



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

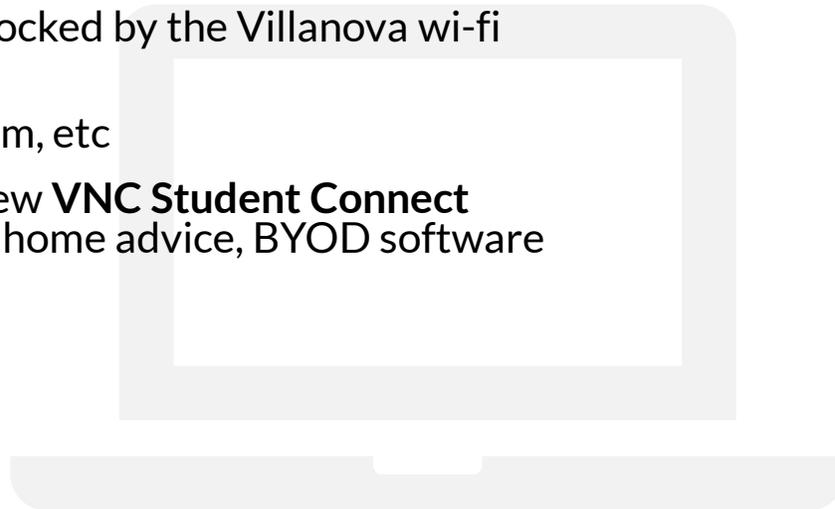
Hosted by Mr Jason Lane (Elearning Pedagogy Leader)

Email: jlane@vnc.qld.edu.au

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** 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.

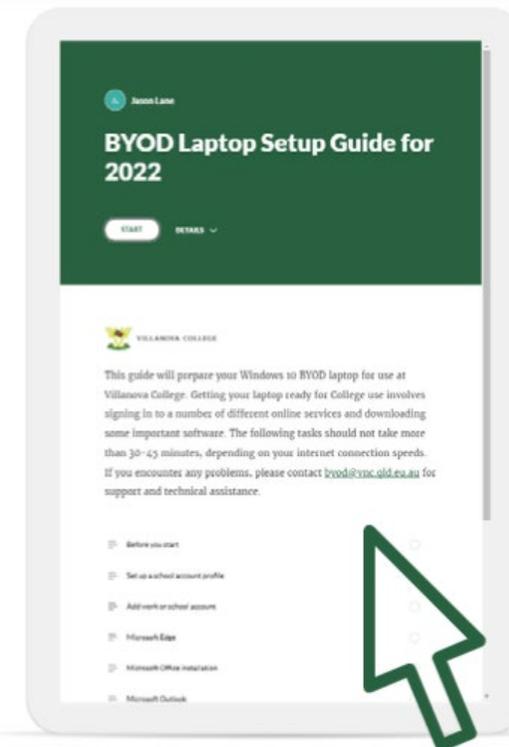
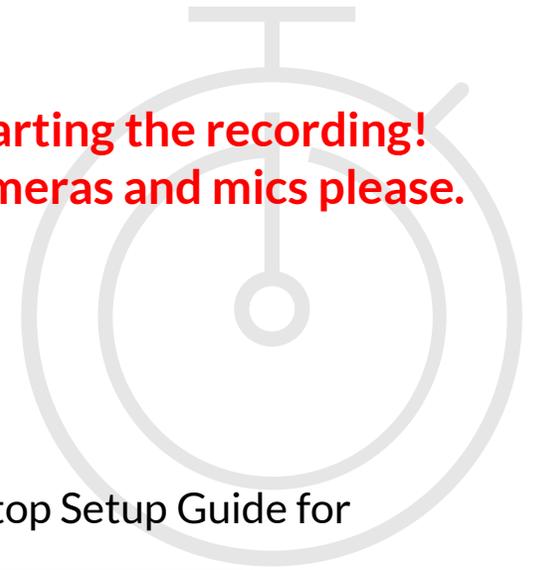


Part 2

- Walkthrough of the BYOD Laptop Setup Guide for 2022



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



WEBINAR ETIQUETTE

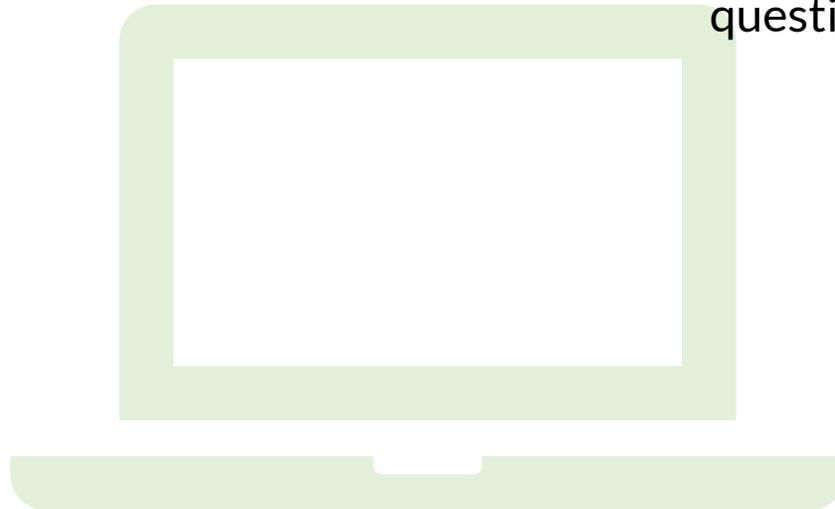


General

- 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

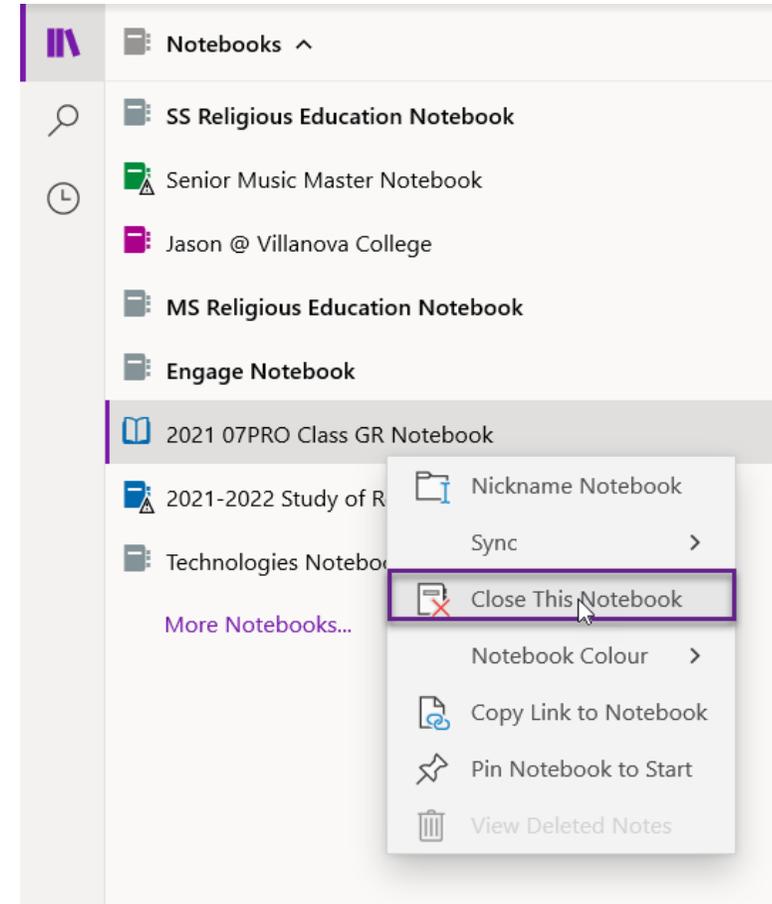
- Consider if your message is better sent as a private email to BYOD@vnc.qld.edu.au
- There will be limited opportunities to troubleshoot specific issues.
- Every attempt will be made to answer questions, where possible.



Best Practices – OneNote 1/4

- Start from scratch – close all 2021 Notebooks.

