

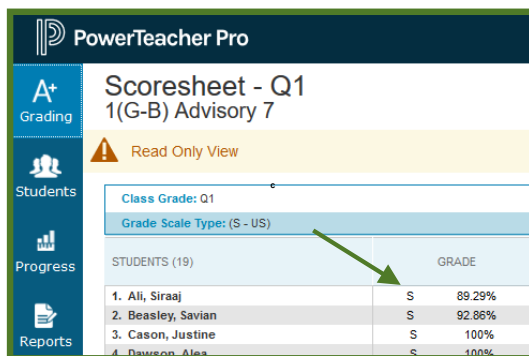




# Pass/Fail Grades for Remote Learning

## Pass/Fail = Satisfactory/Unsatisfactory

For Quarter 4 Remote Learning, all **final** grades should be calculated as S/U, or Satisfactory/Unsatisfactory. If calculated correctly, your gradebook will reflect a letter grade of S/U and a percentage for each student. If your gradebook reflects a traditional letter grade (i.e., A+, B-, C, etc.) for each student, you will need to recalculate your **final** grades for Quarter 4. This recalculation will ensure that students' GPA totals are not affected by Quarter 4 **final** grades.



PowerTeacher Pro

A+ Grading

Scoresheet - Q1  
1(G-B) Advisory 7

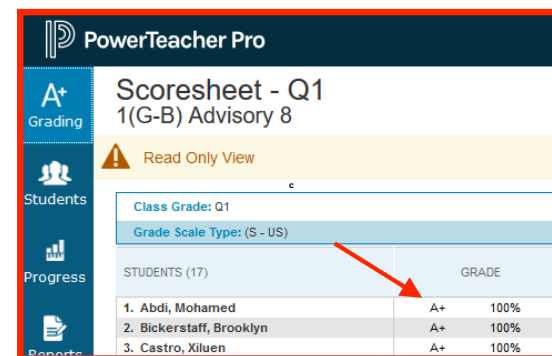
Read Only View

Class Grade: Q1

Grade Scale Type: (S - US)

STUDENTS (19)	GRADE
1. Ali, Siraaj	S 89.29%
2. Beasley, Savian	S 92.86%
3. Cason, Justine	S 100%
4. Dawson, Alex	S 100%

**THIS**



PowerTeacher Pro

A+ Grading

Scoresheet - Q1  
1(G-B) Advisory 8

Read Only View

Class Grade: Q1

Grade Scale Type: (S - US)

STUDENTS (17)	GRADE
1. Abdi, Mohamed	A+ 100%
2. Bickerstaff, Brooklyn	A+ 100%
3. Castro, Xiluen	A+ 100%

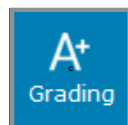
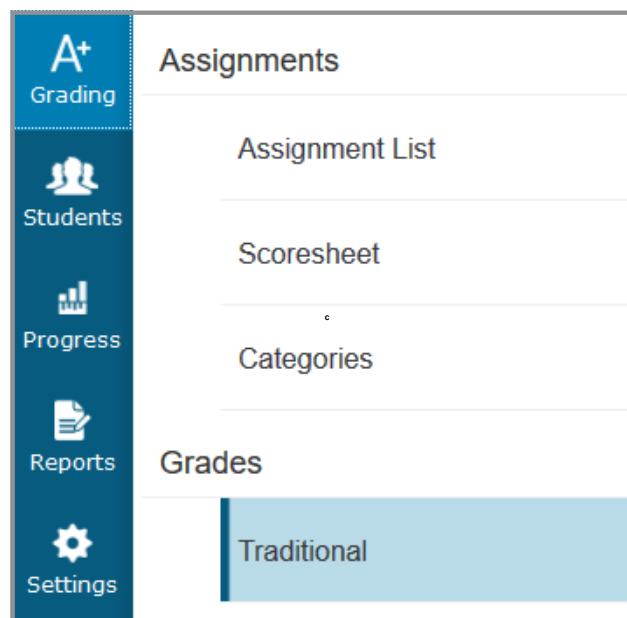
**NOT THIS**

## Recalculating Final Grades

Although final grades in PowerTeacher Pro are calculated automatically, you can force a recalculation, if necessary. Use the recalculate tool after making significant changes in the gradebook, such as adding multiple assignment scores for students who transferred from another class.

