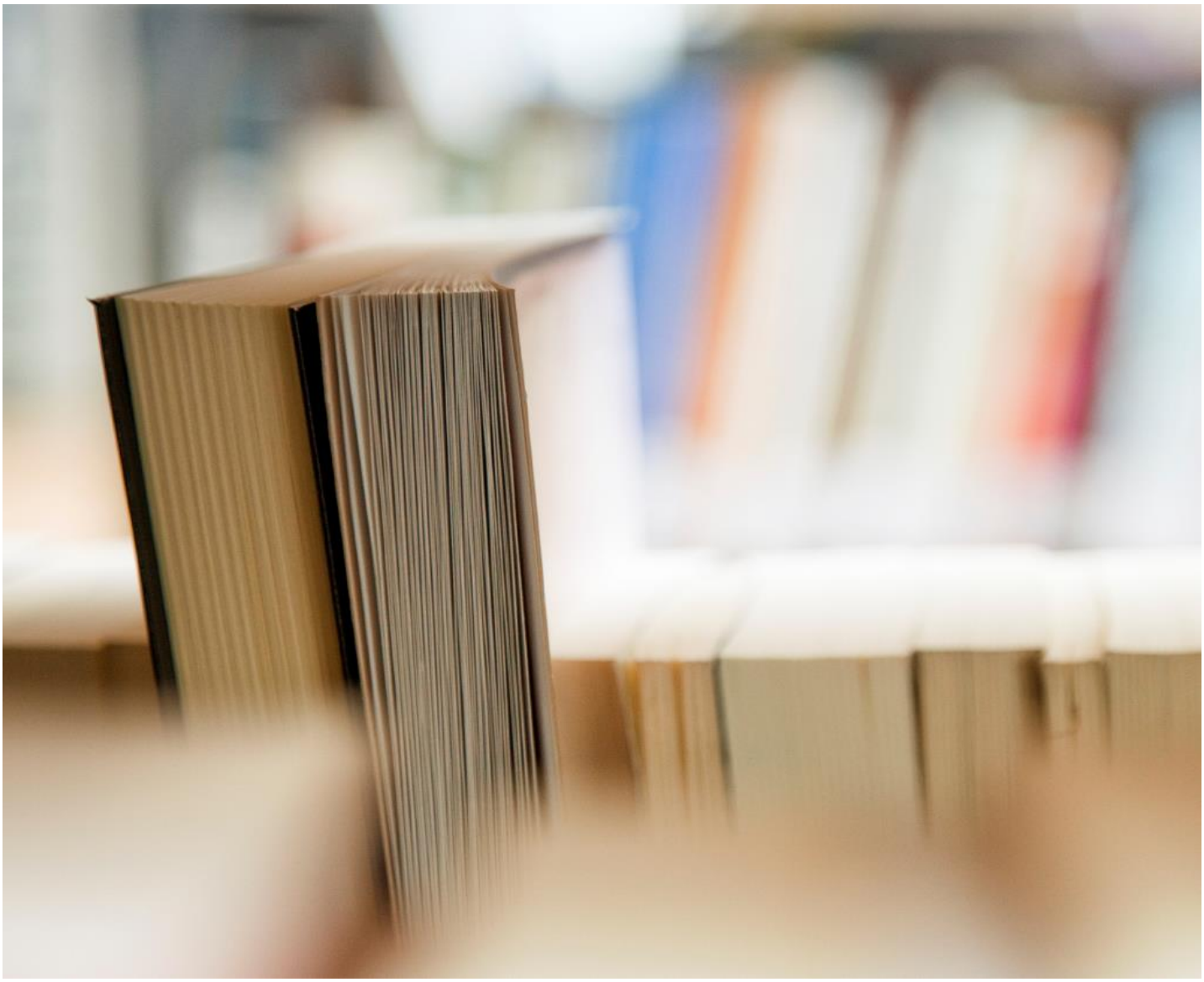


Riverside Digital Manual – Android Device

- 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 1:1 program, Riverside Secondary has put in place a large infrastructure to support both student and teacher learning. The classroom teachers and students are supported by two LIF teachers 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. There is a LIF teacher available for each block during the day to provide support to students and teachers. Also, 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.

