

EARLY DIGITAL LEARNING PROGRAMME



L A P T O P

TEACHER'S DEVICE

The document provides detailed information on the LAPTOP (Teacher's Device) provided as part of Early Digital Learning Programme for Educators/ Teachers



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USER MANUAL

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1. Overview

1a. Purpose:

The purpose of the Laptop provided as part of the Early Digital Learning Programme (EDLP) project is to enable the Educators/ Teachers to use it in their day to day Teaching process. All the Laptops provided to the Teachers are pre-loaded with CMS application, GP and AL content of Grade-4. Apart from this, certain applications like MS Office, Open Sankore, Sketch, MS Edge, VLC Media Player, Kotobee Reader, Google Chrome, Sophos, OpenShot, Share IT, Scratch and Scratch Jr are also pre-installed in the Laptop for the Teachers convenience.

All the Laptops come with support accessories i.e., Wired Mouse and custom made Laptop carrying bag.



NOTE: The Laptop - Teacher's device shall be used by the Teacher/ Educator strictly for the School/ Class/ Curriculum related activities only. Accessing the unauthorized websites, installation of unauthorized applications shall be prohibited as such applications may cause damage to the device and compromise the security of the data stored in the Laptop. The settings calibrated by the tech support team should never be altered/ changed as it may limit the performance of the device and may also cause loss of data and damage to the device.

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1b. Accessories:

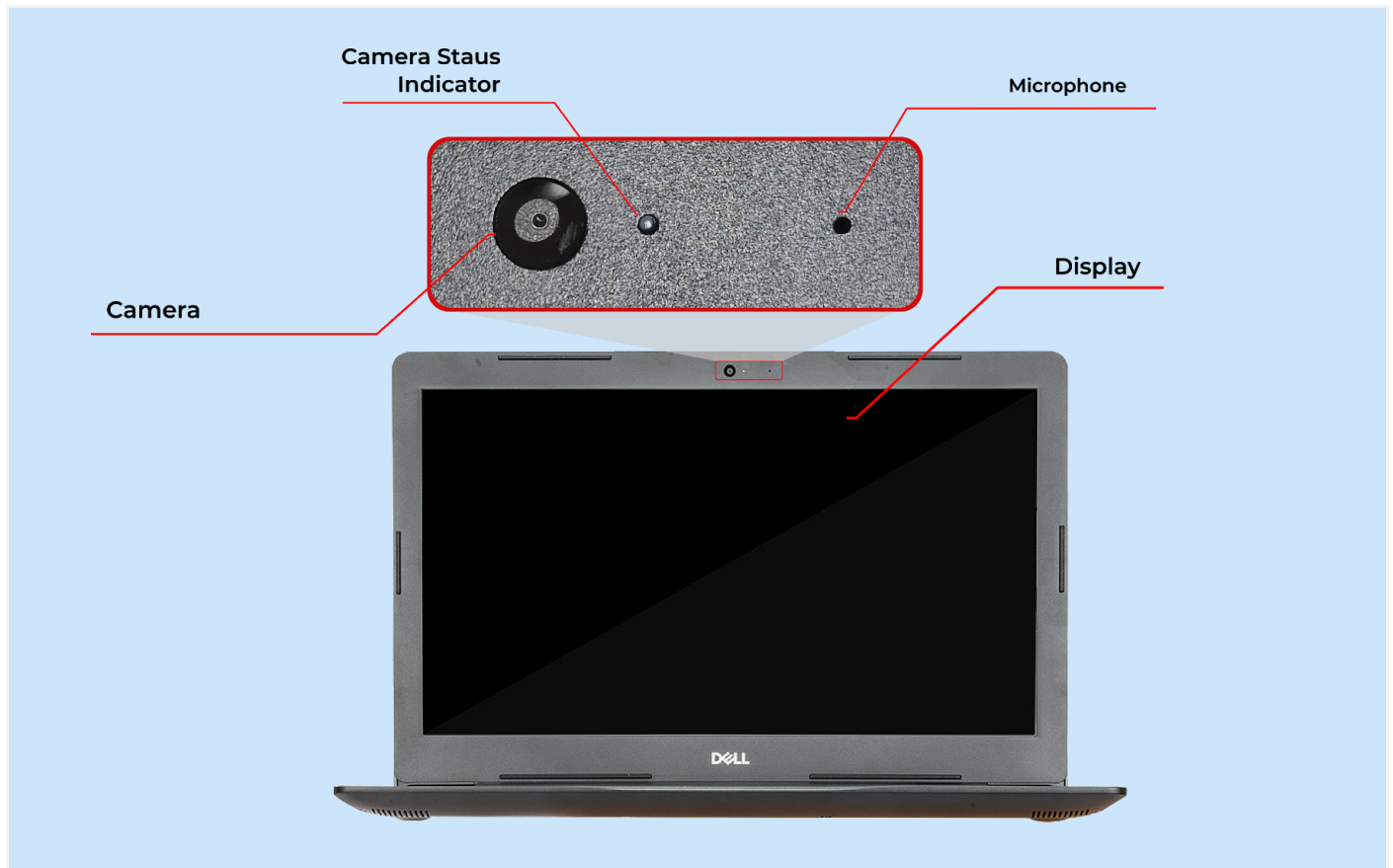
The Laptop provided to the Teachers comes as a package with Wired Mouse and the Laptop carrying bag apart from standard accessories like Power Adaptor and Power Cable



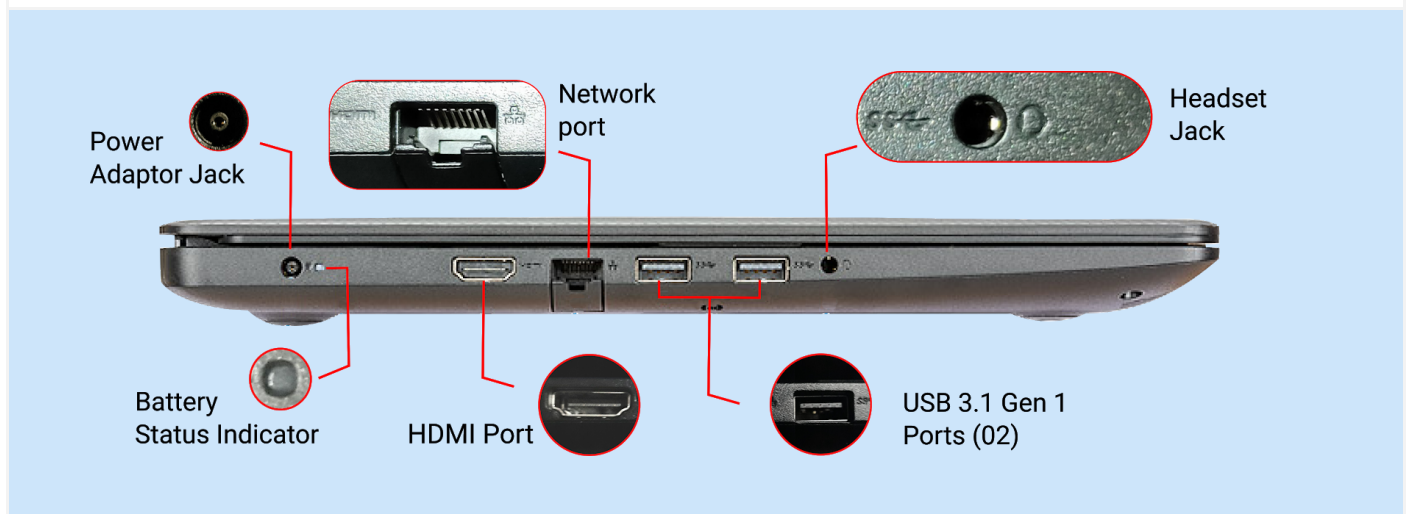
NOTE: Only the approved and authorized components, accessories shall be used along with the Laptop, any usage of unauthorized accessories/ components/ adaptors may limit the performance of the product and also damage the product.

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2. Ports and Functions of the Laptop

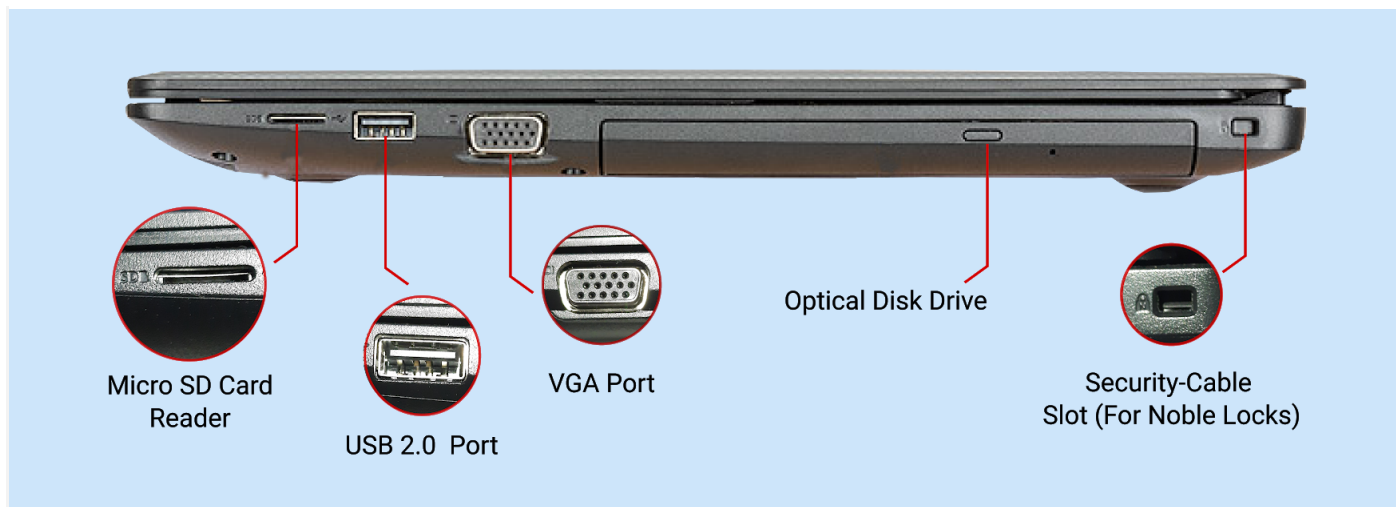


Front View



Left View

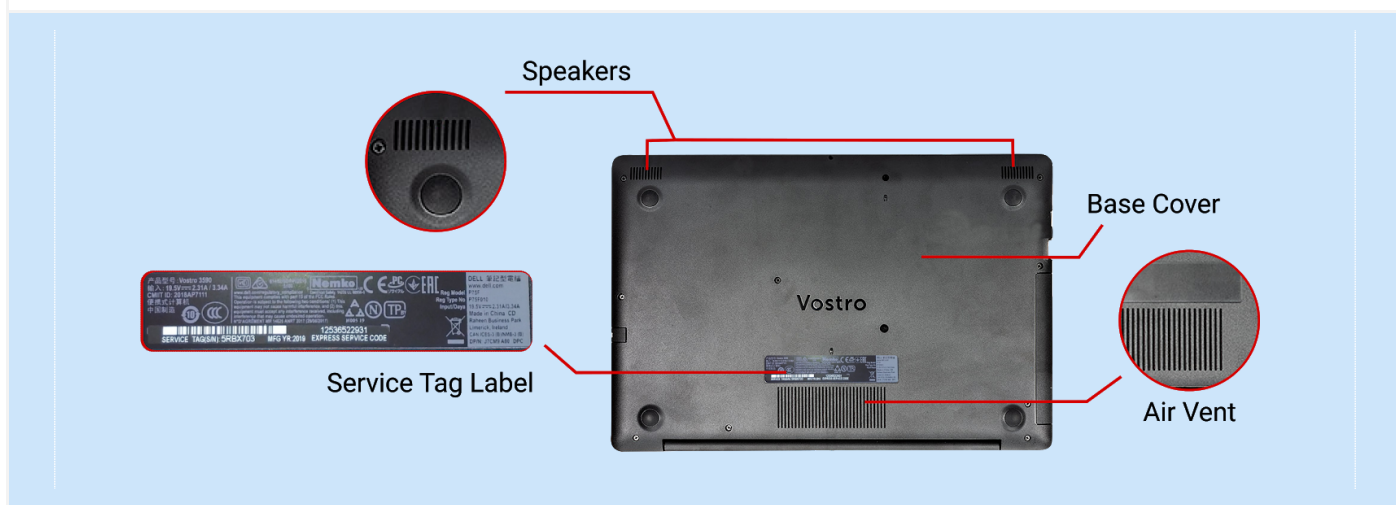
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Right View



Palmtop View



Bottom View

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Ports and Connectors

Memory card reader: Micro SD 3.0 memory card reader

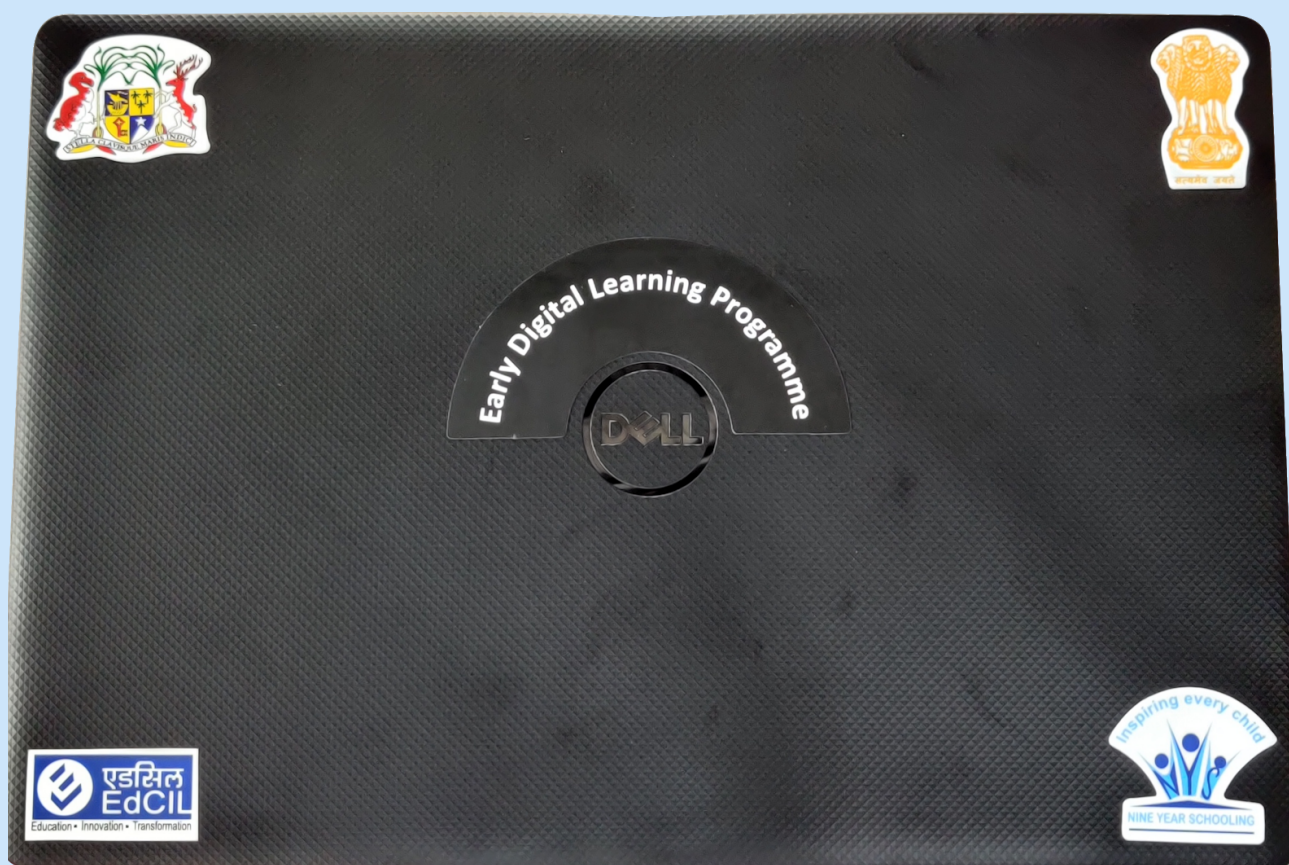
USB: One (01) USB 2.0 port
Two (02) USB 3.1 Gen 1 ports

Security: Noble wedge security slot

Audio: Universal Audio Jack
Noise reduction single microphone

Video: HDMI 1.4b (UMA and discrete)
VGA port

Network Adaptor: One RJ-45 connector



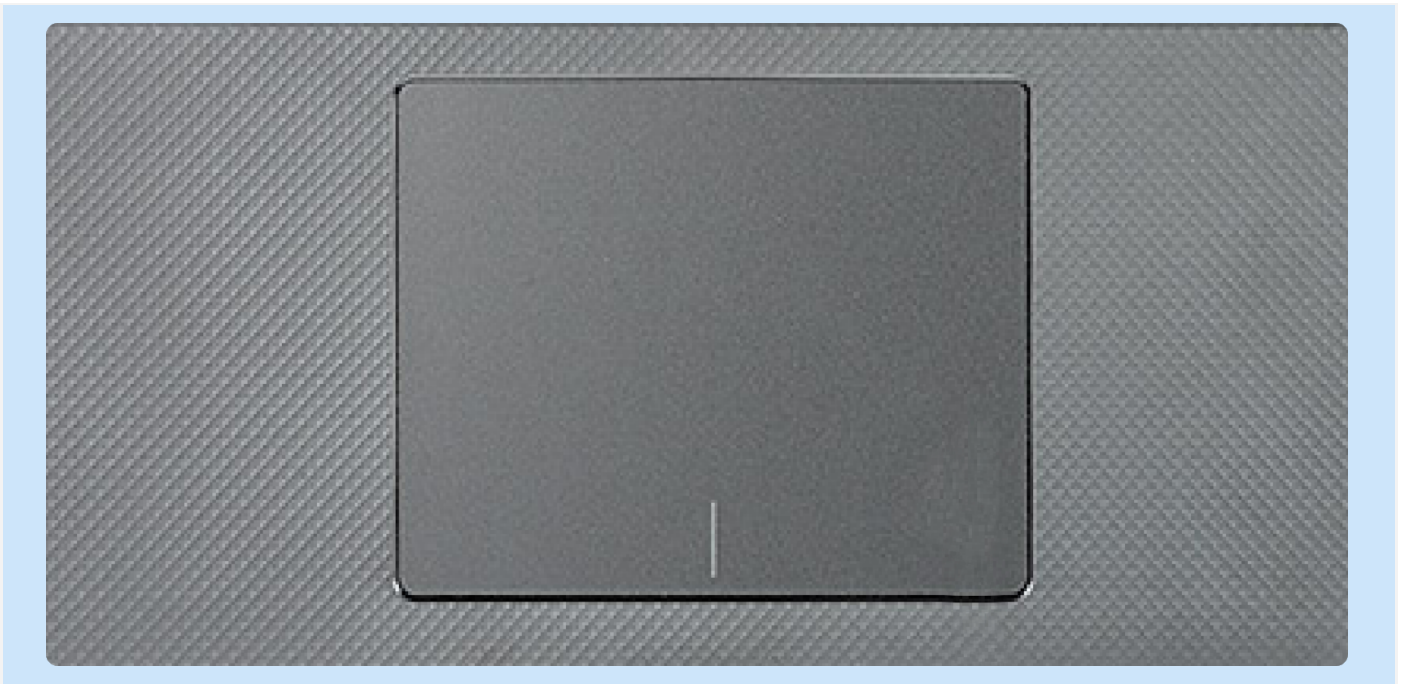
Top view of the Laptop



ALERT: The port usage to be handled gently. Excess pressure and inserting in the wrong direction causes damage to connector pins.

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3. Using Touchpad



A Touchpad allows you to scroll, select and click without ever plugging in a mouse.

Slide one finger along the center of the Touchpad to move the cursor.

Tap gently to select or press the left button beneath the Touchpad. Tap twice quickly to produce a double-click.

To get right click options, press the button on the right of the Touchpad.

To drag, hold down the left-click button with one finger while dragging the touchpad with another.

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4. Connecting Wired Mouse



Plug in the wired mouse with its USB connector. Insert the USB cable connector extended from the wired mouse into the USB port to activate and to use it.

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5. Turning On the Laptop



Turn on the Laptop by pressing the power button on the Laptop.



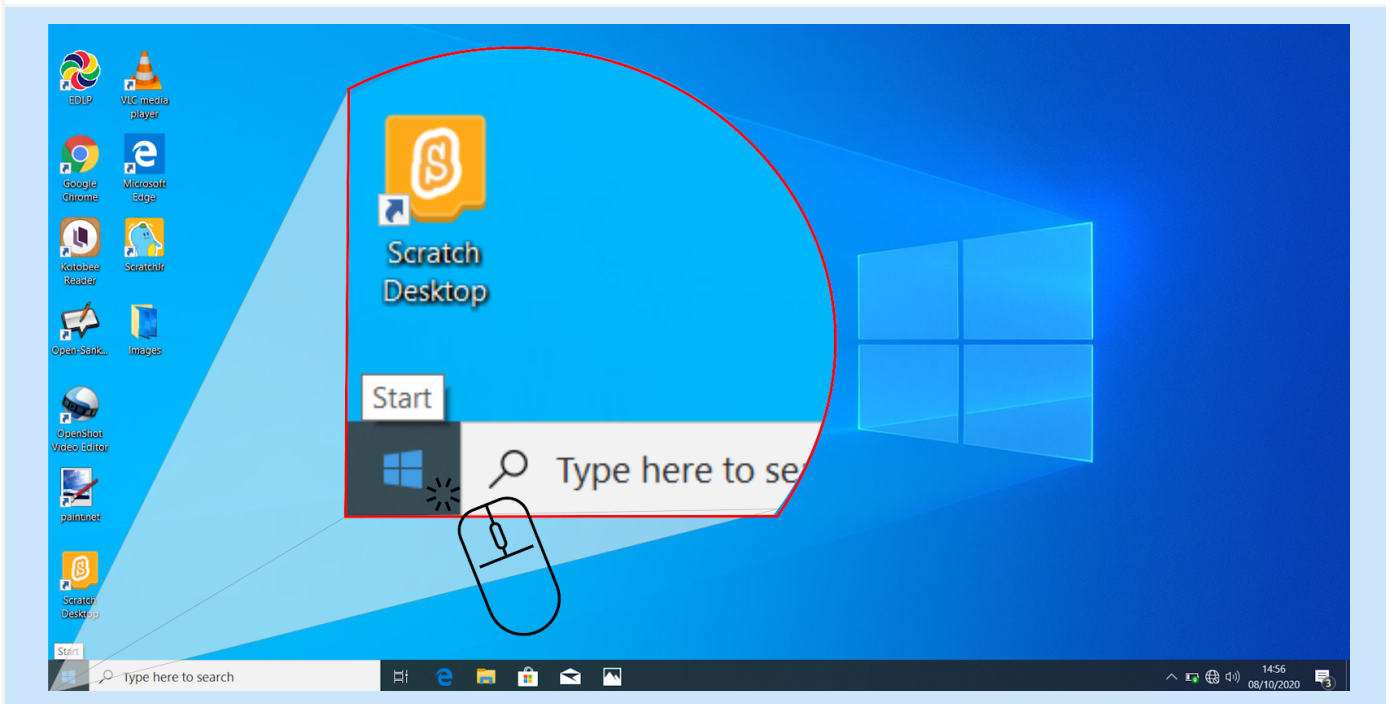
ALERT: Press the power button gently, excessive pressure may limit the functionality of the button over a period of usage.

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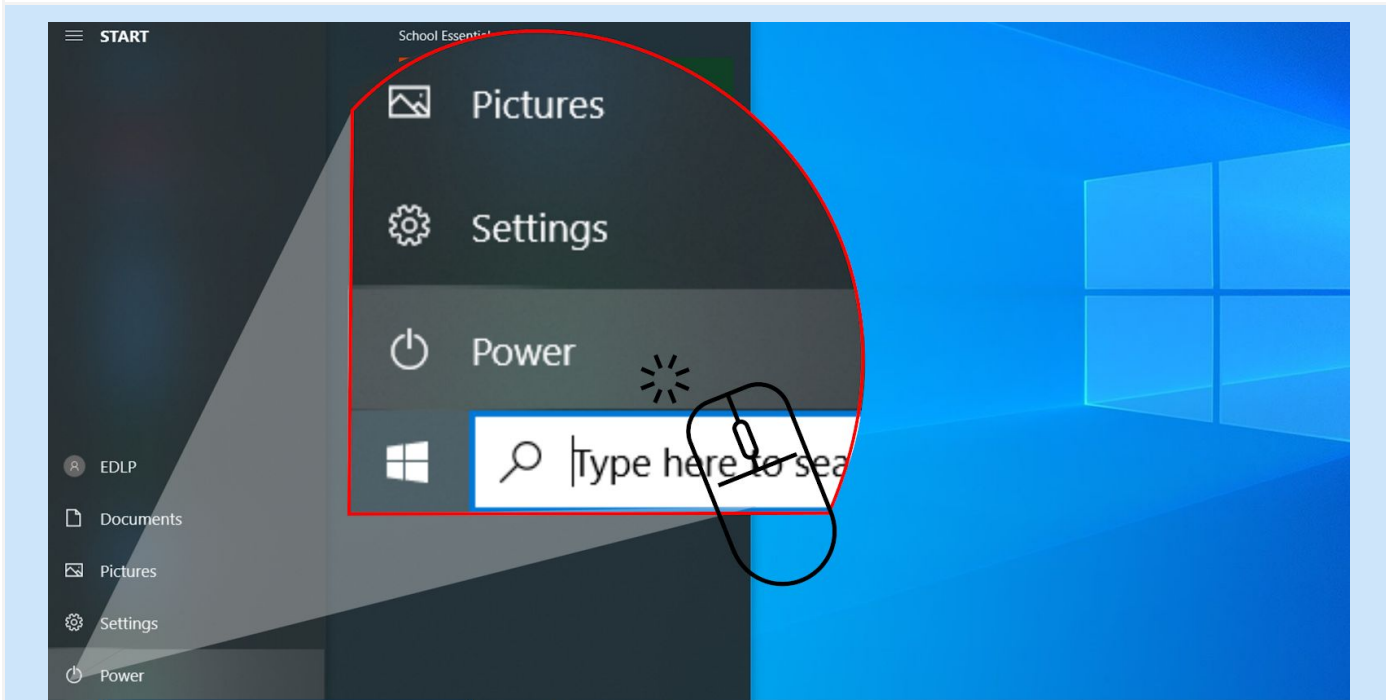
6. Turning Off the Laptop

The Laptop can be turned off using three (03) methods.

