

Bring Your Own Designated Device



2019

Table of Contents

PreBOOT CAMP	2
DET Email and login information	2
Connecting to DETNSW Wi-Fi	2
Sentral	3
ACTIVITY: Tick the box when you have completed the following	4
Laptop Maintenance.....	4
ACTIVITY: Shutdown and Reboot	4
DoE Student Portal	5
ACTIVITIES: Exploring the Department of Education (DoE) student portal.....	5
ACTIVITY: Logging in to the student portal.....	5
ACTIVITY: Using the Favourite Bar	6
Student Agreement.....	7
ACTIVITY: Personalising the portal.....	7
School Emails	9
OneNote	10
ACTIVITY: Using OneNote Classroom	10
Microsoft Office 365.....	13
ACTIVITY: OneDrive Cloud Storage.....	13
ACTIVITY: How to share documents and add files to your OneDrive	14
OneNote Navigation.....	14
ACTIVITY: Using OneNote Online and Desktop.....	14
Digital Learning Tools.....	16
DEMO: Office Lens	16
Activity: Using Office Lens.....	16
Snipping Tool.....	16
ACTIVITY: Using the snipping tool.....	16
Snipping Tool Features	17
Microsoft Edge	18
ACTIVITY: Using the Microsoft Edge features	18
Activity: Using Edge to annotate.....	19
Digital Citizenship	20
Intellectual Property	20
Cyber Security	20
Activity: Being a responsible Digital Citizen	21
ACTIVITY: Creating a strong password	22
STUDENT SURVEY	23

 PreBOOT CAMP

- ✓ Microsoft Office 365
- ✓ Learning Tools



DET Email and login information

INSTRUCTIONS AND ACTIVITY

What is my school email address?	firstname.lastname@education.nsw.gov.au
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EXAMPLE: sally.harris@education.nsw.edu.au

Connecting to DETNSW Wi-Fi

This is for your school Wi-Fi connection

What is my username?

Your username can have **a number**

firstname.lastname@detnsw
 firstname.lastname5@detnsw

EXAMPLE: sally.harris@detnsw or sally.harris12@detnsw

Your log in on the internet

Please note that when just on the internet you **do not need** @detnsw

What is my username?

firstname.lastname

EXAMPLE: sally.harris

NOW ENTER YOUR DETAILS

DET Email	
DETNSW Wi-fi Login	
Internet login	



ACTIVITY: Using the OHS school portal

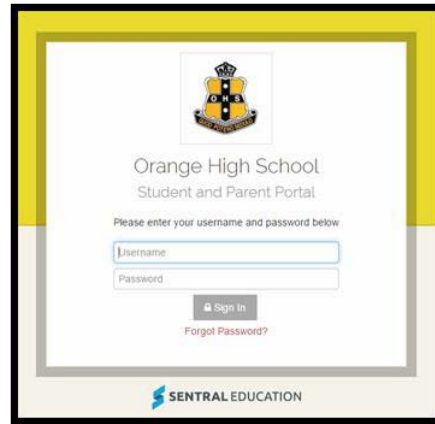
1. Type the following into the browser bar

http://web2.orangeh.schools.nsw.edu.au/portal/login

2. Make this webpage a favourite

Information on page 6 of the BYODD Guide. We will add this later.

3. Login to Sentral



What is my username?

firstname.lastname e.g. sally.harris

Please note that when accessing Sentral you **do not need** @detnsw

Period	Class	Teacher
BS	Roll Call RC (RC7E)	ROOM 119 WITH L PAINE
1	Technology Industrial Arts Yr7 (7TMT4)	ROOM T6 WITH D BOUNDY
2	Technology Home Economics Yr7 (7TMF4)	ROOM T1 WITH M HOPE
R		



ACTIVITY: Tick the box when you have completed the following

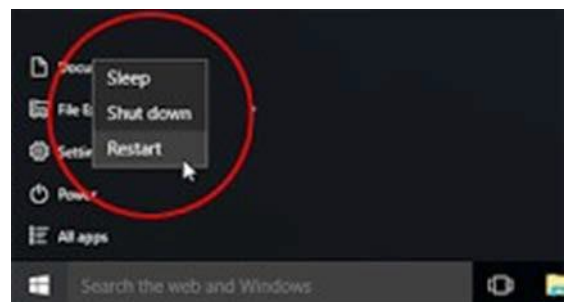
Can you find your timetable?	
What lesson do you have period 4 Friday Week A?	
What day do you have double Sport?	
On the Daily Notices what was the answer to the Joke of the Day?	
How many weeks, including this one, are there until the end of Term 4?	
What other useful information can you find on Sentral?	<ul style="list-style-type: none"> • • •



Laptop Maintenance

ACTIVITY: Shutdown and Reboot

How do you shut down your computer?



This is most important before recess, lunch and before you go home each day. This will save battery and ensure your laptop should not overheat in your bag.

WINDOWS 10

To do this, first open the Start Menu by clicking the Start button in the bottom left corner of the screen. Three options appear choose Restart to restart your device, Shut down to shutit down.

