

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





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 (<u>paitken@sd43.bc.ca</u>) and Mr. Prensky (<u>rprensky@sd43.bc.ca</u>) who 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. Prensky 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 – <u>dblake@sd43.bc.ca</u>

Mr. M. Schoenhals – <u>MSchoenhals@sd43.bc.ca</u>

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 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. <u>www.google.ca</u>), 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 <u>http://www.sd43.bc.ca/school/heritagewoods/Pages/default.aspx</u> or google Heritage Woods Secondary School and click on the school link

Step 2: Click on Office 356 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

-	0.00	200
	Office	365
-	-	

Work or school, or personal Microsoft account





Back

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 you rT department bgee@office43.ca Personal account Created by you bgee@office43.ca



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 43 Email and Password and click Sign In. When signing in you may be prompted as to select either tho 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 <u>http://www.sd43.bc.ca/school/heritagewoods/Pages/default.aspx</u> 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 Emai (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.

Office Outlook Web Access	Find Someone Address Dook
Mall 🔗 🔤 📵	📼 Send 🗒 Save Close 🕴 🧔 🤀 Check Names
Anost Recent Recipients adhacugshaw.ca abcher@live.ca abcher@live.ca abcher@live.ca abcher@live.ca abcher@live.ca abcher@live.ca ana@rates.info ana@rates.info ana@rates.info amsaint0-40@pmail.com aris.africk@gmail.com balley.kara44@pmail.com balley.kara44@pmail.com	To A B Co B Subject: Attachments



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

🕘 🛞 😂 https://webmail.sd43.	🗲 🛞 🌽 https://webmail.sd4	3.bc.ca/owa/?ae=Folder&t=IPF.Appoint	tment 🔎 🗧 🖄 💯 Home	Calendar - Outlook Web Acc ×
Edit View Favorites Tools	File Edit View Favorites Tools	Help		
	Office Outlook Web Access	Type ben to search	All Folders and Items	🔛 Address Book 🛛 🗐 Optio
Child Book His Hear		🏢 New Appointment 🛛 📑 New Meetin	ig Request Today	
Mail 🔗 🎫 👧	September 2014	↔ 26 C	F	riday
	S M T W T F S 31 1 2 3 4 5 6			
Deleted Items (21629)	7 8 9 10 11 12 13			
Drafts [410]	14 15 16 17 18 19 20 21 22 23 24 25 26 27			
Inbox (1)	28 29 30 1 2 3 4	8		
Junk E-mail [11]	5 6 7 8 9 10 11	9 AM		
Sent Items	My Calendars	9		
-	Calendar	10 👭		

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 (shownabove)
- D. My Calendars Create specific Calendars for your individual need

🔛 Save and Clo	ose Cancel 🧃 🔿 Recurrence 🏬 Invite Attendees
Appointment	Scheduling Assistant
Subject:	
Location:	в
Start time:	October V 1 V 2014 V 11:30 AM V All day event
End time:	October V 1 V 2014 V 12:30 PM V
Show time as:	Busy V Drivate
Ø Attachment	S
E	
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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

				Oloud	Samsung account
				Backup and reset	ChatON
		0		Accounts	Dropbox 3
				+ Add account	🞯 Email
	*	You	Ó	System	Facebook
olaris Offi	Dropbox	YouTube	Settings	Motion	8 Google
			L		

Step 1: Click Settings

Step 2: Click Add Account

Step 3: Click Email

Set up email	🛿 🛃 Manual setup 🛛 🔪 Next 🛛 🗗	What type of account?	
You can configure email for most accounts in a few steps	1	[POP3 account
132-ajaffer@sd43.bc.ca	6	[IMAP account
		6→	Microsoft Exchange ActiveSync
Show password			,

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

Step 5: Click Next

Step 6: Click Microsoft Exchange ActiveSync

Successful Server settings	Previous > Next
Domain\user name	
sd43\132-ajaffer	
Password	8
Exchange server	
mobile.sd43.bc.ca	
Use secure connection (SSL)	
Use client certificate	
Client certificate	

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	🗙 Previous 💙 Next
Peak schedule	
Push	18
Off-peak schedule	
Push	4
Period to sync Email	
Automatic	

Step 8: Click Next

Monitor screen anock atte Monitor the number of incorrect par and lock the tablet or erase all the to passwords are typed.	swords typed when unlocking the screen.	Pattern	
Lock the screen Control how and when the screen lo	ocks.	Disabled by administrator, encryption policy, or credential s 10 e	
Set lock-screen password e Control how frequently the lock-scr		PIN	-
Set storage encryption Require that stored app data be end	rypted. 🧕	Medium to high security	
Disable cameras Prevent use of all device cameras.	L L	Password	
Set SD card encryption		High security	
Cancel	Activate	None	C C C C C C C C C C C C C C C C C C C
			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

🧕 Set up e	email	V Done
	Your account is set up, and email is on its way!	15
	Give this account a name (Optional)	
	132-ajaffer@sd43.bc.ca	

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

Calendar

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	the state	Thu,	Jan 8	DAM		C	— – Thu, -	Jan 08	DAM	a start
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Ass	istive Light		Month				- Aller	Today	+ 0	
		244	Dec			Jan 20	015		Feb	No. of Street, or other
Neg	gative		sun 201	Mon	1	Wed	Thu 1	Pri 2	Sat 3	1
alle all internet an	CONTRACTOR OF	-	4	6	6	7.	(8)	9	10	-
-			11	12	13	14	15	16	17	-
AND THE ST	nail C	neDrive	18	19	20	21	22	23	24	Statement of the local division of the local
- (25	26	27	28	29	30	31	
	nera Y	buTube								Contract of the second se

Step 1: Click the calendar app

	201						
UN	MON	TUE		THU	FRI	SAT	
	1	2	3	4	(5)	6	
7	8	9	10	11	12	13	No events
14	15	16	17	18	19	20	
21	22	23	24 +5	25	26	27	
National Aborigin al Day	Discovery Day		Faudo's services. Faudo's services. Faudo's services.				Tap the button at the top
28	29	30	1 Canada Day	2	3	4	+ the screen to create event or tasks
	6	7	8	9 Nunavut Day	10	11	

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

		│ X Cancel │ ✓ Sa	
Calendar	My calendar	A	
Title	Tap to enter title	₿☆	
From	Fri 06/05/2015	2:00 PM	
То	Fri 06/05/2015	3:00 PM	
Time zone	Select time zone		
		All day 🗌	
Repeat	One-time event		
		•	
Reminder			
Reminder Location	Tap to enter location		

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 Samusung device.



Step 1: Select My Files

		۹ 🖬	2 • 5, 5
storage/sdcard0			Time
storage	Download 01-08-2015 9:10 AM		
sdcard0	Pictures 09-23-2014 10:23 AM		
Alarms	cloudagent 09-21-2014 1:03 PM		
Android	Notifications 09-19-2014 10:24 AM		
+ data	peel 09-19-2014 10:24 AM		
+ cloudagent	Alarms		
+ DCIM	09-19-2014 10:24 AM		
Download	09-19-2014 10:24 AM		
Movies	Music 09-19-2014 10:24 AM		
Music	Podcasts		

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