Quick Setup Guide for Donated Computer

Edmonton Catholic Schools

Dear Parent or Guardian:

This laptop computer has been loaned to you as a temporary home learning solution during the Covid 19 pandemic.

This computer is from extra or decommissioned school inventory. As such, this computer is provided on an "as-is" basis with limited remote-only support, should it be available.

The purpose of this document is to help you quickly setup this computer in your home for your child's/ward's use and connect to Edmonton Catholic School's online resources.

Setting up Windows

The laptop computer provided to you has a factory installation of Windows 10 and will need to be setup for first time use. Follow these steps to setup Windows with the basic settings for home use:

1. Plug the computer in with the AC adapter provided, and power it on. If your Internet Service Provider has provided you with an Ethernet cable, leave it disconnected for this setup.
2. When the computer is started up, it will come to the following screen. Click on **Canada**, and then the **Yes** button:
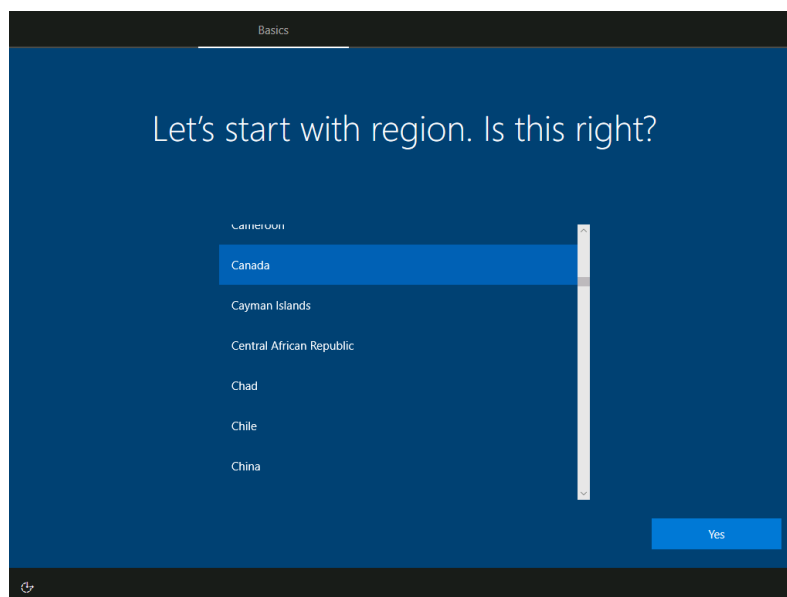

3. The next screen is entitled, "***Is this the right keyboard layout***?". Choose **US** and then click the **Yes** button.

4. On the next screen entitled, "***Want to add a second keyboard layout?***", just click the **Skip** button.
5. The next screen is entitled, "***Let's connect you to a network***", and shows a list of the available wireless networks that your computer is connecting to. We'll skip this for now, as we are going to be connecting later. Click on the link, "**I don't have internet**" in the bottom left-hand corner of the screen to continue.
6. The next screen is entitled, "***There's more to discover when you connect to the internet***". As we will be connecting to the Internet after the Windows setup, click on the link in the bottom left-hand corner that says, "**Continue with limited setup**".
7. The next screen is entitled, "***Who's going to use this PC?***". **Enter your child's or ward's name** here, and then click the **Next** button.
8. The next screen is entitled, "***Create a super memorable password***". This will be the password that locks the computer when it is not in use after some time, or when the device is started up. It is recommended that you have a password for your computer. Choose a password that you and your child/ward will remember and record it somewhere for safe keeping. Once you have agreed upon a password, enter it in the text box, and hit the Enter button on the keyboard. The next screen will ask you to Confirm your password. Re-enter your password and click **Next**.
9. On the next screen, "***Create security questions for this account***" you will be asked to choose 3 unique questions in case you forget your password. **Click on the Security question box** to select a question and type the answer below and click the **Next** button. Repeat these steps for your other two questions. Record the question and answers in case you need them later.

The next settings require an online Microsoft Account or Internet connection, which can be enabled after this setup has completed. Choose the following to complete the setup for now:

10. On the next screen, "***Do more across devices with activity history***", choose **No** for now.
11. The next screen, "***Get help from your digital assistant***" enables Microsoft Cortana. Click **Decline** for now.
12. On the next screen, "***Do more with your voice***" choose "**Don't use online speech recognition**" and then the **Accept** button.
13. On the next screen, "***Let Microsoft and apps use your location***" decide if you want to let Microsoft know your computers location by clicking **Yes** or No, and then the **Accept** button to continue.
14. On the next screen, "***Find my device***" click **No**, and then the **Accept** button to continue.
15. On the next screen, "***Send diagnostic data to Microsoft***" click **Basic**, and then the **Accept** button to continue.
16. On the next screen, "***Improve inking & typing***" click **No**, and then the **Accept** button to continue.
17. On the next screen, "***Get tailored experiences with diagnostic data***" click **No**, and then the **Accept** button to continue.
18. On the next screen, "***Let apps use advertising ID***" click No, and then the **Accept** button to continue.

