Heritage Woods Digital Manual – Macbook 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 iPad 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. Prensky (rprensky@sd43.bc.ca) 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.
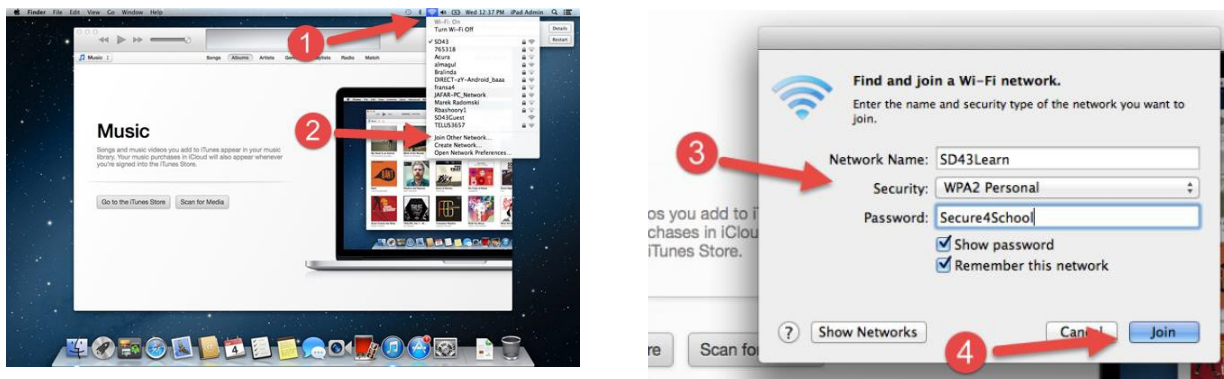
IT Support Contacts:

Mr. D. Blake – dblake@sd43.bc.ca

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

Service Desk – servicedesk@sd43.bc.ca

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: Click on the Wi-Fi icon located in the top right hand corner of the page
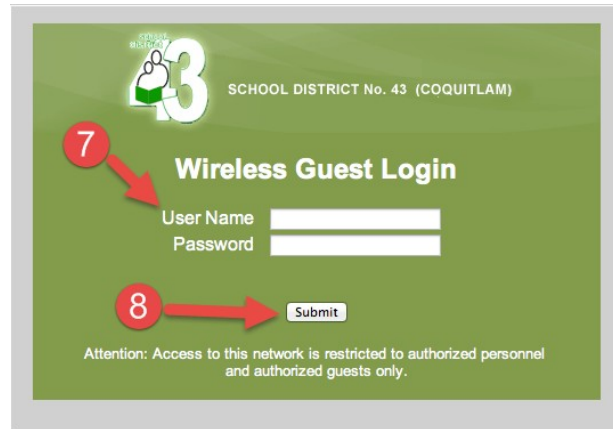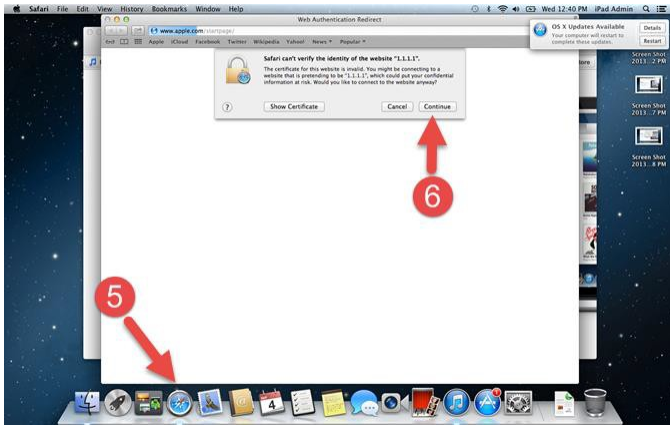
Step 2: Select Join Other Networks

Step 3: Enter the following information

> Network Name – SD43Learn

> Security – WPA2 Personal

Password – Secure4School (case sensitive for both, capitalized 'S' in Secure4School)