To use the recalculate tool:

1. Click **Grading**
2. Select **Traditional**
3. Click the Gear icon
4. Select **Recalculate Final Grades**
5. Use the drop down menu in the top right corner to select the classes in which you are recalculating grades.
6. To recalculate traditional grades, check **Traditional Final Grades**
7. To recalculate standards scores, check **Standards Final Grades**
8. Click **Recalculate**.

A+ Grading

Students

Progress

Reports

Settings

Assignments

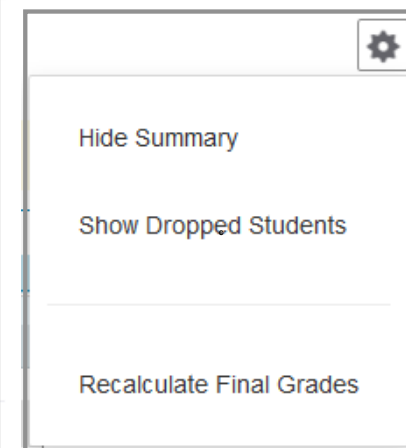
Assignment List

Scoresheet

Categories

Grades

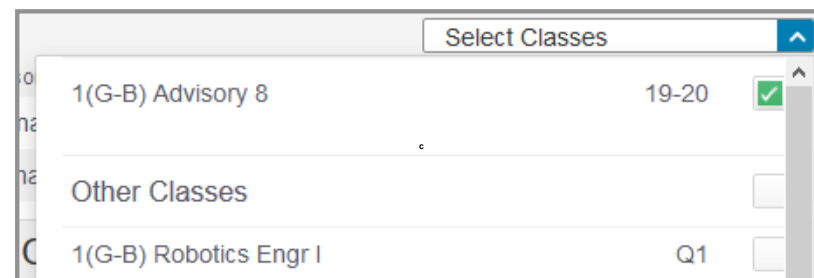
Traditional

Hide Summary

Show Dropped Students

Recalculate Final Grades



Select Classes

1(G-B) Advisory 8 19-20 ☒

Other Classes ☐

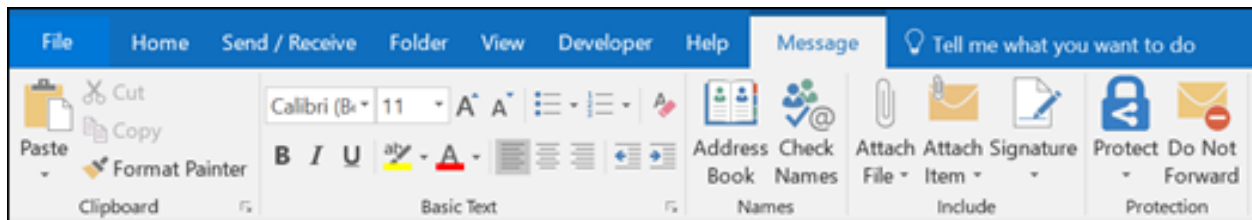
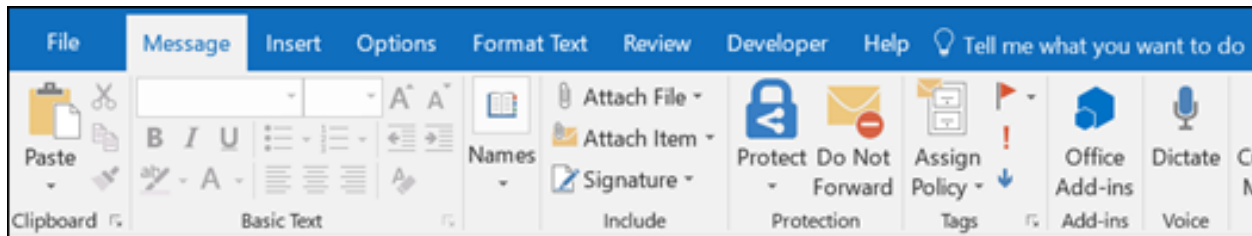
1(G-B) Robotics Engr I Q1 ☐