Method 01: Using the Start Button

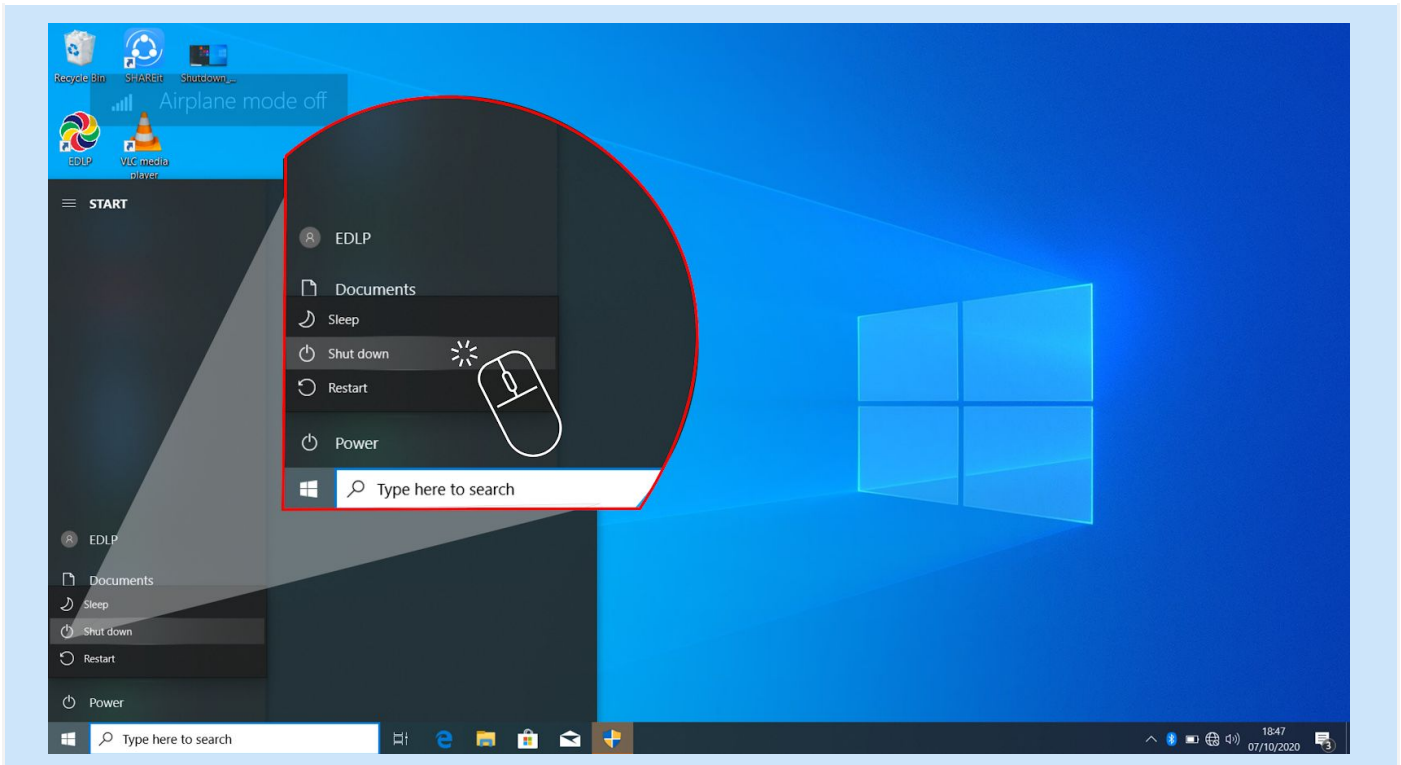


Step 01: Click the Start button on the Taskbar. This is usually in the bottom left corner.



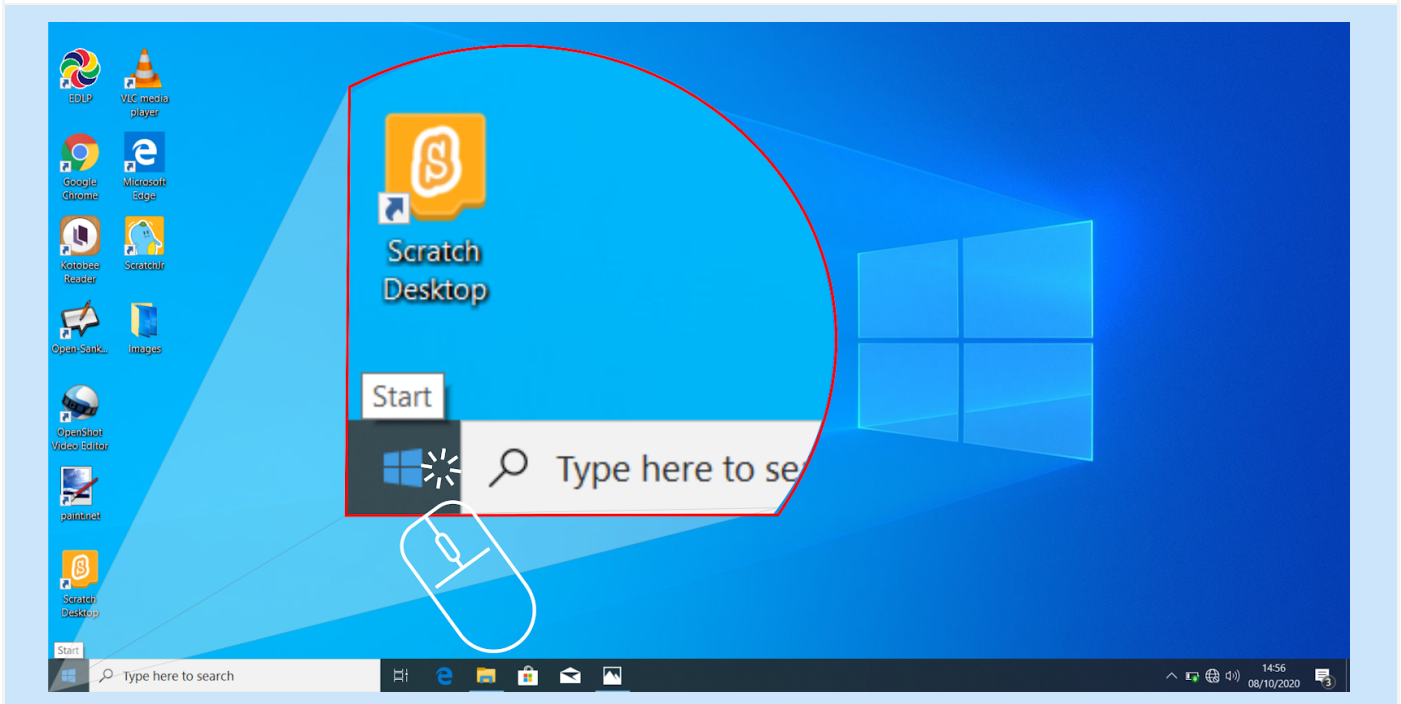
Step 02: Choose Power option

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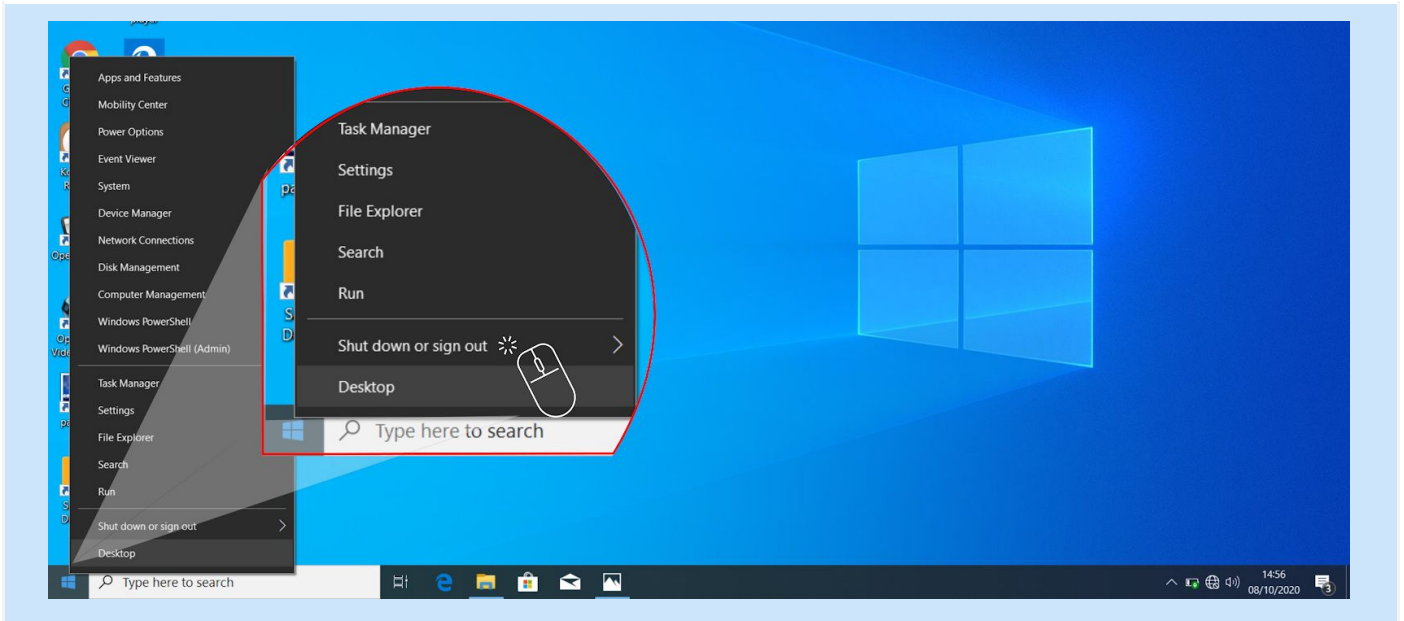
Step 03: Select Shutdown

Method 02: Through the Taskbar Right-click Menu

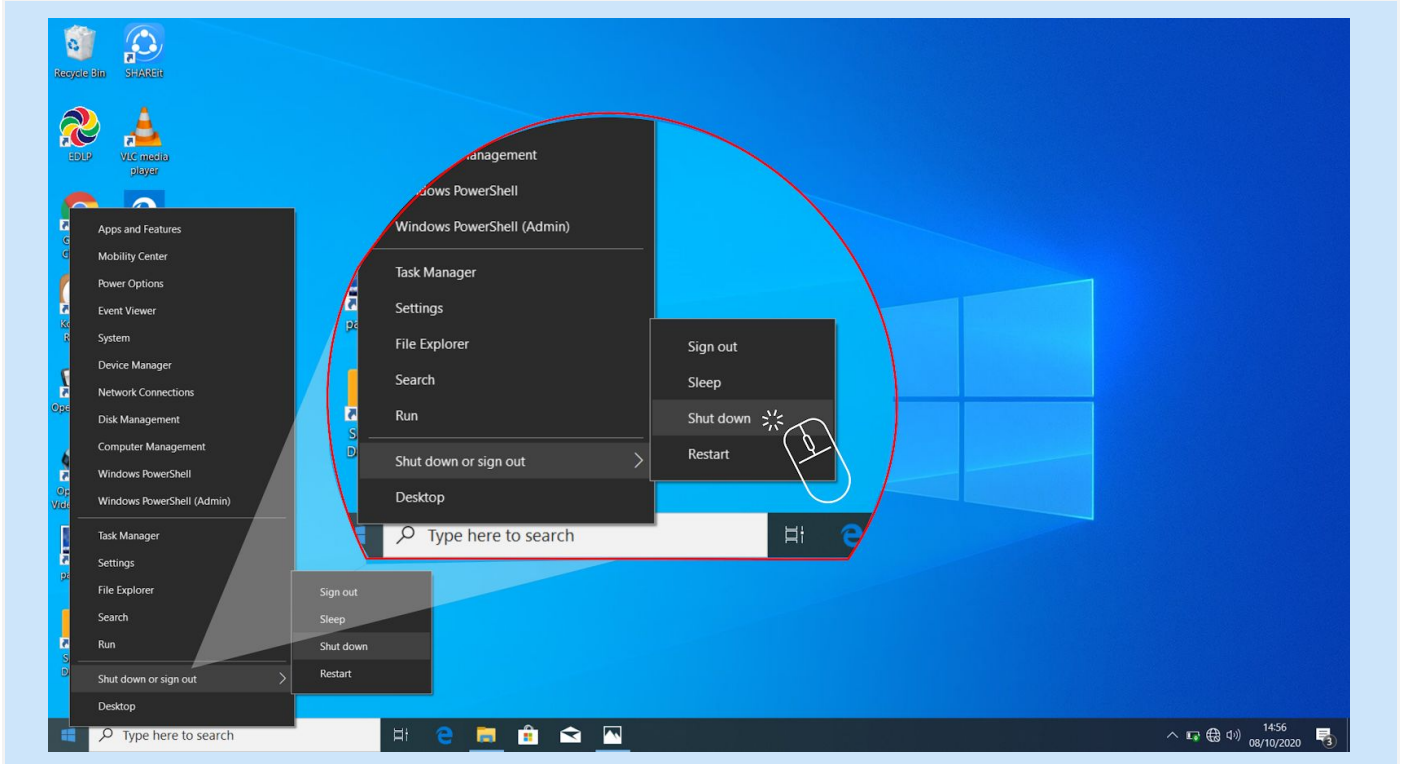


Step 01: Right-click using mouse on Start button

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Step 02: On the right-click menu, choose “Shut down or sign out”.



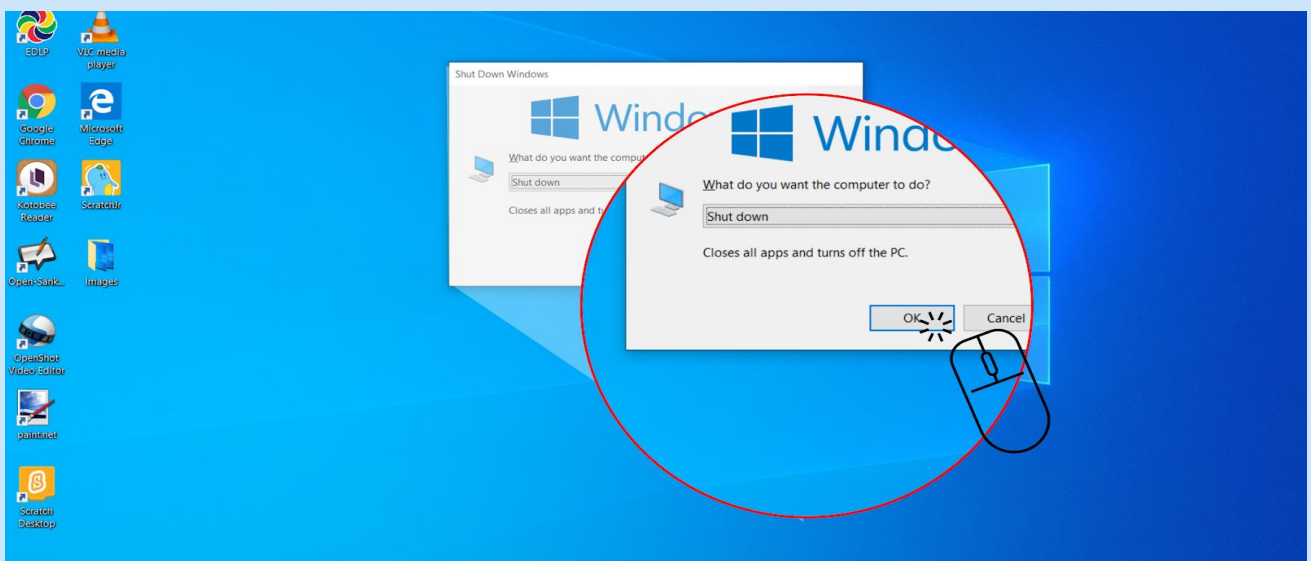
Step 03: In the “Shut down or sign out” menu, choose Shut down.

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Method 03: Through Alt+F4 function



Step 01: Press Alt key + F4 key



Step 02: Select Shut down and Click OK.



ALERT: Whenever the Laptop is not in use, it is suggested to shut down the device. In case the device is not used for a short period of time, it is suggested to keep the device in sleep mode with the screen lock option in active mode.

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7. Insert/ Eject Micro SD Card



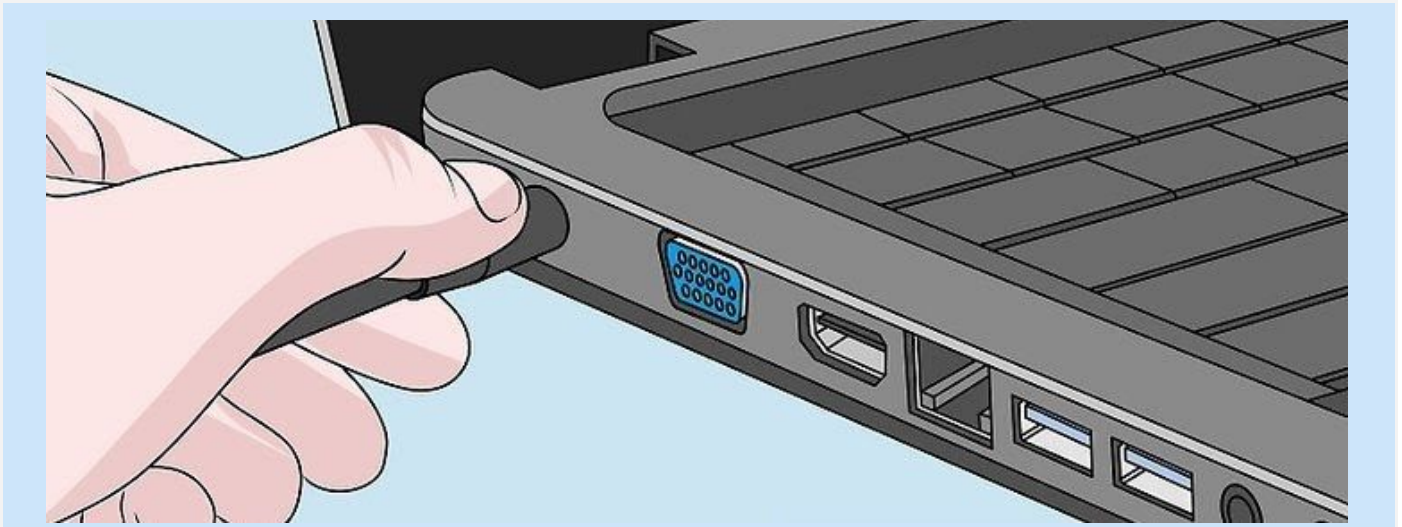
Slide the micro secure digital card into the slot until it locks in place



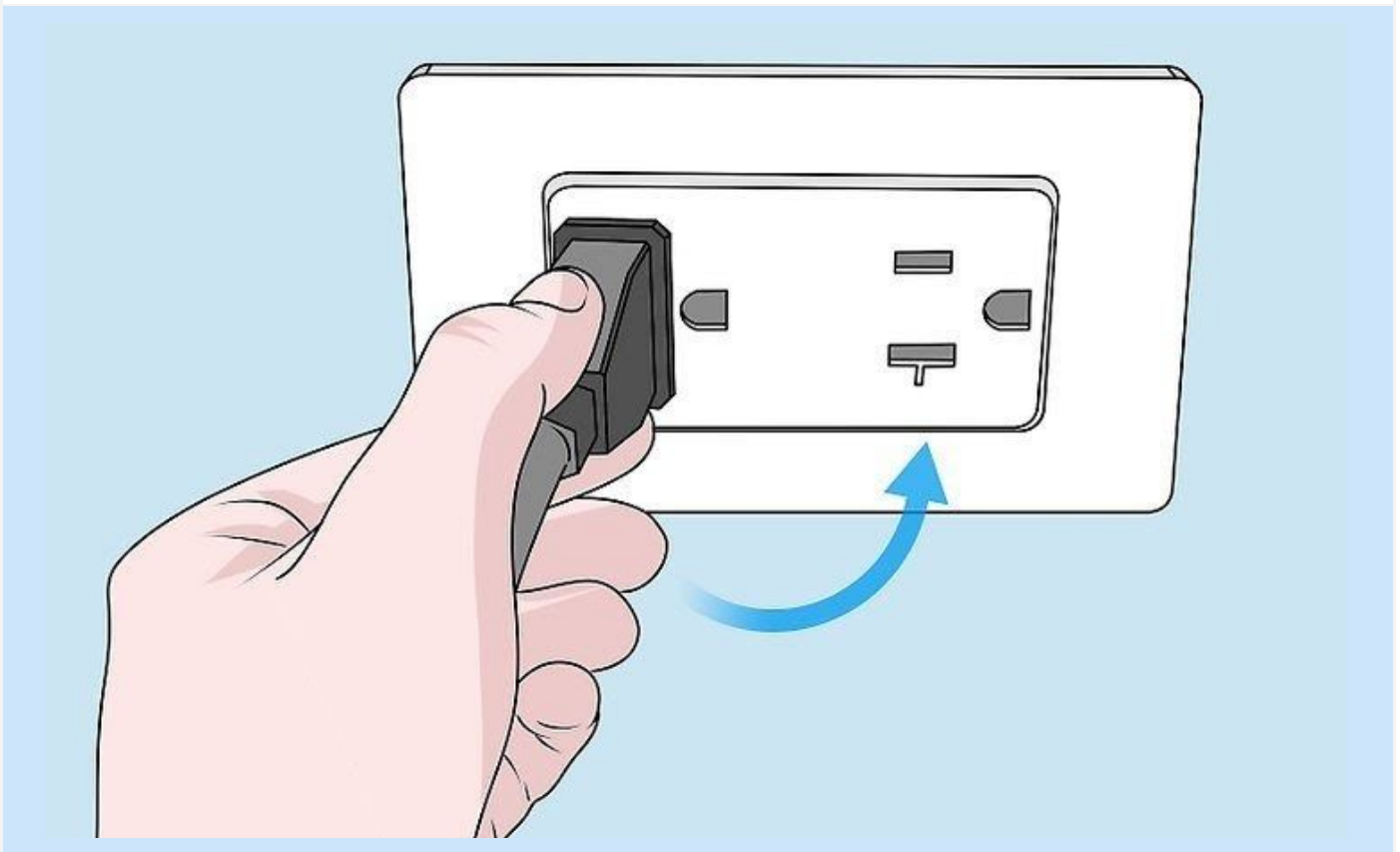
Push the micro secure digital card to release it from the Laptop and slide the micro secure digital card out of the Laptop

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8. Charging of the Laptop

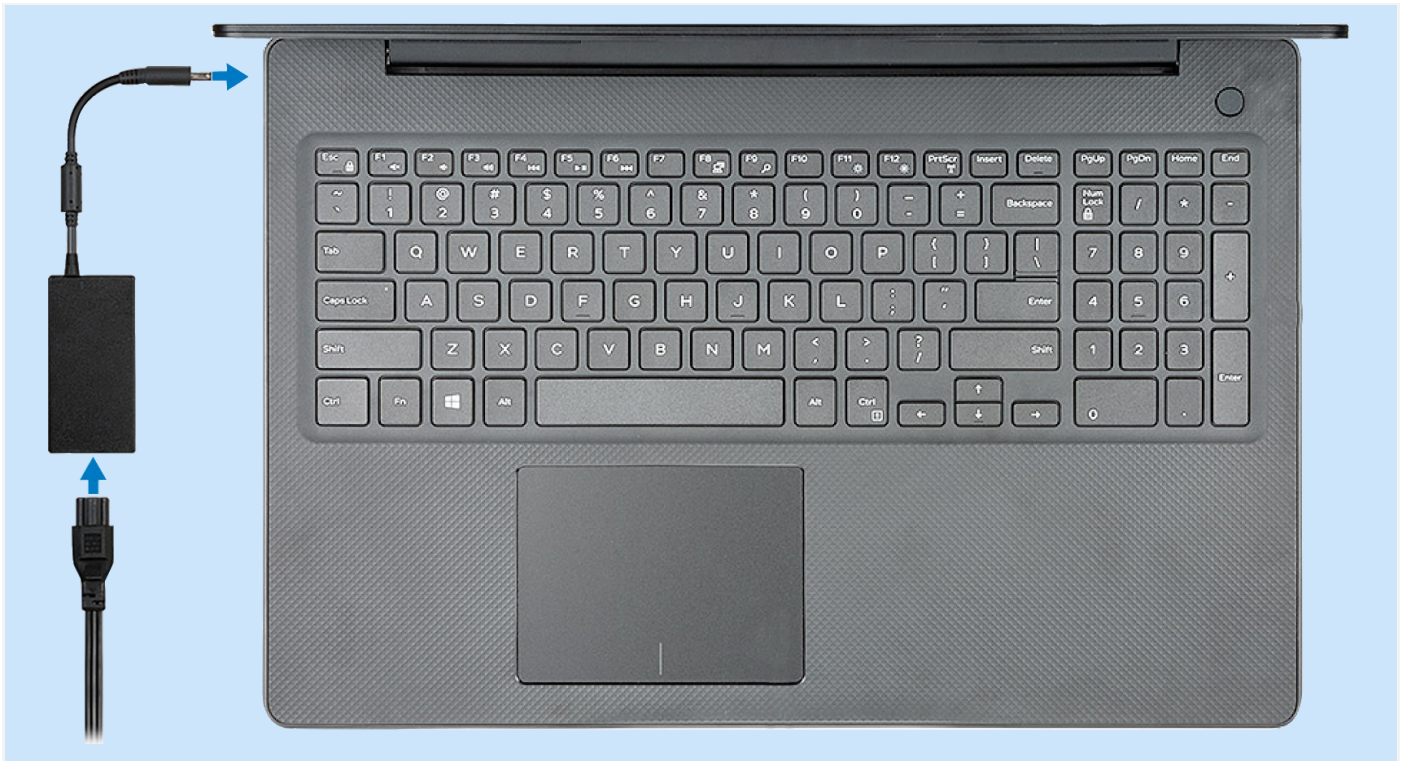


Connect the power adaptor to the Laptop



Plug the power adaptor to the power outlet

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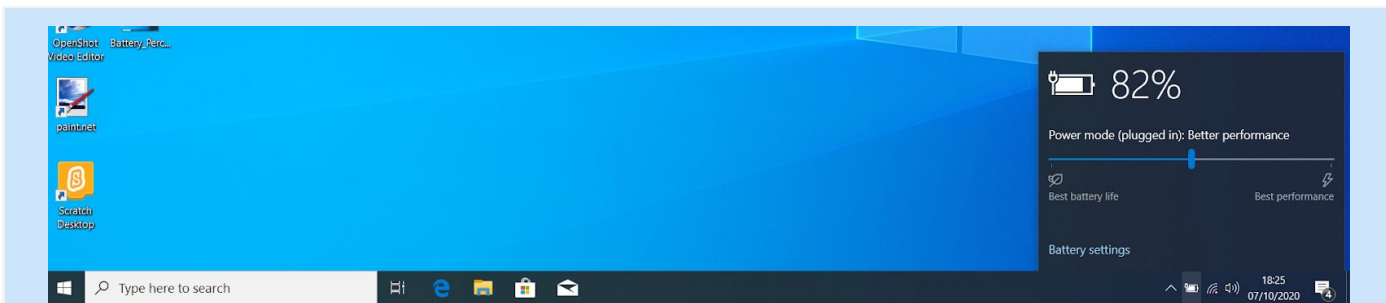


The Power cable to be connected to the Power Adaptor and switch On the power outlet to charge the Laptop.

