

TIPS - GWCS COMPUTER SETUP

RESTART COMPUTERS REGULARLY AND KEEP THEM CHARGED TO AT LEAST 50%

- Using a family computer? Make sure student as administrative privileges (at least for the first week of school) so that he/she may download school software.
- Having lots of programs running on your computer will reduce the efficiency of your computer.
- Restarting your computer daily will help reduce computer and network connection problems.
- If you are installing updates, make sure your computer is charged to at least 50% or plugged in.
- If your computer shuts down in the middle of an update, bad things will happen.

#1 - NETWORK

CONNECTING TO THE GWCS NETWORK / WIFI

- There are four network names (all beginning with GWCS) that you can use to connect to the school network.
- All network names use the same password (case sensitive)
GW2k15WiFiCS
- If you have trouble connecting to the network:
 1. Try another network name.
 2. Restart your computer.
 3. Wait two minutes and try again.

#2 - PRINTERS

ACCESS TO GWCS PRINTERS

- STUDENTS CAN PRINT TO THE FOLLOWING PRINTERS
 1. Café Printer (DCP-9045CDN OR 00:80:77:c9:bd:77)
 2. New Wing Printer (Brother MFC-7840W OR 00:1f:3a:47:3e:e9)
 3. Dr. Cox's Classroom Printer
 4. Mr. Lindner's Classroom Printer
- STUDENTS SHOULD NOT PRINT TO THE FOLLOWING PRINTERS
 1. MFC-L8850CDW
 2. SHARP MX-3140n PCL6

INSTALLING A PRINTER ON WINDOWS 10

1. Click on the Windows icon (bottom left of screen)
2. Click on Settings
3. Click on Devices
4. Click on Add a printer or scanner
5. Look for the following printers:
 - a. Brother DCP-9045CDN (008077c9bd77)
 - b. Brother MFC – 7840W (001f3a473ee9)
6. Click on one of the above printers. Click on Add device.
7. Click on Add a printer or scanner. Click on the second printer. Click Add device.

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RENAMING PRINTERS ON WINDOWS 10

1. Click on the Windows icon (bottom left of screen)
2. Click on Settings
3. Click on Devices
4. Scroll to the bottom of the window and click on Devices and printers
5. Right click on Brother DCP-9045CDN
6. Click on Printer Properties (middle of menu)
7. Type Café Printer in the top field box
8. Click Ok
9. Right click on Brother MFC – 7840W
10. Click on Printer Properties (middle of menu)
11. Type New Wing Printer in the top field box
12. Click Ok
13. Right click on Café Printer
14. Click on Set as default printer

RENAMING PRINTERS ON OLDER VERSIONS OF WINDOWS*

1. Click the START button
2. Select CONTROL PANEL (or search CONTROL PANEL)
3. Select DEVICES & PRINTERS
4. Right click the printer that you want to rename
5. Select PRINTER PROPERTIES
6. Click CHANGE PROPERTIES
7. Rename it and click OK

*Note – every version of Windows has a different way of renaming printers. Figure out which version of Windows you have and google “renaming printers with windows #” if the above instructions did not work for you.

#3 - MICROSOFT 365 FOR BUSINESS: ONLINE

MICROSOFT 365 ONLINE

- Microsoft Office 365 online is a subscription plan that gives account holders access to the latest versions of the Microsoft office suite products along with other Microsoft applications. the infrastructure is located online so you can access it virtually anywhere, from a pc, tablet, smartphone, or other device with an internet connection.
- SOME PROGRAMS AVAILABLE TO YOU WITH MICROSOFT 365 ONLINE
 1. Microsoft word, PowerPoint, Outlook, Excel
 2. Skype for Business (download available)

HOW TO LOGIN TO YOUR ACCOUNT

- Open an internet browser window (Chrome, Edge, Firefox, Safari)
- Go to this webpage: <https://login.microsoftonline.com>
- Enter your GWCS email account and password. If you have a password from last year, we did not reset it. If you forgot your password, we can reset it for you.

