

# Virtual Desktop Use for Students

Technology has created a virtual desktop for students to use during the pandemic. This virtual desktop will look like a regular AACPS desktop but not everything will function exactly like an AACPS desktop. The virtual desktop works on most Windows, Apple, Chromebook, and tablet devices that have a HTML 5 browser (i.e. Chrome, Edge, etc)

This document will cover:

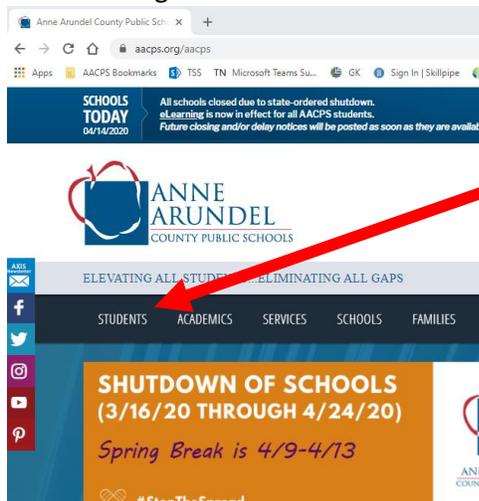
- A. Getting Logged In
- B. Use the Office Suite (Word, PowerPoint, OneNote, etc)
- C. Access files on your H drive
- D. Copying any files from H drive to either Google Drive or OneDrive
- E. Using Applications
- F. How to Sign Out (PLEASE SIGN OUT when finished your work)
- G. How to get assistance.

## A. Getting Logged In

1. From ClassLink, click on the icon shown below.



If you are not able to launch ClassLink from your device, open a web browser, Google Chrome or Microsoft Edge, and type [aacps.org](http://aacps.org) in the URL bar at the top. On the AACPS website, click on Students in the black bar below the logo.

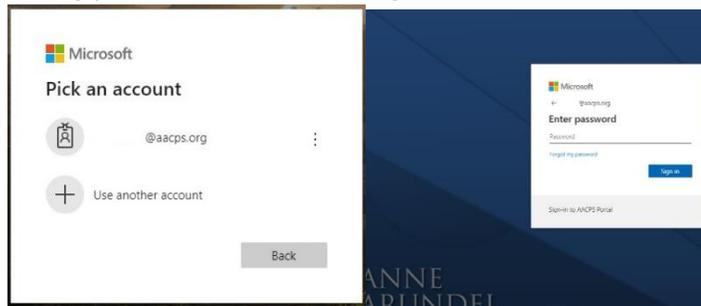


Click on the link on the right side that says "ClassLink -Student Portal".

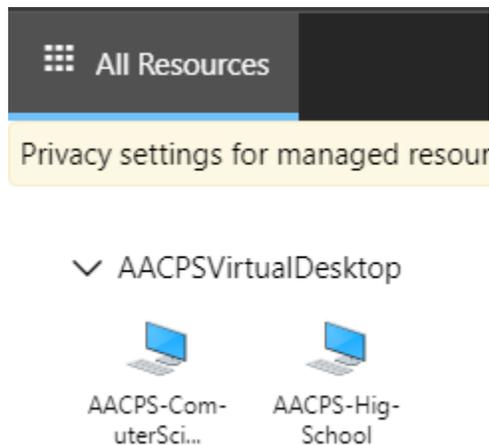
You may be asked to log in. Use your AACPS credentials. Then find and click on the icon shown below.



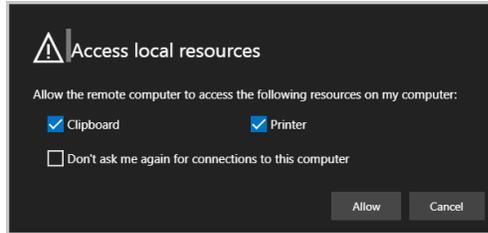
2. You will be asked to sign in using your AACPS credentials again. You will see the normal AACPS login pages.



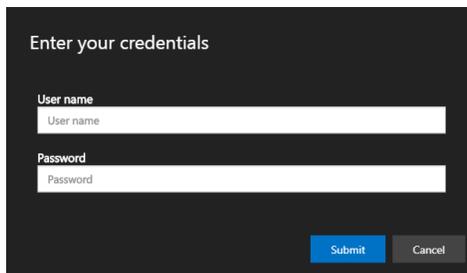
3. The window will open to the AACPSVirtualDesktop resource screen shown below.



