Home Guide to the StudyPro ™, Content Outline/2nd Draft

Outside Front Cover

Home Guide to the StudyPro™

If pic is used, use latest version of SP for model . . .

NETSchools

NetSchools Glossary, Copyright, Trademarks (inside front cover)

- Terms and definitions that relate to computers, networks, NetSchools system and equipment – to be selected from this list. List is in order of appearance in the text of the guide.

StudyPro ™Computer
Infrared
E-mail
Internet
World Wide Web
Assignments
Server
Telecommunications
Network
Modem
Touchpad
Port
Desktop
Function keys
Icons
Programs
Word Processor
Spreadsheet
Database
Browser
HTML
Attachments
Double-clicking
Click

Table of Contents (page 1)

Home Guide to the StudyPro

Table of Contents

The NetSchools System (page 2-3)

♦ **Text for the "NetSchools System" Section** –

You've got a new StudyPro computer! Congratulations!

But what can it do? What can you do with it? Your StudyPro is a key part of your school's NetSchools System – a totally new way for you, and your friends and family, to use computers and learn about the world.

Your StudyPro is portable – you can take it with you, anywhere. You can take it to school. You can even carry it home. And the good news is that the StudyPro has no wires. The StudyPro "talks" to the school's other computers using a wireless **infrared** beam. This wireless connection works like the remote control for a television but is much more powerful.

In the classroom, your StudyPro works like a "smart" version of a class notebook. You can use it to take notes, do calculations and search for information – while sitting at any desk in any classroom.

You can use your StudyPro to send messages to teachers and classmates using your school's electronic mail (**e-mail**) system. You can also use the **Internet** and the **World Wide Web** to locate information that will help you complete **assignments**.

But the exciting news is that your StudyPro goes home with you every day. At home you can do your homework and send it back to a teacher, electronically. Your family members can read email messages from your teachers and send them replies.

The complete NetSchools System consists of a StudyPro computer for every student, the teachers' computers, and a school **server** computer. The server acts as the central hub for all the messages that are sent to the computers. The system includes **telecommunications** equipment that lets everyone on the system access the Internet and the World Wide Web. Students and teachers can also use the school's **network** from home. Each StudyPro has a built-in **modem** that makes access from home as easy as a local telephone call.

The StudyPro has been designed to make your learning more successful and more exciting. Strap on your seat belt and get ready for the new worlds you can explore with *your* NetSchools StudyPro computer.

Getting Started (pages 4-5)

♦ Text for the "Getting Started" Section –

Go ahead and open your StudyPro. There is a carry handle and a latch on the front of the computer's cover. This latch unlocks the cover so you can swing it open.

When you have opened the StudyPro, look for the following parts:

❖ Keyboard
❖ **Touchpad** and its two buttons
❖ Color screen
❖ Speaker
❖ The high-speed infrared **port**

When you open your StudyPro, the computer should "wake up." You might hear a few sound effects coming from the computer as it starts to work. You will see the computer **desktop** appear on the color screen.

The StudyPro keyboard has a key for every letter in the alphabet, for all the numbers 0 through 9, and many special characters. In addition, the keyboard also has a number of **function keys** labeled F1 through F12. Among other things, these function keys help you control the brightness of the StudyPro screen, sound levels, and other keyboard features.

Do This: Use the function keys to change the screen's brightness–
1.   Locate the Fn key.
2.   Press and hold this key down with a finger on your left hand.
3.   Locate the F3 key.
4.   Using a finger on your right hand, press the F3 key several times while still holding the Fn key down. The StudyPro screen will get brighter.
5.   Still holding the Fn key down, press the F4 key several times. The StudyPro screen will get darker.
6.   Still holding the Fn key down, press F3 or F4 until the StudyPro screen is as bright or as dark as you want it to be.

On the desktop you will see a number of small pictures called **icons**. These icons identify several **programs** that come with your StudyPro. The StudyPro programs are the tools you will use to send and receive messages, get your assignments, do your assignments, and send your completed work back to your teachers.

Getting Started (pages 4-5) -- continued

Do This: Use the touchpad to move the screen pointer –

1. Look at the screen and locate the screen pointer. The pointer looks like an arrow.
2. Touch one of your fingers to the middle of the touchpad.
3. Slide your finger back and forth on the touchpad and watch the screen pointer. The pointer will move as you slide your finger. If you slide your finger to the left, the pointer will move left. If you slide your finger to the right, the pointer will move right.