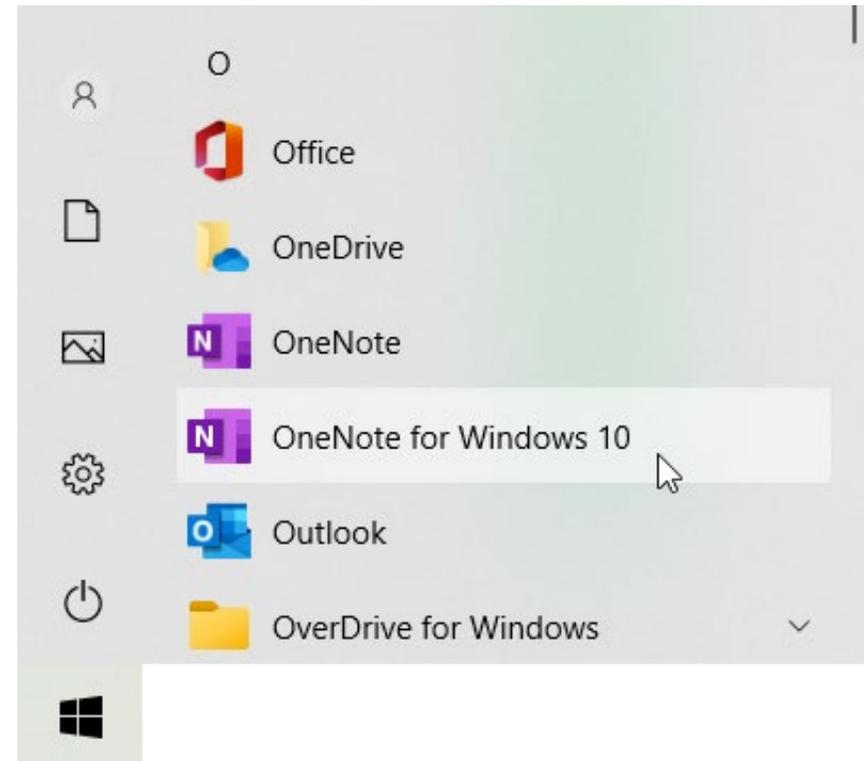
Right-click > **Close This Notebook.**



Best Practices – OneNote 2/4

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

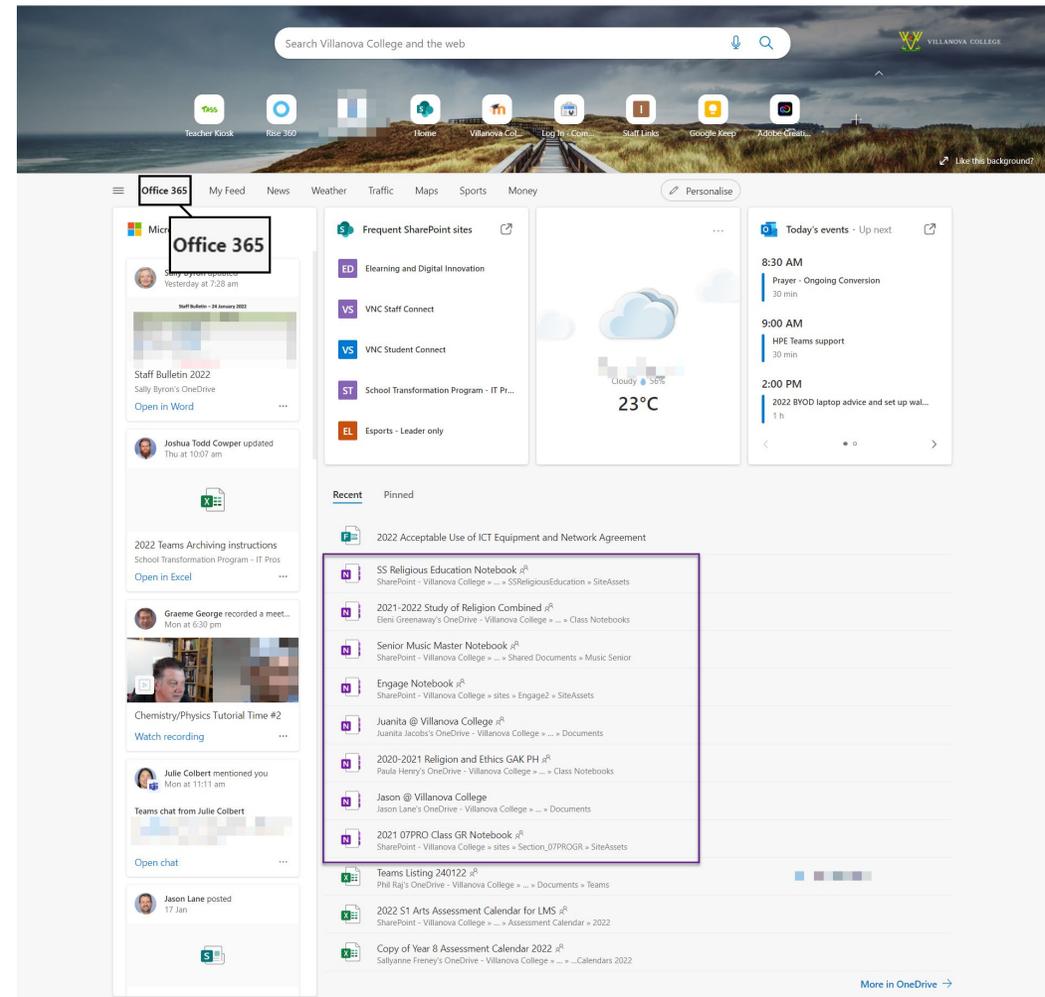
Especially if you are a new or younger student.



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



Intro could be more cohesive

'The Tragedy of Hamlet, Prince of Denmark', often shortened to 'Hamlet', written in 1601 is Shakespeare's longest and perhaps most well-known revenge play – emphasising the importance of loyalty, hatred and forgiveness. **The play effectively utilises characterisation** One of the subtle protagonists in the play was the Ghost of the ~~previous~~ king Hamlet. Shakespeare deliberately uses the ghost to foreshadow the impending disaster, but also works as a catalyst for the unfolding tragedy in the plot. He does this through the appearance of the ghost at the start of the play, making the Ghost talk to Hamlet about avenging him and the second appearance with Gertrude.

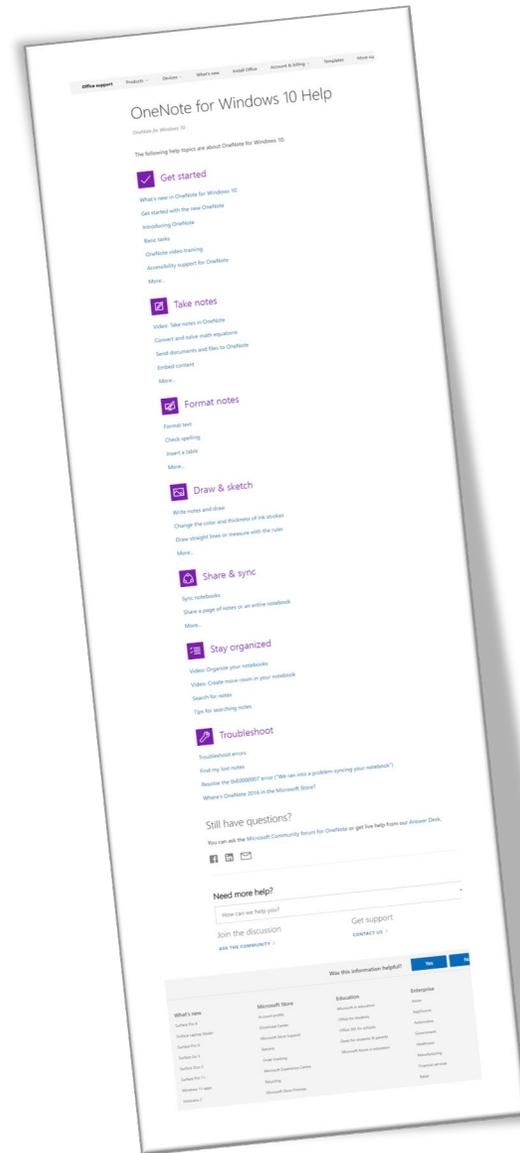
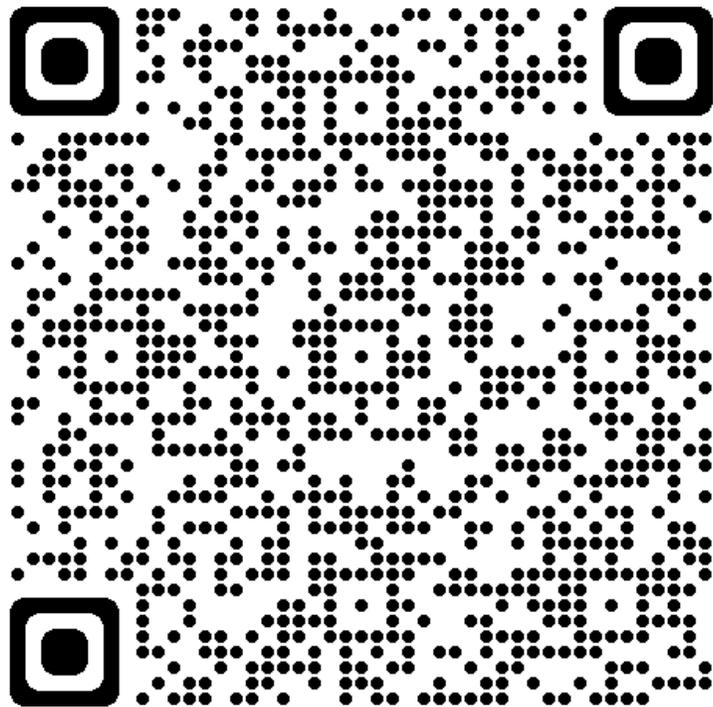
Out of place

Discussion points need more clarity.

Like most of Shakespeare's plays, the play opens with supernatural elements. Like the witches in Macbeth, Shakespeare sets the mood and tone of the play by foreshadowing the impending disaster about to plague Denmark by revealing the Ghost of old king Hamlet to Horatio: "Stay illusion... speak to me" (Act 1, Scene 1). Ghosts, especially in Shakespeare's time tended to symbolise unfinished business. Therefore, by the ghost revealing himself he is essentially issuing a warning to Horatio. This cautions the audience to expect the unexpected within the play, effectively foreshadowing the impending chaos. Furthermore, during the Elizabethan era, a ghost was usually symbolic of someone who was neither dead nor alive, but instead ventured in a place known as purgatory. By the Ghost appearing to Horatio in this way – not having said a word nor revealed anything to him – it further represents the idea that a foul deed has been committed and that he has been dishonoured

n/c

Become a OneNote Pro



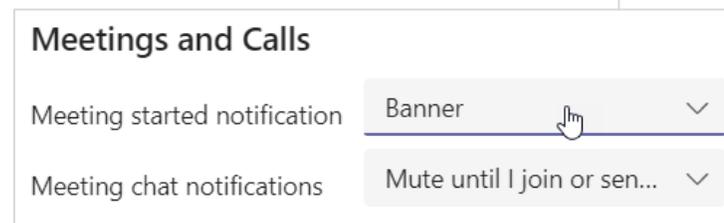
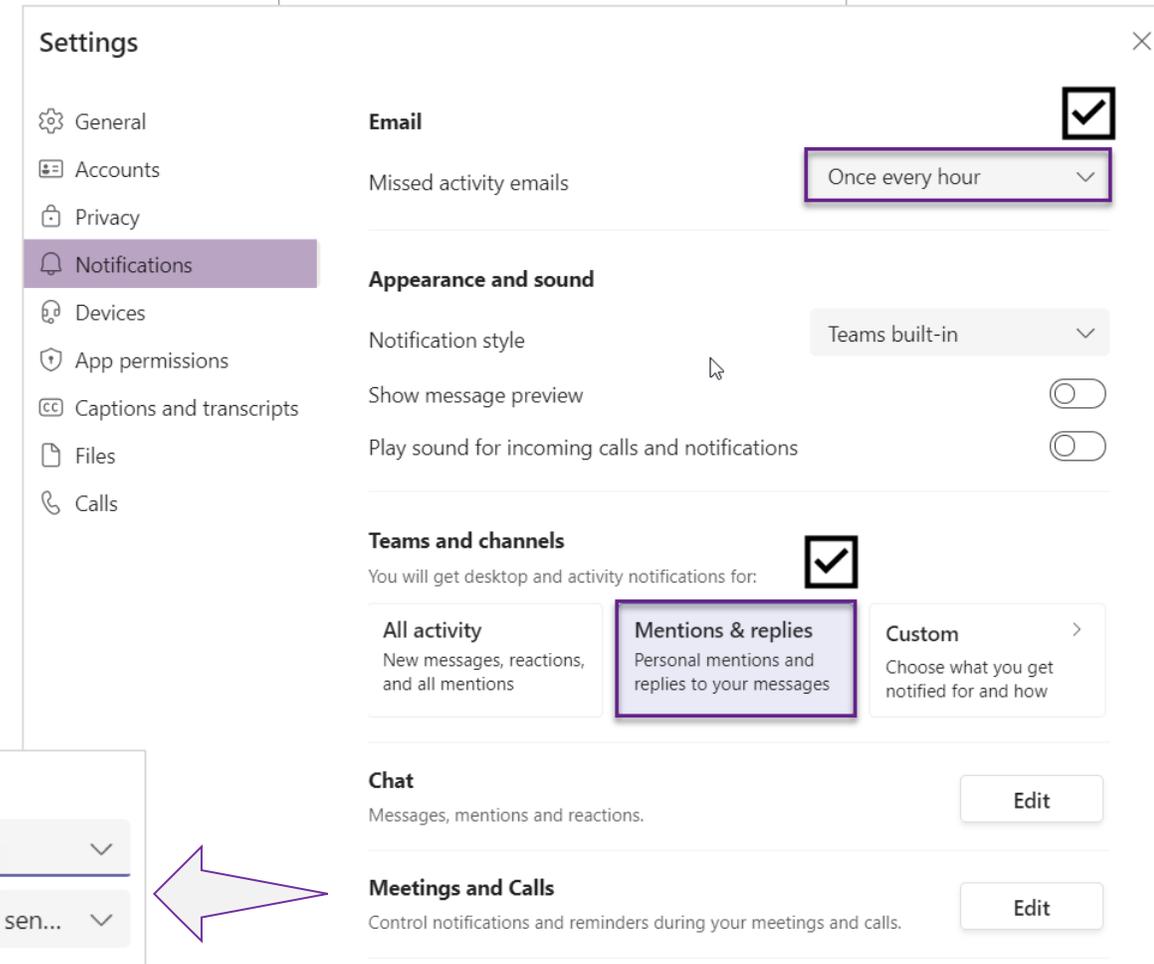
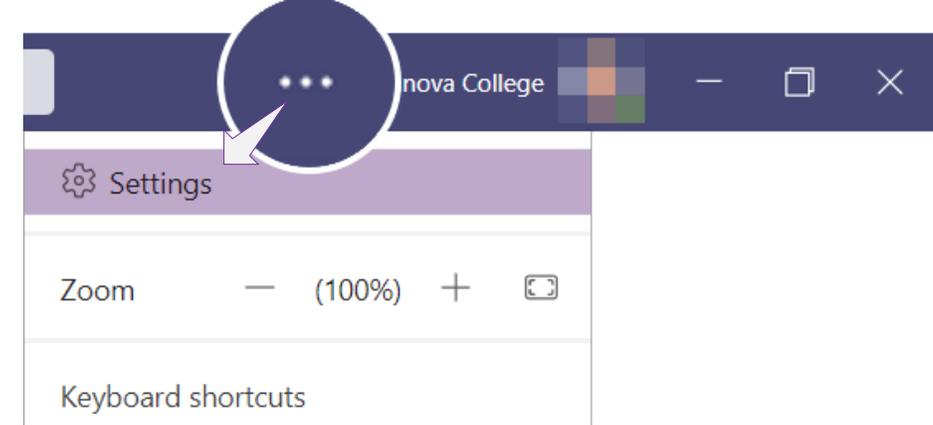
- "create a to-do item"
- "insert a printout"
- "insert an image"
- "add a bulletpoint list"
- "add a numbered list"

Best practices – Teams /1

- Set **Notifications** for high frequency.

