

New staff and students Computer Induction 2022

Everything you need to know about Office 365 and how to use computers in your learning at THS

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5: Changing your password

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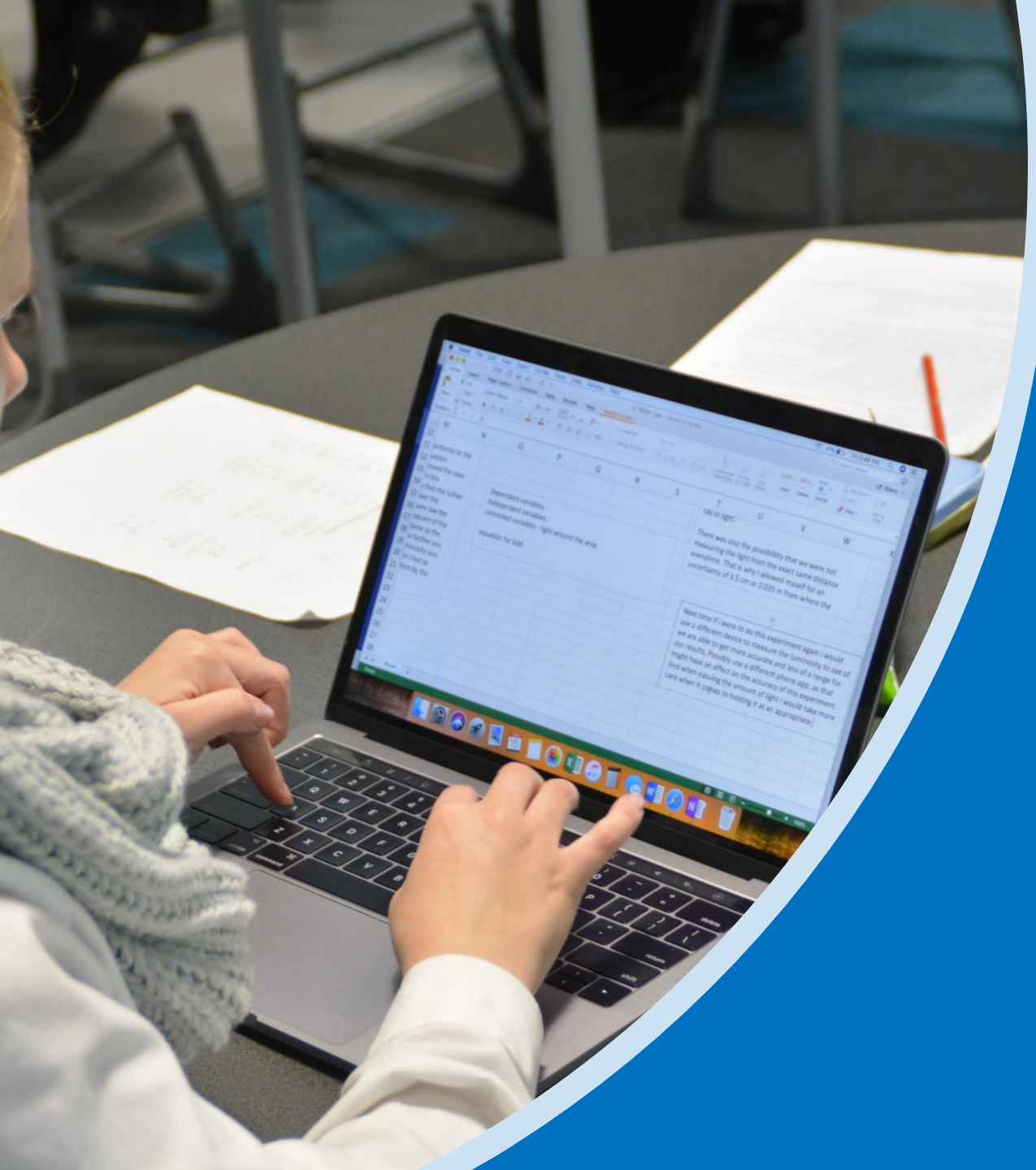
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45 :Staff: Import Timetable into 365



Session 1: Getting Started

- Logging in for the first time
- Changing your Password
- Connecting to the Network
- Introduction to the Cloud
- Setting up Office 365

Logging in

To activate your school account, you must first log into your school account on a wired computer in a school lab.

To log into the school network, you need:

- **Your School Username and Password**

Your School Username will be in this format:

- **22** followed by the first three letters of your **surname,** then the first three letters of your **first name**. Eg:

Sonny Bill Williams would be:

22wilson

his email address would be:

22wilson@ths.school.nz

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Changing your Password

22 followed by the first three letters of your **surname,** then the first three letters of your **first name**

- Your first network password is **Pass2022**
- When you first log into the school network, **you must change it** to something more personal to you. It is important that you:
  a) can remember your password
  b) don't share it with anyone.

The password must be:

- **At least 8 characters long**
- **Contain at least one capital letter**
- **Contain at least 1 number**
- **Not be the same as your user name, or contain your name in any form**



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Move to your personal laptop now

- **If you don't have a laptop and your parents are NOT in a position to get you a laptop, go and see Mr Marshall in the main office.**
- **Don't see Mr Marshall if your parents are sorting you a laptop in the next few days**

New Device Connection to Network

Once you have reset your password on a school computer, follow these steps to connect your laptop and phone

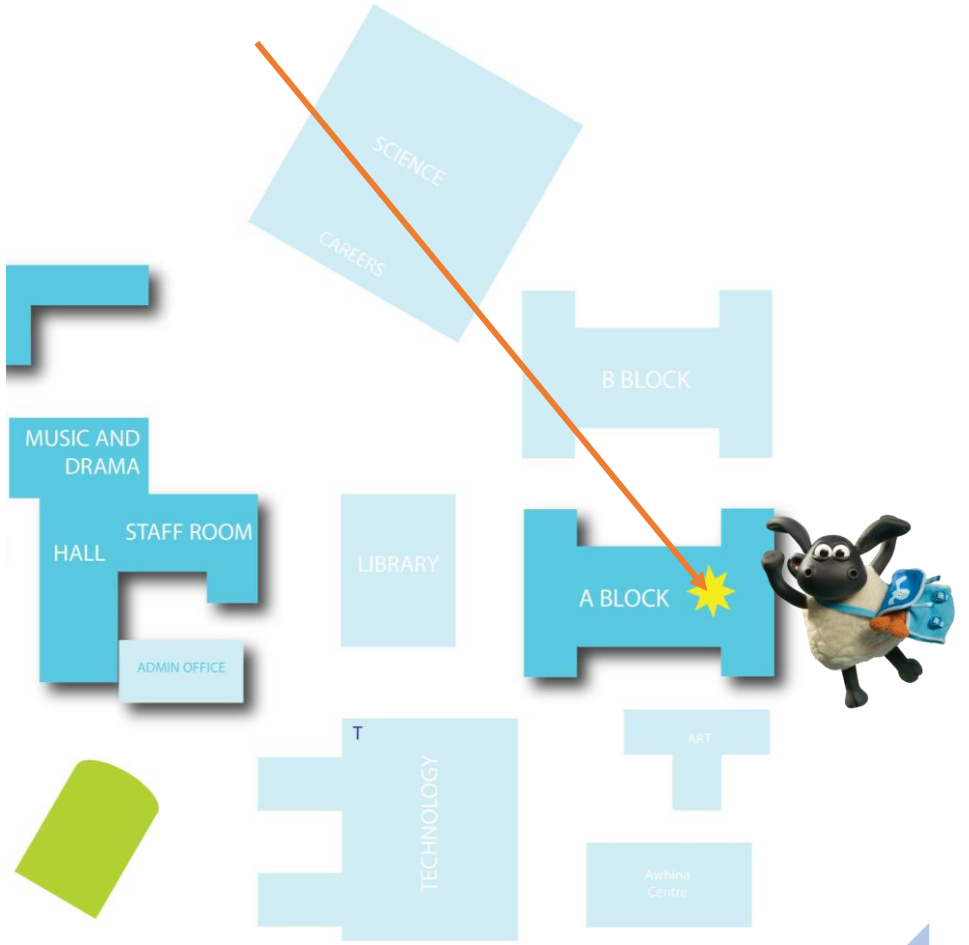
- For phones and laptops: go to settings and networks
- Look for “THS_Student_BYOD”
- **Android**: “identity” is your school username eg: 20smijoh
  - Scroll past “Anonymous Identity”
  - Password: Enter your new school password
- **Windows:**
  - Click on the wifi icon in the bottom right of the window (it may be a hidden icon)
  - Choose **THS_STUDENT_BYOD** from the available networks and click connect. Use your school credentials to connect to the network. You will be asked to accept a certificate. Click **accept**
- **If you have problems, see Chris or a peer support**