19. After a brief setup, your computer will configure with your settings, and the desktop will appear (see below). You are now ready to connect to the Internet.
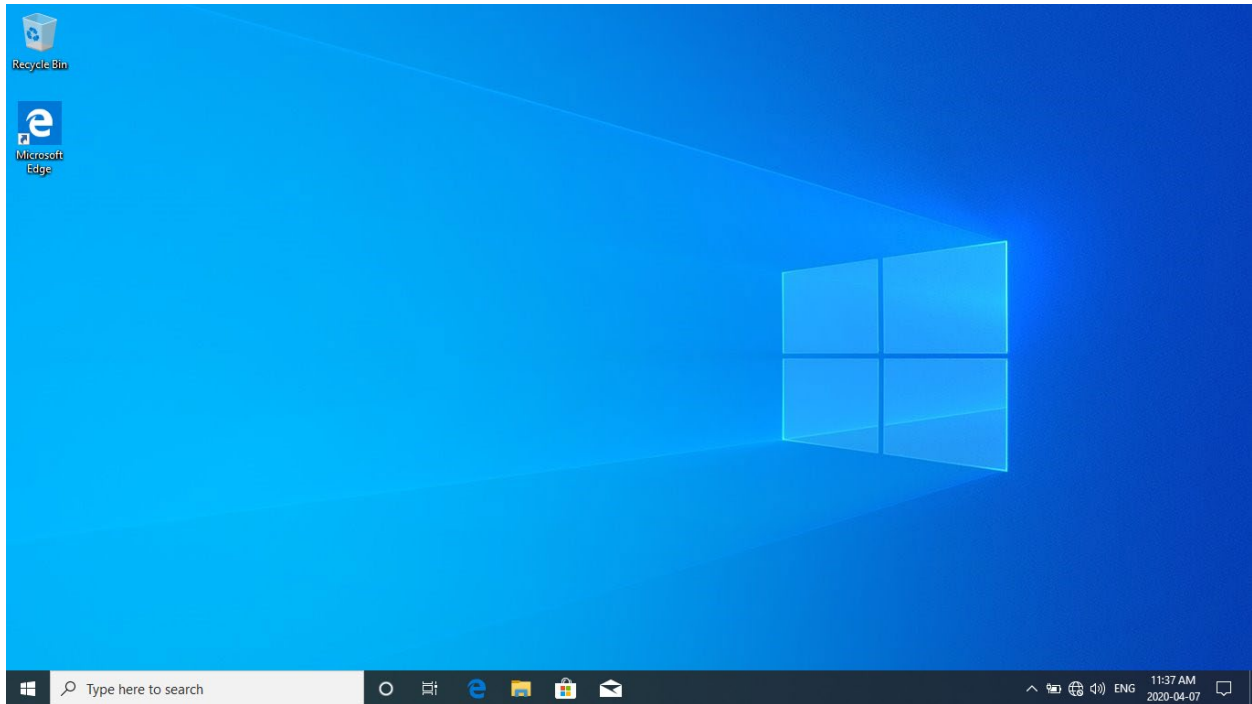
Connecting your laptop to the Internet

The following section assumes that you have setup home Internet services with a local Edmonton Internet service provider, such as Shaw or Telus as examples

Two options for connecting to internet services

Connecting with an Ethernet cable (Wired)

If you will be using your laptop in a location in your home that is close to the modem or switch provided by your Internet Service Provider (ISP), you can plug your laptop directly into the modem/switch with an Ethernet cable. Plug the Ethernet cable from your Internet Service Provider into the back or side of your laptop, as shown below:

When you plug the cable in, the LEDs on the top of the port will light up to show that you have a working connection to the Internet. The network connectivity icon on the taskbar will also show a working connection, as shown below:
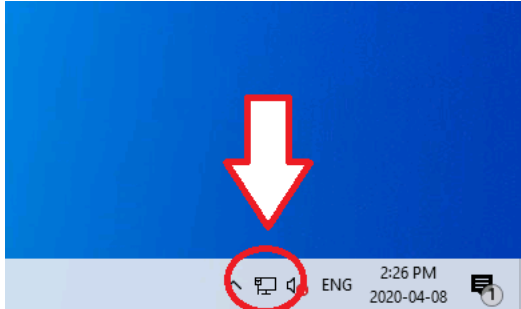

Taskbar icon for working Internet Connection (Wired)

Connecting Wirelessly

If you are connecting to the Internet Wirelessly, complete the following steps to connect the computer to your home Wireless Network.