For LIF Support Please Email: 132-LIF@sd43.bc.ca OR Visit the Wave located Above the Main Foyer

LIF Teachers: Jennifer Nelson, Michelle Burton, Jeremy Brown, Susan Henderson and Bryan Gee

IT Support Contacts:

Randy Shen – rshen@sd43.bc.ca

Jeremy Brown – jbrown@sd43.bc.ca

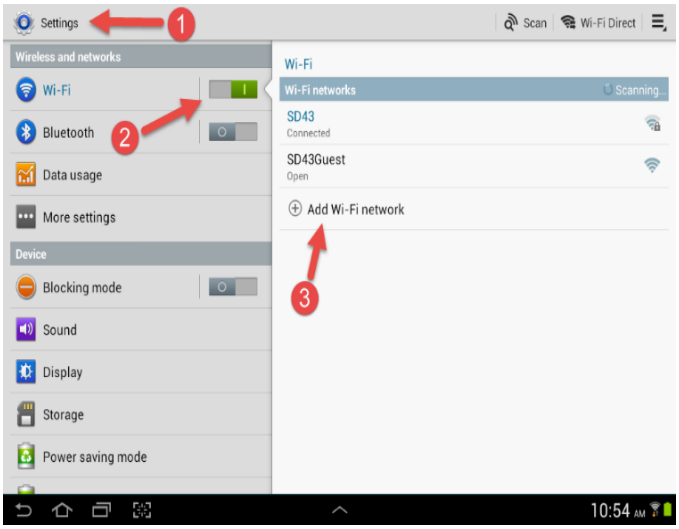
Service Desk – servicedesk@sd43.bc.ca

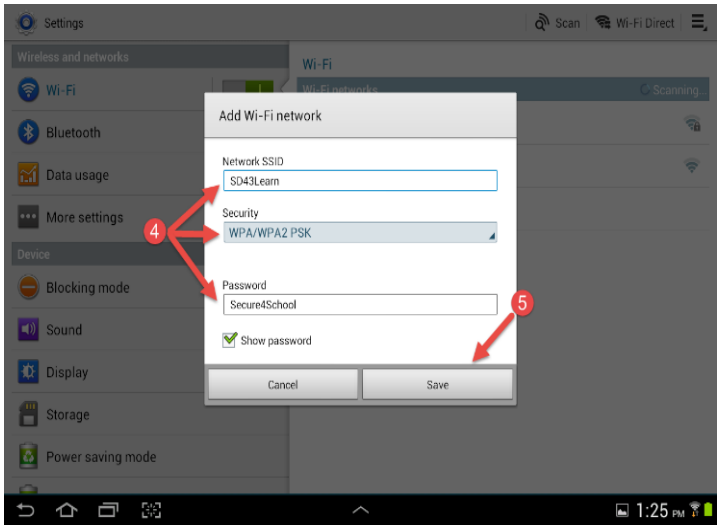
Essential Apps

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

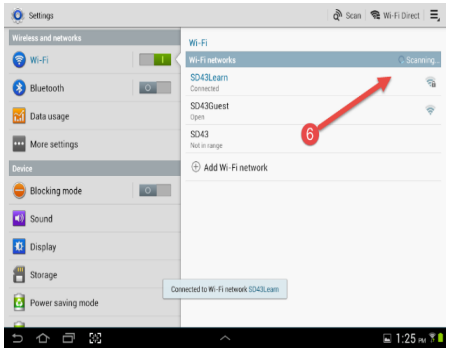
Step 4: Fill in the information exactly as shows:

