2022 BYOD LAPTOP BEST PRACTICES AND SET-UP WALKTHROUGH - WEBINAR #2

Hosted by Mr Jason Lane (Elearning Pedagogy Leader)

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WEBINAR AGENDA

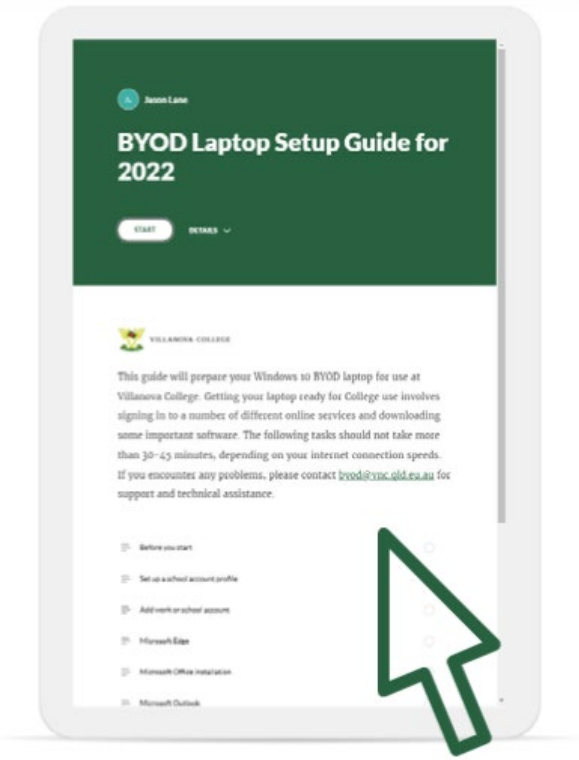
We're starting the recording!
Mute cameras and mics please.

Part 1

- Best practices for Outlook, OneNote, Teams
- Desktop and folder organisation
- Recommended **default apps**
- How (and when) to go for a "**Fresh Start**"
- **Anti-virus** reminders – 'Updates' is not enough!
- Apps and services blocked by the Villanova wi-fi firewall
- Discord, Origin, Steam, etc
- Orientation to the new **VNC Student Connect** website - learning at home advice, BYOD software downloads etc.

Part 2

- Walkthrough of the BYOD Laptop Setup Guide for 2022



WEBINAR ETIQUETTE

General

- Do not name your son, other students or share private information in any chat please.
- Your cameras/microphones should be muted and disabled.
- This webinar will be available on demand afterwards.

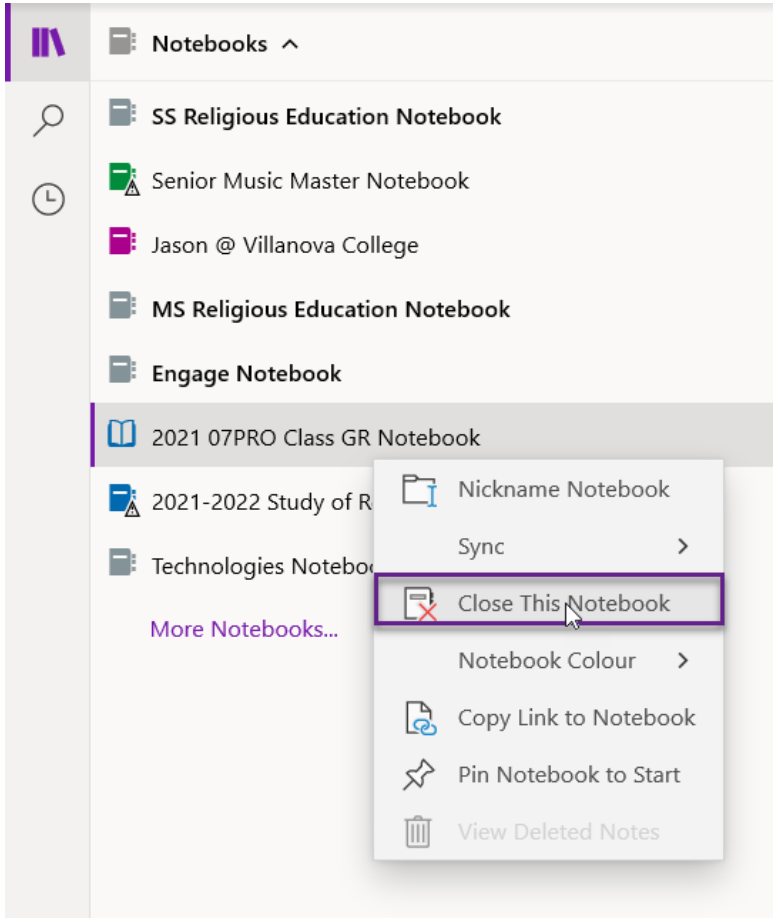
Q & A / Chat

- Consider if your message is better sent as a private email to BYOD@vnc.qld.edu.au
- There will be limited opportunities to troubleshoot specific issues.
- Every attempt will be made to answer questions, where possible.

Best Practices – OneNote 1/4

- Start from scratch – close all 2021 Notebooks.

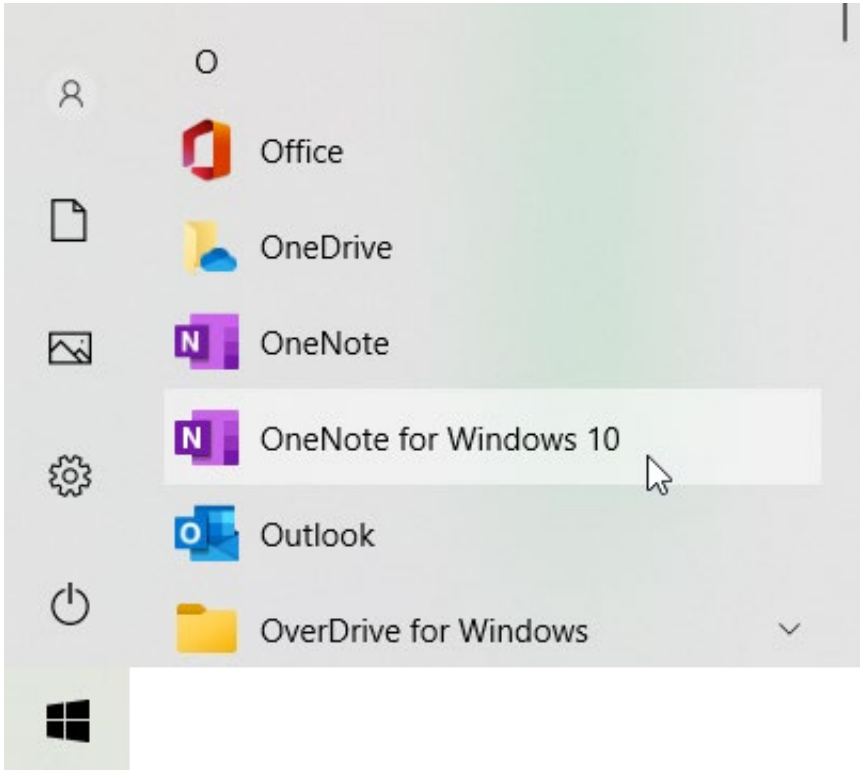
  Right-click > **Close This Notebook.**



Best Practices – OneNote 2/4

- Start from scratch – close all 2021 Notebooks.
- Use OneNote for Windows 10 app.

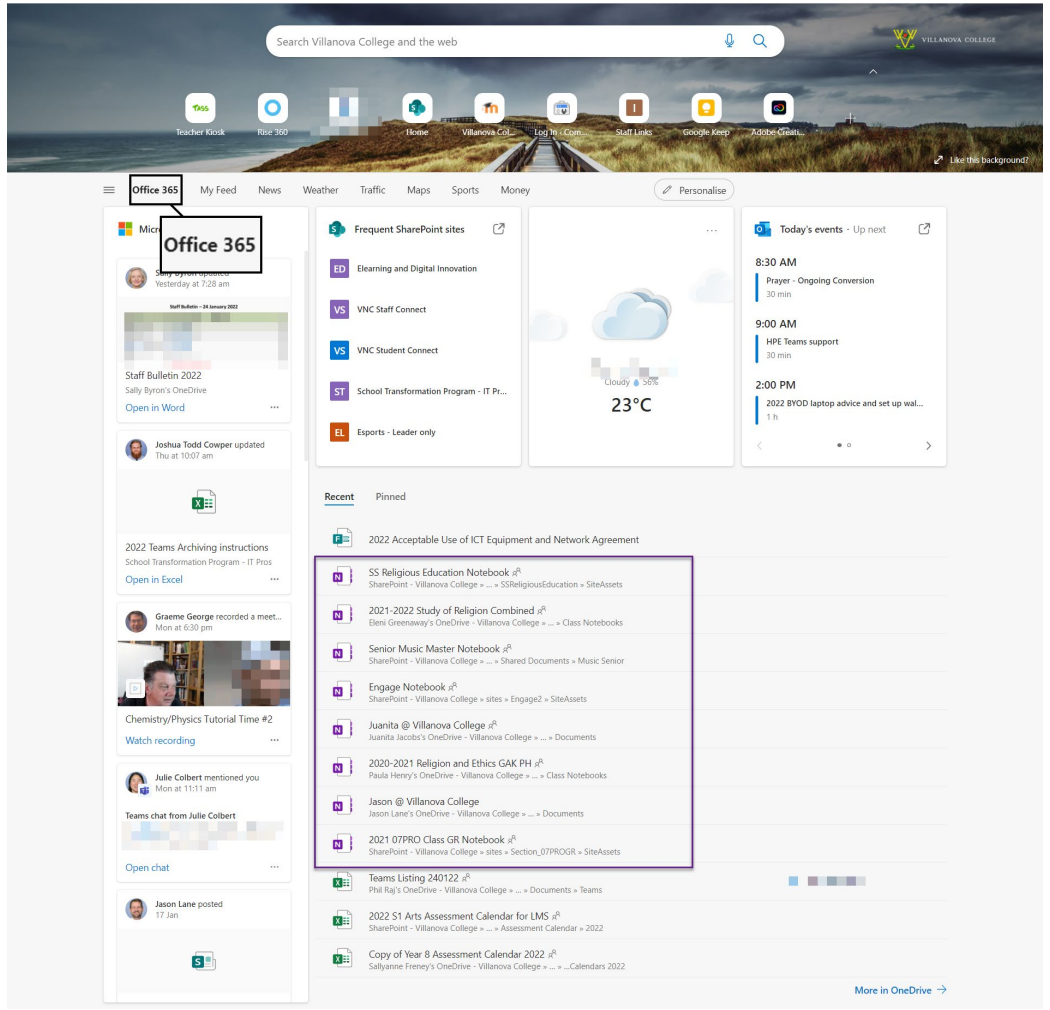
  Especially if you are a new or younger student.



Best Practices – OneNote 3/4

- Start from scratch – close all 2021 Notebooks.
- Use OneNote for Windows 10.
- When in doubt, use the **Office 365 tab** in Edge.

