

Riverside Digital Manual – Android Device

- Support Staff and Help
- Essential Apps
- Connecting to SD43 Learn Wi-Fi
- Accessing Office 365 Applications – Email, Calendar and others
- How to Use School Email and Calendar
- How to Add Additional Email Addresses and Use of Android Calendar
- File Management



Where to go?



Who to Contact for 1:1 Support

In order to ensure the success of our Digital Literacy program, Heritage Woods Secondary has put in place a large infrastructure to support both student and teacher learning. Classroom teachers and students are supported by the COL teachers Mr. Aitken (paitken@sd43.bc.ca) and Mr. Prenskey (rprenskey@sd43.bc.ca) who support the implementation of technology in the classroom, through the education of students and staff and providing in-class technology support for device issues. Mr. Aitken and Mr. Prenskey will be around the school during the day to provide you with assistance for tech related issues. We will also be available in FLEX. If you need help with passwords, or have forgotten your school password you can also check with Mme. Ferrer in the Library. Additionally, the school has two IT support teachers that are available throughout the entire day to provide a deeper layer of technical support for device malfunctions, and the implementation of large scale programs in the school.

IT Support Contacts:

Mr. D. Blake – dblake@sd43.bc.ca

Mr. M. Schoenhals – MSchoenhals@sd43.bc.ca

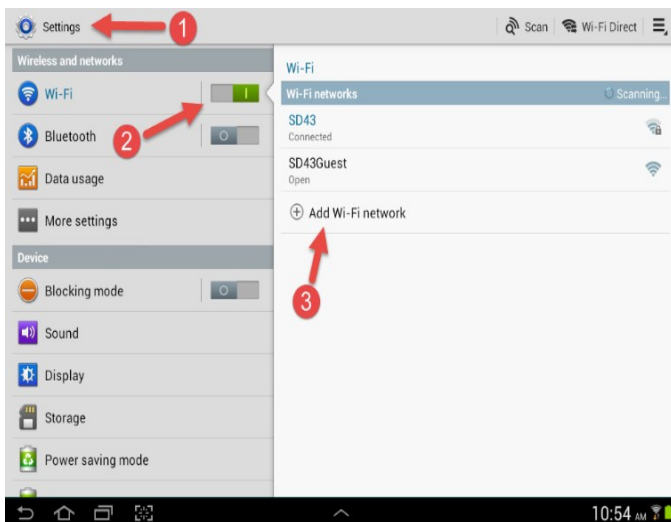
Service Desk – servicedesk@sd43.bc.ca

Essential Apps

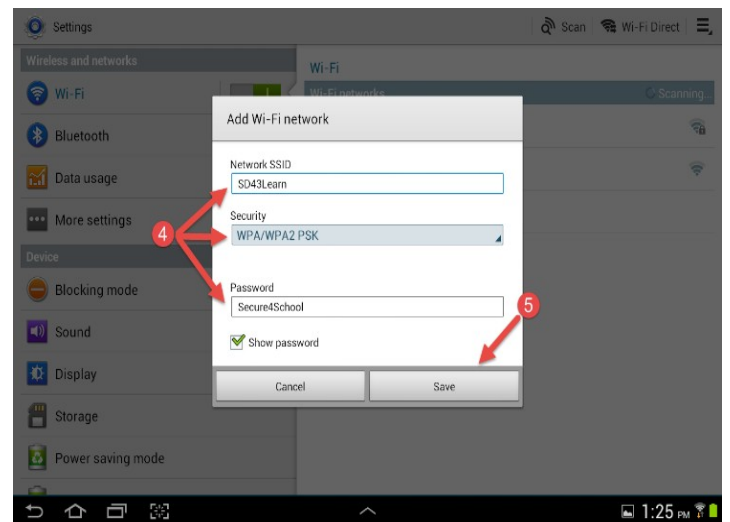
For a List of Essential Apps: [Click Here](#)

How to Connect to the SD43 Wireless Learn Network

Prior to connecting to the Wi-Fi network you will require a user name and password provided by the school