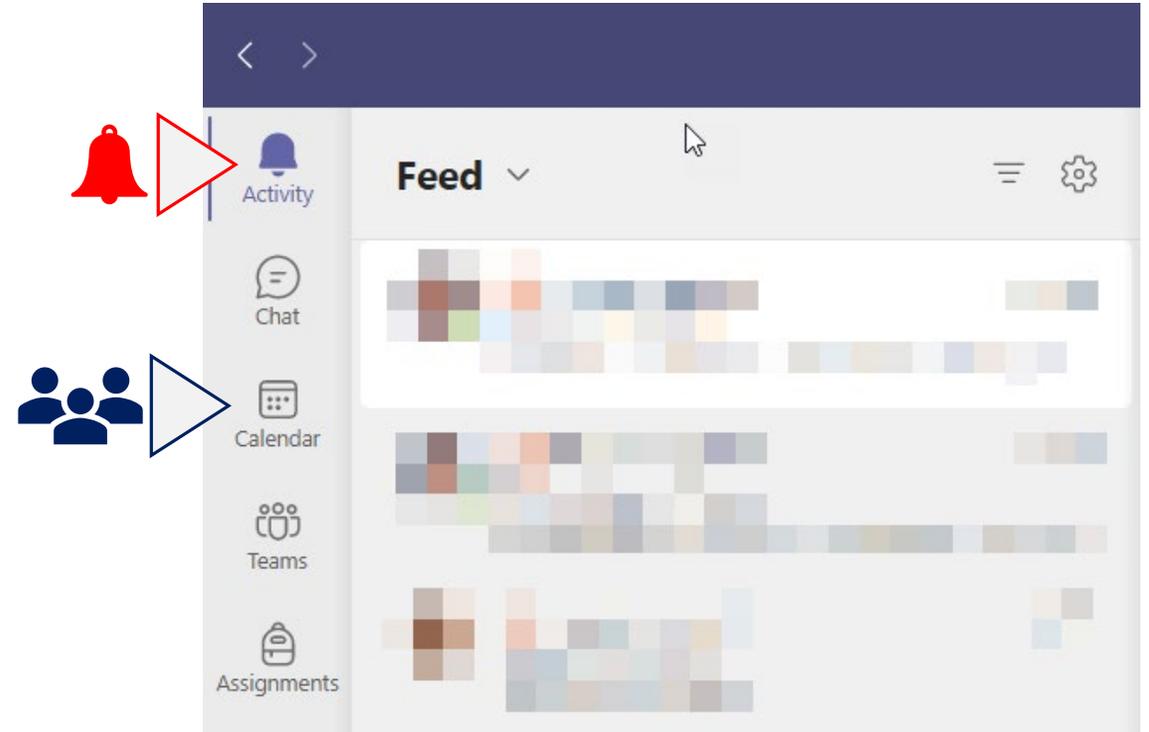
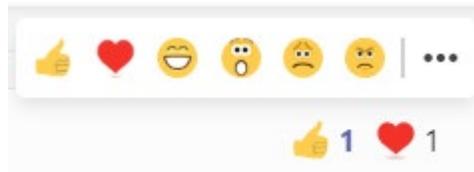
... > Settings > Notifications

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



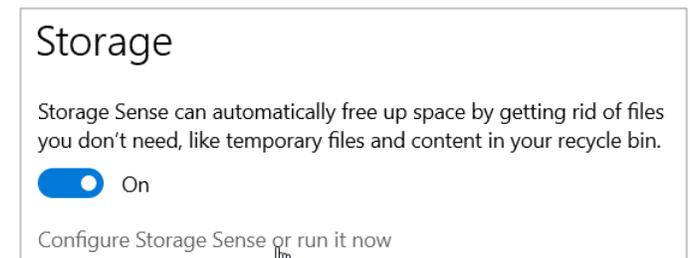
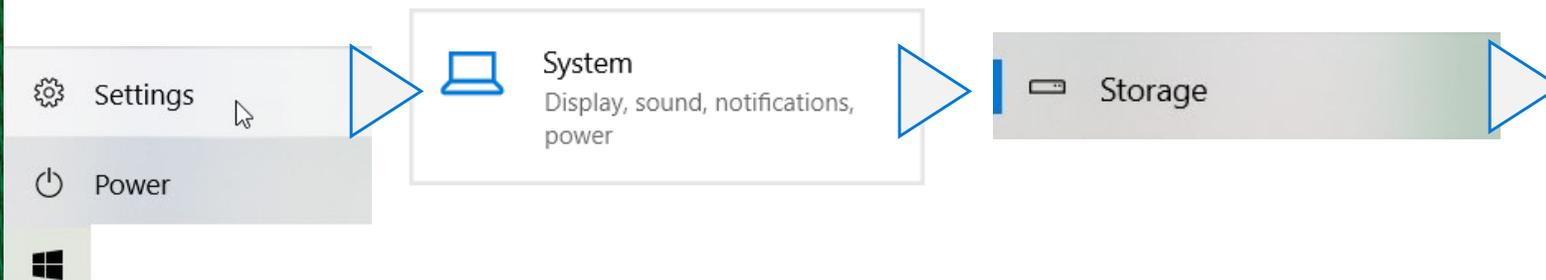
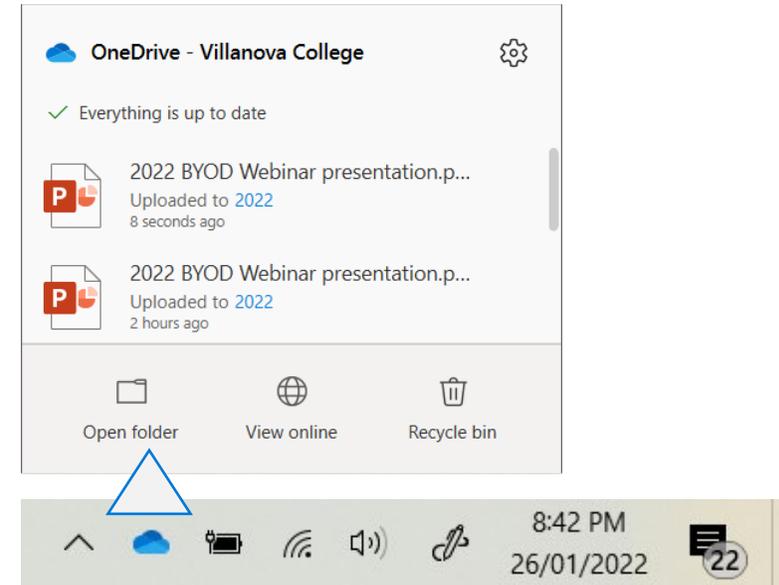
Best practices – Teams /2

- 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.



