# Welcome

1. Who is Stoneware for?

- All certified staff
- Students, Grades 4-12.

- Users with high speed Internet access (*The speed of Stoneware will depend on the speed of your Internet connection.*)

- Users with a variety of operating systems

2. What is it?

Stoneware is a cloud service hosted on the Kokomo Schools server, inside our network, and managed by your IT staff. With Stoneware you have access to your core applications, content, documents, data, and services which reside within the system.
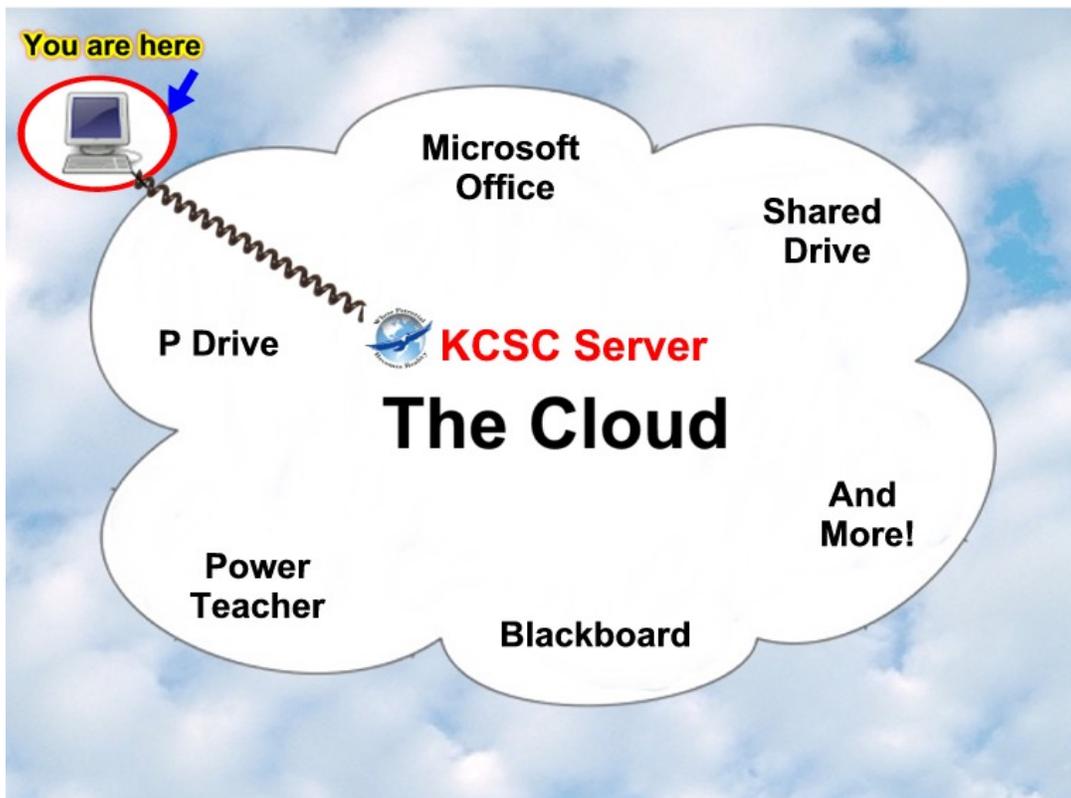
3. To Access Stoneware and Run a System Check

- Go to https://stoneware.kokomo.k12.in.us

- Please note the *s* in ***https*** which means the site is secure.

- You can type in the web address, or click on the link from the *Kokomo Schools* website.

- You will see a login prompt; but before you log in for the first time, we recommend a System Check.

