Desktop icons Loaded on your computers

OLS: Takes user directly to K12 Online School login page.

K12 Start: Takes user directly to K12 Start site, designed to help new users.

Customer Support: Takes user directly to help.k12.com, customer support site.

Who to Contact: Takes user directly to matrix of resources to contact for different types of issues.

Student: Folder where students should store their work files and contains a document to help track materials shipments.

Computer Safety Tips: Contains tips to keep your computer healthy, and includes helpful tools and documents.

Recycle Bin: Folder where all deleted files are stored before being permanently deleted.

OLS

K12 Start

Custome Support

Safety Tips

Recycle Bin

Organize 👻 Include	in library Share with Burn New f	older		8≕ •	
🔆 Favorites	Name	Date modified	Туре	Size	
🔜 Desktop	🚼 Clear Cache & Cookies	5/2/2013 9:35 PM	Shortcut	3 KB	
🚺 Downloads	E Computer Maintenance & Safety Tips.pdf	5/6/2013 6:47 AM	Adobe Acrobat D	583 KB	
🔛 Recent Places	🔁 Helpful Links.pdf	5/1/2013 9:54 AM	Adobe Acrobat D	381 KB	
	12 McAfee Antivirus Instructions dl2.pdf	5/2/2013 4:10 PM	Adobe Acrobat D	555 KB	
词 Libraries	1 McAfee Web Protection Instructions.pdf	5/2/2013 3:55 PM	Adobe Acrobat D	417 KB	
Documents	McAfee Web Protection	4/25/2012 11:06 PM	Shortcut	2 KB	
J Music	1 Restore Utility Instructions .pdf	5/1/2013 9:45 AM	Adobe Acrobat D	465 KB	
Pictures Videos	Clear	r Cache & Cookies	and the second second		l
		is will clear the cache, co owsers. Are you sure you			ng internet

This tool is located in the Computer Safety Tips folder and it will clear the cache and cookies for all the currently installed browsers. This will help the browsers run more efficiently.

Start Menu icons



By clicking this icon, the welcome slides will open

Shortcuts to MS Office programs

- You <u>Must Be connected to the internet</u> when you activate These, otherwise they will look like 30 day trials
- Folder contains shortcuts to Browsers & tool to restore settings

Under Browsers

Organize - Include	in library 🕶 Share with 👻 Burn New fo	older		85	- 🗔	0
🔆 Favorites	Name	Date modified	Туре	Size		
E Desktop	👩 Google Chrome	4/15/2013 1:21 PM	Shortcut	3	KB	
🐞 Downloads	🔝 Internet Explorer	5/10/2011 10:33 PM	Shortcut	2	KB	
🔛 Recent Places	🛞 Mozilla Firefox	4/15/2013 1:22 PM	Shortcut	2	КВ	
	er nertore berout bronser settings entonie	5/3/2013 10:01 PM	Shortcut	2	KB	
词 Libraries	🥩 Restore Default Browser Settings - Firefox	5/3/2013 10:03 PM	Shortcut	2	KB	
Documents	😰 Restore Default Browser Settings - Intern	5/3/2013 10:04 PM	Shortcut	2	KB	

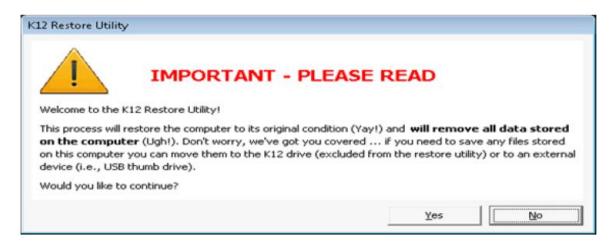
Short Cuts to Download Browsers We Recommend you use Firefox

Also Under Browsers

Favorites	Name	Date modified	Туре	Size		
Desktop	🔊 Google Chrome	4/15/2013 1:21 PM	Shortcut	3 KB		
bownloads	Pinternet Explorer	5/10/2011 10:33 PM	Shortcut	2 KB		
Recent Places	Dozilla Firefox	4/15/2013 1:22 PM	Shortcut	2 KB		
	🕏 Restore Default Browser Settings - Chro	me 3/2013 10:01 PM	Shortcut	2 KB		
Libraries	🕏 Restore Default Browser Settings - Firefo	x : 3/2013 10:03 PM	Shortcut	2 KB		
Documents	🕏 Restore Default Browser Settings - Interr	n 3/2013 10:04 PM	Shortcut	2 KB		
h Musie	Restore	Default Browser Set	tings – Intern	et Explorer	alling 1	
n Music	This v	Default Browser Set vill restore the defaul Would you like to co	It settings for		s and boo	kmarks will be

To restore a browser to its original factory settings, the user can doubleclick the browser restore tool in the Browsers folder.

Recovery Partition – This will give you these warnings



Every time the computer starts up, the user can press "F₃" on the keyboard to initiate the K₁₂ Restore Utility.

Would you like to start the restore process?	to start the process all over again an	id no one likes doing that!
	Would you like to start the restore pr	rocess?

Creating Files

- It's Important that you decide where you are saving your work and documents.
- Desktop Folders: You can create these in your my documents or on your Desktop!
- Save documents with names you will REMEMBER!
 (Example Orientation)
- Back-up your files weekly.
- Use a flash drive in case you need to transport work to a backup computer or Save it in the File we created for you or **Both**.

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OLS

K12 Start

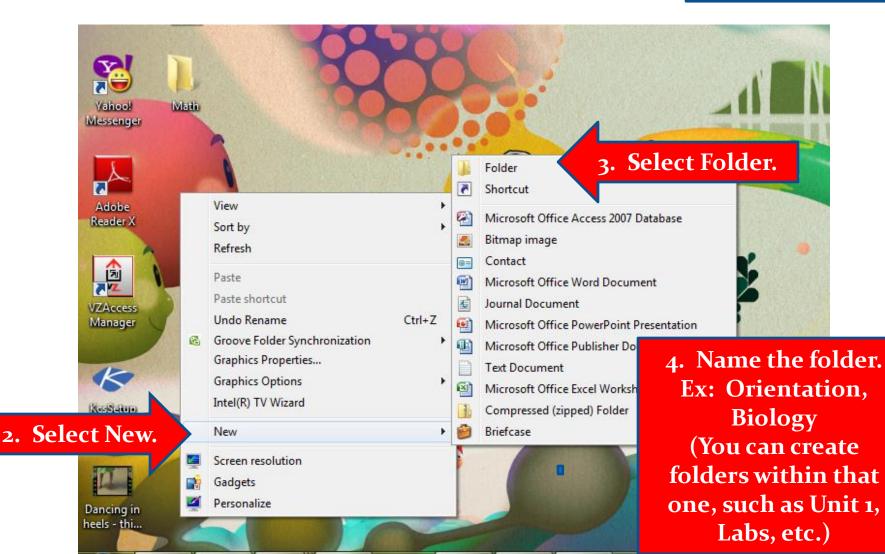
Custome Support

Safety Tips

Recycle Bin

Create Desktop Folders

1. Right click on your desktop.



K12 Help Line and Customer Support

K12 Helpline

If you encounter any technical problems during the school year, please call this number: 1-866-K12-CARE (1-866-512-2273).

K12 Customer Support Center

The support center has a lot of helpful information about a variety of topics: returning materials, materials lists for classes, technical information, trouble shooting tech issues, AND you can even request on line assistance. <u>http://help.k12.com/</u> or 866-512-2273.