1. Leave the Ethernet cable disconnected. Turn on your computer's wireless radio by pushing the wireless button above the keyboard or via the switch on the side of the computer (this will vary by model). The wireless network icon will appear on far right of the desktop taskbar, and will look like the following to indicate that your wireless radio is on, but not connected to a network:
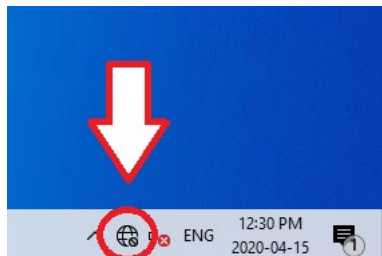
No Internet Connection

2. Click on this icon on the taskbar. A network menu will appear on the right-hand of your screen, and your computer will scan for local wireless networks, and list them in this panel.
3. Click on the name of your network to connect to it. Click the checkbox for "Connect Automatically" and then click the connect button.
4. You will then be prompted for your for your wireless network password. Enter the password for your wireless Internet network connection.
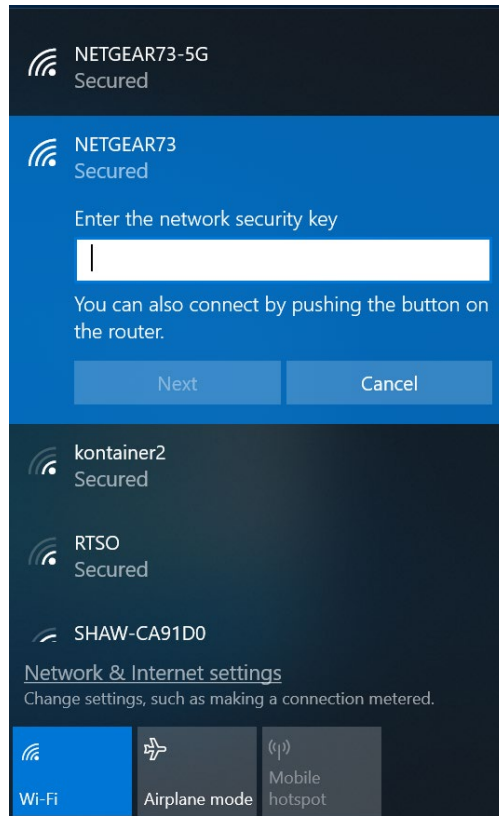
5. If you have entered your password correctly, the network status icon on the taskbar will change to show a working wireless connection, as shown below:

Installing Software for use with Edmonton Catholic Schools

Now that you have the laptop connected to the Internet, you will want to install the Google Chrome Browser.

Edmonton Catholic Schools recommends a number of applications and programs to connect with its online services, but please install the following to get your student started.
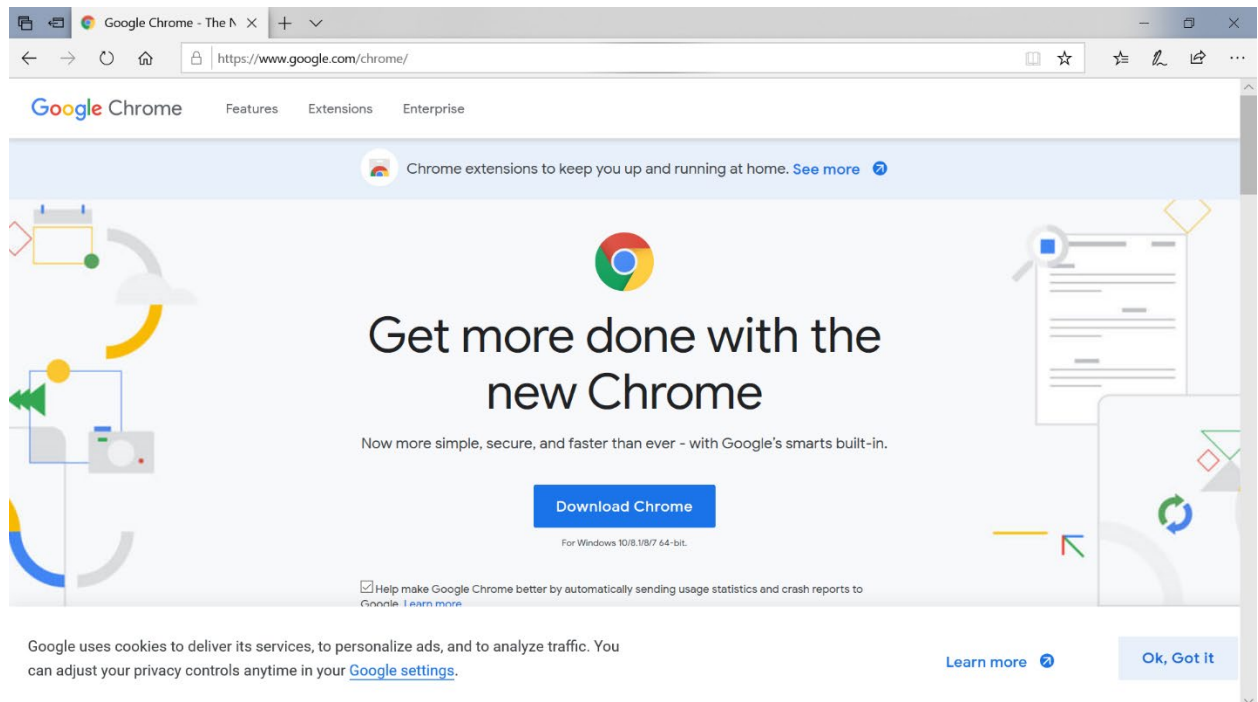
Google Chrome Browser