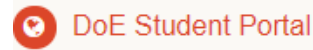


DoE Student Portal

ACTIVITIES: Exploring the Department of Education (DoE) student portal

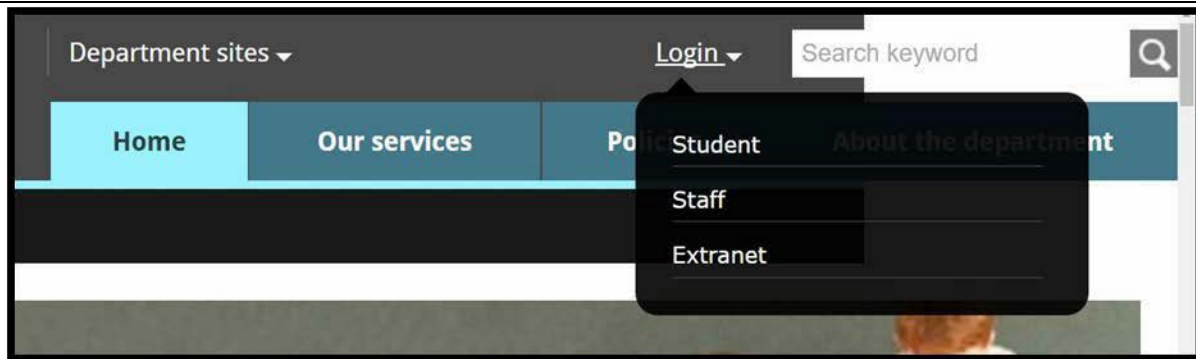
Explore the features of the student portal. What can you do from the student portal?

Open Sentral and click on this link →



ACTIVITY: Logging in to the student portal

1. Click on the login button on the right hand side of the page
2. Select student from the drop down list

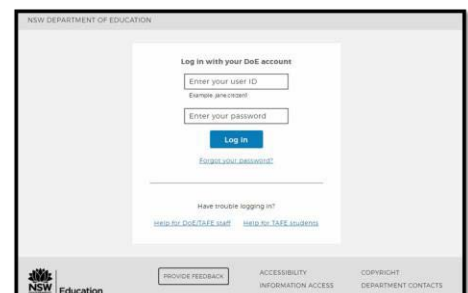


3. Enter your username and password on the screen shown below.

You do not have to add @detnsw

Username:
Don't forget a number if you have it!

firstname.lastname
 e.g. sally.harris





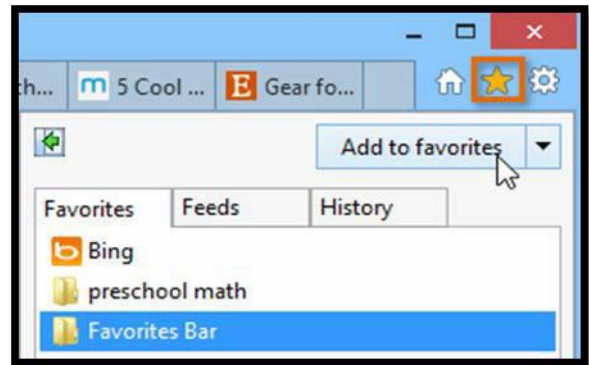
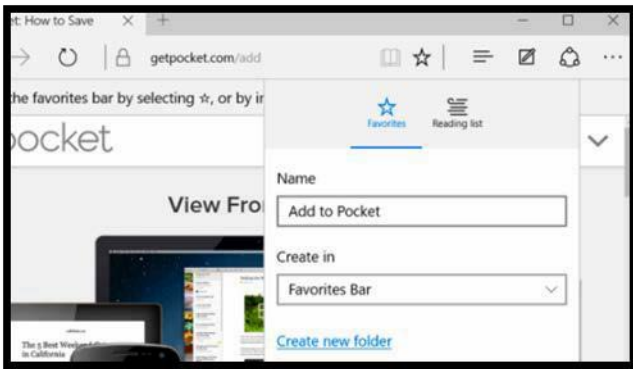
ACTIVITY: Using the Favourite Bar

Make this website a favourite

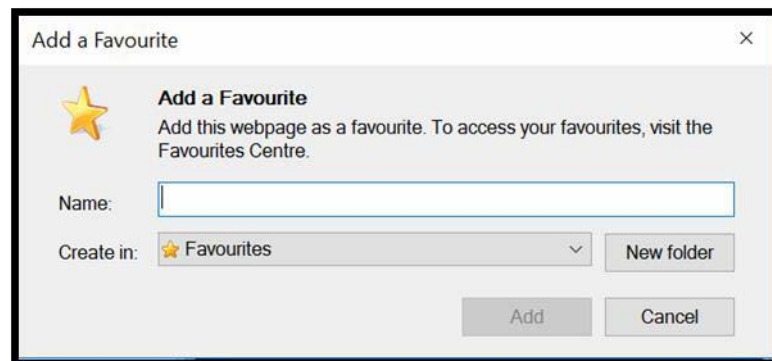
Follow the step by step instructions:

1. Select the star on the right hand side of the internet page as shown below

2. Click add to favourites



3. Name your favourite tabs appropriately – with names that make sense to you!



Find 3 useful websites for use at school and add them to favourites.

EXAMPLES: www.gmail.com <http://www.orange-h.schools.nsw.edu.au/>

Don't forget to add Sentral to your favourites!

Student Agreement

1. Read the conditions of use and select "Agree" (Read through as a class)



ACTIVITY: Personalising the portal

Exploring the student portal

1. Find the **Personalise** button and change their colour scheme.

2. Find the **Learning Tab** and work out how to move it from its current location so it sits at the top of the page like below.