Look at the sides of the computer. Can you locate these other items?

❖ Place where you plug in the battery charger (left side of the StudyPro)
❖ An audio jack for a pair of headphones (right side of the StudyPro)
❖ Rubber seal that covers the computer's ports (back side of the StudyPro)

Note: If your StudyPro does not "wake up" when you open it, turn to *Section 9: If You Have Problems* ... This section of the *Home Guide* can help you troubleshoot StudyPro problems.

StudyPro Tools (pages 6-7)

♦ **Text for the "StudyPro Tools" Section –**

One StudyPro tool is *Student Central*. Look at the desktop and find the icon for *Student Central*.   You will use this program to:

❖ Send and receive e-mail messages
❖ Receive classroom and homework assignments
❖ Turn in completed assignments
❖ View a calendar that shows assignment due dates and school events
❖ Let your family members communicate with people at your school

Another tool will be *Microsoft Works. Microsoft Works* contains several programs that let you:

❖ Write, edit and print documents (**Word Processor**)
❖ Do calculations and create tables (**Spreadsheet**)
❖ Organize and keep track of all sorts of data (**Database**)

The StudyPro also has a tool – a special version of *Microsoft Internet Explorer* – that lets you "surf the Net". Using this **browser**, you will be able to access the information on the Internet and the World Wide Web. From your desk, you will be able to find information that will help you complete your assignments.

The StudyPro's *Wingraph* tool lets you plot mathematical equations directly on the screen. You can use *Wingraph* to explore what happens to a graph when you make changes to an equation.

The *WebSter* program lets you create and edit **HTML** files that can be viewed with any Internet browser. HTML, Hypertext Markup Langauge, is the name of a special computer language that is used to create pages on the World Wide Web. HTML pages can include not only text and pictures, but also animations, music and sounds, and video.

You and your family members will be shown, in special classes, just how all of these StudyPro tools work together.

Working with Your Teachers (page 8-9)

♦ **Text for the "Working with Your Teachers" Section –**

Your teachers will be sending you classroom and homework assignments from their computers. When you connect to the school's computer, your StudyPro will receive the assignments. Assignments will then appear in the *Student Central* program as a list of things for you to do.

For each assignment, you will see:

❖ Due Date
❖ Title
❖ Subject Area
❖ Name of the teacher who gave the assignment

This information is attached to the assignment to help you track what you need to do. The Due Date tells you when the teacher expects you to turn in the assignment. The Title and Subject Area remind you of the class for which the assignment was made. The teacher's name gives you the final clue – this is the person who gets the completed assignment.

When using the StudyPro at school, you can do an assignment and send it to a teacher immediately. Work you do at home will be sent to a teacher's computer the next time you use your StudyPro at school.

Many of your assignments will come with **attachments**. Attachments are documents, pictures, calculation sheets, and other files that a teacher might send with an assignment. Assignments you complete will often have attachments that you create and send back to your teachers. Most attachments are files that you use with one of the StudyPro tools: *Microsoft Works*, *WebSter*, *Microsoft Internet Explorer*, and *Wingraph*.

Doing Homework with the StudyPro (pages 10-11)

♦ **Text for the "Doing Homework with the StudyPro" Section –**

When you are home and run *Student Central*, you can see a list of your homework tasks. *Student Central* is your "control center" for viewing assignments, doing assignments, and sending your work to your teachers. This program has a set of five icons down the left side of the screen:

❖ E-Mail
❖ Sent E-mail
❖ Assignments
❖ Sent Assignments
❖ Calendar

Do This: Run the *Student Central* program –
1. Using the touchpad, move the screen pointer on the desktop so that it touches the *Student Central* icon.
2. With the pointer on the *Student Central* icon, press the left touchpad button <u>twice</u>, quickly.   This action is called **double-clicking**.
3. The Student Central program will start running. You will see the program screen with the five icons down the left side.

E-Mail and Sent E-mail deal with receiving e-mail messages from your teachers, your friends and family members and viewing messages you have sent.

Assignments and Sent Assignments deal with viewing, doing, and sending back assignments. To view assignments, you **click** the Assignments icon to see a list of assignments to be done. To click the Assignments icon, move the pointer (using the touchpad) until it touches the icon. Then, press the left touchpad button <u>once</u>.