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Tim the Technician

Tim is the New Era Technician and is based here:



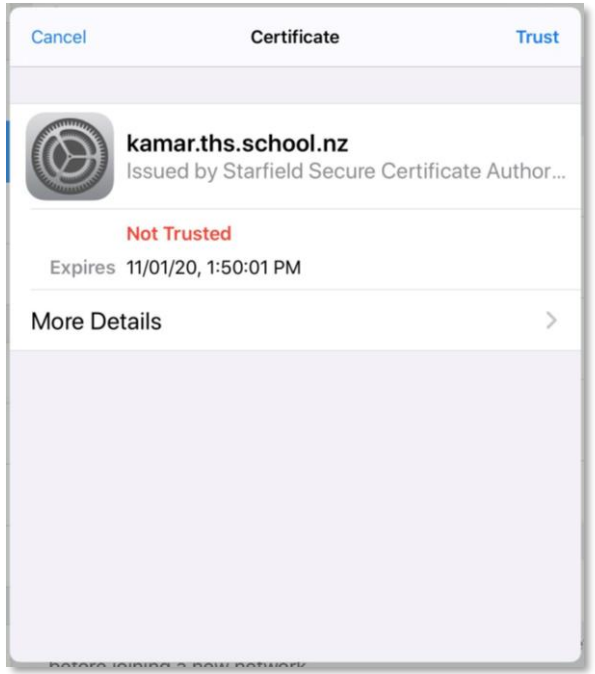


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Apple and Chromebook connections only:

Apple:

iPhones – you may need to “Trust” the certificate to connect to the network



Chromebooks:

Not all Chromebooks have the same functionality on 365 as Windows devices, but can use the online apps.

Newer Chromebooks can connect to the **Google Play Store** and download Android versions of apps

Chromebooks and **some Android** devices use the following settings:

EAP M	PEAP
Phase 2	Auto
Server Cert	Do not check
Sub Match	

Aim high
Be determined

Menu



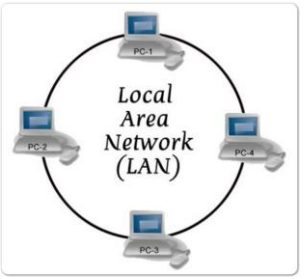
All about 'The Cloud' and Office 365

At Taradale High School, we use **Microsoft Office 365** as our LMS (Learning Management System). It is a **Cloud based** system, which means your files are available anytime and anywhere, with an internet connection.

The Cloud



If you saved work to the school network, you **could only access it at school**

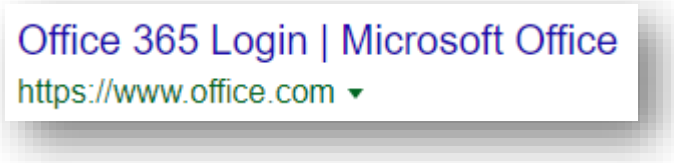


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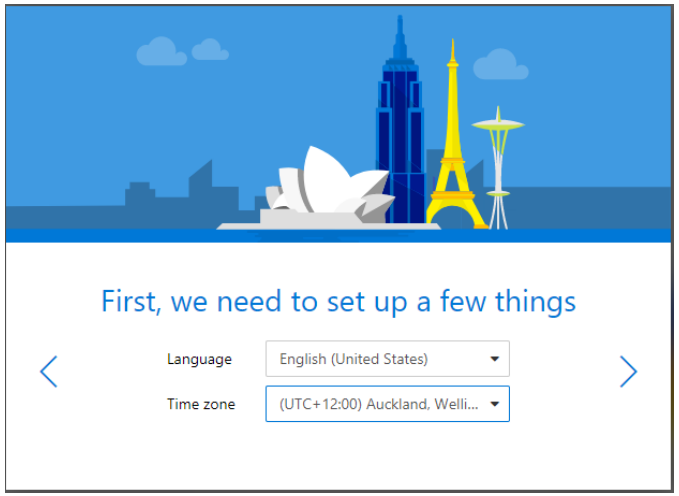
Using **Office 365 for the first time**

1. **Open** your Browser (We recommend Google Chrome) and **Type** Office 365 Login

2. **Select ->**



3. When it asks you for a Microsoft account, type your login**@ths.school.nz**
4. **Sign in** using your school login and password
5. **You have to set language and time zones in 365 before you can use it**



Aim high
Be determined

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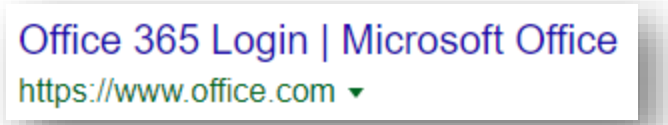
Create a shortcut to 365 on your desktop

Why?

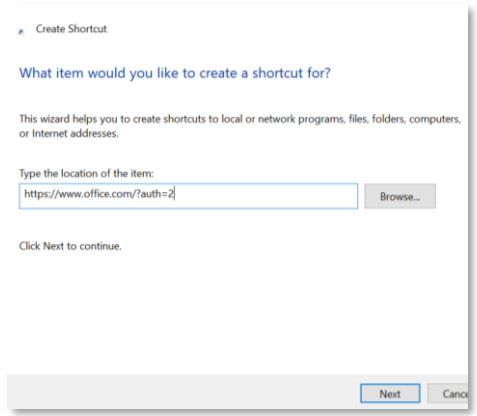
- So that you never have to go hunting for your 365 URL

Steps

1. **Open** a Browser (Eg Google Chrome) and **Type** Office 365 Login
2. **Select**



3. **Sign in** using your school login and password
4. **Copy the URL address**: https://www.office.com/?auth=2
5. **Go to your desktop**
6. **Right Click** and Select **New** and then **New Shortcut**
7. **Paste** the URL into the Location field and click **Next**
8. **Enter a name** eg Office 365
9. **Click on** Finish



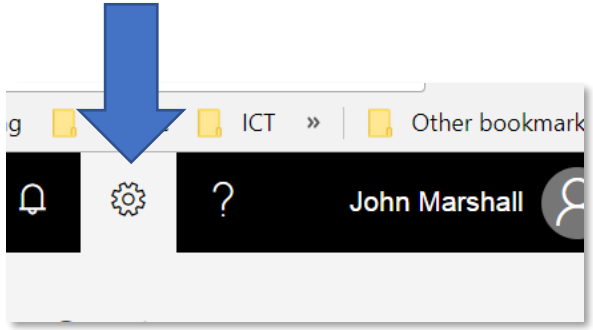
Aim high
Be determined

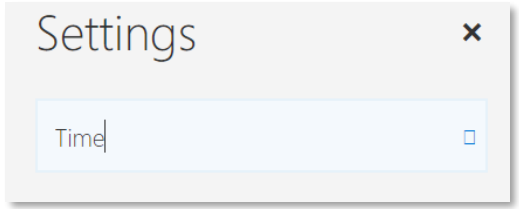
Menu

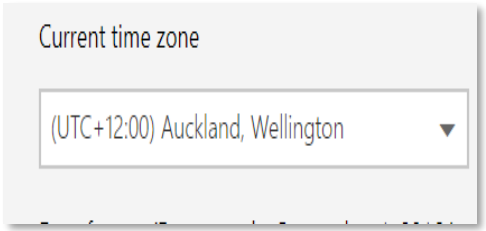
Check Office 365 Settings, eg Time zone / Language

Why?