# How to Add a Custom Signature to Email Messages

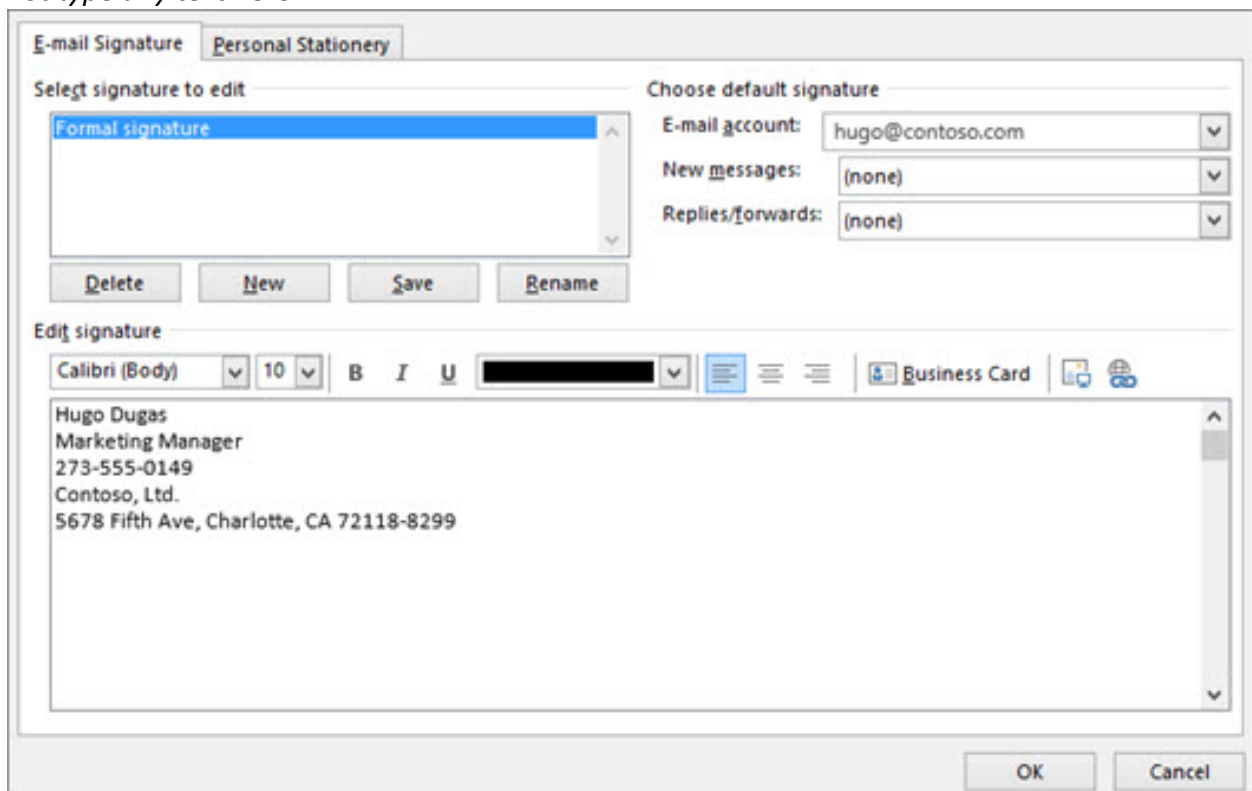
## Step-by-Step Instructions

1. Open a new email message.
2. Select **Signature** > **Signatures** from the **Message** menu.


Depending on the size of your Outlook window and whether you're composing a new email message or a reply or forward, the **Message** menu and the **Signature** button might be in two different locations.