What are some other features of the Student Portal that may be useful?

-
-
-

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	english heas 102	ic roll call coos1	ic roll ca coos				
	science ahes g4	sport liva gmy 5					
	technology home d2	mathematic jont 113					

student portal Overview

Use keywords or search terms to Search Google or Tale4students here.

Tale4students has a large range of educational resources of interest.

Click 'Personalise' to choose a colour for your page or create a random multicolour theme.

You can change your password or setup a secret question and answer, enabling you to reset your password if you can't login.

Add a link (step 1)
Click to create a link list portlet.

Click here to access your DET email.

Search for resources in your school library.

Use Week A & Week B to enter a fortnightly timetable.

Click 'Add an event' to enter reminders, exams, assessment tasks or special days.

Enter your timetable information e.g. time, subject, room.

Here are some sites that may interest you. To re-order, roll over links and click the arrows. Click **More...** to see all links.

Add a link (Step 2)
Enter a URL and a display name and click OK. You can add any number of links.

View the latest school newsletter.*

If you are a **blogED** member, you can view your blogs, posts and comments. Click a link to view a particular blog or post or click Go to **blogED** to view your dashboard.

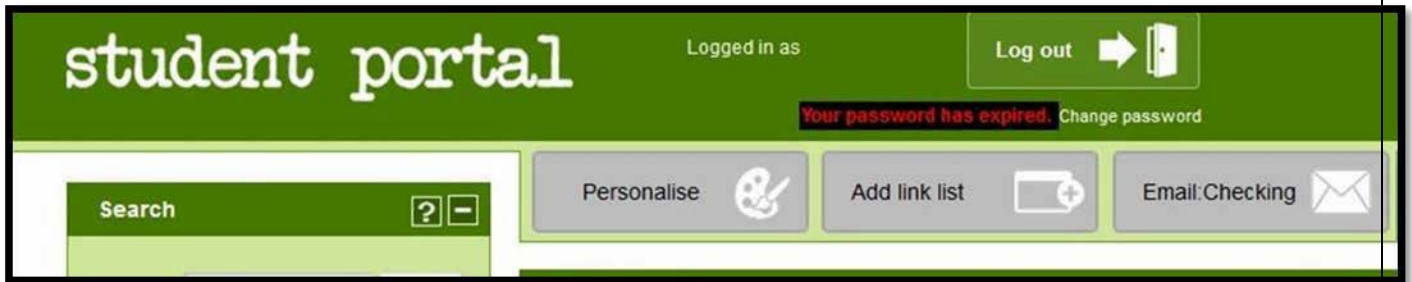


School Emails

ACTIVITY: Using the student email features

1. My email address is _____

Remember you wrote it down on an earlier page



2. Send an email to your classroom teacher, with a picture of your favourite animal or sport as an attachment.

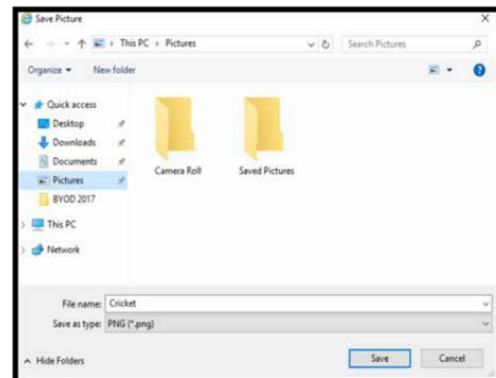
How to save an image using the web browser

- Open Internet Explorer or Edge or another tab.
- Search for your favourite animal or sport.
- Right-click on the image you want to save.
- Right Click on the image and choose **SAVE PICTURE AS**
(Save the picture **on the desktop** to make it easy to find)

Find an image



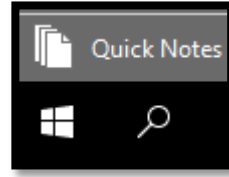
Save an image





ACTIVITY: Using OneNote Classroom


If OneNote Icon is not on **your desktop**.