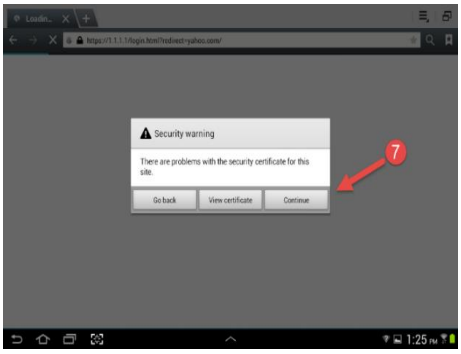
Network SSID: SD43Learn

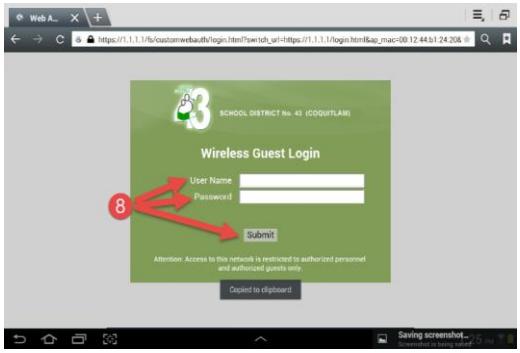
Security: WPA/WPA2 PSK

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/secondary/riverside/Pages/default.aspx or google Riverside Secondary School and click on the school link

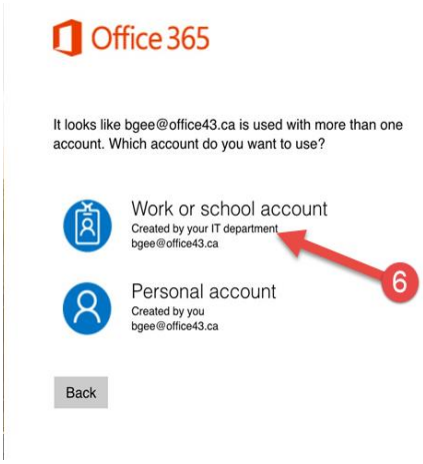
Step 2: Click on Office 356 located on the top right hand corner of the page

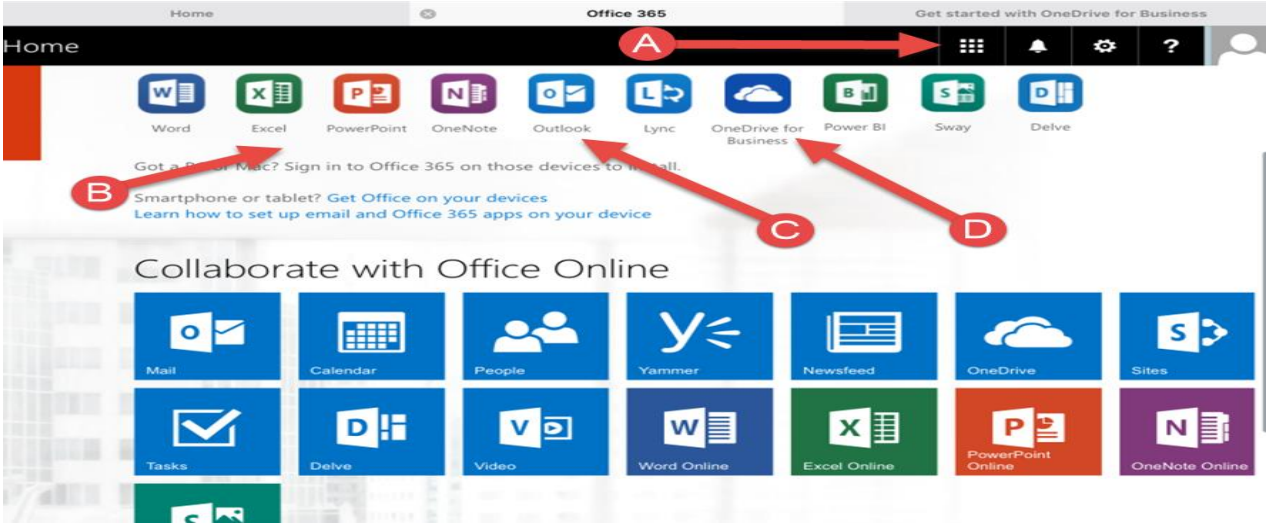
Step 3: Enter your SD43 Email Address

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





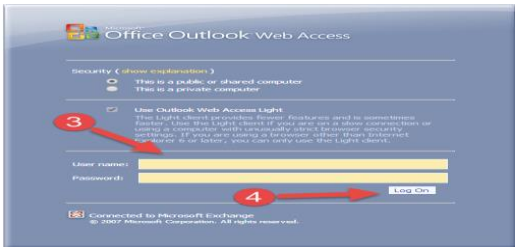
Step 7: Download Microsoft apps for your IPad and get familiar navigating the page

