

Pupil user guide to: Gateway Academy VD

This guide is to show and inform you about Gateway Academy VD, an updated system enabling you to access your school work from any pc or work station. In this guide you will be able to learn how to log into your school account using any pc and use all of the software and tools available on your school computer. This could be from Microsoft Office to Photoshop; it also helps if you have broadband internet connection as this system works as it would do at school, having bigger memory and more speed.

Basically, this system is like a virtual Computer, its run by the internet and power supply of your machine but contains everything that you have on your user account at school! With this you can also access school emails, your documents AND *shared* documents.

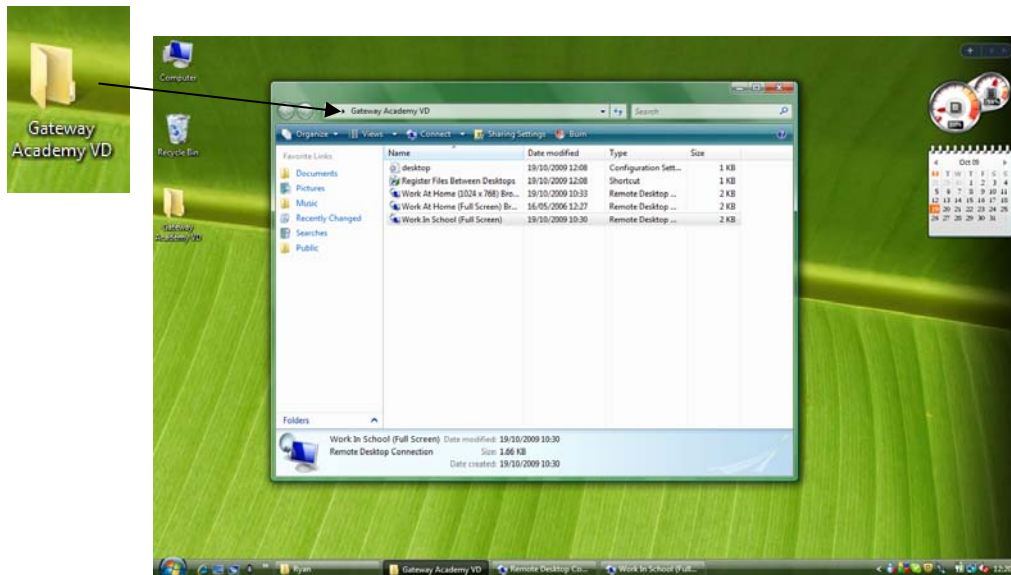
1. To be able to access your school user account, you must 1st download our virtual desktop program (XP, Vista and Windows 7 platforms only) ; this can be downloaded from the gateway website or VLE under Resources.

You have a choice of saving the file or running directly...

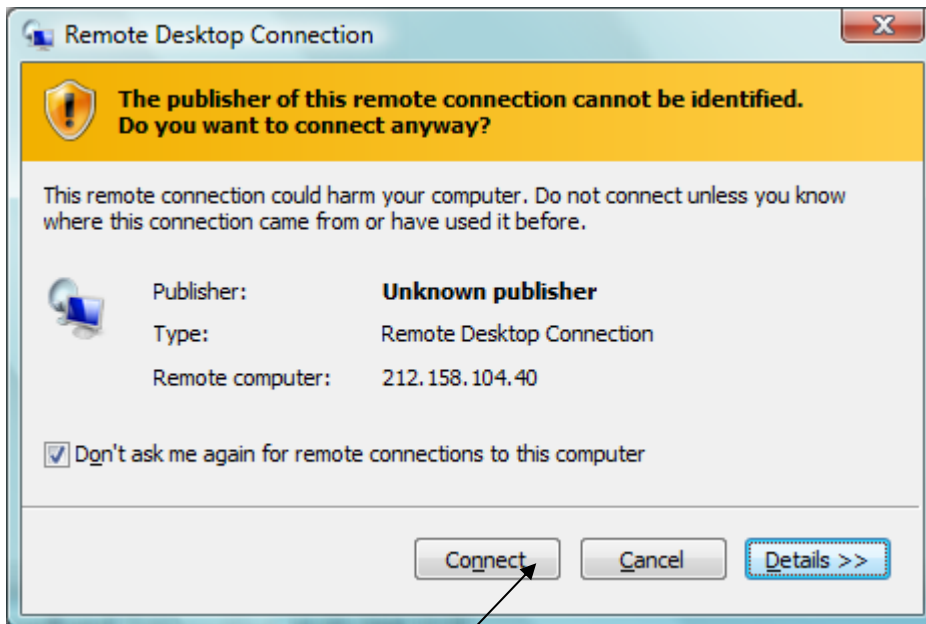
If you choose to click run a Security Warning box will appear; this can be safely ignored by clicking run. Setup will then notify you when the program has finished installing / if you are prompted to restart whilst installing you can ignore this prompt just click cancel.

