

# HOW TO: GWCS LAPTOP PREP INFO & CHECKLIST

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GWCS students and parents/guardians should work together to get their student laptop up and running for the school year. The information and links below should answer most questions and assist in the set-up process! Keep a list of any questions or problems and ask your Advisor for help as needed. The last page is a tech checklist to help track your progress.

## Tips for Getting Started

1. **Turn on Laptop.** Turn on your laptop and make sure you know how to login to your account. If your laptop has been on all summer, power down and then turn it back on and log in.
2. **Check for updates.** While your laptop is plugged in, turned on, and you are logged in -- check for any updates to your operating system [ [Chrome](#) / [Edge](#) / [Safari](#) ] and Microsoft software. [ [PC](#) / [MAC](#) ].
3. **Administrative Privileges.** Using a family laptop? Make sure student has administrative privileges (at least for the first few weeks of school) so that he/she may download school software, connect to printers, and troubleshoot as needed.
4. **Best Practice Tips:**
  - Keep laptop charged to at least 50%.
  - Having lots of programs running on your laptop will reduce its efficiency.
  - Restarting laptop daily will help reduce laptop and network connection problems.

## Get Familiar with Microsoft 365 and Other GWCS Programs

### QUICK FIND INDEX

- |  |                                   |
|--|-----------------------------------|
| A. <a href="#">Microsoft 365 for Business: Online</a>  | G. <a href="#">Coyote Web</a>     |
| B. <a href="#">Microsoft 365 for Business: Desktop</a> | H. <a href="#">Calendar</a>       |
| C. <a href="#">Microsoft OneDrive Cloud Storage</a>    | I. <a href="#">Bookmark</a>       |
| D. <a href="#">Microsoft Teams</a>                     | J. <a href="#">Network</a>        |
| E. <a href="#">Microsoft Outlook Email</a>             | K. <a href="#">Tech Checklist</a> |
| F. <a href="#">Teacher/Student Dashboard</a>           |                                   |

## A - MICROSOFT 365 FOR BUSINESS: ONLINE

### MICROSOFT 365 ONLINE

- a. GWCS provides each student with a Microsoft Office 365 for Business subscription. This plan includes access to the latest versions of the Microsoft office suite products. The MSO 365 infrastructure is located online so you can access it virtually anywhere, from a pc, tablet, smartphone, or other device with an internet connection.
- b. Frequently used apps and software available to students via Microsoft 365 online include but are not limited to:
  - Word
  - PowerPoint
  - Outlook Email
  - Excel
  - OneDrive
  - OneNote
  - Teams

## GWCS LAPTOP PREP INFO continued...

### HOW TO LOGIN TO YOUR ACCOUNT

- a. Open an internet browser window (Chrome, Edge, Firefox, Safari)
- b. Go to this webpage: <https://login.microsoftonline.com>
- c. 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, you may reset it yourself or we can reset it for you.

## B - MICROSOFT 365 FOR BUSINESS: DESKTOP

### APPS VS. SOFTWARE

- In addition to being able to use Microsoft Office Universal Apps online, all students are asked to download the Microsoft Office desktop software to their laptop. The online apps are great for quick fix, touch screen, and for use with other devices but functionality is limited. The desktop software includes more flexibility and features that may be needed for assignments and class work. With your GWCS Microsoft 365 subscription you can download software on up to five devices.

### DOWNLOAD MICROSOFT DESKTOP SOFTWARE (if you haven't already)

- Go to your online 365 account: <https://login.microsoftonline.com>
- Select "Install Office 2016" button and follow installation instructions
- If you do not see "Install Office" as soon as you login
  - a. Click on your account icon in top right corner
  - b. Select 'Office Apps' located on left menu
  - c. Select 'Install Office'

### 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):
  - o Excel
  - o OneDrive
  - o OneNote
  - o Outlook
  - o PowerPoint
  - o Teams
  - o Word
  - o There will be others, MSO is always changing!

### NEED HELP?

- Microsoft 365 Basics [Video Tutorial](#)
- Microsoft 365 Apps/Software [Video Tutorials](#)

## C – ONEDRIVE CLOUD STORAGE

**ONEDRIVE** is your cloud storage which allows you to store all your important files, class notes, school papers, and other assignments securely in one place and then access them virtually anywhere.

- Sign into your Office 365 account: <https://login.microsoftonline.com>
- Open the OneDrive app

### NEED HELP?

- Microsoft OneDrive [Video Training](#)

## GWCS LAPTOP PREP INFO continued...

### **SYNC YOUR MICROSOFT ONEDRIVE WITH YOUR DESKTOP** (if you haven't already)

- Click links below depending on your operating system (or enter URL):
  - o Windows – [OneDrive Sync Instructions](#)
  - o Mac – [OneDrive Sync Instructions](#)

## D - TEAMS

**MICROSOFT TEAMS** is a collaboration app that helps GWCS classes stay organized, meet via video calls, and have chat conversations—all in one place. Teams was new to GWCS during spring 2020 remote learning and we plan to utilize this multifaceted tool much more in the coming years.