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

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

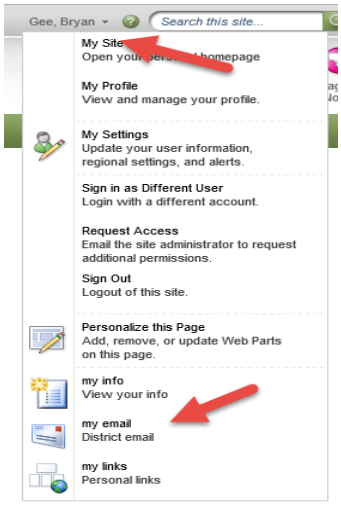


Step 1: Go to http://www.sd43.bc.ca/secondary/riverside/Pages/default.aspx or google Riverside Secondary School and click on the school link

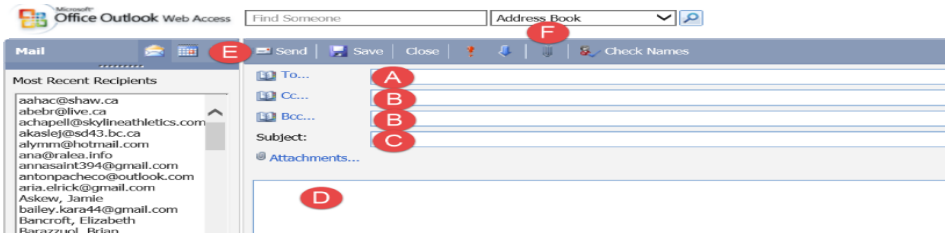
Step 2: Click on My Email located on the top right hand corner of the page

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).



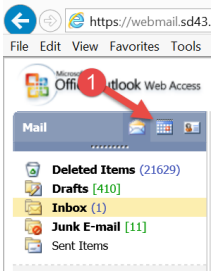
Step 5: Once on your email interface, you can select to create a new message, move a message to a folder, delete an email, or move an email to a junk folder. You also have the option of searching your email folders and inbox for specific emails for people, by date, and by topic. At this point you also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

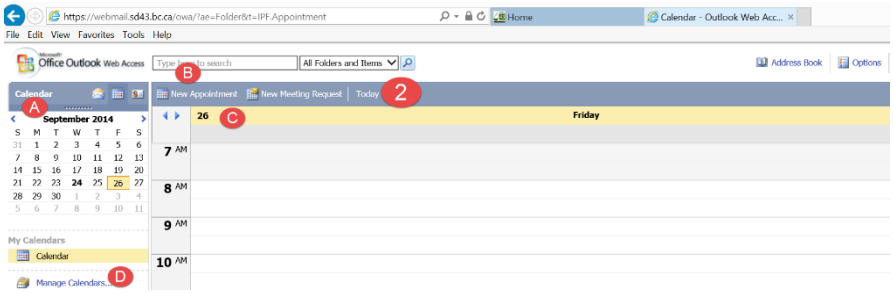


Your Email:

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

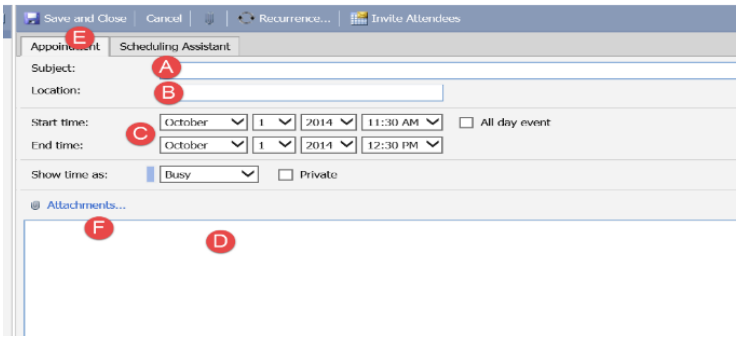




Step 1: From your school district email, select the calendar option on the top left hand corner of the page