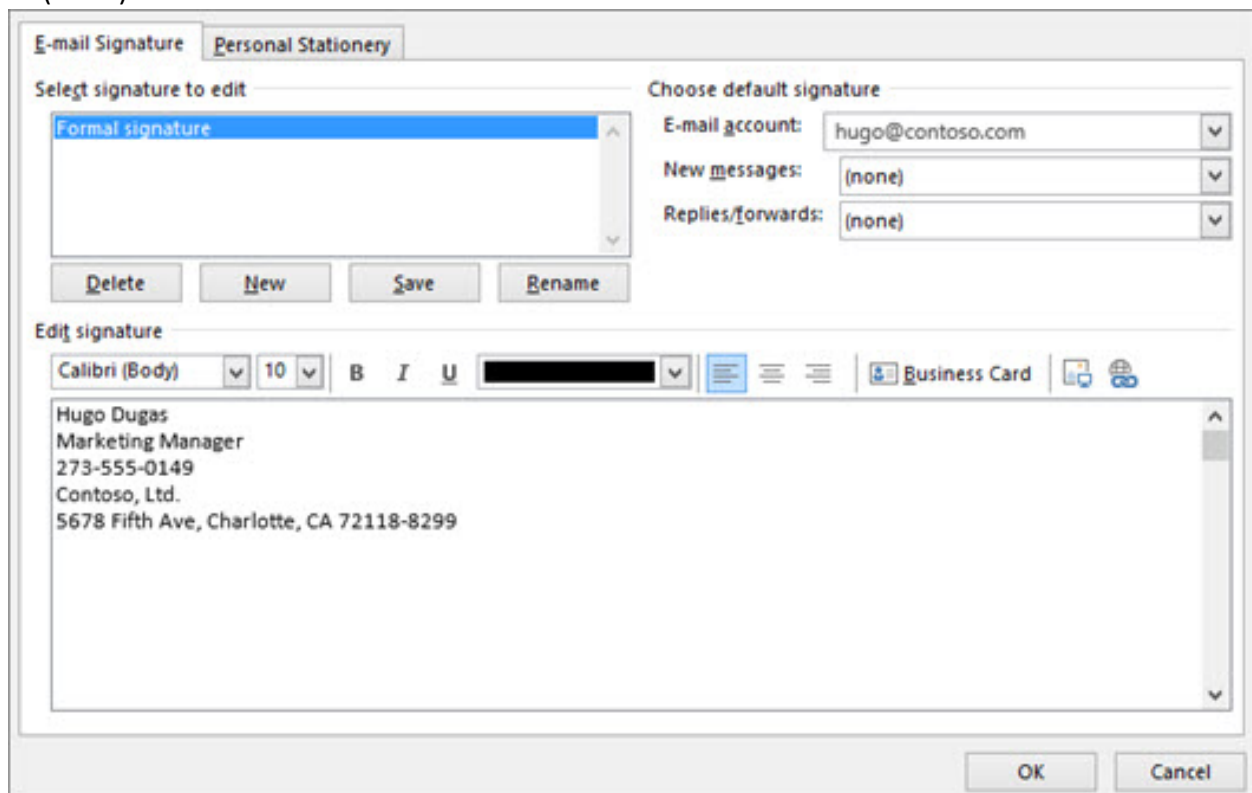


3. Under **Select signature to edit**, choose **New**, and in the **New Signature** dialog box, type a *name* for the signature.
4. Next, in the **Select signature to edit** box, select the signature you just named in step 3.
5. Under **Edit signature**, click in the text box so that you place your signature in the top left corner. *Do not type any text here.*





6. Select the Image icon , locate your image file, and select **Insert**.
7. Your image will likely look very large; this preserves the clarity of the image. To resize your image, hold the **Shift** key, and drag the corner of the image inward until it shrinks to the size you prefer.
8. When you're done, select **OK**, then select **OK** again to save the changes to your signature.
9. Under **Choose default signature**, set the following options for your signature:  
In the **E-mail account** drop-down box, choose an email account to associate with the signature. You can have different signatures for each email account.  
If you want your signature added to all new messages by default, in the **New messages** drop-down box, select one of your signatures. If you don't want to automatically add a signature to new messages, choose (none). This doesn't add a signature to any messages you reply to or forward.  
If you want your signature to appear in the messages you reply to and forward, in the **Replies/forwards** drop-down, select one of your signatures. Otherwise, accept the default option of (none).



10. Choose **OK** to save your new signature and return to your message. Outlook doesn't add your new signature to the message you opened in Step 1, even if you chose to apply the signature to all new messages. You'll have to add the signature manually to this one message. All future messages will have the signature added automatically. To add the signature manually, select **Signature** from the **Message** menu and then pick the signature you just created.

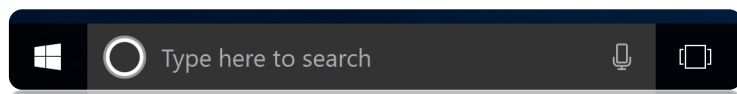
### Insert a signature manually

If you don't choose to insert a signature for all new messages or replies and forwards, you can still insert a signature manually.

