

# KSC TECH NEWS

September 7, 2016

## How to Access the Remote Desktop

You are able to access all your P drive files from home by using Kokomo Schools Remote Desktop. To access the remote desktop:

- Click your Windows button and start typing the word “remote.”
- As you type, the option “**Remote Desktop Connection**” will pop up. Click it.
- A Remote Desktop Connection window will come up. In the “**Computer:**” field, type **kscrds.kokomo.k12.in.us** and click the “**Connect**” button.
- Enter your username in the form:  
**kokomo\_schools\username**  
Then enter your password.
- At this time, you may choose to have the Remote Desktop Connection remember your log in info by checking the box “**Remember my credentials.**” Click **OK**.

Once connected, you will see a desktop with your commonly used programs and mappings to your personal, shared, and other drives as applicable.

## Windows 10 Tip: Pin Items to Start Menu

If you do not always want to scroll through your “All Apps” menu, you can make them easier to access. Right-click on an app and choose the “Pin to Start” option. It will appear as a Tile on the right side of your start menu.

## The Learning Connection Free Digital ReadWorks Website

ReadWorks has launched their digital website. You will have to register again, but just use the same username and password as your Learning Connection login to keep things easy. This new platform allows teachers and students to interact online with research-based articles, question sets, and vocabulary. ReadWorks Digital *is free* for teachers! Click the icon to check it out.



## Reminder: Helpdesk Work Order

When you have a tech issue, please create a Helpdesk work order for your building tech.

## Tech Tip: Creating a Desktop Shortcut

A shortcut is a link to an item (file, folder, or program) on your computer. You can create shortcuts and then place them on your desktop so that you can easily access the item that the shortcut links to. You can create shortcuts to items you use often and place them on your desktop in the following ways:

**For files:** From your desktop, Right-click on an open area. Click “New.” Select “Shortcut.” Browse to find the file you want and select it. Click “Next.” At this point you can rename the shortcut if you’d like. Click “Finish.” Your shortcut should appear on your desktop.

**For Web URLs:** Navigate to the URL in the browser. Click and Drag the icon in the browser address bar to the desktop.

**From your “Favorites” List:** Right-click on the item you want to create a shortcut for. Drag and drop on to your desktop.