## C-SDHS GUIDE TO THE STUDENT INTRANET PAGE

This year, CSD administration has designed a "Student Intranet Page" for all students to use as their homepage on their device.

What is an "Intranet Page"? It's one page, designed to have links to everything a student and their family may need for success at our school, especially during this period of virtual learning. The Intranet page is ONLY FOR CSD STUDENTS AND FAMILIES. It is NOT available on the internet, only through a URL just for YOU! Why is an Intranet Page important? Consider it a "one-stop shopping site for help & resources you may need". By having access to this page, as a student of CSD, you will not have to go anywhere else for resources you need. We do urge you, however, to continue to follow CSD on FACEBOOK: <a href="https://www.facebook.com/CSDvikings">https://www.facebook.com/CSDvikings</a> and CSD'S

Website: http://dcps.k12.md.us/

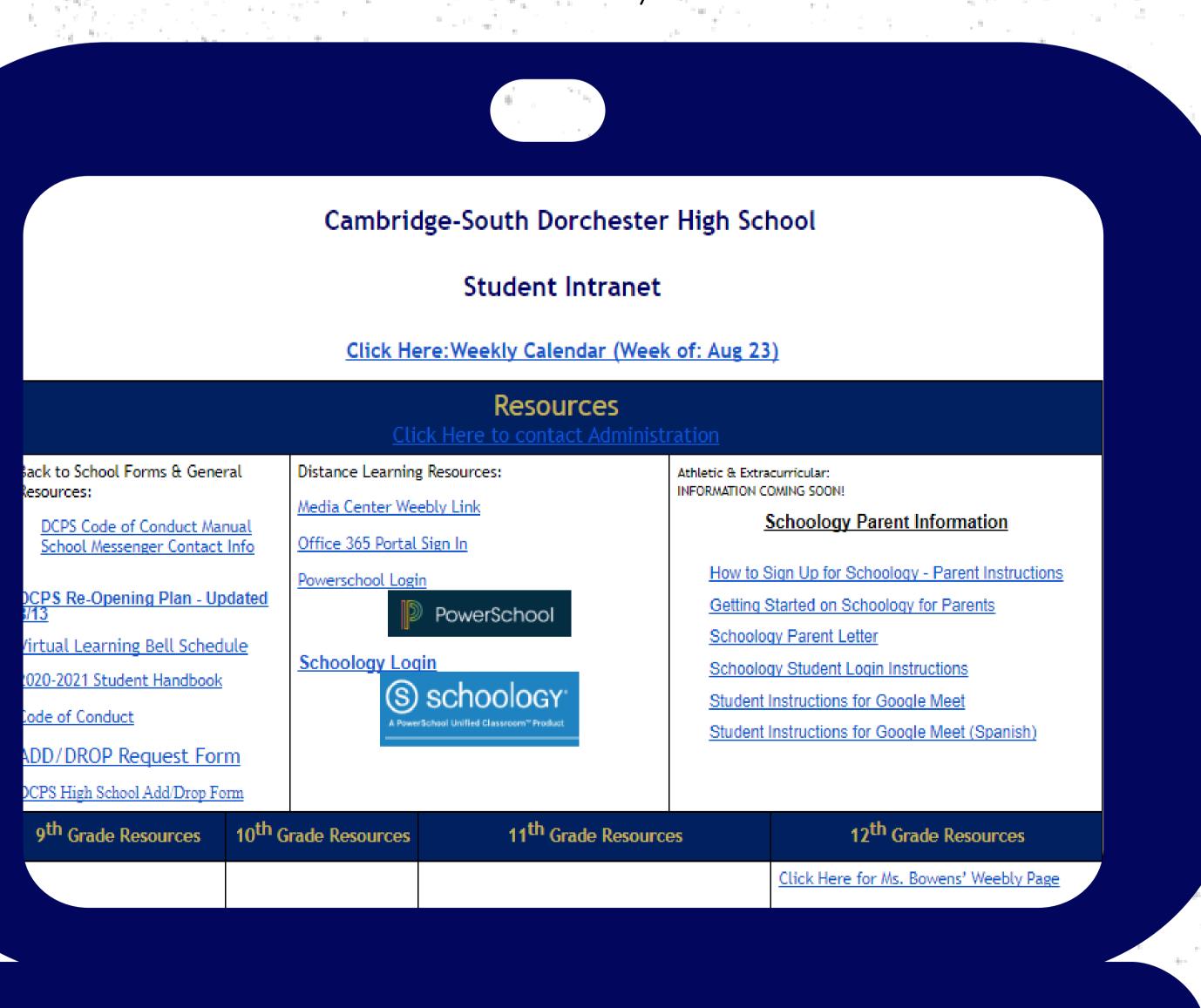
## **IMPORTANT:**

We urge every student to have CSD'S Intranet Page as your "HOME PAGE" so that when you log onto the Internet using Google Chrome, this page will open immediately. For students with school issued laptops, this will occur automatically as soon as you log onto your device with your school id and password, and then click on Google Chrome. If it does not automatically open, please follow the directions below to make the Intranet page your personal HOME PAGE.

For students using their own devices, you will have to go to the link or URL below to open the Intranet page and follow the directions below to save it as your Home Page, so that when you click on Google Chrome to connect to the Internet, this page comes up automatically. It will make your life so much easier having these resources right at your fingertips!

CSD'S STUDENT INTRANET PAGE URL: <a href="https://tinyurl.com/yxw8qhgd">https://tinyurl.com/yxw8qhgd</a>

(You can also access it by going to CSD'S Library's Web Site: <a href="https://csdmedia.weebly.com/">https://csdmedia.weebly.com/</a> and just clicking on the button for "Student Intranet Link".)



## Directions to make CSD'S Intranet Page your HOMEPAGE:

- 1. Click on the Google Chrome icon.
- 2. Go <a href="https://tinyurl.com/yxw8qhgd">https://tinyurl.com/yxw8qhgd</a>
- 3. Move your cursor to the upper right corner of your screen. Click on the 3 dots in the corner.
  - 4. Click on "Settings" from the menu.
  - 5. Go down to the left side and click on "Appearance".
- 6. Make sure the "Show home button is turned on". If not click on the slide button on the right to turn it on.
  - 7. Click on "Enter custom web address", under the Show home button Custom section.
  - 8. Copy & paste the URL for the Student Intranet page in the window -
    - 9. Close the window & this will save automatically.