Microsoft Windows 10 comes installed with the Microsoft Edge Internet browser, but some online services used by Edmonton Catholic Schools like Google Classroom, etc. are more compatible with the Google Chrome browser. You will need to use Microsoft Edge to download Google Chrome. Here is how:

1. Open the Microsoft Edge Browser by double-clicking on its shortcut on the desktop, shown below:

2. When the browser opens, clear out current address and go to the Google Chrome home page by entering the following URL: https://www.google.com/chrome/ as shown below:

3. Click the Download Chrome button. A prompt will appear at the bottom of the page asking if you want to Run, Save or Cancel – Click **Run**. When asked, "**Do you want allow this app to make changes on your device**" click **Yes** to install Google Chrome.
4. The Google Chrome browser will launch, and the launch icon will appear on the desktop. Close Microsoft Edge.


Connecting to Edmonton Catholic Schools Online Services

The following section will get your student connected to Edmonton Catholic Schools Online Services, to give him or her access to online classroom assignments, teacher assistance and collaboration with his or her fellow students. This section assumes that your student will know his or her 7-digit student number and the password that his/her teacher provided to him/her, or the password the student has set for himself or herself. The student number and associated password will be needed to access these services. If your student doesn't know these, please contact your student's classroom teacher.

Google Online Services
Now that you have Google Chrome installed, your student will want to connect to Edmonton Catholic Schools Google Enterprise services.

1. Launch the Google Chrome browser. Go to the Google homepage at www.google.ca
2. Next, click on the sign-in button at the top right-hand corner of the browser, as shown below:
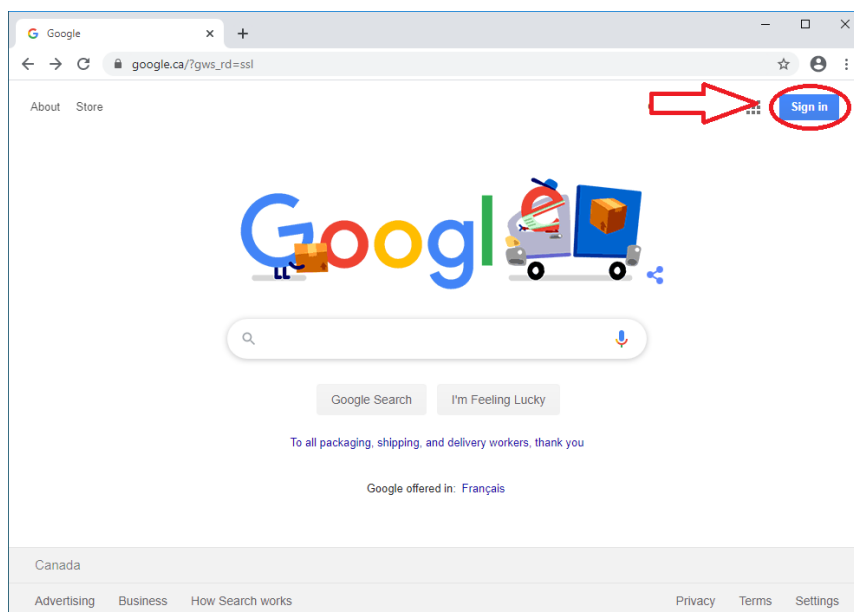
3. Next, your student will be prompted to enter his or her email address. Enter his or her email address as **studentnumber@school.ecsd.net**, and click the **Next** button as shown below:
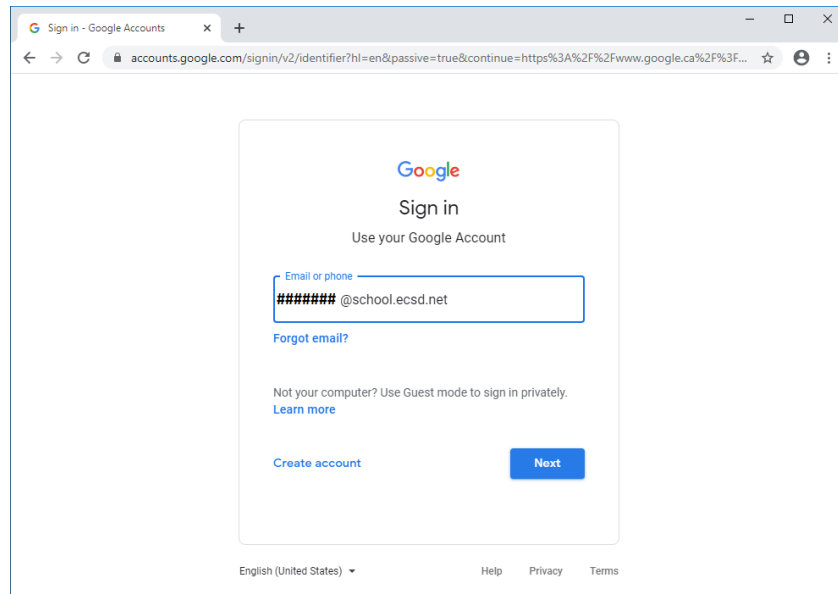