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

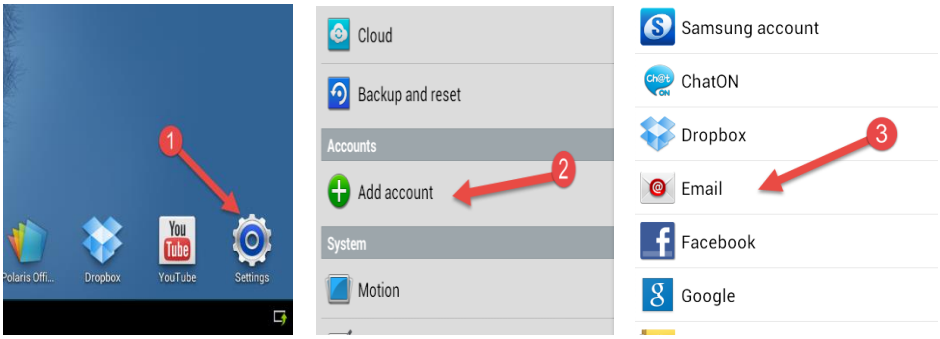


Step 3: The Appointment Scheduler – How to Create an Appointment

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

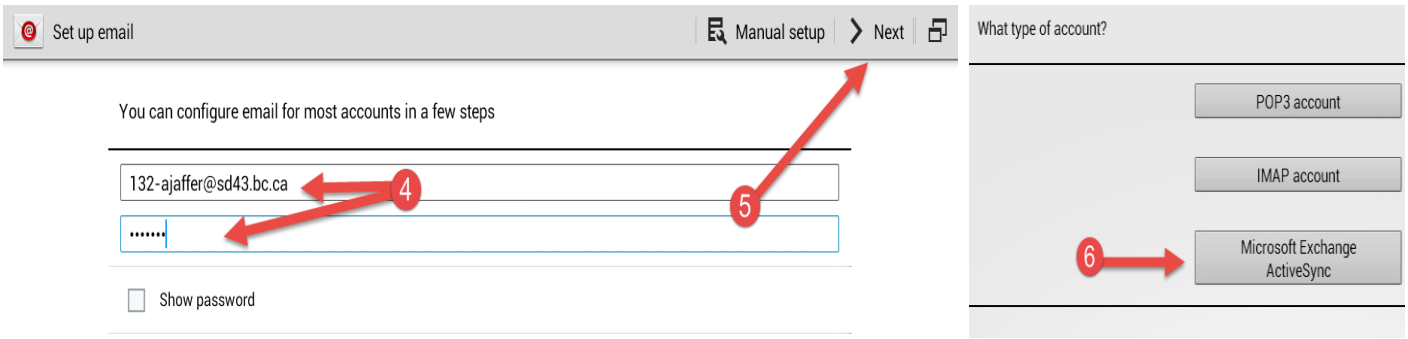
Email



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

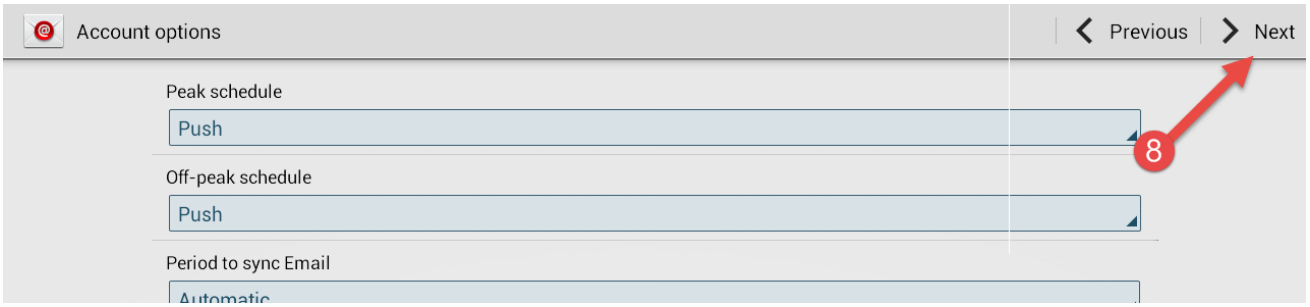
Step 6: Click Microsoft Exchange ActiveSync