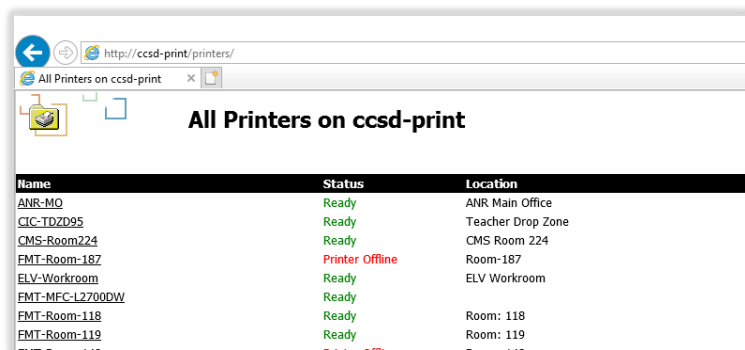
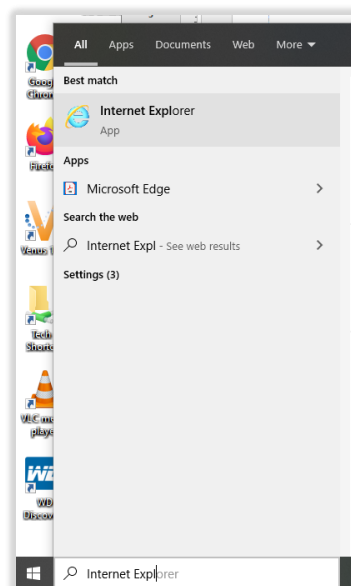
1. In your email message, on the **Message** tab, select **Signature**.
2. Choose your signature from the fly-out menu that appears. If you have more than one signature, you can select any of the signatures you've created.

# Adding a Xerox Printer from CCSD Print Server

Find the “Type here to search” box in the bottom left corner of your home screen.

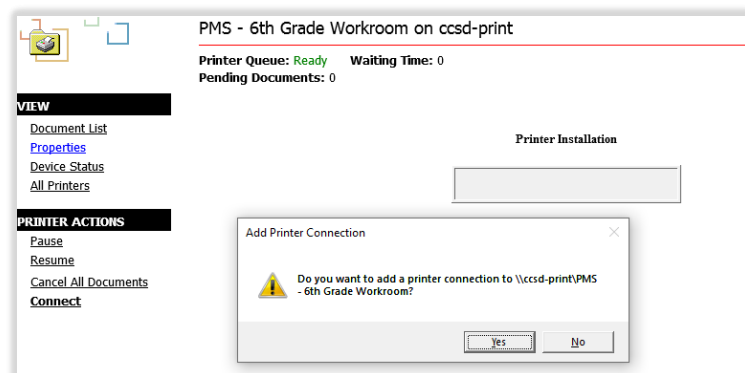
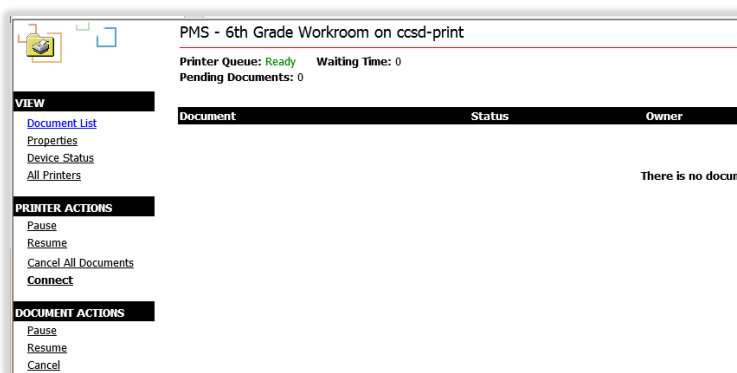


In the “Type here to search” box, enter “Internet Explorer”. Then, in a list of search results will appear. Select “Internet Explorer” as shown in the screenshot, and a browser window will open.



In the address bar, enter **http://ccsd-print**, and then **ENTER** to load the CCSD Print Server Page. The printers you will see are based on your printing permissions. Select the name of the printer you want to install.