Step 1: Go to your device settings



Step 2: Under the Wireless and Networks Section, click on Wi-Fi

Step 3: On the right side of the page click on Add Wi-Fi Network

Step 4: Fill in the information exactly as shows:

Network SSID: SD43Learn

Security: WPA/WPA2 PSK

Password: Secure4School

Step 5: Click Save



Step 6: Wait until the device connects to SD43Learn

Step 7: Launch your web browser and navigate to any website (eg. www.google.ca), when the Security Warning message appears, click Continue

Step 8: Log in to the network with your school's User Name and Password and click Submit

How to Access Office 365 Applications *Need Android 4.0 or later*



Step 1: Go to <http://www.sd43.bc.ca/school/heritagewoods/Pages/default.aspx> or google Heritage Woods Secondary School and click on the school link

Step 2: Click on Office 365 located on the top right hand corner of the page

Step 3: Enter your SD43 Email Address

Step 4: Enter your SD43 Password

Step 5: Click Sign In

Step 6: Click Work or School Account, this may prompt you to login in again



Work or school, or personal Microsoft account

Email or phone 3

Password 4

☐ Keep me signed in

Sign in 5 Back

Can't access your account?

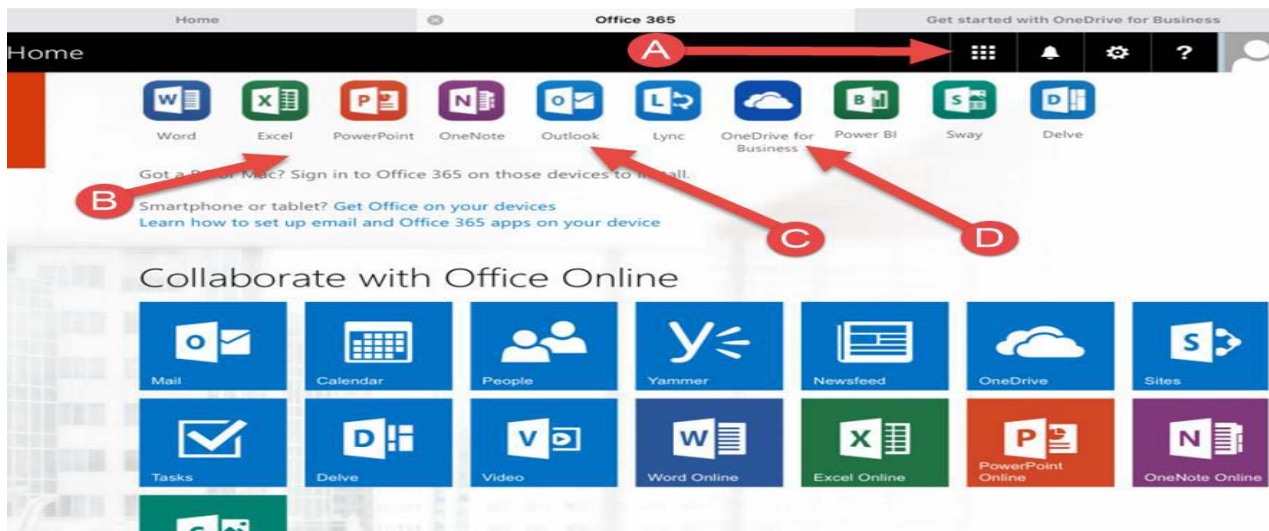


It looks like bgee@office43.ca is used with more than one account. Which account do you want to use?

☒ Work or school account
Created by your IT department
bgee@office43.ca 6

☐ Personal account
Created by you
bgee@office43.ca

Back



Step 7: Download Microsoft apps for your iPad and get familiar navigating the page

- A. Click here to access all of your online Microsoft programs, from here you can access everything online without using an application.
- B. Download all of the Microsoft applications that you would like to use
- C. Download the Outlook application to access your email
- D. Download the OneDrive for Business application to access all of your work. This is a free cloud storage space where students have 1 TB of space

Step 8: Download OneDrive for Business application

- E. **Step 9:** Enter your Office 365 Email and Password and click Sign In. When signing in you may be prompted as to select either the old or new app. At this point please select the old app.
- F. ***Please add any Microsoft Applications that you would like to use, please remember that when logging on to an application always sign in using the Work Account or Professional Account options***