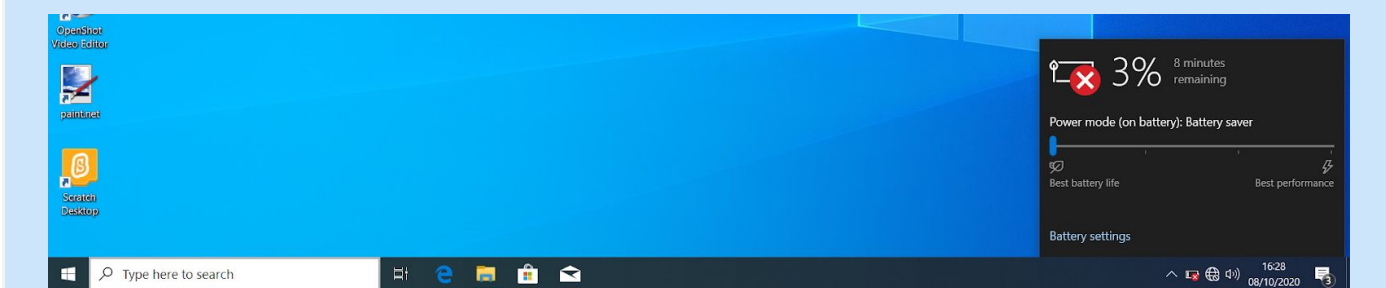
8a. Battery Charge LED status



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Desktop Notification in the scenario of Picture 01



Desktop Notification in the scenario of Picture 04

- Picture 01: When Power Adaptor is connected, LED - White: Indicates the Laptop Battery Charging is On.
- Picture 02: When Power Adaptor is connected, LED - Off: Indicates the Laptop Battery is Fully Charged.
- Picture 03: LED - Off: Indicates the Laptop Battery is sufficiently Charged.
- Picture 04: LED - Amber: Indicates the Laptop Battery is Critically Low less than 10%.

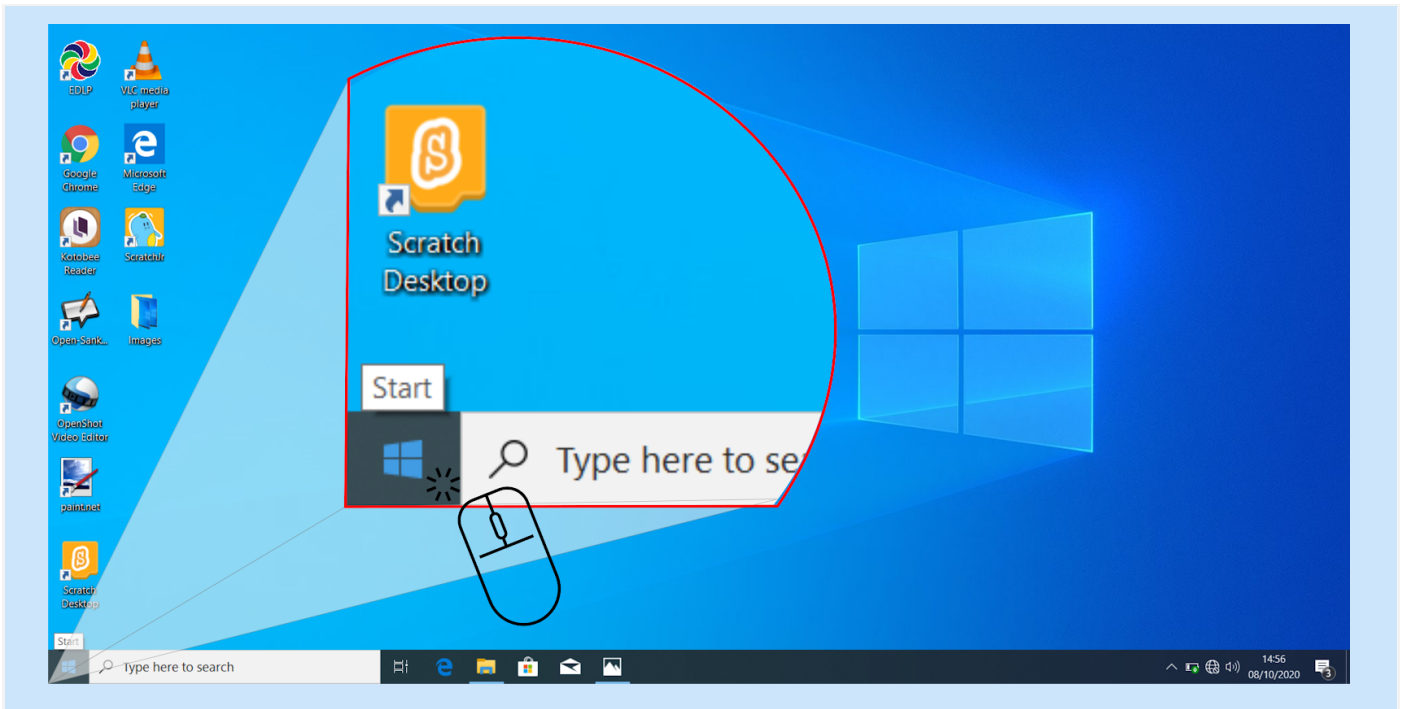


ALERT: Never charge the Laptop battery to 100%, Never continuously connect the Power adaptor to the Laptop. Never wait till the Battery drains to initiate charging.

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9. Using Windows 10

9a. Start Menu



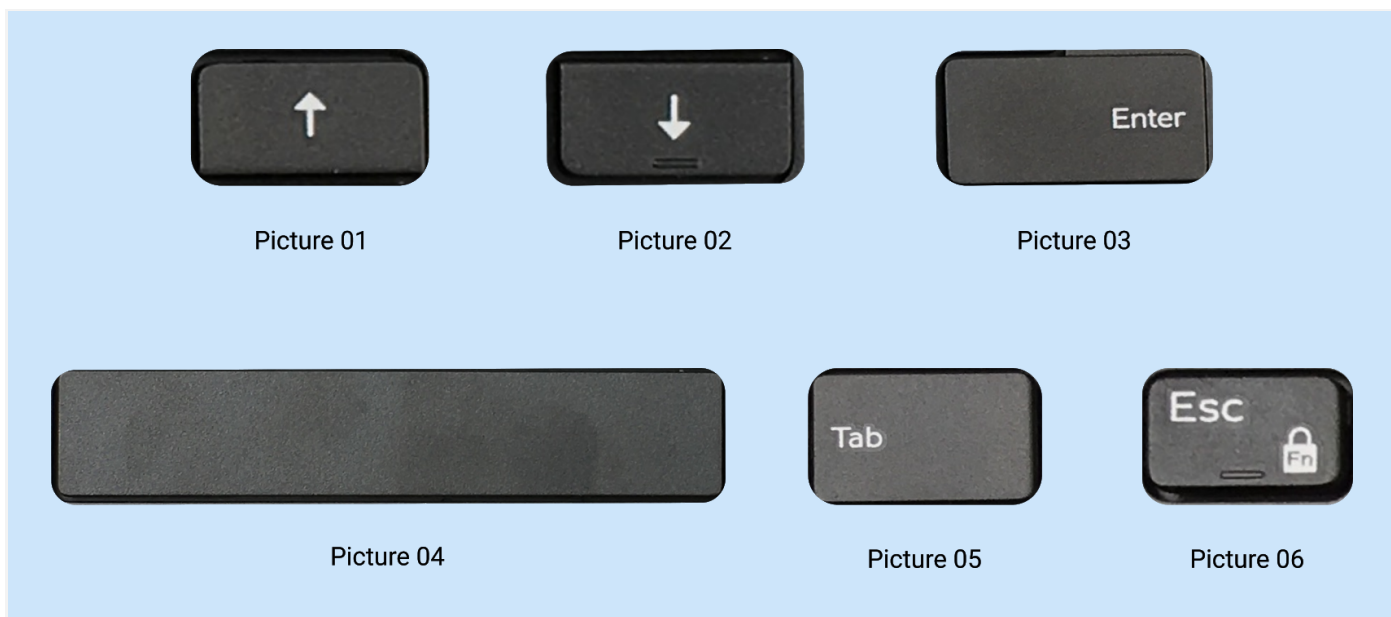
Start Menu: It's usually at the bottom-left corner of the screen. Clicking on the Start button shows a list of Applications / Programs installed, Settings, Files and Folders.



ALERT: The settings, features information is provided for reference purpose only. It is advised to not to change any settings in the device.

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9b. Navigation



Picture 01: Up Arrow- Moves to the previous field

Picture 02: Down Arrow- Moves to the next field

Picture 03: Enter- Selects a value in the selected field (if applicable) or follow the link in the field

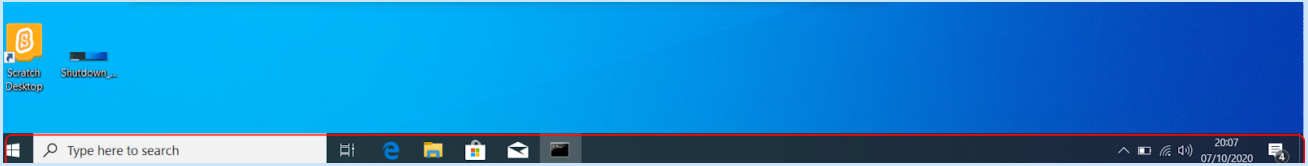
Picture 04: Spacebar- Expands or collapses a drop-down list, if applicable

Picture 05: Tab- Moves to the next focus area

Picture 06: Esc- Moves to the previous page until you view the main screen. Pressing Esc in the main screen displays a message that prompts you to save any unsaved changes and restarts the system.

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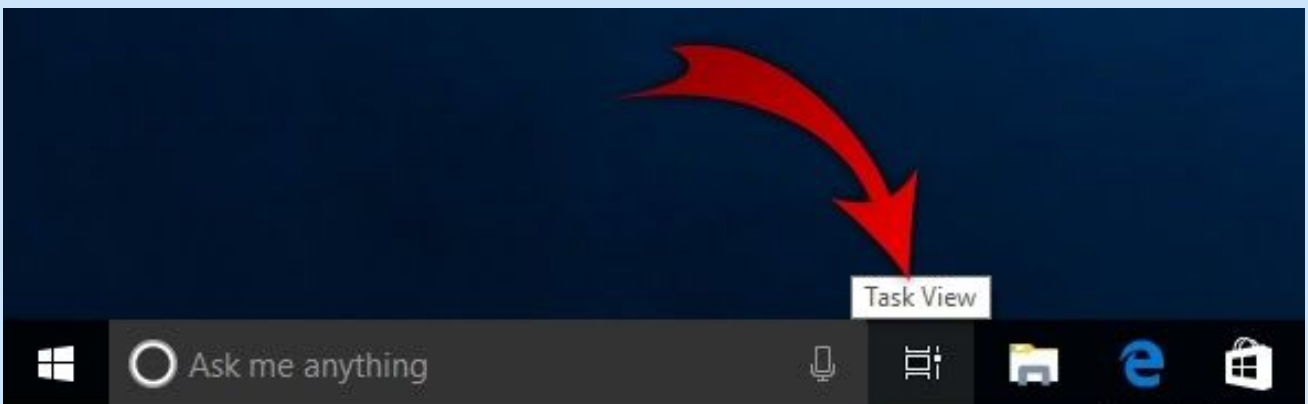
9c. Taskbar



Check the Taskbar to see what's open. Windows displays all of the running programs on the Taskbar, which is the long bar (between the Start menu and the clock) that runs along the bottom of the screen. If an app is open, its name and/or icon appears on the Taskbar.

- To minimize a window to the Taskbar, Click "-" near the top-right corner of the window.
- To bring an app into view, click its name or icon on the Taskbar.
- To close an app from the Taskbar without bringing it into view, right-click its name on the Taskbar, then click the Close window.
- To change the way apps appear on the Taskbar, right-click the area with the clock, then click Taskbar Settings.

9d. Task View



Use Task View to view all opened apps on the same screen. Once all the open apps / windows are seen together, click on the one to bring into focus. Here are two (02) ways to open Task View:

Method 01: Click Task View icon available at the left side of the Taskbar.

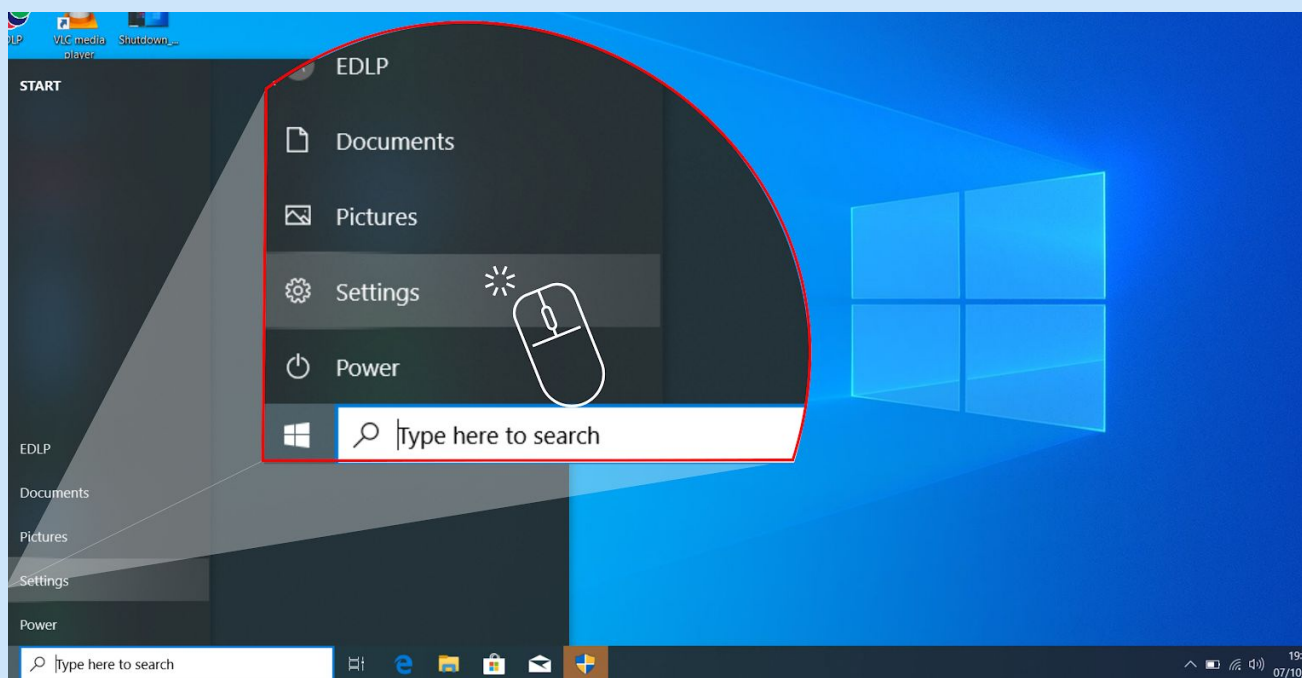
Method 02: Press Win key + Tab key.



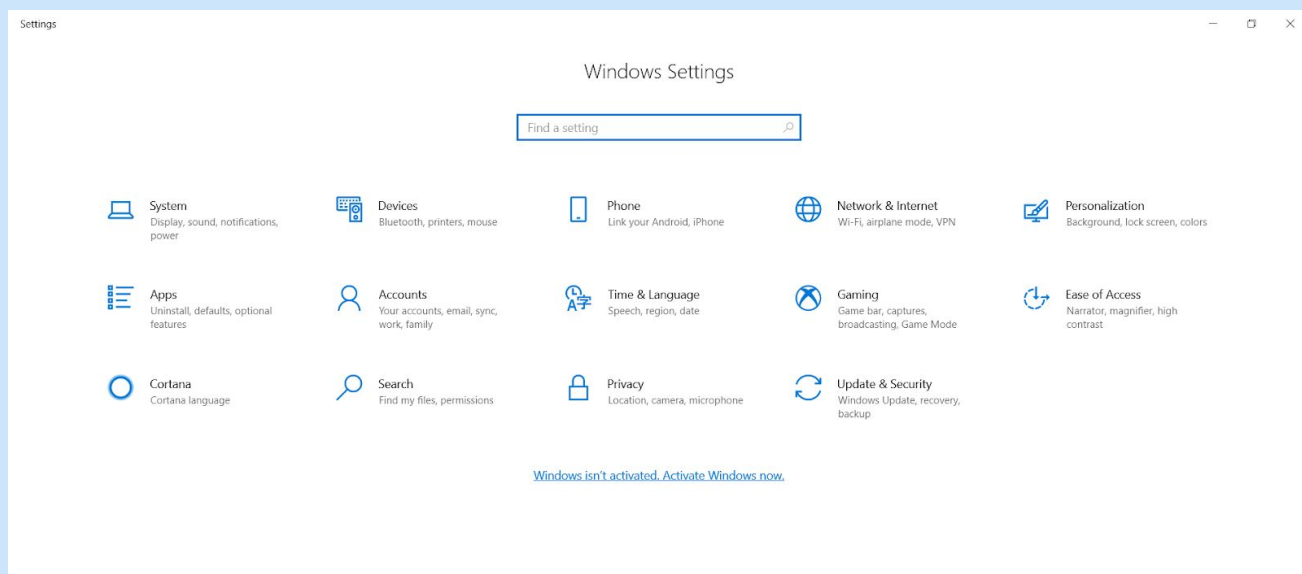
ALERT: The settings, features information is provided for reference purpose only. It is advised to not to change any settings in the device. Any challenge contact technical support team.

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9e. Settings



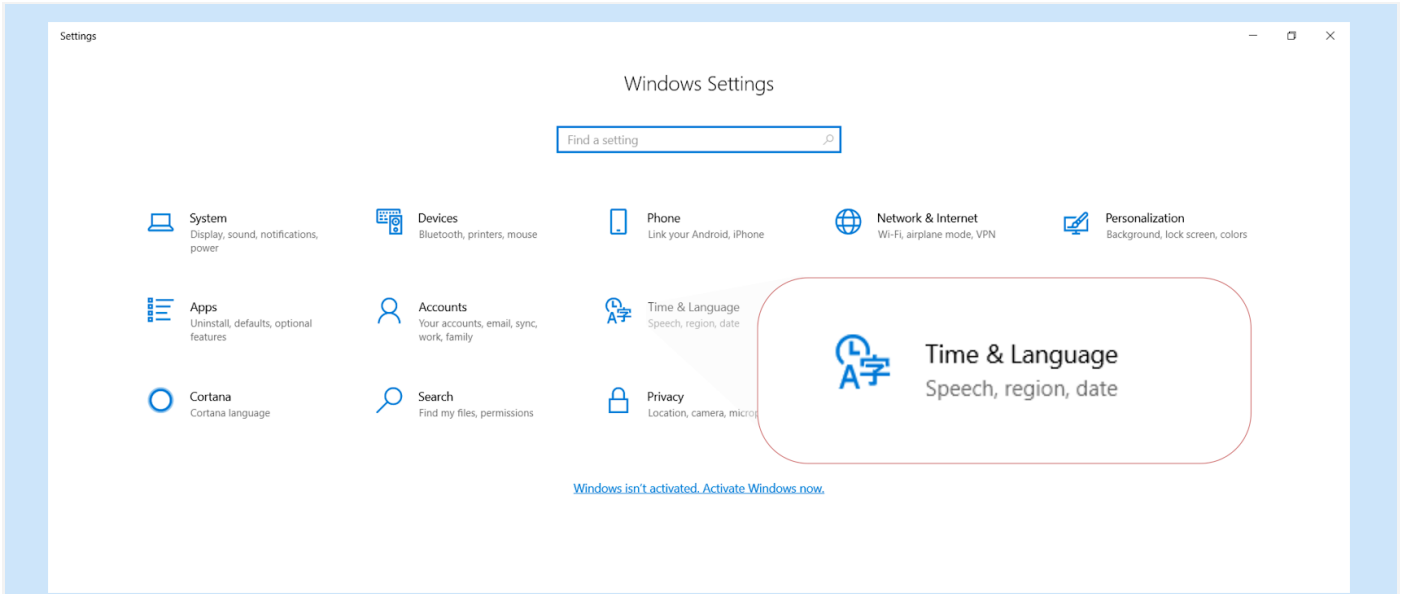
Click on Start button displays Start Menu options with Settings icon



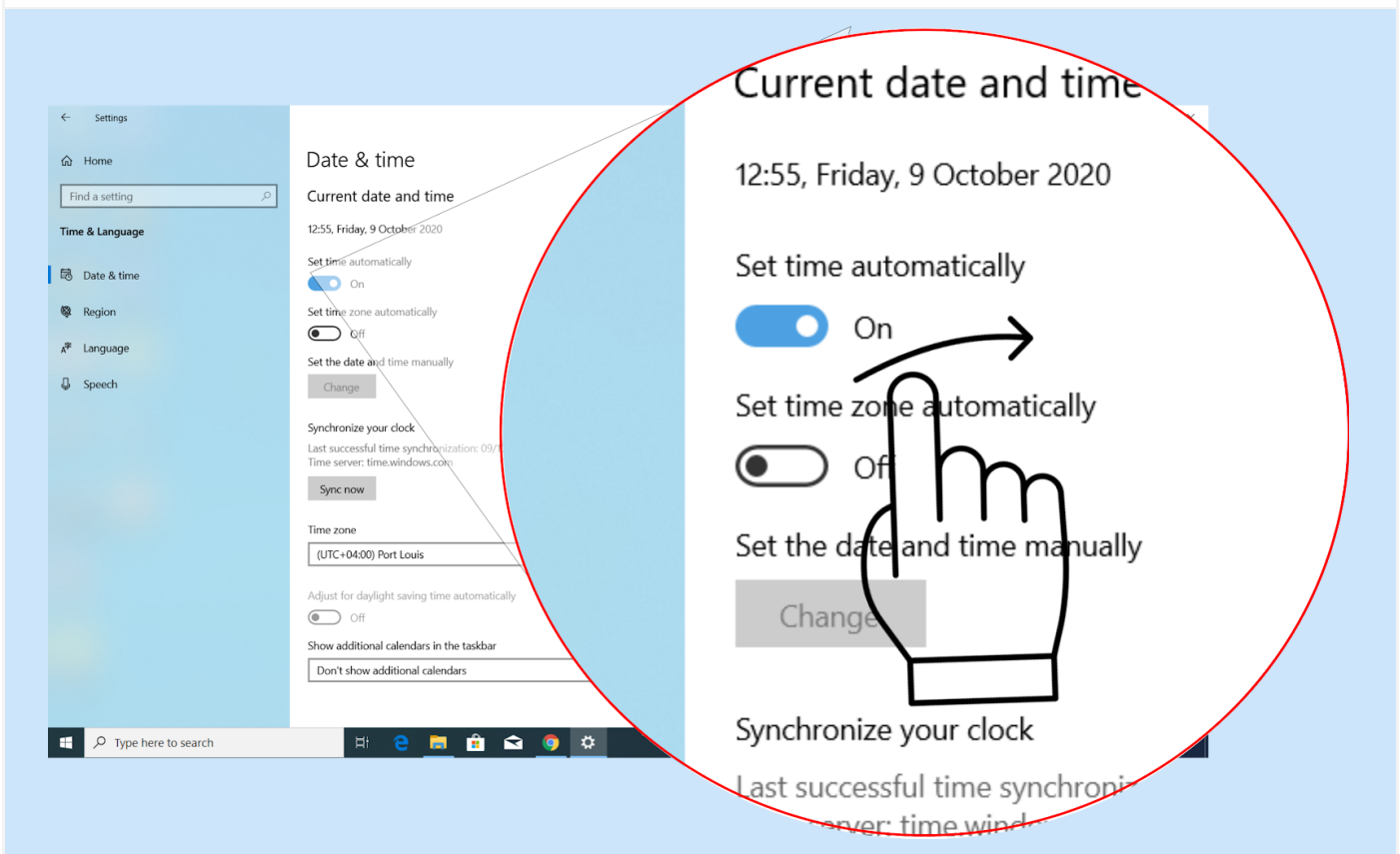
Click on Settings to access all Windows Settings including Network settings, Personalization, Devices, and System information.

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9f. Time & Language settings

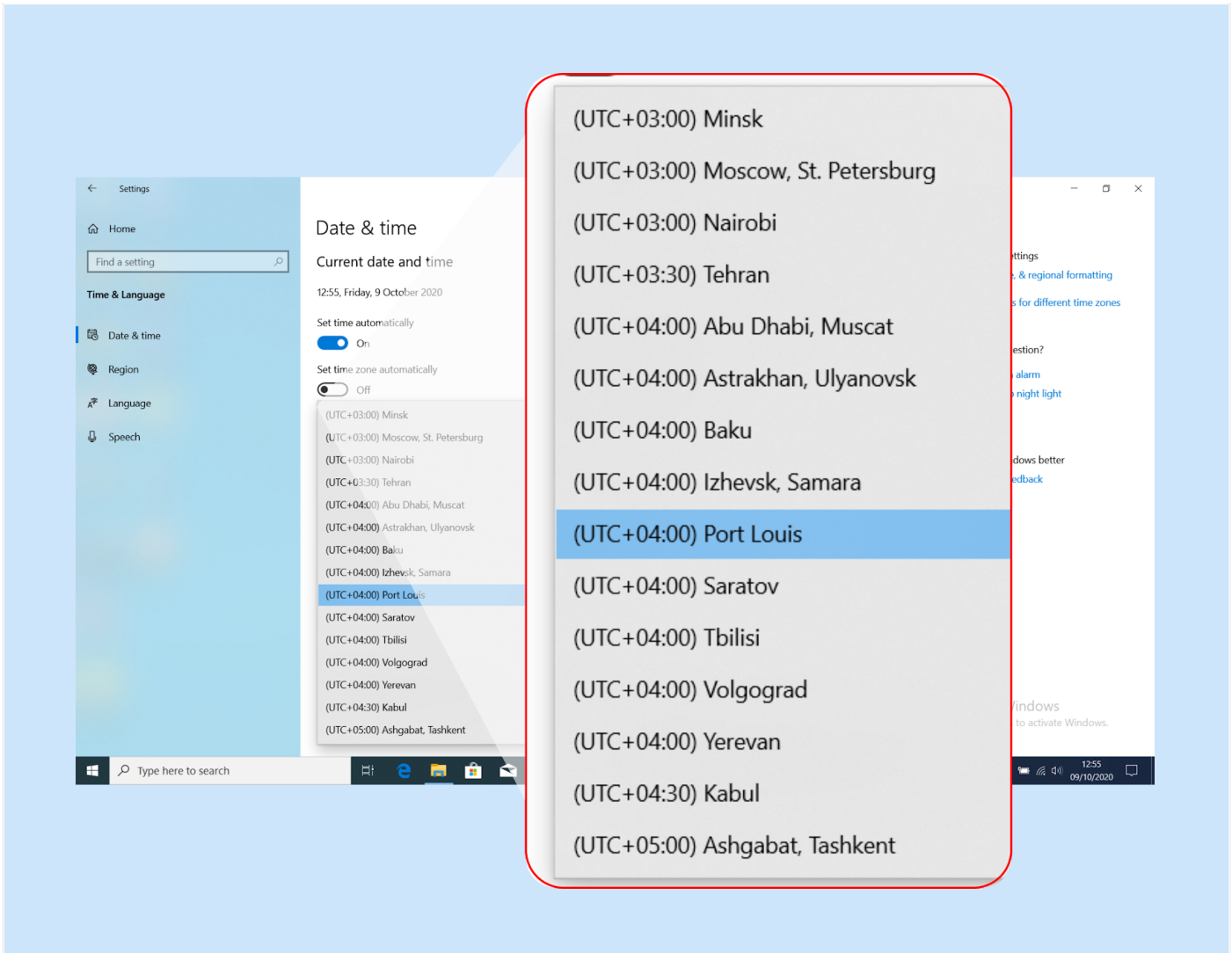


To change the Time & Language of the device, click on the Time & Language under Windows Settings.