If you choose to save the program, Save to a location known to you then double click the file to start installation. Once finished a dialog box will then appear notifying you

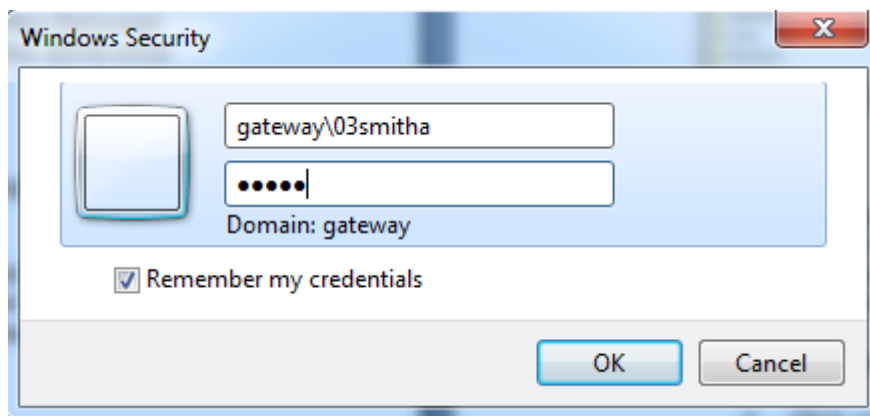
Once all dialog boxes have been closed a new folder on your desktop should appear, this is what it should look like. Double click this icon and another box should appear.



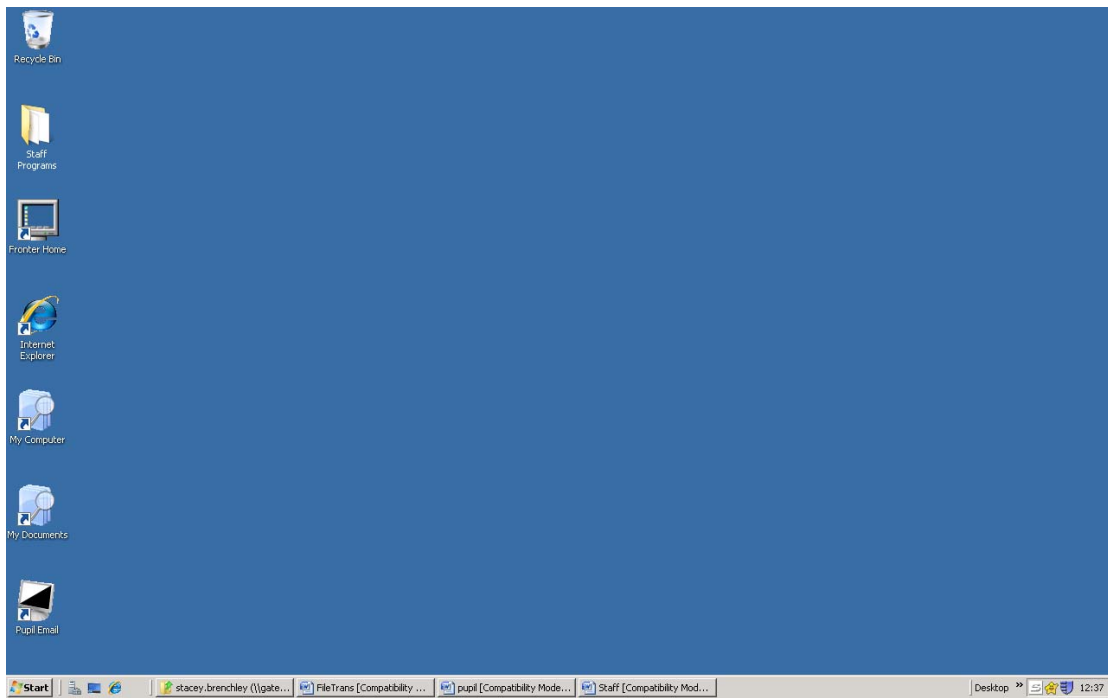
You now have a choice of different settings to match your needs and requirements. E.g. If you are at home and have Broadband you can run the 'Work at Home 1024 x 768 Broadband' or 'Work at Home Full screen Broadband' (You can experiment to find out what setting is best for you and your machine).