- Check Office 365 Language and Timezone settings in case they were not setup correctly which will cause problems







Steps

1. Open 365
2. Click on Cog
3. Type Time in the search bar
4. Select Language and Time zone
5. Should be
6. Language **English NZ**
7. Select Time Zone (Auckland/Wellington 8th from the bottom)

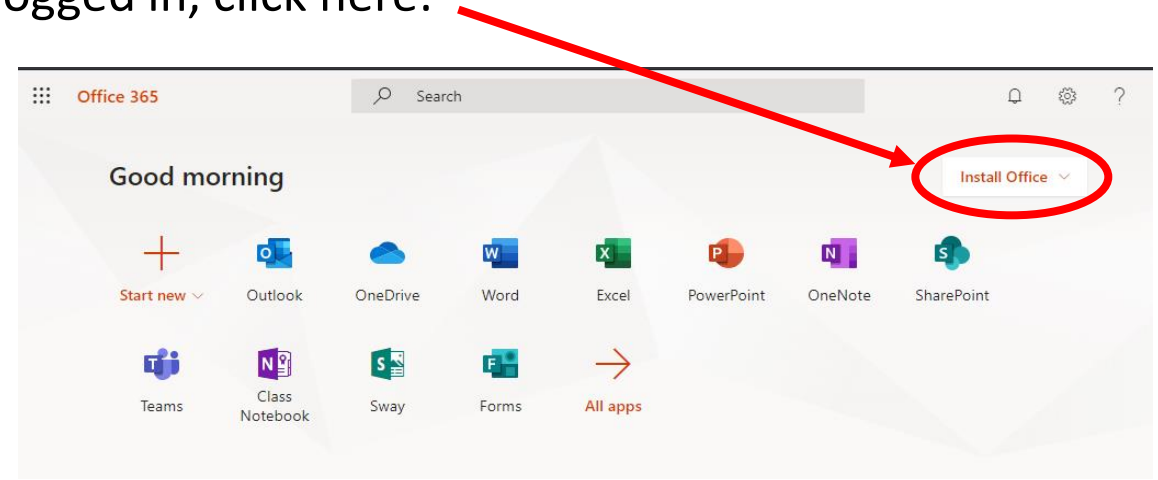
Menu

Download full version of Microsoft Office*

***Chromebook users will be unable to do this.**
Only do this on your **own Laptop, not a school laptop.**

Why? All Windows and Mac Machines are capable of running the full Office programs. **This is free and worth doing**

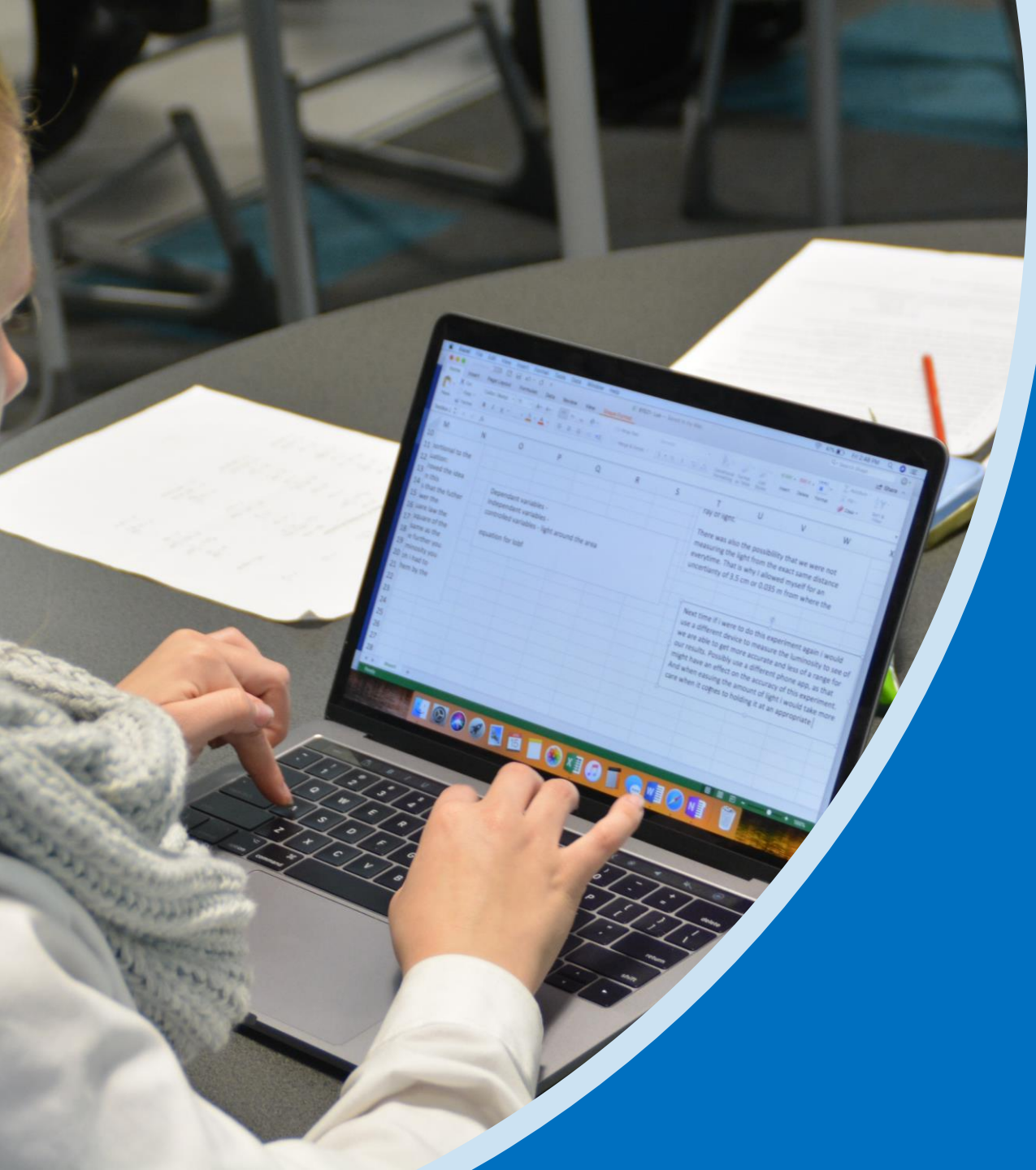
1. Office 365 accounts allow users to download full Office products to 5 devices. **ALL STUDENTS MUST DOWNLOAD OFFICE TO THEIR LAPTOP!**
2. Log into Office 365 at https://portal.office.com or you can use the link created in slide 13
3. When logged in, click here:



4. Follow on- screen instructions for downloading all office apps.

Aim high
Be determined

Menu



Session 2: How to use Office 365 at THS

- Teams
- OneDrive
- Using Email
- How to share your work with Teachers and others
- Using OneNote



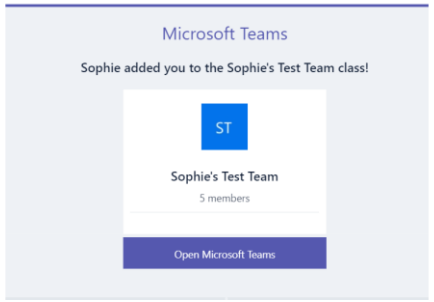
Teams

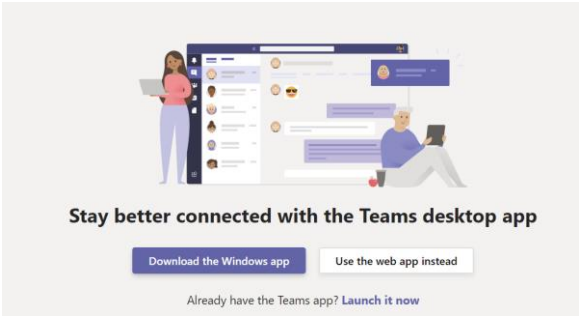
Your classes online

Teams is the place where you communicate with your teacher and classmates, where you receive assignments and feedback, and have video conferences.
You will use Teams while you are at school and at home, especially if we have to move to online learning during a future lockdown.

How does a Team work?

- Each teacher will have created a Team for all of your classes. You will receive an email, letting you know that you have been added. Click on the link, and you will be prompted to download the Teams App.