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

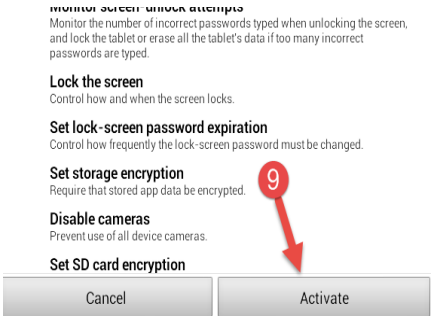
Domain/username – sd43\132-ajaffer (enter your username)

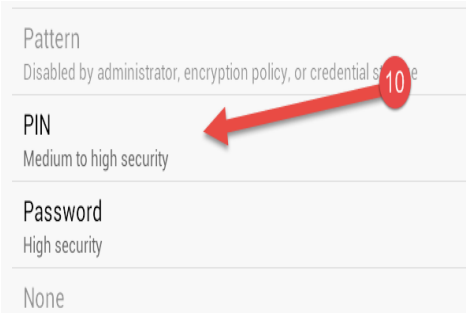
Password – Your Password

Exchange Server – mobile.sd43.bc.ca



Step 8: Click Next



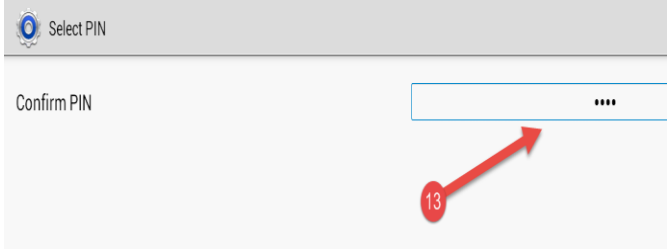


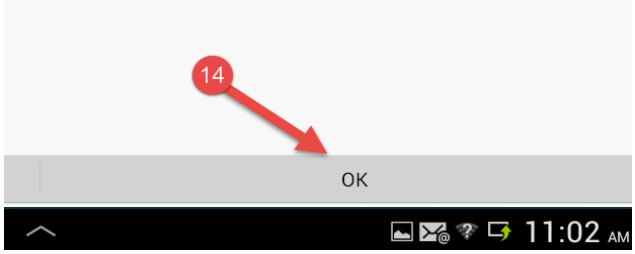
Step 9: Click Activate at the bottom of the page

Step 10: Click PIN

Step 11: Enter a 4 digit PIN number

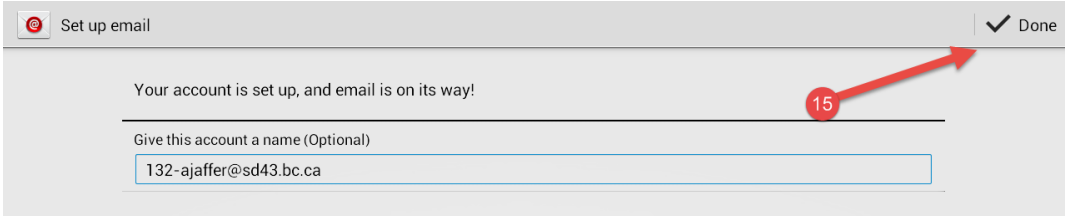
Step 12: Click Continue





Step 13: Confirm you PIN

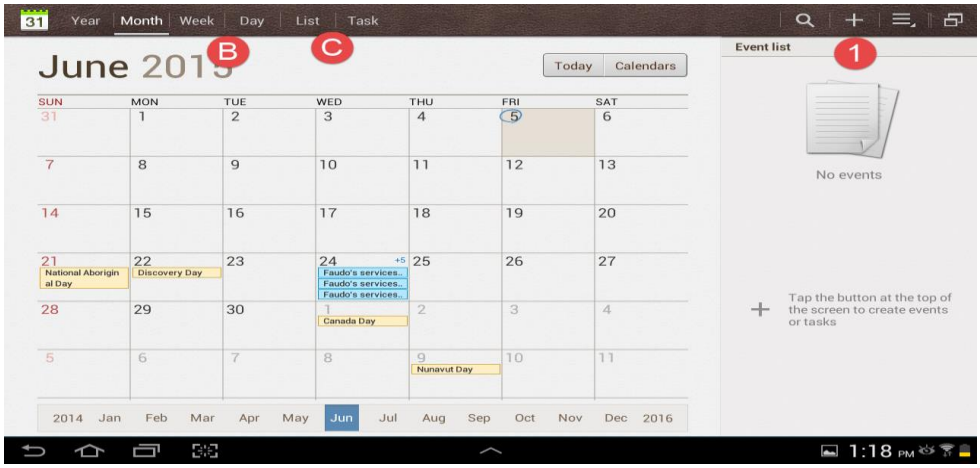
Step 14: Click OK at the bottom of the screen