- Click here to run a System Check to ensure that the computer you are on is up to date.
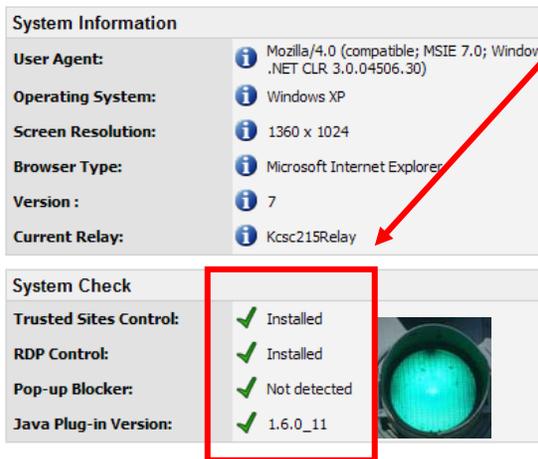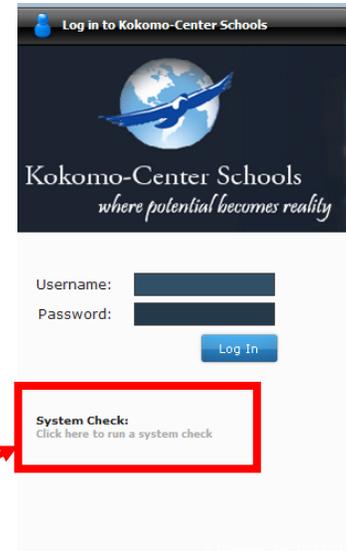
This system looks good to go!
If yours does not, you will see

✗ instead of ✔ …

And you will be prompted to install or make changes to your system.

Just follow the steps on your screen.
See one example under the Appendix at the end of this document.

Note on *System Check* Support

- As you run the System Check, you may encounter prompts to update your settings. If you need assistance, please try the troubleshooting steps in the appendix of this document, beginning on page 10. If you continue to have issues, and you are using a school computer, then submit a helpdesk. If you are using a home computer, please contact your Internet Service Provider.

4. <u>How to Log In</u>

- Login with your regular username and password.

5. <u>Introducing Your User-Friendly Virtual Desktop</u>

The Student View includes only these 2 icons on the desktop.

Helpdesk: Request school-related support.

MS Office Folder: Excel, Outlook, PowerPoint, Publisher, Word

**My Files:** Network drives (including your P drive, shared drives)

Outlook: Manage your email.

Outlook Calendar: Instantly add events**.**

PowerTeacher/PowerSchool (depending on your role)

What is Single Sign-on? Some of the Kokomo School programs, which used to require a separate login (i.e. Web Mail, PowerTeacher), will no longer require you to log in a second time; however, there are some programs which may (like RenLearn and Acuity).

<u>Other Features:</u>
- Recycle Bin
- Components
- Time
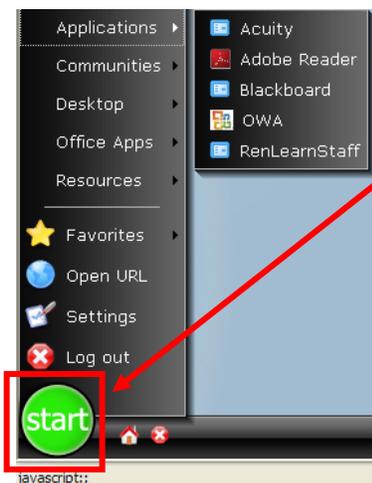
- Click on the **Start** button to explore other resources and applications you have readily available. You'll find Blackboard, Acuity, and many more (depending on your role).

- Due to licensing issues, Safari and Waterford cannot be made accessible outside the district walls.

6. Creating, Opening, Saving Documents

- When using Stoneware, it is imperative that your documents are saved correctly to your P Drive. For this reason, we highly recommend that you open the Microsoft Application you want to use first.