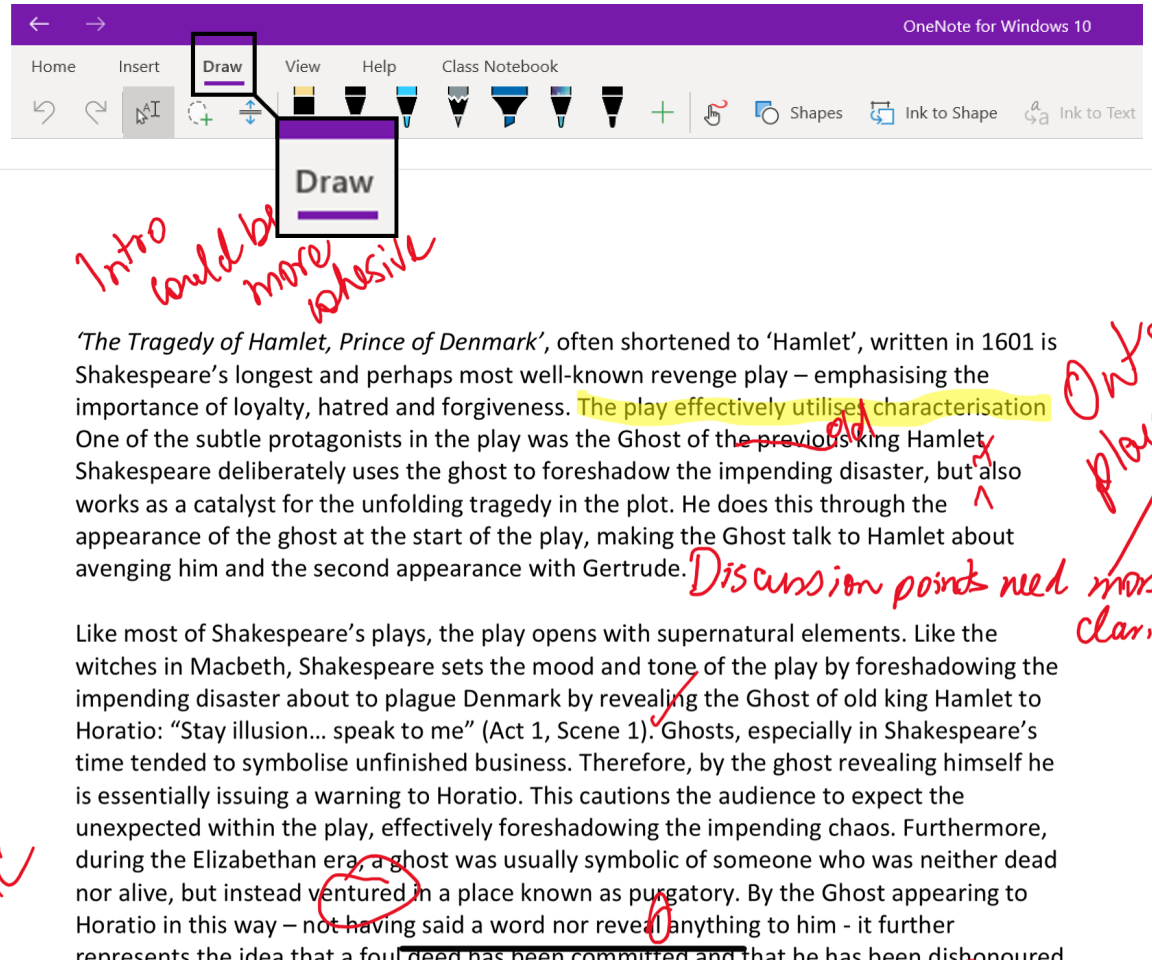
  See “what’s going on” in all your notebooks at a glance.

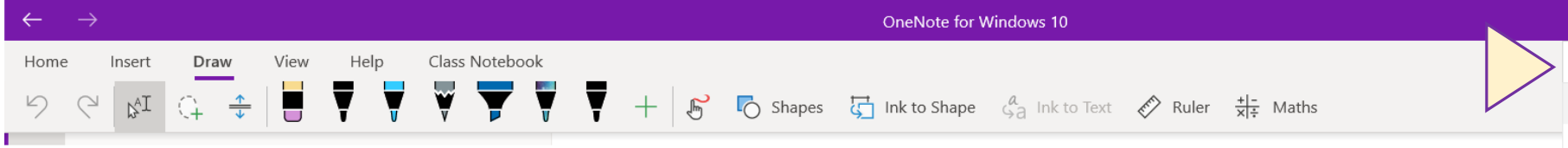


Best Practices – OneNote 4/4

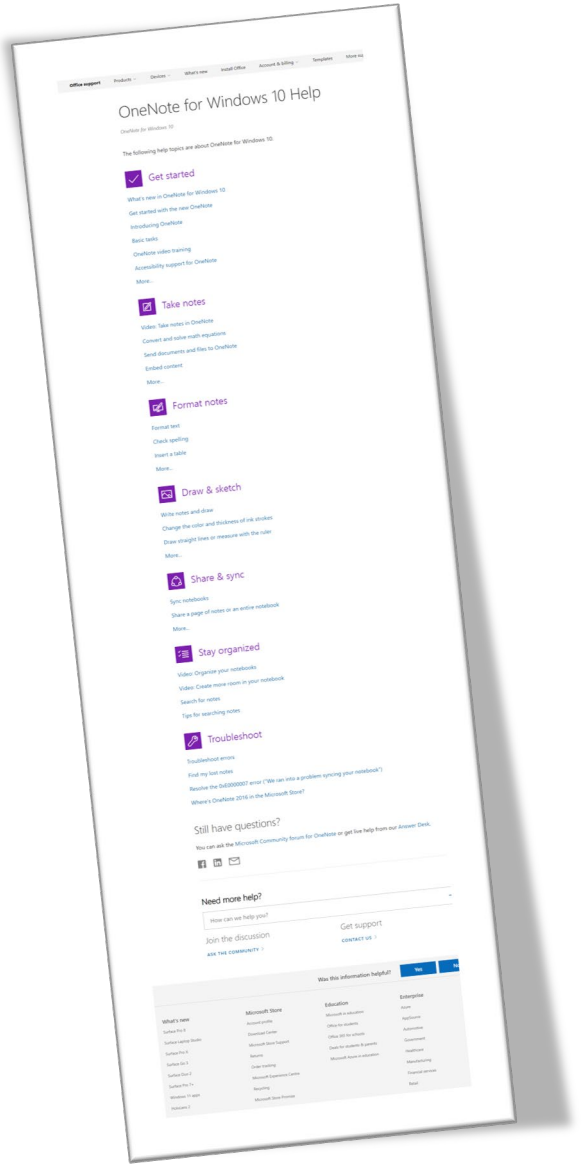
- Start from scratch – close all 2021 Notebooks.
- Use Windows 10 app (for now)
- When in doubt, use the Office 365 tab in Edge.
- Annotate for improved memory retention – with touch or stylus.

Use the **Draw** tab and develop good habits early. To learn more visit www.onenote.com/ink





Become a OneNote Pro

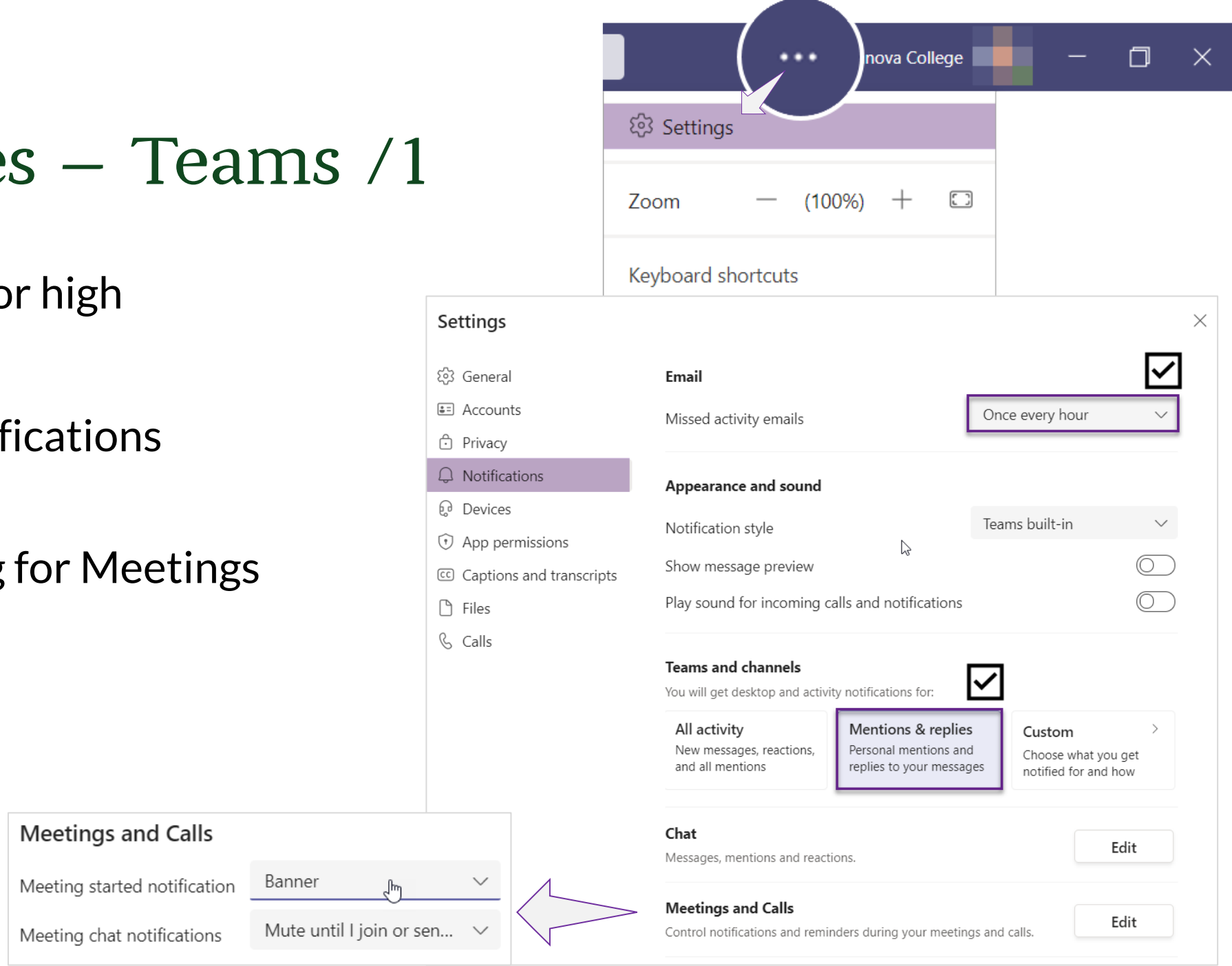


Best practices – Teams /1

- Set **Notifications** for high frequency.

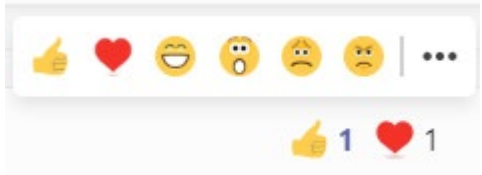
  … > Settings > Notifications

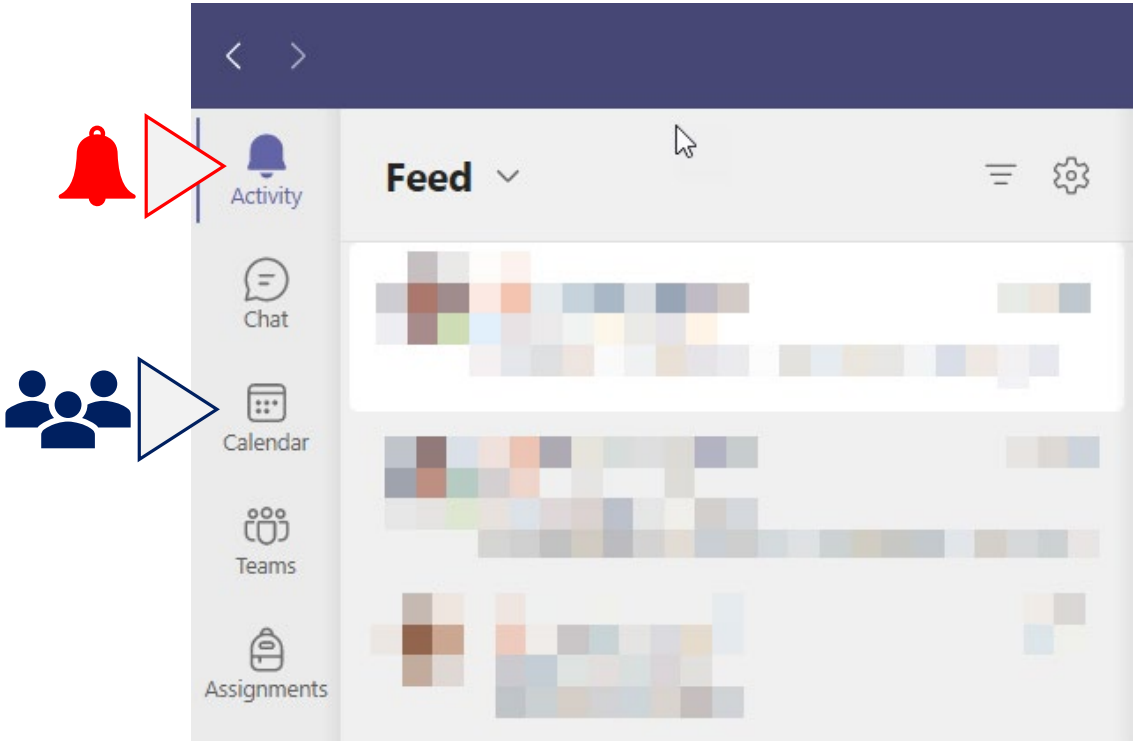
- Use **Banner** setting for Meetings and Calls



Best practices – Teams /2

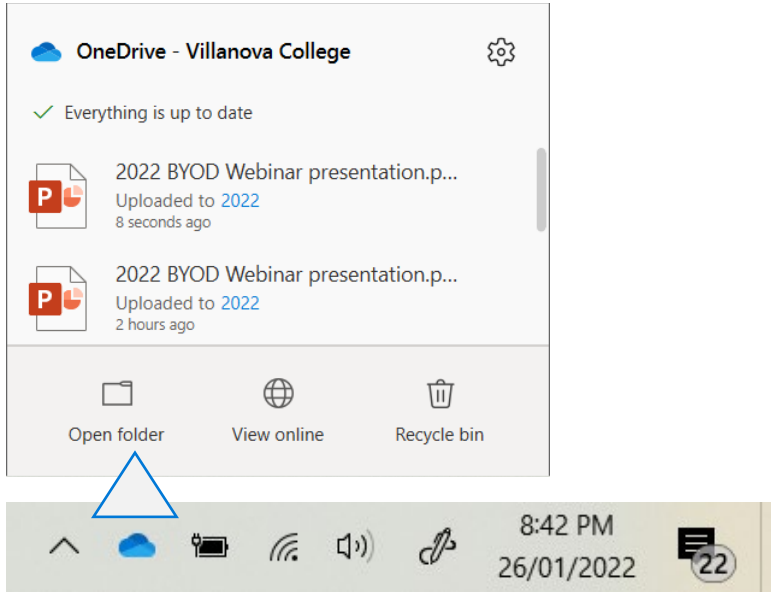
- Start each day with the bell…
- Use your Teams calendar for meetings and due dates
- Be engaged! React to show your teachers you ‘have seen’ posts.