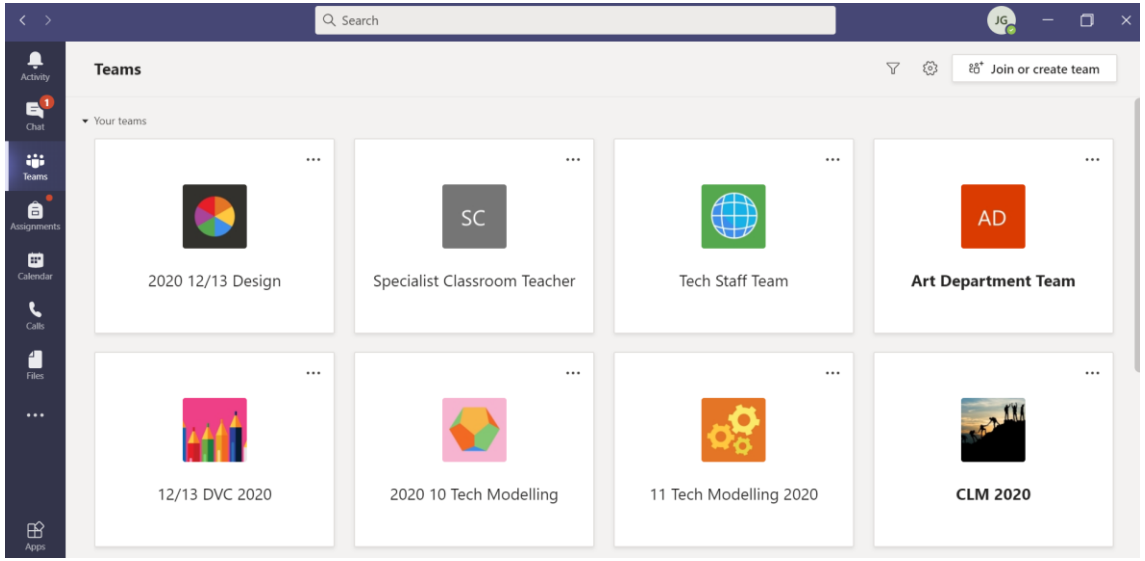
download the Teams desktop App.

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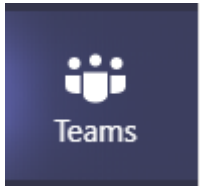
How does a Team work?

- The Teams interface looks like this:

As you join your class Teams, they will appear
In this view as square Icons.



Click the Teams Icon in the left Sidebar to access this view

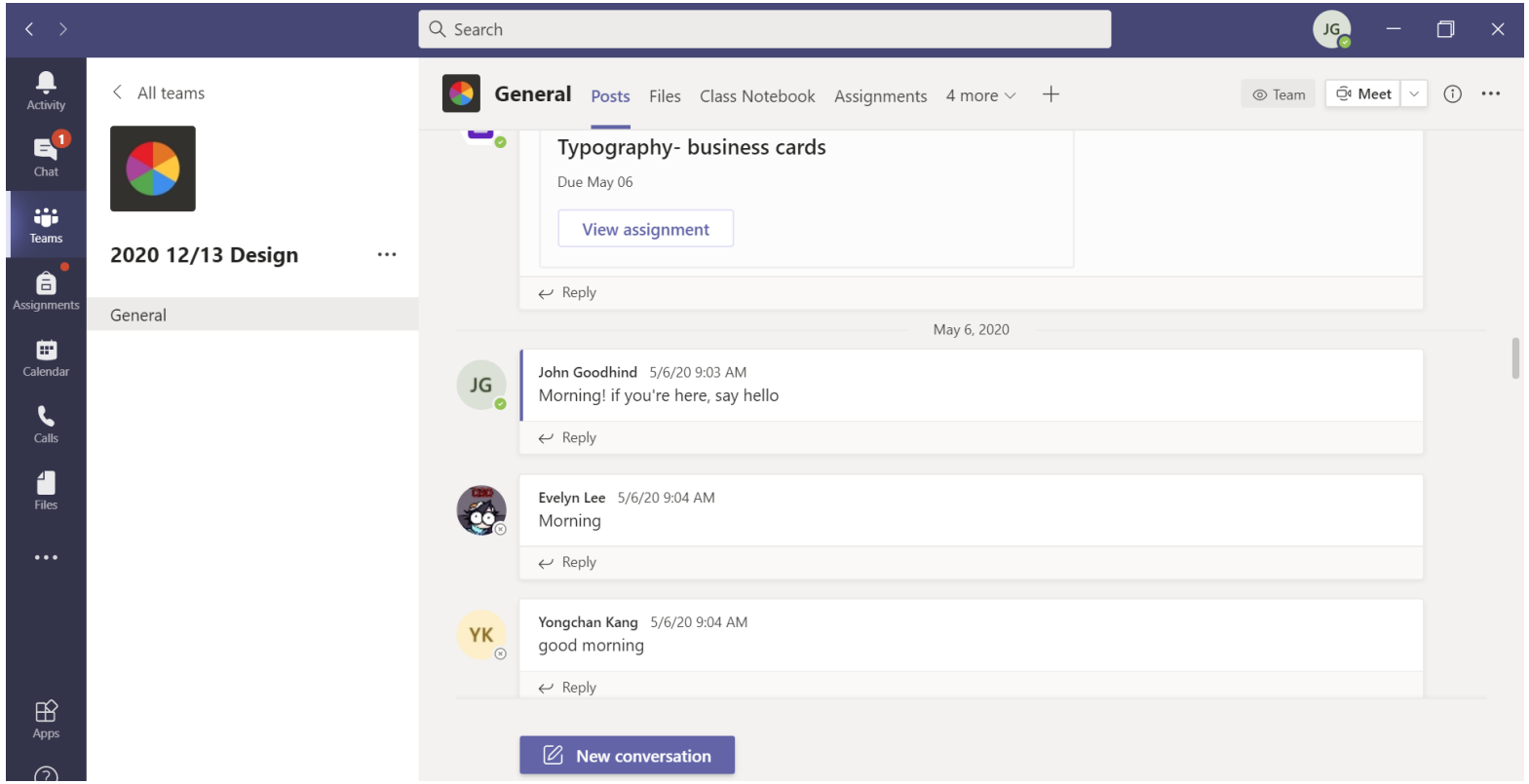


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How does a Team work? #2

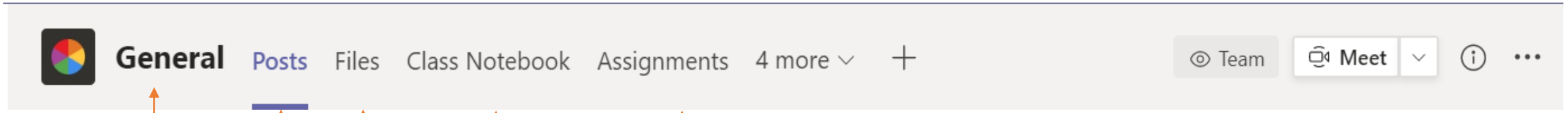
When you click on a Class Team icon, the view is this:

The home Screen contains Conversations, notifications of assignments, Links to recorded Conferences etc



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How does a Team work? #3



Channel Name
Your hub will have one team, but different channels for Maths, English etc. Specific materials and posts for these classes will be in their own channel

Posts
Conversations and notifications appear in this tab

Files
Class materials like Word docs, PDFs, Powerpoints etc can be stored here

OneNote Class Notebook
This is a digital 'exercise book', which Many teachers use for your classwork. This is covered in more detail in the next slides

Assignments
Tasks to be done as homework, assessments etc are scheduled, turned in and assessed here

These Teams slides provide a basic overview for students, so that you know what to expect. Teachers will ask you to use Teams in different ways, depending on their subjects.

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OneDrive

Your work anytime, any where

OneDrive is storage in the cloud.
It is Microsoft's version of Google Drive
It’s where you must store your schoolwork, so that you know
Where to find things, and be able to access your work at home

What is OneDrive?



Why OneDrive?

- **OneDrive is the heart of your Office 365 account**.
- All your files are stored here, and because they are in the cloud, they are accessible anywhere.
- If you have a laptop or other device, you can synchronize a copy of each file on your OneDrive with a folder on your C drive, so that you have an automatic back up. (You can't synchronize to a school computer).
- **IMPORTANT! Your new laptop will have** OneDrive built in BUT this is not the School's **Office 365 OneDrive.** Everything in the next few slides is **about our school OneDrive**, not your own personal one, which is completely separate!

