



## Student Technology Guide

**Did you know?** Each student who attends Harvey has been given a folder on the Harvey network. Students can use this folder to manage their assignments, save their papers, etc. Best of all, they can access this folder from any computer that is connected to the Harvey Network...even their own personal computers!



### Accessing the Network from a Harvey PC or Mac

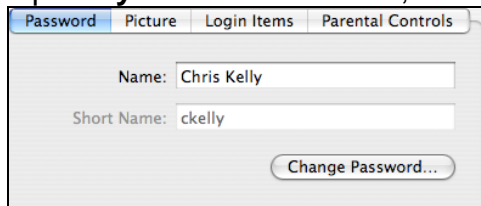
From the computer's log in window, enter your **User ID** and **Password**, and then click **Login**. Your initial user ID is your lastname + first initial (ex., kellyc); your initial password is the number one (1). If this does not work, email [support@harveyschool.org](mailto:support@harveyschool.org).



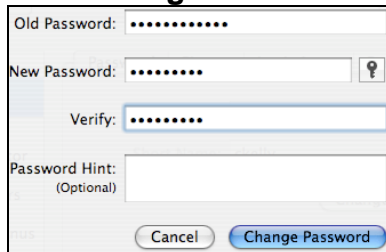
### Changing your Default Network Password (Must be done from a Harvey Mac)

It is a good idea to change your default password in order to protect your files. You must perform this procedure from a Harvey Mac; but once you change your password, you can use it on the Harvey PCs as well.

1. Open **System Preferences**, and then click **Accounts**.



2. Click **Change Password**.



3. Enter your new password, and then verify.
4. Click **Change Password**. A confirmation message displays.
5. Click **OK**.



### Accessing Harvey's Network with Your Own PC or Mac

Using your wireless card, connect to one of the many NETGEAR wireless routers that are all over campus. It is THAT easy!



### Accessing your Network Folder from a PC

1. Open **My Computer**.
2. In the **Address** field at the top, type \\macserver\your\_lastname+your\_firstinitial



**Note:** If you and another student at the school have the same last name and first initial, enter the first two initials of your first name.

3. Press **Enter**. A logon window appears.
4. Enter your **User ID** and **Password**. (The same user ID and password that you use to log in to Harvey computers).
5. To map the folder so that you can see it in your **Windows Explorer** or **My Computer**, right-click on the folder and select **Map Network Drive....** Then select a drive and click **Finish**.



### Accessing your Network Folder from a Mac

1. From the Mac Finder menu bar, click **Go**, and then click **Connect to Server**.
2. In **Server Address**, type **macserver**.
3. Enter username and password.
4. The folder will be listed on the desktop. The folder can be dragged to the dock for future use


**Did you know?** Students at Harvey can print documents from their own computers to one of a number of Harvey printers. All they have to do is be on the Harvey network...like we talked about above!

Choose from one of these printers...

Name and Type	IP Address
Art Building Computer Room – HP 4050	192.168.0.220
Library – HP 4240	192.168.0.223
MS Computer Room – HP 4200	192.168.0.236
White Cottage – HP 4240 (for college work only)	192.168.0.226

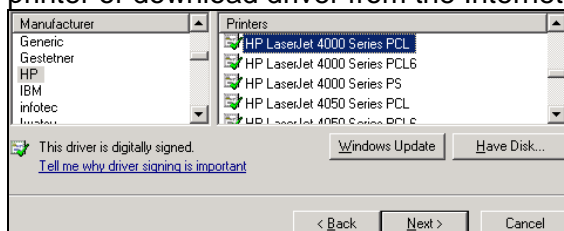


### Printing from Your Own PC to a Harvey Printer

1. Make sure you are connected to the Harvey network (see above for additional information).
2. From your **Start** menu, select **Control Panel**.
3. Select **Printers and Faxes**.
4. Click  **Add Printer**. The **Add Printer Wizard** opens.
5. Click on **Local printer attached to this computer** and uncheck **automatically detect and install...**, and then click **Next**.
6. Click on **Create new port**.
7. Choose **Standard TCP/IP Port**, and then click **Next**.
8. Click **Next** again.
9. In **Printer Name or IP Address**, enter printer IP address (see list above), and then click **Next**.

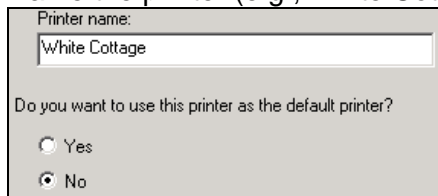
Printer Name or IP Address:	192.168.0.226
Port Name:	IP_192.168.0.226

10. Click **Finish**.
11. Under **Manufacturer**, select **HP**.
12. Under **Printers**, select the type of printer (model). If the exact model isn't available, choose "series" printer or download driver from the Internet.



13. Click **Next**.

14. Name the printer (e.g., White Cottage) and specify default option.



15. Click **Next**, then **Next** again.
16. Click **Finish**...*finally*!



### Printing from Your Own Mac to a Harvey Printer

1. Make sure you are connected to the Harvey network (see above for additional information).
2. Open **System Preferences**.
3. Click on **Printers & Faxes**.
4. Click on + sign to add a printer.
5. Choose IP Printing.
6. In address field enter the IP address of the printer you want.
7. Highlight and change the name of the printer (defaults to IP address).
8. Change printer model to appropriate driver if Generic Postscript driver loads.