Set time zone automatically to ON

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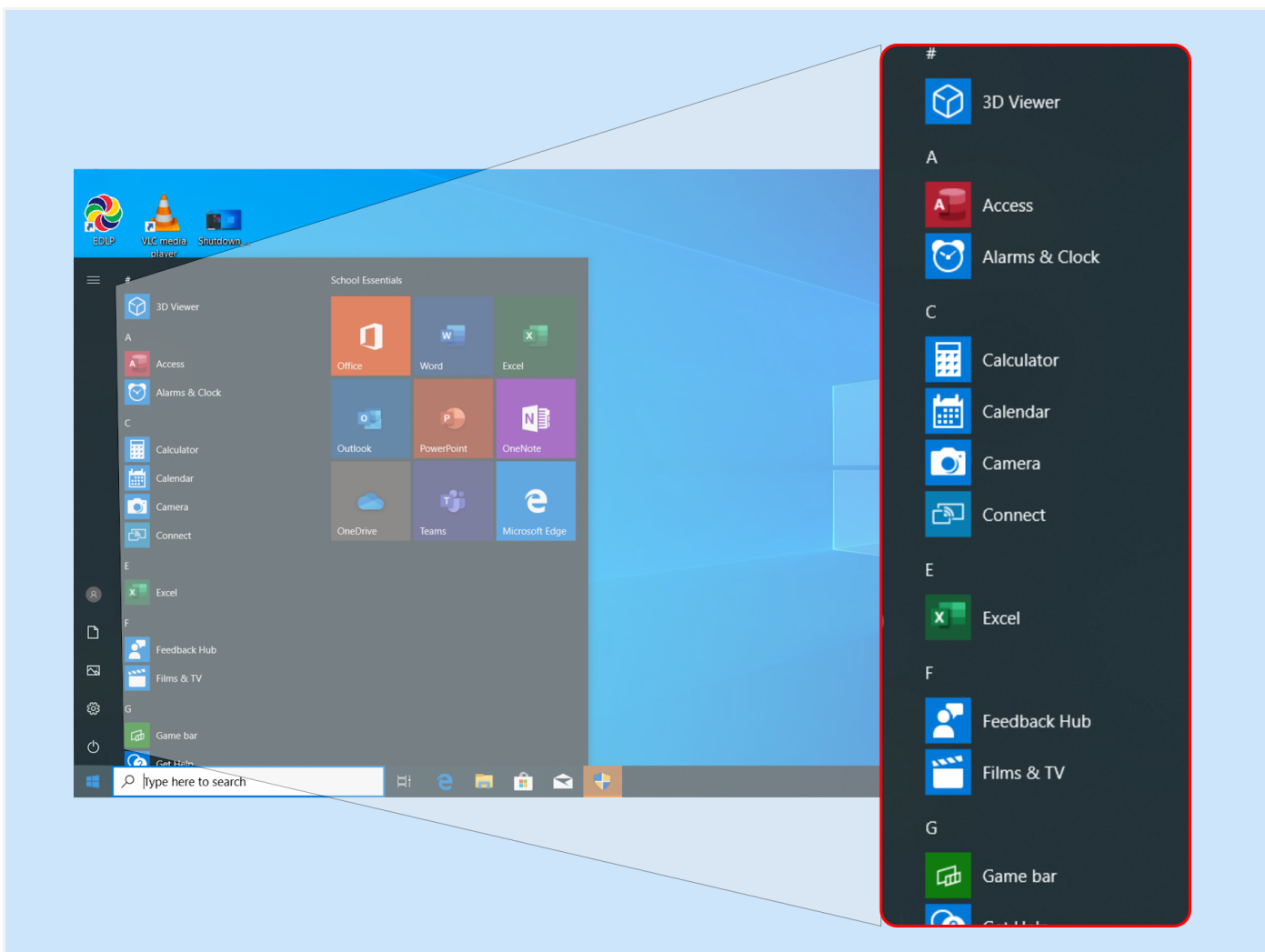
To set the Time Zone, click on the drop down and select (UTC+ 04:00) Port Louis.



ALERT: The settings, features information is provided for reference purpose only. It is advised to not to change any settings in the device. Any challenge contact technical support team.

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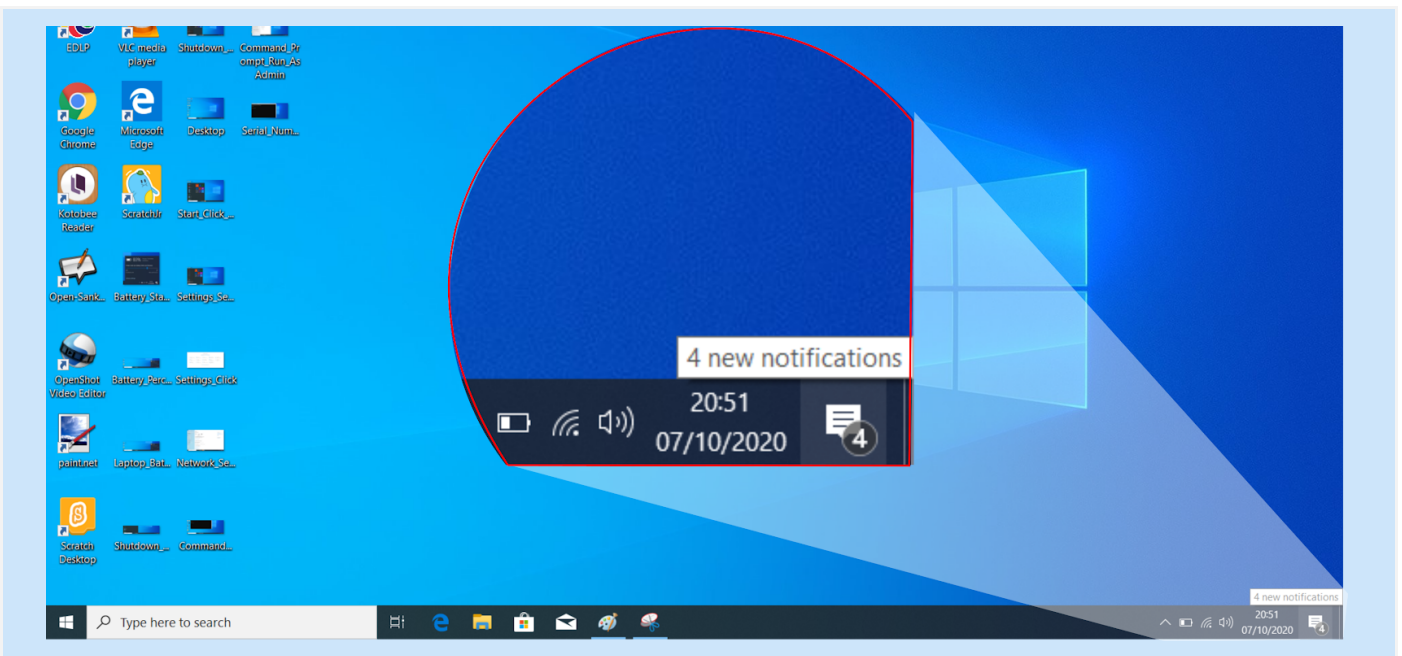
9g. Locate your apps



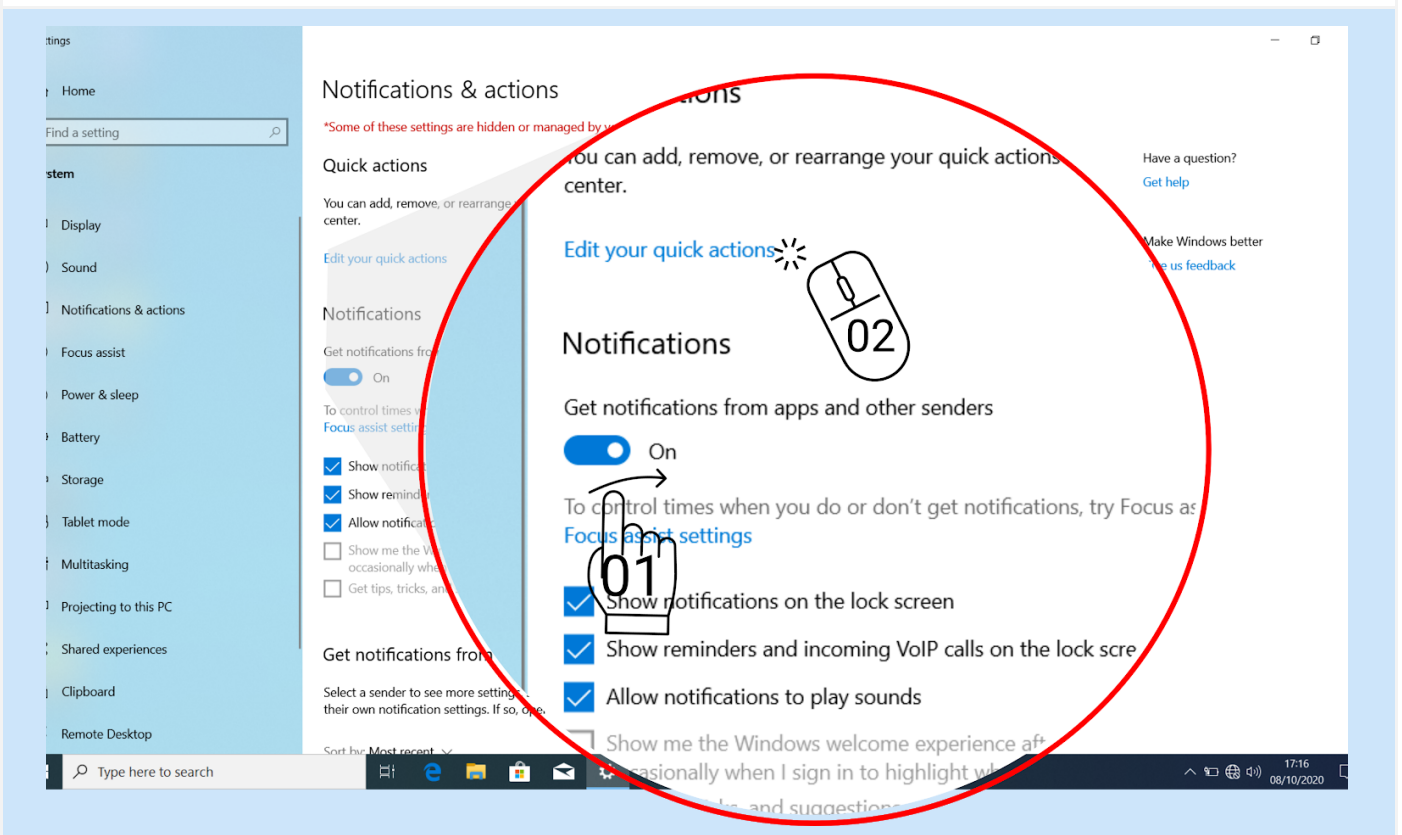
- Clicking on the Start menu button displays a list of Applications in alphabetical order.
- Type an App's name into the search bar at the bottom-left corner of the menu to search for an App.

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9h. Notifications

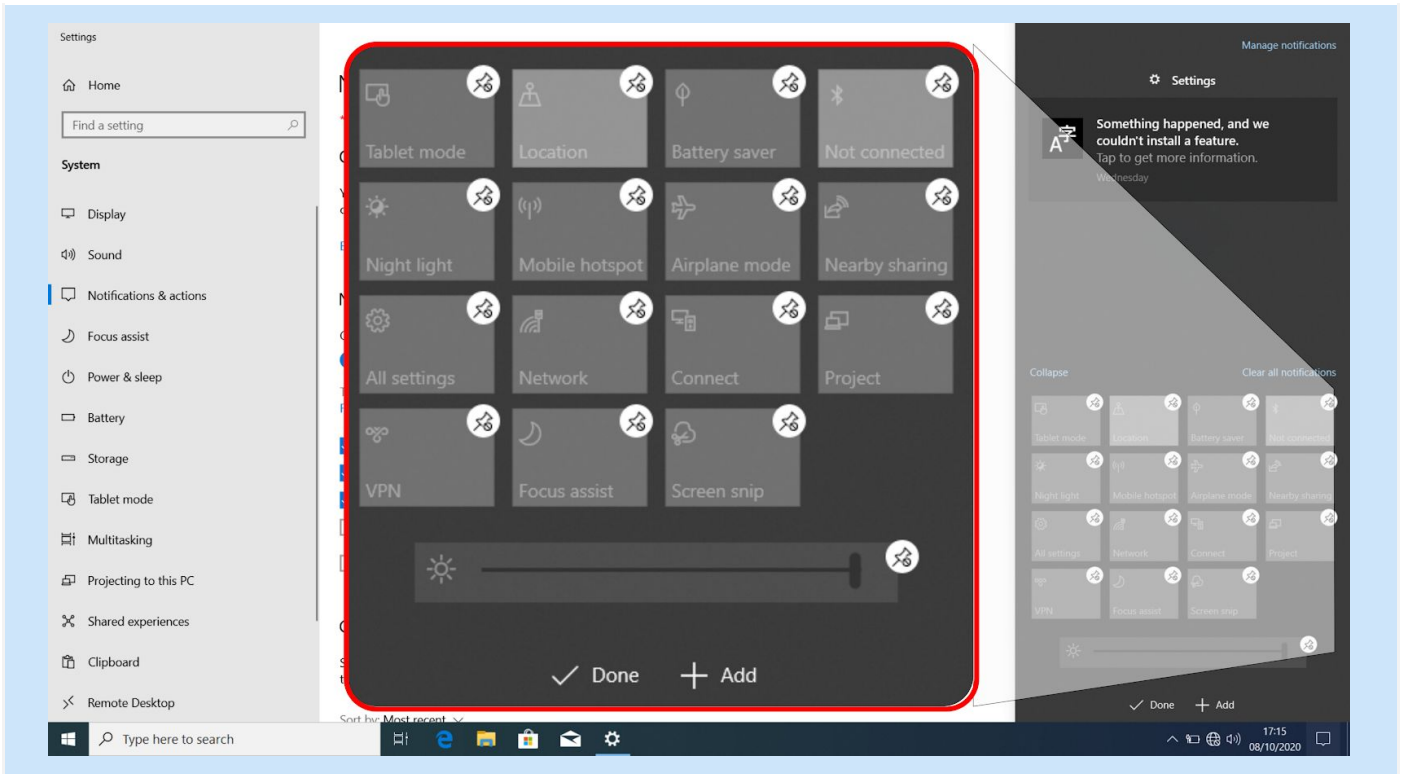


Action center in Windows 10 is where Notifications and quick actions are available. Manage the Settings at any time to adjust how and when Notifications have to be seen.



Step 01: Turn On “Get notifications from apps and other senders”.
Step 02: Click “Edit your quick actions” to edit quick actions.

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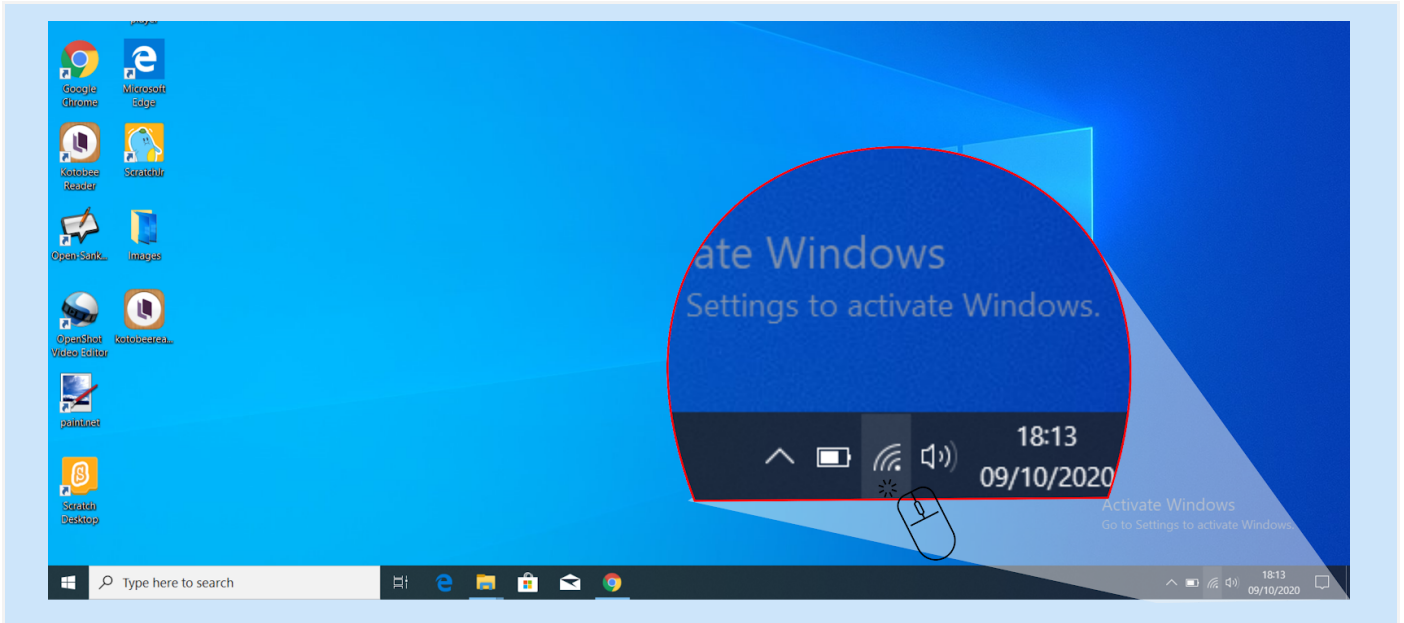


ALERT: The settings, features information is provided for reference purpose only. It is advised to not to change any settings in the device. Any challenge contact technical support team.

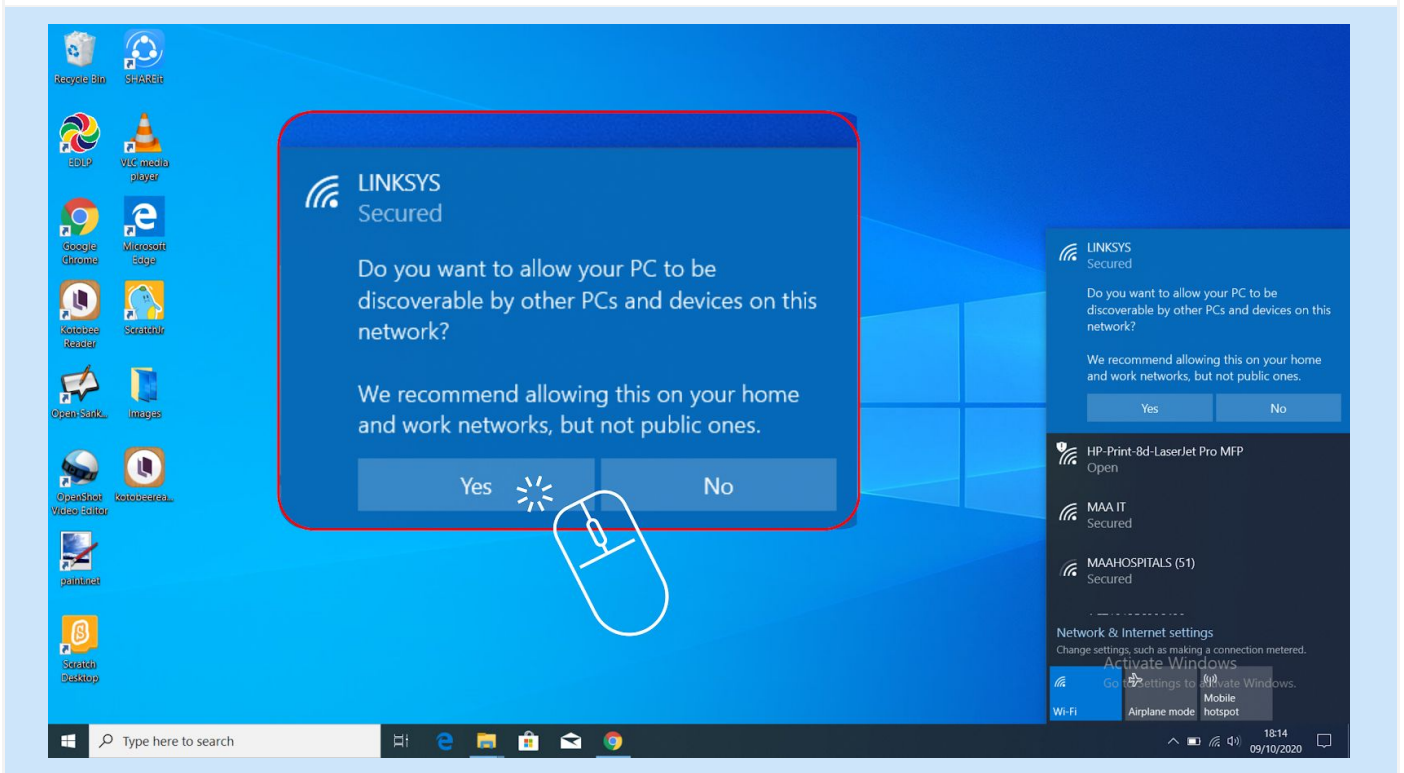
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10. Network & Internet

Connecting the Laptop to Wireless Router

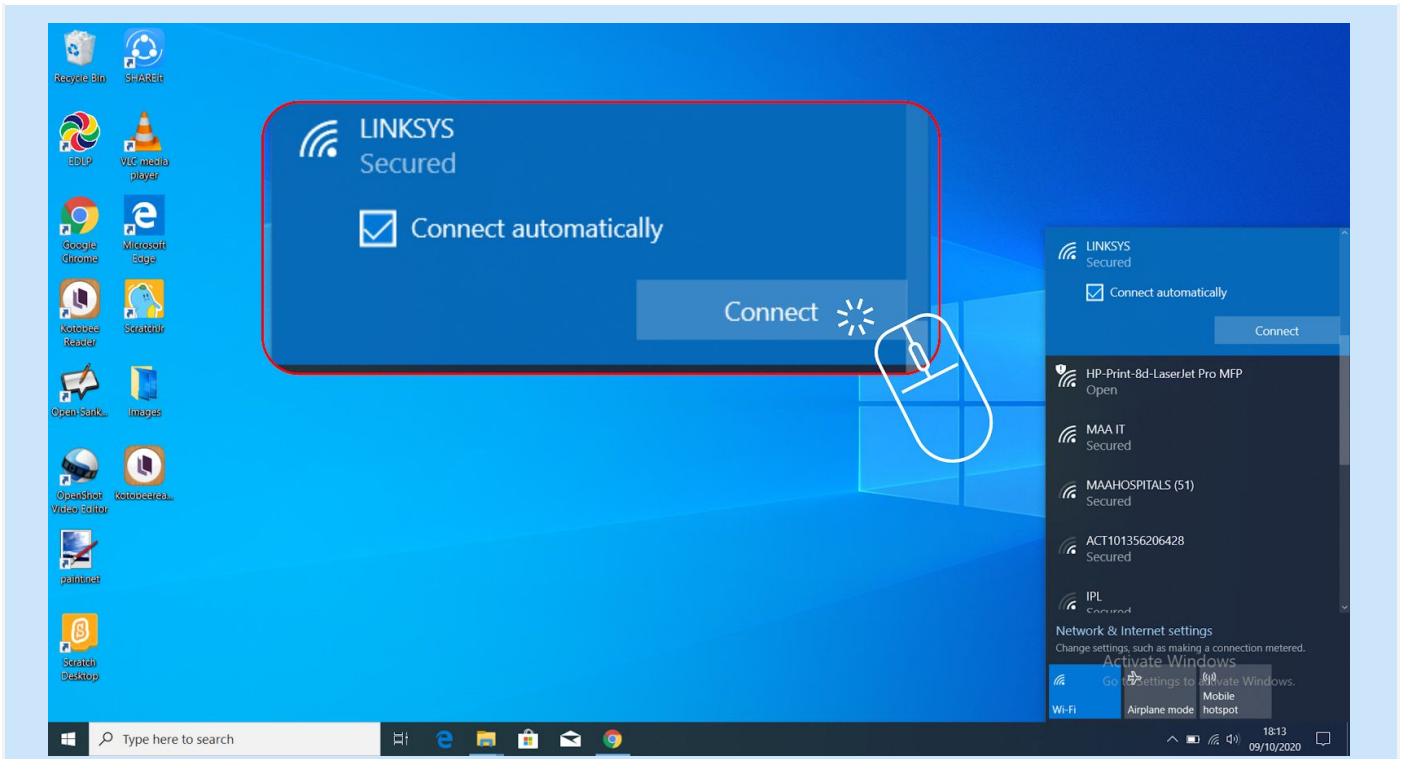


Step 01: Click the WiFi icon. It's the series of curving lines in the far-right side of the task bar.

