

Dell Laptop Instructions for Recording Screening Results

1. Open laptop
2. Press power key (top right on keyboard)
3. When picture appears, tap the space bar or pad
4. Enter pin 12649
5. Put the cursor over Screening Captains Referral Report
6. Double left click to open
7. Fill in School Name, address and date of screening
8. Move cursor to top left of screen and click on "file"
9. Double left click
10. Choose "Save As"
11. Choose "This PC" if not the default
12. At the top under Desktop, left click on Screening Captain Referral Report
13. Backspace (top right keyboard) to delete the current document
14. Enter school name
15. Click on Save
16. X out (top right) or back arrow
17. On the desktop double click on the school file to open it
18. After filling in the referral data, upload to Lion Dan Pomerleau

dlpomerleau@verizon.net

This requires accessing the school's internet. See below.

OR

19. Download to a thumb drive
 - a. Insert thumb drive in the right side of the laptop
 - b. Click on "File" - top left
 - c. Save As
 - d. Browse
 - e. Scroll down to UFD drive
 - f. Double Left click
 - g. Left click on Save
 - h. Remove thumb drive
 - i. When you get home, email to dlpomerleau@verizon.net
20. Once up or downloaded, Left click on X (top right)
21. Move cursor to windowpane at bottom left of laptop
22. Left Click
23. Move cursor to power symbol and left click
24. Choose shut down
25. Left click
26. Close the laptop

Accessing the Internet on the Laptop

1. Turn on the laptop and enter the pin (see above)
2. Move cursor to Wifi symbol bottom right
3. Left click
4. On top left of the screen that pops up, choose the arrow next to "Available"
5. Left Click
6. Choose correct connection
7. Choose connect automatically
8. Enter network security key (password)- ask site director for this
9. Left Click "Next"
10. Move cursor to Desktop and left click to close window

TO UPLOAD FILE

11. Open browser (e.g. Google Chrome at bottom of desktop)
12. Choose gmail or other email- you will need your account name and password.
13. Compose email to dlpomerleau@verizon.net
14. Attach file from desktop
15. Send email

OR

Take the Consent forms home with you. Using the Data reporting form (preschool or community) enter the data for the individuals who were referred.