Step 4: Click Join

Step 5: Open Safari

Step 6: Click Continue

Step 7: Enter your User Name and Password

Step 8: Click Submit

How to Access Office 365 Applications

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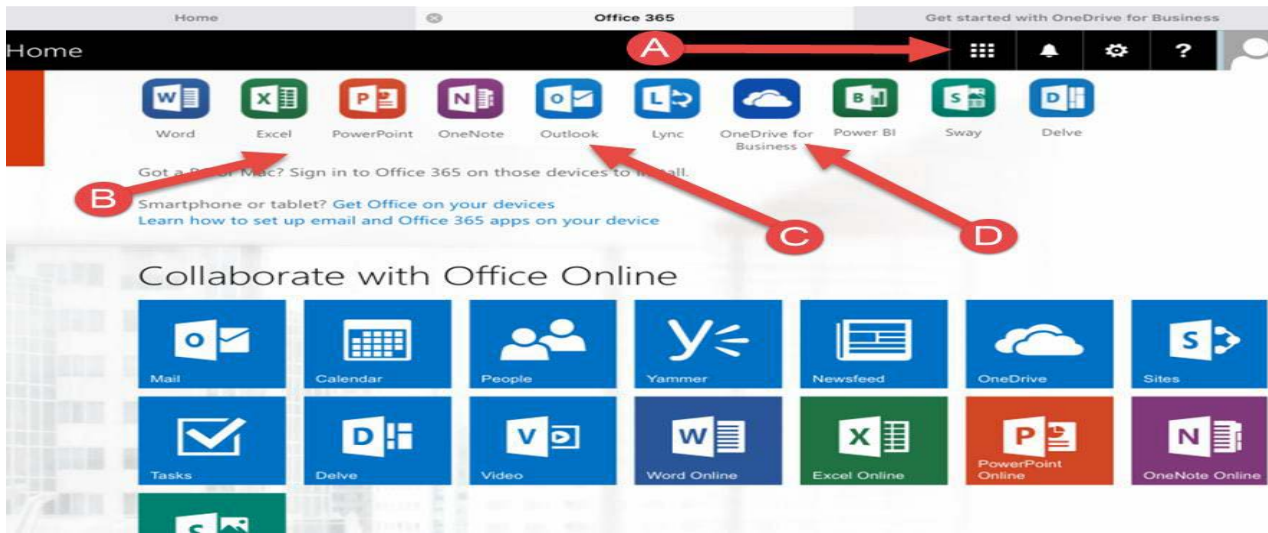
Step 7: Download Microsoft apps for your IPad and get familiar navigating the page

  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.
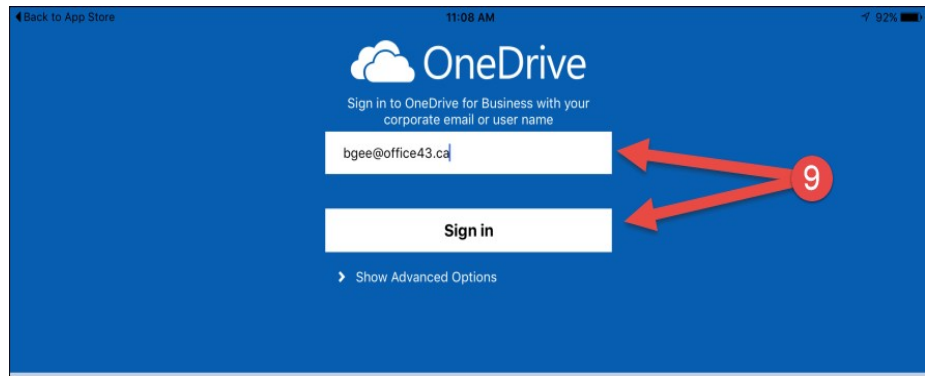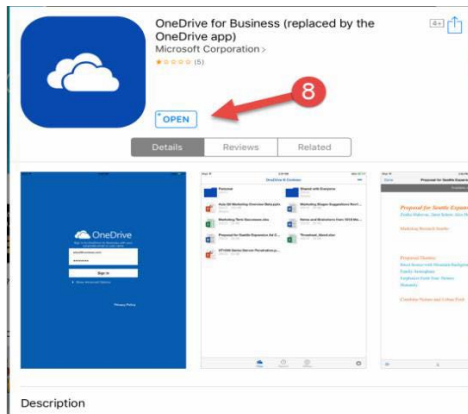
Step 8: Download OneDrive for Business application

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.