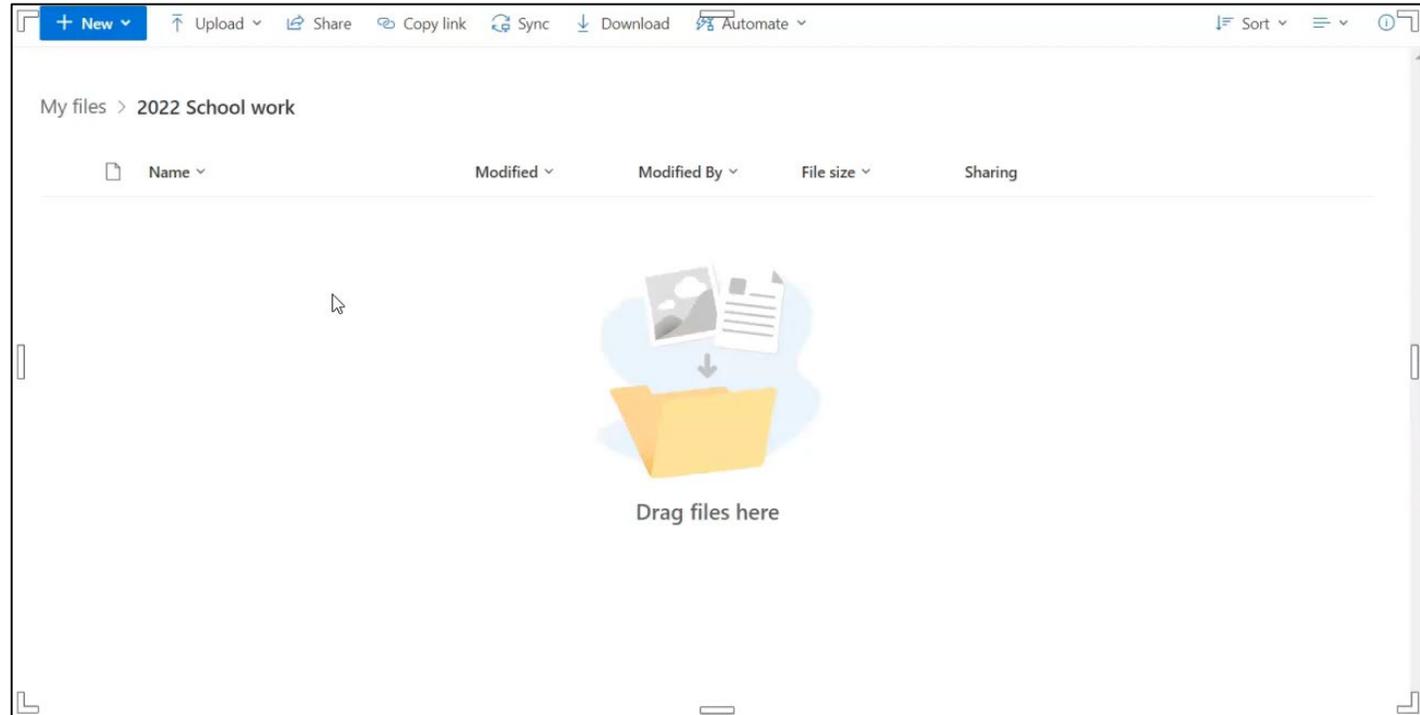
Desktops and folders 1/2

- “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

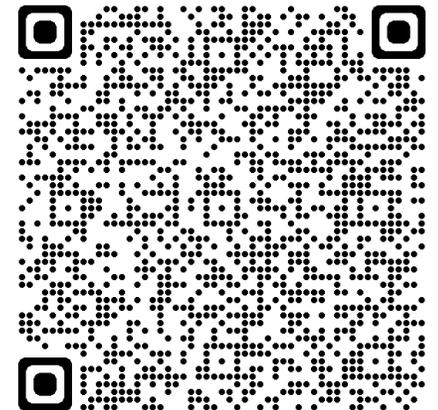
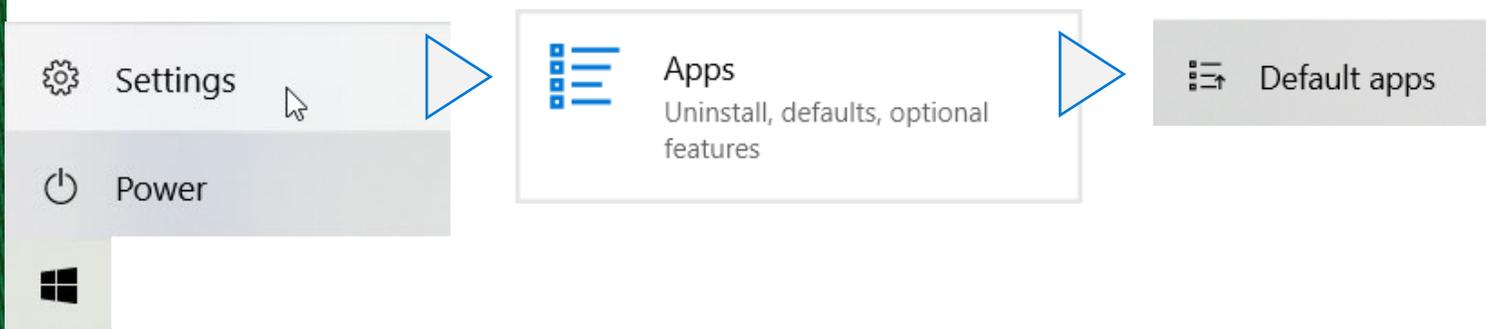
- Create 2022 subject folders in OneDrive now.
- Use a naming policy: 10VSA
T1 Wk04 homework.docx
- You may have your own policy.
- Document1, Document2 – is not a policy!



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)

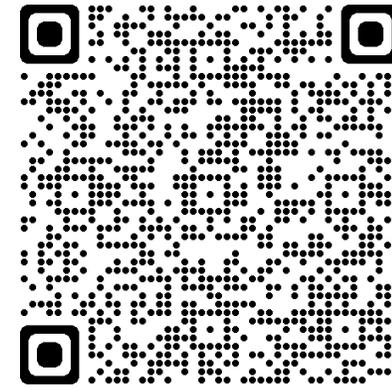
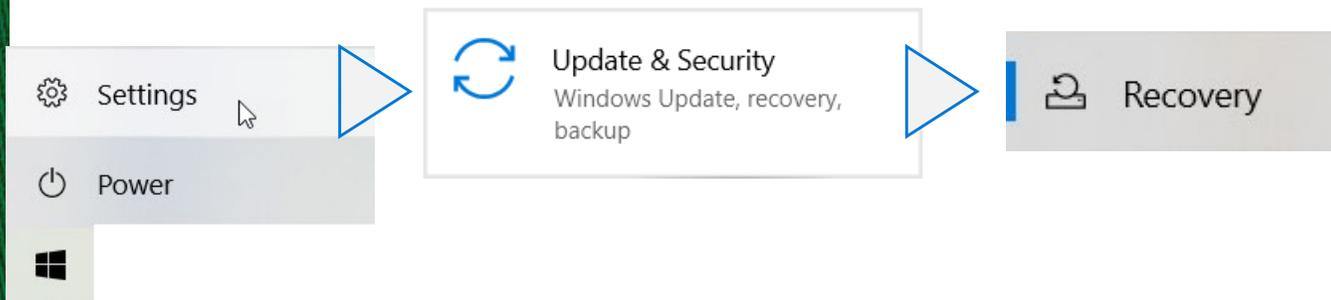
*[Change the default version of OneNote on your computer \(microsoft.com\)](https://www.microsoft.com/onenote/windows10)



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!



Recovery

Reset this PC

If your PC isn't running well, resetting it might help. This lets you choose to keep your personal files or remove them, and then reinstalls Windows.

Get started

Advanced startup

Start up from a device or disc (such as a USB drive or DVD), change your PC's firmware settings, change Windows startup settings, or restore Windows from a system image. This will restart your PC.

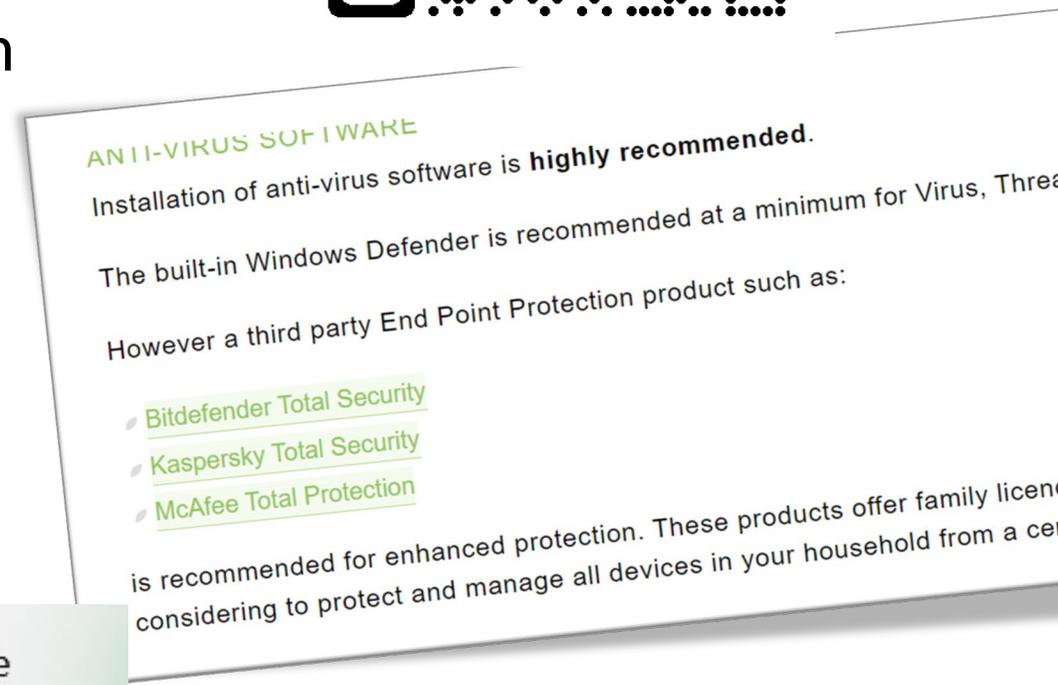
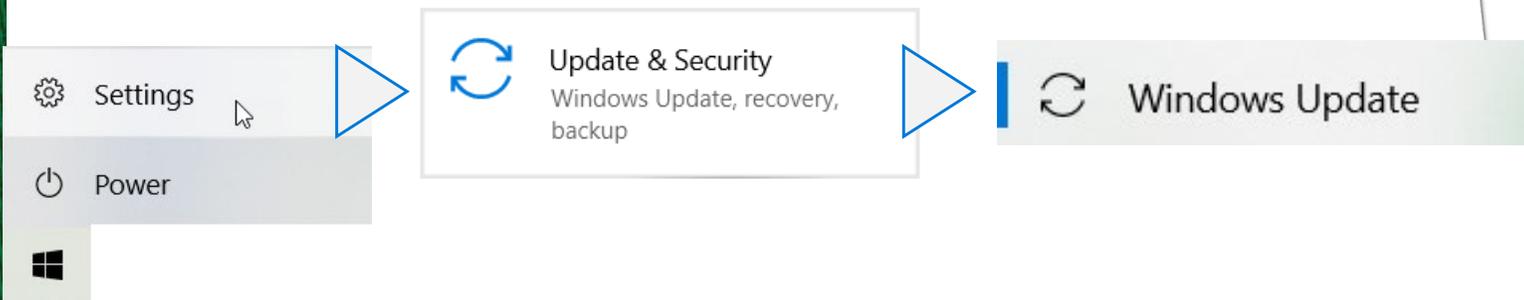
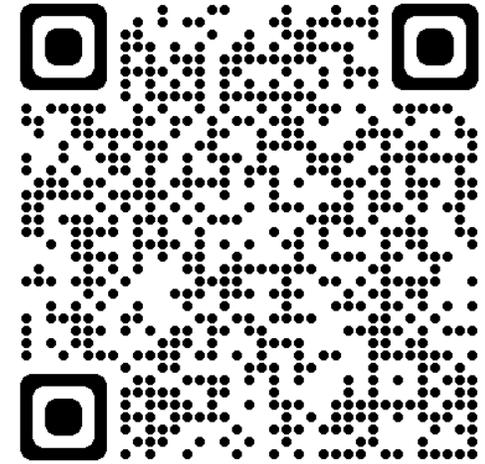
Restart now

More recovery options

[Learn how to start fresh with a clean installation of Windows](#)

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).



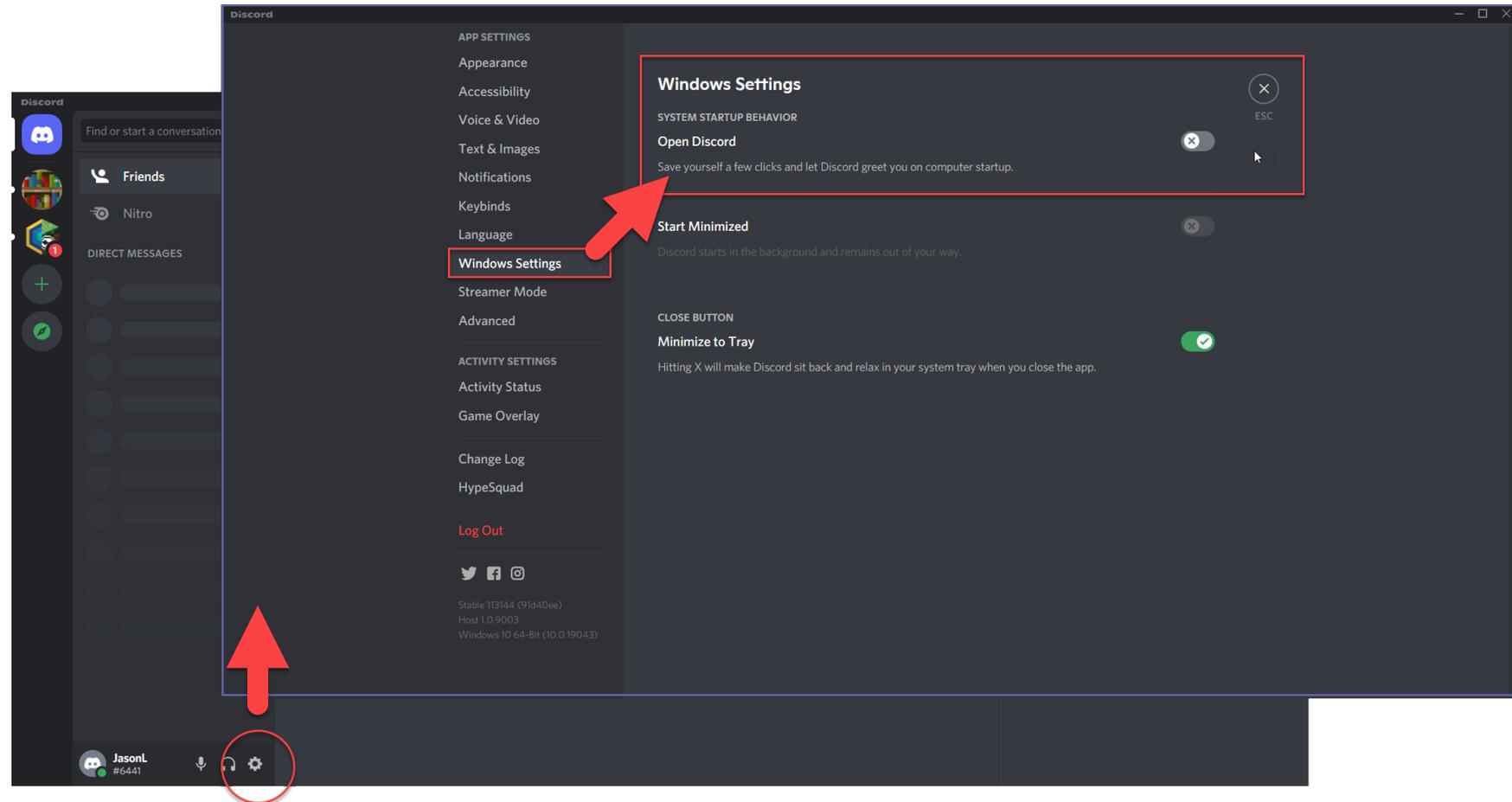
No hot-spotting is permitted, regardless of 'poor wi-fi issues'.