4. Now the student will be prompted for the password for his school division logon. Enter it and click **Next**.
5. If the student enters his/her password correctly, he/she will be signed into his/her Google account. Google will then ask if you want to save the password to account.google.com to save entering it in the future. Click **Yes**.
6. Next you will be prompted if you want to turn on Sync. Click **Turn on Sync.**
7. Finally, you will be asked if you want to link to a previously created online Google profile, or create a new one. Choose **Create a new profile** and click on this button.
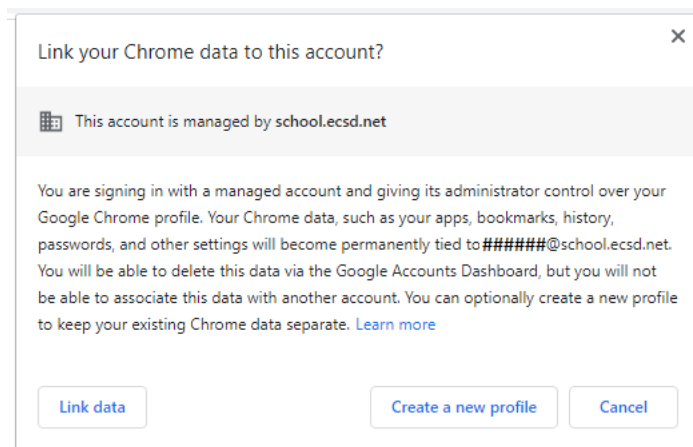