==*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 Use Your School Email

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
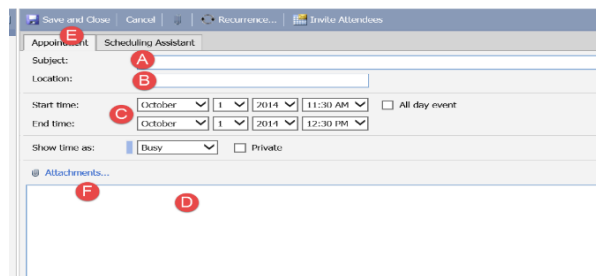F. The Attachment Button – Click here to add an attachment (will not work with iPads)

How to Access and Use Your School Calendar
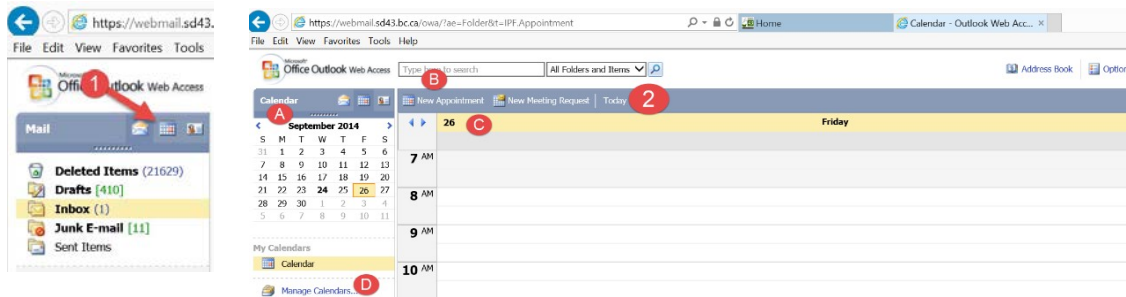
Step 1: From your school district email, select the calendar option on the top left hand corner of the page

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
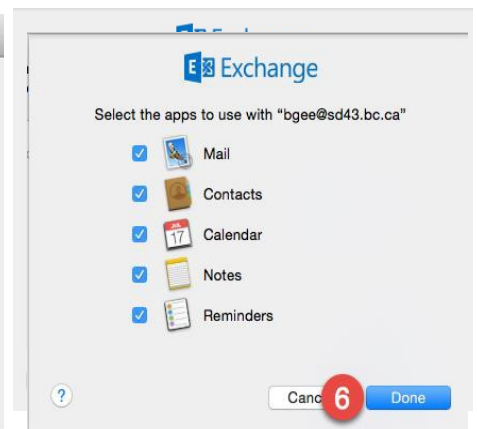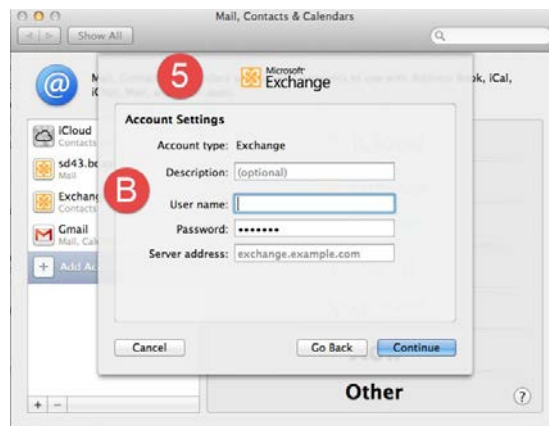F. The Attachment Button – Click here to add an attachment (will not work with iPads)

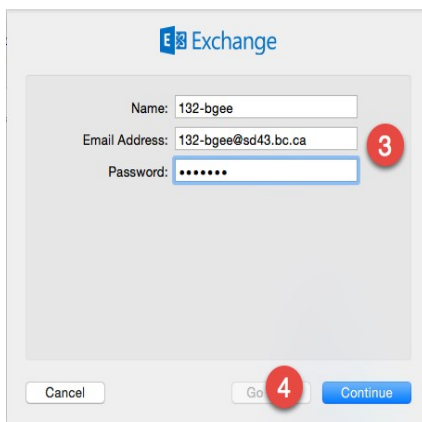## How to Use Add Your School Email and Calendar to Your Device