Once you have double clicked on the Option you have chosen a Window like this one (see above) will appear. There is no need to panic, just tick the box that says 'Don't ask me again...' and then click on 'Connect'.

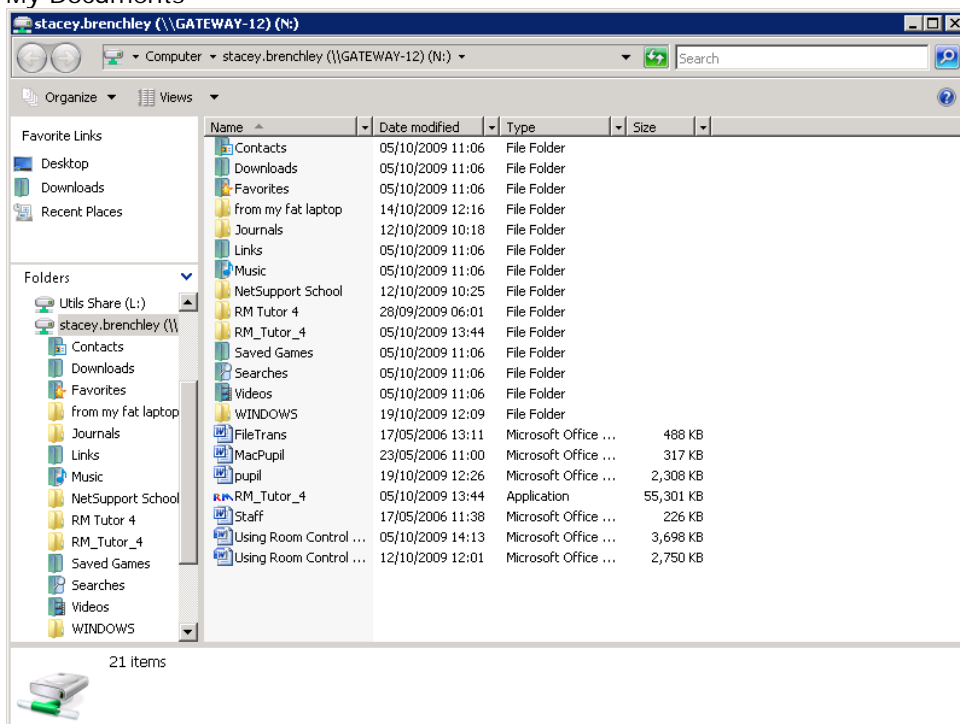


After your computer has detected and connected to the Gateway Academy VD a 'Log In' box should pop up. Type in your 'gateway\' followed by your user name for your school account; and then your password in the correct field. From here you can chose for your computer to remember you account details by clicking 'Remember..' or you can leave the box blank. (This is recommended if you are using a public computer) Now click 'OK'. This should start to load up your account.