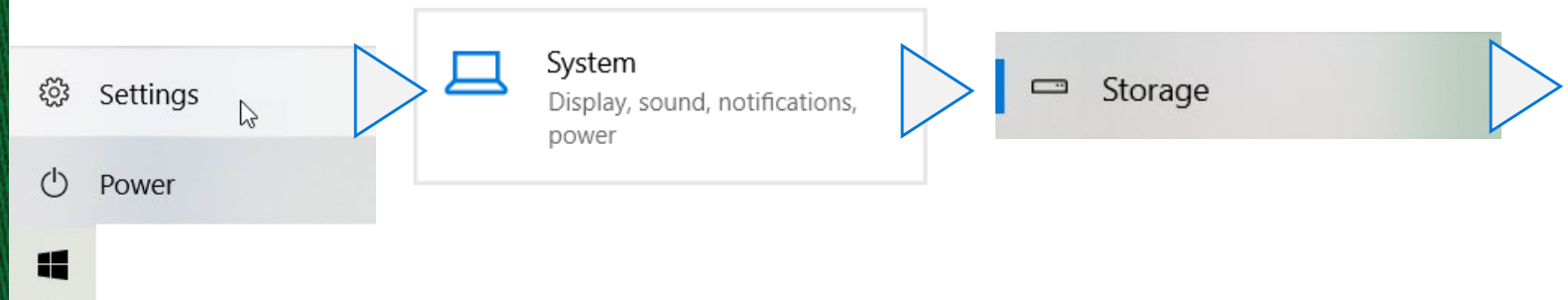


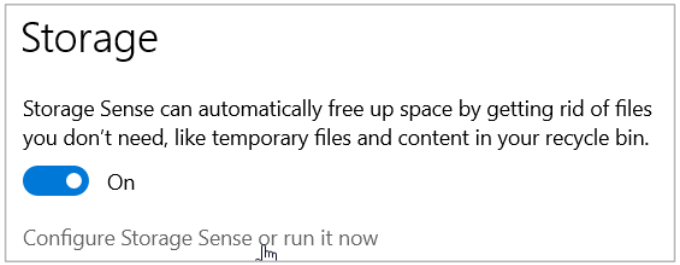


Desktops and folders 1/2

- "Archive 2021" – make a 2021 folder and move folders inside. Clean up your busy 'root' folder.
- **Turn on Storage Sense** in Settings.
- Avoid *lazy-saves* to Documents, Desktop and Downloads
- **Check OneDrive is syncing!**

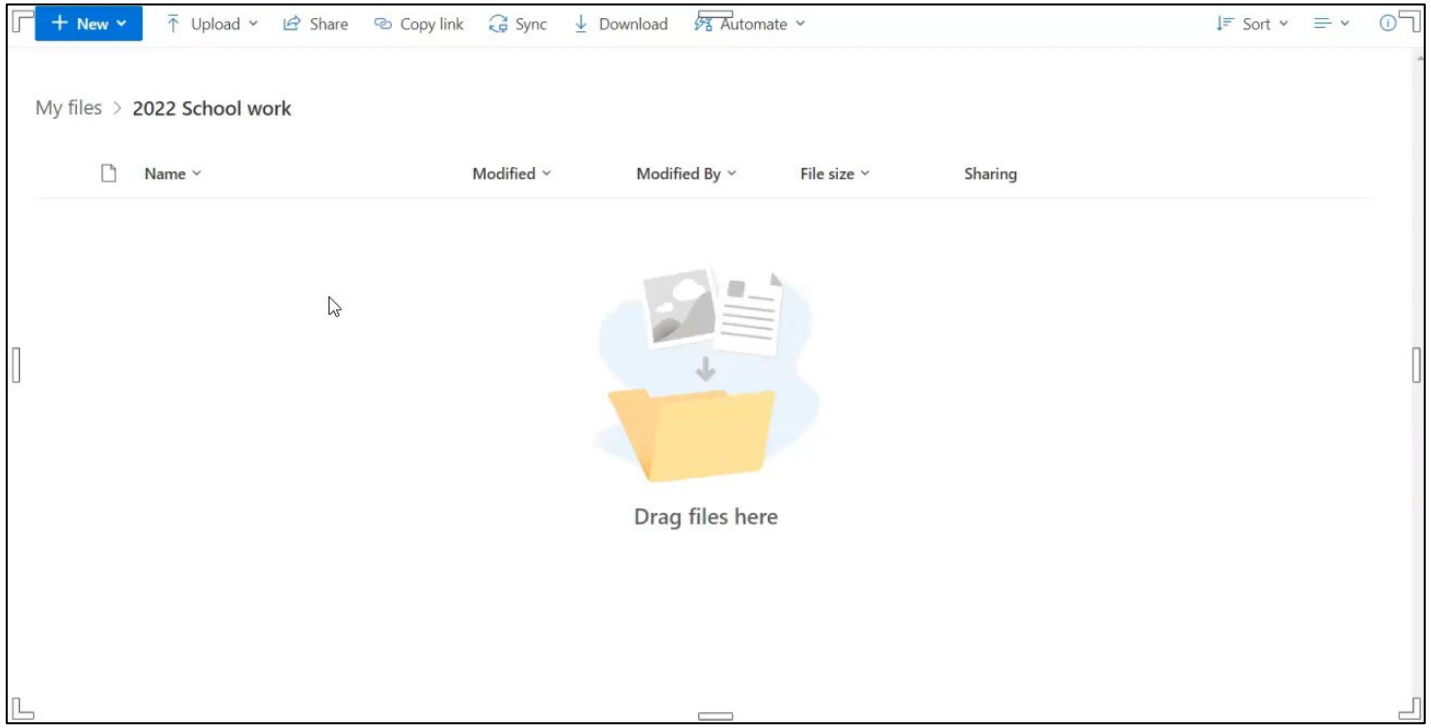






Desktops and folders 2/2

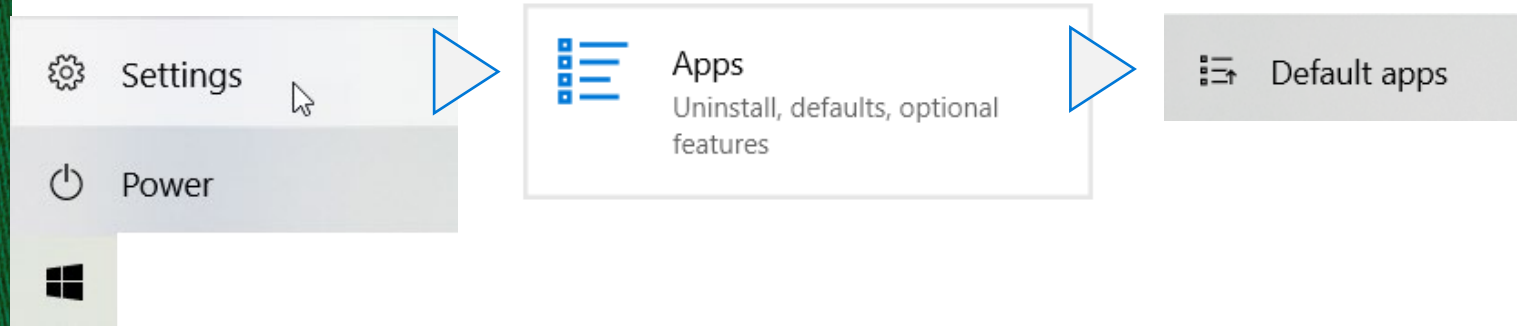
- Create 2022 subject folders in OneDrive now.
- Use a naming policy: 10VSA T1 Wk04 homework.docx
- You may have your own policy.
- Document1, Document2 – is not a policy!



Default Apps

- Microsoft **Edge** – faster than Chrome, hard-wired into Office. Sign in for the premium experience.
- **Outlook** – calendar, reminders, access Teams meetings, access to the Villanova email directory
- **OneNote for Windows 10*** –commonly used, lightweight software, no need to install add-ons, fast, serves pages like a web browser (up-to-date)

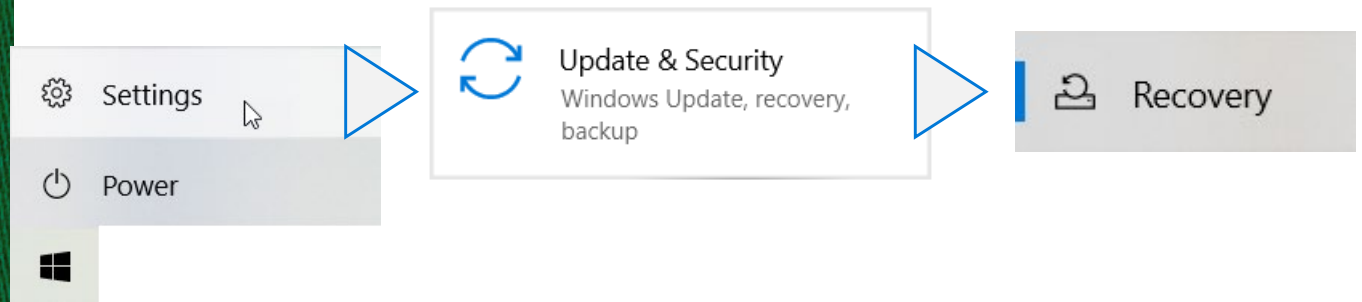
*Change the default version of OneNote on your computer (microsoft.com)

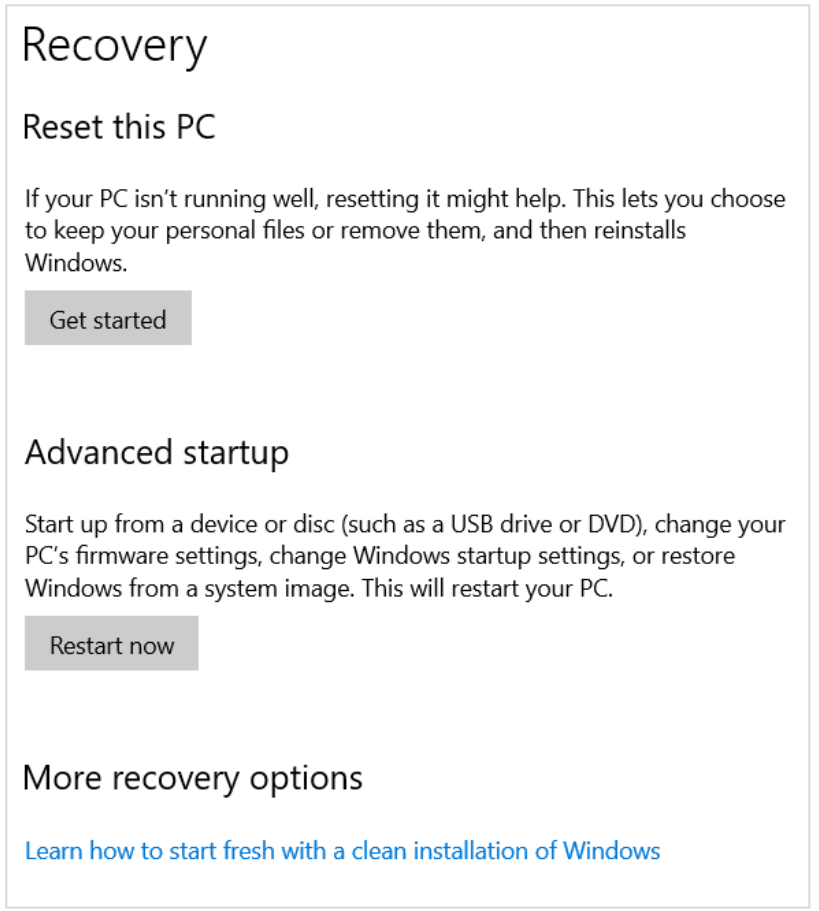


Need a fresh start?