51.com
51.com-games
baidu-hi
baidu-hi-games
battle.net
battlefield2
bet365
call-of-duty
datagame
datagame-base
datagame-uploading
doof
ea-fifa
facebook
facebook-apps
facebook-games
flash
gamespy
garena
google-play
guildwars
hangame
hyes
hyes-games
itunes
itunes-appstore
itunes-base
itunes-mediastore
mail.ru
mail.ru-games
mlb.tv
nintendo-wfc
odnoklassniki
odnoklassniki-apps
onlive
origin
pingfu
playstation-now
pocketcloud
pogo
qq
qq-base
qq-rdp
qq-games
quake
rabbit
regnum
renren
renren-apps
renren-base
renren-chat
renren-mail
renren-music
renren-posting
roblox
rocket-league
source-engine
steam
tales-runner
torch-browser
torch-browser-games
twitch
union-procedure-call
uploading
vagaa
war-rock
warcraft
wargaming.net
your-freedom
yy-voice
yy-voice-games
zango
zynga-games



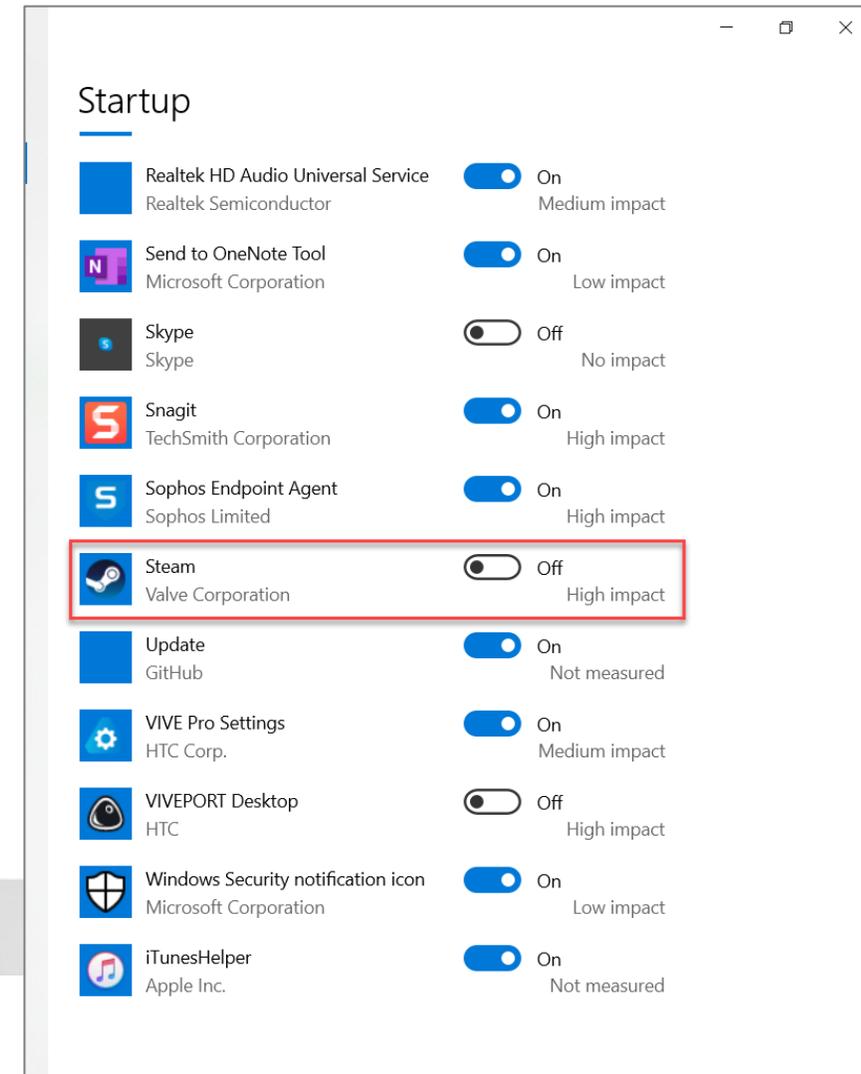
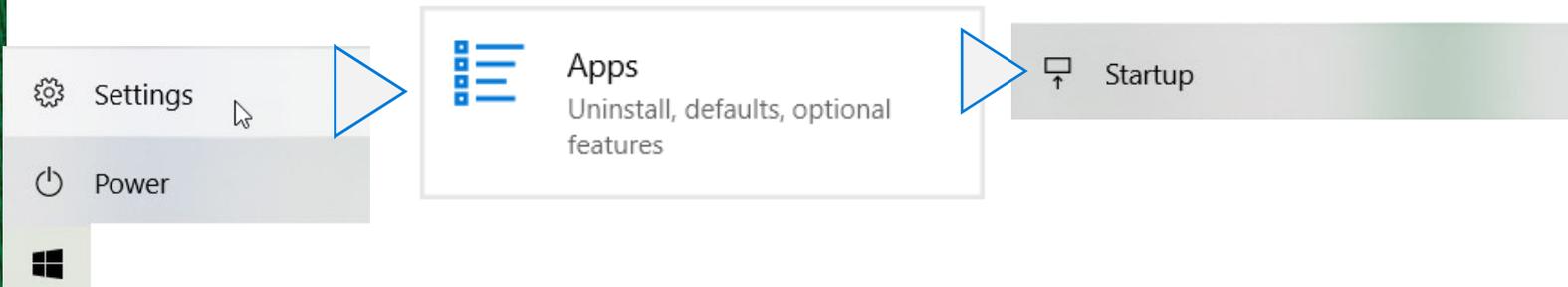
Discord, Origin, Steam, etc

- 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

Set up your BYOD Windows Laptop

[View Guide](#)

-  [Download BYOD software](#)
-  [Download the NAPLAN Locked Down Browser](#)

Give your PC a fresh start in 2022

[Learn More](#)

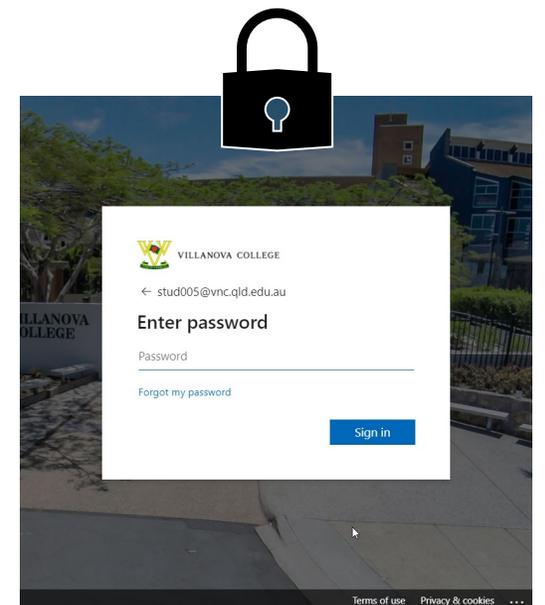
Even if you do not have a new computer, you can use the Windows Fresh Start option to completely reset your files, settings, software and entire desktop. Follow these steps to make your laptop feel like new again. This process may speed up applications and remove annoying popups for pre-installed software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

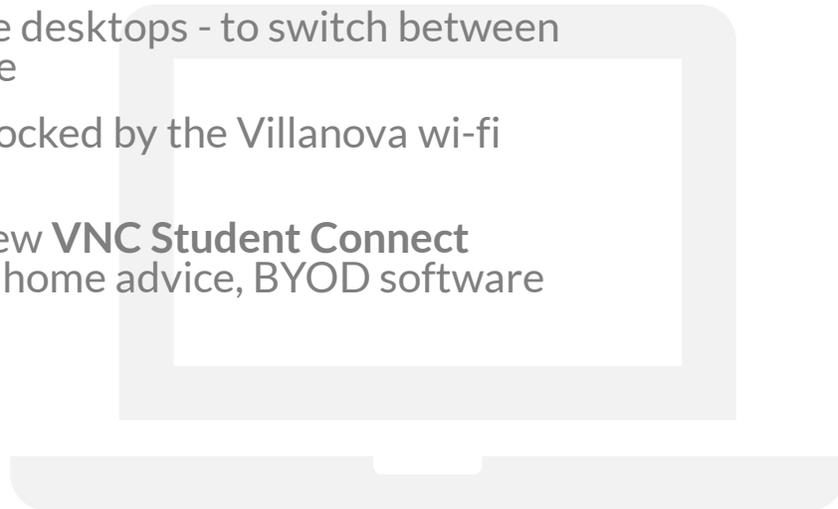
-  [Connect to my class teams](#)
-  [Join a class meeting](#)
-  [Posting messages in my class](#)
-  [Accessing class files](#)
-  [Access my Class Notebook](#)
-  [Using Teams Chat \(Years 10-12 only\)](#)
-  [OneDrive scan at home](#)