How to Access and Use Your School Email and Calendar



Step 1: Go to <http://www.sd43.bc.ca/school/heritagewoods/Pages/default.aspx> or google Heritage Woods Secondary School and click on the school link

Step 2: Click on My Email located on the top right hand corner of the page

Step 3: Enter your SD43 User Name
Enter your SD43 Password

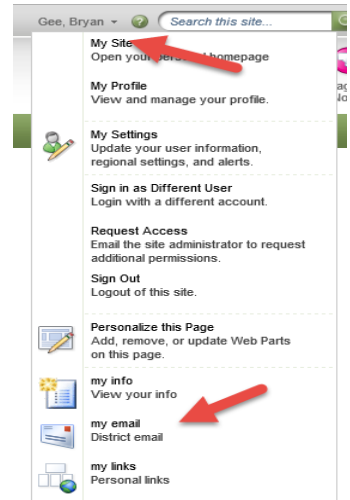
Step 4: Click Log On. If you are accessing your email through a SharePoint website select your name at the right hand corner of the page, and select My Email (Picture of on the right).

Step 5: Once on your email interface, you can select to create a new message, move a message to a folder, delete an email, or move an email to a junk folder. You also have the option of searching your email folders and inbox for specific emails for people, by date, and by topic. At this point you also have the ability to create folders, and move and drag emails to specific folders that are found on the left side of the page.

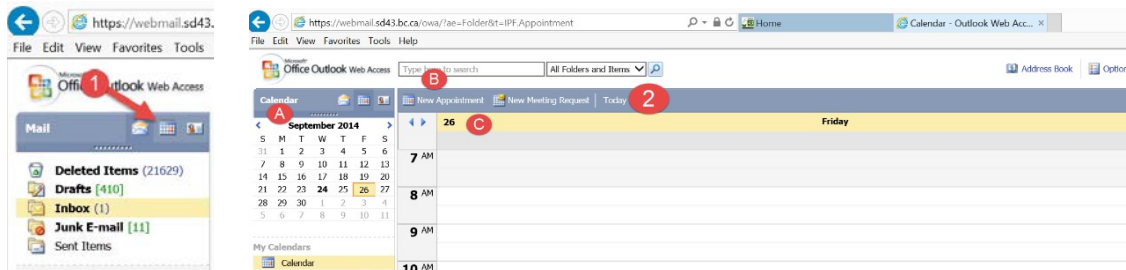


Your Email:

- A. Address – Place the email address here
- B. CC/BCC Line – Use this if you want to copy the message to someone
- C. Subject Line – Place the subject here
- D. Content Area – Type your message in here
- E. Send Button – Click here to send your email
- F. The Attachment Button – Click here to add an attachment (will not work with iPads)



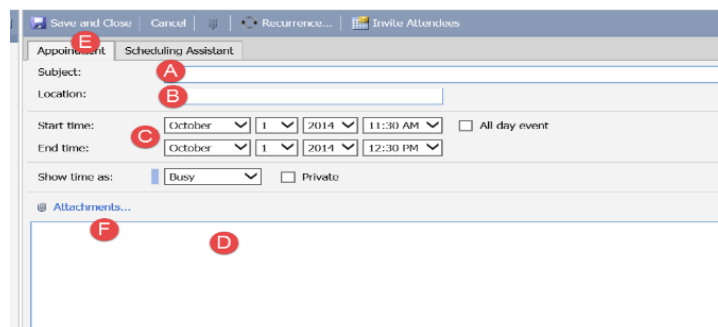
How to Access and Use Your School Calendar



Step 1: From your school district email, select the calendar option on the top left hand corner of the page

Step 2: The Calendar Interface – How to Access and View Your Calendar

- A. The Calendar – Click here to pick a month
- B. The Appointment Scheduler (see Step 3)
- C. Calendar Styles – Pick single Day, Work Week (M-F), Week (includes weekends) and Month (shown above)
- D. My Calendars – Create specific Calendars for your individual need