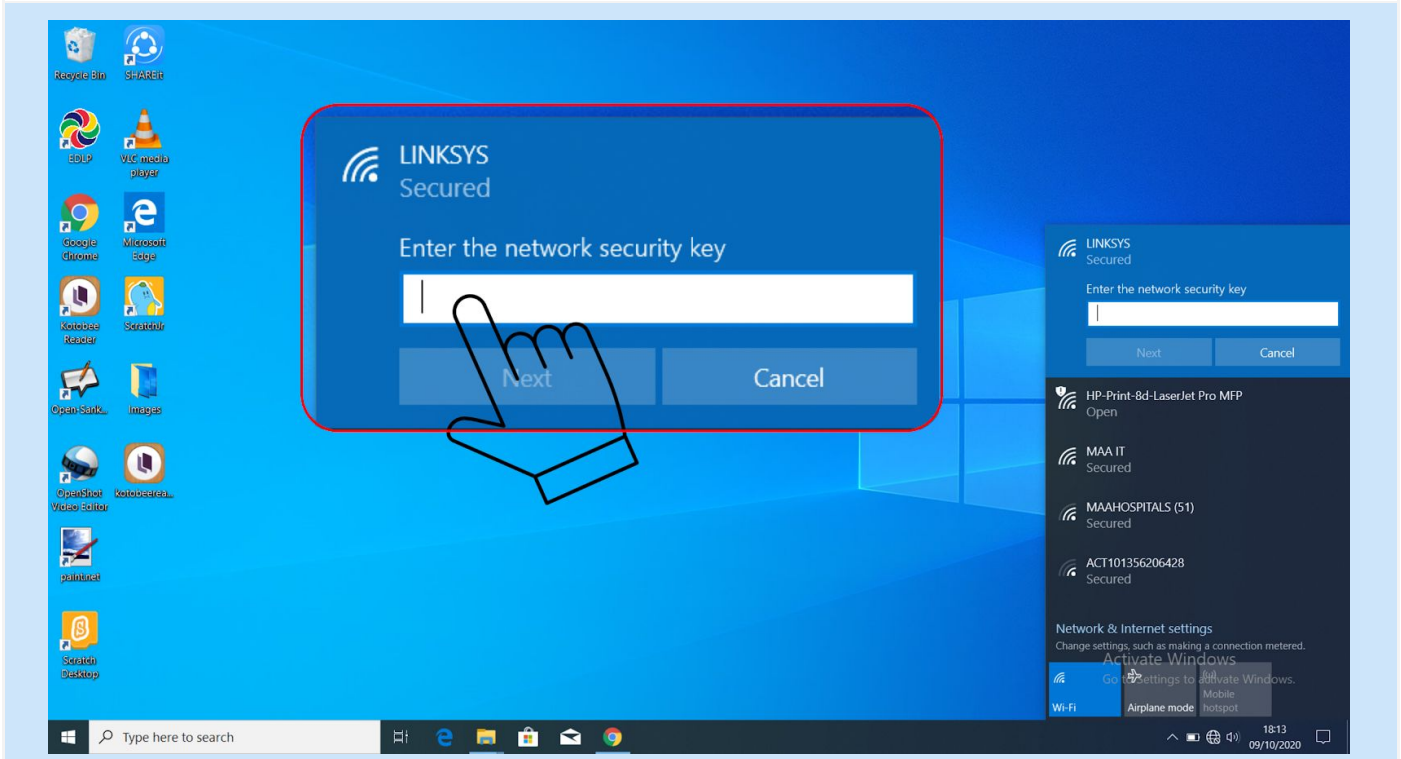


Step 02: Click on the school network from the list of available networks

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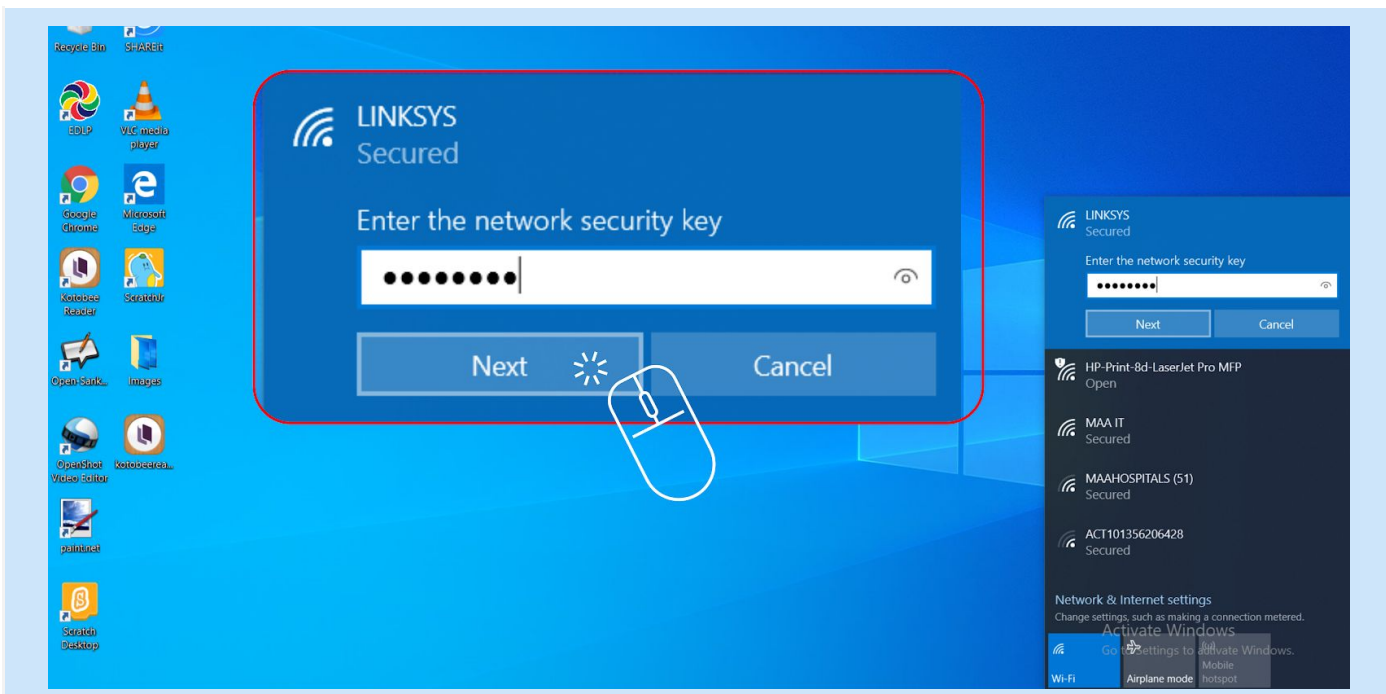


Step 03: Click Connect.

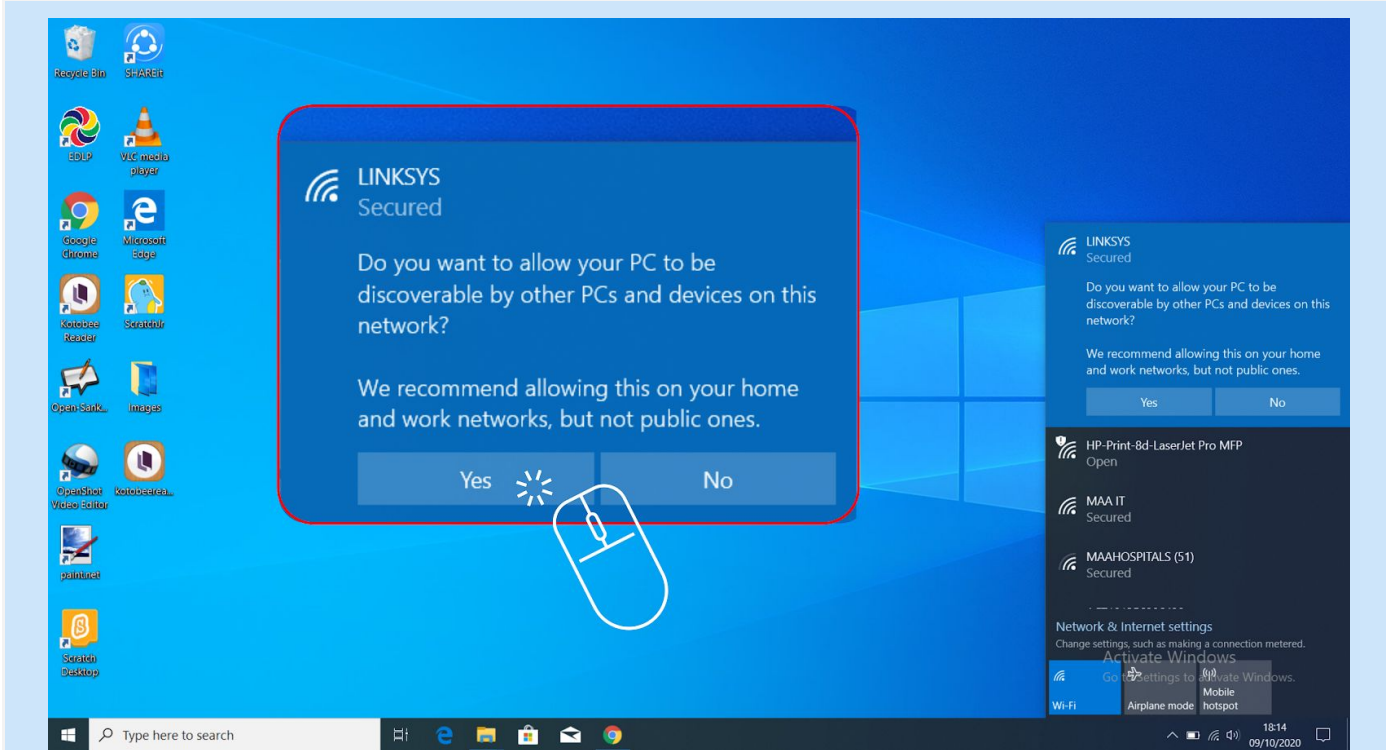


Step 04: Enter the network's password in the text box below the "Enter the network's security key" heading.

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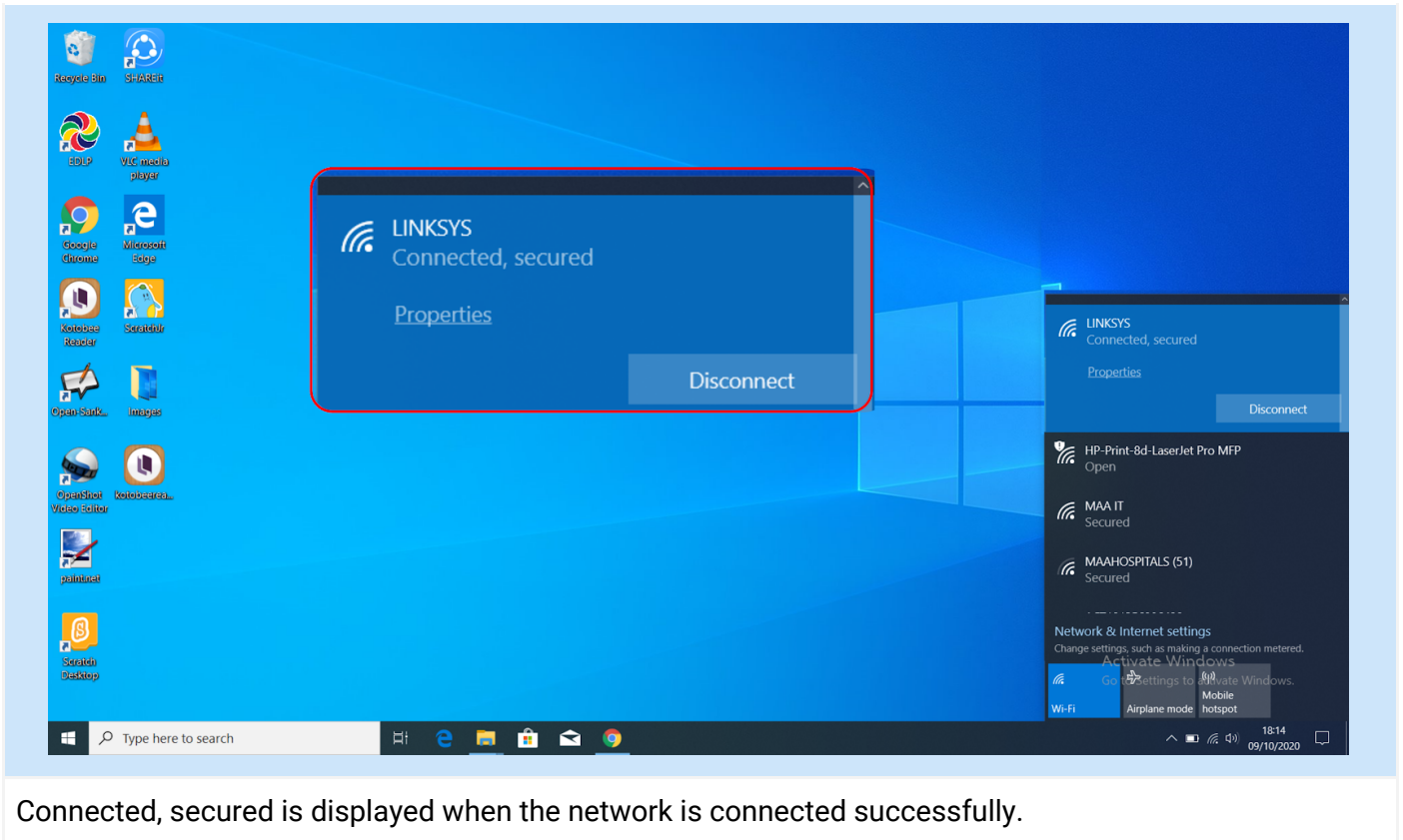


Step 05: Click Next.



Step 06: Select a network privacy option by choosing Yes option.

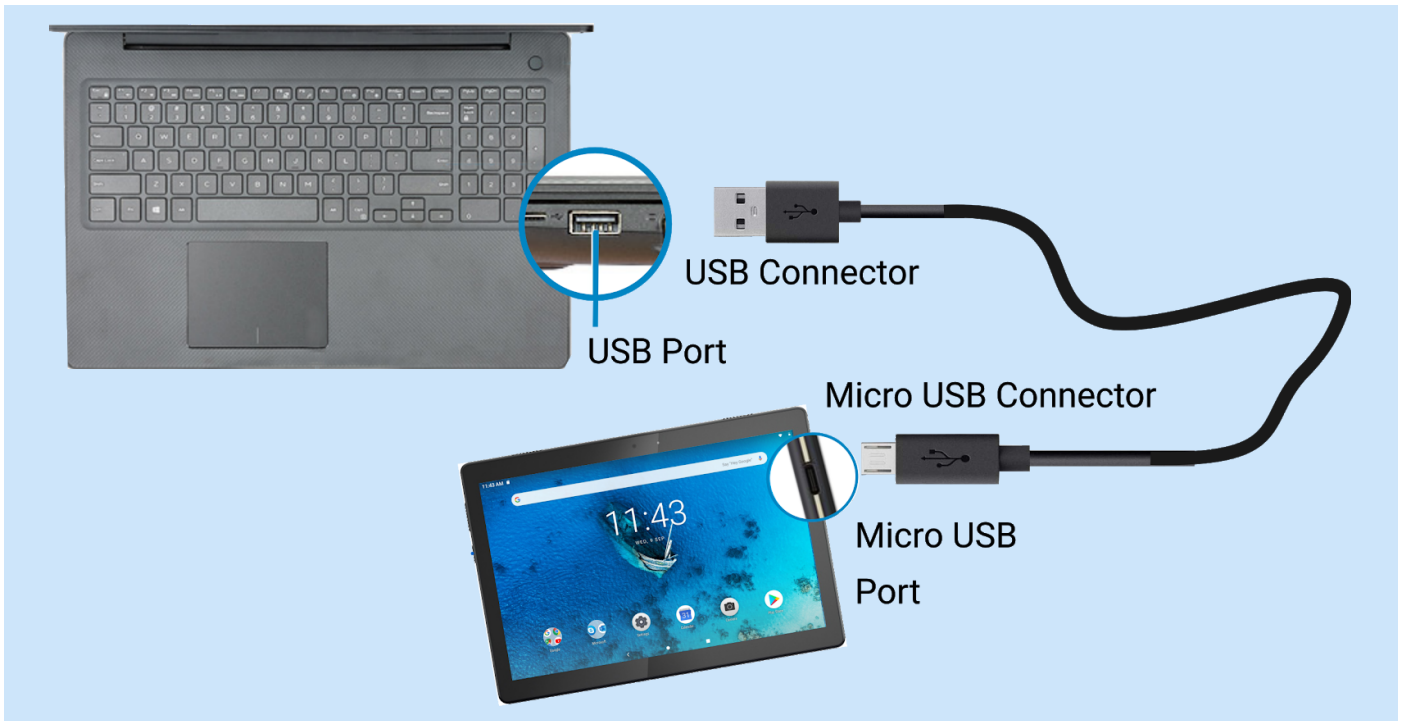
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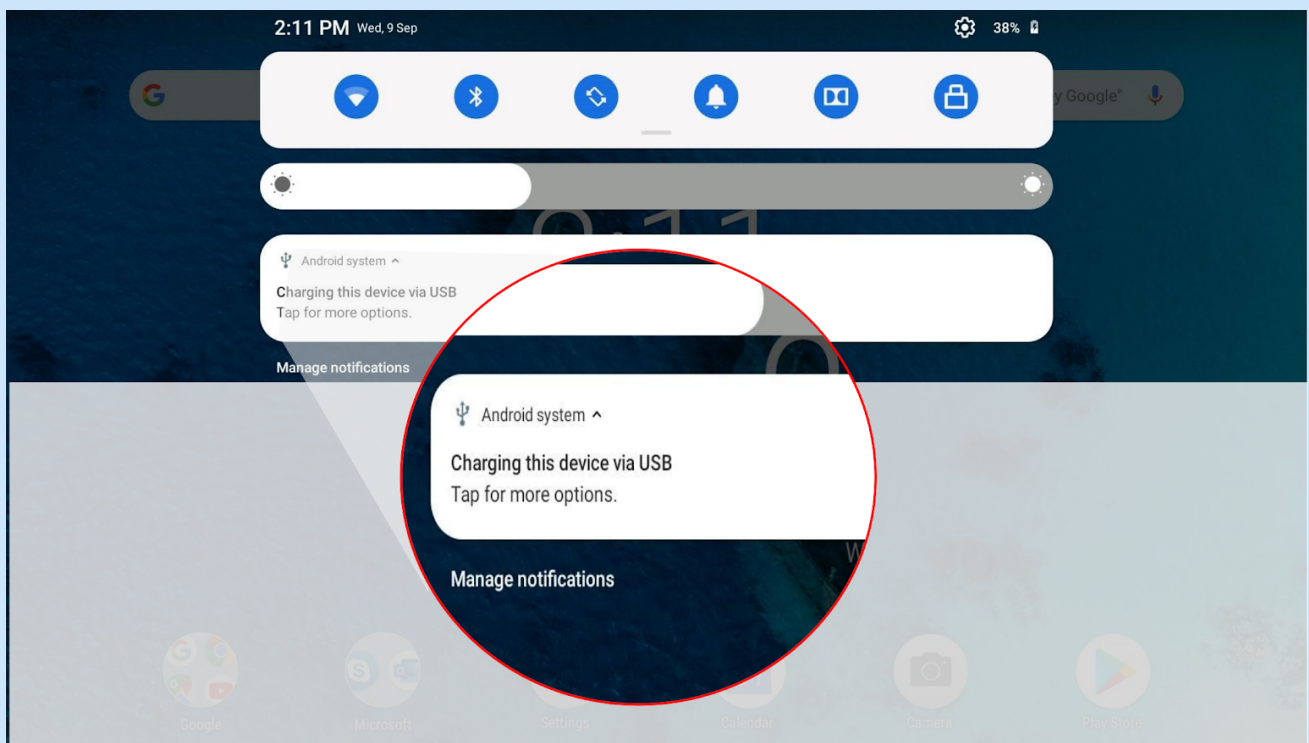
Connected, secured is displayed when the network is connected successfully.

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11. Connecting the Laptop to the Tablet

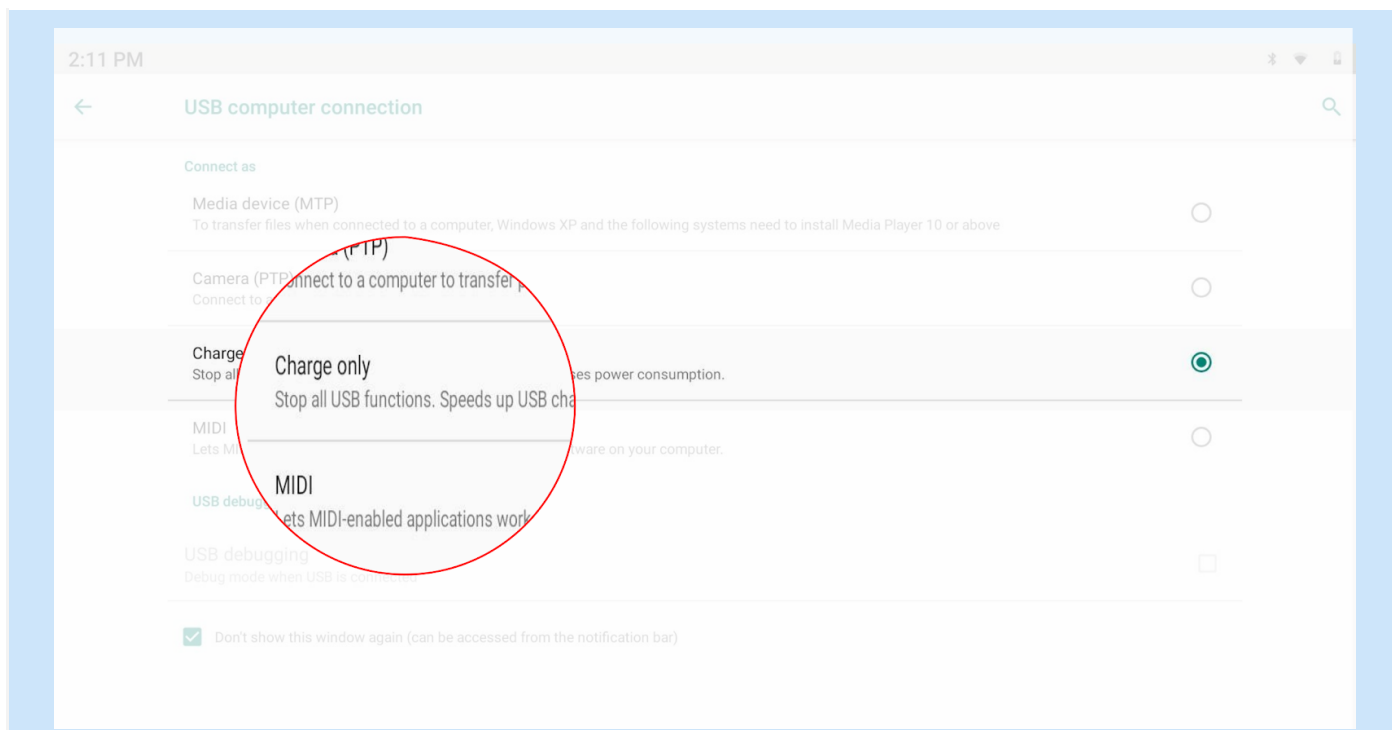


Step 01: Connect the Tablet (Micro USB port) to the Laptop (USB port)

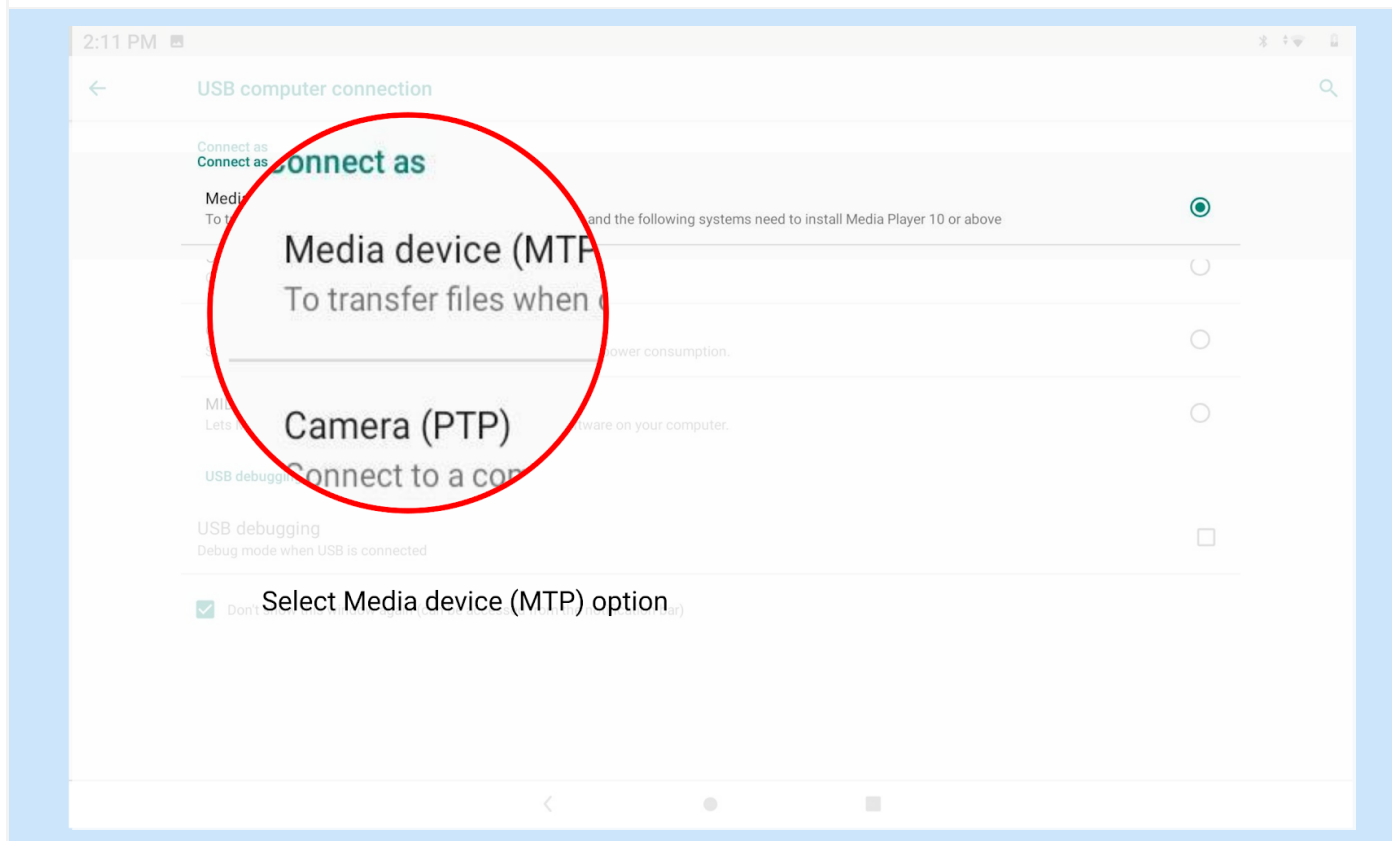


Step 02: If the Tablet is successfully connected to the Laptop it gives a beep sound. Notification window will pop-up with a message 'Charging this device via USB'. Click on 'Tap for more options'.