Email
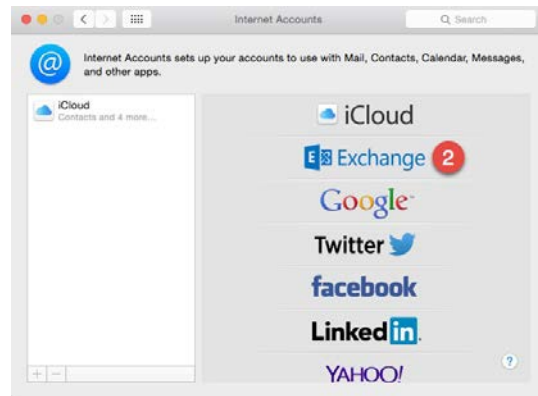
Step 1: In your system preferences select Internet Accounts

Step 2: Select Exchange

Step 3: Enter your SD43 username, email address, and password (exactly as provided)

Step 4: Select continue

Some IOS devices may not allow you to continue and prompt you to step 5
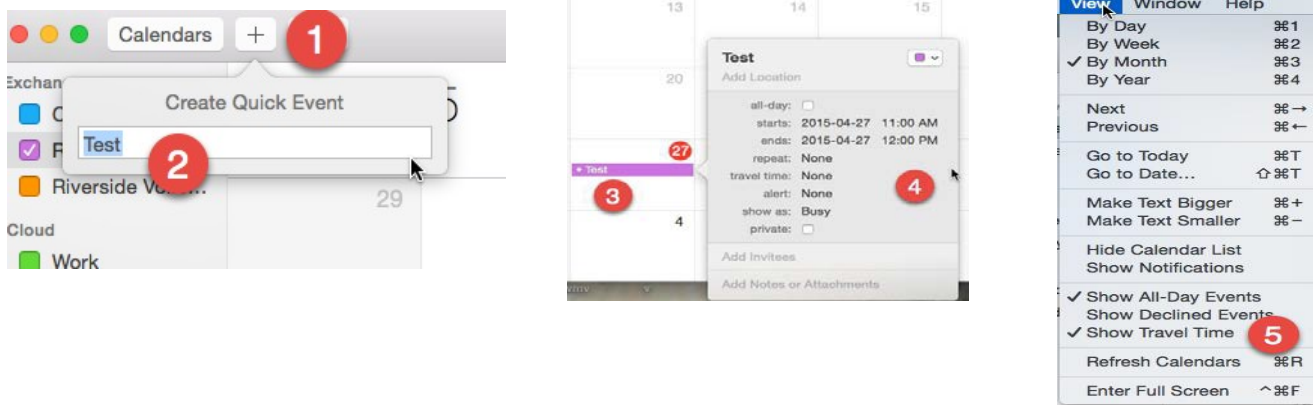
Step 5B: Enter a description of the account – this can be the name that you want to show up on your device, your SD43 username, SD43 password, Server Address – mailsd43.sd43.bc.ca

Step 6: Select the apps that you would like sync to your device, and select Done

Step 7: Open the Mail and Calendar apps on your Macbook

Calendar

Step 1: After selecting the date of the event, select the add sign at the top of the page to create a quick event
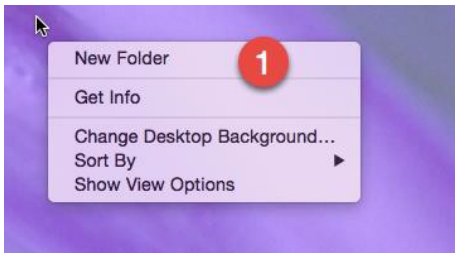
Step 2: Give your event a name

Step 3: Select the event

Step 4: You have the option to edit the start and end dates, the time of the event, the color of the event, and invite people to the event

*Step 5: Refresh your calendar!

How to Manage Your Work

Step 1: Right click (or select file at the top of the page), select New Folder

Step 2: Double click on the title and name your folder. You can now organize all of your documents and work by subject.

Additionally you can also save your files into OneDrive by downloading the OneDrive app onto your computer. This will allow you to save work and continue to use it seamlessly on other devices through the use of your MS Office 365 account.