- Click the *MS Office* Folder: All folders, icons, and applications should be launched with a single click, or you may get several instances open at the same time.
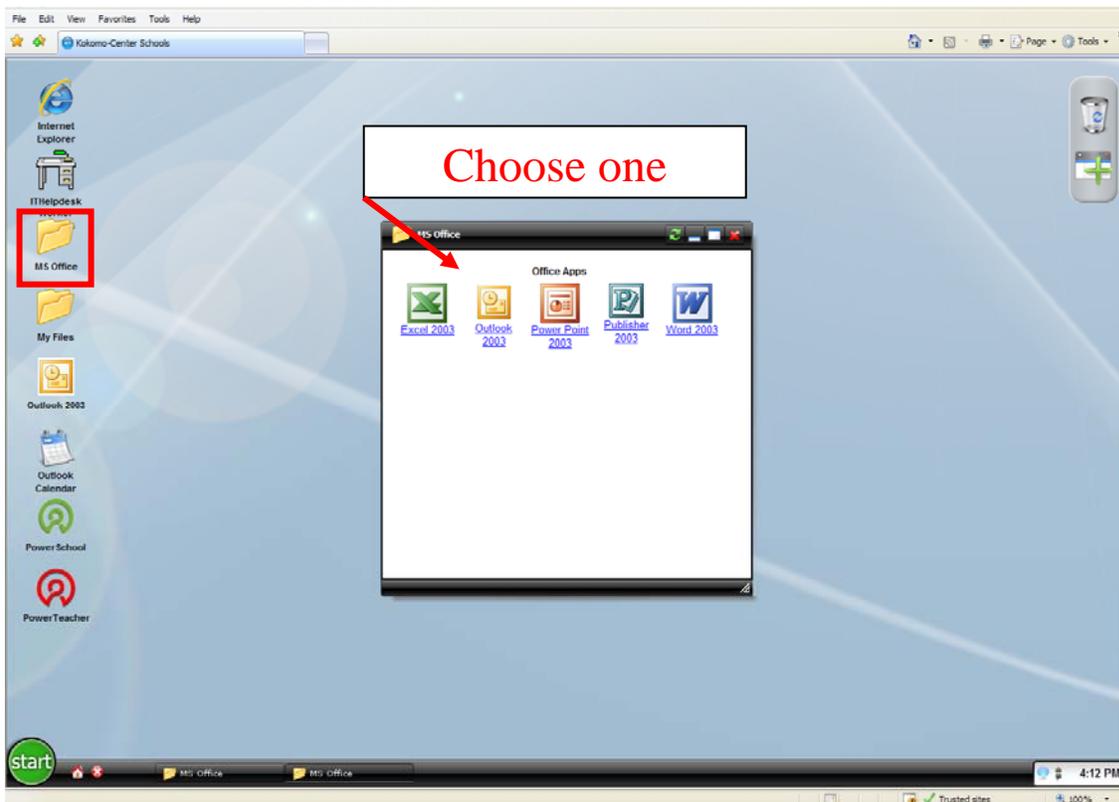
- A *Remote Desktop Connection* box will pop up. Click *Yes.*

- The script will run and the desktop will load.

- Click *File / Open* and browse to the file you want to work with, or start a new blank document.

- Make desired changes, and then click *File / Save* or click on the *disk* icon.
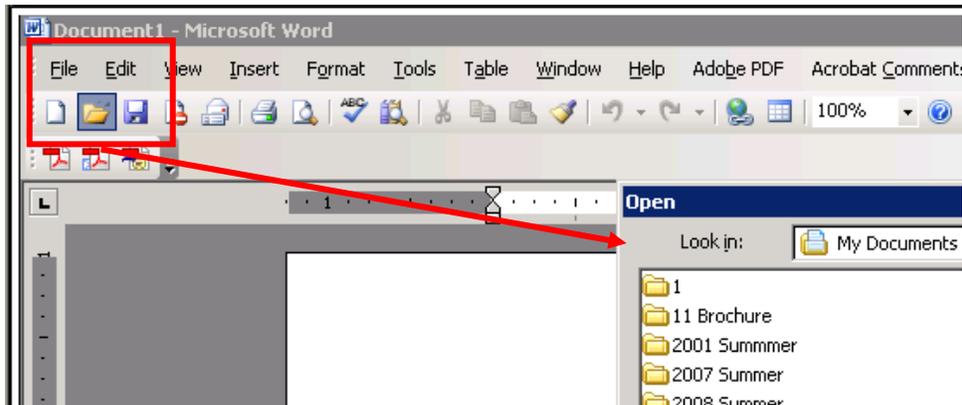
7. <u>Printing</u>

- **From home to a school printer:** You can go to *File / Print* and select a school printer. You can retrieve your printouts when you return to work.
- **From home to a home printer:** To print at home on your own printer, you may want to email the document to yourself and print from there;
  Or you can save the file locally (on your own computer) first, and then print from your own printer. **NOTE**: *To do this you must be using your own computer (not a school computer), and you must also have Microsoft Office on it (if the document is in Word, PowerPoint, Excel).*
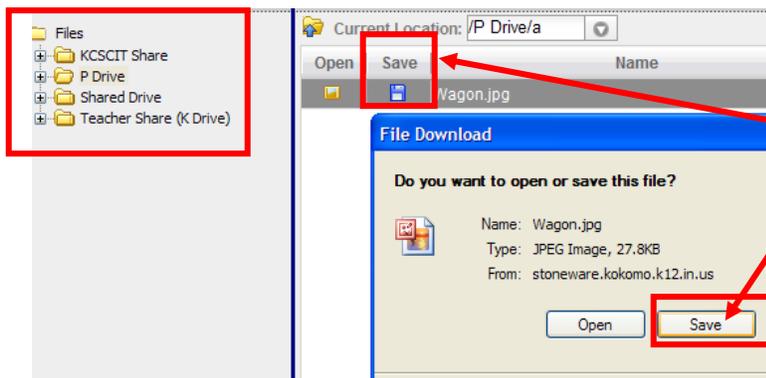

- Locate the document you want to print by going through *My Files.*
- Click on the *Disk Icon*
- When the blue *File Download* box pops up, click *Save*.
- Save it to your desktop or other location.
- Minimize or close Stoneware.
- Locate the saved file and print it.