8. Now Chrome will relaunch and ask if you want to turn on Sync. Click **Yes, I'm in.**

9. Finally, you will see that Chrome has configured itself for the ECSD student experience, with a number of Google Chrome plugins commonly used and a folder named, "ECSD Bookmarks" on the link toolbar at the top (see below). The profile icon in the top corner of the Chrome window will show the first letter of your students first name. Your student has completed the sign-in to ECSD Google services.
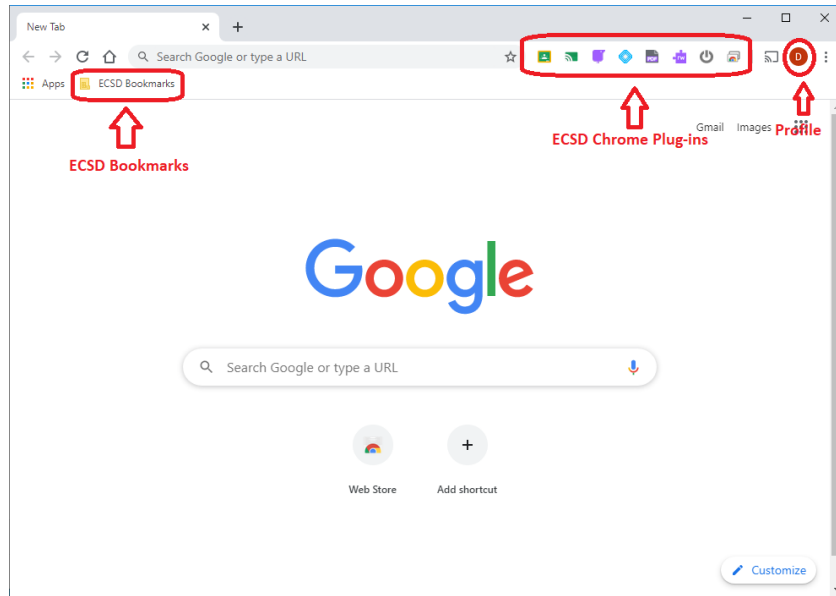
To be fully connected to ECS online services, you will want to go to our home page. From the ECSD Bookmarks folder, choose myECSD to be redirected to the Edmonton Catholic Schools Portal page:
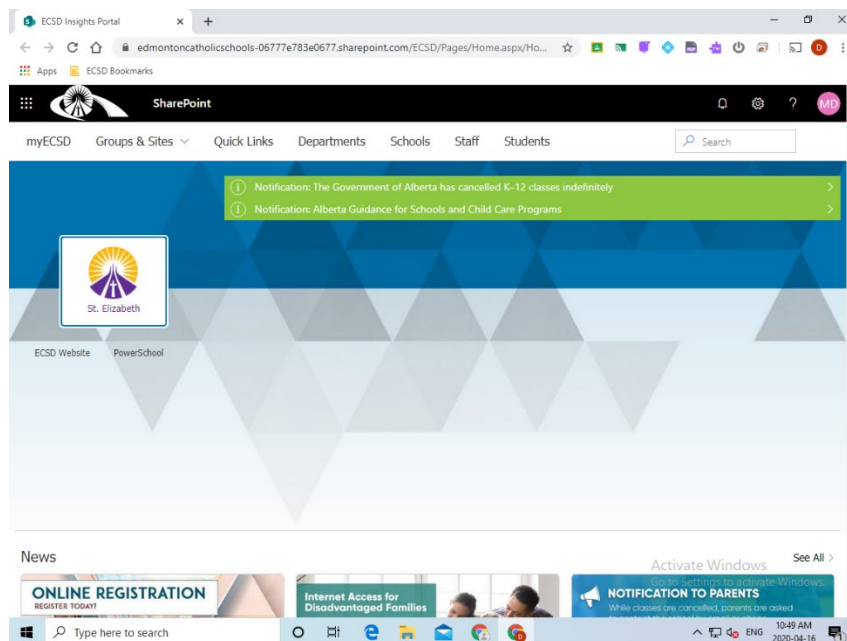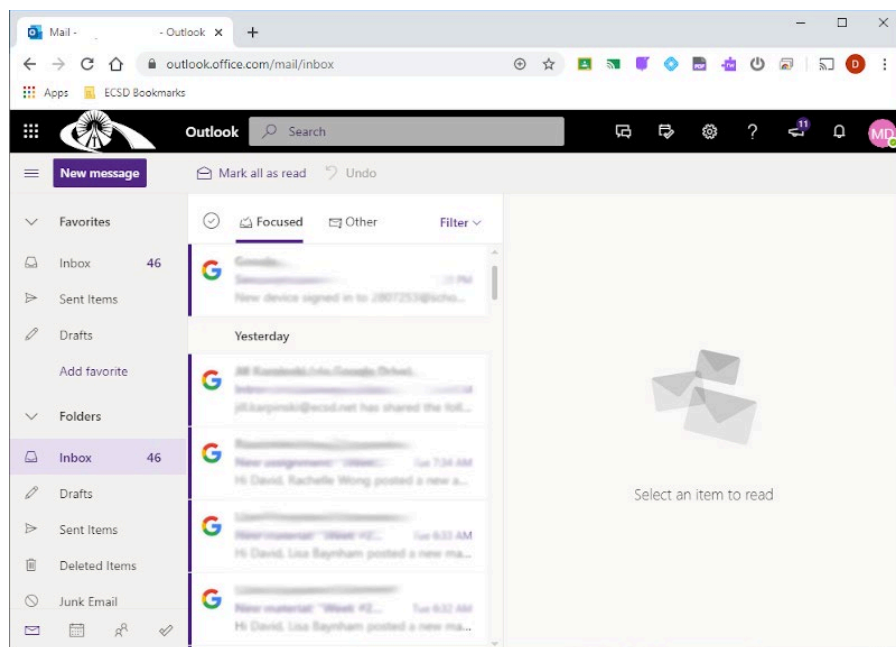
Microsoft Office 365 and Teams

Edmonton Catholic Schools uses Microsoft's online office suite for students to complete their assignments. The following details how to login and setup these services. The desktop version can also be downloaded and installed on to your local computer.

Microsoft Outlook Email

1. From the signed-in Google Chrome browser, click on the ECSD Bookmarks folder to display the list of common ECSD websites. From the list of links, choose, "**Microsoft Outlook**" to be redirected to outlook.ecsd.net

2. At the sign-in page, type the student email address in the form, *#######@school.ecsd.net* where "#######" is your child/ward's seven digit student number.

3. On the next screen, enter the password associated with your students' account. If Google Chrome asks you to save the password, you may choose to do this to save login time in the future.

4. An new Office365 account will now be created, with a welcome to Outlook.com screen. Click the, "**>**" to continue.

5. On the next screen you will be asked for a default language, and time zone. Leave the defaults of **English (United States)** and **(UTC–07:00) Arizona**, and click the "**>**" to continue.