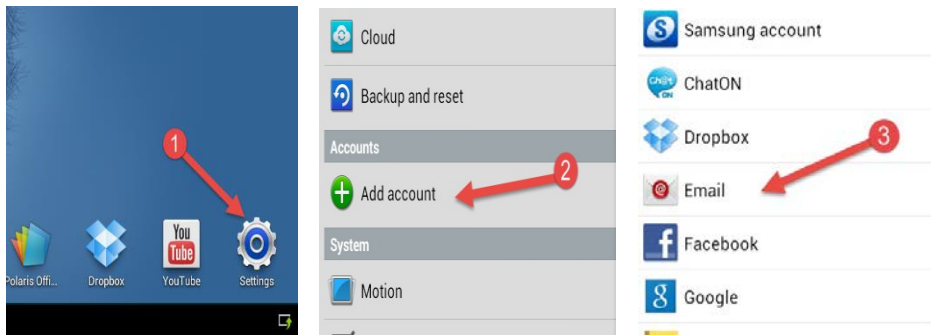


Step 3: The Appointment Scheduler – How to Create an Appointment

- A. Subject Line – Enter the subject of your calendar entry
- B. Location Line – Enter the location of the meeting or entry (many students use this to add the teachers room number or name)
- C. Start and End Dates – Add the dates for the calendar entry (ex. this is where you would add the due date of your assignment)
- D. Message Area – Add extra information here (copy and paste criteria, rubrics, etc...)
- E. Save and Close – Once you are finished, click here
- F. The Attachment Button – Click here to add an attachment (will not work with iPads)

How to Use and Add Your School Email and Calendar to Your Device

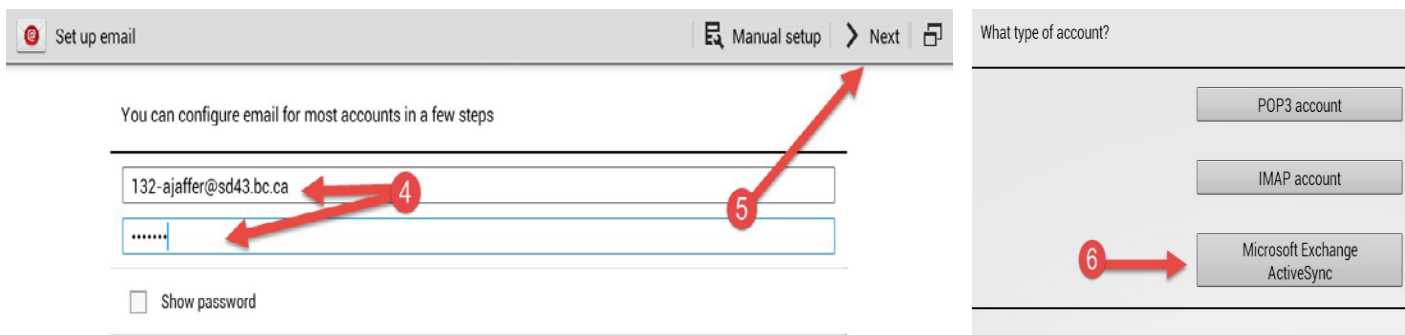
Email



Step 1: Click Settings

Step 2: Click Add Account

Step 3: Click Email



Step 4: Enter your email address and password exactly as provided

Step 5: Click Next

Step 6: Click Microsoft Exchange ActiveSync

Exchange server settings

Domain\user name
sd43\132-ajaffer

Password
.....

Exchange server
mobile.sd43.bc.ca

☒ Use secure connection (SSL)

☐ Use client certificate

Client certificate

Previous Next

Step 7: Enter the following information exactly, then click Next

Domain/username – sd43\132-ajaffer (enter your username)

Password – Your Password

Exchange Server – mobile.sd43.bc.ca

Account options

Peak schedule
Push

Off-peak schedule
Push

Period to sync Email
Automatic

Previous Next

Step 8: Click Next

MINIMAL SCREEN UNLOCK EXAMPLES
Monitor the number of incorrect passwords typed when unlocking the screen, and lock the tablet or erase all the tablet's data if too many incorrect passwords are typed.