WEBINAR AGENDA

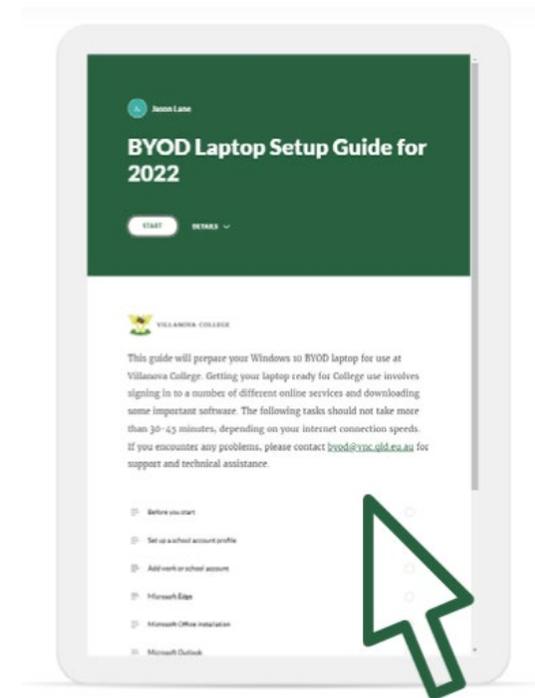
Part 1

- 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

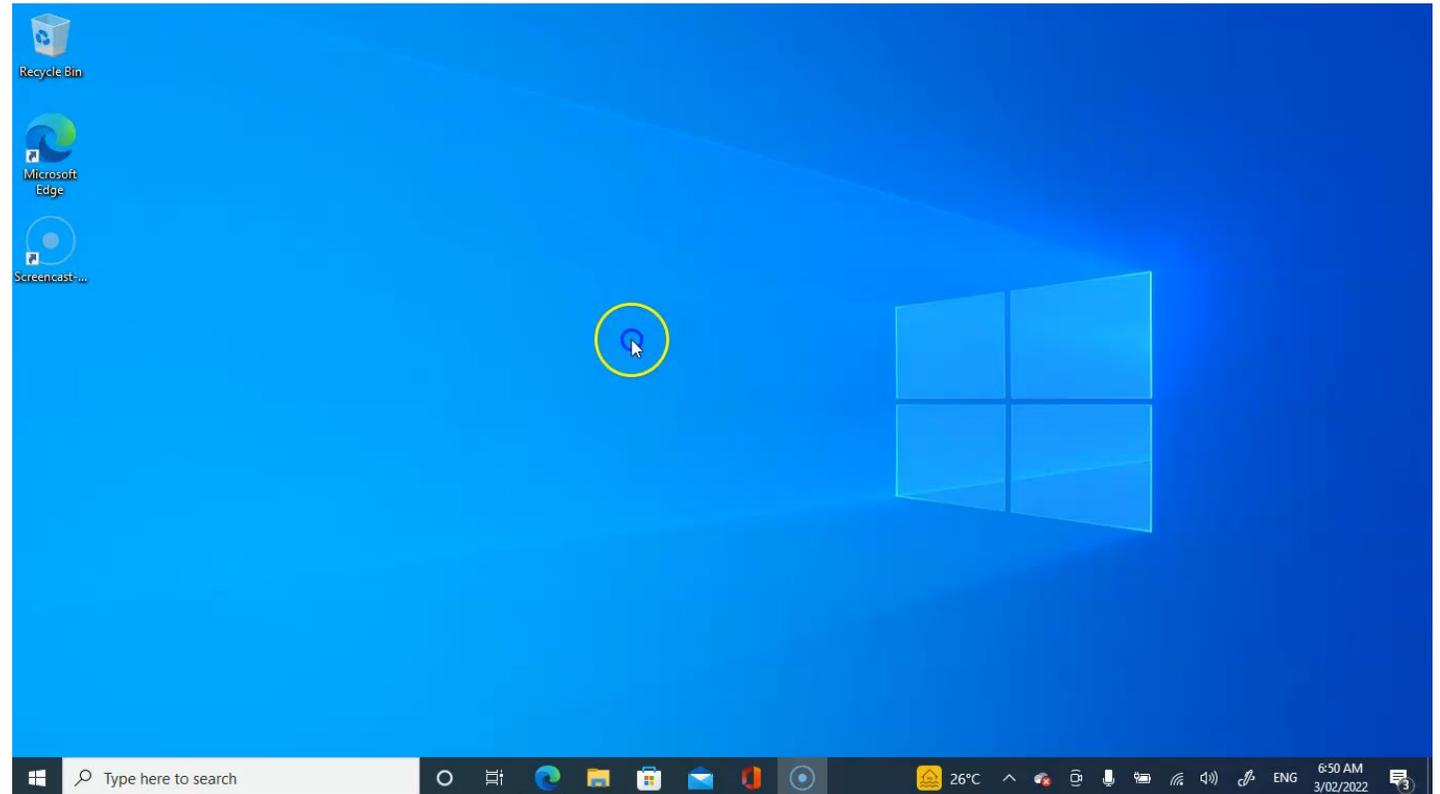


1. Access work or school

1. Press your Windows key.



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

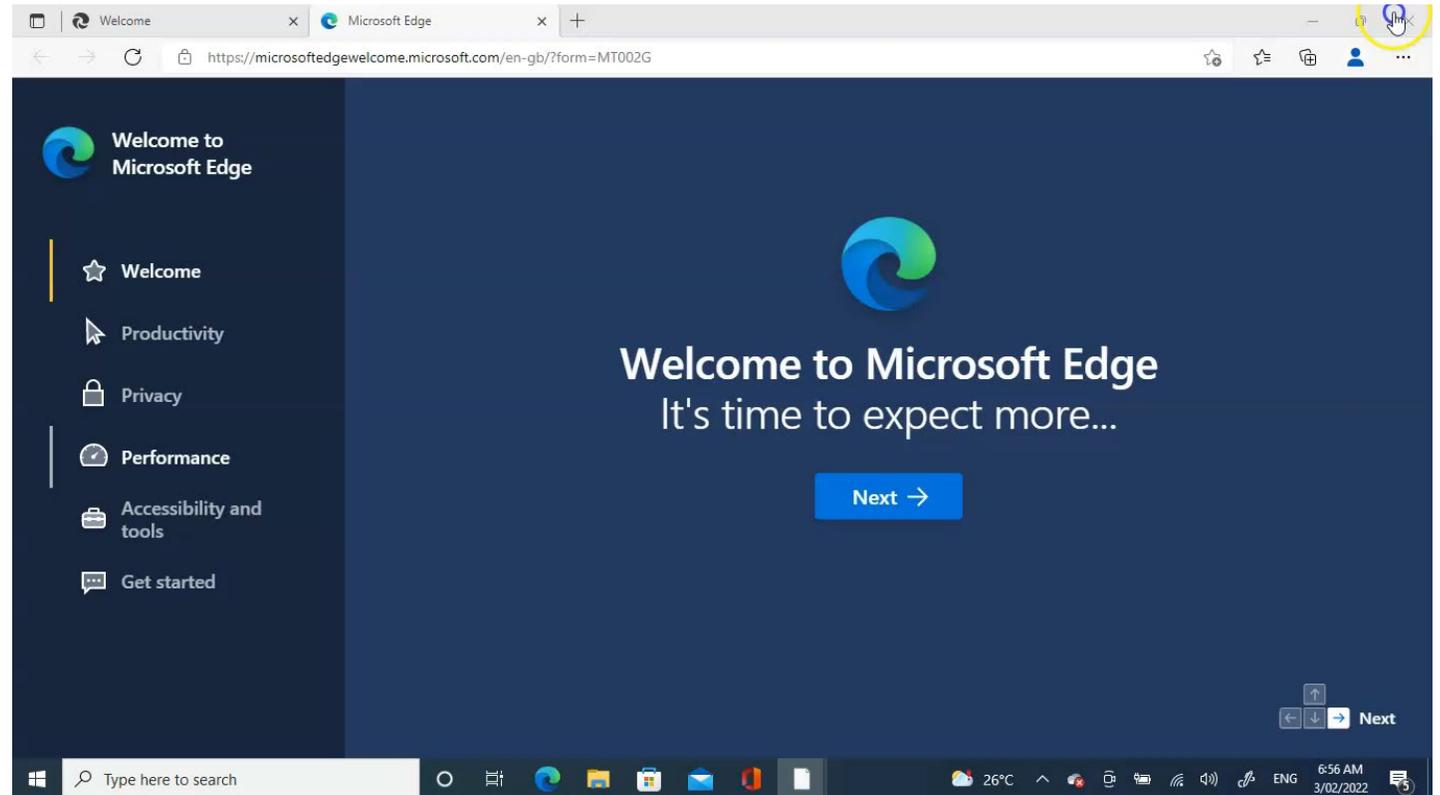


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2. Edge

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

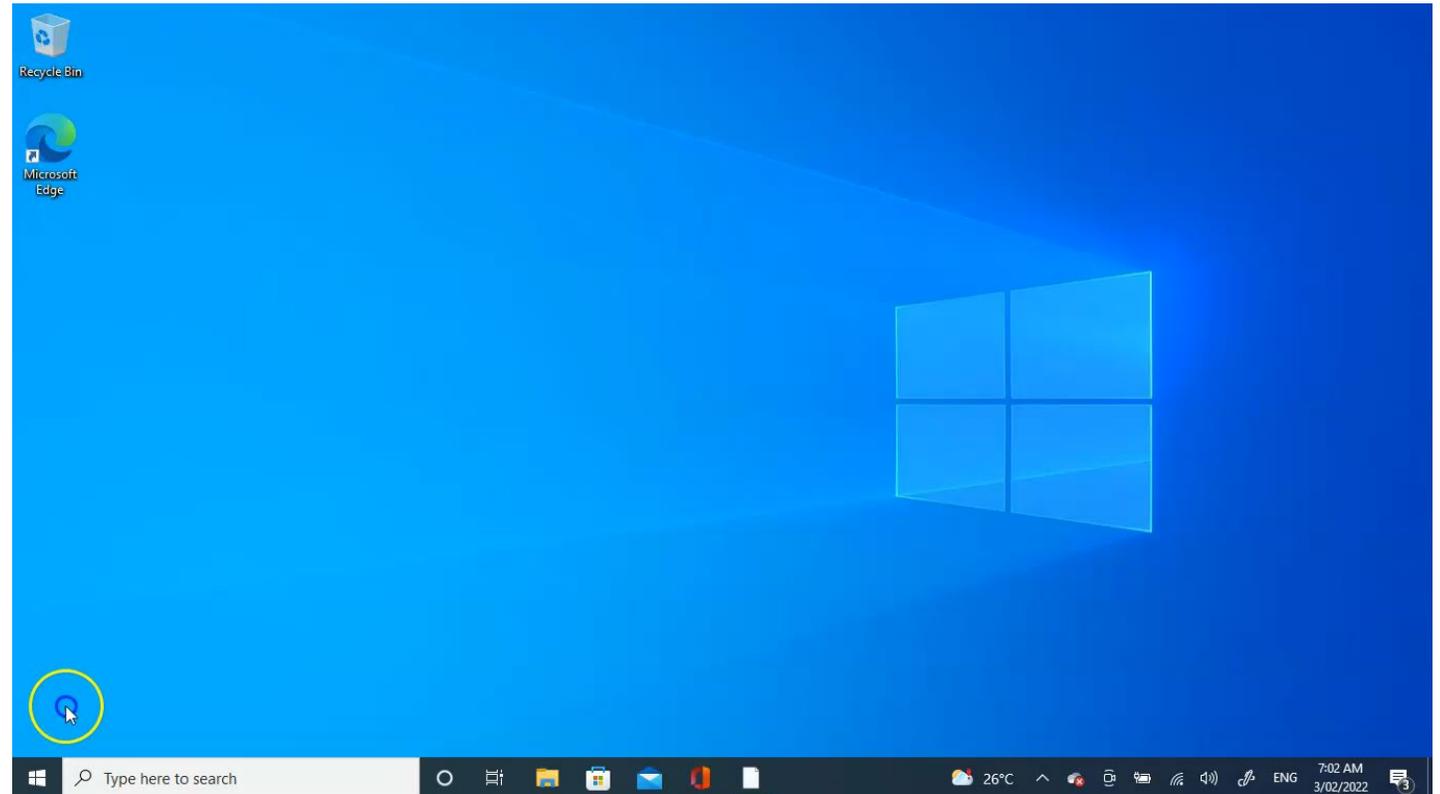
1. Click the **profile icon**.
2. Click **Sign in to sync data...**
3. Wait for your profile to sync.
4. Click **profile icon** again.
5. Click **Manage profile settings**.
6. Check *Privacy, search and services*.
7. Check *Default browser*.
8. Make sure one profile only.