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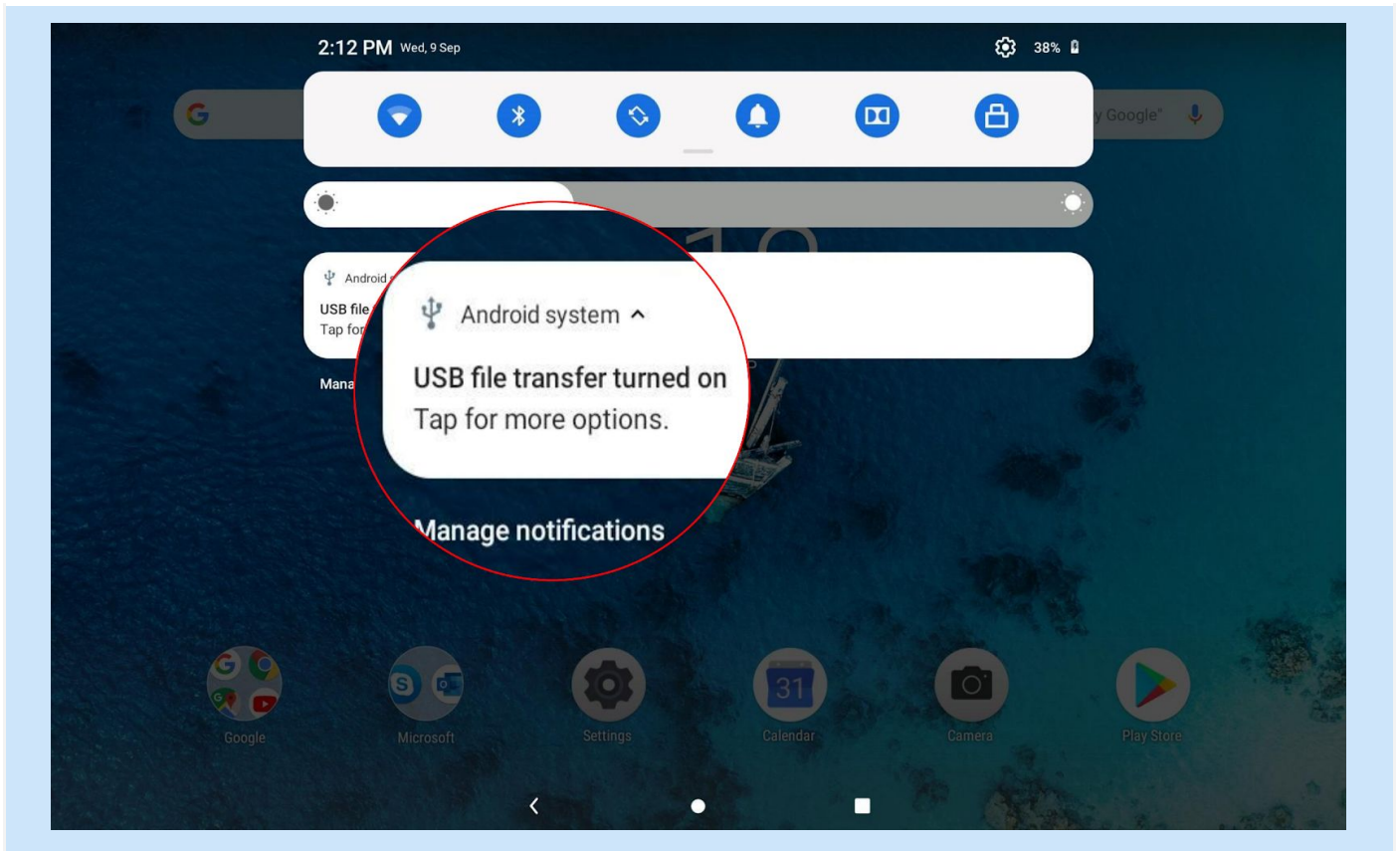


In the USB computer connection window - Charge only option is applied by default.



Step 03: Select Media device (MTP) option to activate data transfer

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Once MTP option is selected, the Notification window updates the status as USB file transfer turned on - Now, access the Tablet internal and SD card data storage from the Laptop using File Explorer.

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12. Connecting the Laptop to USB Devices

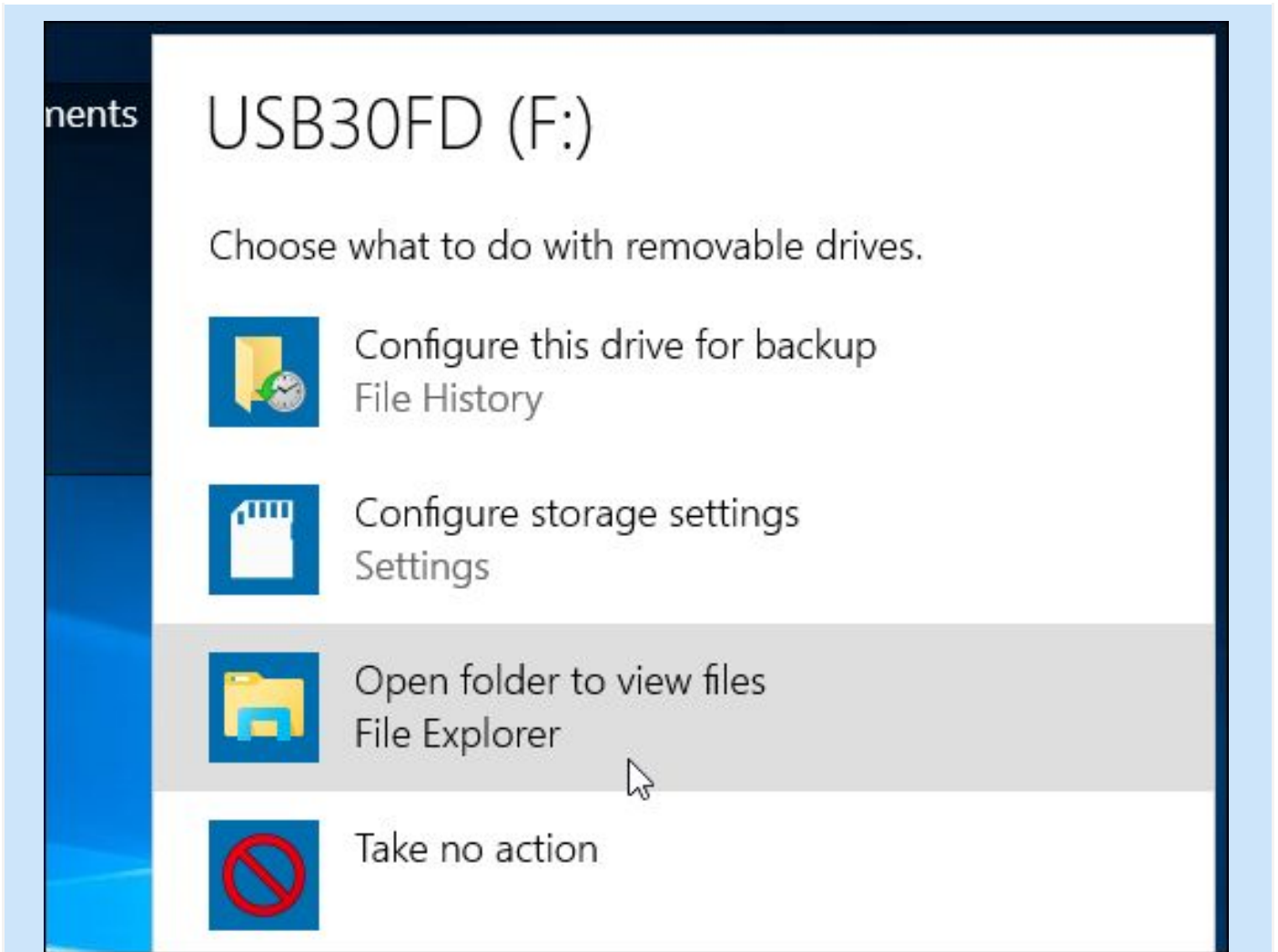


Locate the USB ports on your Laptop. USB ports look like small, rectangular openings with 4 metal contacts inside. The ports will have the USB logo next to them, which shows a circle and a 3-pronged arrow.



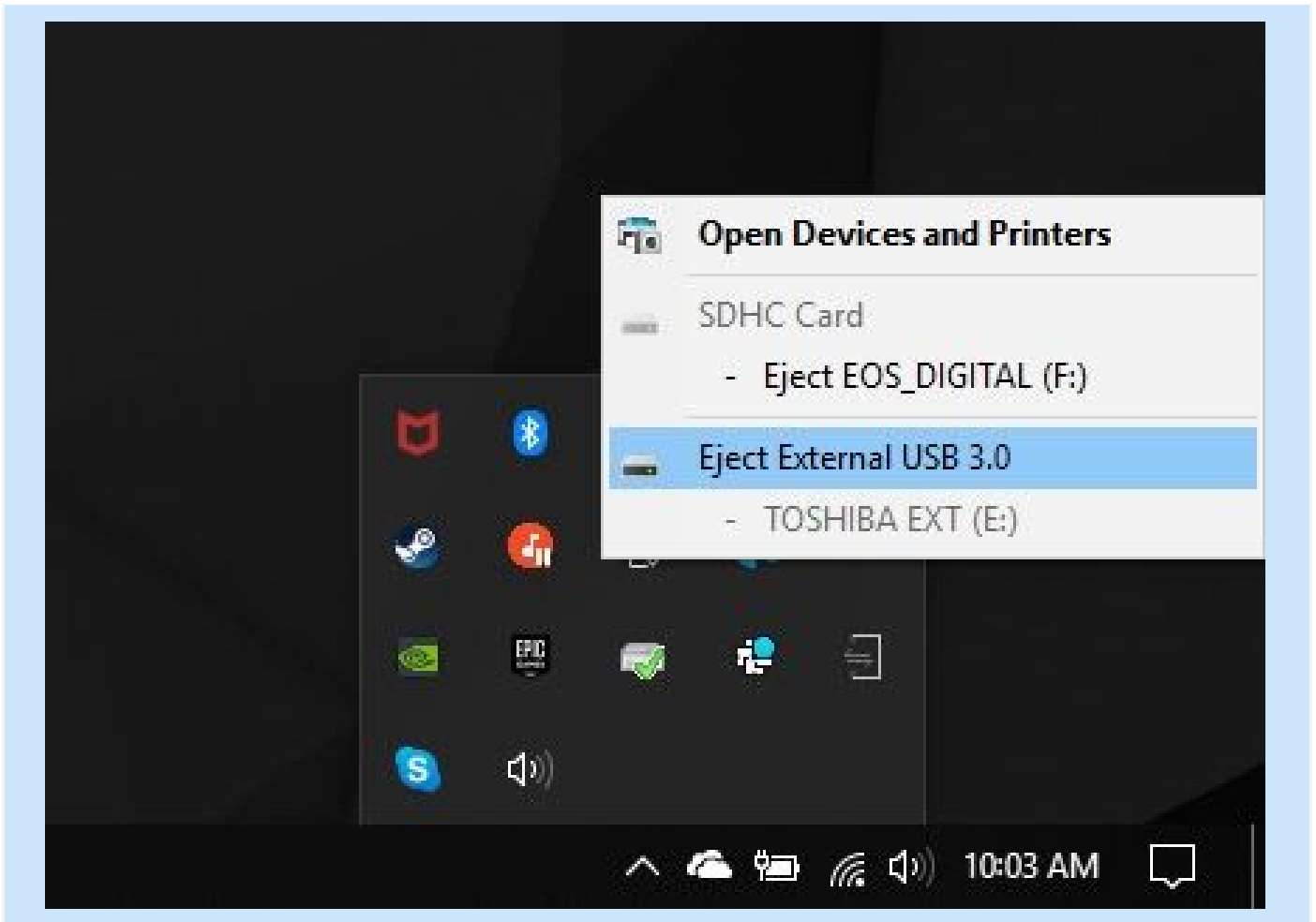
Plug the USB cord into your USB port. The connector should fit easily and snugly into the port; it will only fit in one (01) direction, so flip the connector around if the fit seems wrong.

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Wait for any drivers to install. If attaching the drive for the first time, your operating system may search for and install the necessary drivers. You will see a prompt after a few seconds that the drivers have been installed and that the device is ready for use.

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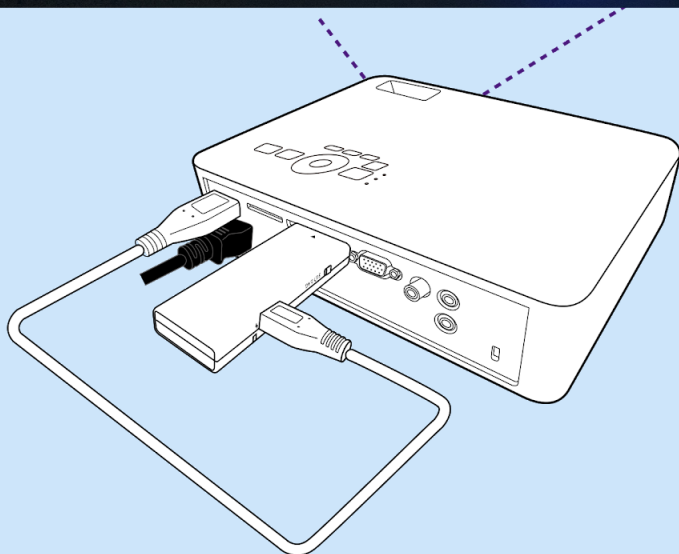


Disconnect the USB drive when done. You can right-click on the drive's icon in Explorer and select "Eject." After doing this, physically remove the external drive by pulling on it gently.

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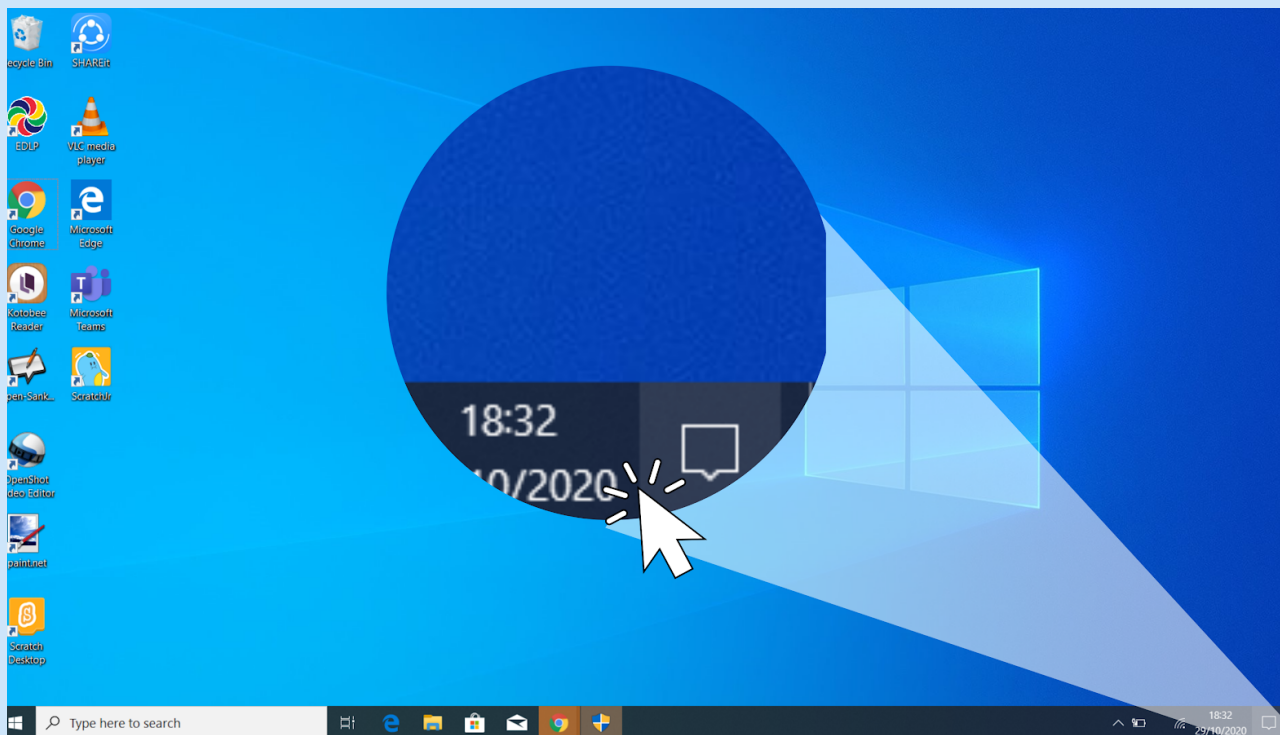
13. Connecting the Laptop to the Projector

13a. Using Wireless Dongle

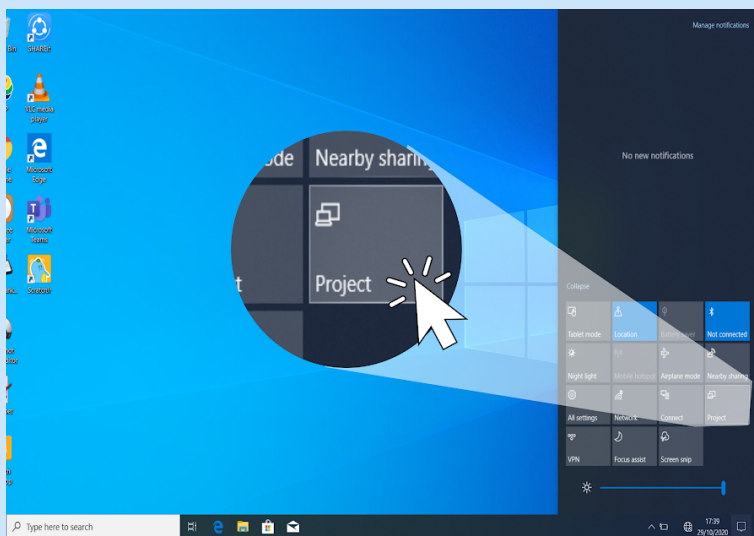


Ensure the Wireless Dongle is pre-connected to the Projector. Once the Projector power is turned ON, the Wireless Dongle will become functional.

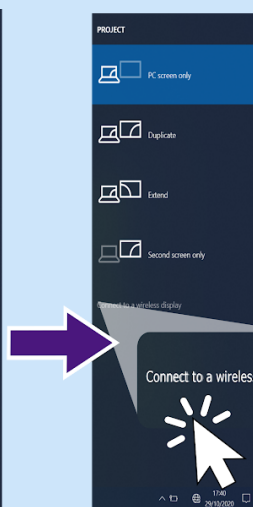
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Step 01



Step 02



Step 03



Step 04

Step 01: Go to Notification Bar in the Laptop

Step 02: Click on "Project"

Step 03: Click "Connect to the wireless display"

Step 04: Wireless Dongle devices within the access are displayed, Click on the Wireless Dongle that matches with the SSID displayed on the projection.

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13b. Using HDMI Cable

HDMI Cable is fixed to the wall adjacent to the Whiteboard. It is accessible to the teacher for connecting to the Laptop, as an alternative to wireless dongle fixed to the Projector. To access the HDMI Cable, Please follow the below steps.



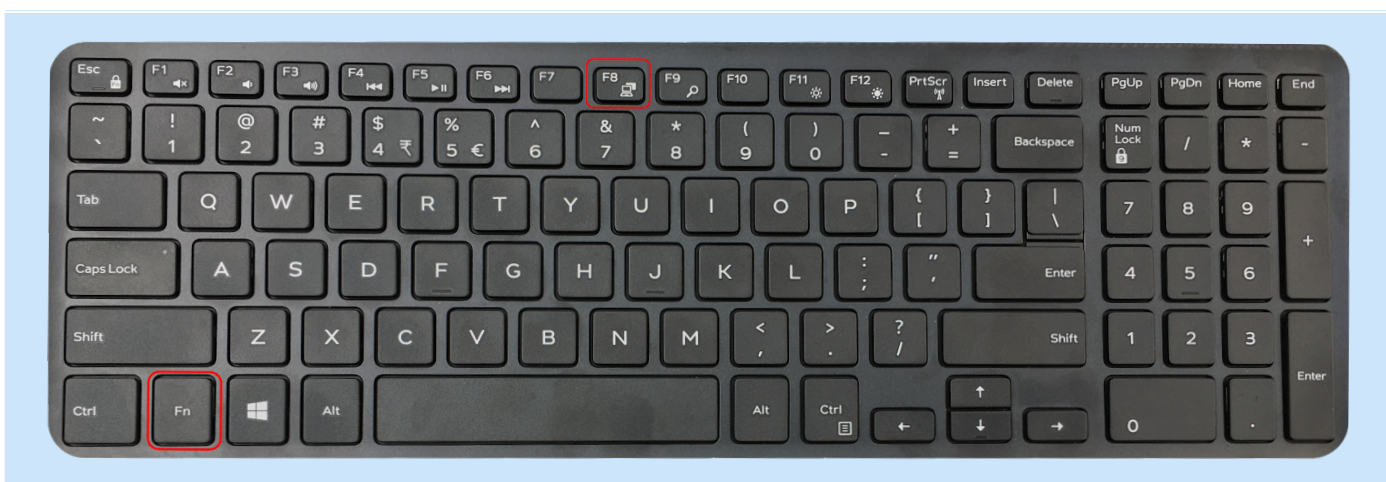
Step 01: Remove Wireless Dongle from the Projector



Step 02: Insert HDMI pin in to the Project HDMI Port



Step 03: Insert Other end HDMI pin in to the Laptop HDMI Port



The Projector auto identifies source, if not Click Function (Fn) key +F8 key on the Laptop keyboard to activate projection

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ALERT: The information is provided for the reference purpose only. It is advised to not to change any settings, position, connectivity of the Projector. Any challenges contact the technical support team.

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14. Keyboard Shortcuts



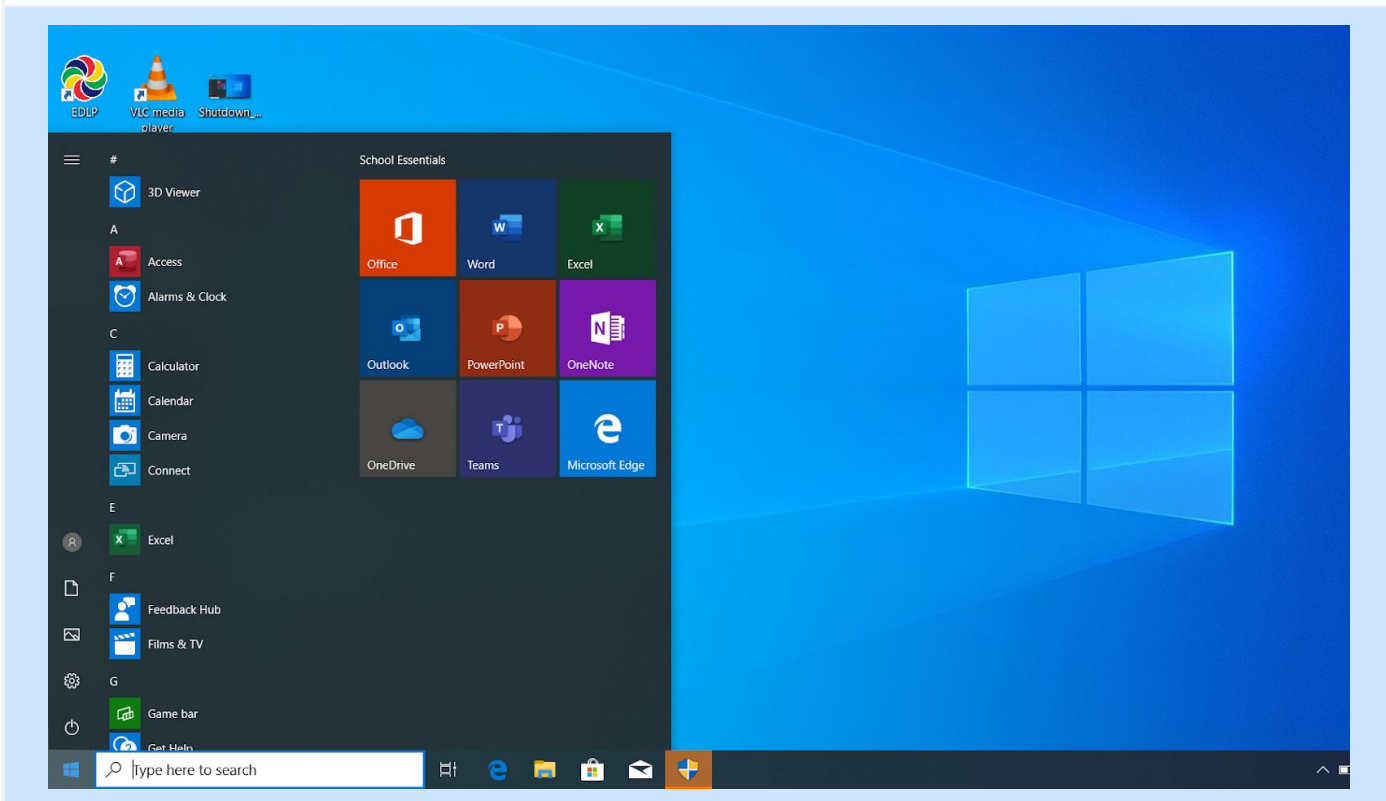
Fn+Esc:	Toggle Fn-key lock
Fn+F1:	Mute audio
Fn+F2:	Decrease volume
Fn+F3:	Increase volume
Fn+F4:	Play previous
Fn+F5:	Play/ pause
Fn+F6:	Play next
Fn+F8:	Switch to external display
Fn+F9:	Search
Fn+F11:	Decrease brightness
Fn+F12:	Increase brightness
Fn+PrtScr:	Turn on/off wireless
Fn+Ctrl:	Open application menu

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15. Authorized applications

15a. Finding the applications on the Laptop

Select the Start button, and then scroll through the alphabetical list on the left.
To reduce scrolling, select any letter in the alphabetical list, and then select the letter that the name of the app begins with.
if you still can't find what you're looking for, do a quick search for it. In the search box on the taskbar, type the name of the app or program, or press the Windows key on your keyboard and start typing.



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15b. Preloaded applications



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15c. MS Office



Microsoft Office 2019 is the current version of Microsoft Office, a productivity suite. The application includes Access, Excel, Outlook, PowerPoint, Publisher, Word, and Skype.

Office 365 provides **anywhere access** to familiar Office tools, enterprise-grade email, web conferencing, document management, and business process workflows.

What is Office 365 ?

Experience the same Office look and feel on your PC and all major browsers and tablet devices, including iPad.

Office 365 is Powerful Collaboration.