- Slow responsiveness
- Nagging third-party popups and applications loading at startup
- Too many apps to delete!
- Account issues – Microsoft vs school
- Laptop is approaching 2+ years old

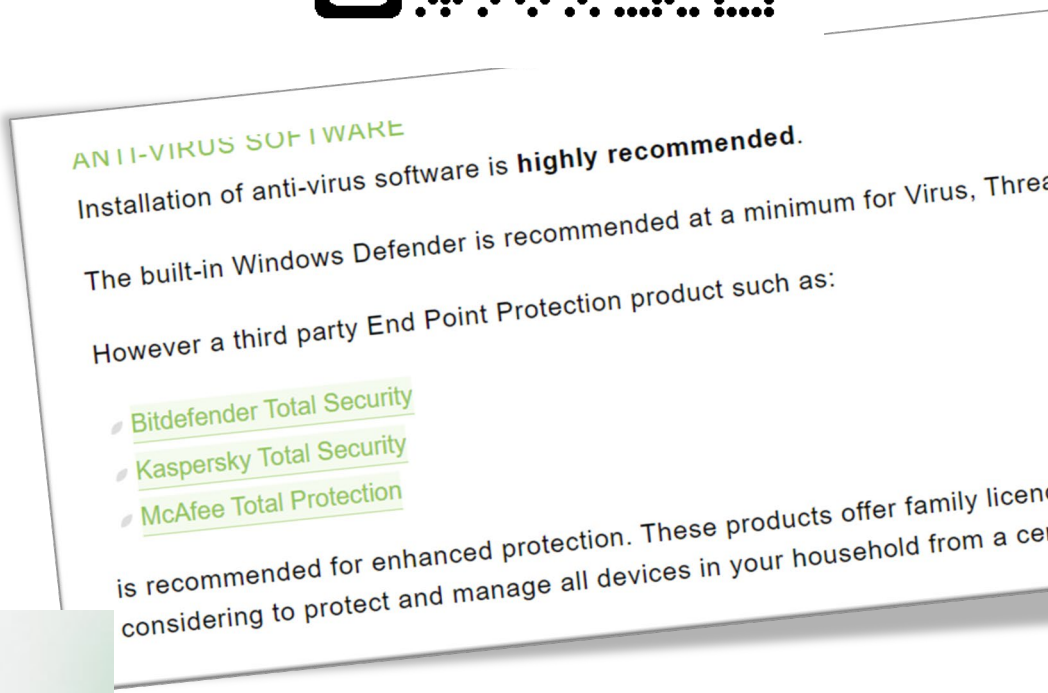
Back up important documents/files first!

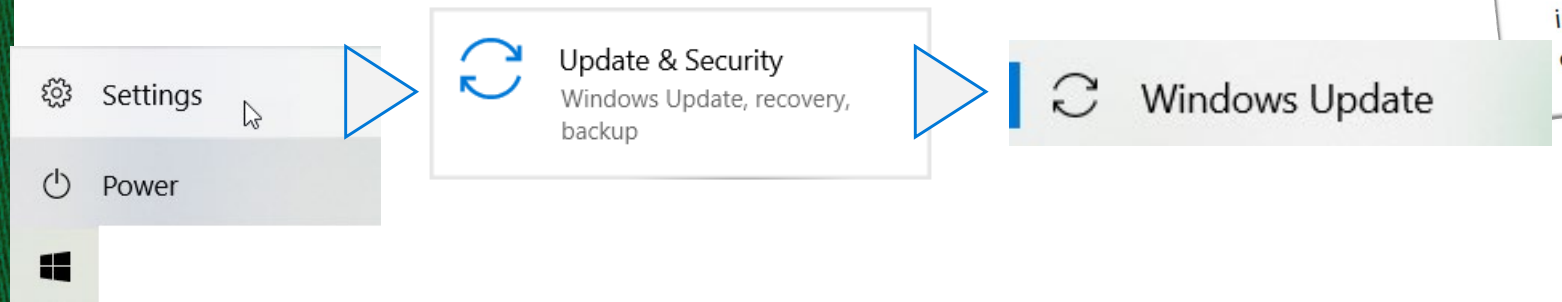




Anti-virus recommendations

- Firstly, Windows Updates are ‘not enough’.
- Free versions **are** available (AVG, Bitdefender).
- December 2021: Sophos EndPoint Protection should be uninstalled and replaced.
- Always keep **Windows Update** up-to-date regardless.





Villanova wi-fi

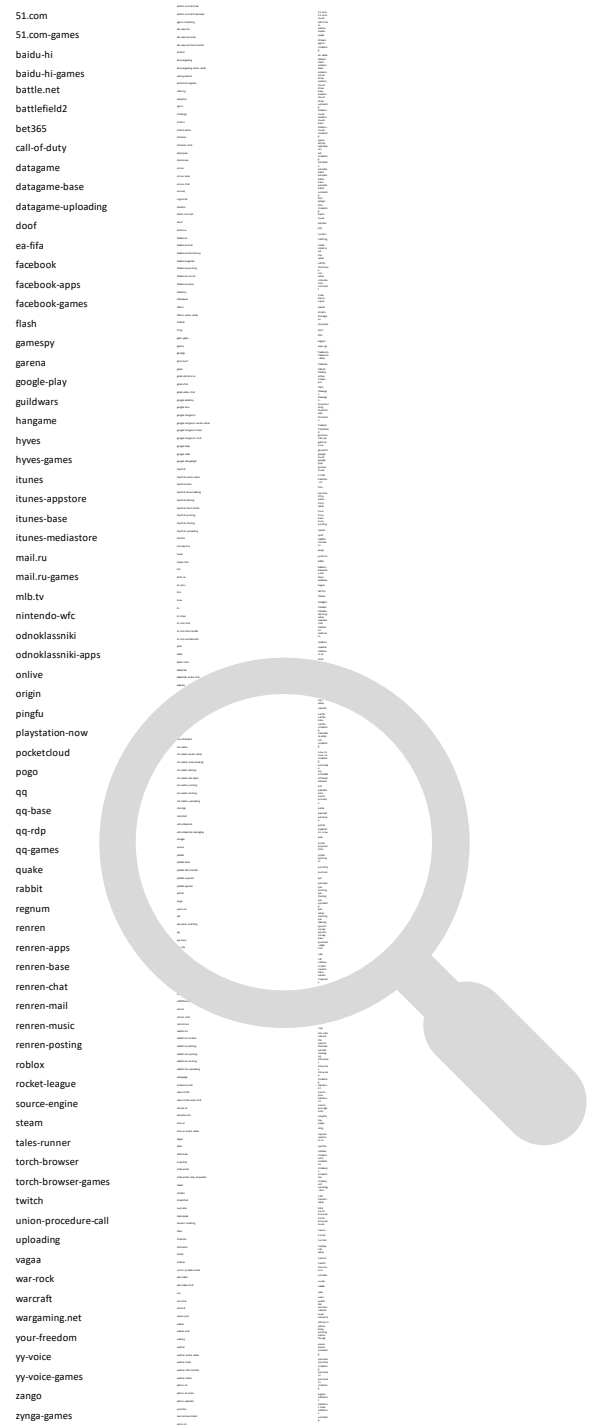
- Blocked sites and services:

  Left column: gaming sites (73)
  Middle column: chat sites (187)
  Right column: streaming sites (206)

Regardless of parental controls, most gaming, chat and streaming sites are not accessible for students. All traffic is logged and can be scrutinised.

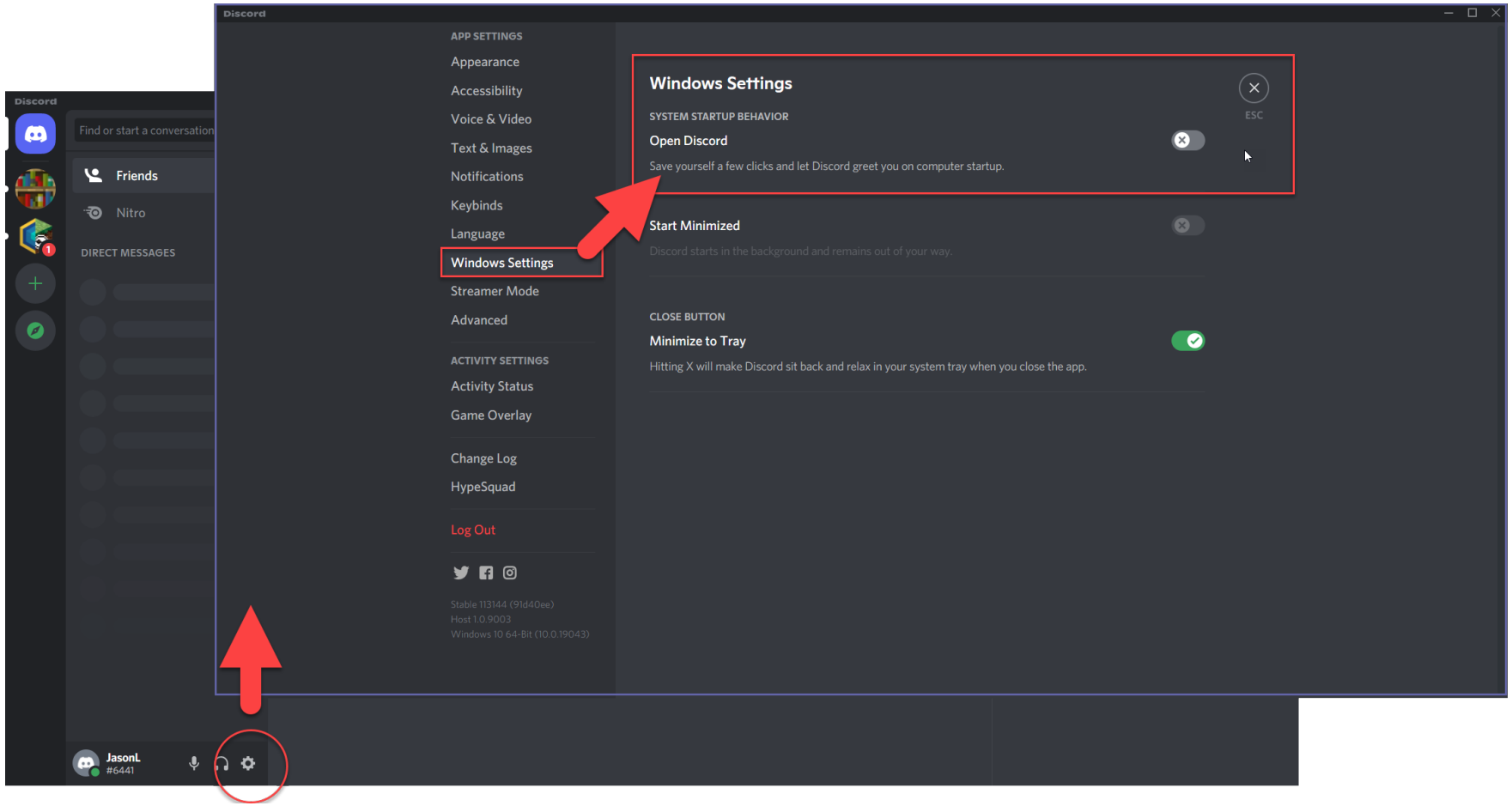
Students may receive external emails, but cannot reply or send emails to **external** email addresses. (Students may add their own personal email accounts and use Windows mail if they wish).