1. Click on the Magnifying glass and Type: OneNote

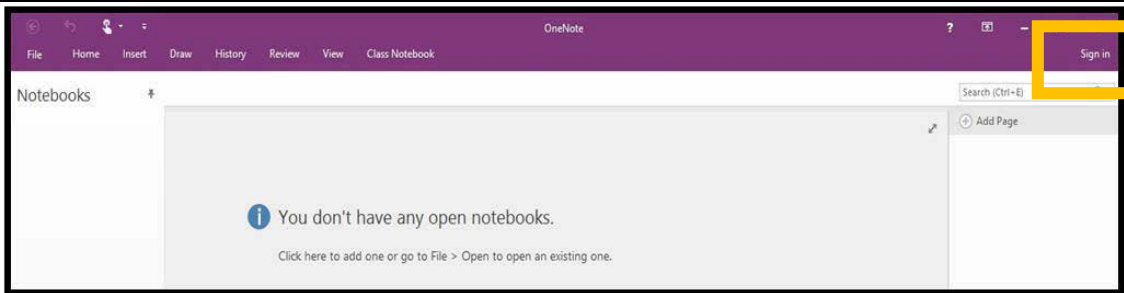
2. Click on OneNote2016



Raise your  if you do not have **OneNote2016**

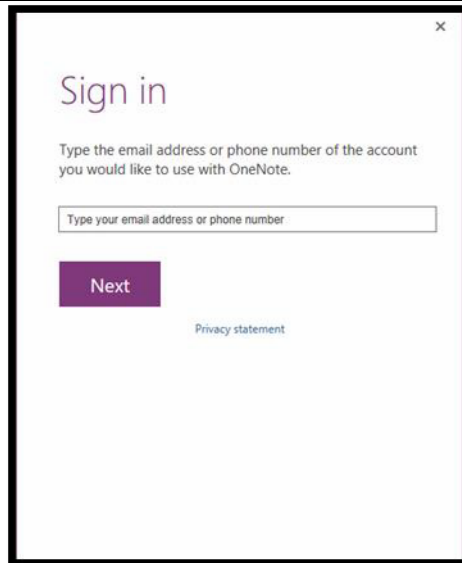
Signing into OneNote

1. Find the **Sign In** in the top right corner of the screen and click once

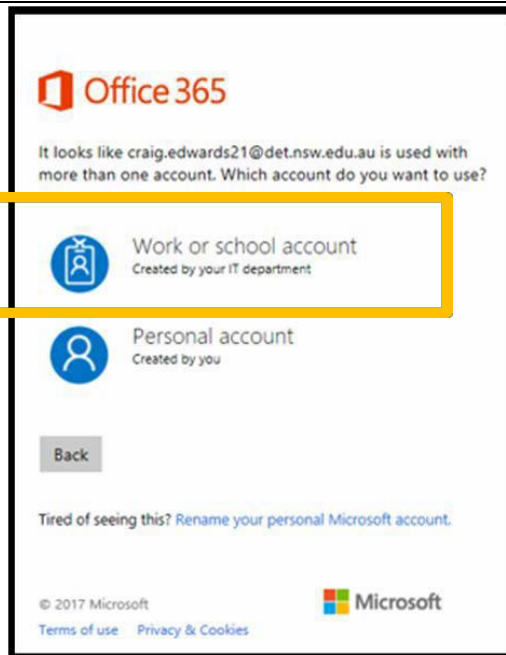


2. Type in your school email

What is my school email address? firstname.lastname@education.nsw.gov.au



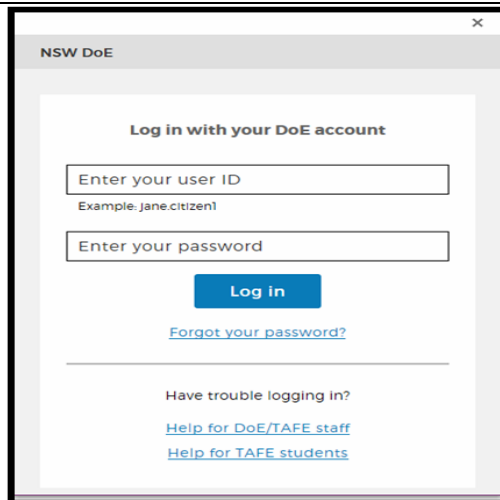
3. Choose Work or School Account



4. Type in your Username and Password

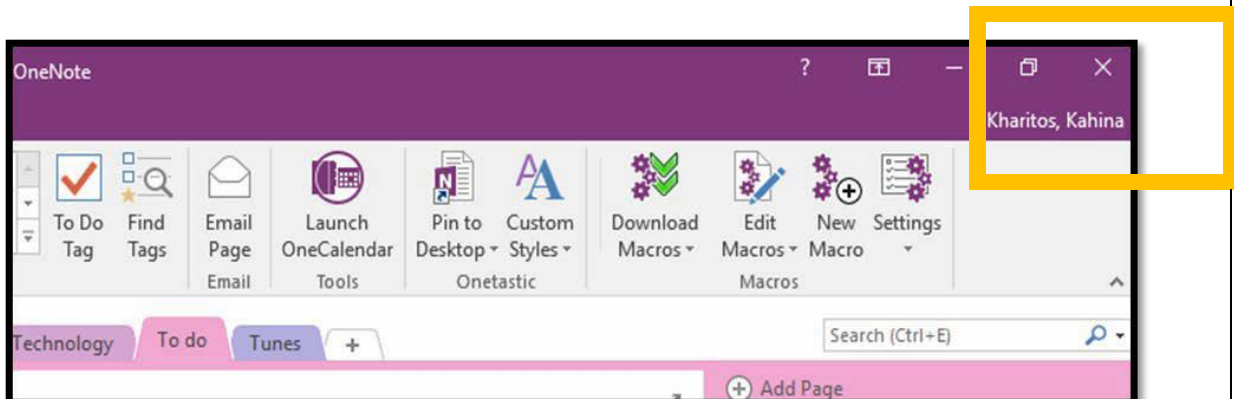
What is my username? **firstname.lastname** e.g. sally.harris

Now you will see this screen



Please note when you see this Log in Screen you **do not need** @detnsw

You should now see your name in the top right corner



5. Click on your name.

You should see your school email address.

If you **DO NOT** see your name/email please repeat the steps.

If it still does not work - Let your teacher know at the next break!

