

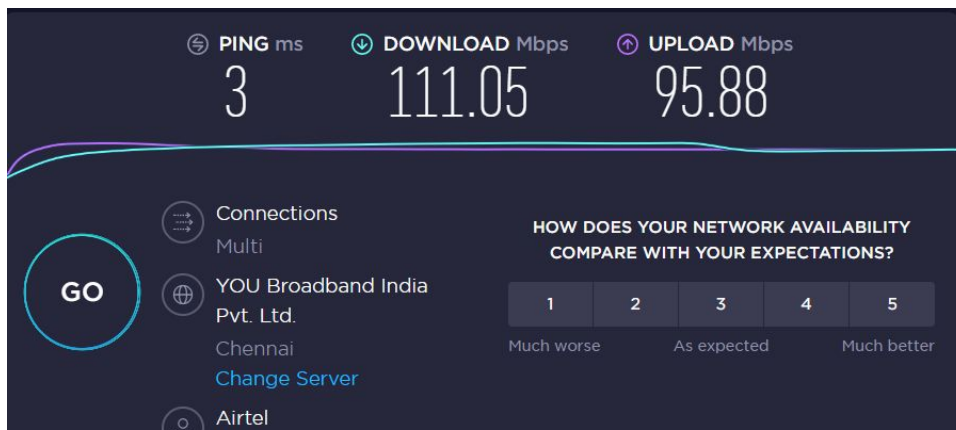
## Checklist for Laptop/Desktop Computer Devices

Is my device ready for Virtual Classes and Remote Support Services?

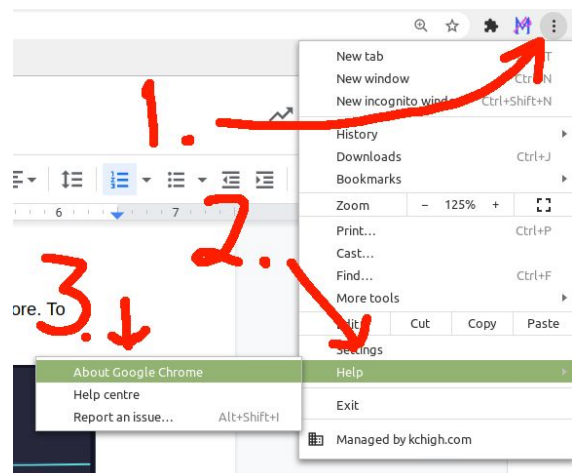
This checklist is primarily for teachers, but students and parents might find it interesting, too.

### Self-Test for Online Classes

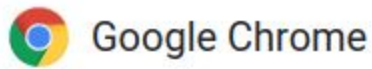
1. Check if your laptop is able to upload/download at the rate of 10 Mbps or more. To check this, kindly perform this test at [speedtest.net](https://www.speedtest.net).



2. Ensure that your device has Chrome Browser **version 80.0** or higher. To check this, go to Help in your Chrome browser and click on About Google Chrome. Google Meet works best on Chrome.

