# Virtual Desktop

The Lubbock ISD Virtual Desktop (VDI) houses Microsoft Office and SMART Notebook in a web environment. Every Lubbock ISD employee will be able to access Windows 10, Office 16, and SMART Notebook 18 on any device and at any location.

On Chromebooks:
1. Look on shelf
2. Locate the VMware Horizon App.
3. Launch the app.
4. The first time add the server as vdi.lubbockisd.org
5. UN and PW is your district login information.
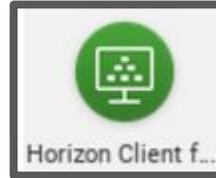
If you are using VDI from the web:
1. Go to vdi.lubbockisd.org.
2. Select "VMware Horizon HTML Access".
3. Log in with your district username and password.
4. Select "Teacher" icon.
5. It will take a while to populate since SMART Notebook is such a large file. (Several minutes)
6. You will notice a Windows 10 Desktop look. (If SMART notebook update appears, close the box.)
7. Select the Window in the bottom left corner to access the Microsoft Office Suite.
8. SMART Notebook can be accessed from the Desktop or inside the Windows menu (select SMART Technologies > SMART Notebook 18. (Note: if SMART Notebook update appears on the screen, close it).
9. Save by selecting File > Save As.
10. Select "This PC".
11. Locate your H Drive.
12. Name the file and save.
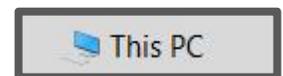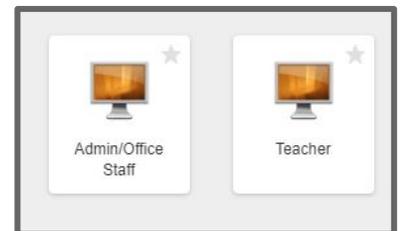
If the virtual desktop times out and you need to log back in:
1. Drag out the handle on the left side of the page.
2. Click on the keyboard.
3. Click on the 3 icons at the bottom left of the page.
4. Log in.

Virtual Desktop

VMware Horizon HTML Access

Teacher/Staff Pool

This PC

\\lisdfps\COHomeDirectory\Staff...

VDI with SMART Notebook:

1. Log in with VDI (vdi.lubbockisd.org).
2. Open SMART Notebook. (Note: if a prompt appears to update notebook, **close it - don't update).**
3. Create your activity with SMART tools.

To save:

1. Go to File>Save
2. Select "Desktop"
3. Name the File and save.
4. Then open the web based chrome browser on the Virtual Desktop
5. It will open to lubbockisd.org
6. Open a new tab, takes you to Google Search page to log in.
7. Open the 9 sq matrix and go to Drive
8. Click on the NEW button and upload the file you saved on the desktop
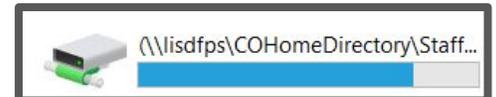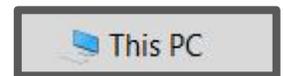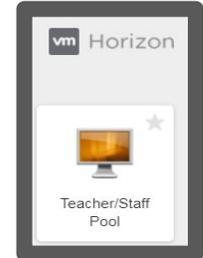
*Desktop may disappear 1 hour after session ends.

OR

1. Go to File > Save As.
2. Select "This PC".
3. Locate your H Drive.
4. Name the file and save.

To use SMART Lab:

You must reset the browser to Chrome the 1st time you use this feature. See next page.

Troubleshooting:

How do you know if you are looking at your virtual desktop or your chromebook desktop.

The following two screenshots will appear if you have entered your username instead of vdi.lubbockisd.org for the Server Name. You can fix this by clicking on the plus sign in the right corner and entering the correct Server Name, vdi.lubbockisd.org.
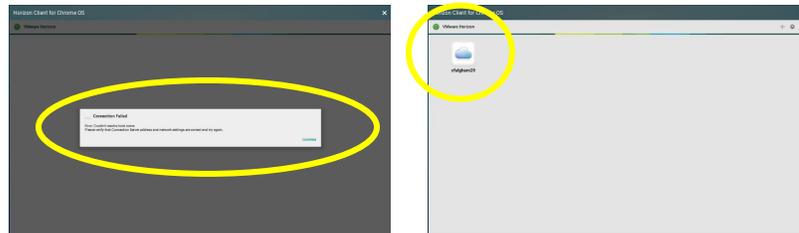
If you are having trouble with your add-ons in SMART Notebook, exit Notebook and re-enter.
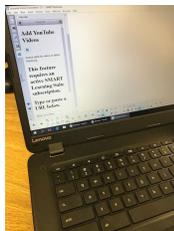
If you are having trouble with your login, make sure that you are only using the first part of your email without the @lubbockisd.org.

Virtual Desktop

Fonts Available on VDI:

Nealfont
Trace_
KGPrimaryDots
KGPrimaryDotsLined
KGPrimaryDotsLinedAlt
KGPrimaryDotsLinedNOSPACE
KGPrimaryLinedNOSPACE
KGPrimaryPenmanship
KGPrimaryPenmanship2
KGPrimaryPenmanshipAlt
KGPrimaryPenmanshipLined
LMS Spelling Bee

Zero Client VDI Tips

To save:
1. Go to File>Save
2. Select "Desktop"
3. Name the File and save.
4. Then open the web based chrome browser on the Virtual Desktop
5. It will open to lubbockisd.org
6. Open a new tab, takes you to Google Search page to log in.
7. Open the 9 sq matrix and go to Drive. Click on the NEW button and upload the file you saved on the desktop

OR
1. Go to File > Save As.
2. Select "This PC".
3. Locate your H Drive.
4. Name the file and save.