AREAS OF YOUR ACCOUNT YOU WILL USE FREQUENTLY

- Microsoft Outlook - this is your email inbox. you will receive and send out email through Outlook.
- OneDrive – this is online storage where you can save documents and information that is only accessible through your account.

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#4 – MICROSOFT 365 FOR BUSINESS: DESKTOP

APPS VS. SOFTWARE

- In addition to being able to use Microsoft Office Universal Apps online, you should download the Microsoft Office desktop software to your computer. The online apps are great for quick fix, touch screen and other devices but the desktop software has more features that may be needed for your class work.

DOWNLOAD DESKTOP SOFTWARE

- Go to your online 365 account: <https://login.microsoftonline.com>
- Select “Install Office 2016” button and follow installation instructions

WAS EVERYTHING INSTALLED?

- Click on your Windows button (bottom left corner of desktop)
- Select “All Apps”
- Scroll through to see if you have the following (listed alphabetically):
 - Excel
 - OneDrive
 - OneNote
 - Outlook
 - PowerPoint
 - Skype for Business
 - Word
 - There may be others, MSO is always changing!

#5 - OUTLOOK EMAIL

STUDENT EMAIL ACCOUNTS

- Email Address - Typically, are First Name Last Initial@gwcommunityschool.com for example: JohnnyS@gwcommunityschool.com. This is not always the case because we may have more than one student with the same first name and last initial.
- Password is the same as your 365 account password. The initial password is given to students by GWCS and then students are automatically asked to change their password upon their first login.

REPLY TO TIP

- Check to make sure that your reply setting does not default to Reply All. **By default, new accounts start with Reply All as the default option.**
 1. Click the gear icon in the upper right.
 2. Scroll down near the bottom and select "My app settings: Mail"
 3. On the left hand side, under "Automatic processing," select "Reply settings"
 4. Make sure the default is set to Reply, not to Reply All.

#6 – ONEDRIVE CLOUD STORAGE

- Sign in to your Office 365 account: <https://login.microsoftonline.com>
- Open the OneDrive app
- This is your cloud storage!
- See attached OneDrive supplement for more information on how to use OneDrive.

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#7 - TEACHER/STUDENT DASHBOARD

- For students' to be active in Teacher Dashboard they must first login to 365 and **open their OneDrive!** (This is a very important step as it activates the Teacher Dashboard account.)
- Then, to login to Teacher Dashboard go to:
[HTTPS://US.TEACHERDASHBOARD365.COM/EN/PORTAL/ASSIGNMENTS](https://us.teacherdashboard365.com/en/portal/assignments)

#8 - GWCS COYOTEWEB 2.0

COYOTEWEB

- COYOTE WEB IS THE WEBSITE WHERE STUDENTS AND PARENTS CAN LOGIN AND CHECK THEIR
 1. Parent Contact Info
 2. Class Schedule
 3. Grades Report
 4. Coyote Tracks
 5. ...more to come – work in progress

HOW TO LOGIN TO YOUR COYOTEWEB ACCOUNT

- Open an internet browser window (Chrome, Edge, Firefox, Safari)
- Go to this webpage: <http://www.gwsc CoyoteWeb.com>
- Enter your email account and password. If you have a password from last year, we did not reset it. New students should have received their password in an email. If you forgot your password, we can reset it for you.

#9 - GWCS CALENDAR

ONLINE GOOGLE CALENDAR – ALL SCHOOL EVENTS!

- www.gwcommunityschool.com/calendar2
- The calendar is updated daily!
- Click on an event to see more details about the event.
- Bookmark this calendar.
- The one-page year calendar is also available on this webpage.


#10 – SKYPE FOR BUSINESS

- SKYPE FOR BUSINESS or LYNC (for MAC) should be downloaded from your 365 account.
- Skype for Business is different than regular Skype which you may already have on your computer.
- Skype/Lync is occasionally used for students who are not able to attend school but are well enough to Skype into class.