- If **Teams** is not listed in your MSO365 apps, it can be quickly and easily downloaded to your laptop AND your smartphone (highly recommended): <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>
- When asked to login – use your GWCS email address and the same password you use to login to MSO 365.

## E - OUTLOOK EMAIL

### **STUDENT EMAIL ACCOUNTS**

- **GWCS Email Address** – Typically: first name last initial@gwcommunityschool.com for example: Arnold Schwarzenegger would most likely be arnolds@gwcommunityschool.com. This is not always the case because we may have more than one student with the same first name and last initial. Emails are **not** case sensitive.
- **Email Password** is the same as your MSO365 account password. The initial password is given to students by GWCS and then students may change their password at any time. If student cannot change their password, GWCS can change it for them.

### **REPLY-TO TIP**

- Check to make sure that your reply setting does not default to Reply All. **Often, new accounts start with Reply All as the default option.**
  1. Click the gear icon in the upper right.
  2. Click 'View all Outlook settings' at bottom
  3. Select 'Mail' on left menu
  4. Select 'Compose and Reply' below 'Layout'
  5. Make sure default is set to 'Reply' (NOT REPLY ALL)

## F - TEACHER/STUDENT DASHBOARD

**TEACHER DASHBOARD** for Microsoft Office 365 (<http://www.teACHERdashboard365.com>) makes it simple for teachers to manage their students' Office 365 activities, create student groups, distribute files and assignments, track progress, and more...

- 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>

## GWCS LAPTOP PREP INFO continued...

- During the 2020-2021 school year, GWCS may transition to using Teams for assignments instead of Teacher Dashboard.

### G - GWCS COYOTEWEB 2.0

**COYOTEWEB** is the GWCS portal where students and parents can login for:

- Parent Contact Info
- Class Schedule
- Coyote Tracks (weekly)
- Grades Report (quarterly)
- Attendance

#### 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>
- Login with your student email account and CoyoteWeb password. If you have a password from last year, we did not reset it. New students should have received their password in an email shortly after they enrolled. If you forgot your password, we can look it up you.
- [Click Here](#) for Parent/Guardian CoyoteWeb login instructions

### H - GWCS CALENDAR

#### ONLINE GOOGLE CALENDAR – ALL SCHOOL EVENTS!

- [www.gwcommunityschool.com/calendar2](http://www.gwcommunityschool.com/calendar2)
- The GWCS Google Events Calendar is updated daily!
- Click on an event to see more details about the event.
- Bookmark this calendar.
- Students and parents can add the GWCS events to their personal online calendar and set reminders.
- The GWCS one-page at-a-glance school year calendar is also available on the above GWCS calendar webpage.

### I - BOOKMARK THE FOLLOWING SITES

#### CREATE BOOKMARKS (if you haven't already)

- Understand what electronic bookmarks are and how to use them. How to bookmark varies depending on which browser you use. [ [Chrome](#) / [Edge](#) / [Safari](#) ]
- All students should bookmark the following sites on their laptop:
  - MICROSOFT 365 <https://login.microsoftonline.com>
    - OneDrive
    - Outlook
    - Teams
  - TEACHER DASHBOARD <https://us.teacherdashboard365.com/en/portal/assignments>
  - COYOTE WEB <http://www.gwsc CoyoteWeb.com>
  - GWCS GOOGLE CALENDAR [www.gwcommunityschool.com/calendar2](http://www.gwcommunityschool.com/calendar2)
- This GWCS webpage has links for all of the above: <http://www.gwcommunityschool.com/links-2-1>

# GWCS LAPTOP PREP INFO continued...

## J - NETWORK

### CONNECTING TO THE GWCS NETWORK / WIFI

- On your first day in GWCS building, use the following password to connect your laptop and phone to the GWCS network. The password is CASE SENSITIVE:  
**GW2k15WiFICS**
- If you have trouble connecting to the network:
  1. Restart your laptop.
  2. Wait two minutes and try again.

## GWCS LAPTOP PREP INFO continued...

### K – TECH CHECKLIST

Using the information provided on previous pages – check off everything you’ve accomplished below and jot down any questions or help needed.

**A** – LOGGED IN TO MICROSOFT OFFICE 365 FOR BUSINESS ONLINE

**B** – DOWNLOADED MICROSOFT OFFICE 365 DESKTOP SOFTWARE

**C** – ACCESSED ONEDRIVE AND SYNC TO YOUR DESKTOP

**D** – ACCESSED TEAMS

**E** – OPENED OUTLOOK EMAIL (Online & Desktop)

**F** – LOGGED IN TO TEACHER/STUDENT DASHBOARD

**G** – LOGGED IN TO GWCS COYOTEWEB

**H** – BROWSED GWCS ONLINE GOOGLE CALENDAR

**I** - BOOKMARKED PAGES:

Microsoft Office 365 Login Page

Outlook

OneDrive

Teacher Dashboard

GWCS CoyoteWeb

GWCS Online Google Calendar

**J** - CONNECTED TO THE GWCS NETWORK (WIFI)

**Print this page. Complete checklist. Include questions or help needed. Turn in to Advisor.**

Student First/Last Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_