The next window will provide general information about the printer you selected. To install the printer on your device, select **Connect** from the menu on the left.

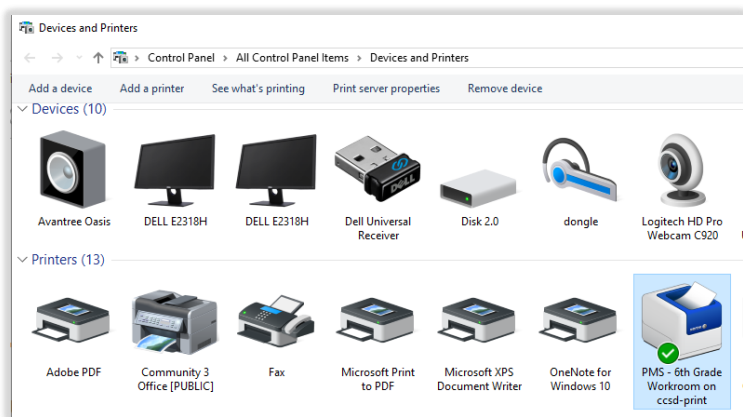
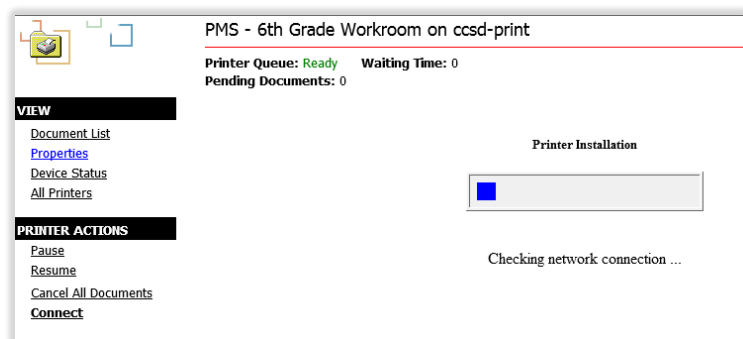


When asked if you want to add the printer connection, select “Yes”.



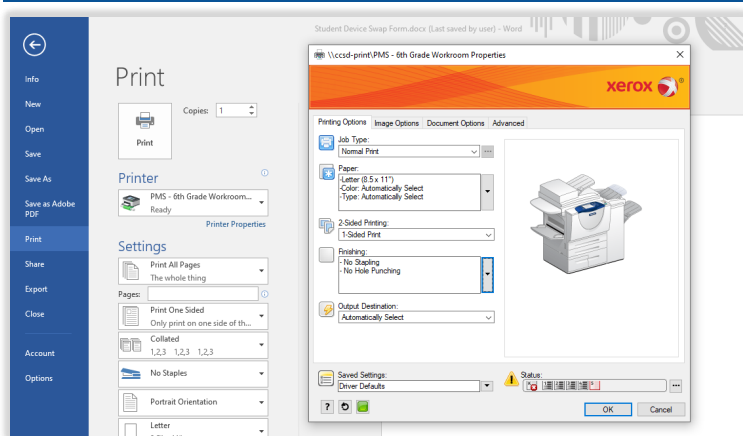
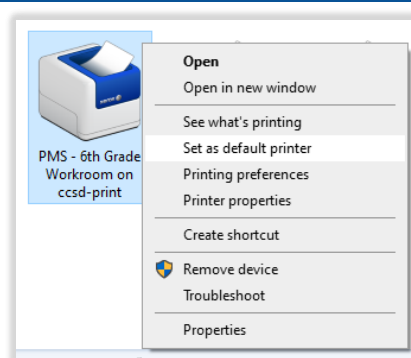


Please wait a moment while the print drivers are installed. Xerox printers generally take longer to install, so please be patient.



When printer installation is complete, you will receive verification, “The printer has been installed on your machine. Click here to open toe printers folder on your machine.” Select the link to see your new printer listed in the “Printers” section.