Lock the screen
Control how and when the screen locks.

Set lock-screen password expiration
Control how frequently the lock-screen password must be changed.

Set storage encryption
Require that stored app data be encrypted.

Disable cameras
Prevent use of all device cameras.

Set SD card encryption

Cancel Activate

Pattern
Disabled by administrator, encryption policy, or credential storage

PIN
Medium to high security

Password
High security

None

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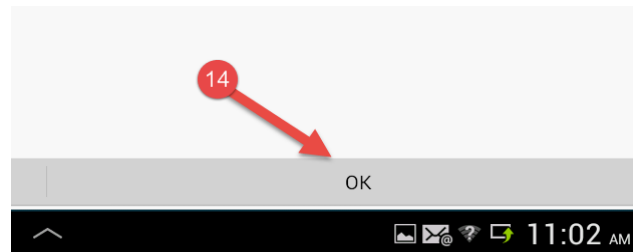
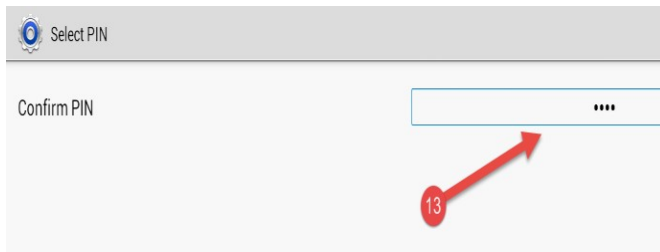
Continue