Work on documents together in real-time.

Instant virtual meetings. Simply click to call, IM, video, and share desktops.

Edit documents at the same time without version control issues.

Share calendars with ease.

Office 365 is Built For Efficiency.

No need for IT staff. Microsoft handles server maintenance.

Office 365 is cloud based. Access your email and files anytime, and from anywhere.

Automatic data backup and IT level phone support is included.

Reduce costs. Never buy another upgrade. Pay-as-you-go licensing. Scale up and down based on your business needs.

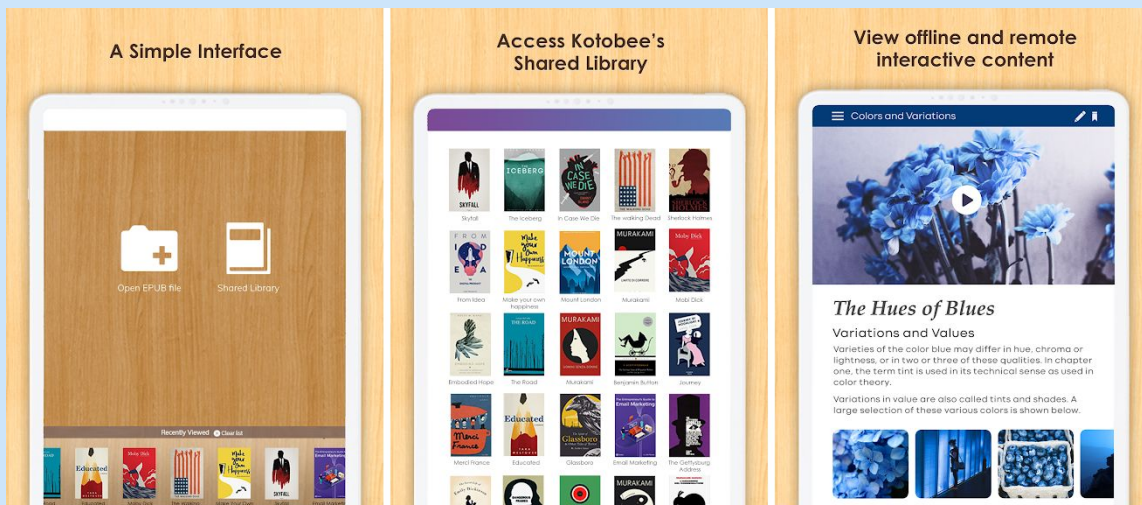
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15d. Kotobee Reader



Kotobee Reader is an app for reading interactive e-books and pub files. Kotobee is compliant to EPUB 2 and EPUB 3, supports fixed and reflowable layouts, supports over 18 languages. The other features of the Kotobee Reader are

- Note-taking: Add notes to words and paragraphs, and access them later.
- Highlighting: Mark important sentences with different color highlights.
- Bookmarking: Bookmark multiple pages at different locations
- Aggregate annotations: your notes, highlights, and bookmarks, into a PDF.
- Search: Search inside the chapter or the entire book.
- Copy to clipboard: Copy any text to clipboard, to use in external programs.
- Text-to-speech: Let the reader speak out any text you choose
- Google lookup: Search definitions and explanations directly with a click.



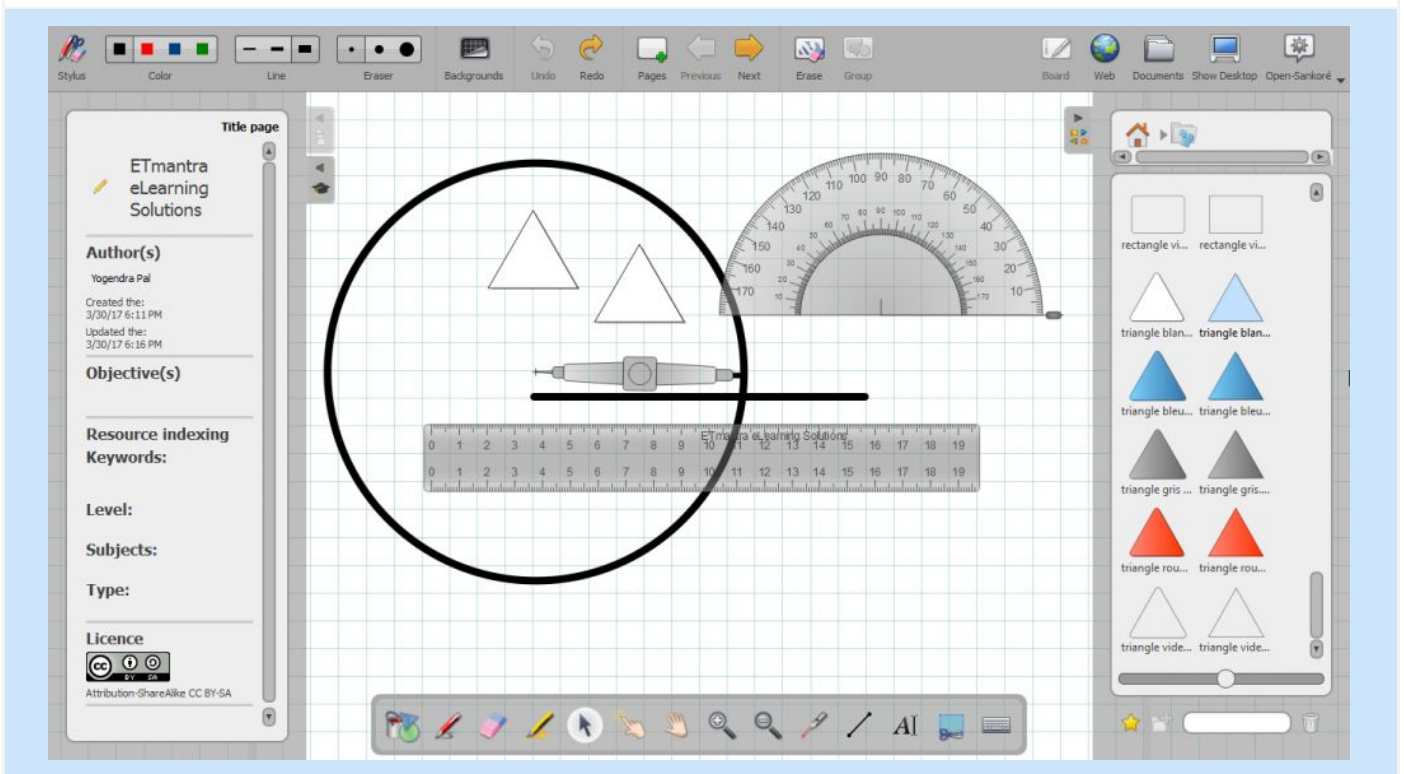
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15e. Open Sankore



Open-Sankoré is a free and open-source interactive whiteboard software compatible with any projector and pointing device.

- Designed specially for teachers
- An ergonomic interface
- Comprehensive set of tools
- Support to Google Map & Wikipedia
- Create Screencast
- Automatic Document backup
- Document Sharing



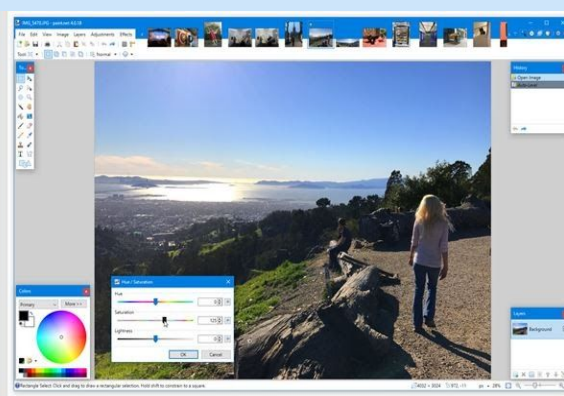
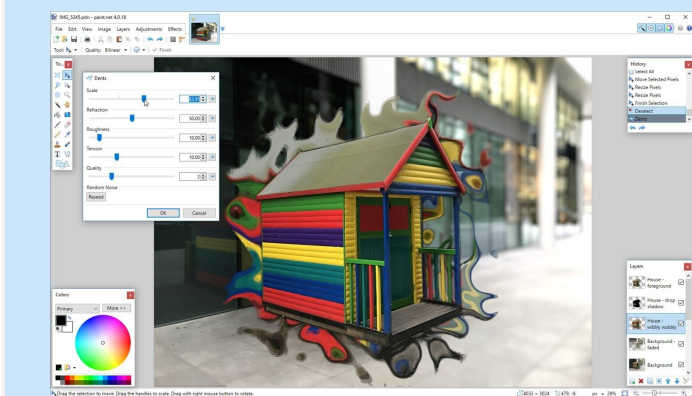
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15f. Paint. Net



Paint.net is a freeware raster graphics editor program for Microsoft Windows, developed on the .NET Framework.

It features an intuitive and innovative user interface with support for layers, unlimited undo, special effects, and a wide variety of useful and powerful tools. An active and growing online community provides friendly help, tutorials, and plugins.

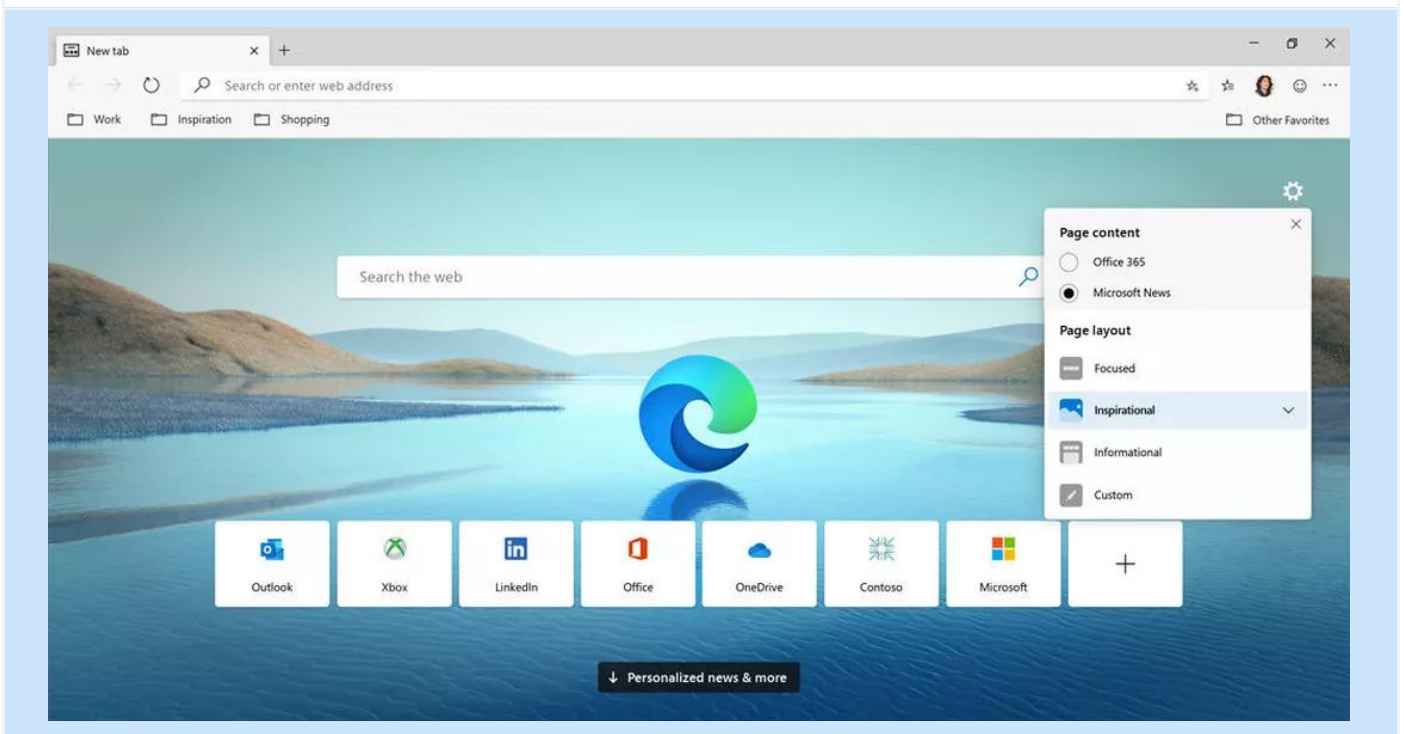


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15g. MS Edge



Microsoft Edge is a web browser developed by Microsoft.

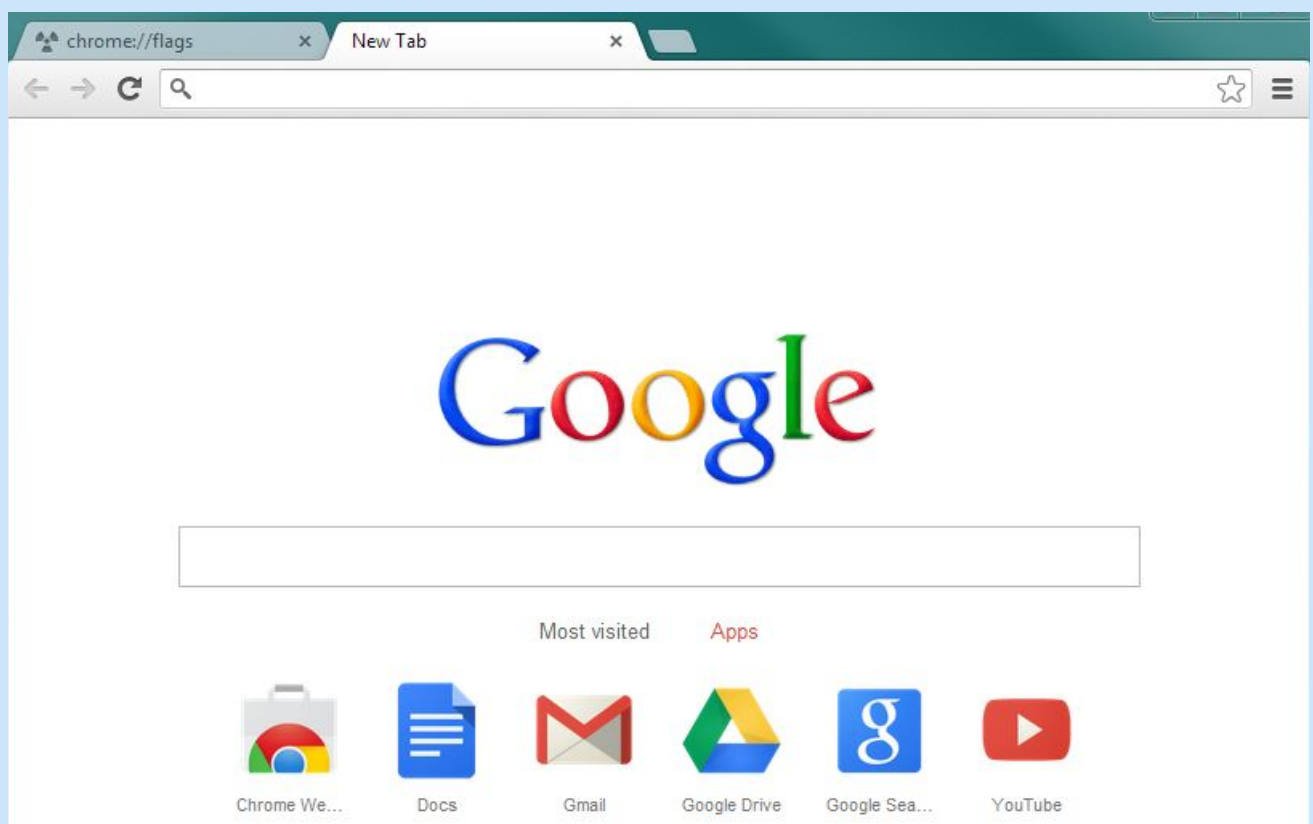


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15h. Google Chrome



Google Chrome is a cross-platform web browser developed by Google.



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15i. Sophos



Sophos Central Synchronized Security is capable to

- Isolate infected endpoints, blocking lateral movement
- Restrict Wi-Fi for non-compliant mobile devices
- Scan endpoints on detection of compromised mailboxes
- Revoke encryption keys if a threat is detected
- Identify all apps on the network

SOPHOS
CENTRAL
Admin

Overview

- Dashboard
- Alerts
- Logs & Reports
- People
- Devices
- Global Settings
- Protect Devices

MY PRODUCTS

- Endpoint Protection
- Server Protection
- Mobile
- Encryption
- Wireless
- Email Gateway

Sophos Central Dashboard

See a snapshot of your security protection

Help | Sophos SE team | Rohith's | Super Admin

Most-Recent Alerts

Alert Icon	Time	Message	Device/Endpoint	Policy
⚠️	Dec 4, 2018 9:36 AM	Enrollment failed	SEC0\user01	SEC-PC01
⚠️	Dec 4, 2018 11:19 AM	Policy non-compliance: Web Control	DESKTOP-POCJ4PL\Win...	DESKTOP-POCJ4PL
❗	Dec 4, 2018 12:46 AM	Failed to protect computer: DESKTOP-SMS6N3S	DESKTOP-SMS6N3S\us...	DESKTOP-SMS6N3S
❗	Dec 3, 2018 5:37 AM	Failed to protect computer: SEC-PC01	SEC0\user01	SEC-PC01
⚠️	Dec 3, 2018 2:12 AM	Enrollment failed	SEC0\user01	SEC-PC01

Usage Summary

See Report

Endpoint User Activity Status

472

- 38 Active
- 27 Inactive 2+ Weeks
- 259 Inactive 2+ Months
- 148 Not Protected

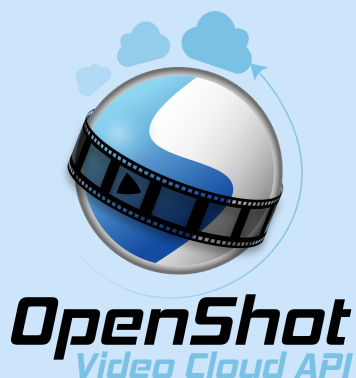
Web Stats

See Reports

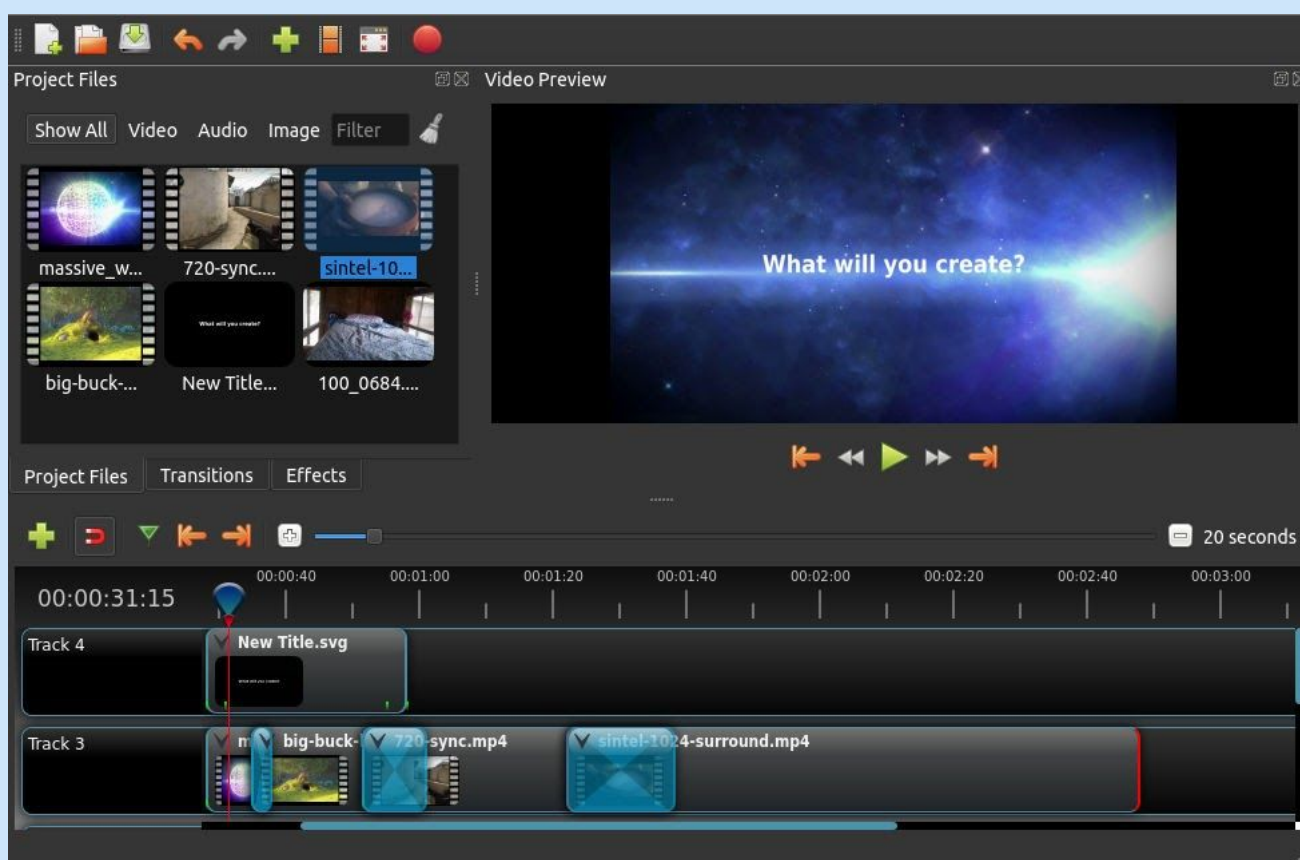
28	2683
Web Threats Blocked	Policy Violations Blocked
6	5
Policy Warnings Issued	Policy Warnings Proceeded

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15j. OpenShot



OpenShot Video Editor is a free and open-source video editor. Based on the powerful FFmpeg library, OpenShot can read and write most video and image formats. Integration with the user's desktop is a key feature of OpenShot. Unlimited tracks / layers and video effects are included in the application.

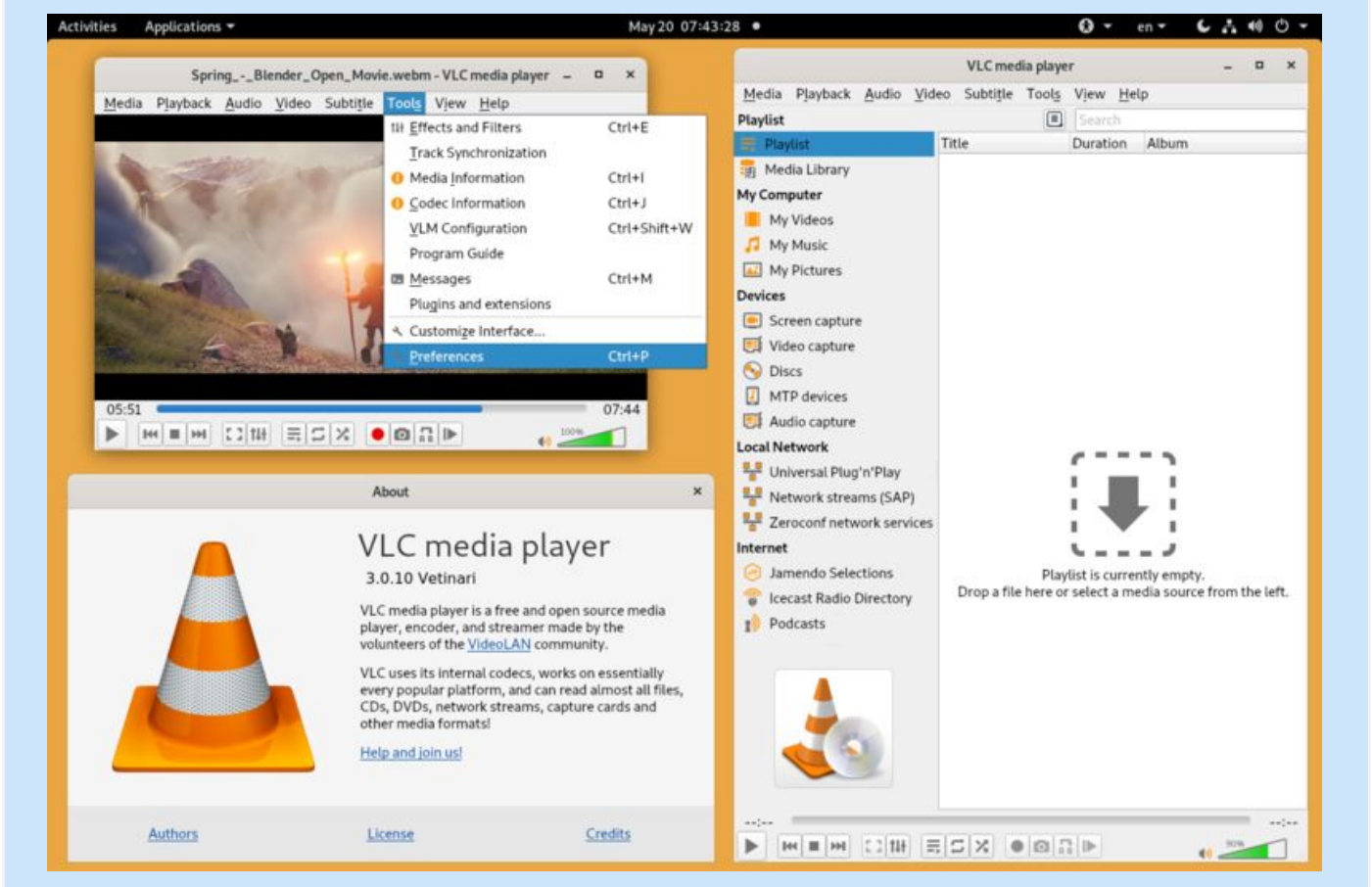


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15k. VLC Player



VLC media player is a free and open-source portable cross-platform media player software. VLC has the most complete feature-set over the video, subtitle synchronisation, video and audio filters.