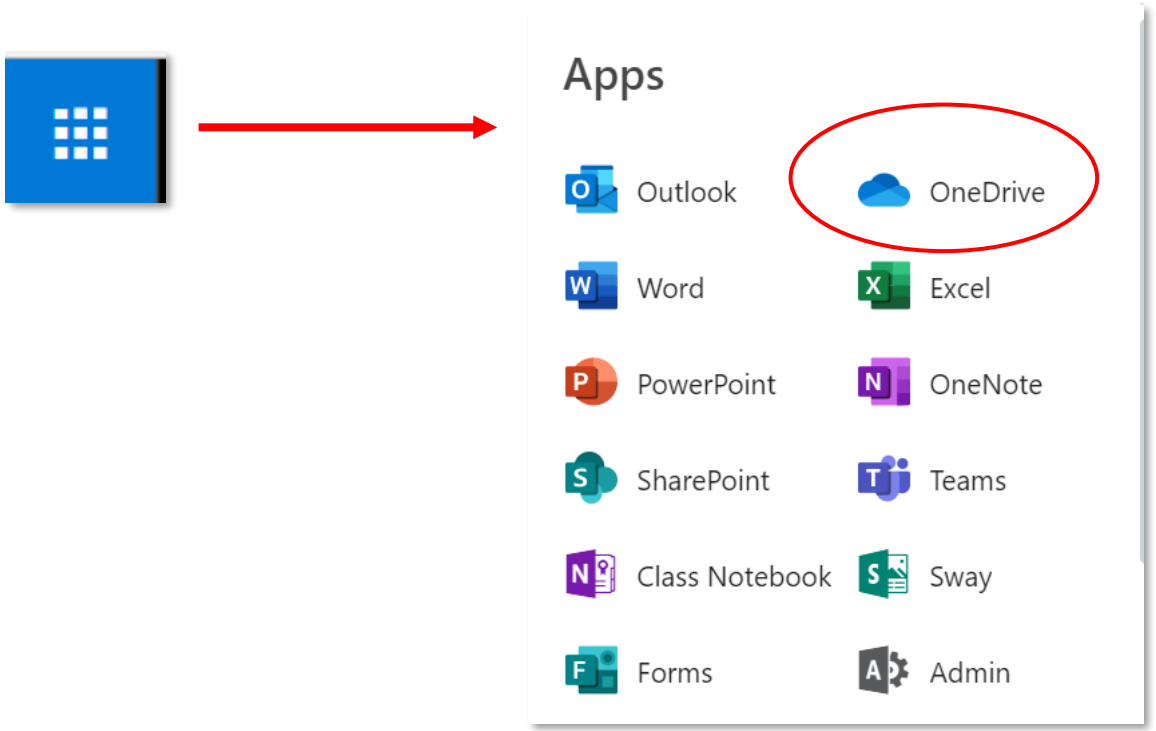
Menu

Open OneDrive

Why? One Drive is where you should save all your work. It allows access from anywhere in the world and it backs up your work.

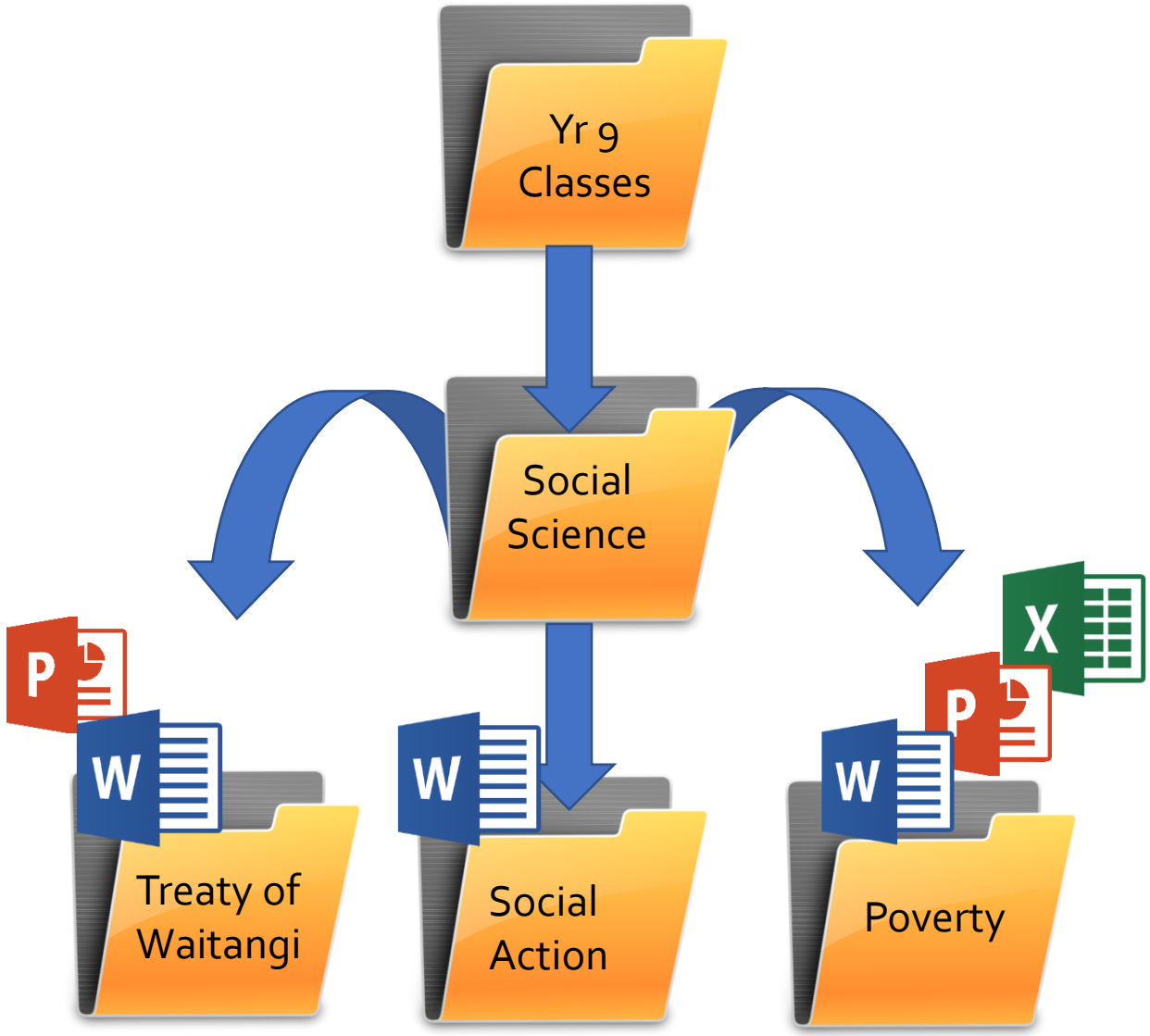
Steps

- Login to 365 and select **OneDrive.**
- You may need to click on the waffle to find it



Menu

File Management



- An essential skill in all Computer based work is File Management.
- This means organising your saved work **clearly** and **logically**, so that you and your teachers can find it. Every new file or document should be placed in a properly named **sub folder, within a main folder.**

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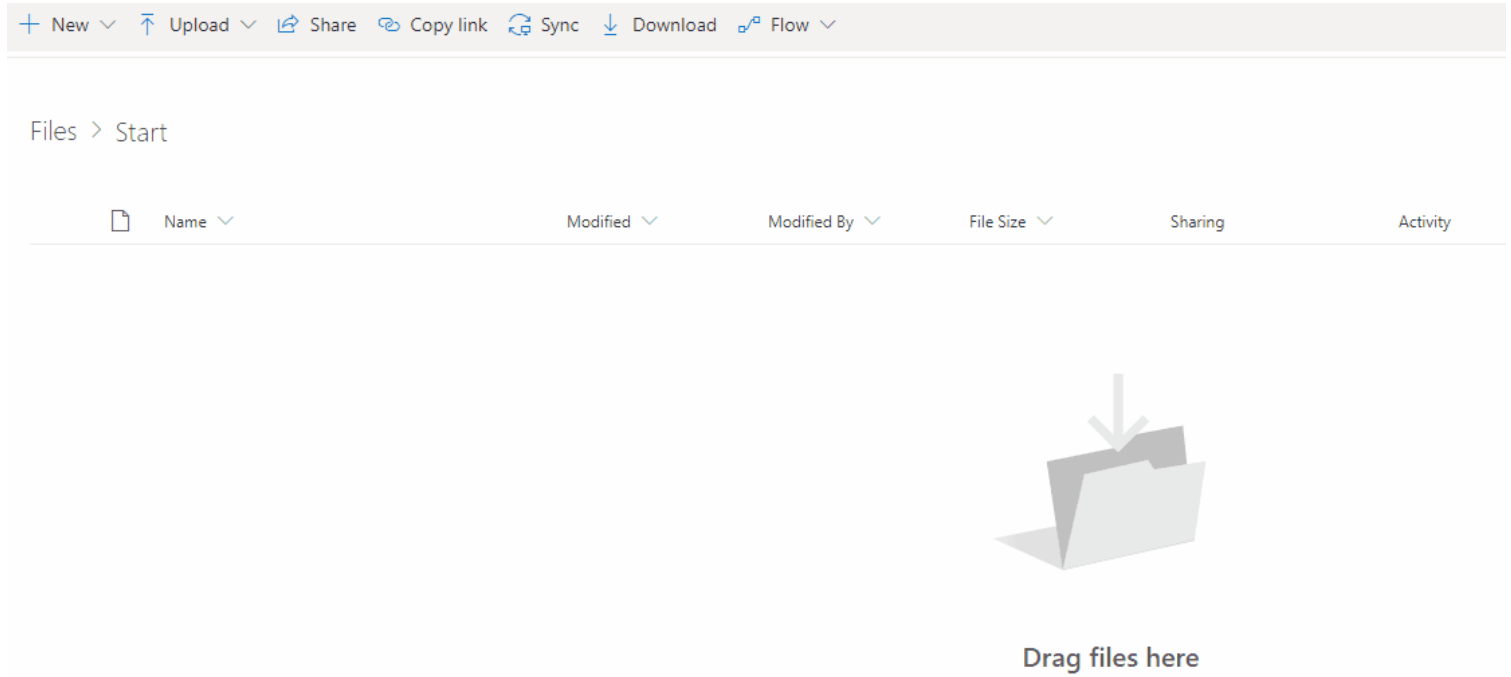
Set up folders in your OneDrive

