

Waterford Daily Process

Beginning of Day

1. Logon to computer(s) with your Waterford site specific generic login:
 - a. Login: **first 8 letters of your school name + water** (all lowercase)
(Example = solengtowater)
 - b. Password: **waterford** (all lowercase)
 - c. Log on to: **TUSD** (use drop down to change from INST)
2. Click **OK** (Allow computer to start up and load desktop)
3. Double click **Waterford icon** on desktop
4. Login with your Waterford login
 - a. Login: **first initial + last name** (example = jsmith)
 - b. Password: **abc**
5. Read any **Daily Messages** on Chalkboard (Delete if unwanted – must open to delete)
6. Click **Begin Sessions Drawer**
7. Mark absent students - if necessary
8. Choose your **Class** from Class Tree (look for the 3 person icon to the left of your class)
9. Click **Start All Stations**
10. Choose the option to **Run Students in their Regular Order** and click **OK**

Pausing a Student Session/Returning to School Manager

1. **Click** anywhere on the screen one time with your mouse
2. Click **F10**
3. Click in the password field and type **abc**
4. Click **OK**

End of Day

1. Click **F10** and type in password to stop station (if needed)
 2. Click **End All Sessions** (click **OK** to end student sessions)
 3. Click **Stop Sign** (bottom left corner)
 4. Select **Exit School Manager on All Station(s)**
 5. Click **OK**
 6. Turn off monitor
- If required by your school Logoff as user**



Waterford Weekly Process

Friday – End of Day

1. **Follow Steps 1- 5 of End of Day above**
2. Logoff
 - a. Select **Ctrl+Alt+Delete** on keyboard and select **Log Off** option
OR
 - b. Click **Start** and **Log Off**
3. Click **Log Off** (wait for computer to log off user)
4. Select **Ctrl+Alt+Delete** on keyboard
5. Choose **Shut Down** option
6. Choose **Restart** from the drop down options (allow time for computer to shut down and restart. They should be ready for Beginning of Day process Monday.)
7. Turn off monitor