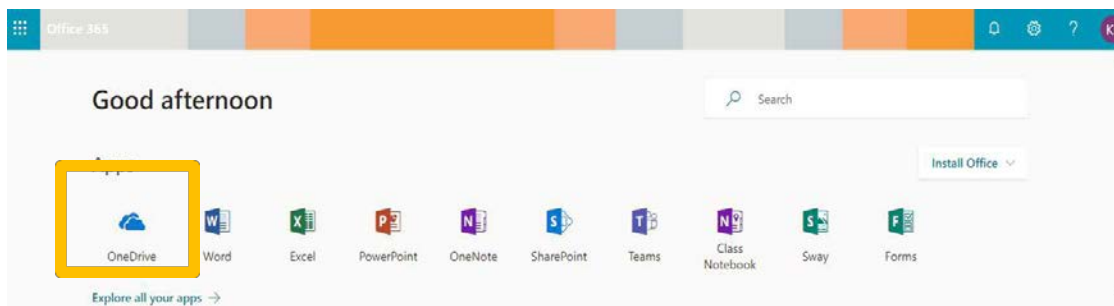
Microsoft Office 365

ACTIVITY: OneDrive Cloud Storage

1. Go to the Student Portal and locate **Learning** and **Microsoft Office 365**



This page will come up



2. Click OneDrive

3. Open this link in your **web browser** <http://bit.ly/2pB63R0>

4. Download the document and save it to your **DESKTOP**



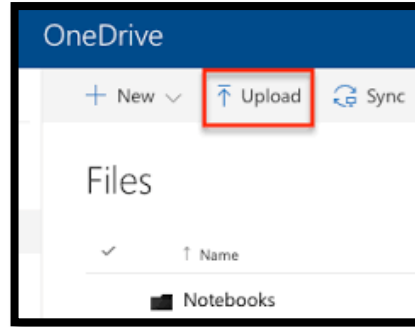


ACTIVITY: How to share documents and add files to your OneDrive.

Have a look at the OneDrive PDF - You will find lots of useful information on this doc!

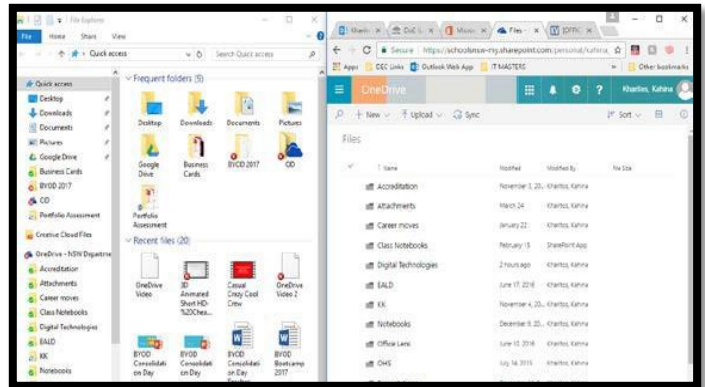
Option 1

1. Open OneDrive
2. Click on Upload
3. Select file from your computer



Option 2

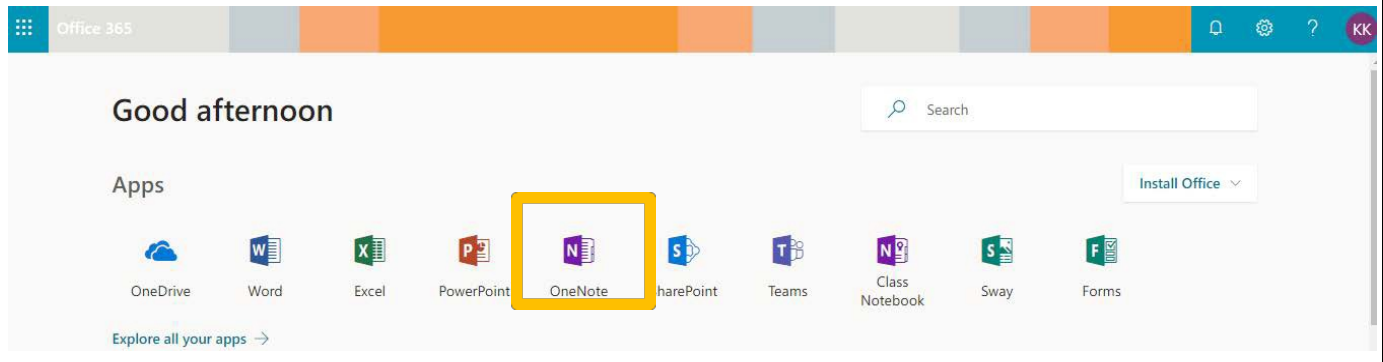
1. Open OneDrive
2. Open your File Explorer
3. Drag the OneDrive file you downloaded across to the OneDrive screen