Moodle is an interactive website that your teachers use to provide you with class updates and homework assignments. It is similar to the former homework pages, except that it allows your teachers, and you, to do much more. You will see Moodle pages for every class at Harvey, and most clubs, activities and departments. It is extremely important that you maintain your Moodle profile so that your teachers always have the most current email address that you are using. This will ensure that you are getting your class notifications appropriately. If you are not, please let your teacher know. Moodle is open to guests, so your parents will be able to see all the information on Moodle except for specific online assignments that your teachers may use.

### Accessing Moodle

1. Go to <http://moodle.harveyschool.org>
2. In the upper right corner, enter your **Username** and **Password**. Your initial Moodle User ID is your first initial + last name and your password is 1. If you and another student at the school have the same first initial and last name, please enter the *first two letters* of your first name + last name.
3. Click **Login**.

### Updating Your Moodle Profile

1. Log in to **Moodle**. Your name becomes a hyperlink in the upper right corner.
2. Click the hyperlink to go to your profile.
3. Click the **Edit Profile** tab.
4. Update your information, specifically your password and your email address.
5. Click **Update Profile** at the bottom of the page.
6. Click the **HarveyMoodle** link in the upper left corner to return to the home page.

### Viewing Teachers' Homework Pages

1. Log in to **Moodle**.
2. Under **Course Categories**, navigate to **Upper School Courses** or **Middle School Courses**.
3. Under the sub-categories, choose the department (English, Science, etc.)
4. Select your course, which will have the course name and your teacher listed.
5. Click on the **Homework and News** at the top of the page to see the latest and all previous posted assignments. You can view your homework assignments without logging in.

## Student & Parent Resource Moodle Page

New to the Moodle site this year, Student & Parent Resources is the "one-stop-shopping" Harvey information center. Want to know what's for lunch? See the Food Service page. Want a copy of the driving rules or an off-campus permission form? Download them at the Dean of Student's page. How about this week's athletic schedule? View that on the Athletics page. Need technical support or Middle School info? They have pages, too. If you need it, this is where you'll find it!!

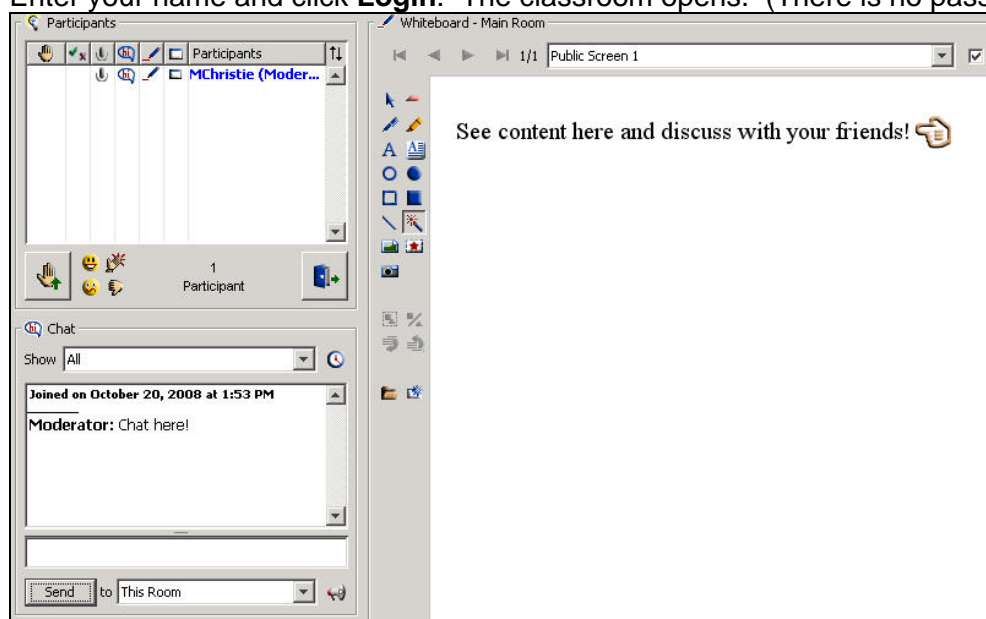
**If you need further assistance, please contact Harvey's Technical Department by emailing [technology@harveyschool.org](mailto:technology@harveyschool.org), and one of our staff will be happy to help.**



### Accessing the Online Classroom

Some teachers provide online extra-help using the online classroom environment. Students can also request that an online classroom be set up for online group study...like a study hall. If you and your friends would like to study together online, from home, email Ms. Christie at [mchristie@harveyschool.org](mailto:mchristie@harveyschool.org).

1. Log in to **Moodle**.
2. Under **Course Categories**, navigate to **Student & Parent Resources** and select **Online Classroom**.
3. Click **Student Access to Online Classroom**. The classroom access window opens.
4. Enter your name and click **Login**. The classroom opens. (There is no password.)



### Apex Learning

Apex Learning is being used this year by a number of teachers. If your teacher wishes to use Apex, you will be given a user ID and password to use to access the content. Then, you will be given further in instructions. You can access the site by going to [www.apexvs.com](http://www.apexvs.com).