No hot-spotting is permitted, regardless of 'poor wi-fi issues'.



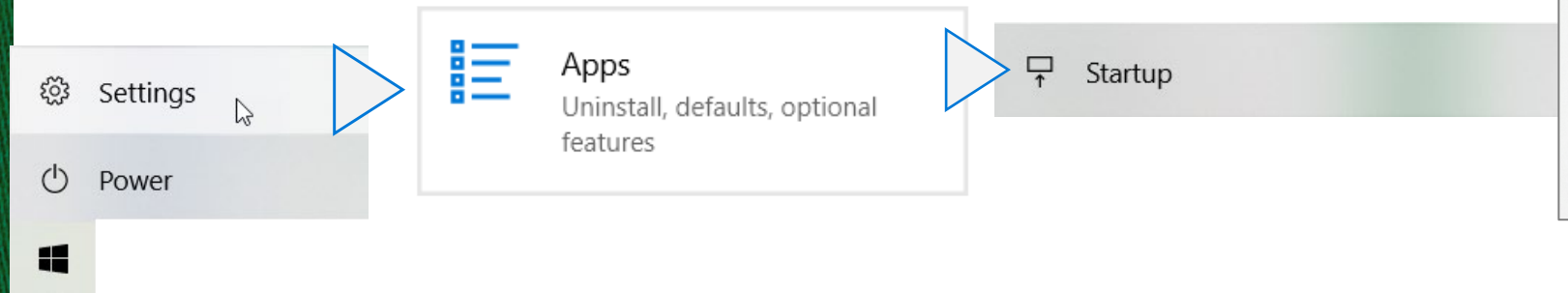
Discord, Origin, Steam, etc

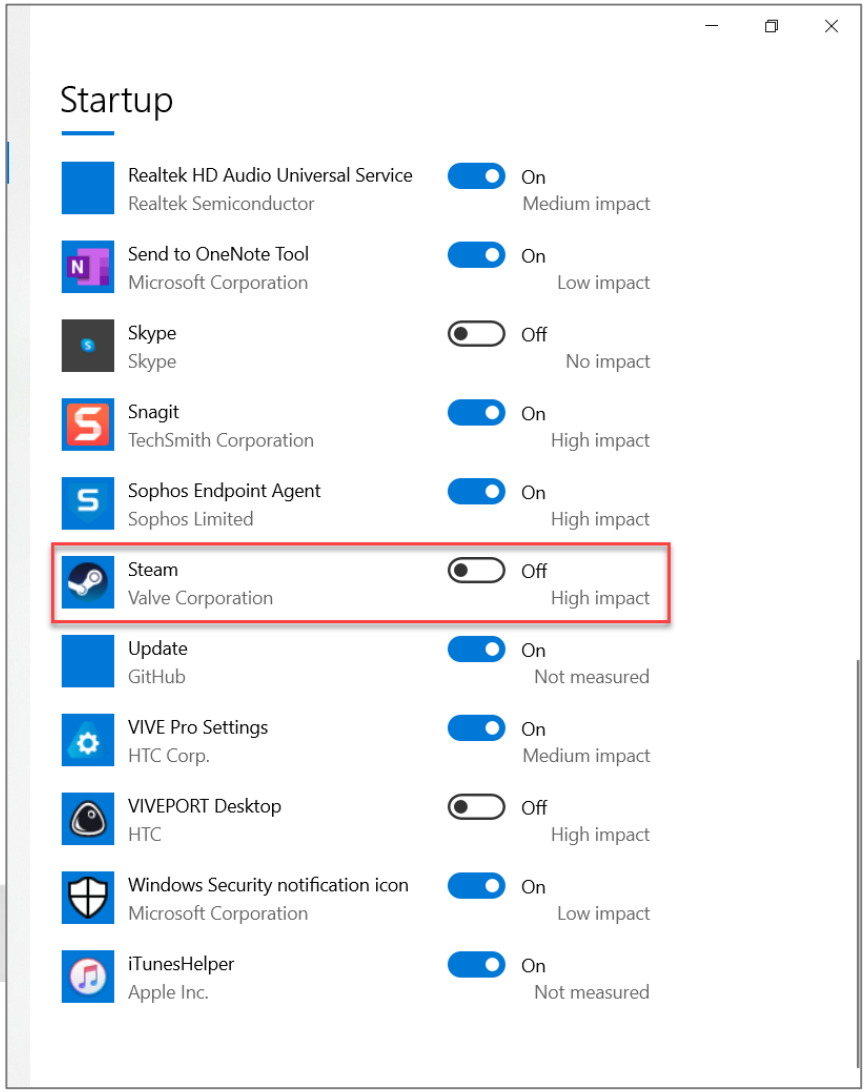
- Some apps like Discord require you to disable set up from the settings of the program.
- Spotify, Discord and others…



Discord, Origin, Steam, etc

- Disable from automatically starting up.
- Normally this is controlled in the app itself.
- Some game clients are controlled by your Windows Startup settings (e.g. Steam).
- Alternative approach: set up a **second user account** on your son's laptop, just for personal and home use. Support your frequent gamer! (Webinar coming soon 😉).

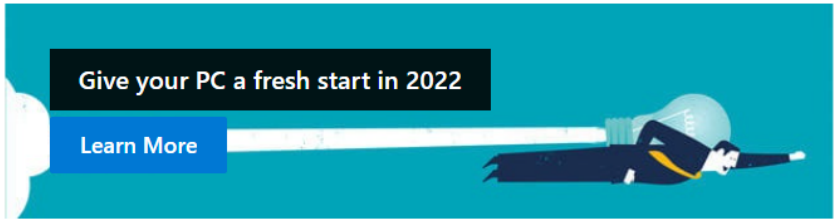




Introducing VNC Student Connect

Download BYOD software

Download the NAPLAN Locked Down Browser



Even if you do not have a new computer, you can use the Windows Fresh Start option to completey reset your files, settings, software and entire desktop. Follow these steps to make your laptop feel like new again. This process may speed up applications and remove annoying popups for pre-installed software as well. Remember, backup all your important files to OneDrive first!

Learning From Home links

Learning From Home Timetable

How Villanova Students Learn From Home

Microsoft Teams

Connect to my class teams

Join a class meeting

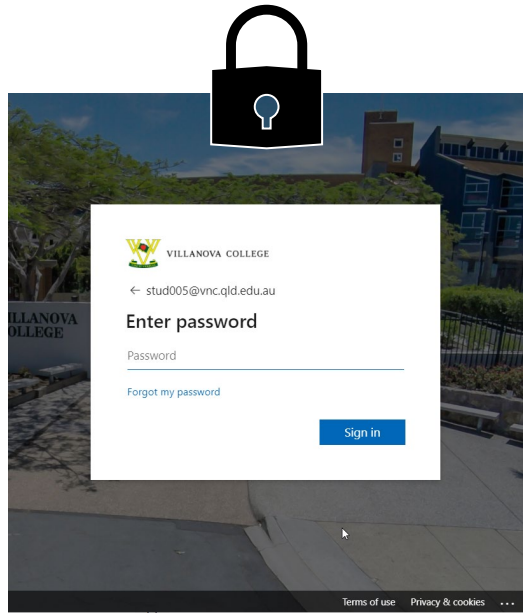
Posting messages in my class

Accessing class files

Access my Class Notebook

Using Teams Chat (Years 10-12 only)

OneDrive scan at home



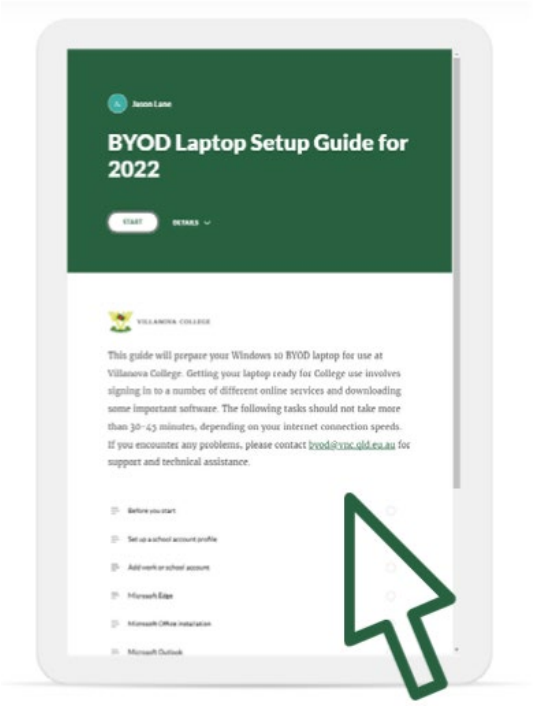
WEBINAR AGENDA

Part 1

- Best practices for Outlook, OneNote, Teams
- Desktop and folder organisation
- Recommended **default apps**
- How (and when) to go for a "**Fresh Start**"
- **Anti-virus** recommendations
- Options for alternate desktops - to switch between home and work mode
- Apps and services blocked by the Villanova wi-fi firewall
- Orientation to the new **VNC Student Connect** website - learning at home advice, BYOD software downloads etc.

Part 2

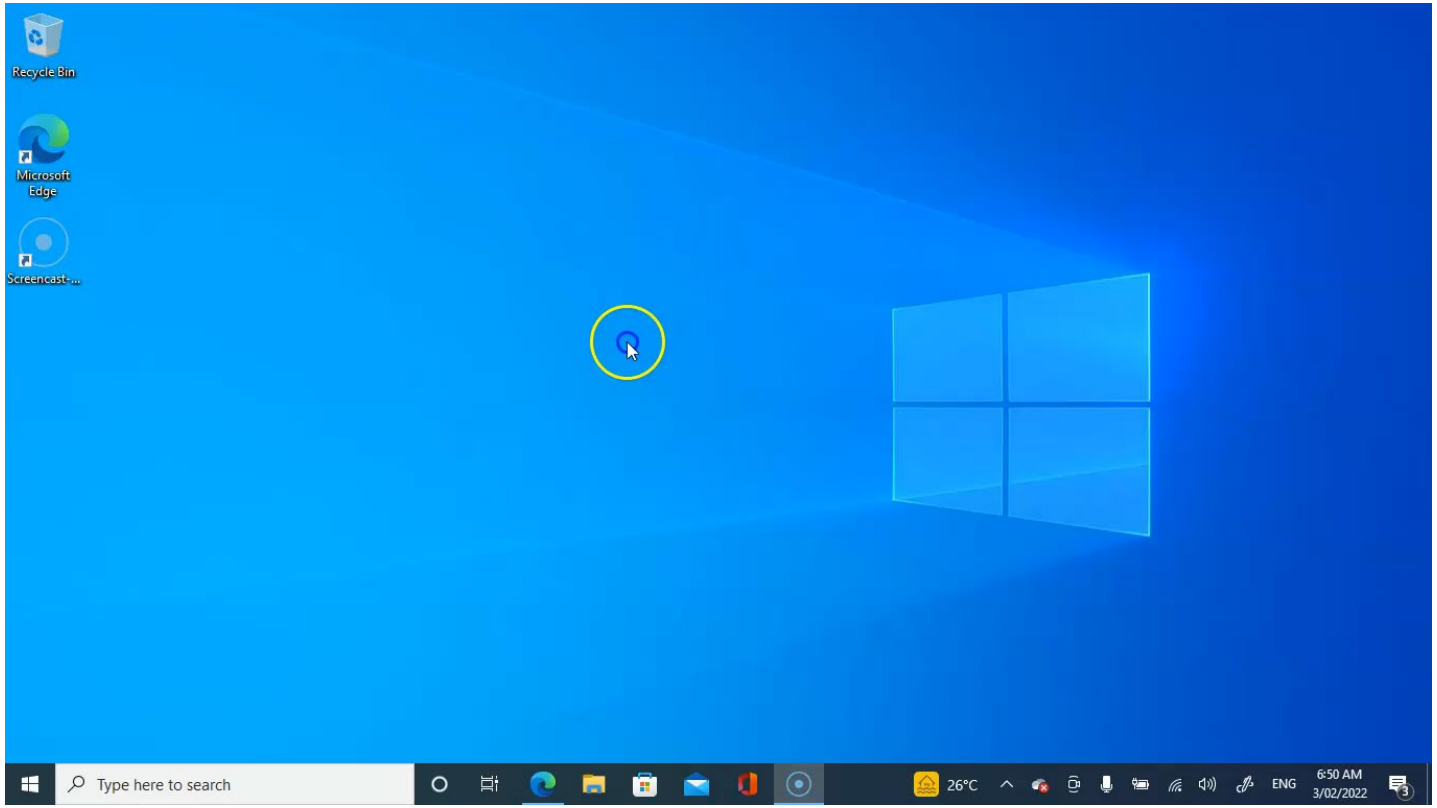
- Walkthrough of the BYOD Laptop Setup Guide for 2022