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

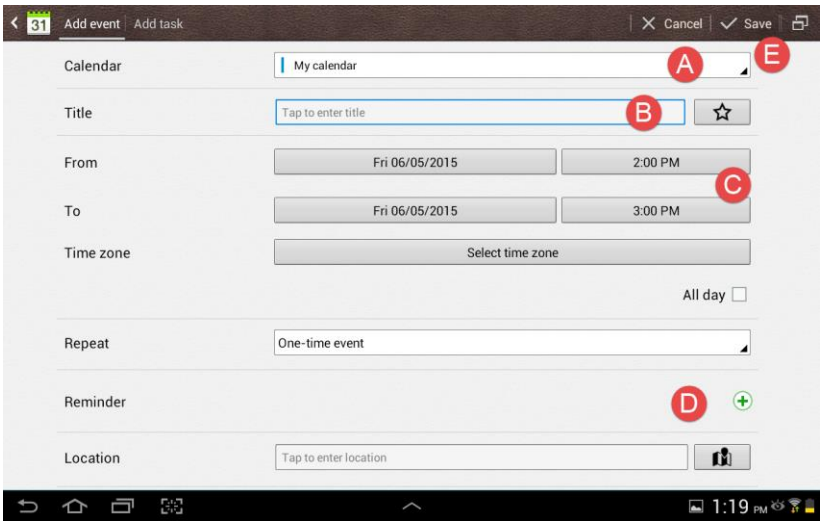
Calendar

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

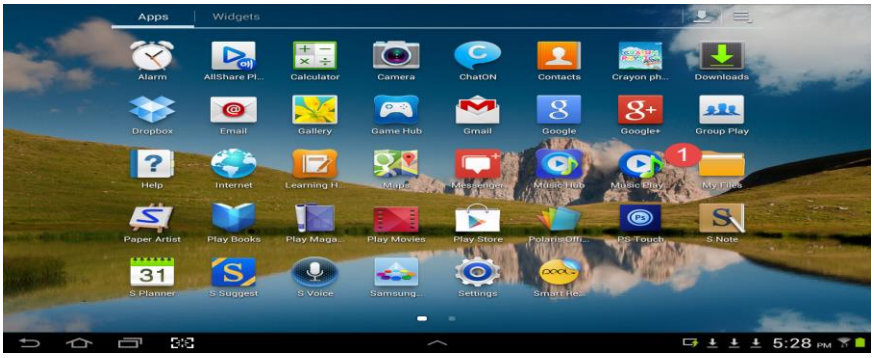


Step 3: Create a New Event

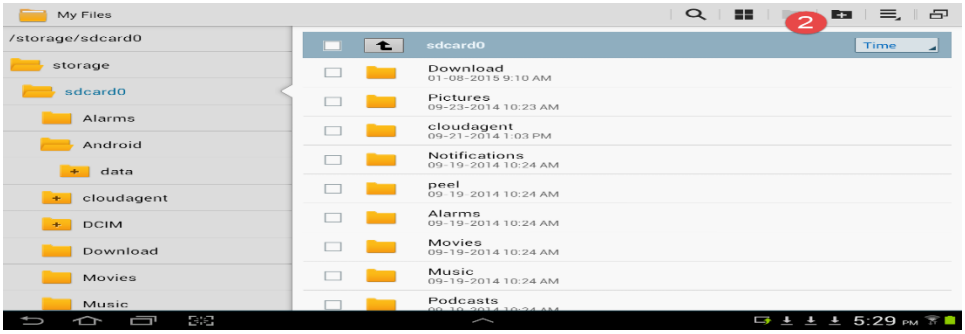
A. Choose the calendar you would like to use
B. Enter a title for your event
C. Select the start and end times of your event
D. You can create reminders for yourself for the event
E. Save your event

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 Samusung 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