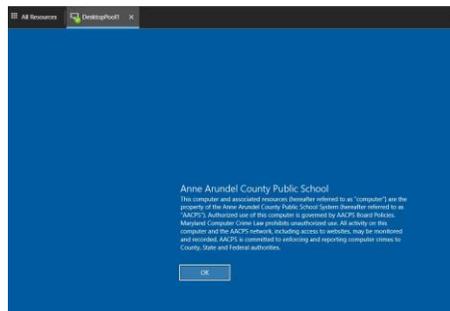
4. Click on the icon that your teacher has directed you to use. That is the only one you will have access to.
  - “AACPS-HighSchool” (AACPS-Hig-School) Virtual desktop is for art, photo, IMP, yearbook, printing, graphics design, simulation & gaming, video production and business classes.
  - “AACPS-ComputerScience” virtual desktop is for PVA, STEM, TechEd and PLTW classes.
5. Click Allow. You cannot actually copy to the clipboard from the virtual desktop. You should be able to print to a local printer (i.e. one connected to a USB printer at home).



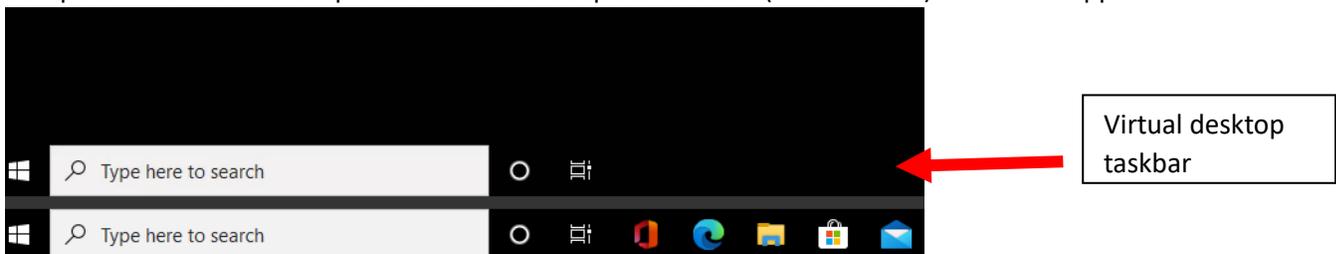
6. Enter your username and password. Use your AACPS credentials.



7. Click the OK button to log in.

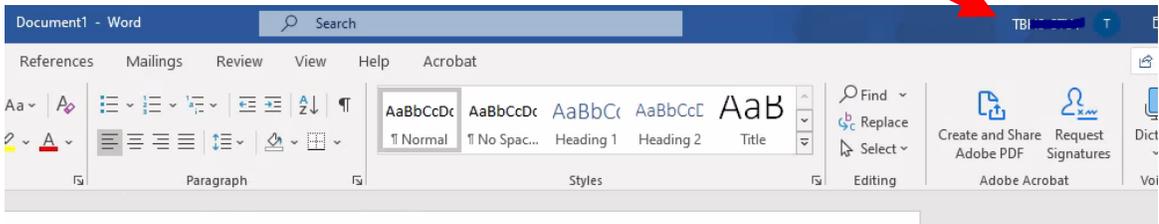


8. Wait a minute for the desktop to load.
9. Now that you are logged in, take a look around. You are basically looking at a computer screen for the virtual desktop inside of a computer screen (from your laptop, tablet or chromebook). Look for scroll bars on the right. Scroll down all the way to the bottom. You should see two taskbars. The one on top is the Virtual Computer. Here is an example below. Use the top start button (window icon) to look for applications.



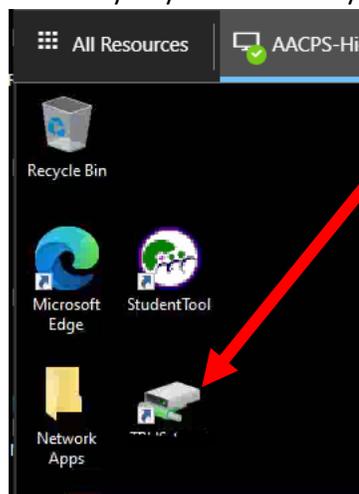
## B. Use the Office Suite (Word, PowerPoint, OneNote, etc)

To use the Office Suite of products, click on the appropriate icon on the start menu. The application will log you right into the application and open. You can save directly to your OneDrive (if you wish) from the Office products or save to your H drive. If you save to your OneDrive, you can access the files from any internet connected device later. You will see your username in the upper right corner.



## C. Access files on your H drive

The shortcut on your desktop will take you directly to your H drive at your school. Look for your student ID.