1. Access work or school

1. Press your Windows key.

2. Type “school” into Windows search.
3. Select **Access work or school**.
4. Click **+ Connect**
5. Sign in…



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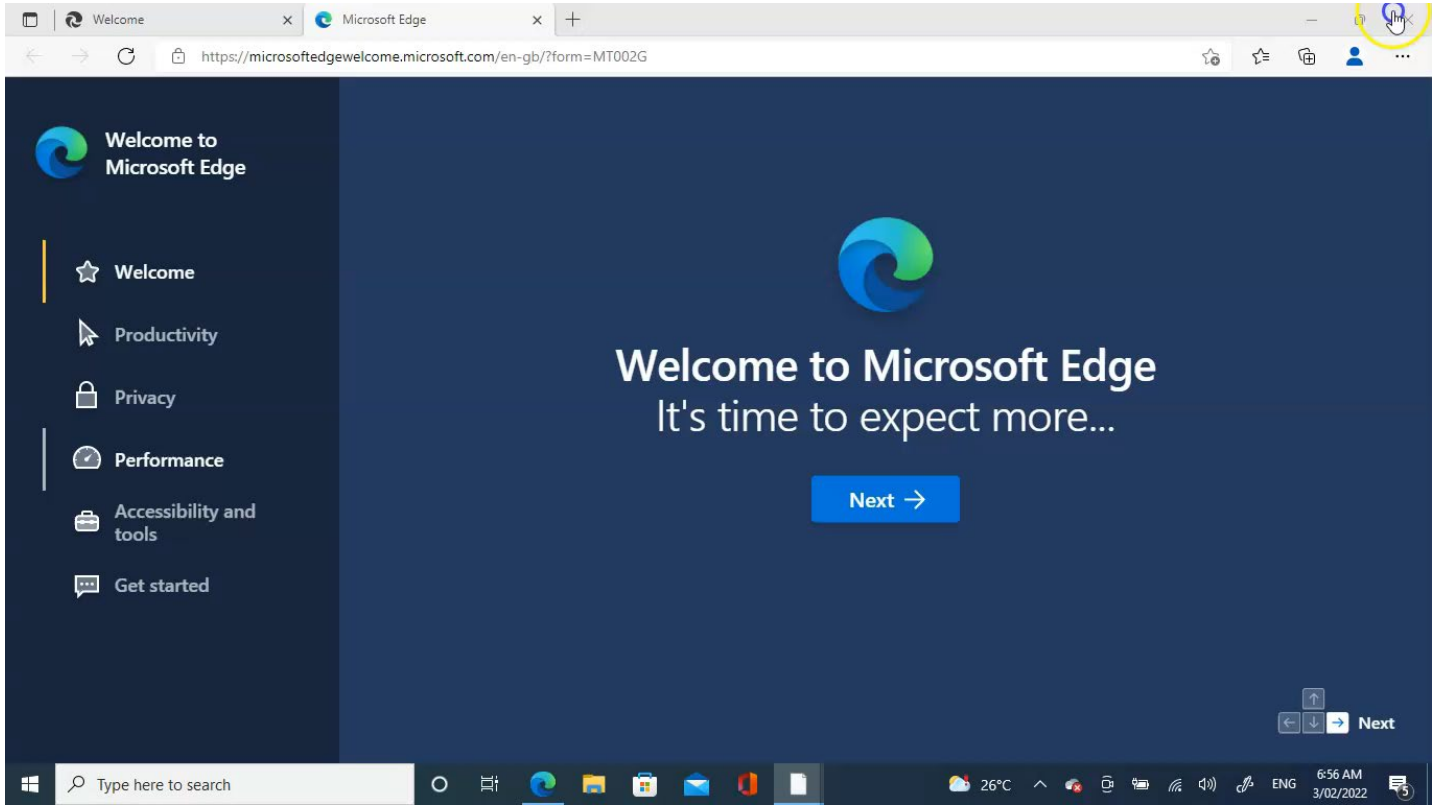
2. Edge

Note: this may appear a little different on brand new laptops.

1. Click the **profile icon**.
2. Click **Sign in to sync data**…
3. Wait for your profile to sync.
4. Click **profile icon** again.
5. Click **Manage profile settings**.
6. Check *Privacy, search and services*.
7. Check *Default browser*.
8. Make sure <u>one profile only</u>.



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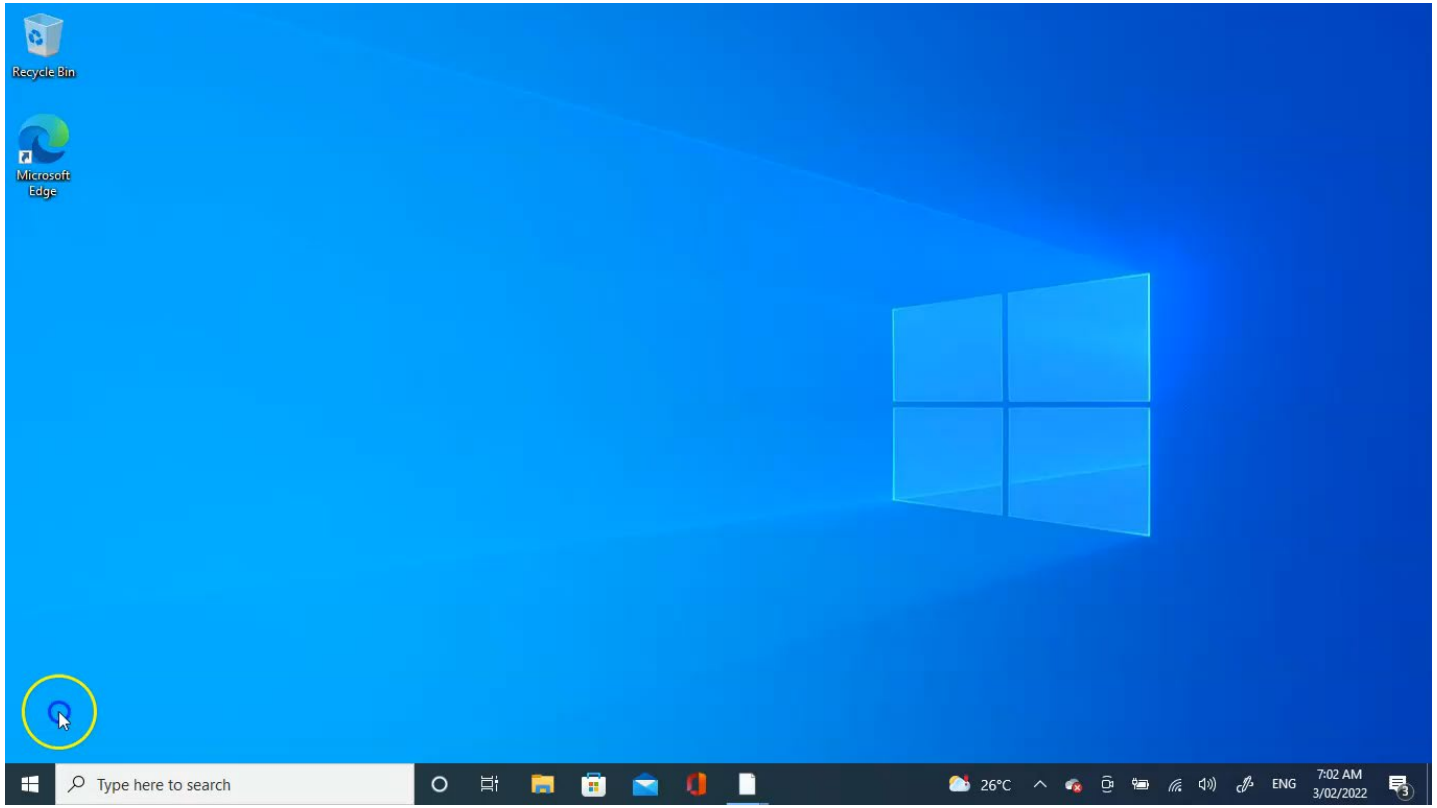
3. Office

1. Go to www.office.com
2. Sign in with college credentials.
3. Click **Install Office** > **Office 365 apps**.
4. Follow download instructions, then wait. This will take a while.
5. Look for the new Office apps at the top of the Windows start menu.



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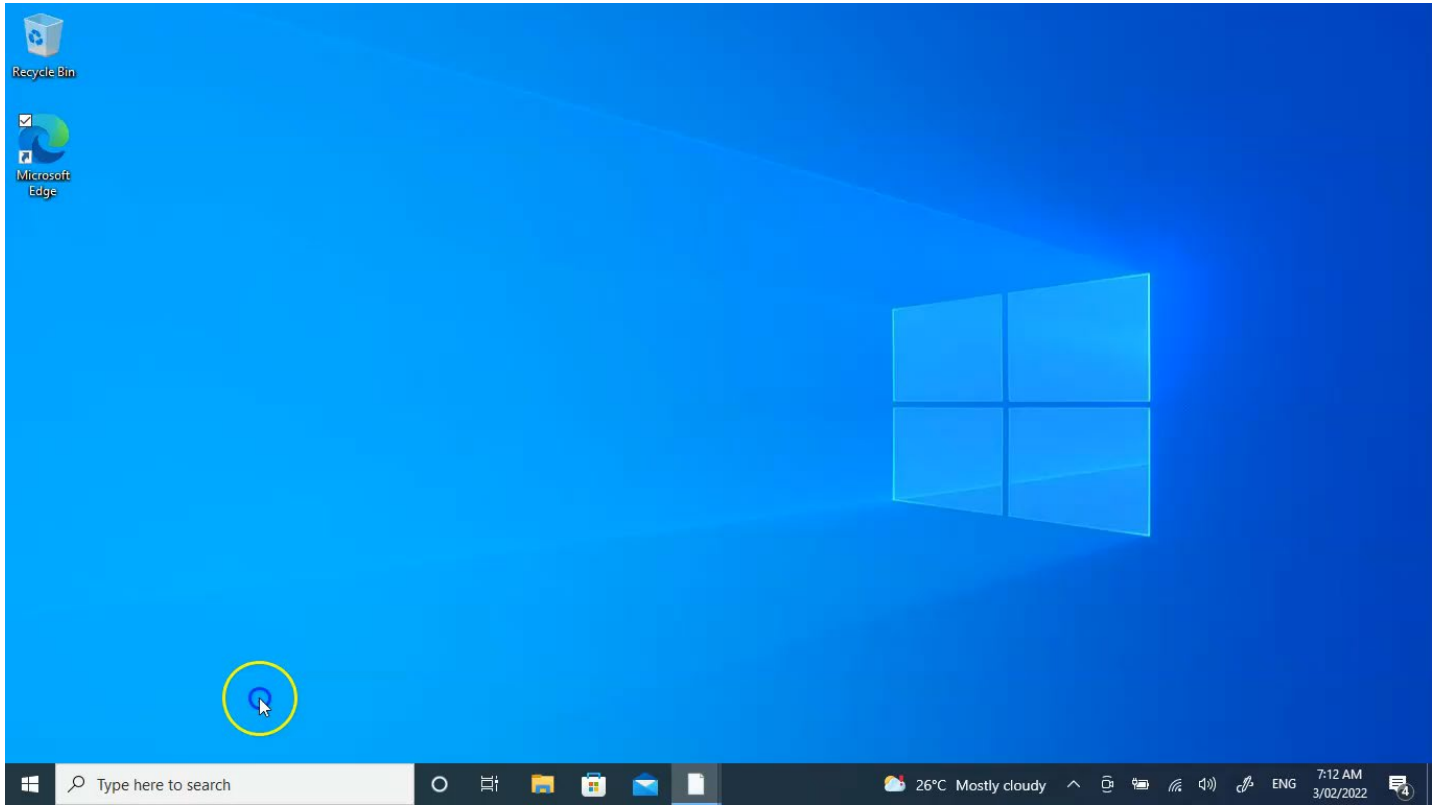
4. Outlook

1. Press Windows key.

2. Type or search for **Outlook** and open.
3. Add the email account if found, then click **Connect.**

   If not found, choose Microsoft 365 as the email account type and enter full email address as: student#@vnc.qld.edu.au
4. Tick **Remember my credentials** before entering password!
5. View your inbox.