6. On the next screen you may choose a colorful theme for your Office 365 interface. Click the "**>**" to continue

7. After a brief setup, your Office 365 account will be created. Click **Get Started** to open your Outlook Email web program. Email sent to your student will appear in the Inbox here.

Other Microsoft Office 365 Programs

In addition to Outlook, there are other programs available to students in the Microsoft Office 365 suite. These can be launched by clicking on the "waffle" icon inside the interface of any Office 365 program, to open the Office 365 menu on the left-hand side of the browser window, as shown below:
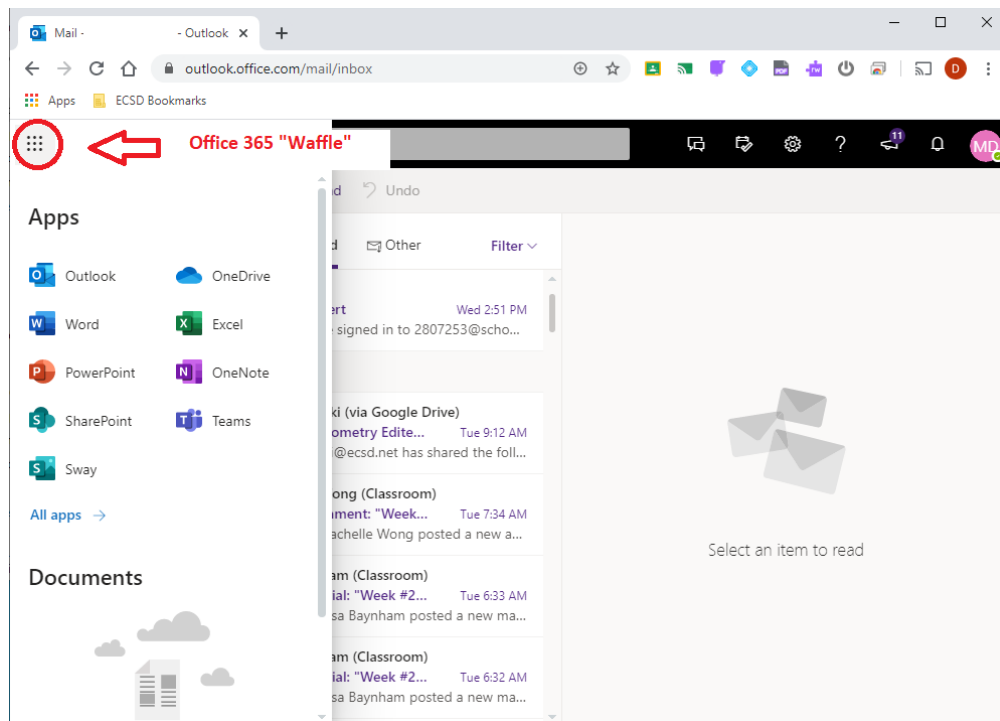

Of these programs, the following will be of importance to students working from home:

- Teams – this will be one of the primary Internet video and voice Internet voice conferencing tool the teacher will use to reach out to the students to keep in touch.
- OneDrive – this will be an online cloud storage available to the student.
- Word – For creating Word documents during assignments
- PowerPoint – for creating presentations during assignments