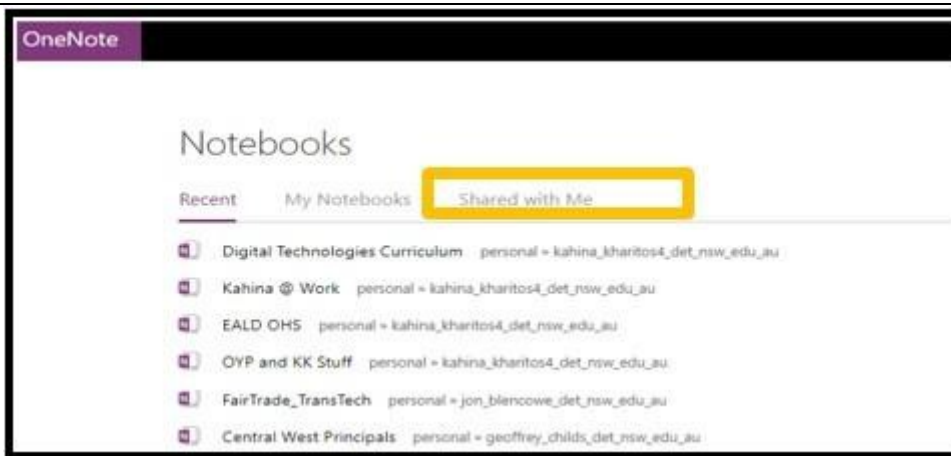
OneNote Navigation

ACTIVITY: Using OneNote Online and Desktop

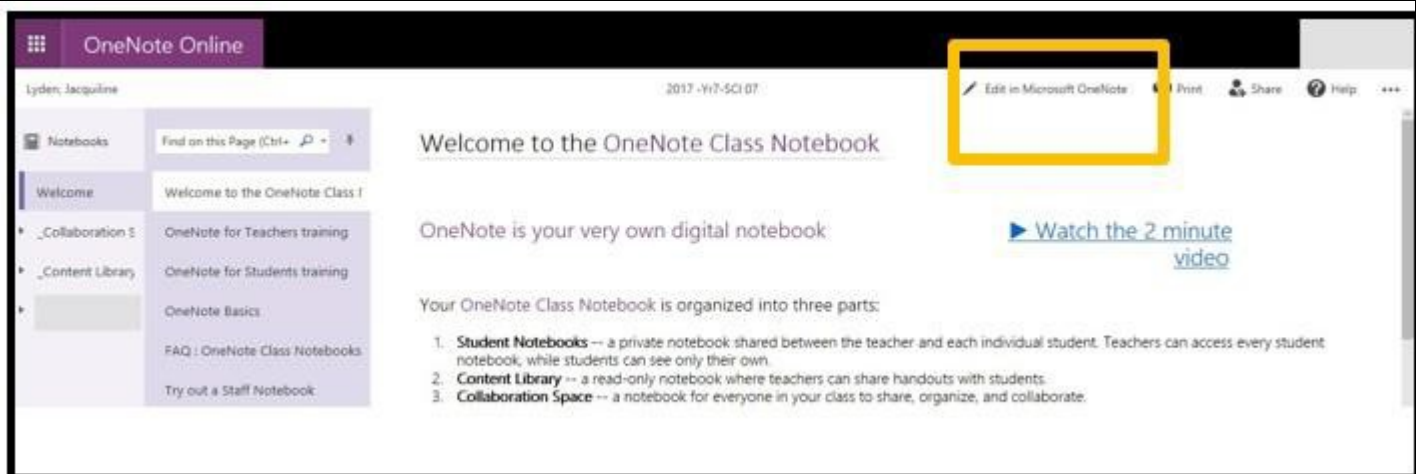
1. Click to open OneNote



2. Click on 'Shared with me' – you will see all your subject class books with your teachers' names.



3. Select a notebook to open it.
It will load and you will see this screen.

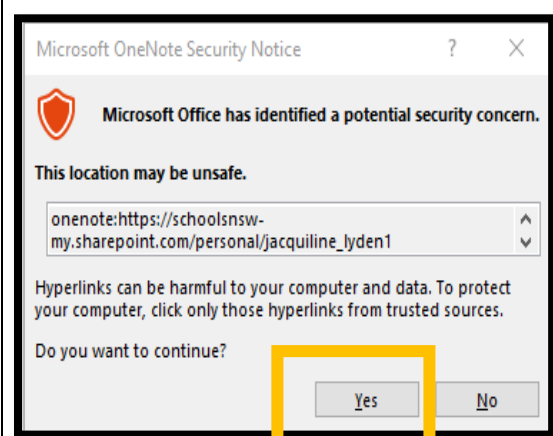


4. Once the page opens: Click **Edit in Microsoft OneNote**

IMPORTANT: Microsoft OneNote Security Notice

- Click Yes

The page will slowly open.
If OneNote says it is not responding, do not worry, it is just working on the task.



Students Note: Some notebooks will take longer than others to load.



Digital Learning Tools

DEMO: Office Lens

Portable scanner, Camera and reader

Office Lens Demo: <https://www.youtube.com/watch?v=UvvPxwyu3tE>

Activity: Using Office Lens



1. Discuss how you could use Office Lens for learning in the classroom.
2. Type up the different ways that Office Lens could make learning easier for students.

NB: Office Lens is not an essential tool at OHS, however, if you have a phone/tablet, it would be a good idea to download the free app.

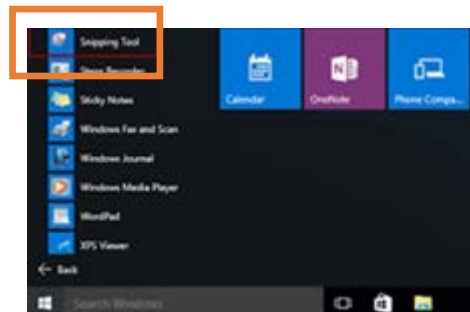


Snipping Tool

An inbuilt Windows 10 tool that allows you to capture, save and share screen and object images.

ACTIVITY: Using the snipping tool

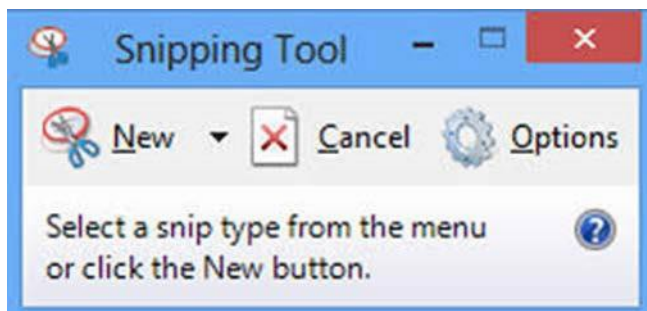
1. Open the Search Windows on your laptop. Type 'Snipping Tool' into the search bar.
2. **Right click** on Snipping Tool and select the '**Pin to Taskbar**' option. The tool is now available on your Taskbar anytime you need it.



3. Open a new tab in your internet browser and search for your favourite sporting/actor/movie team.

4. Select the 'Images' option underneath the search box.

5. Select the 'Snipping Tool' from your taskbar. It will look like this on your screen.



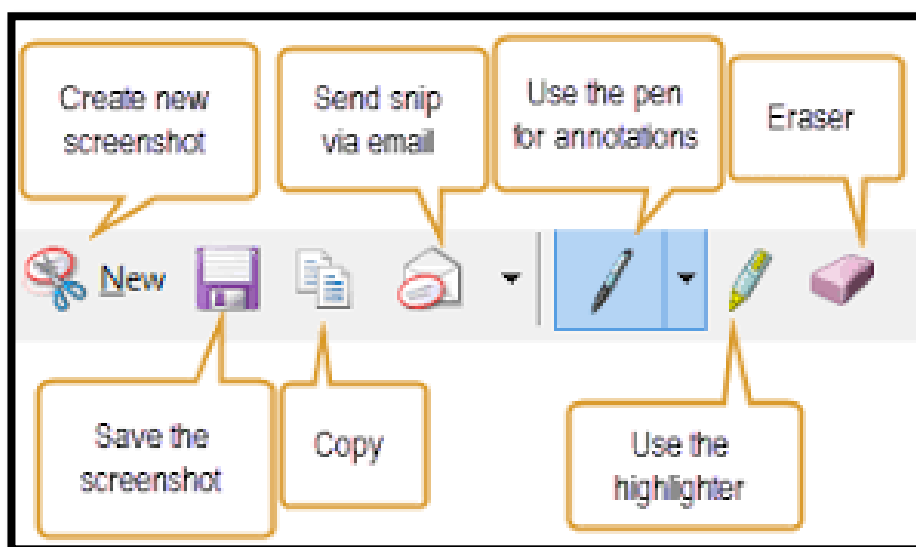
6. Select the 'New' button and snip an image of your choice from the browser.

7. Open your OneNote Note book and create a new page.

8. Paste the Image just snipped - (Right Click Paste or Control V on the keyboard).

Snipping Tool Features

Check out the different ways that you can use the Snipping Tool.



Take some time to get to know this excellent tool!

Microsoft Edge



ACTIVITY: Using the Microsoft Edge features

Microsoft Edge is the new browser built for Windows 10. Edge is faster, safer & gives you longer battery life. Stream 4K & take notes on web pages

1. Use the search bar to find 'Microsoft Edge'



2. Pin it to your 'Taskbar'



3. Open Microsoft Edge

4. Type this address in your browser

<https://www.coolaustralia.org/>



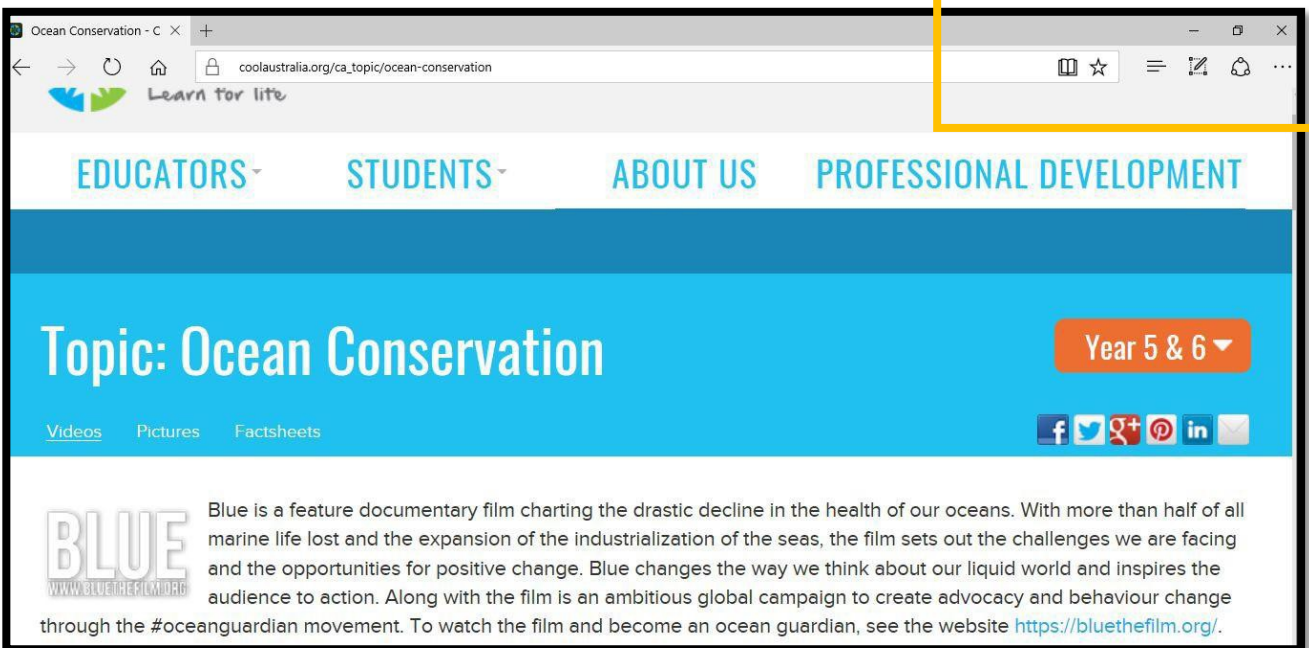
5. Select the 'Students' Button

6. Select Digital Library

7. Select Years 7 & 8 and pick a topic of your choice.



Activity: Using Edge to annotate





1. Find the editing tool on the top right hand side of the page.


2. Select the pen image



Your screen will now be in annotation mode



<p>3. Use the pens and highlighters to annotate the page.</p>	
<p>4. Save the page – follow the instructions on the page.</p>	

<h2 style="text-align: center;">Digital Citizenship</h2> <h3>Intellectual Property</h3>	
<p>What is copyright?</p> 	<p>Copyright is a legal right created by the law of a country that grants the creator of an original work exclusive rights for its use and distribution.</p>
<p>Why should I care?</p>	<p>Attributing your sources is important, it is also a legal requirement.</p>
<p>What are some ways people breach copyright?</p>	
<p>Baby Ya-Ya</p>	<p>http://bit.ly/babyyaya</p>
<p>#Game On</p>	<p>http://bit.ly/gameon2018</p>
<p>I can be a more responsible digital citizenship by...</p>	
<h3>Cyber Security</h3>	
<p>Photo Fail</p>	<p>http://bit.ly/Photofail</p>
<p>Once you post it, you lose it!</p>	<p>http://bit.ly/loseit2018</p>

Everyone knows Sarah	http://bit.ly/Sarahpic
List 4 dangers of sharing information online	<ol style="list-style-type: none">1.2.3.4.
I can be a more responsible digital citizenship by...	
Digital Citizenship Quiz Your teacher will now show you a link to follow to complete the quiz.	



ACTIVITY: Creating a strong password

Choosing strong passwords will help you to protect your personal information and your online reputation.

5 Password Tips

- ✓ Only your parents should know your password.
- ✓ Do not tell your friends your password.
- ✓ Do not use passwords that are easy to guess.
- ✓ Create passwords with at least eight characters by combining letters, numbers, and keyboard symbols.
- ✓ Change your password regularly.



Create your new password

You will now practice making up different passwords and testing them out using this link

passwordmeter.com

You can now change your password!

The screenshot shows a 'student portal' interface for changing a password. The main heading is 'Change password'. A blue box at the top right contains the text: 'You can change your password at any time to something different. Click the Help button to get tips on choosing a new password.' The main form is titled 'Change password and secret question' and includes fields for 'Your current password', 'Your new password', 'New password (again)', and 'Set your secret questions'. There are 'Close' and 'OK' buttons at the bottom of the form. A 'REMEMBER' box at the bottom left states: 'REMEMBER - you must type a password exactly the same way every time you log in. For example, if you choose "Britney8" as your password, with a capital 'B' at the start, you must always type it in the same way - you cannot type it as "britney8" with a small 'b'. Don't tell anyone in your class what your password is. If you do, they could log in under your name and read your emails.' The NSW Education & Communities logo is in the bottom right corner.

1. Enter the password you are currently using.
2. Enter your new password. It must be at least four characters.
3. Repeat your password.
4. Click OK.
5. You will get a message saying, "Your password has been changed successfully".
6. Click the Close button to return to the portal.



<https://www.surveymonkey.com/r/BYODD2019>



If you type the address correctly, you should see the above image. Please start the survey once ready.

Reference list: The following websites were used to compile this BYODD 2018 Guide.

Cool Australia. (n.d.). Topic: Ocean Conservation. Retrieved from https://www.coolaustralia.org/ca_topic/ocean-conservation/

Microsoft (2017). Windows Support. Retrieved from <https://support.microsoft.com/en-au/help/4027213/windows-open-snipping-tool-and-take-a-screenshot>

Mozilla & Martin, S. (n.d.). Privacy Basics: Protect Your Data | Bad Password Collage Make a Strong Password. Retrieved from <https://mozilla.github.io/curriculum-final/privacy-basics/session02-bad-password-collage.html#step-3>

NSW Department of Education. (2018). Student portal. Retrieved from <https://student.det.nsw.edu.au/web/student>

Sentral Education (2018). Student and Parent portal. Retrieved from <https://web2.orange-h.schools.nsw.edu.au/portal/login>