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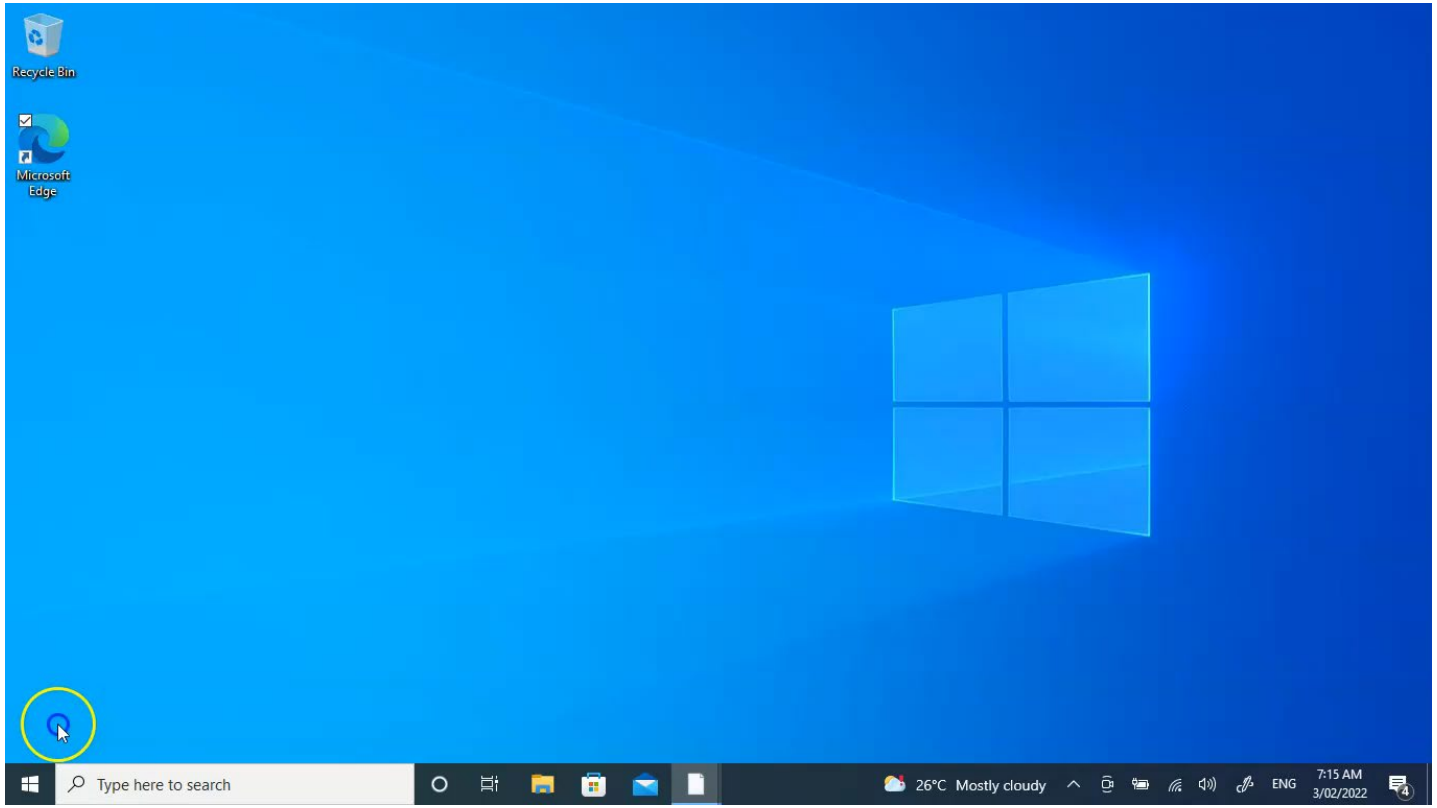
5. OneDrive

1. Press Windows key.

2. Type or search for **OneDrive** and open it.
3. Look for the **grey OneDrive icon** in bottom right of taskbar.
4. Click to activate…
5. Sign in.
6. Click through OneDrive tour.
7. Open **OneDrive – Villanova College** folder and meet your OneDrive. Review best practices…



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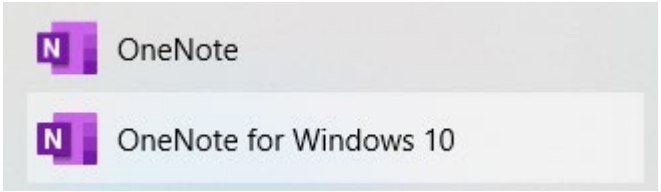
6. OneNote

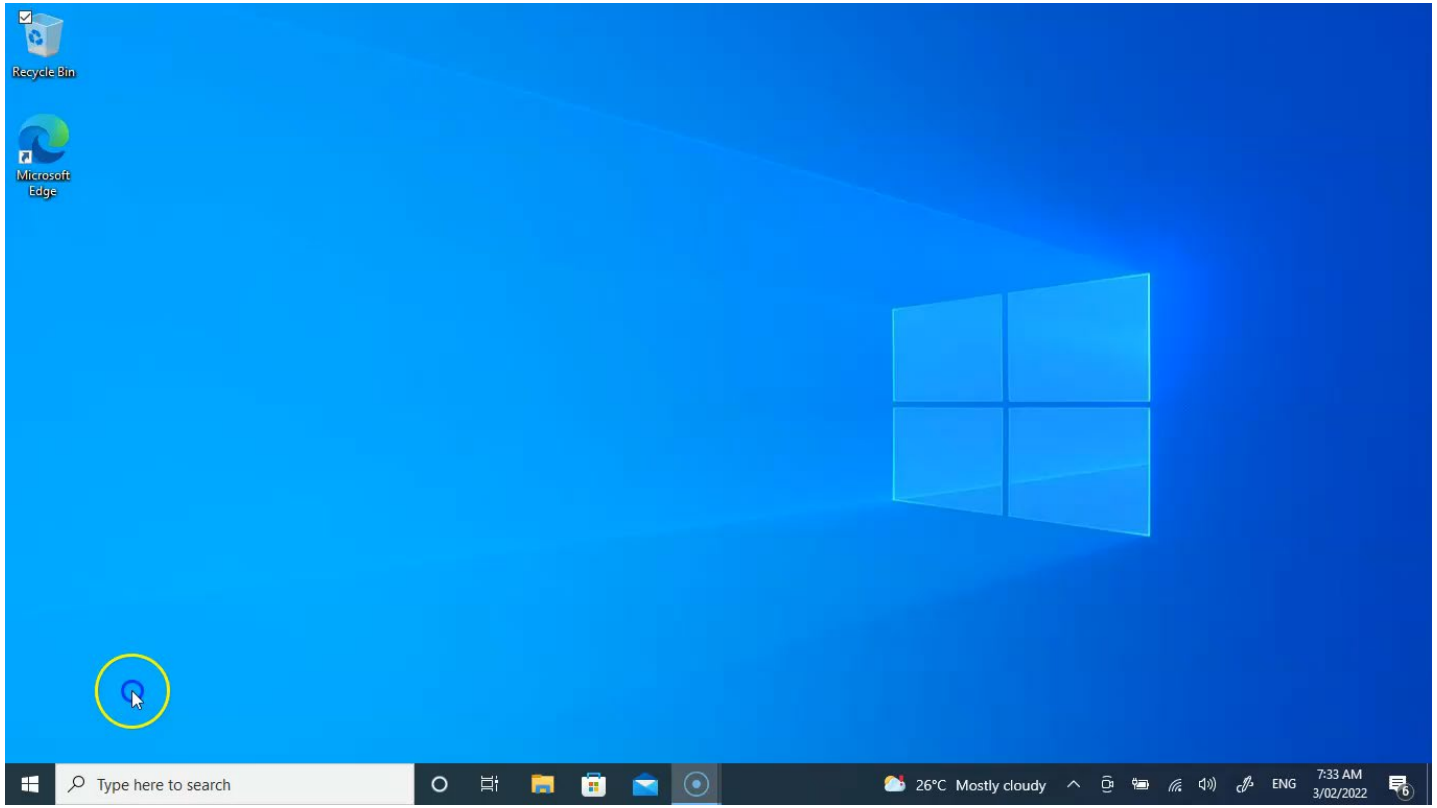
1. Press your Windows key.

2. Scroll down to “O” in the listing.
3. Click on **OneNote for Windows 10**… if present.



4. Open OneNote and wait for it to “get things ready”.

   New users, stick to OneNote for Windows 10.



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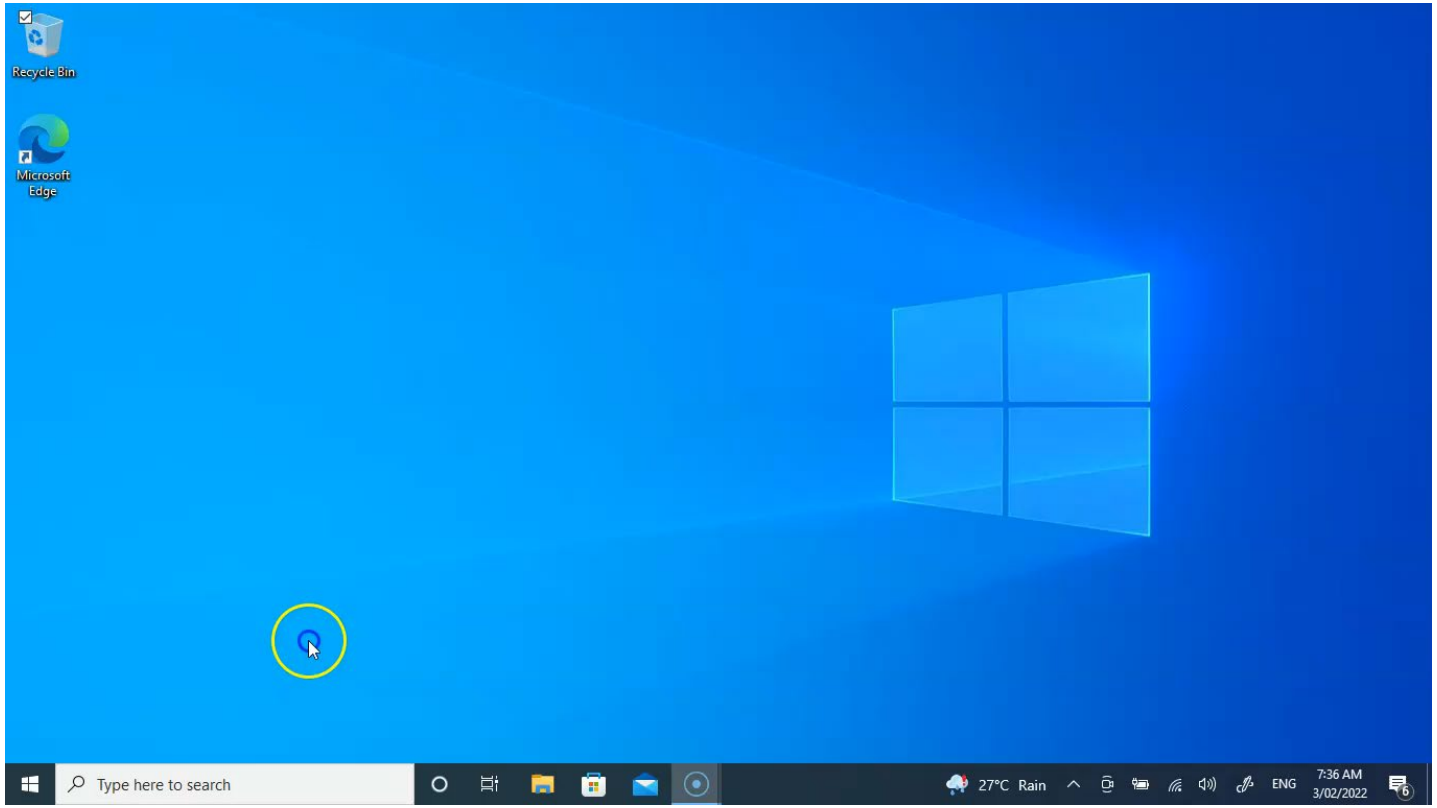
7. Teams