To do an assignment, you double-click the assignment in the list. This action opens up the Assignment Browser window. In this window, you can read about the assignment and open up any of its attachments. When you complete work on an assignment and its attachments, you can send the assignment back to the teacher.

Student Central keeps track of your sent assignments. To see or redo a sent assignment, you click the Sent Assignment icon on the *Student Central* window.

When you are done with the *Student Central* program, you close the program window. To close the window, click the Close Window icon in the upper right corner (the icon with the letter "x").

E-mail and Internet Activities (pages 12-13)

◆ **Text for the "E-mail and Internet Activities" Section –**

Student Central is also your "control center" for all of your e-mail activities. This program's five icons down the left side of the screen are:

❖ E-Mail
❖ Sent E-mail
❖ Assignments
❖ Sent Assignments
❖ Calendar

E-Mail and Sent E-mail are the icons you use to receive e-mail messages and to view messages you have sent. You can receive e-mail from your teachers, your friends and family members. You can send messages to them in return.

If you click the E-Mail icon, you will see a list of all e-mail messages that you have received. If you double-click on one of the messages in the list, you will be able to read the message and send a reply.

Any e-mail messages you send are stored in the list that appears when you click the Sent E-mail icon. If you double-click a message in this list, you can re-read the sent message.

To send a new e-mail message, all you do is click the Compose button on the *Student Central* window. This action brings up the Compose window where you can create your message. After you create the message, you can add an address and send the message. You can use the e-mail address of another student, a group of students, one or more teachers, or a member of your family. Whoever you address the message to will soon find your message in their E-Mail folder.

For browsing the World Wide Web, you will use the *Micorsoft Internet Explorer*. The icon for this program is on your StudyPro's desktop. This browser lets you find useful information with just a few clicks of the touchpad button. Many of your assignments will ask you to browse a "site" on the Web, locate information, and use this information in assignments that you send back to the teacher.

Your school will have guidelines on using the World Wide Web. Check with your teachers to make sure you understand the guidelines.

To fully use the StudyPro from home, it may need to use your home telephone and the StudyPro's built-in *modem*. Check with your teachers to see if you are able to call up the school's computer from home.

How Families Use the StudyPro (pages 14-15)

♦ **Text for the "How Families Use the StudyPro" Section –**

With a NetSchools System every student carries and uses a StudyPro computer – in class and at home. When the student is home, family members will be asked to help with a variety of StudyPro activities. Some of these activities might include:

❖ Helping a student with homework on the StudyPro
❖ Sending or receiving e-mail with the StudyPro
❖ Recharging the StudyPro's battery
❖ Troubleshooting StudyPro problems when they occur
❖ Taking proper care of the StudyPro

The first items in the list (homework and e-mail) have been covered in the previous two sections of this guide. Please see those sections for more details.

In general, family members can expect to be asked by the student for help in doing homework, with using the StudyPro, and with understanding how the e-mail system works. The school, teachers and family members will be sending e-mail messages directly instead of asking students to carry home hand-written notes.

The third item, recharging the StudyPro battery, is VERY IMPORTANT! When the StudyPro is at home, it should be connected to its battery recharger and the charger plugged into an working electrical outlet.

The StudyPro uses a battery that is designed to last the full day at school, IF IT HAS BEEN RECHARGED OVERNIGHT – EVERY NIGHT. One end of the battery charger plugs into the port on the left side of the StudyPro. The other end plugs into an electrical wall outlet.

If you or the student have problems with the StudyPro, refer first to *Section 9: If You Have Problems* ..in this guide. If you continue to have problems, contact your school's technical staff.

The StudyPro has been designed and built to withstand being moved and carried to and from school. However, care should be taken in handling and using the device. The next section, *Section 8: Taking Care of the StudyPro*, outlines guidelines for handling and maintaining the computer.

The key thing to realize is that the NetSchools System is whole new way for learning to take place – at school and at home. Discover what works best for you and your family and share that with other families, teachers, and the school's administration.

Taking Care of the StudyPro (pages 16-17)

♦ **Text for the "Taking Care of the StudyPro" Section –**

The StudyPro is rugged and durable. But like any electronic device, it should be handled with care. Treat it like you would your stereo, your television, or your radio. Your StudyPro also needs some additional care:

❖ Charging the StudyPro battery
❖ Cleaning the StudyPro screen
❖ Cleaning the keyboard
❖ Cleaning the StudyPro case
❖ Using the touchpad
❖ Using the StudyPro ports

Recharging the StudyPro battery is MOST IMPORTANT! When the StudyPro is at home, it should be connected to its battery charger and the charger plugged into a working electrical outlet. The StudyPro uses a battery that is designed to last one full day at school, IF IT HAS BEEN RECHARGED OVERNIGHT – EVERY NIGHT. One end of the battery charger plugs into the port on the left side of the StudyPro. The other end plugs into an electrical outlet.