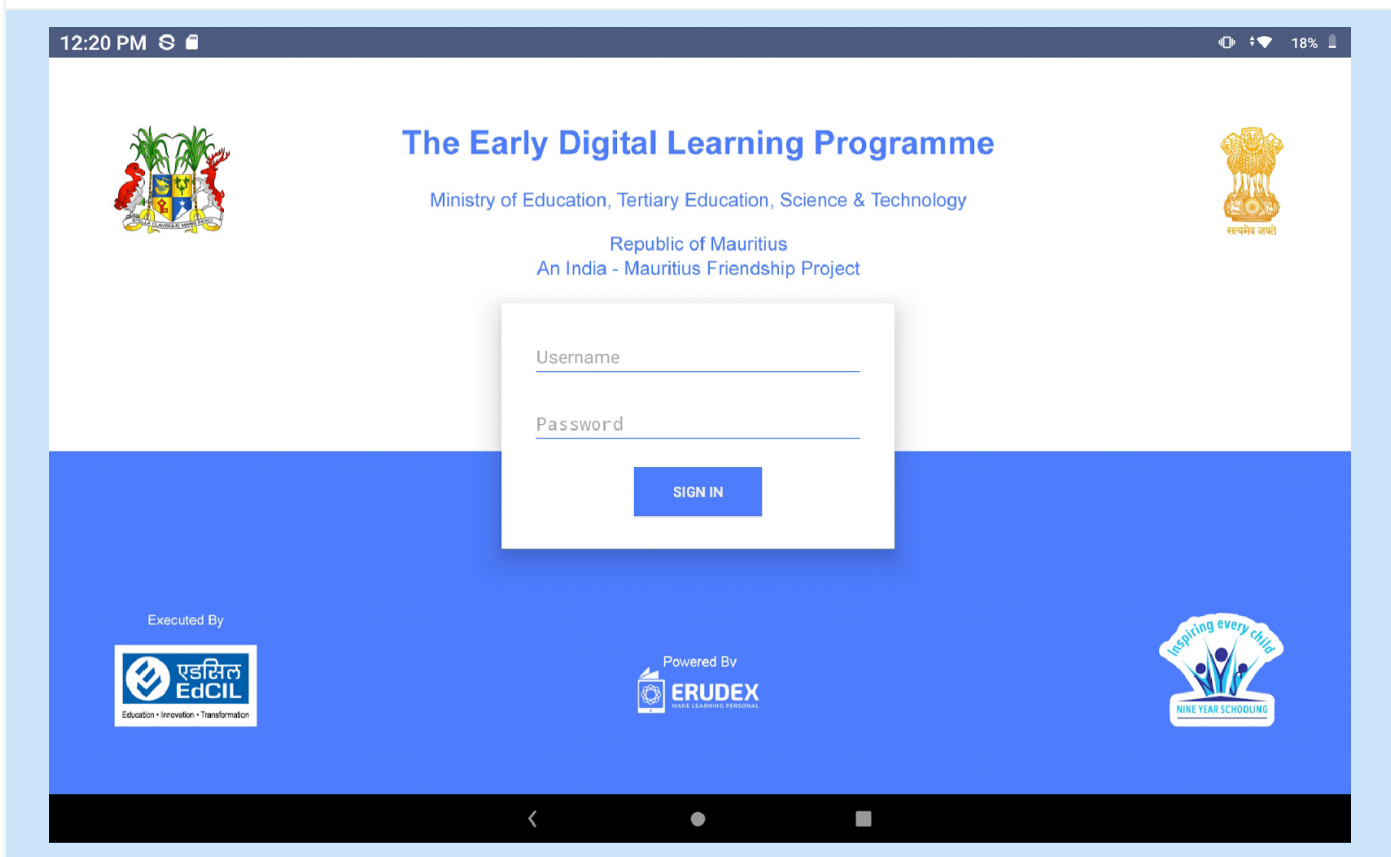
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15I. Classroom Management Software



Classroom Management Software (CMS) is a custom built tool for meeting the teaching needs of the teachers and the learning needs of the students. The teacher device works with following features

- Assign Tasks to Students
- Monitor the Learner Progress
- In-built Learner and Class Analytics
- In-built Student Assessment
- Can transfer content to Learner Device



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15m. Scratch Jr

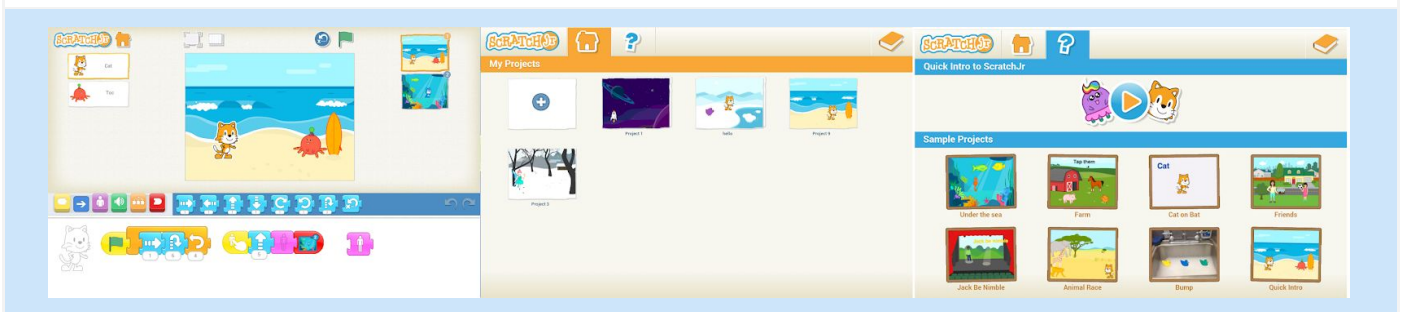


ScratchJr is an introductory Programming language that enables young children to create their own interactive stories and games. Children create code in objects called sprites, ScratchJr comes with a library of sprites, and sprites can be edited or new ones created using the "Paint Editor".

Category	Notes
Triggering	Starts scripts and sends messages to other scripts
Motion	Moves sprites and changes angles
Looks	Controls visibility, costumes, and bubble speech output
Sound	Plays a "pop" sound or a recorded sound
Control	Repeats a part of script a specified number of times
Endings	Ends, infinitely repeats, and goes to the specified page of the project

Children snap together graphical programming blocks to make characters move, jump, dance, and sing. children can modify characters in the paint editor, add their own voices and sounds, even insert photos of themselves, then use the programming blocks to make their characters come to life.

In the process, children learn to solve problems and design projects, and they develop sequencing skills that are foundational for later academic success. They also use math and language in a meaningful and motivating context, supporting the development of early-childhood numeracy and literacy.



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15n. Share IT



The SHAREit application is a file sharing application with transfer speeds faster than Bluetooth and NFC. Transfer supports all files, photos, music, videos and apps. The application enables the sharing of files offline without using internet data.

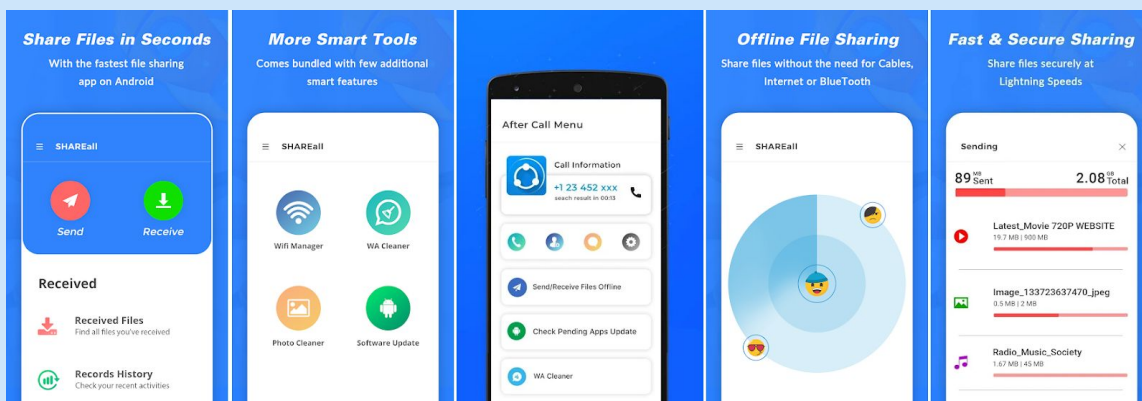
Step 01: Launch app and create a profile.

Step 02: Click on Send to send files and Receive to receive files.

Step 03: At the Receiver end, wait till hotspot gets created automatically and at the sender end, select files to send.

Step 04: On the sender end, Wi-Fi gets connected to the hotspot automatically created by the receiver and receiver profile image gets displayed on the sender Wi-Fi screen. Clicking on the image results in a connection between sender and receiver via hotspot.

Step 05: Sent files start getting transferred between sender and receiver without any internet connection.

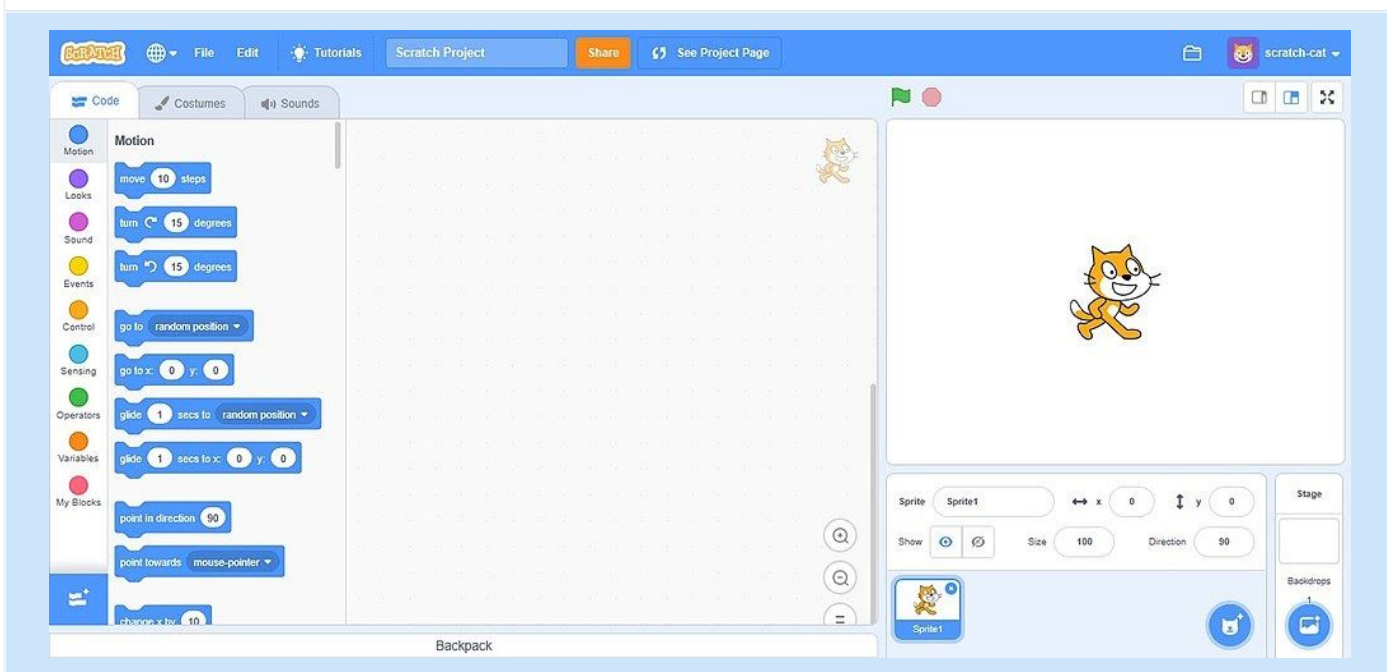


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15o. Scratch



Scratch is a block-based visual programming language and website targeted primarily at children to help learn code. Users of the site can create online projects using a block-like interface. The service is developed by the MIT Media Lab. The website lets users mix together different media (including graphics, sound, and other programs) in creative ways by creating and remixing projects, like video games and animations.



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15p. Other Plugins



Java Runtime Environment: A Java runtime environment is a piece of software that is designed to run other software. As the runtime environment for Java, the JRE contains the Java class libraries, the Java class loader, and the Java Virtual Machine

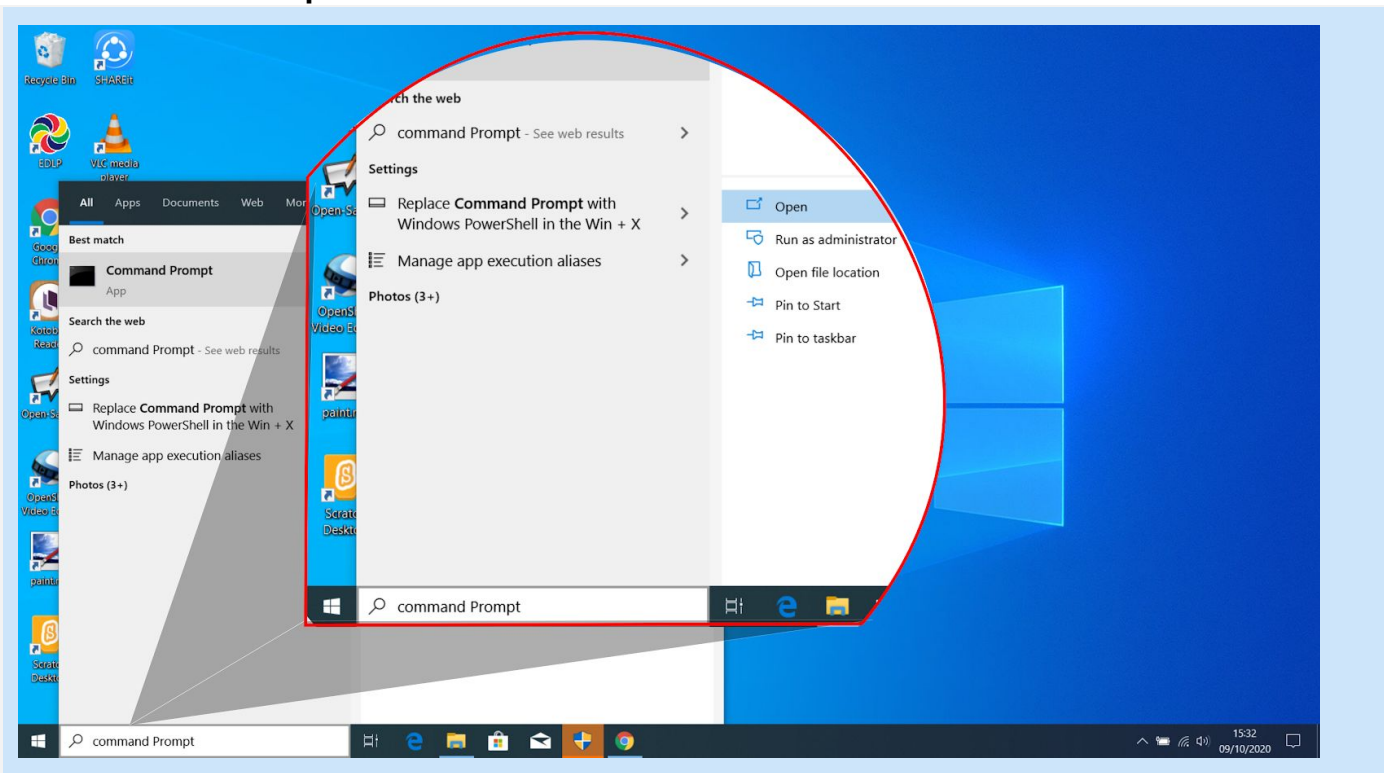


Adobe Flash Player: a computer software for using content created on the Adobe Flash platform, including viewing multimedia contents, executing rich Internet applications, and streaming audio and video. Flash Player can run from a web browser as a browser plug-in.

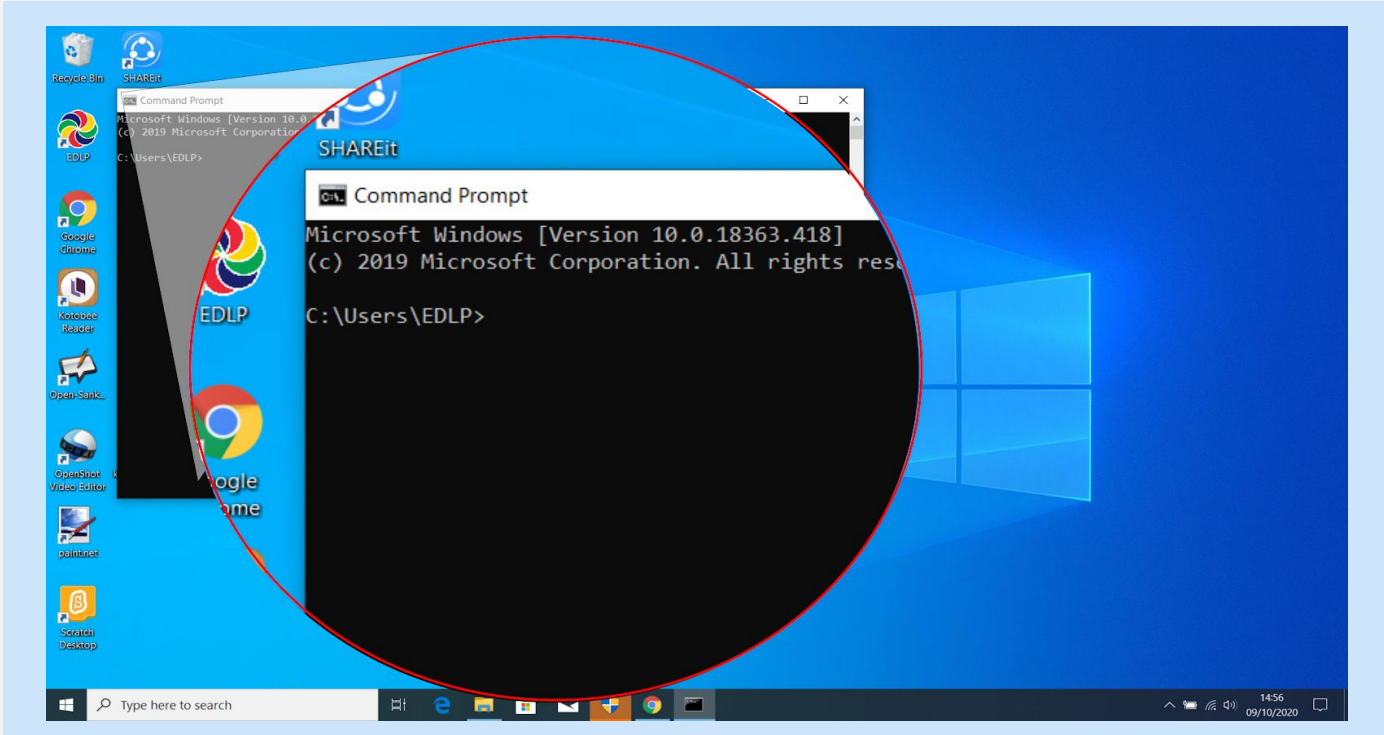
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16. Finding the Laptop Serial Number

16a. Command Prompt Method

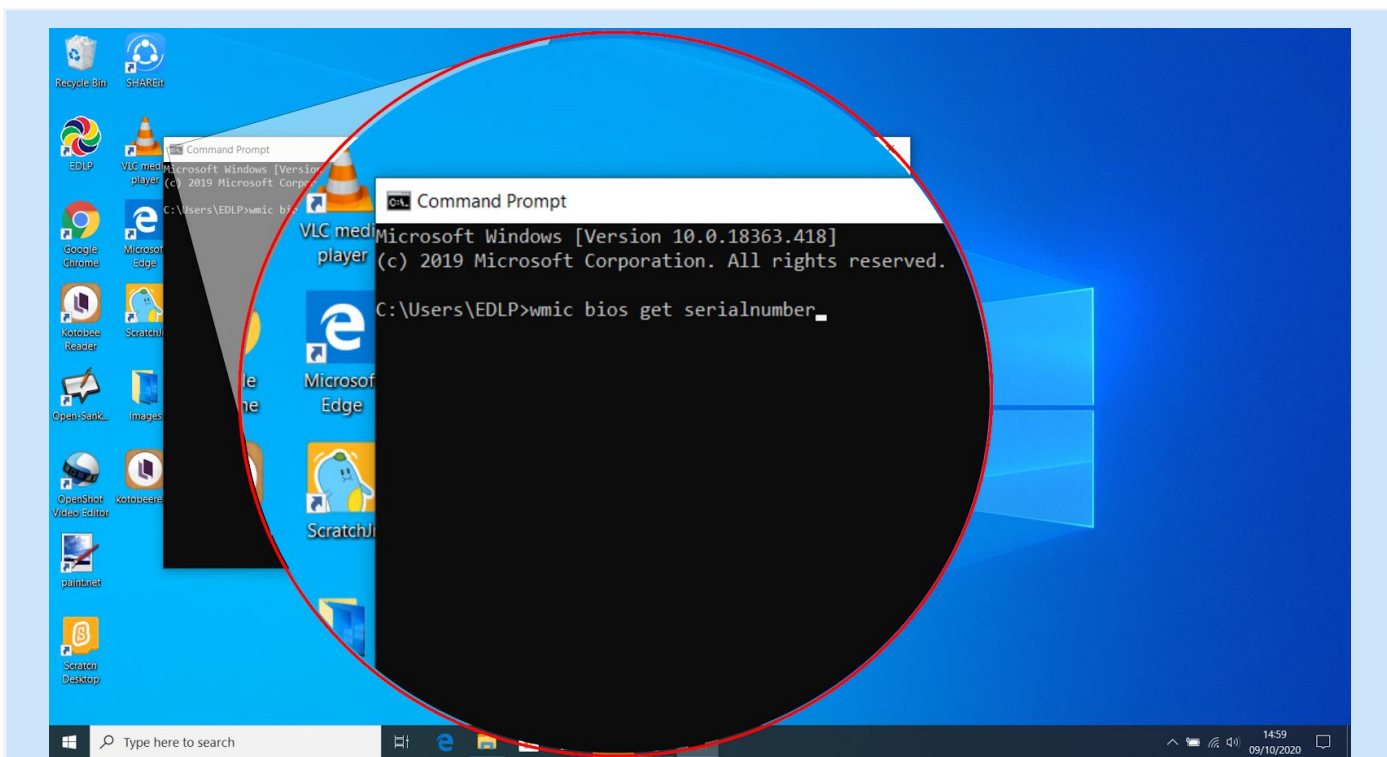


Step 01: Type "Command Prompt" in the Search box and Hit Enter key.

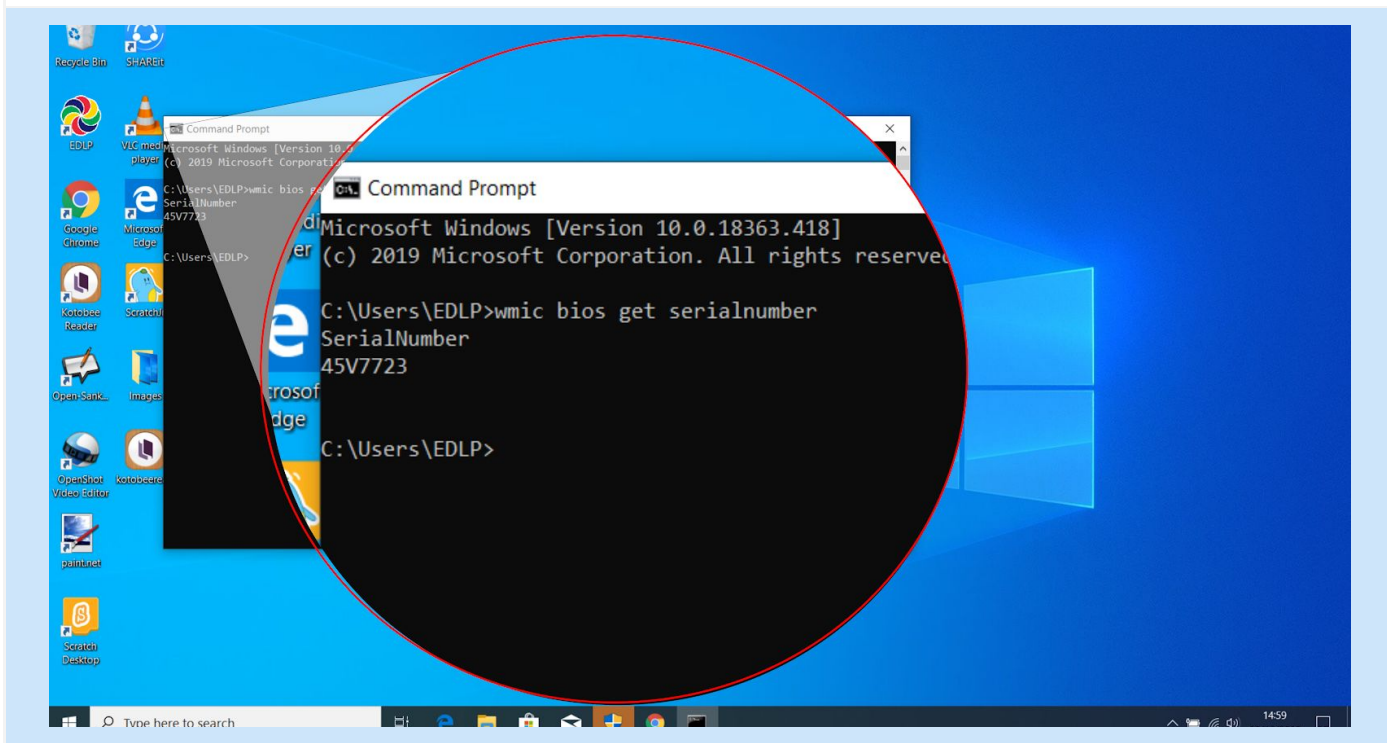


Command Prompt window opens up

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Step 02: In the Command Prompt window, type the following: "wmic bios get serialnumber" and Hit the "Enter" key.



SerialNumber is displayed in the Command Prompt window

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16b. From Service tag



Alternatively, if the Laptop won't power on, then find the serial number on the label provided at the bottom side of the Laptop.

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17. Safety Instructions



Carry the Laptop only in the bag provided, make sure that Laptop is placed in the Laptop compartment (padded with foam) with the elastic velcro strap to keep the Laptop intact.

Always use screen lock for the Laptop when not in use (or) while leaving the Laptop.



Always unplug the power cord during lightning storms, in order to protect the unit from possible damage as a result of power surge.

Portable storage media to be scanned for spyware, Trojan viruses and other suspicious malware before being used.



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Don't place heavy objects on the Laptop.

Always close the lid holding the center of the lid as shown in the image as closing the lid using only one side causes extra pressure on that side hinge, and over time can cause it to bend and snap.



Don't pick up the Laptop by the screen, hold and lift only with base

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18. Troubleshooting

01: The Laptop showing slow performance and possible freezes

- Download and install Windows Update by following below steps.
- Step 01: Right-click Start and click Settings.
- Step 02: In the Settings panel, click Update and Security.
- Step 03: In the left panel, select Windows Update.
- Step 04: On the right panel, click Check for updates.
- Step 05: Restart the PC after downloading and installing the updates. If the problem persists please contact the technical support team.

02. USB devices not detected or recognized.

- Check for any physical damage on USB cable or USB port. If there is any physical damage, please contact the technical support team.

03. The Laptop showing Black Screen of Death (BSOD)

- Force Shut down the Laptop by following below steps.
- Step 01: Disconnect all external devices or peripherals (such as a printer, Bluetooth, or USB devices).
- Step 02: Power off the Laptop by pressing the Power button for about 10 to 20 seconds.
- Step 03: Press the Power button to turn on your laptop. If the problem persists please contact the technical support team.

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That's All Folks!

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