BOOKMARK THE FOLLOWING SITES

- MICROSOFT 365 [HTTPS://LOGIN.MICROSOFTONLINE.COM](https://login.microsoftonline.com)
 - OneDrive
 - Outlook
 - TEACHER DASHBOARD [HTTPS://US.TEACHERDASHBOARD365.COM/EN/PORTAL/ASSIGNMENTS](https://us.teacherdashboard365.com/en/portal/assignments)
 - COYOTE WEB [WWW.GWCS COYOTEWEB.COM](http://www.gwsc CoyoteWeb.com)
 - GWCS GOOGLE CALENDAR [WWW.GWCOMMUNITYSCHOOL.COM/CALENDAR2](http://www.gwcommunityschool.com/calendar2)
- Helpful page on the GWCS website that has links for all of the above:
<http://www.gwcommunityschool.com/links-2-1>

HOW TO SAVE YOUR DOCUMENTS & PHOTOS TO YOUR GWCS O365 ONEDRIVE ACCOUNT

1. **Plan:** Think about what documents you have on your GWCS computer that you would like to keep. Make a list of everything you want to upload to your GWCS O365 OneDrive account.
2. **Sign in** to your Office 365 account: <https://portal.office.com/Home>
3. **Open OneDrive:** At the top of the page, select OneDrive or select the app launcher  and then select OneDrive.
4. **Create Folder:** Select **+New** tab to create a document or, for this exercise, select the bottom option to create a **new folder**. Give this folder a name.
 - *For example, if you wanted to save all the papers you wrote in English class this year, you might create a folder and then name it **English Papers 2014-2015**. The next step would be to upload your English papers from your computer to your OneDrive in the cloud.*
5. **Open Folder:** Find the folder you just created. Double click that folder to open it so that you can begin uploading files to that folder.
 - *Using above example, you would find the folder titled "English Papers 2014-2015" and double click it to open the folder.*
6. **Upload:** From this open folder, select **↑Upload** tab to upload documents from your computer to your OneDrive. Once you find the document you want to upload, double-click it to upload. You can select more than one document to upload into that folder by holding the Ctrl button and selecting multiple files on then click Open (bottom right corner) to upload.
7. **Delete** a folder in OneDrive by simply clicking to the left of the folder name so that it has a check mark ✓. Select the **More** tab and then select **Delete**. You will also see options under **More** to **Share, Rename** or **Move** the selected folder.
8. Unfortunately, you are not able to upload entire folders but if you have downloaded OneDrive desktop to your computer you can copy an entire folder into your desktop OneDrive and then sync your desktop OneDrive to your cloud OneDrive. Refer to the video #4 on the next page on how to sync your OneDrive to your computer.

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ABOUT YOUR GWCS ONEDRIVE:

GWCS students and staff each have unlimited storage in the cloud for OneDrive for Business.

All files that you store in OneDrive for Business are private unless you decide to share them.

TIP When you send email from Outlook Web App, you can attach a OneDrive for Business file as a link, instead of sending an attachment. When you [Attach a file](#) as a link, you automatically give the people you send the message to permission to edit the file. Plus, you save space in everyone's mailbox and encourage people to edit the same copy in OneDrive for Business.

VIDEO TUTORIALS:

1. What is OneDrive for Business?

<https://support.office.com/en-ca/article/What-is-OneDrive-for-Business-187f90af-056f-47c0-9656-cc0ddca7fdc2>

2. Upload Documents to OneDrive for Business

<https://support.office.com/en-ca/article/Video-Upload-documents-to-OneDrive-for-Business-45114744-6d42-45cd-8975-f9617819bdeb?ui=en-US&rs=en-CA&ad=CA>

3. Share Documents in Office 365

<https://support.office.com/en-ca/article/Share-documents-or-folders-in-Office-365-1fe37332-0f9a-4719-970e-d2578da4941c?ui=en-US&rs=en-CA&ad=CA>

4. Sync OneDrive for Business to Your Computer

<https://support.office.com/en-nz/article/Sync-OneDrive-for-Business-or-site-libraries-to-your-computer-23e1f12b-d896-4cb1-a238-f91d19827a16>