



Preparing Career Ready Graduates

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Dear Fresno Unified Student,

Fresno Unified School District has provided you with this device for the purpose of accessing educational resources when you are at home or at school. This device is checked out to you for your use until you graduate or leave the District. Like textbooks, this device remains the property of Fresno Unified School District and is to be used for the purpose of learning.

When we return to school later this year, you will be expected to bring this device to school each day.

You are expected to abide by the District's Technology AUP (<http://it.fresnounified.org/aup>)

- Responsibly use the device
- Practice good digital citizenship
- Using the device for any purpose other than educational use may result in device restrictions, including returning the device

While the device is connected to home or non-school-based networks, parents/guardians are responsible to monitor the student usage of the device. To help protect you from inappropriate websites, a safe web search application has been loaded onto the device.

Based on academic research, students in grades PreK-3 are provided tablets while students in 4th-12th are provided laptops.

Please read the Laptop Guide or Tablet Guide below before using this device.

For any questions about this device or for technical support, please contact the Family Learning and Technology Support (FLATS) Center at **559-457-3939, Monday - Friday from 8 am – 4 pm or by email at flats@fresnounified.org**

Laptop – Quick Start Guide

How to log into your laptop

1. Press the Power Button on the left or right side of the laptop.

2. Connect to your Home Internet

IMPORTANT: You must connect to the internet BEFORE signing on to your laptop for the first time.

To connect to the internet, you will need to connect to a Wi-Fi network near you. Click on the Wi-Fi Icon

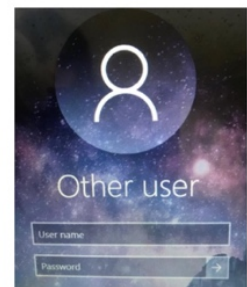


found at the bottom right hand side of your screen. Select the Wi-Fi network you want to connect to, and press Connect. If the Wi-Fi network is secured, enter the Wi-Fi password and press Connect. You may need to ask a parent, guardian, or another adult for the password.

3. Sign into your laptop

a. **After connecting to Wi-Fi**, you will see the following screen.


b. Type your Fresno Unified School District Username (**xxxx@fresnou.org**) in the Username Box and your Password in the Password Box. Press the Enter key or click on the arrow to sign on.



Applications/Resources


1. How to access Microsoft Teams

After signing on to the laptop, look for the following icon  to launch Microsoft Teams.

If you can't find the Microsoft Teams icon, press the Windows Key  on the laptop keyboard to open the Start Menu and type Teams. Select Teams from the menu.

2. How to sign into ATLAS

After signing on to the laptop, open an internet browser such as **Google Chrome** by clicking on the icon

on the left side of your screen . If you can't find the Google chrome icon, press the Windows Key



on the laptop keyboard to open the Start Menu and type Google. Select **Google Chrome** from the menu.

Once you have a browser open, go to ATLAS by typing **students.fresnou.org** into the search bar of the browser window. Enter your **Fresno Unified Username** in the **Username Box** and your **Password** in the **Password Box** to sign on.

Lenovo Tablet – Quick Start Guide

Turn on your Lenovo Tablet

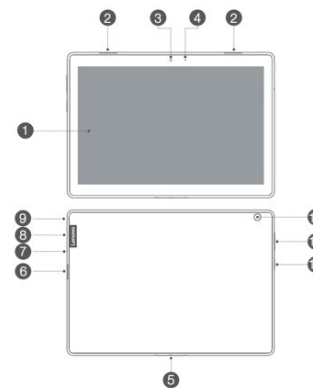
Press and hold the Power button on left side of the device for two to three seconds.

Adjust the Volume

Press the volume buttons on the right side of the device to increase or decrease the volume.


Rotate the Screen

1. Rotate your device horizontally to enter Landscape mode, or vertically to enter Portrait mode.
2. To lock screen orientation, swipe down from the top of the screen and tap **Auto-rotate**.




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|----------------|----------------------------|---------------------|
| 1 Touch screen | 2 Speakers | 3 Front camera |
| 4 Indicator | 5 Smart connector | 6 Card tray |
| 7 Microphone | 8 Type C USB 2.0 connector | 9 Headset connector |
| 10 Rear camera | 11 Volume buttons | 12 Power button |


Connect Your Tablet to Wi-Fi

Tap a network to connect to it. If you see a lock icon , a network password is required. Enter the Wi-Fi network password, and then tap Connect. Note: If you don't know the password, You may need to ask a parent, guardian, or another adult for the password.


Applications/Resources

The tablet comes preloaded with District approved applications. Additional applications can be installed by visiting the Google Play Store  which is installed on the device.

1. How to use Microsoft Teams


Look for the following icon  to launch **Microsoft Teams**. Once launched, sign in with your District student email username (xxxx@fresnou.org) and password

2. How to access Clever

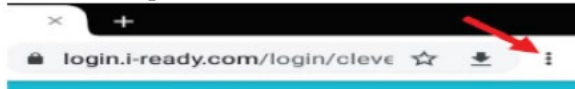
Look for the following icon  to launch **Google Chrome**. Once launched, type **http://go.fresnou.org/Clever** into the address bar of the browser window. Login with your District student email username (xxxx@fresnou.org) and password.

3. How to access iReady (within Clever)

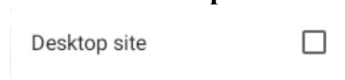
A. Follow the same steps as above to access **Clever**

B. Once signed into the Clever portal, locate the **iReady** icon  and select it.

C. You will be presented with an error. Click the **3 dots (ellipsis)** on the top right corner of the page.



D. Click on “**Desktop site**”



Frequently Asked Questions (FAQ)

1. My district issued device does not power on, who do I contact?

Check to make sure the device is charged using the supplied power cord. Perform a hard reboot by pressing down on the power button for 10 seconds. If it still does not power on, please contact FLATS center at 559-457-3939

2. Can I install additional applications on my district issued device?

Laptop – Only district approved programs listed in Software Center can be installed.

Tablet – Additional applications can be installed by going to the Google Play store. Most applications are free. However, for paid apps, the parent/guardian is responsible for the cost.

3. My device works, but it is not charging with the supplied power cord, what can I do?

Try using a different outlet or charging cable. If it still does not power on, please contact FLATS center at 559-457-3939

4. What happens if I lose my district issued device(s)?

Contact FLATS center at 559-457-3939. **Replacement fee may apply.

5. My district issued laptop is not accepting my password, who do I contact?

Check to make sure CAP LOCKS is not on. You may reset your password by going to <http://go.fresnou.org/ATLAS> or by contacting FLATS center at 559-457-3939

Technology Support (FLATS) Center at **559-457-3939, Monday - Friday from 8 am – 4 pm or by email at flats@fresnounified.org**