8. <u>Closing:</u> If there is an option to go to *File / Close* please use that, if not you can click the red *X or File/ Exit.*

9. <u>Another View:</u> Click on *My File*

Notice the drives you have to choose from, including your *P drive, Shared Drive,* and more. Click the + sign to expand the tree of your P drive and view all your P drive files. Or click the blue arrow beside your P drive to expand it and see all your files.
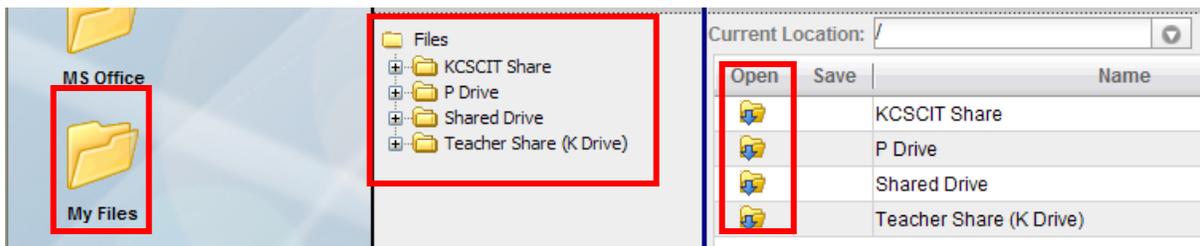

10. <u>Notice the *Drag and Drop* Feature to Upload Files</u>

You would use this, for example, if you had a lesson on your computer at home, and you wanted to show it to your class. You could drag it from your home computer into your P Drive to have it available to share.

<u>**How to Open Two Windows at Once to Transfer Files:**</u>

1. First, in order to locate a file on your computer that you want to put into your P Drive, you must click the ***<u>Restore Down</u>*** icon in the upper right corner of your window.

2. This will allow you to see your desktop. Click and drag the ***<u>blue bar</u>*** at the top of the Stoneware window to move it out of your way.

3. Locate the document you want to save to your P drive. It might be on your computer's desktop, or in your home *My Documents* folder.

4. Click and hold the left mouse button on your document and drag it onto the ***<u>Drag and Drop Bar</u>***. When you see a + sign, release the mouse button and the file will copy over.
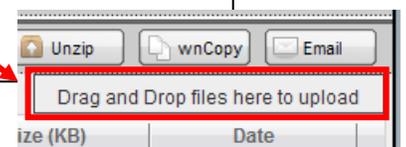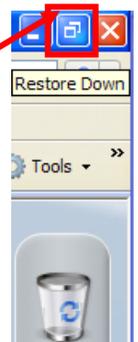
11. <u>Add an Event to your Outlook Calendar Shortcut</u>
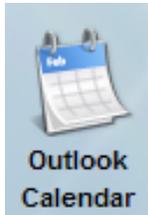
- Click once on the Outlook Calendar icon.
- Click exactly on the date.
- Click *Add Event*.
- Select the Times.
- Enter a Title, Description, and click *Save*.
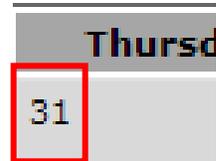
This will automatically update your Outlook calendar within email.

12. Launching Special Applications

PowerSchool

PowerTeacher

i.e. PowerTeacher/PowerSchool and Blackboard (Blackboard is located under the *Start* button.)

Try opening one or both of these applications. This Security Warning pop up box may appear.

Depending on your browser you will receive one of these messages:

Click *No* to a prompt that allows *ONLY* SECURE content.

OR

Click *Yes*, if it asks to allow SECURE and UNSECURE content.

Either way your work will still be secure.