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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

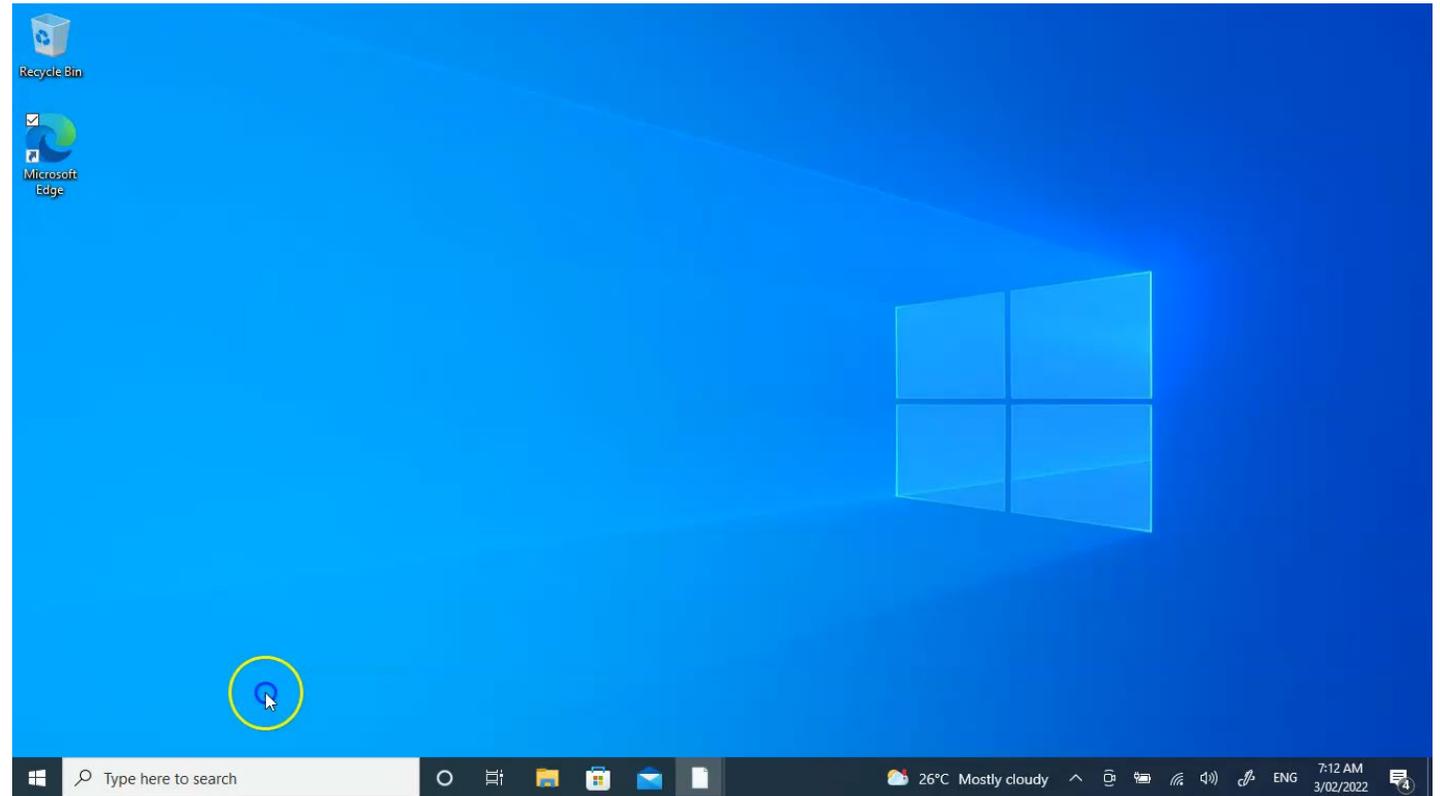
1. Press Windows key.



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.



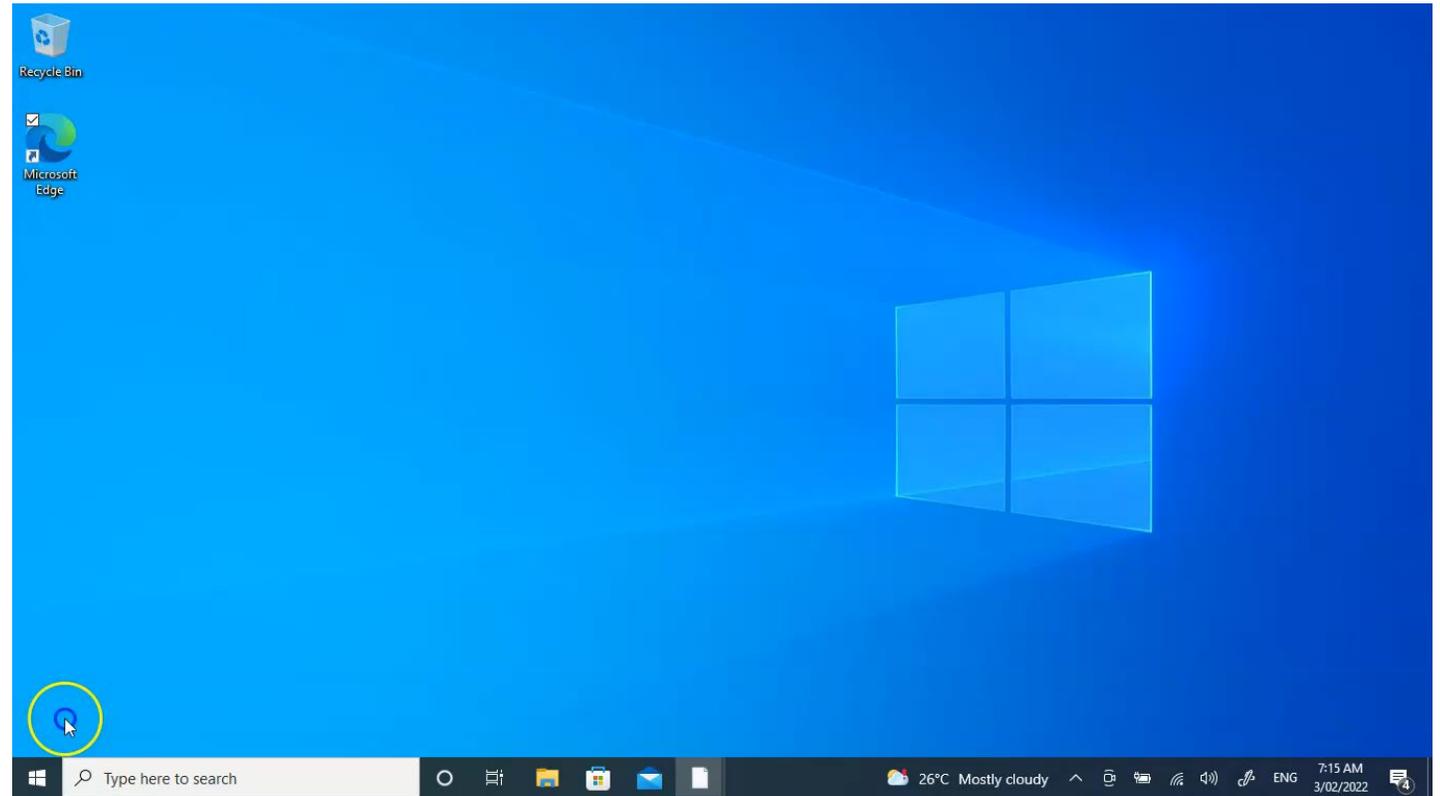
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5. OneDrive

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...



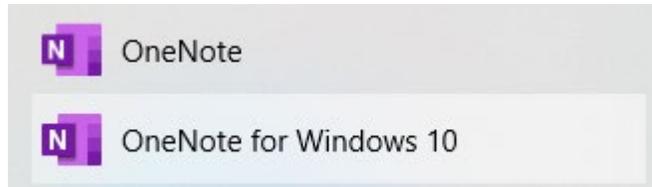
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6. OneNote

1. Press your Windows key.

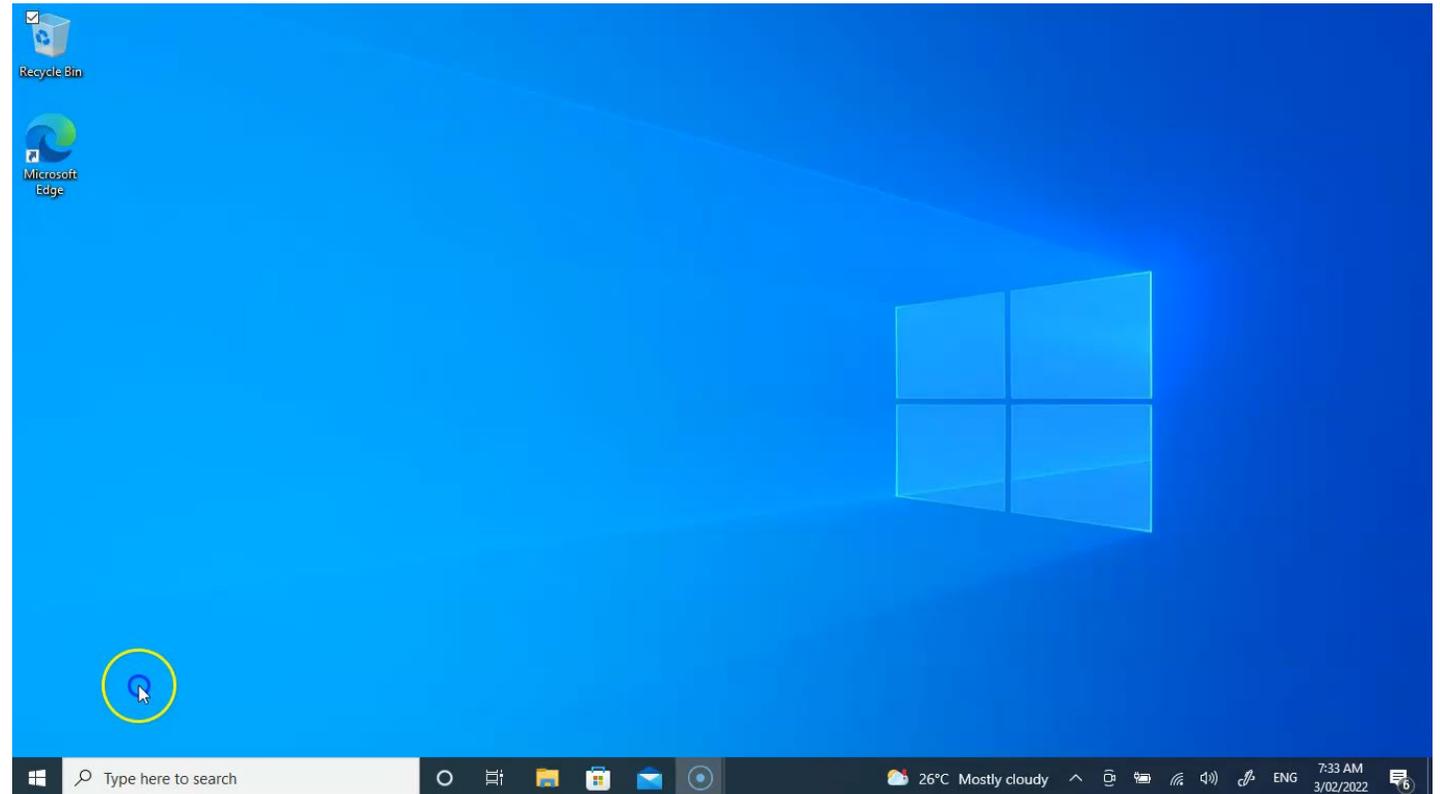


2. Scroll down to “O” in the listing.
3. Click on **OneNote for Windows 10...** if present.



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

New users, stick to OneNote for Windows 10.