Go to your OneDrive from the Office 365 Menu:

Click on New, and choose ‘Folder’ Name it ‘**Year 9 Classes**’.

The folder will appear in your OneDrive. Click on it to open it, then repeat the procedure: make a new folder for all your classes this term. (You can add folders for your options as the year progresses.)

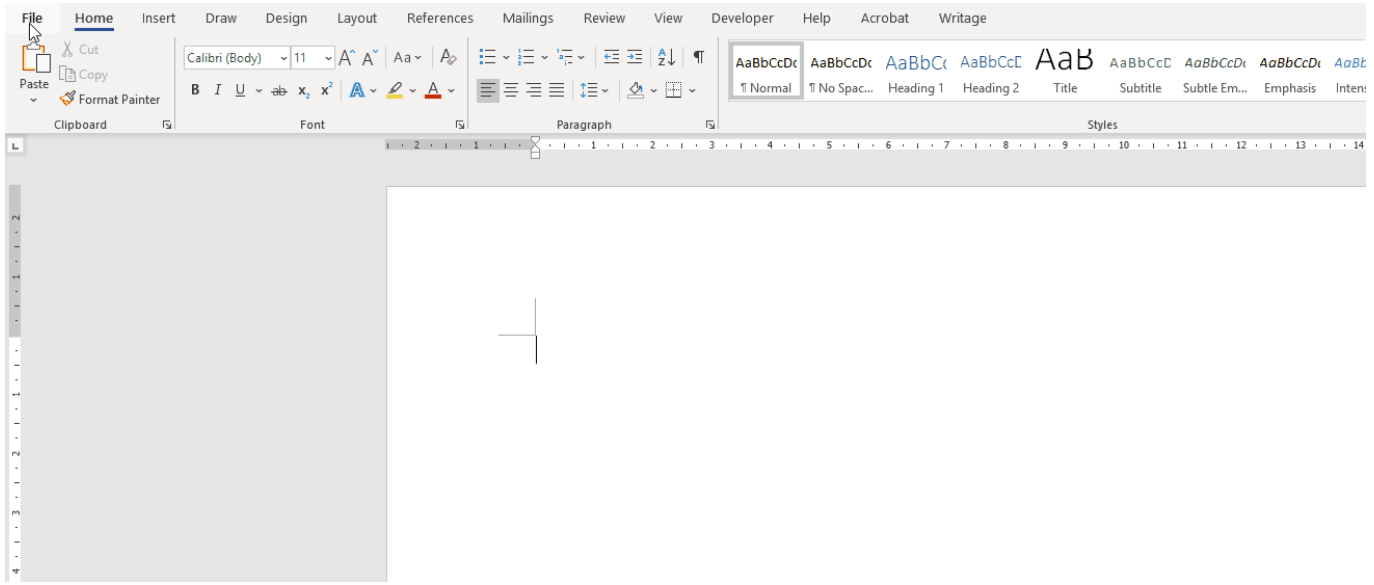
You could even set up new folders for Year 10, 11, 12 and 13 now.



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Saving to OneDrive

The Gif below shows how to save into your OneDrive from Word. (It is the same in any office App)



Choose ‘OneDrive Taradale High School’ as your file location

Menu

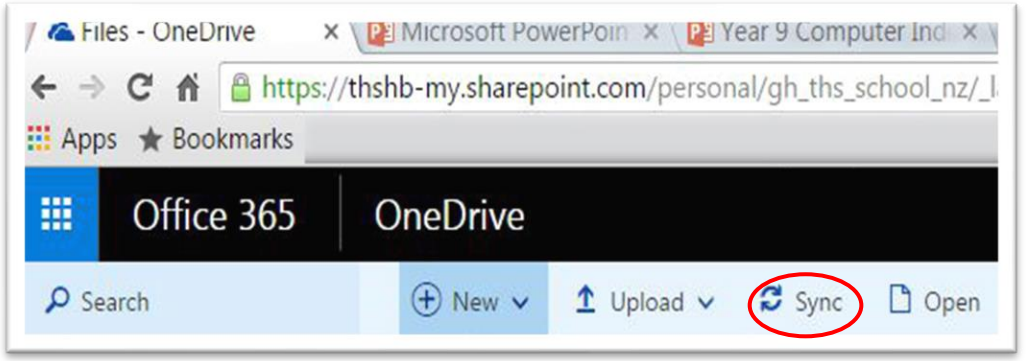
What is OneDrive Syncing?



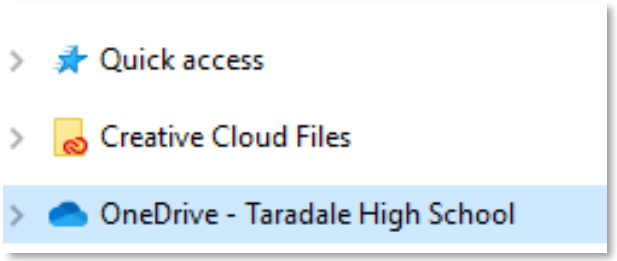
Synchronise OneDrive to your device

Synchronising your OneDrive to your Laptop or Tablet is a way of backing up your work, in the event that you can't access Office 365.

In OneDrive, click 'Sync'. **(Only do this if you have your own laptop or tablet- you can't do it on a school computer).**



A new folder will be created on your C:/ Drive called **OneDrive Taradale High School** and your OneDrive contents will be copied into it.



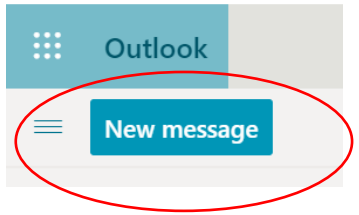


Whenever you open and change a file from either the online or local version, **Both** will be updated when you save.

Menu

Sending Email with attachment

Open Office **365** and select **Outlook**
Click on "New Message"



1. Type a name into the To Field eg: John and select from the list of possible names by clicking on it
2. Repeat process for multiple recipients
3. Note: all staff and students at THS are automatically loaded
4. Please **DO NOT** send nuisance Emails
5. Attachments: To send an attachment click on 

and navigate to your document's location
6. For Multiple attachments repeat the process
7. Hit Send to send

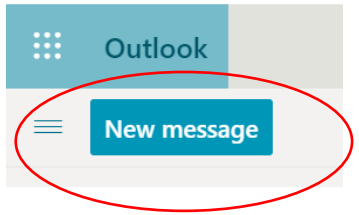
Next Slide

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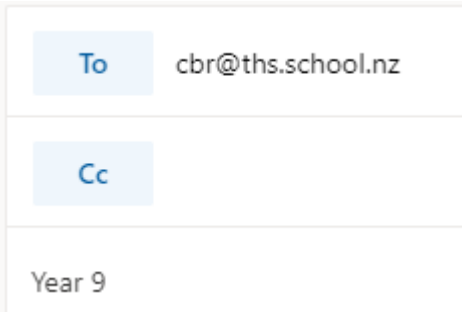
Sending an Email – Your turn

Open Office **365** and select **Outlook**

Click on "New Message"



1. Type your teachers email address into the "To" section.
2. Type "Year 9" into the subject line.



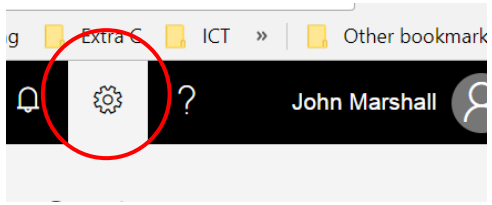
3. Send the email.
4. You will get an email back, please follow the instructions.

