

Best Practices for Laptop Computers As Primary Devices in the Washburn Active Directory Domain

Some laptops are *secondary* devices for Washburn employees on a checkout basis. Some classroom or *lab* environments may contain laptops to provide for mobility. In addition, some laptops are a replacement for the user's desktop, serving as the *primary* computing device for a user on-campus and off-campus. Depending on the purpose of the laptop, default settings may vary.

The following outlines best practices for users assigned Washburn laptops as *primary* devices.

Working on-campus, the laptop connects to the campus network through a wired or wireless connection. Working off-campus, a user disconnects from the campus network and is working "offline."

Offline Files

Primary device laptops are set up to allow offline files. This means that when disconnecting from the campus network:

- Any files open on the laptop will be stored in a cache and remain available offline for further editing.
- Files or folders designated by the user to be offline are stored in the cache, appear in the same directory as they did online, and are available for editing offline.
- New files created offline or files changed offline are candidates for synchronization when re-connecting to Washburn's network.

To choose which files to have available offline, in Windows Explorer, select the folder and or file, use the right mouse button and select "Make Available Offline."

Recommendations for Offline Files:

- Avoid making files or folders in shared spaces (S:\) available offline to minimize file conflicts with other users accessing the same files.
- Avoid making files or folders with confidential information available offline. Confidential information includes files containing data protected by FERPA, HIPAA, etc.). To access confidential information from an off-campus location, use a remote desktop connection to wuapps.washburn.edu instead. (See Remote Desktop Connection Quick Facts document.)

Working On-Campus

At least once each business day while connected to the wired network at Washburn University, restart the laptop (Start, Turn Off Computer, Restart). This practice:

- Updates the user profile on the network, so it is available for backup.
- Makes the user profile available on a different machine (such as a mediated classroom PC)
- Picks up and applies any new Active Directory policy or software updates
- Synchronizes offline files with centralized network storage.

Users often choose to do this in the evening before taking the laptop offline.

Undocking a laptop:

To undock a laptop, use the undock function on the Start Menu OR the undock button on the docking station.

Put the laptop in sleep or low power state by closing the lid.

It is NOT necessary to log off or power off before undocking a laptop.

Working Wirelessly On-Campus:

Avoid logging on or off (or restarting) when the laptop is operating wirelessly, due to the slower speed of the wireless network. How long this take is also dependent on the size of a user's profile.

Working Off-Campus:

We recommend keeping the Windows firewall enabled (the default configuration).

Returning to the Desktop On-Campus:

1. Dock the laptop.
2. Keep the wireless connection disabled (the default configuration when docked).
3. Keep the Windows firewall disabled (the default configuration when docked).