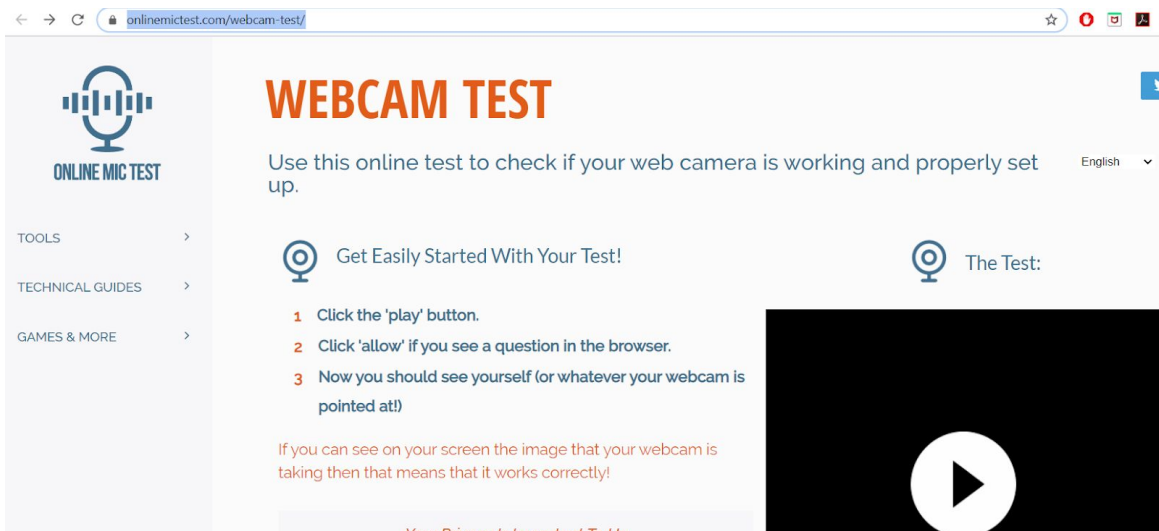


## About Chrome

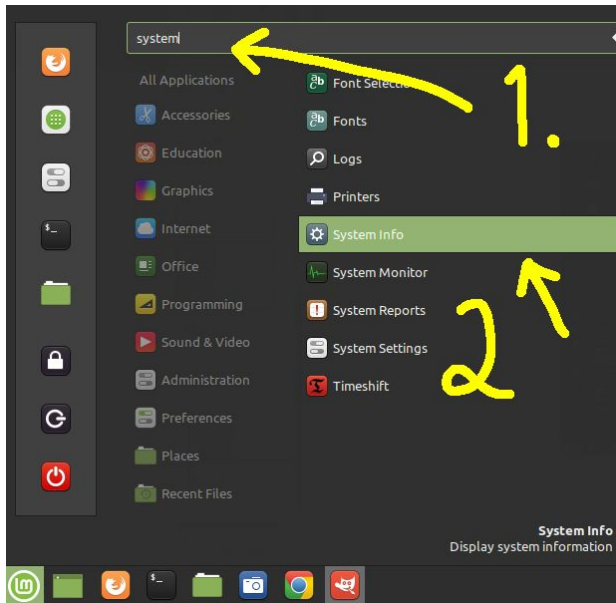


Version 85.0.4183.83 (Official Build) (64-bit)

3. Ensure that your microphone, speaker and camera are functional. To check if these features are functional, please visit <https://www.onlinemictest.com/webcam-test/> and click on the 'Play' button. Press "Allow" when pop-up appears.



4. Check if your device has one of the following Operating System – Windows 7 or above OR Mac 10.12 Sierra or above, Linux Mint 19.1 or Ubuntu 18.04 or above
  - A. For Windows users, press "Window" key + R. A dialog box appears. Type Winver and Enter.
  - B. For Mac users, go to the Apple icon on the top left corner and then go to About this Mac.
  - C. For Linux Mint or Ubuntu users, use the applications menu to open System Info. Or, type the **lsb\_release -a** command in a Terminal (Ctrl-Alt-T).



```
mick@kc-OptiPlex-3050-
File Edit View Search Terminal Help
mick@kc-OptiPlex-3050-AI04:~$ lsb_release -a
No LSB modules are available.
Distributor ID: LinuxMint
Description:   Linux Mint 19.3 Tricia
Release:      19.3
Codename:     tricia
mick@kc-OptiPlex-3050-AI04:~$
```

## Remote Support Services

This service can be used when any troubleshooting is required over the internet by taking a remote of your computer. To get this enabled -

Download Teamviewer version 15.3 from [www.teamviewer.com](http://www.teamviewer.com). Click on “Download Teamviewer”. Alternatively, you may also use download Anydesk (<https://anydesk.com/en>). Ubuntu users can download Teamviewer from the Ubuntu Software Manager in the Start menu

## Computer usage - Best Practices

- Use a computer headset for better voice and mic clarity
- Beware of the fan interfering with the audio. Students complain that they cannot hear the teacher if there is a fan operating nearby.
- Use a computer mouse for a better user response
- Use GSuite for file storage and “Office” apps, such as a word processor, presentation, email client, or a spreadsheet
- Organize your Google Drive. Keep documents, spreadsheets, etc. in appropriate folders with sensible names.
- When creating a new document, first think: “where does it belong? who needs to see it? with whom do I share it?” Then open that shared folder before opening the document.

- If, for some reason, you feel the need to download :-(
  - organize the downloaded files into folders: Documents, Pictures, Videos, etc.
- Try to avoid email attachments. They are sources of malware, and we can share instead of sending attachments
- Make sure there are no files or folders on your desktop. Keep your desktop clean.
- Shut down your desktop/laptop computer regularly
- Avoid under-charging or over-charging the laptop computer
  - like a phone, a laptop should not be always charging
  - try to keep your laptop charged between 50% and 85%
  - never let your laptop charge drop to below 30%
- Avoid spillover of liquid on your computer, and regularly dust your keyboard and screen with a soft cloth
- Make sure your computer is being cooled. Don't let it rest on a soft surface such as a bed or a couch -- otherwise the fans won't get air. If you are a heavy user of your computer, consider an external cooling fan, too.

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