Menu

Change 365 Mail Settings

Why? By default, mail is set to reply to all recipients, this can be a nuisance. To change this:

1. Open Office 365
2. Click on the Cog



3. Scroll down to ‘mail’ and click
4. Select **Reply Settings** Choose **Reply** rather than **Reply all**
5. Focussed Inbox: If you don’t want this feature, scroll down to Focussed inbox and change to **Don’t Sort Messages**
6. **Undo Send:** If you want to set a delay which allows you to **cancel** a send after hitting the button, Click **Undo Send** and set your time value

Menu

OneNote Video Clip

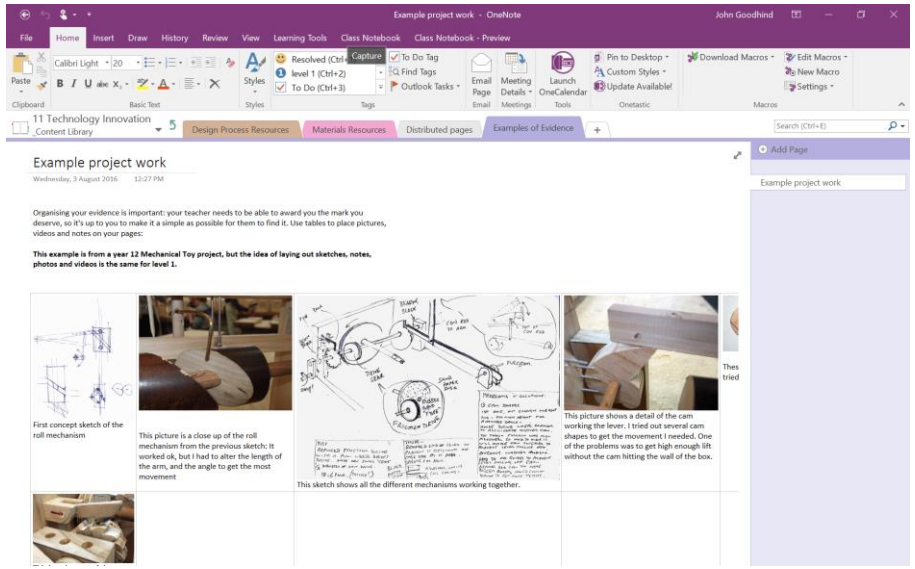
- http://www.onenoteineducation.com/en-US/Guides/OneNote%20for%20students

Menu

OneNote - what it is, and how to use it

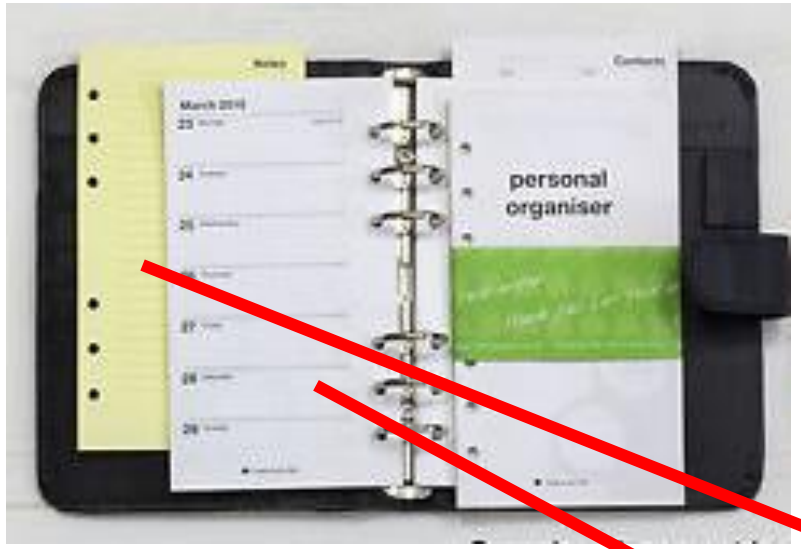
OneNote is a digital exercise book. It is used for storing and organising notes, pictures, videos, sound files etc.

Your teachers will set up Class Notebooks, which will allow you use OneNote for your assignments and research.



This is an example from a Technology Notebook. You can see the student's notes and pictures and there could even be videos or sound clips included.

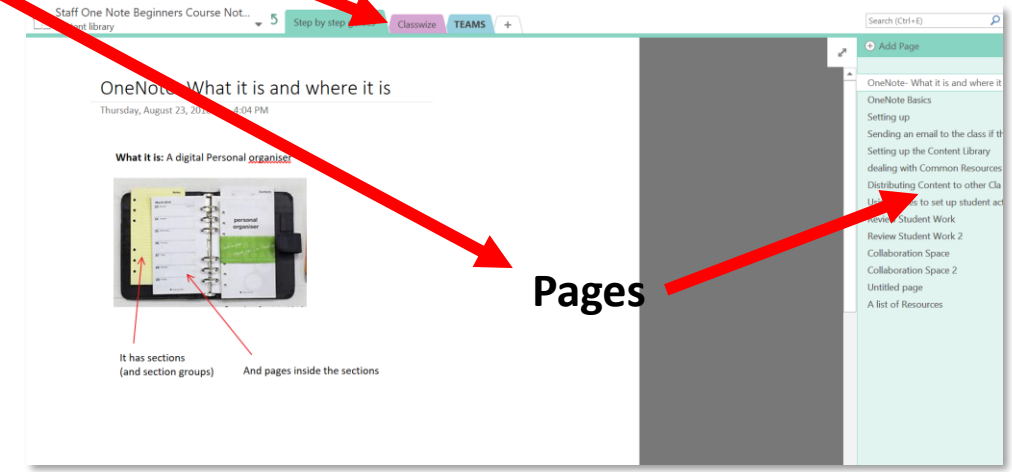
Menu



A OneNote Classnotebook contains Sections, and pages with them. Your teachers will have set up the Class Notebooks depending on the subject, to make it easy to find class materials and For you do class work.
You can type anywhere on the page, and insert pictures, audio and video clips

