Connecting to a Projector Wirelessly

Many of our school district projectors have the ability to connect to our laptops wirelessly.

- On the **projector**, ensure the input of the projector is on HDMI.
- On your **laptop**, press ⊞ + "P" keys.
- A new table will appear and select "Connect to a wireless display"
- Select the MSDisplayAdapter with your current room number.
- You will see a connecting message on your projector screen.
- Once connection is made, you will see your computer projected onto the screen.

Connecting to a Projector

You can connect your laptop to the projector through two different cables: an HDMI or VGA cable. You can choose whichever cable works for you.

- On your **projector**, choose the input you will be using (which cable are you going to use: HDMI or VGA). ON your projector, HDMI is usually listed as HDMI, while VGA could be "Computer" or "Video"
- On your **laptop**, press ⊞ + "P" keys.
- Choose which display format you would like.

You can download a document showing you how to project wirelessly and other PC helpful hints at the "IT in the Classroom" page on the Learn 75 portal on the MPSD website.

Connecting your Document Camera:

- On the **projector**, check the input is **Video** or **Computer**.
- Connect the laptop to the input port in document camera with a VGA cable

VGA

- On your **document camera**, choose the **Source** of what you want on the screen. If you want the document camera, choose the document camera. If you war the computer, choose the computer.
- If the image does not show up on screen, please check the different **input** options on your projector. Some projectors have multiple VGA inputs (usually Computer 1 and 2 or Video 1 and 2).
- Also, check the **Source** on the projector. Ensure it is the source of the device you want projected.

How-To Videos and Documents

There are some videos and documents you can access to get help with your laptop, Scholantis and MyBluePrint.
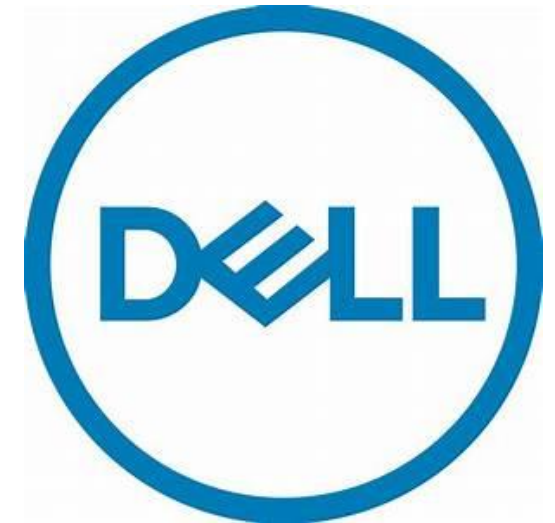
Please go to the MPSD website and use the Learn 75 portal and click on **IT in the Classroom**.

To login, use your same credentials you used to log into your computer.

Mission Public Schools

Dell Laptop Computers

An introduction to your new device.

Password:

Your password for your Dell laptop will be given to you by HR. Usually it will be the following:

- Name: firstname.lastname
- Password: given to you by the HR department.

Using Applications (or Apps):

- On the bottom left of the screen is the Windows icon:
- Left click and you will get the "**Start page**"
- **On the right** will be a space for your apps you use frequently and where you can place a shortcut (also known as "pinning an app")
- **On the left**, a scrollable section to look through all the apps on your device.
- Click on the application you want to use

Pinning An App to your Taskbar:

- The bottom portion of your screen is the taskbar.
- You can "pin" an app there for quick and easy access to apps you frequently use.
- Click on the app you want in the taskbar and hold the click.
- Drag the app to the bottom taskbar and it will display its icon
- To remove from taskbar, left click the app you want to remove and a menu will appear.
- From the pop-up menu, left click on the "unpin from taskbar."

Connecting to Wi-Fi:

- As a teacher in the district, you have access to wi-fi throughout the school district.
- On the bottom right corner of your laptop, you should see this icon:
  Left click and you will see all the different networks you can join.
- Select **MPSDTeacherWifi**
- It will ask to Connect automatically, click to make a check mark and click on Connect
- Enter your same User name and Password from your sign in of the laptop.
- This should allow you access to wi-fi throughout the district.

Accessing Your Email:

- On your device, you can use the Outlook app provided for you.
- The Outlook app is found in your Start page (as seen before in the "Using Applications" section of this pamphlet.
- Click on the Outlook app and your email should be set up.
- If not, enter in your MPSD credentials just like connecting to Wi-Fi.
- **Remember**, you can pin your Outlook app to the taskbar below to allow for quicker access.

Changing the Background:

- Go to the Start page (bottom left corner and click on the Windows icon).
- Type "Settings" and click on Settings"
- Click on "Personalization"
- Choose your background picture by clicking on picture or click on "Browse" to find your picture in the laptop

To choose a personal picture, you must have the picture on the computer. So, download the picture onto your device through the internet, email or from a USB flash drive.

Finding Your Files

If you had files on your desktop in your classroom and want to get those files.

Note: this works while you are on the district network, you cannot access this anywhere else. If you want access your files on any computer, anywhere, you need to move your files to OneDrive (there is a video on the IT in the Classroom page in the Learn 75 portal of the MPSD website).

- On your **laptop**, press + "E" keys.
- On the left, click on "My PC"
- On the right window pane, you should see your name over a hard drive icon. Click on the icon.
- You now see a list, click on "Documents" to see the files stored on your computer. But if you stored you files on the desktop, you have to click on "Profile" and then click on "Desktop".