

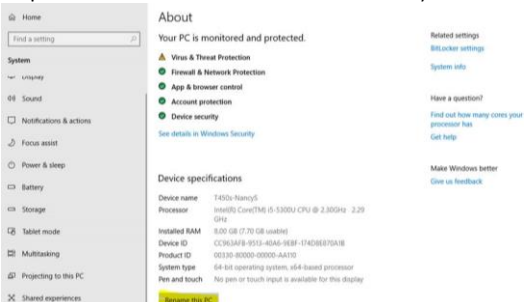


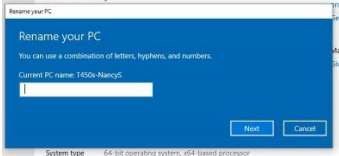
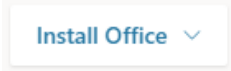
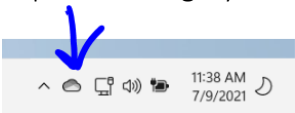
SACRED HEART SCHOOL BRING YOUR OWN DEVICE PROGRAM

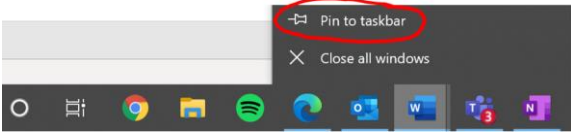
Setting Up a New Student Surface

This document should serve as your setup checklist for your child's new Bring Your Own Device (BYOD) Surface.

1. Follow device prompts to turn on your Surface for the first time.
 - a. Please note: You should not use your child's SHS email address to create your Surface account.
 - b. Need help? Follow the steps here: [Turn On Your Surface for the First Time](#)
2. Complete each of the following:

Item	Directions
Create a Microsoft Account	<p>This is separate from your school email address/password. Learn how to create a Microsoft Account here: How to Create a New Microsoft Account</p> <p>We recommend that you create an admin account for yourself as the parent and child account for your student to use. (Directions here. – Sign in with your student's SHS credentials to view.)</p>
Parental Controls	<p>SHS does not require specific Parental Controls that should be set on your child's computer. However, many families use Microsoft Family Safety to filter content and monitor screen time. Please feel free to use these resources to inform your family's choices: Microsoft Family Safety What is a Microsoft Family Group? Parents' Ultimate Guide to Parental Controls by Caroline Knorr (Common Sense Media) Sacred Heart's Microsoft Family Safety Workshop</p> <p>Some Parental Controls could impact your child's ability to access or download tools and programs for school. If your child encounters obstacles in completing a school assignment due to parental settings, your child will not be penalized as long as they communicate with their teacher about the issue before the assignment is due.</p> <p>Please also email Lindsay Mannion (lmannion@sacredheart.org) if your student encounters any problems completing schoolwork as a result of parental controls. We can often help configure the settings to avoid the problems without compromising the controls on the account.</p>
Name Your Device	<ol style="list-style-type: none"> 1. In the Windows search box type "About your pc" and select it. 2. Scroll to the middle section and select "Rename this PC" (This will be at the top of the screen in Windows 11). 