Installing the desktop version of Microsoft Office 365

In addition to the online version of the Microsoft Office 365 suite, a desktop version can be downloaded and installed to the local laptop. Edmonton Catholic Students are licensed to download and install the Microsoft Office 365 suite on up to 5 different devices, which can include Windows PC, Mac OS, Android and iOS platforms. To download the Office 365 program, click on the waffle and click the "**Office 365**" link at the top of the Office 365 menu (see below). On the next page, click on the **Install Office** button at the top right-hand corner of the Window, and follow the directions.
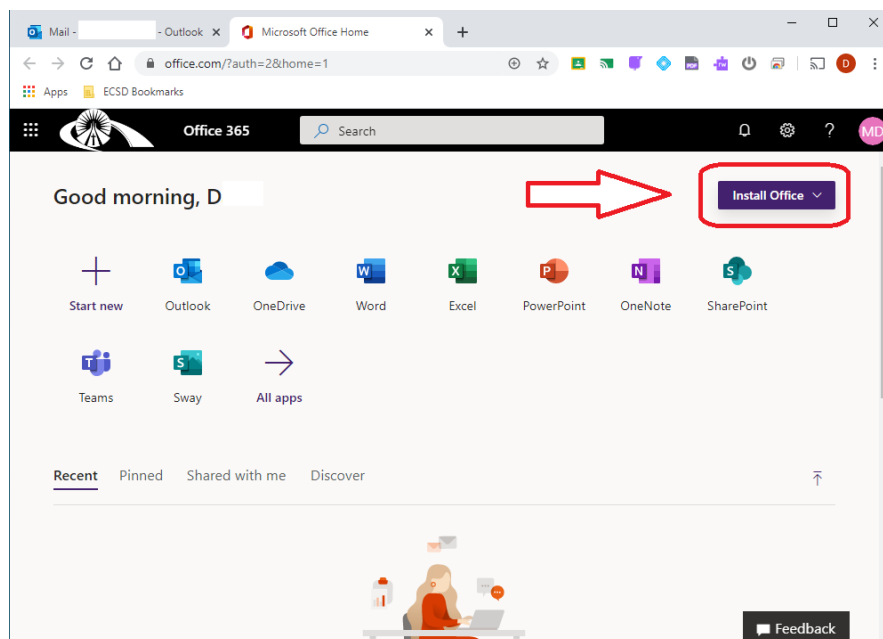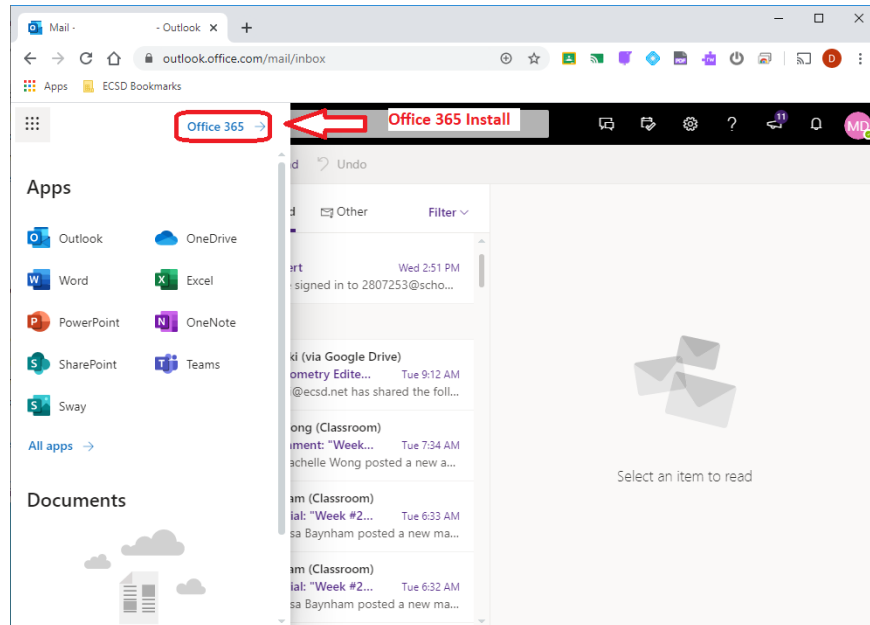
Google Classroom

Edmonton Catholic Schools teachers use Google Classrooms to post class material and assignments to students. To access this, have your student sign-in to Google Online services as detailed in the previous section. From the ECSD Bookmarks folder, choose **Google Classroom** to be redirected to classroom.google.com :
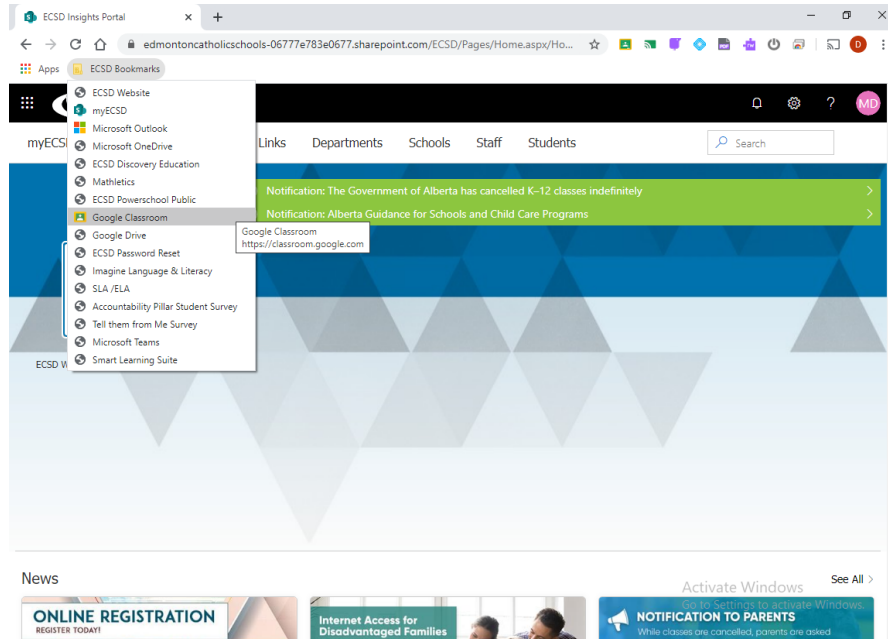
Your students' classes will appear here: