



Student's BYOD Guide

Quick Guide to making the most of CHS BYOD
and Microsoft Office 365 for your learning



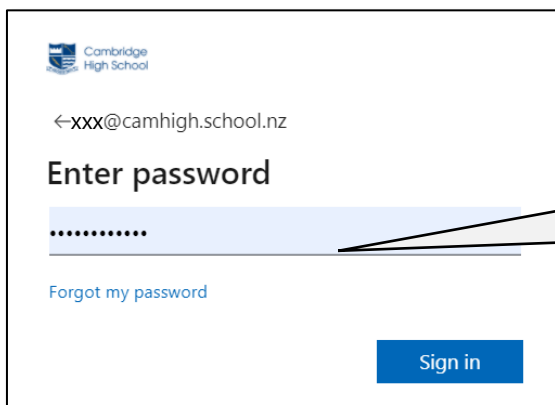
Getting Started

1. Login to Microsoft Office 365

<https://login.microsoftonline.com/>

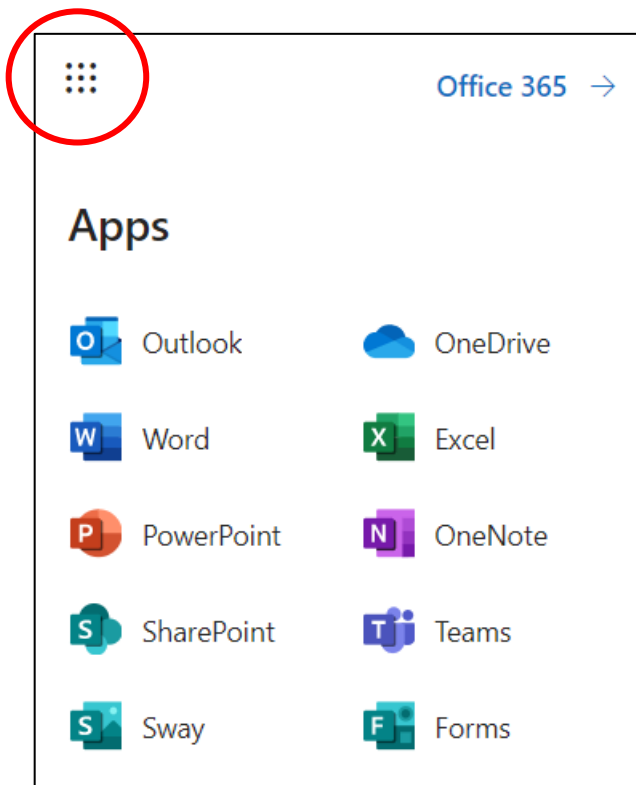


Make sure you select your school account, especially if you also have a personal Microsoft account



Your password is the same as your CHS wifi password
Please keep this password safe

2. Using Microsoft Office 365



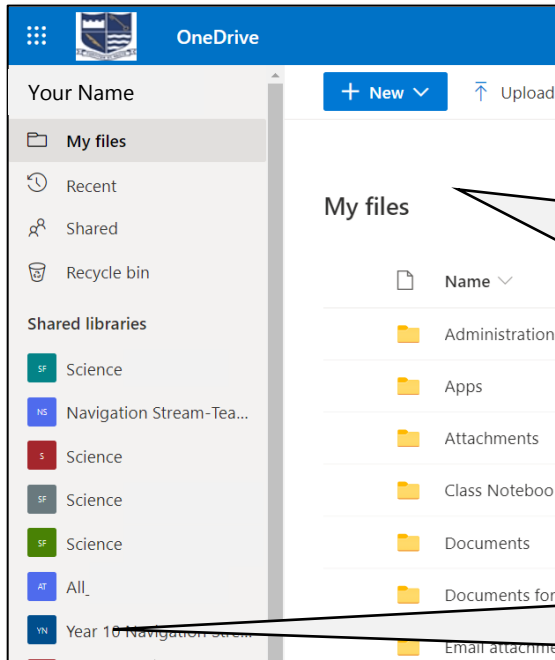
The waffle at the top left of the screen will give you access to all your Office Apps.

It is recommended that you use the desktop versions for full accessibility to tools.

All help for use of Microsoft Office 365 is found at <https://support.microsoft.com/>



3. Creating Folders and Locating Resources



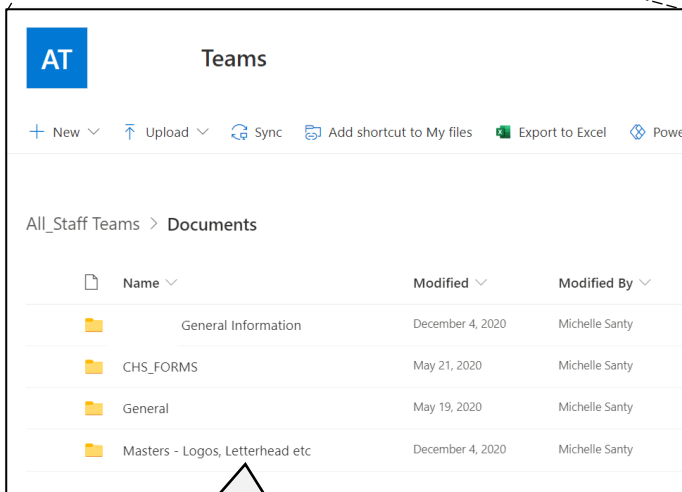
Create folders in your "My Files".

New documents can be created once inside the folder.

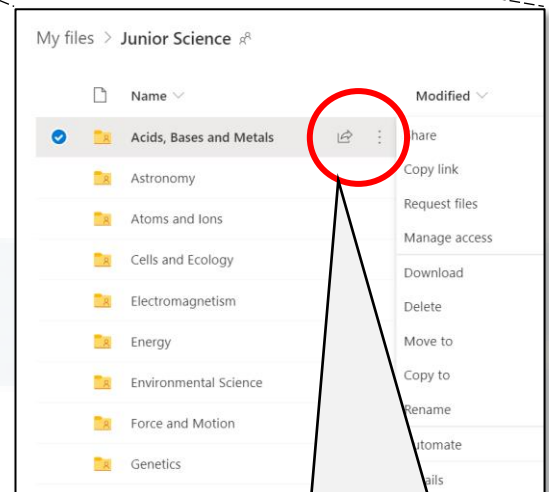
Folders and files can also be dragged or uploaded into your OneDrive.

NOTE: there is only capacity for 5000 files, Create a shortcut on the desktop for site contents so you can quickly see the number of files for going over 5000

Your Shared libraries with resources from TEAMS can also be accessed here



TEAMS folders will contain commonly used resources and information.

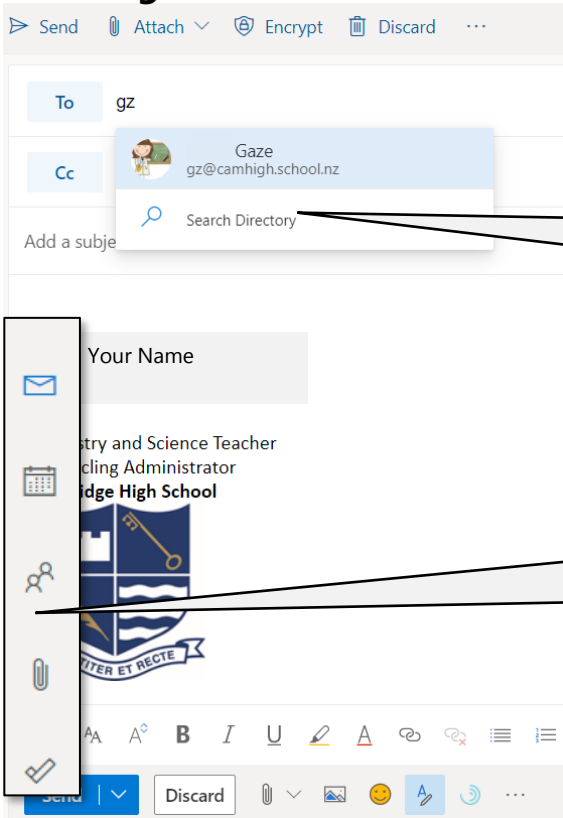


Dots beside each folder and file will allow you to download, share files and more.

- ❖ Each Subject will have their own organisation system for resources folders and files. Ask your teacher about the best method for sharing your resources.
- ❖ Green tick on OneDrive icon at bottom of screen shows syncing. Inform your teacher if consistently not there.



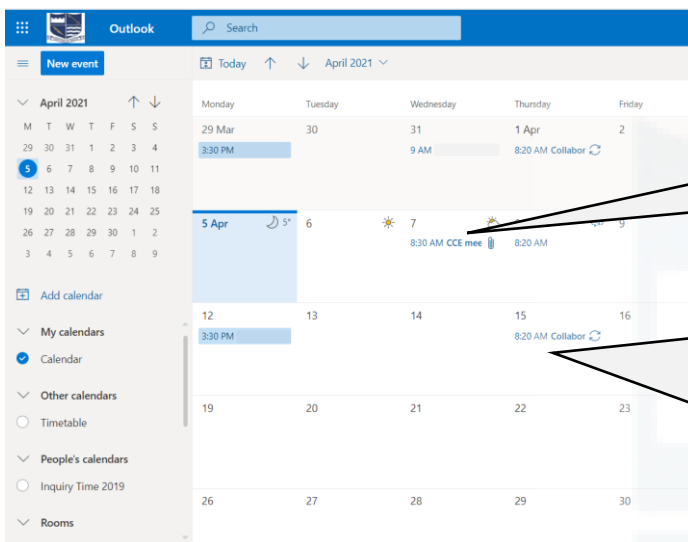
4. Using Email



Typing a teacher's code or name will drop down a possible list.

The left bar allows you to toggle between email, calendar, groups, attachments and to-do lists

5. Using the Calendar



Add your homework to the calendar – can use week view for more space

School events and meetings can be added.

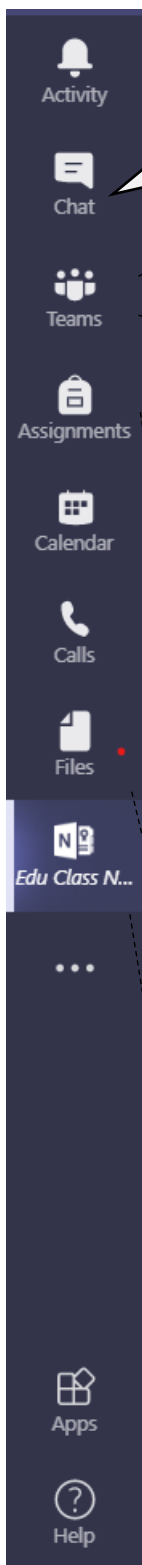
Add your own events by clicking appropriate time and date

- ❖ Do not use your school email for personal stuff. Like one day or shopping stuff. Helps to keep spam to minimum.
- ❖ Keep a close eye on phishing emails. Learn to identify fake emails. (Anything to do with O365 will have the school logo and school pictures).
- ❖ Don't open attachments from dodgy looking emails. If unsure ask teacher.
- ❖ Do not reply to spam or phishing emails.

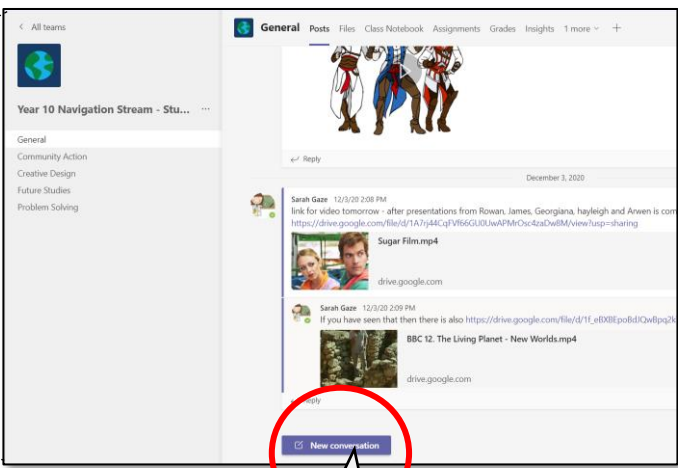
TEAMS



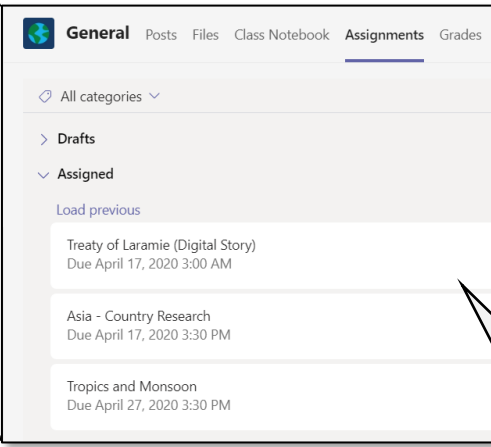
6. Using TEAM features



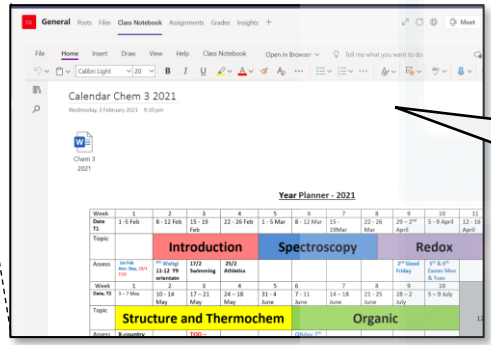
Preferred method to correspond with individual teachers and students



Find class notices, links and add to class conversation here



Find assignments, homework with added resources. Students can submit their work in their own confidential area. Allows your teacher to monitor when you have completed and handed in work.