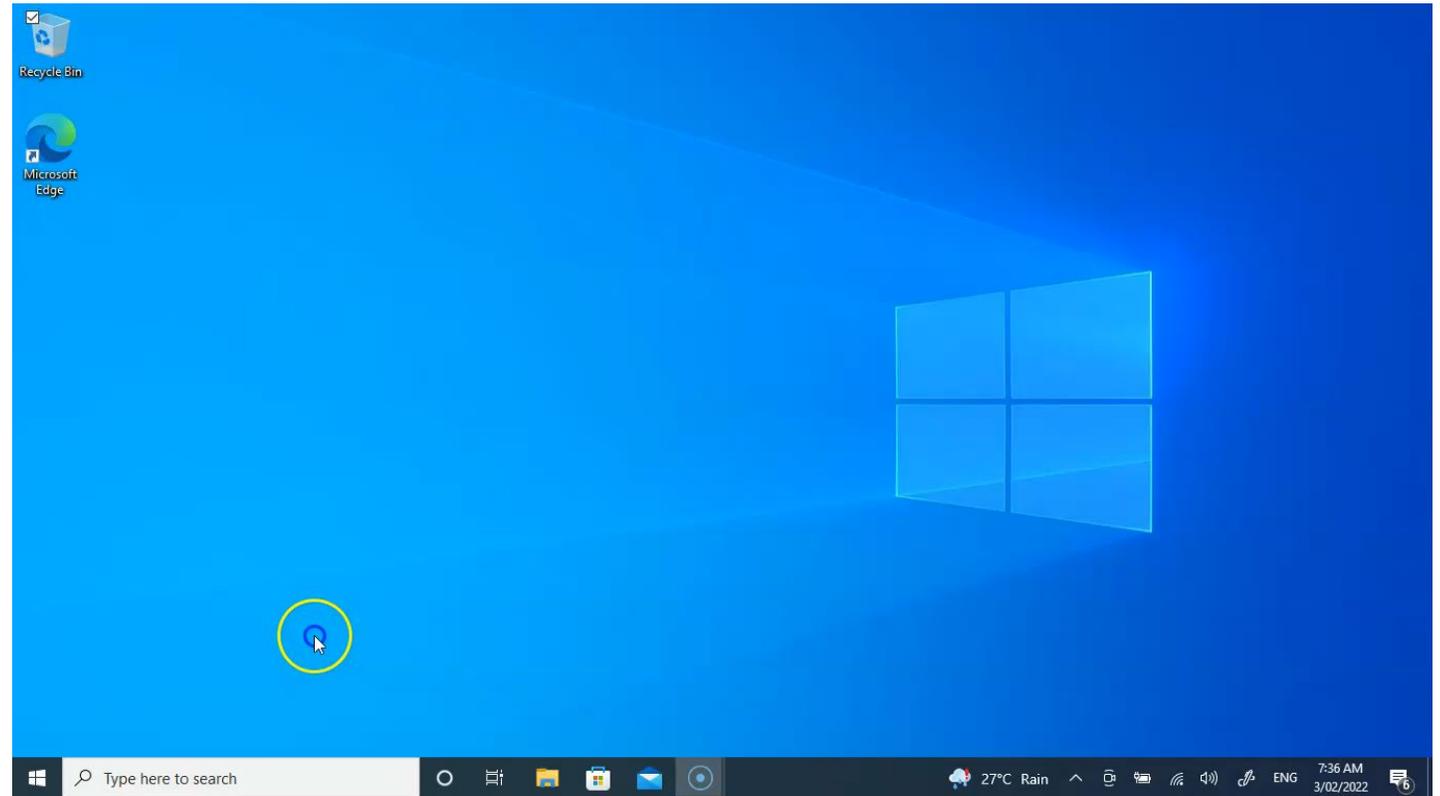


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7. Teams

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

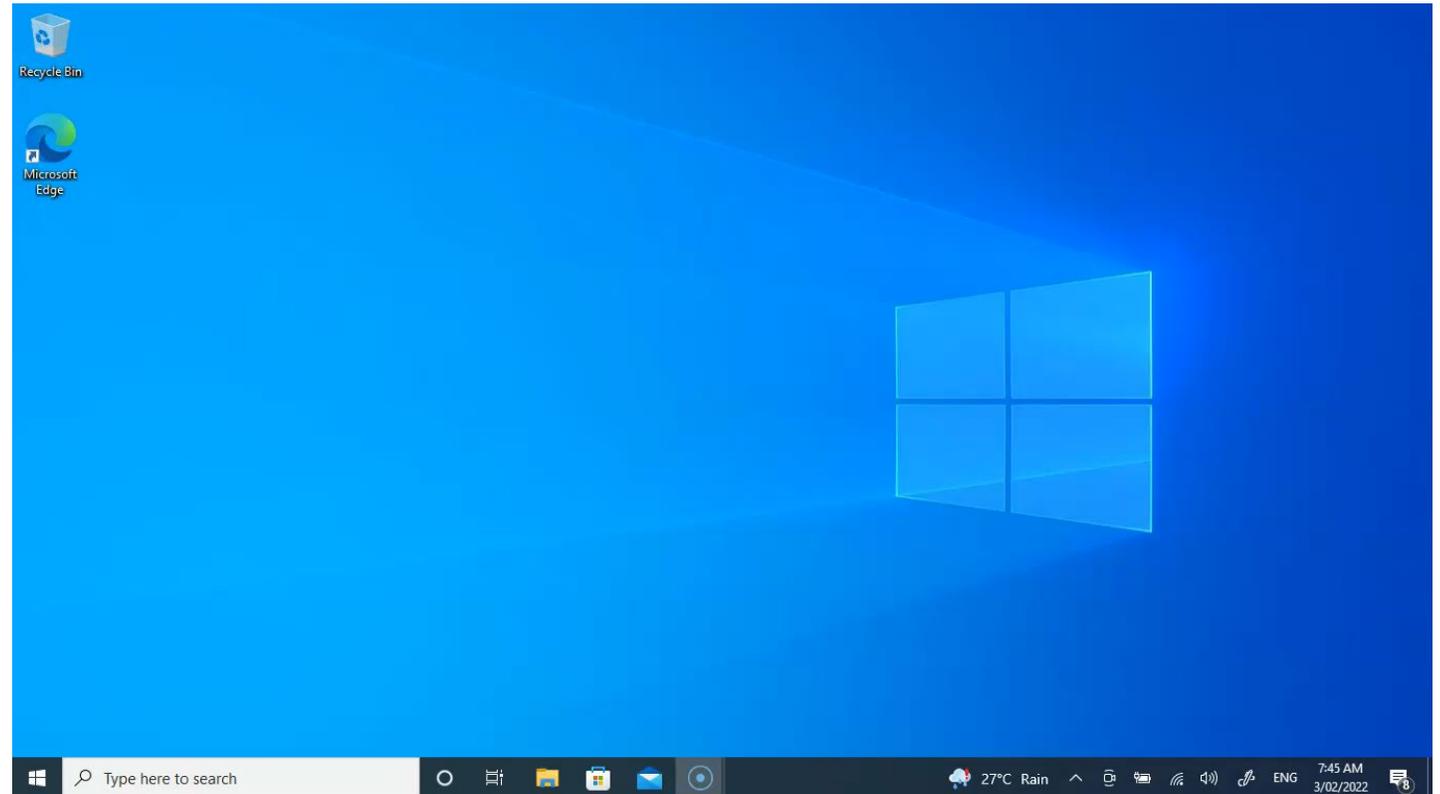
We will now pin important apps to the taskbar for quick access. For each:

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.



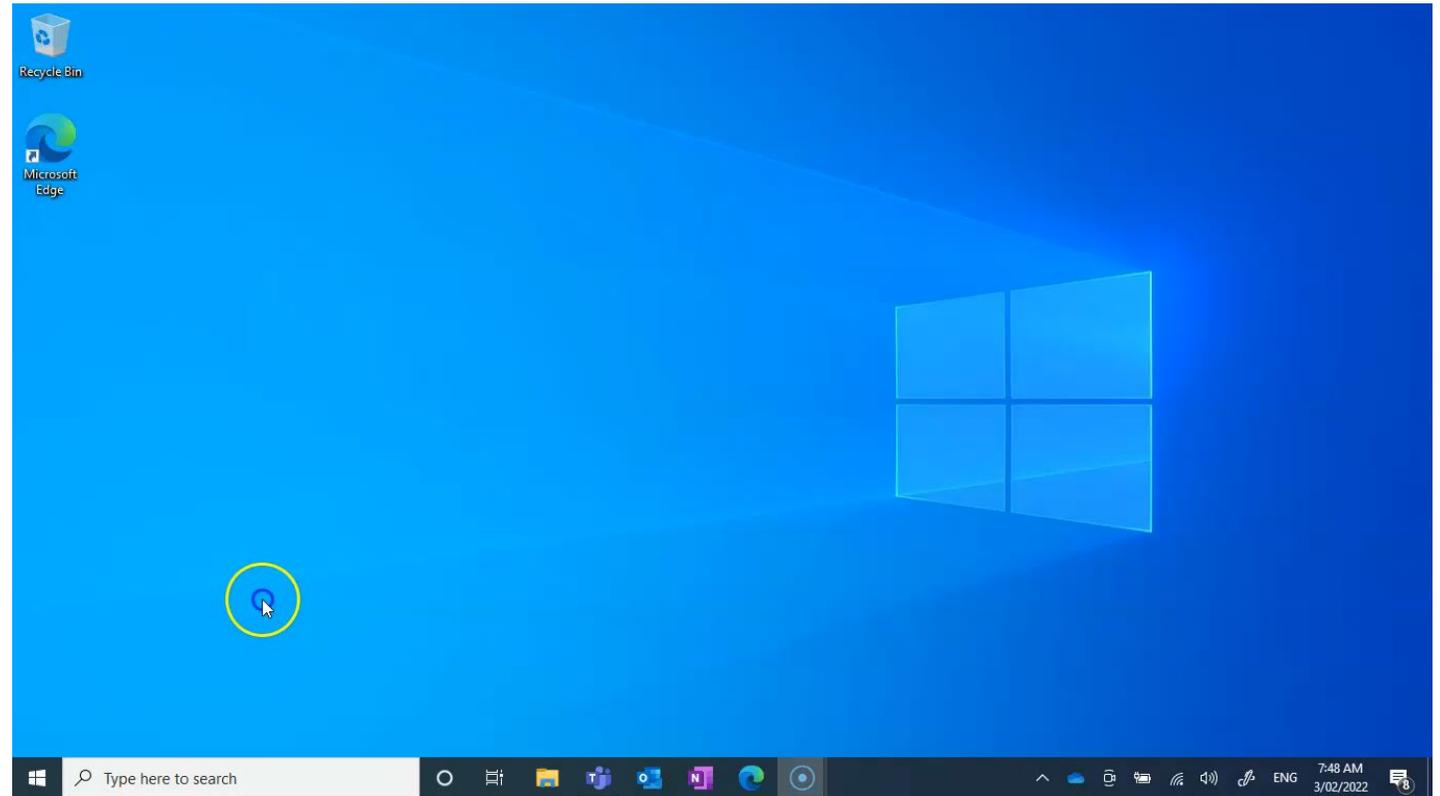
☰ <https://bit.ly/34gIBOF>

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.