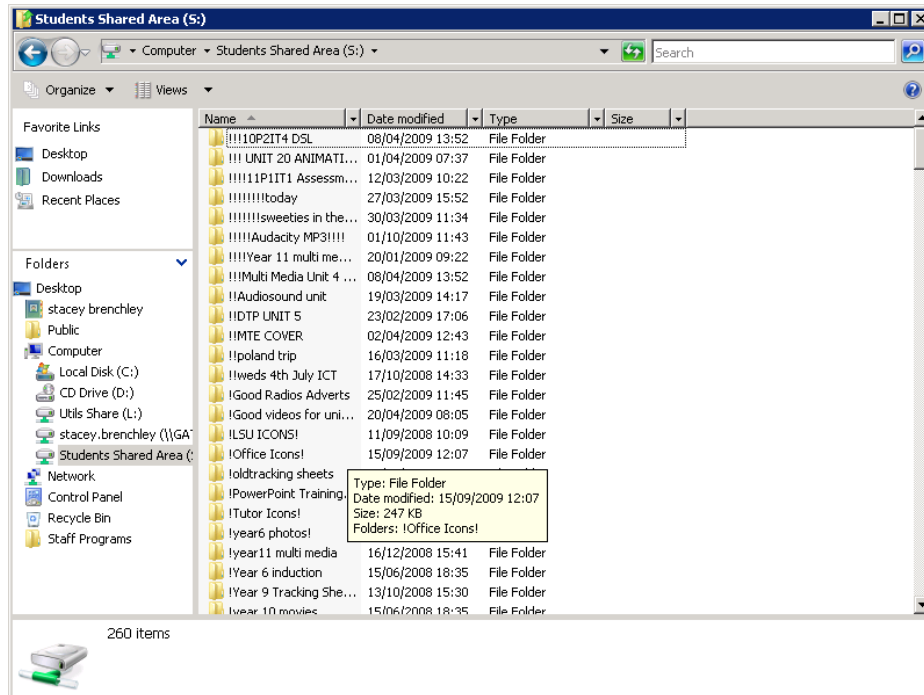


Once your account has loaded, a desktop screen should appear where your home PC's desktop was, this is your account desktop. From here you can access:

My Documents

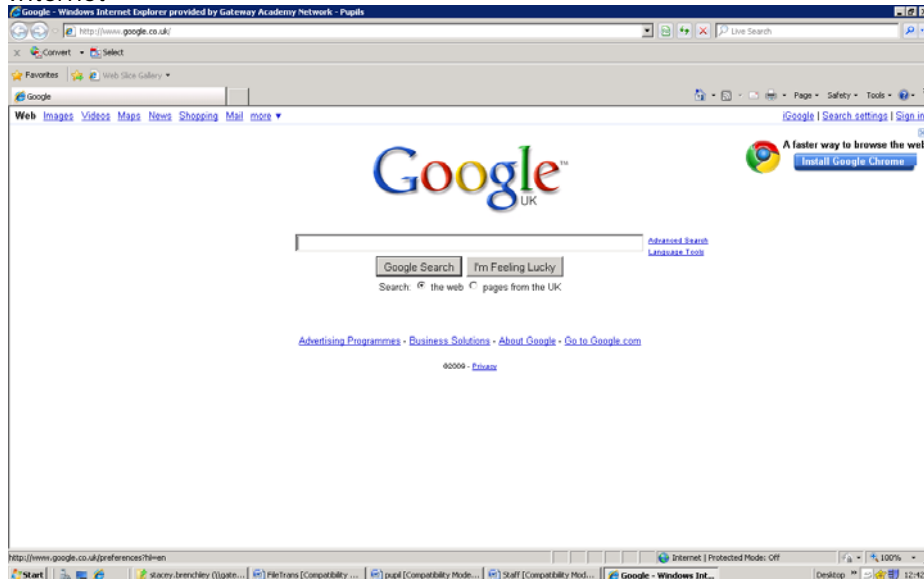


Shared Folders and Files



NOTE: To access the Shared Students area you must first go into the 'My Computer' folder on the desktop and then double click the file 'Students Shared Area'.

Internet



If your Internet does not work please see a member of the IT Tech Staff.

One good thing about this system is that you can delete, save, copy, cut, anything from your account and when you go back to school it will be exactly how you left it all, so for e.g. If you needed to do homework but couldn't print at home or save it to anything other than your computer, you could use Gateway Academy VD to log on to your school account and do it on there; once you have completed your homework you will be able to save your work to your documents and when you go back to school, you will be able to get your work back up and print it at the school.