Find your class notebook here

| Week | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|--------|--------------------------|---|---|--------------|---|---|---|---|-------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Topic | Introduction | | | Spectroscopy | | | | | Redox | | | | | | | | | | | | | | | | | | | | | | |
| Assess | 1/2 | | | 2/2 | | | | | 3/2 | | | | | | | | | | | | | | | | | | | | | | |
| Week | 1 | | | 2 | | | | | 3 | | | | | | | | | | | | | | | | | | | | | | |
| Topic | Structure and Thermochem | | | Organic | | | | | | | | | | | | | | | | | | | | | | | | | | | |

TEAMS



7. Other apps

Apps

Search all apps

All

- Personal apps
- Bots
- Apps
- Connectors
- Messaging
- Top picks
- Popular apps
- What's new
- Analytics and BI
- Developer and IT
- Education
- Human resources
- Productivity
- Project management
- Sales and support
- Social and fun

Get more done with apps!

Simplify workflows, share data, or find new ways to work smarter together.

Learn about apps in Teams

What's new

- Workstreams.ai**
Workstreams.ai GmbH
Workstreams.ai is designed to unite individuals & teams to focus on their priorities, collaborate & get things done....
- ServiceDesk Plus Cloud**
Zoho Corporation Private Limited
View the request module of ServiceDesk Plus Cloud inside Microsoft Teams. Technicians and requesters can now...
- Ment.io**
Ment.io
The Ment.io app on MS-Teams provides a transparent and inclusive discussion board, fostering credible collaborative thinking....

All apps

- Forms**
Microsoft Corporation
Easily create surveys, quizzes and polls.
- Channel calendar**
Microsoft Corporation
Access all events in the channel from one place. All members—except guests—can add events to the calendar and view eve...
- Insights**
Microsoft Corporation
Education Insights provides real-time analytics of student progress and activity within their classes. With easily digestible...
- Jira Cloud**
Atlassian
- Power BI**
Microsoft Corporation
- Communities**
Microsoft Corporation

There are lots of other apps you can use that may be useful for your school work

8. Video Meetings

Schedule video meetings (i.e., like Zoom) and find links to meetings here from your teachers

New meeting Details Scheduling Assistant

Time zone: (UTC+12:00) Auckland, Wellington

Add title

Add required attendees + Optional

Jan 8, 2021 2:30 PM → Jan 8, 2021 3:00 PM 30m All day

Does not repeat

Add channel

Add location

Rich text editor: **B** *I* U ~~ABC~~ Paragraph

Type details for this new meeting



9. Using OneNote – some features you may see

The screenshot shows the OneNote interface for a notebook titled 'Class Notebook'. The ribbon includes Home, Insert, Draw, View, and Help. The left sidebar shows a navigation pane with sections like 'Admin', '2.2 Qualitative', '2.7 Redox', '2.4 Particles', '2.5 Organic', '2.6 Reactivity', and 'Revision'. The main area displays a grid of pages, including 'Page 1. Foun...', 'Page 2. Lewis...', 'Page 3. Mole...', 'Page 4. Polarity', 'Page 5. Solub...', 'Page 6. Types...', 'Page 7. Mole...', 'Page 8. Ionic...', 'Page 9. Metal...', 'Page 10. Net...', 'Page 11. Enth...', 'Page 12. Enth...', and 'Page 13. The...'. Several pages contain chemical diagrams and text. A callout box points to icons in the top right, another to a 'to-do' list on a page, and a third to the main content area.

Icons may link to resources and Education Perfect task

Use 'to-do' checkbox feature when ticking learning intentions

Class notes

The screenshot shows a biology lesson page with two main sections: 'Natural Selection' and 'Evolution'. The 'Natural Selection' section includes a video player, a 'What's an expert?' activity, and a 'What's an expert?' activity. The 'Evolution' section includes a 'What's an expert?' activity, a 'What's an expert?' activity, and a 'What's an expert?' activity. There are also various diagrams, text boxes, and interactive elements. A callout box points to a video player, another to a link to resources, and a third to a section with activities to complete.

Video tutorials

Link to resources

Activities to complete on the page