Internet Explorer 8

Internet Explorer 7

If you don't click the correct choice (Yes/No), then images hosted outside our system will not display correctly, although the program will still function normally. See example:
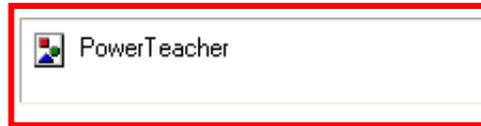

13. <u>Desktop Shortcuts</u>
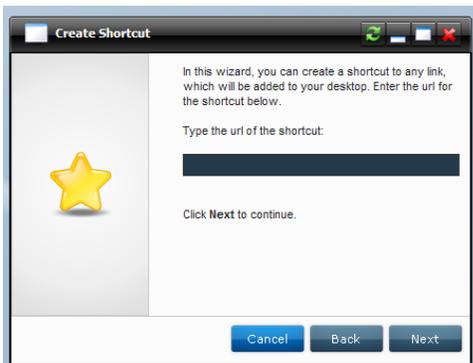
You can add a shortcut to Google or your favorite website by right-clicking on the desktop, selecting *Create Shortcut* and then typing or pasting a URL in the box and following the prompts.

14. <u>Recycle Bin and Components</u>

- Drag and drop items *you have created* to the recycle bin.

- Click the green + sign to explore Components, Gadgets, and more.

- Try dragging one of the items like the Calculator to your Desktop to personalize it.
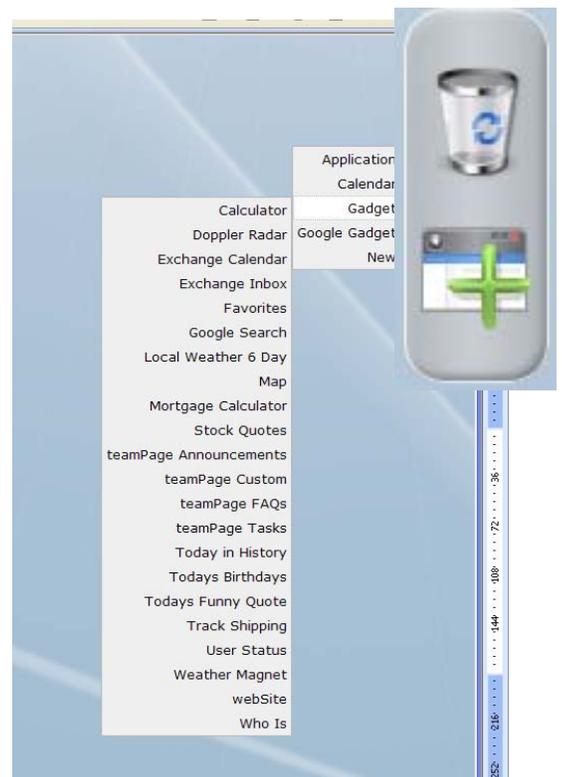
15. <u>Logging out of the Session</u>
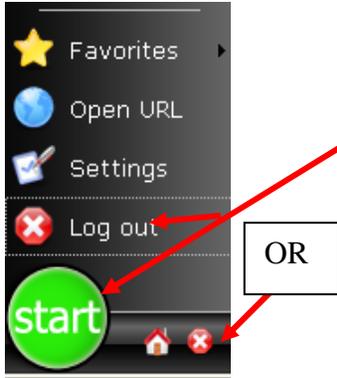
After logging out of all your Stoneware applications, click on the **<u>Start</u>** button to log out of your Stoneware session by clicking on the Start button and selecting Log out **<u>OR</u>** click on the **<u>red X</u>** next to the Start button. If you do not log out of the Stoneware session, it will remain open, possibly causing issues on your next log in.
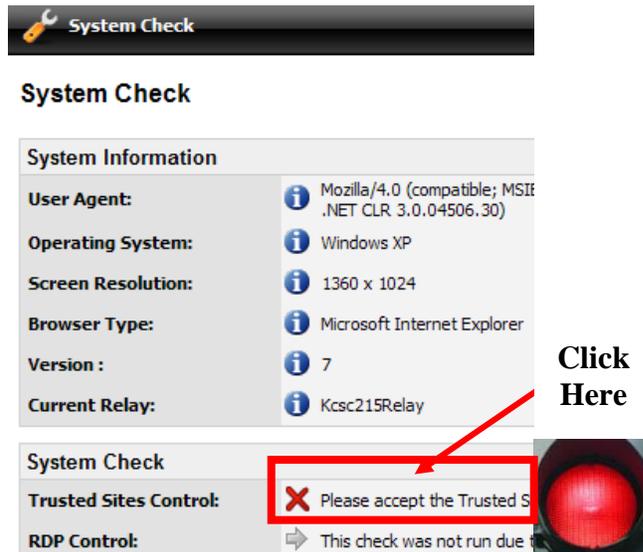

Enjoy! If you run into any questions that these instructions did not answer, please submit a Helpdesk.

