



Student Technology Quick Start Guide

1. Accounts

All students are given access to three different accounts created by the IT department. Below you will find the username format, default password, and where to sign in.



- Google: `firstname_lastname@student.davincischools.org`
Password: Monalisa1
Access: accounts.google.com, or for quick access to a specific service, mail.google.com, drive.google.com, classroom.google.com, meet.google.com, etc. This is also the account used to sign into Chromebooks.



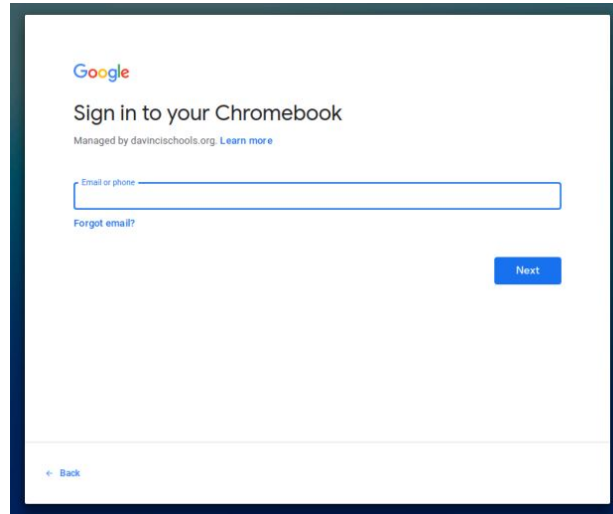
- Active Directory (Computer): `firstname_lastname`
Password: Monalisa1
Access: This account is used to sign in to any student PC part of the Da Vinci Schools domain. These credentials will also be used to join the on-site WiFi.
**This account must be signed into using a workstation first before it can be used with WiFi.*



- Adobe: ex. firstname_lastname@student.davincischools.org
Password: Select 'Reset your password' on login screen
Access: account.adobe.com, or an Adobe Creative Suite application.
These accounts are not used while off-site

2. Chromebooks

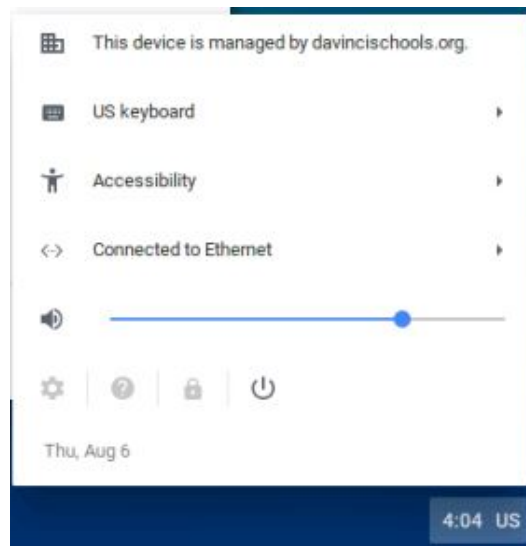
The primary device used by students at Da Vinci will be Google Chromebooks. Once open and powered on, there will be a prompt to sign in. Use the Google account credentials mentioned in the previous section.





After signing in, you will have access to the desktop of the Chromebook. From here you can open up Google Chrome to get started accessing the web.

Internet Access:

In order to sign in, your Chromebook must first be connected to an internet source. On campus, this will connect automatically, however at home these settings must be configured.

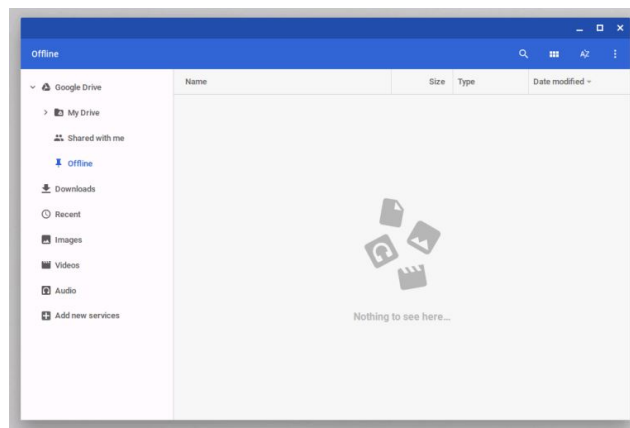


1. At the bottom right, select the time.
2. Select Not Connected  .
Note: If you see your Wi-Fi network name and a signal strength, your Chromebook is already connected to Wi-Fi.
3. Turn on Wi-Fi.
4. Your Chromebook will automatically look for available networks and show them to you in a list.
5. Select the secure Wi-Fi network .
6. Type the network password.
7. Select Connect.

Saving Files



One of the biggest differences between a standard PC and a Chromebook is the primary way that files and documents are stored. With a Chromebook, almost everything will be stored on the current user's Google Drive. This means they can be accessed anywhere by simply logging into the account on another device.



Chromebooks do, however, offer local storage as well. This can be found by following these steps:

1. At the bottom left of the screen, select the circle icon.
2. Type "Files" into the search bar at the top.
3. From the list to the left, select "Offline."

This can be useful for when work must be done to these files offline, or if using an external storage device. **Please note** that if the Chromebook is ever serviced by the IT department these files will be deleted, so only keep files stored here temporarily.



3. *Google G Suite:*

Having a Da Vinci Google account grants access to the supply of Education web applications available from Google. Here is a quick overview of the most used by our students.



[Gmail](#)

The email solution from Google, and the primary use of communication for students.



[Google Drive](#)

Drive is a web cloud storage service that allows for sharing between teachers and students. Depending on the file uploaded, you can choose to keep the original format or convert it to one of Google's Microsoft Office equivalents.



[Google Classroom](#)

Classroom is a powerful hub for online teaching. Within this application, Students can view assignments and communicate with their teachers.



[Google Meet](#)

Meet is Google's answer to video conferencing, which is easy to use and integrates with apps such as Classroom.



[Google Docs, Sheets, and Slides](#)

These applications act as alternatives to Microsoft's Office Suite. All work is also saved automatically since the files themselves are stored via the cloud service.

4. Requesting Assistance

The IT help desk can be reached by students at studentsupport@davincischools.org. In your email, please create a clear subject line and a detailed explanation of your issue.

To: studentsupport@davincischools.org

Subject: Gmail Password Reset

IT Team,

I am having trouble signing into my Da Vinci Gmail account. I think I may have forgotten my password. Can you reset it for me? My account is john_doe@student.davincischools.org.

Thank you.

5. F.A.Q.s

- **How long can I expect to receive help after submitting an email?**

You should receive a response within 24 hours during regular working hours.

- **My Chromebook won't power on. What should I do?**

First make sure that the outlet your charger is connected to works with another device. Also, give your Chromebook enough time to charge if it has become completely dead. If it still will not power on, please contact IT support to arrange an appointment for on site assistance.

- **I've damaged my Chromebook. How should I proceed?**

If you have damaged your Chromebook and it is no longer usable, you may be liable for up to \$350 per the Da Vinci Schools Technology agreement (signed at registration pickup.) Please contact your principal for further instruction.

- **I accidentally deleted an important file from my Google Drive. Is it recoverable?**

In most cases, yes. Let us know your account and we can restore up to 30 days of deleted files. Make sure to also check the "Trash" folder of your Goolge Drive.

- **I can't access a certain site on my Chromebook. Can you unblock it for me?**

If a site is deemed as "non-educational" then we cannot unblock it from our content filter. However, if you believe an educational site is being blocked, please reach out to us.