Rather than searching for Teams (which may or may not be installed), we will install from a web browser online…

1. Open a web browser.
2. Go to: https://teams.microsoft.com
3. Sign in.
4. Click on the top-right **three dots** > **Download the desktop app**.
5. Follow the install and sign in prompts.
6. Check **Settings…** review best practices…



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8. Taskbar

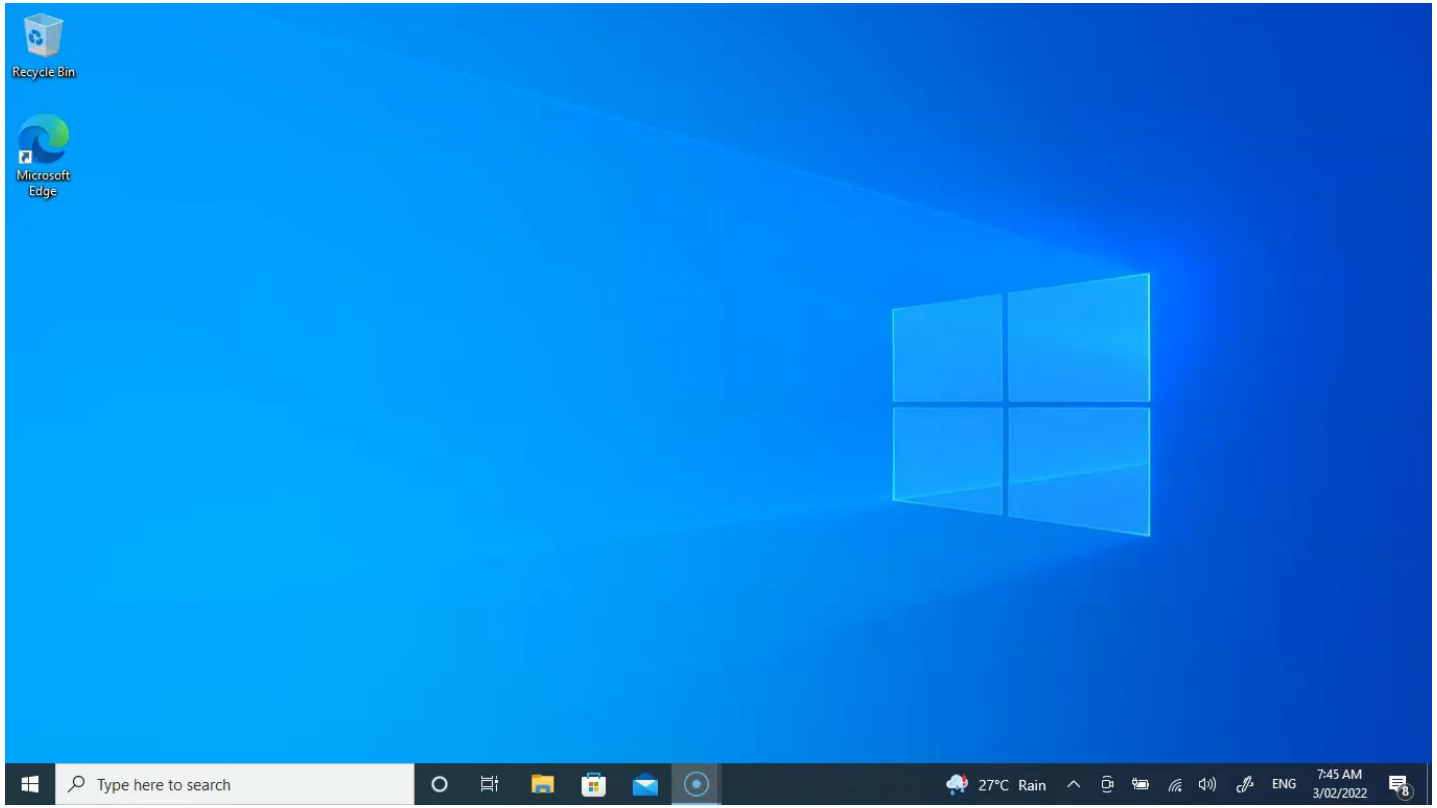
We will now pin important apps to the taskbar for quick access. For each:

1. Find in Windows menu
2. Right-click
3. Pin to taskbar

Remove apps like Windows Mail. To do this:

1. Right-click on taskbar icon
2. Unpin from taskbar

You can also remove the weather alerts if you wish.



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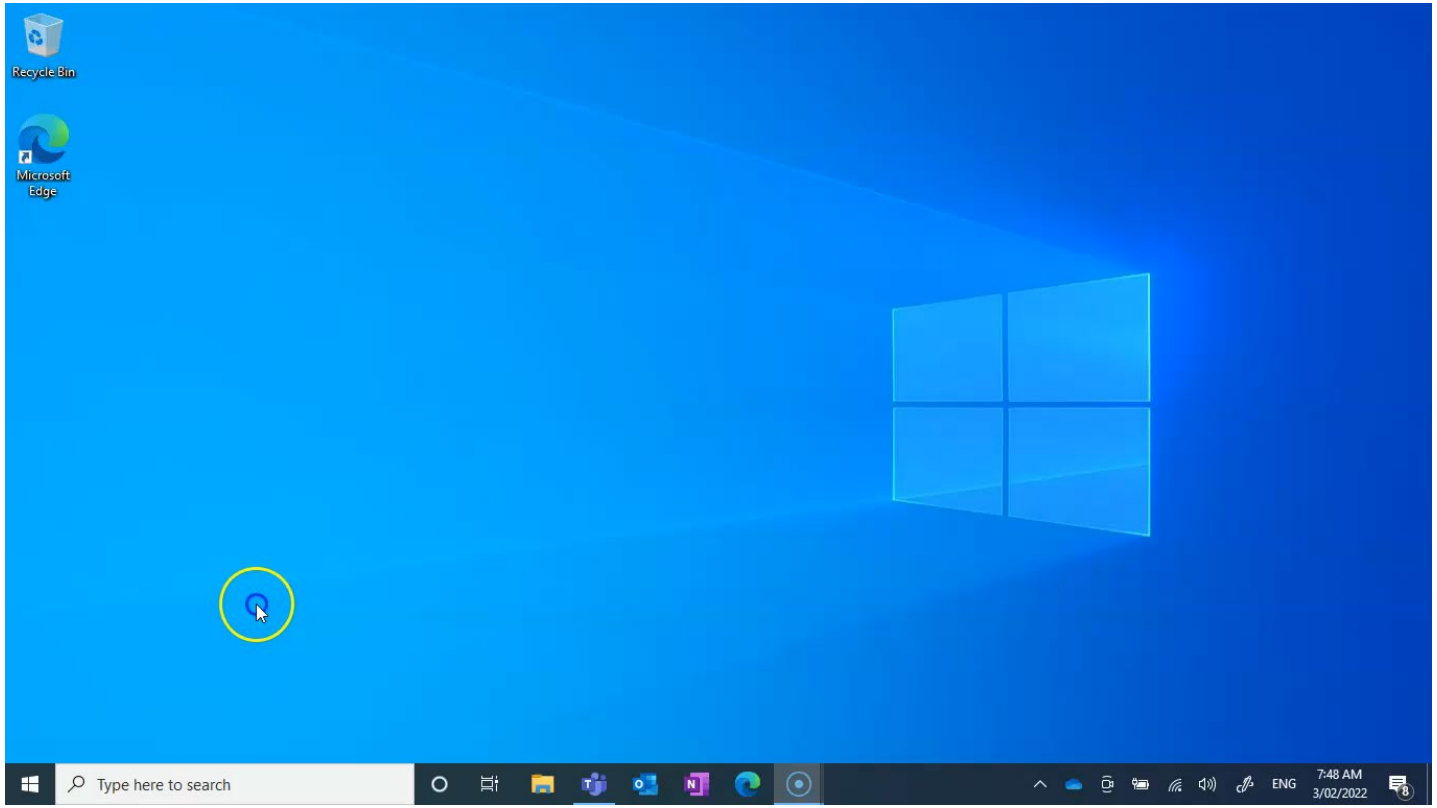
9. Defaults & Security

1. Press Windows key.

2. Click the **Settings cog.**
3. Choose **Apps** > **Default Apps**.
4. Change default email to **Outlook**.
5. Click **Home > Update & Security.** In the **Windows Security** section, check for messages, alerts and checkboxes. Follow prompts as needed.
6. **Turn on** recommendations. **Dismiss** any that may require additional accounts.



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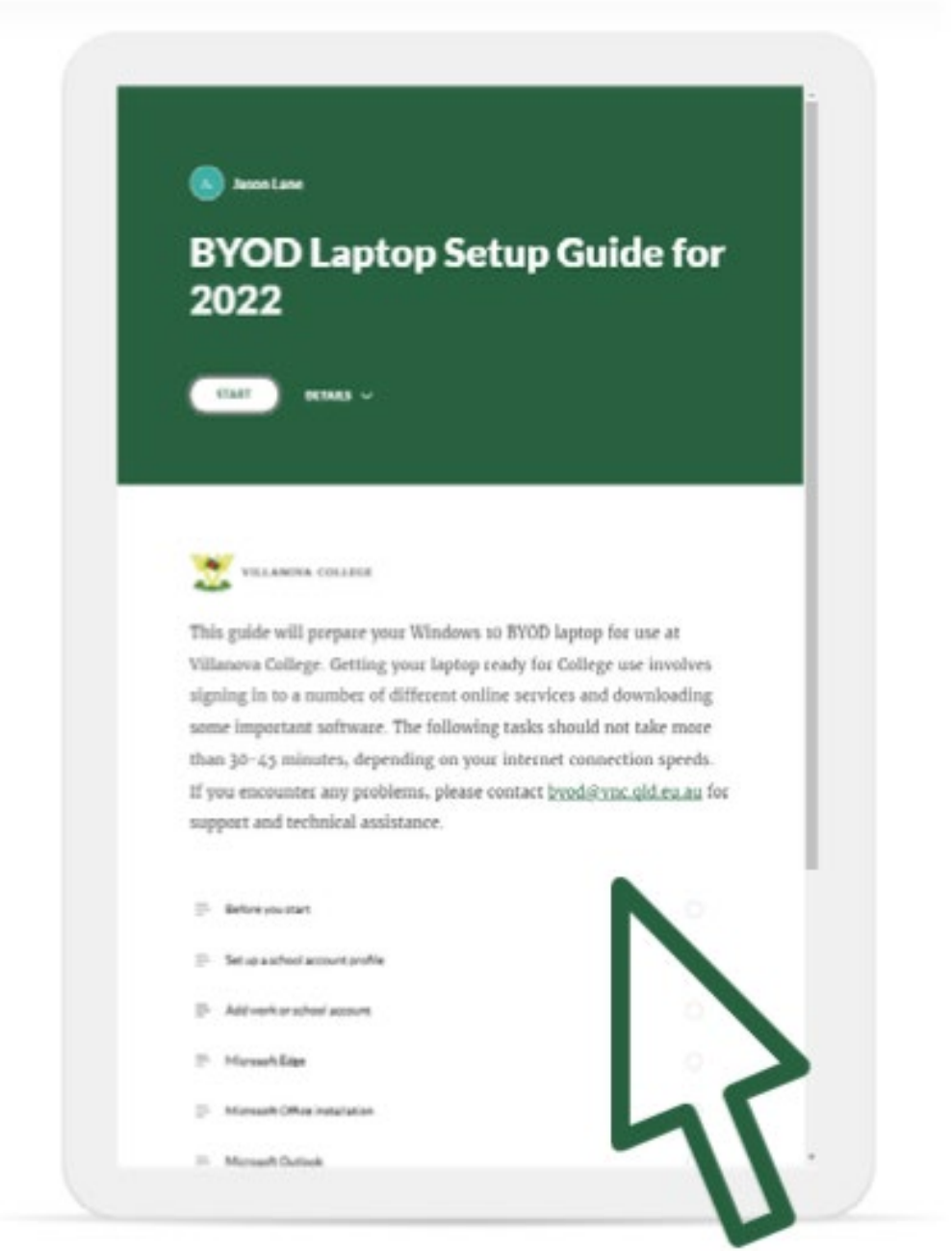
Questions?

If a simple question, please ask (time permitting).

Otherwise, please email byod@vnc.qld.edu.au and we will reply to a support ticket.