Step 9: Click Activate at the bottom of the page

Step 10: Click PIN

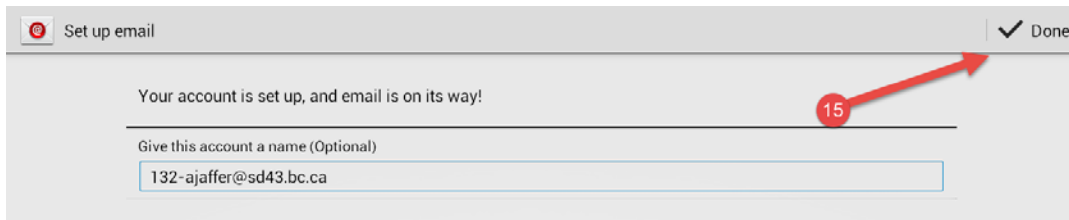
Step 11: Enter a 4 digit PIN number

Step 12: Click Continue



Step 13: Confirm you PIN

Step 14: Click OK at the bottom of the screen

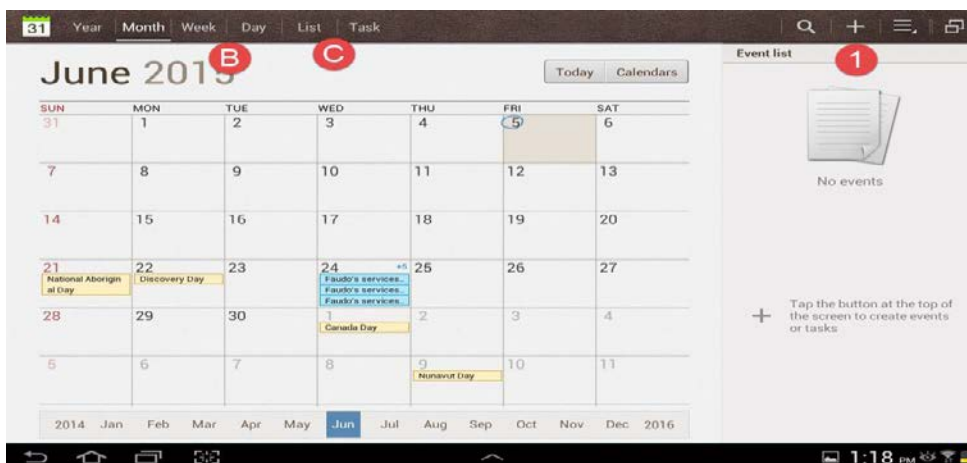


Step 15: Change the name of your account if you choose, click Done

Calendar

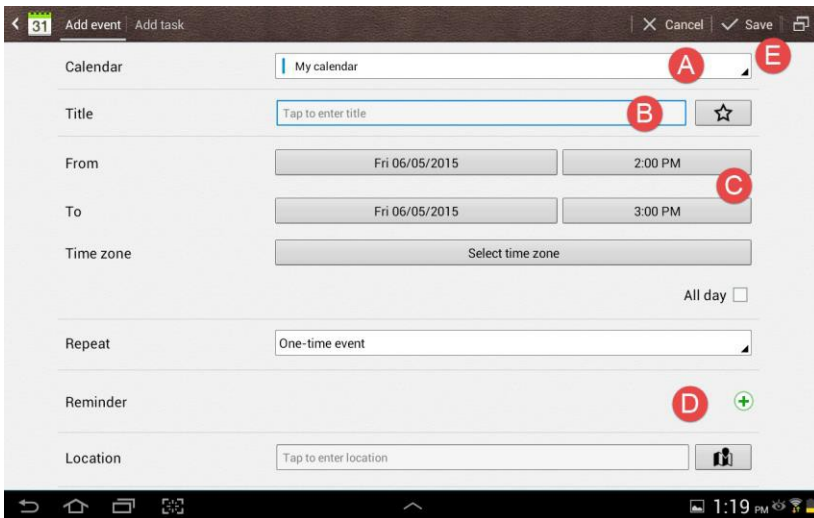


Step 1: Click the calendar app



Step 2: The Calendar View:

- A. Add an event
- B. Control how you view your calendar
- C. See your tasks and lists for the Day

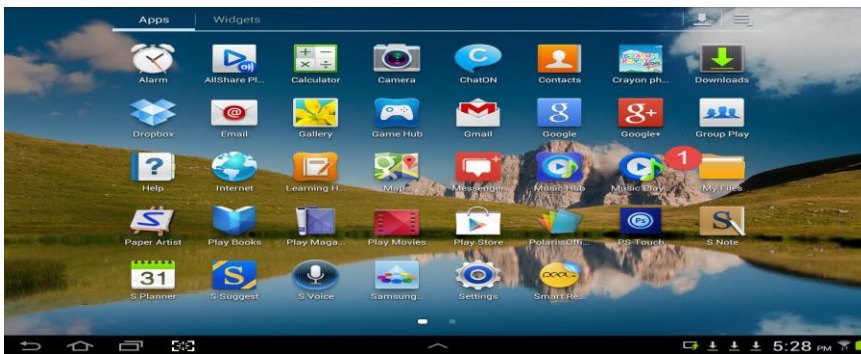


Step 3: Create a New Event

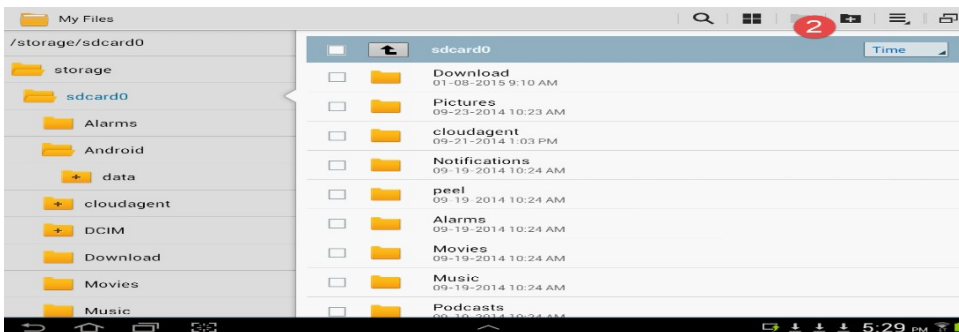
- A. Choose the calendar you would like to use
- B. Enter a title for your event
- C. Select the start and end times of your event
- D. You can create reminders for yourself for the event
- E. Save your event

How to Manage Your Work

You can manage your work using the Apps that you choose to use, furthermore S Note allows you to save and manage all of your work on a Samsung device.



Step 1: Select My Files



Step 2: Select New File: Here you can create new file folders and begin to organise and store your work