The StudyPro screen can be touched and probably will be during an average day at school. You will need to clean off smudges and fingerprints. You can do this by using a slightly damp, soft cloth.

The StudyPro keyboard is water-resistant but do not spill liquids on it. Wipe the keyboard with a slightly damp, soft cloth to help clean off surface dirt.

The StudyPro case can be wiped clean using a soft, damp cloth and any household cleaner that is not abrasive. Do not use solvents or thinners on the StudyPro case – they may damage the unit's painted surface.

The touchpad on the StudyPro is designed to be touched with the human hand. Sharp objects and ball point pens should not be used on the touchpad surface.

The StudyPro ports (back of the StudyPro under the rubber flap) are not often used everyday. The ports are used to connect external devices to the StudyPro such as printers and disk drives. It is most important thing to make sure the rubber flap is closed securely. This will help keep moisture from getting into the ports and causing problems.

If You Have Problems …(pages 18-19)

♦ **Text for the "If You Have Problems .." Section –**

Here are some troubleshooting ideas for the most common StudyPro problems:

Problem	Troubleshooting Ideas
1. StudyPro does not "wake up" when cover opens	a) Attach the battery charger and plug the charger into a working electrical outlet. b) Check the brightness controls. If your screen is set too light or too dark, you may not be able to see the desktop. c)
2. Modem not working	a) Check the telephone line connection to the modem. b) Make sure the telephone is working. c)
3. Keyboard not responding	a) Exit any programs that are running and see if the keyboard starts working. b) Try shutting down the StudyPro and starting it up again. c)
4. Touchpad not responding	a) Exit any programs that are running and see if the keyboard starts working. b) Try shutting down the StudyPro and starting it up again. c)
5. Touchpad buttons not responding	a) Exit any programs that are running and see if the keyboard starts working. b) Try shutting down the StudyPro and starting it up again. c)

If you continue to have problems:
♦ Contact your school's technical staff.
♦ Call the NetSchools Hot Line – 1-800-XXX-XXXX.

<<Not yet complete. Any other ideas or suggestions for this section? >>

Index (page 20)

- Index of topics and page numbers for the material in this guide. Nothing elaborate; simple student/reader aid to finding needed information.

<<WILL BE DONE WHEN TEXT/LAYOUT IS MORE FINAL – THIS WILL BE LAST THING TO BE DONE>>

Inside Back Cover (page 21)

- Legal statements and disclaimers

  - **FCC Notice** – This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

    This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, it may cause harmful interference to radio communications. However, there s no guarantee that interference may not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

    - ❖ Reorient or relocate the receiving antenna.
    - ❖ Increase the separation between the equipment and the receiver.
    - ❖ Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
    - ❖ Consult the dealer or an experienced radio/TV technician for help.

  - **Warning** – This equipment has been certified to comply with the limits of a Class B digital device, pursuant to Subpart B of Part 15 FCC Rules. Only peripherals certified to comply with Class B limits may be attached to this computer. Operation with non-certified peripherals or peripherals not recommended by NetSchools Corporation is likely to result in interference to radio and television reception. Shielded cables must be used between external devices and the computer s <<ports>>. Changes and modifications made to this equipment not expressly approved by the FCC could void the user s authority to operate the equipment.

  - **Disclaimer** – This manual has been tested and reviewed for accuracy. The instructions and descriptions were accurate for the StudyPro Computer at the time of this manual s production. Succeeding computers and manuals are subject to change. Therefore, NetSchools Corporation assumes no liability for damages incurred directly or indirectly from errors, omissions or discrepancies between the computer and the manual.

- Hot Line/contact information

  - **NetSchools Hot Line –** You can reach NetSchools Corporation at **1-800-XXX-XXXX**. NetSchools can also be contacted by calling at 1-408-919-7300 or by writing to the following address: NetSchools Corporation, 4500 Great America Parkway, Suite 110, Santa Clara, CA 95054.

Outside Back Cover

- NetSchools Corporate Information
- Space for student name or label