Stay tuned for upcoming releases as we strive to continually improve your **Cloud** experience and your Internet-based access to your web applications.

Appendix
System Check Troubleshooting, continued from page 2.

If you have red checks follow the prompts to update your system, for example:

Click Here

When this Active X Control Bar pops up, just click on it.

- After clicking on yellow active X installation bar, you will see a prompt to Install.

- Click Install button and it will finish installation.

Enable RDP Control: You may or may not get the red X on the **RDP Control**. If you do, just <u>follow the steps</u>.
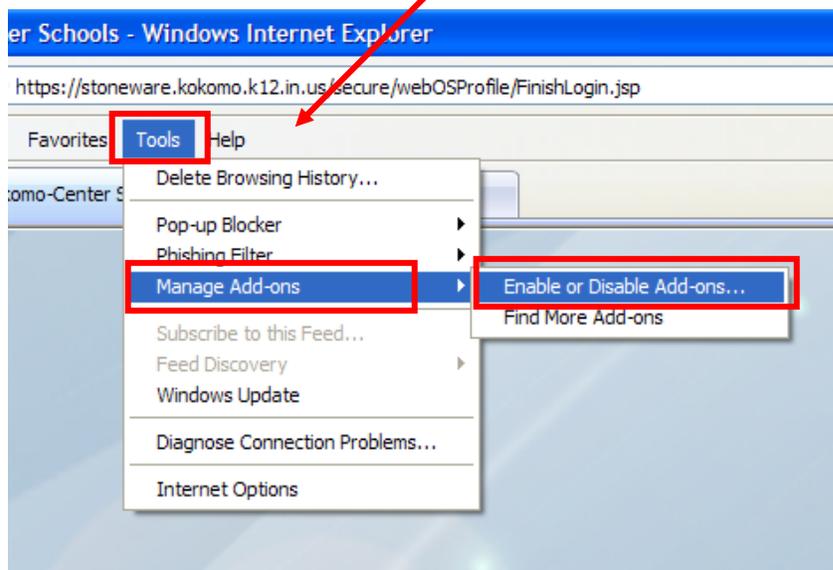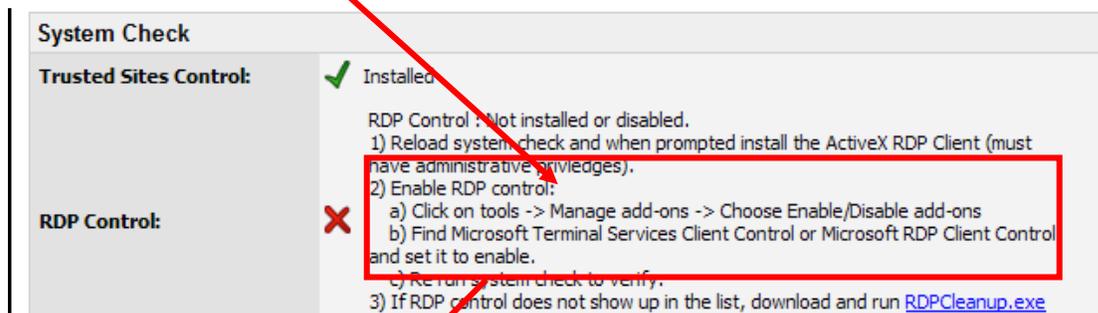
NOTE: **If you can get Stoneware at school, but not at home, then you need to contact your Internet Service Provider.**

System Requirements:

Stoneware requires only a browser with JavaScript support and newer version of Java. Clients will need to meet the minimal requirements of a browser and Internet/network connection (Cable/ DSL broadband internet). The "system check" will scan your computer and check to see if you need any software installed. The list below outlines some of the supported browsers.

- Microsoft Internet Explorer 6.0 and above
- Firefox 1.5 and above
- Mozilla 1.3 and above
- Opera 8.0 and above
- Safari 3.0 and above

<u>Additional Minimum System Requirements</u>
Pentium III 600
256 GB of RAM