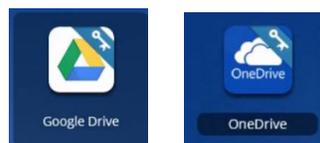


## D. Copying any files from H drive to either Google Drive or OneDrive

Files will have to be uploaded to either google drive or OneDrive to use them when you are not on the virtual desktop. The easiest way to open your OneDrive or Goggle drive is from ClassLink. If you do not have ClassLink open, click on the Internet explorer icon in the taskbar and ClassLink will open.



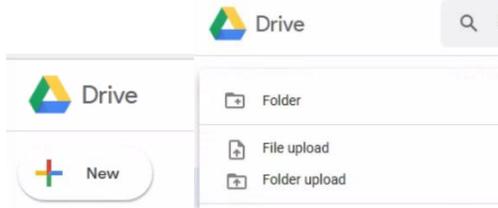
ClassLink has links to both Google Drive and OneDrive. Pick one and log in.



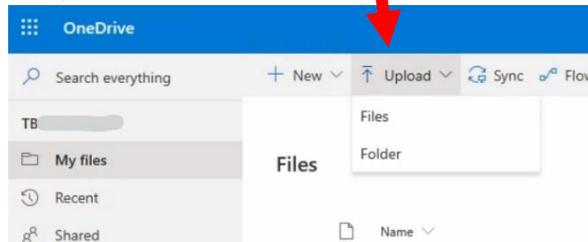
If you get a message that looks like the one below, just click on the **Continue to website** button in the bottom left corner.



For Google drive, click on the **New** button in the top left corner. Select File upload or Folder upload as needed. (You may also drag and drop files from your H drive to Google drive.)



For OneDrive, click on Upload in the top bar and select Files or Folder as needed. (You may also drag and drop files from your H drive to OneDrive.)



## E. Using Applications

Launch applications from the start menu as you normally would.

Please **PAY ATTENTION** to where you are **SAVING** your files. This virtual desktop will not default to save files on your H drive. Do not save to your desktop. You should save to your Google drive, OneDrive or H drive as directed by your teacher.

It is recommended that you use the menus in the application such as File > Exit or File > Close to close applications. This will lessen the chance of accidentally closing the entire Virtual Desktop.

### **Special notes on specific applications for the both Virtual Desktops:**

Audacity does not work on this virtual desktop.

SketchUp 2017 does not work on this virtual desktop.

Google Earth Pro – if it asks to switch to DirectX, click yes and relaunch Google Earth. It will now work.

Adobe – All applications work except Character Animator CC.

Adobe Photoshop – If you see the error below when working in Photoshop, click OK and keep working. 3D features and some advanced filters will not work in a virtual desktop. Most classes don't use these features.



**Special notes on specific applications for the AACPS-ComputerScience virtual desktop:**

Aery does not work on this virtual desktop.

Gravity Simulator does not work on this virtual desktop.

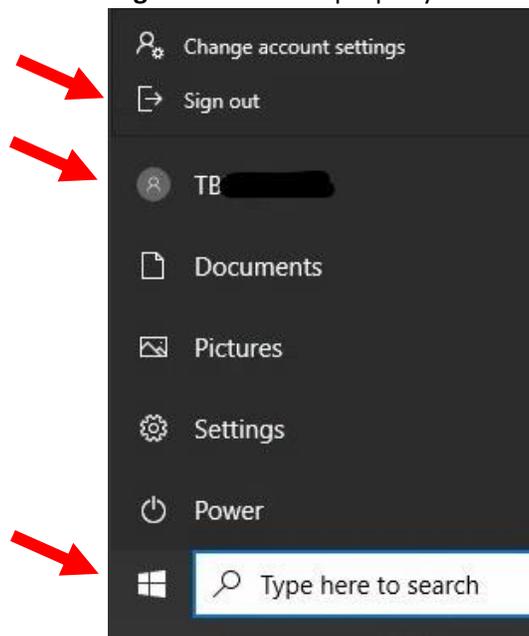
MD Solids does not work on this virtual desktop.

America’s Army Education student does not work on this virtual desktop.

LEGO Mindstorms EV3 does not work on this virtual desktop.

## F. How to Sign Out

When you are finished on the virtual desktop, please sign out by clicking on the Window in bottom left, click on the “Person” at the top and then click **Sign out**. This will properly close the session.



## G. How to get assistance

For support on this Microsoft Virtual Desktop, contact the VDI support desk via email at [vgi@aacps.org](mailto:vgi@aacps.org) (preferred) or by phone at 410-222-5250, select option 3 and leave a message. Please describe your issue as best you can. We will get back to you as soon as possible.