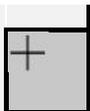
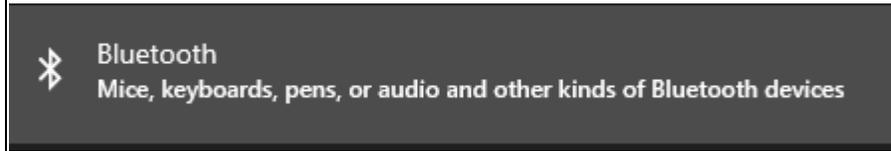


Tablet Start Up Checklist

POLICY	
	Acceptable Use Policy Signed
	District Digital Toolkit Agreement Signed
SETUP – AUTOMATED STEPS	
	Log into machine using email address and password. (NOT employee #). Click through the prompted steps.
	<p>WiFi</p> <p>A prompt to connect to the Wifi will appear:</p> <p>IF you are logging in the first time at SCHOOL, sign into the guest wifi (<i>password is: uniqueness</i>) (it will NOT automatically connect to the secure wifi.) Complete all the required syncs (see below) and then restart your computer. You will automatically be connected to the SECURE wifi after this restart.</p> <p>IF you are logging if the first time from HOME, sign into your home wifi. THEN when you log in at school it will automatically connect to our secure wifi.</p>
	Global Protect: FIRST time you will need to login: employee # and password. THEN it will automatically log in.
	<p>Let the OneDrive sync AND Office 365 load (it may take a bit) .</p> <p>One Drive: will automatically configure your School District 72 OneDrive (look for blue cloud on task bar – bottom right - may take a few minutes – be patient) (You will see all of your desktop files reappear on your desktop.</p> <p>Office 365: will automatically configure (do not log into or set up an account if prompted) If any of the above does not automatically happen, contact IT Helpdesk @ 830-2387.</p>
Use the Windows Key and type the Bold letters listed for next steps.	
	<p>Outlook:</p> <ul style="list-style-type: none"> • Pin app to task bar – Locate from the software list - Right click on App icon “Pin to taskbar”. • Login in with email address and password. • All your emails will appear once the sync is complete (don’t panic if you don’t see them right away)
	<p>Bluetooth and other device settings:</p> <div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;">  Add Bluetooth or other device </div>

Click on “+” icon -> Bluetooth



NOTE: You do NOT have to connect your pen via Bluetooth. Your pen is located on the front, bottom right of your computer.

Company Portal: Opens the District’s software center for extra installs of district approved software.

Examples below:

- VLC player
- Ipevo (for document cameras – even the Hues)
- Acrobat Reader
- Google Chrome
- Easy MP (for projectors) – (Once installed, you can connect your tablet wirelessly. Follow the directions from the video below.)

<https://youtu.be/y-z5X41xx00>

Default App settings: Set default applications so that these automatically open when using a specific file type.

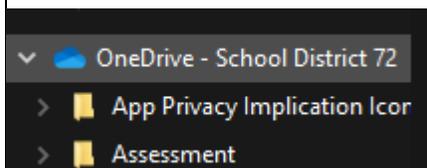
- Web Browser – Edge or Chrome
- Photos ETC.
- PDF Reader

The applications MAY need to be installed FIRST then selected.

Note: this step can also be completed by choosing each app individually using the windows key.

Printer: Click on the little arrow on the bottom right of the task bar. Locate the “Printer Logic” icon  and click on it. Select your printer from the list by clicking on it. BEFORE clicking “Yes” to select, if you would like this to be your default printer, be sure to check this box. Click [HERE](#) for a complete set of instructions.

OneDrive: ALL of your personal documents will be stored in your **OneDrive**. To view all the folders/files within the OneDrive from your device, click on the File Explorer icon on the bottom left of the task bar . Then click on -> OneDrive-School District 72. To expand it, click on the triangle right next to it. This will then display ALL of your files.



The OneDrive icon located at the bottom RIGHT of the task bar notifies the user of the sync process. This will always be running. By clicking on it, you can view the history of the syncing that has occurred.

Power & sleep settings: Set times for device on battery and plugged in AND what happens when the lid is closed.
 This is useful for those teachers teaching in multiple classrooms OR is used with a docking station with multiple monitors.
 Teachers using their tablets connected to the projector, will want to have the sleep and lock screen time set at minimum of one hour when plugged in.
 To change what happens when the lid is closed, click on the “*Advanced power settings*” link to the right of the screen.

Pin Applications to the Taskbar: Search the application by tapping on the Windows key and typing in the first four letters -> right click on the application -> pin to taskbar.

Remove unwanted icons from Taskbar: Right click icon -> Unpin from taskbar.

Microsoft Office: www.office.com. Login using SD72 email address & password.

Connecting to Projector or Secondary Monitor

You will no longer need any adapters to connect to your projector or secondary monitor. You just plug in the HDMI cord into your computer. The input for this is located on the RIGHT side of the computer. It looks like



Things to Note

As per District Device Policy - The device will need to be returned to the IT Helpdesk at Robron Centre when employment ends or a leave for more than 2 months.

The user has Administrator rights on the device - the user can download and install any software titles, however if this device should require servicing it will be reimaged to its original state.

Pressing the Windows key on your keyboard and typing in the first four letters of ANYTHING on your computer will initiate a search for this item.

72 Learning Hub – Educational Technology

This site hosts several helpful videos and instructional print screens on various technology applications in the district.

<https://www.72learninghub.ca/72learninghub/page/3928/educational-technology>

Instructional Technology YouTube Site

ITC YouTube site hosts a number of helpful videos on various technology applications in the

https://www.youtube.com/channel/UCSyCwi9tPBYSa1_eBeMzwGQ

Tech Untangled Blog

<https://portal.sd72.bc.ca/group/v8nzwjg/Blog/default.aspx#/>