



# TECH SNIPPETS

Information, Communication & Technology

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## Taking care of your remotes

Remote controllers for data projectors and sound-bar speaker systems are very expensive to replace, so keep them locked away when not in use. Do not leave them on or in your desk.

If you suspect that your remote needs new batteries, turn your smartphone camera on, point the remote at the camera lens and then press one of its buttons. Cameras can “see” infra red but the human eye cannot. If the batteries are still good, you will see a bright light on your camera. If the light is dull, we can replace the batteries for you.



## How to access a shared network resource

A printer or folder on a server or another PC that is accessible via our internal network is referred to as a shared network resource. The owner and creator of the resource can decide who should have access to it, and at what level. For instance, the owner can decide to allow only staff access to the folder they want to share, and limit this access to Read Only so the content cannot be added to or changed. How to set these permissions will be dealt with in another snippet.

You can view and browse network resources via the **Network** desktop icon (see above). If this does not appear on your desktop, right-click your desktop background, select **Personalize** at the bottom of the pop-up menu, click **Themes** on the left-hand side, click **Desktop icon settings** on the right-hand side, and then check the **Network** box.

If you now double-click the **Network** desktop icon, a list of network resources will be generated. If you double-click a PC or server icon in the list, you will see another list of shared folders available on it. You can then double-click a folder to view its contents — if you have been given permission to do so.

If you double-click a shared printer and you have permission to use it, it will be installed on your PC.

## Quotable quotes

- Technology won't replace teachers, but teachers who use technology will probably replace teachers who do not.

*Unknown*

- I'm not a fan of technology. I'm a fan of pedagogy, of understanding how people learn and the most effective learning methods. But technology enables some exciting changes.

*Donald Norman*

- We need technology in every classroom and in every student and teacher's hand, because it is the pen and paper of our time, and it is the lens through which we experience much of our world.

*David Warlick*

- Getting information off the internet is like taking a drink from a fire hydrant.

*Mitchell Kapor*

## Taking care of your PC

All our PCs and laptops are running Windows 10. This is a very robust operating system which is designed to update itself frequently to protect itself against malware and offer the latest versions of Microsoft applications. Most of these updates are obtained from a server on our network that fetches them from Microsoft's update site on the internet, thus reducing the demand on our internet connection. Some other updates are fetched from the internet individually by each PC, although we try to keep these to a minimum.

In addition to these updates, Windows 10 will use standby time to run hard drive scans and do file defragmentation. Our ESET antivirus solution also updates itself automatically from another server on our network, and scans for viruses in standby time. This means that your PC or laptop is often very busy doing other things when you are not using it, but it should cease most of these activities as soon as you start using it again. Most of this activity is indicated by the hard drive light — if it is flashing a lot then you can be sure some maintenance is in progress.

We do not recommend leaving your PC or laptop on overnight, especially in the stormy season or when load-shedding is imminent. However, the more standby-time you give it during the day, the less likely you are to be inconvenienced by updates and maintenance, and the healthier it will be.

ESET provides a useful indicator concerning the update status of your school PC or laptop. The blue and white ESET icon (e) should appear in your system tray at the bottom right of your screen as follows:



If it does not, then click the up arrow on the left of the system tray, then click and drag the ESET icon down onto the tray. If you don't see the ESET icon then your PC or laptop needs a reboot. If it still does not appear after the reboot, then ESET is not installed and you need to notify us immediately.

If the ESET icon looks like the one above, your PC or laptop is in good health.

If the ESET icon has a white exclamation mark on a yellow circle over it, then your PC or laptop needs updating. When it is convenient for you, double-click the ESET icon and follow the pop-up steps to manually take charge of the update process. Then go have a cup of coffee!

If the ESET icon has a white exclamation mark on a red triangle over it, your PC or laptop has a problem and needs a reboot as soon as possible.