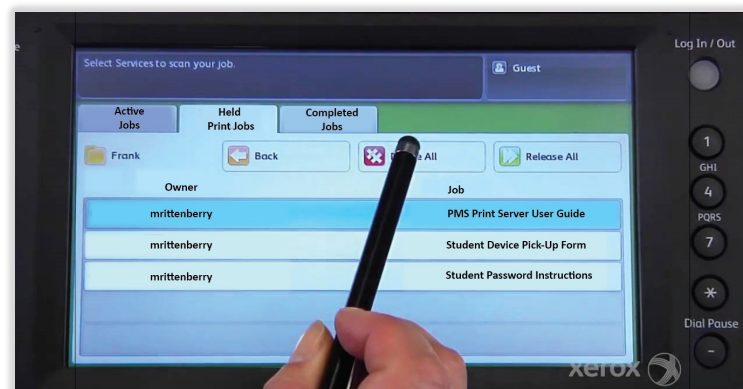
The green checkmark indicates the default printer. If your preferred default printer is not checked, simply right-click the your preferred printer, and choose “Set as Default Printer”.



You can use **Printer Properties** to configure all settings for your print job, such as 2-sided printing, stapling and hole punching. From the print dialogue, you can also choose the number of copies you need, and send the job directly to the Xerox printer.

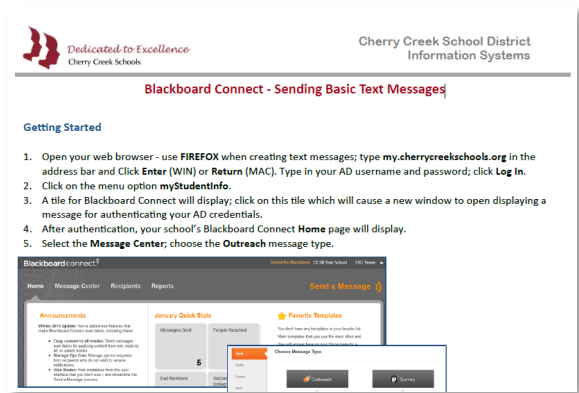
At the Xerox User Interface, select your print job, and then tap the button for your next step:

- Release
- Delete
- Release All
- Delete All

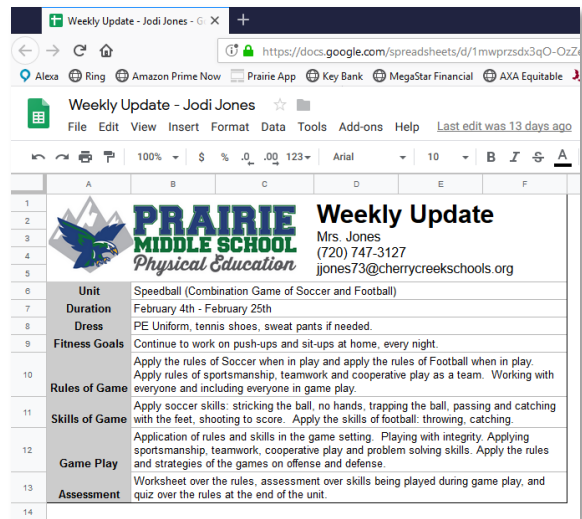


# Blackboard Connect & Text Messages

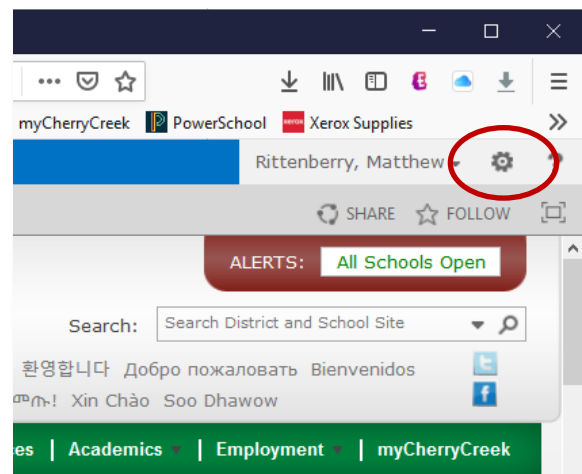
Begin the process by reviewing “Blackboard Connect—Sending Basic Text Messages: Getting Started”, available on the Backyard.