	<p>3. Type in a new name for your computer. Make the Machine Name your SHS username. (ex. <i>augustpullman</i>)</p> 
Install Office365 Desktop Applications	<ol style="list-style-type: none"> 1. In the web browser of your choice, go to portal.office.com. Sign in with your child's SHS email address and password. 2. Click "Install Office" in the top right corner of the Office365 home screen  <ol style="list-style-type: none"> 3. Follow all prompts to download and install.
Sign into Office365 Apps with your SHS Email Address	<p>Once you sign in to one Office365 desktop application, the login information should automatically apply to the other Office365 programs (except OneDrive and Outlook-see later directions).</p> <ol style="list-style-type: none"> 1. Open any of the Office365 desktop applications on your device (Word, PowerPoint, etc.) 2. Sign in with your child's SHS email address and password.
Open OneNote Notebooks in OneNote Desktop App (5-8 Only)	<p>*Note we no longer recommend that students use OneNote for Windows 10. These directions apply to the OneNote app installed on new devices.</p> <ol style="list-style-type: none"> 1. Open OneNote by searching "OneNote" in the Windows Search Bar. 2. Then navigate to Teams, open the class team, and click on "Class notebook." Your computer may need to view the notebook there first before the notebook shows up in OneNote. 3. Click File > Open > Look for your notebook in the "Recent" section. 4. Repeat for any additional class notebooks.
Sign into OneDrive in File Explorer with your SHS Email Address	<ol style="list-style-type: none"> 1. Click the Search icon in your taskbar, and search for "OneDrive." When OneDrive appears in the search results, click to open it. 2. Enter your child's SHS email address and password. 3. Follow the prompts to choose your OneDrive folder. 4. When finished, you should see "OneDrive- Sacred Heart School" in File Explorer. The grey cloud indicated below should now be blue. 
Sign into Outlook with your SHS Email Address	<ol style="list-style-type: none"> 1. Click the Search icon in your taskbar, and search for "OneDrive." Type "Outlook." When Outlook appears in the search results, click it. 2. Enter your child's SHS email address and password.
Install Microsoft Teams Desktop Application	<ol style="list-style-type: none"> 1. Click on this link to Download Teams 2. Click "Download for Desktop" 3. Follow all prompts to download and install. 4. Log in with your child's SHS email address and password. 5. Update notifications in Teams Settings (gear icon in the top right corner)
Optional: Add Clever Plugin to Web Browsers	<p>Please use the links below for information and instructions for installing the Clever browser extension based on web browser:</p> <ul style="list-style-type: none"> • Google Chrome: Install Directions • Microsoft Edge (Legacy): Install Directions • Microsoft Edge (New): Install Directions

Download the NWEA Lockdown Browser for MAP Testing	<p>Download the Desktop NWEA MAP Lockdown Browser:</p> <ul style="list-style-type: none"> • Lockdown Browser PC Download <p>If you are unable to install because your device is in S-Mode, contact Ms. Mannion & Mrs. Schoegg.</p>
Clean Up Your Taskbar	<p>Your Taskbar by default, along the bottom of the screen. It shows any pinned applications, which remain on the taskbar even when an application is not in use, and any applications that are currently in use.</p> <p>To pin/unpin, right click on the application icon on the taskbar. Click “Pin to taskbar” or “Unpin from taskbar”.</p>  <p>We recommend unpinning the Microsoft Store and anything else that may be distracting and pinning:</p> <ul style="list-style-type: none"> ✓ Your web browser of choice ✓ File Explorer ✓ OneNote (grades 5+) ✓ Outlook ✓ Teams ✓ Any other applications that your child uses multiple times each week for school
Recommended: Adjust Notifications	<ol style="list-style-type: none"> 1. Select Start (Windows icon) in the bottom left corner on the taskbar. 2. Select Settings (Gear icon) > System > Notifications & actions. 3. Scroll down, and toggle on/off notifications for specific programs. <p>For some applications (like Teams), you may need to also adjust notification settings in the app itself.</p>
Label All Materials	<p>Please label your device, case, pen, headphones, and charger with first and last name!</p>
Option: Download Google Chrome	<p>Your child’s Surface device should come with the Microsoft Edge web browser as its default. Often, if your child has any problems with a website, a good troubleshooting tip may be to visit the website in a different web browser.</p> <p>Please note that Microsoft Family Safety is not able to filter web content on Google Chrome (or any web browser besides Edge). You will also not be able to see your student’s web history of sites visited on other browsers like Chrome.</p> <p>If you'd like to download Google Chrome, you can Download Google Chrome Here. Click on the link, then follow all prompts to download and install.</p>

Please contact your Sacred Heart School Technology Team with questions!

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