Aim high
Be determined

Sections



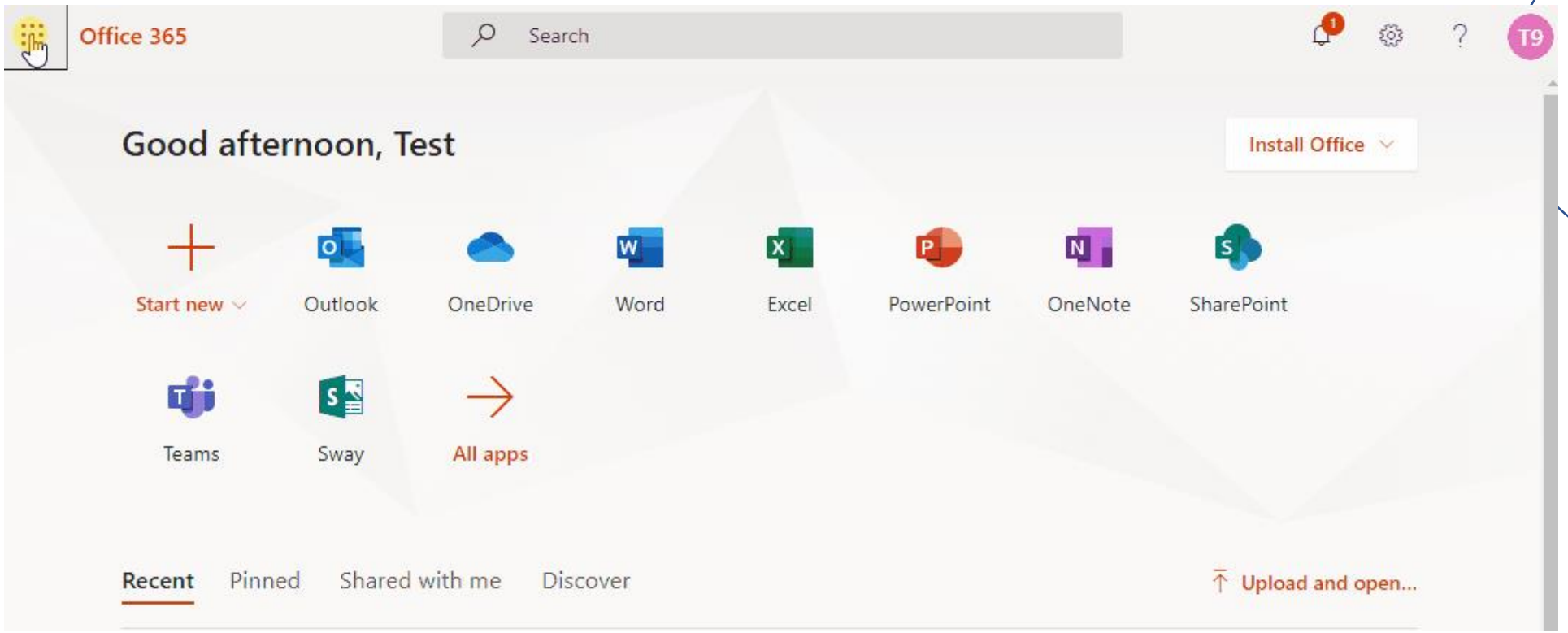
Pages

Menu

OneNote – it's your turn

Steps

- Login to 365 and select **OneNote.**
- **Click on "Shared with me"**
- **Open "2020 Year 9 Induction"**



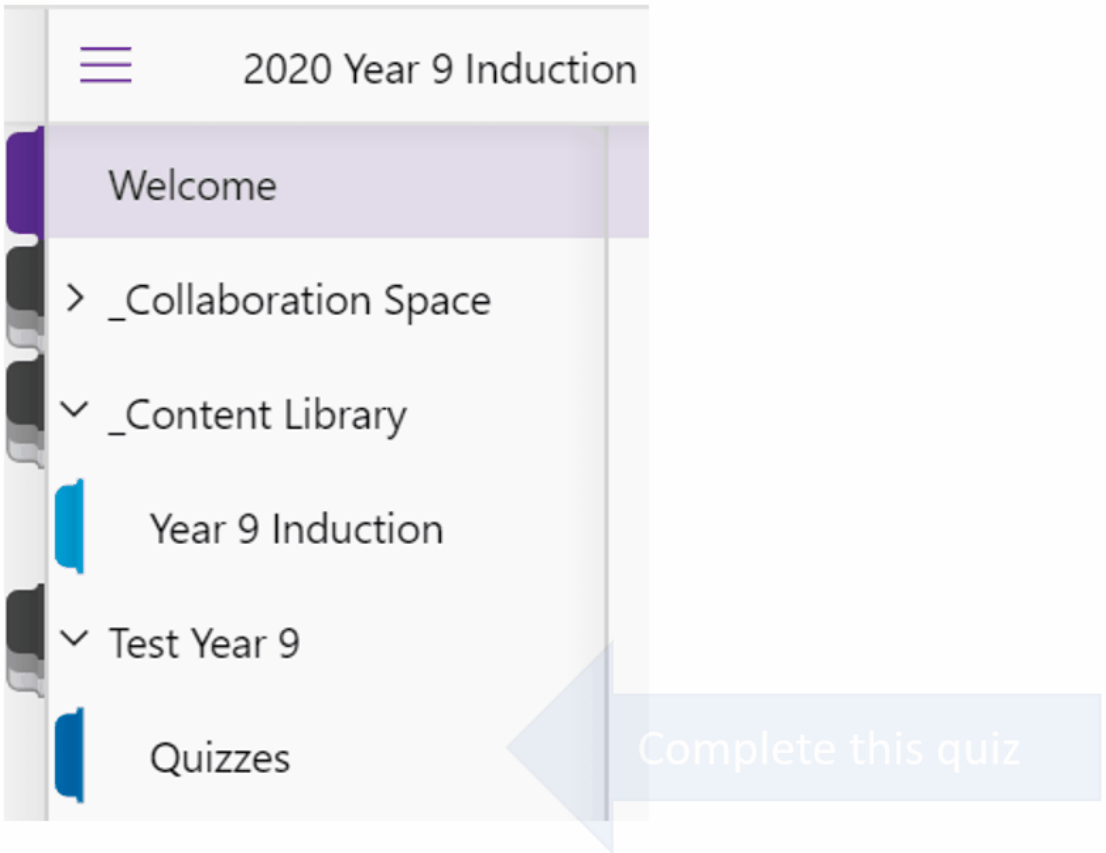
Aim high
Be determined

Menu

OneNote – it's your turn

Steps

- Complete the "Quiz" using the resources in the "Content Library"



Aim high
Be determined

Menu



Other Items for later

- Wireless Printing
- Download KAMAR App
- School Calendars

Print Wirelessly (Page 1)

Why? On the school site, it is possible to print straight from your laptop to one of the school photocopiers

(Setup needs to be done at school)

1. Go http://papercut:9163/setup
2. The correct operating system should show up
3. Follow the instructions and watch the video if you need to.
4. Scroll down to 'download and run this mobility printer setup'
5. Download the file and run it when complete
6. The library and art printers will appear in the list. Click on the library printer and click 'Next'. Enter your school username and password when prompted.
7. Only add the art printer if you are taking art.
8. See next slide for step by step instructions
9. Note: Macs may have problems: see The Computer Technician if you do



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Printing Wirelessly (Page 2)

How to print wirelessly while at school.

These steps assume you have installed the papercut app (previous slide)

1. **Make sure you are connected to the school network with the school wifi.** You will not be able to access the printers using your own data or at home.
2. Open the document you wish to print. (Note you have 5 free copies of Office 365 and can install office on your phone free of charge)
3. Select **Print** (you should see a message saying Getting file ready to print)
4. Click dropdown arrow to select your printer, eg Library VP
5. Click on Yellow Printer icon to send the print job

You may have to enter your school logon and password as your printing account will be charged.



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Install KAMAR App

Why? The Kamar App allows you to check timetable, results, attendance and the notices

1. On your phone, google KAMAR APP, or go to the Play Store (Android) or the App Store (Apple) and search for it. Download and install (It's free)
2. iPhone users will have to make sure their phone is set up for the NZ App Store.
3. Open the App and go to "Settings"
4. Server is **KAMAR.ths.school.nz**
5. Username is your school username

6. **Password is a special KAMAR password which your form teacher can give you. IT'S NOT YOUR SCHOOL NETWORK PASSWORD!**

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365 Calendar: Students

Students should be encouraged to use the 365 calendar as their diary.

It is also possible to add the school events to it by following these steps

1) Click waffle (nine dots) and click on All Apps
2) Open calendar (right click 3 dots and pin to Launcher)
3) Choose add calendar
4) Select "Subscribe from Web"
5) Copy this url https://kamar.ths.school.nz/index.php/ics/school.ics
6) And paste into the address bar on the "subscribe to Web" page
7) Give it a name, choose a colour and click import



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365 Calendar: Staff Only

Staff are encouraged to import the school calendar (ex Kamar) into 365.

1) Click waffle (nine dots) and click on All Apps
2) Open calendar (right click 3 dots and pin to Launcher)
3) Choose add calendar
4) Select "Subscribe from Web"
5) Copy this url https://kamar.ths.school.nz/index.php/ics/faff4f57ef3f49a75d794c8d05d8b513.ics
6) And paste into the address bar on the "subscribe to Web" page
7) Give it a name, choose a colour and click import



Menu

365: Staff, Import Timetable into 365 Calendar

Staff are able to import their timetable into 365 (ex Kamar)

1. Click waffle (nine dots) and click on All Apps
2. Open calendar (right click 3 dots and pin to Launcher)
3. Choose add calendar
4. Select "Subscribe from Web"
5. Open Kamar and navigate to timetable page
6. Click Calendar Subscription and Copy the url
7. And paste into the address bar on the "subscribe to Web" page
8. Give it a name, choose a colour and click import (you may need to close and re-open Calendar for it to show.



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