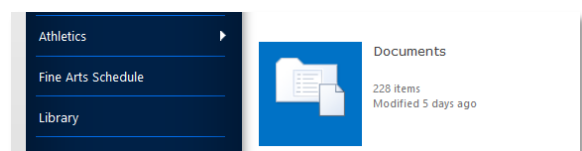
Next, create the document you'd like to link in your text message. Save the document as a PDF.



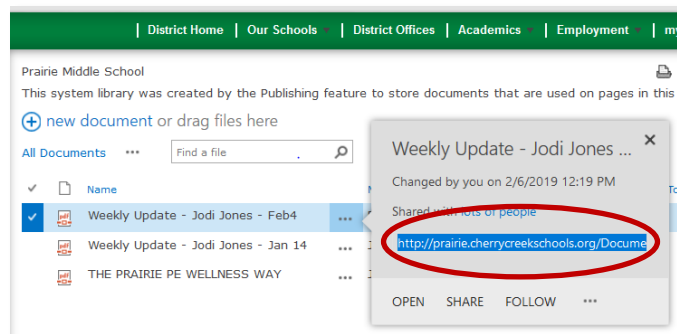
Log in to your school's public facing website. Use the settings gear in the top right corner to open 'Site Contents'



Then, open your website's 'Documents' folder, and upload the new PDF to this location.



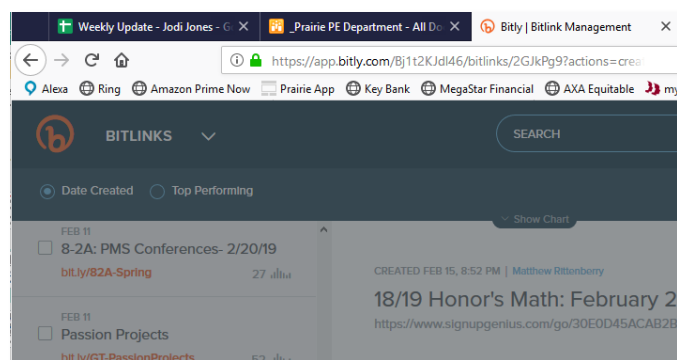
When your PDF is successfully uploaded in your 'Documents' folder, click on the ellipse (three dots) next to the document's name, and a dialogue box will appear with detailed information about your document, including a hyperlink to its location. Copy this hyperlink.



Next, open a new tab, and visit **bitly.com** to create a shortened URL for your document.

This step will serve a couple of purposes:

- Creates a link that uses fewer characters in your text message (300 character limit)
- Provides a tool for tracking visits to your online document



Copy the shortened link (from bit.ly), and paste it in to your text message in Blackboard Connect.

Delivery Modes

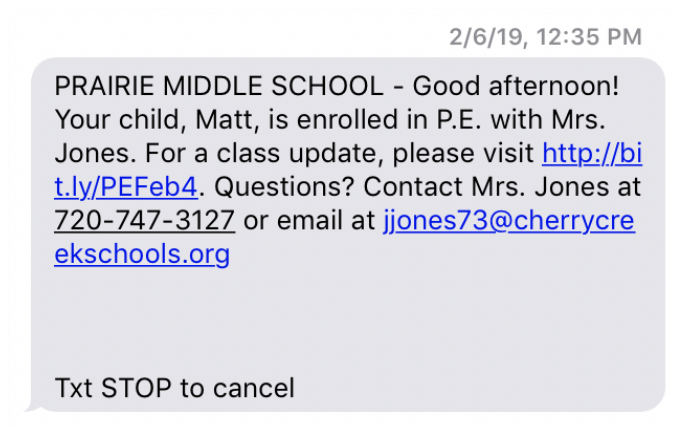
Text

Help your Recipients identify your message by placing the name of your Institution in your text message. ⓘ

PRAIRIE MIDDLE SCHOOL - Good afternoon! Your child, [FIRST\_NAME], is enrolled in P.E. with Mrs. Jones. For a class update, please visit <http://bit.ly/PEFeb4>. Questions? Contact Mrs. Jones at 720-747-3127 or email at [jjones73@cherrycreekschools.org](mailto:jjones73@cherrycreekschools.org)

55 Characters remaining

When delivered, your SMS Text will look similar to the example on the right. Each recipient can now tap the link and view your document on his or her mobile device. If you choose to include your contact information, each recipient can tap your phone number or email address and use his or her mobile device to contact you.



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