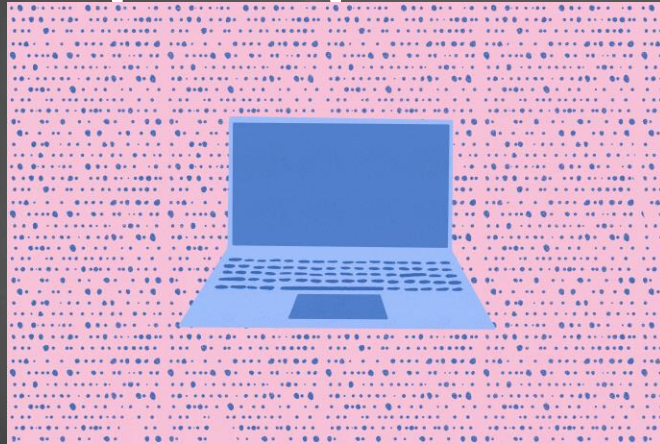


Let's Talk Tech@ Chinook...

Today in each class, you will
learn about a tech topic to
help you have tech success!



Laptop Care



Laptop Care:



Having a laptop is a privilege.

Please:



1. Put your name on your charger.
2. Charge your laptop every night.
3. Bring your charged laptop and charger to school every day.
4. Report any damage or loss to Chinook's building tech specialist within 2 days.



Laptop Care:

Protect your laptop.

Please:

1. Always carry the laptop with two hands or in a padded case/backpack.
2. Plug it in properly—don't yank the cord.
3. Wipe the screen and keyboard gently with a soft cloth.
4. Let updates install so it stays secure. So, restart once a week, or more!
5. Be sure to have YOUR LAPTOP (not a classmate's) when you leave a class!

Laptop Care:

Be kind to your laptop

*There are consequences for intentionally or repeatedly causing damage to your school device.

Please do not:

1. eat or drink near the laptop
2. put anything in a port or between the keyboard and screen
3. Damage the keyboard
4. slam the lid closed
5. toss your backpack around with your laptop inside
6. toss your laptop onto a desk
7. install non-academic or unapproved apps or change default settings.
8. send personal emails or chats
9. use your laptop for entertainment during class (Ex: videos, games, music, etc.)



Is your laptop not working? Get support ASAP!

Chinook in building Support:

- In-Person Student Help is at the top of the stairs in the Commons – stop by before school, at lunch, after school

District Support:

- Email Student Help at studenthelp@bsd405.org
- Call Student Help at 425.456.4321

Outlook





What is Outlook for?

1. Teachers and the school send YOU information through Outlook so you know what is going on at Chinook (Ex: special events, activities, clubs, etc.)
2. Check your Outlook daily, or at least 3 times a week.
3. Use email to communicate with your teachers and other students about class or activity related topics.
4. Use the calendar to organize your time and plan for future.



How do I navigate Outlook?

Your Inbox is arranged in 3 major sections:

- 1: A list of folders to sort your mail is on the left
- 2: Your inbox with emails you have received is in the middle
- 3: The currently selected email is shown on the right

The screenshot displays the Outlook web interface. The top navigation bar includes 'File', 'Home', 'Send / Receive', 'Folder', 'View', 'Help', and a search bar. The left sidebar shows the 'Favorites' section with 'Inbox' highlighted (marked with a red circle 1). Below it, the 'reedk@bsd405.org' account is listed with its own 'Inbox' folder. The main pane (marked with a red circle 2) shows a list of emails in the inbox. The email 'Reed, Kim (Kimberly A) RE: the 7th?' is selected and highlighted. The right pane (marked with a red circle 3) displays the content of the selected email, including the sender's profile picture, name, subject, and body text.

Navigation Bar: File, Home, Send / Receive, Folder, View, Help, Tell me what you want to do

Left Sidebar (Favorites):

- Inbox (1)
- Drafts
- Sent Items
- Deleted Items

Account List:

- reedk@bsd405.org
 - Inbox
 - 01 Tech Dept
 - 02 Kim
 - Drafts
 - Sent Items
 - Deleted Items
 - Archive
 - Clutter
 - Conversation History
 - Junk Email [58]
 - Outbox

Inbox List (2):

From	Subject	Date
Reed, Kim (Kimberly A)	RE: Novice New Hires	10:25 AM
Joshua Hollister	Re: Reminder: Please sign up for a laptop pi...	Fri 7/19
Huizenga, Terry A	Draft for Substitute Teacher Assignments in ...	Fri 7/19
Reed, Kim (Kimberly A)	RE: Reminder: Please sign up for a laptop pi...	Fri 7/19
Reed, Kim (Kimberly A)	RE: the 7th?	Fri 7/19
Englund, Sunny L	RE: Synergy Sub Password	Thu 7/18
Harter, Linda K	RE: Synergy Sub Password	Thu 7/18

Selected Email (3):

From: Reed, Kim (Kimberly A)
Subject: RE: the 7th?
Date: Fri 7/19/2019 10:59 AM

To: Allman, Alexa R
Cc: Duenwald, Tom (Thomas Q); Hasslinger, Glenn; Huizenga, Terry A

Retention Policy: Email Retention (7 years) Expires 7/17/2026

Body:

Hi Alexa, I can do the 7th between 10-12 or 2-4. Copying the others in case they are available to join in.

From: Allman, Alexa R <AllmanA@bsd405.org>
Sent: Friday, July 19, 2019 9:44 AM
To: Reed, Kim (Kimberly A) <reedk@bsd405.org>
Subject: the 7th?

Hi Kim,
Does the 7th work for you for round 2 of New Admin Induction? We'll have to work around NH ppwk.

Thanks!
Alexa



Email Etiquette

Use a Clear Subject Line

Example: “Question About Homework” instead of “Hey” or leaving it blank.

Start with a Greeting

Say “Hi Mrs. Smith” or “Hello Mr. Johnson” — not “Hey” or nothing at all.

Write in Complete Sentences

No texting slang like “idk” or “u”
Use proper grammar and punctuation.

Keep your message clear

“ This is Denise in your 1st period class. I missed class yesterday because I thought it was Saturday... Could you please let me know if there is there anything I can make up at home tonight or should I drop by tutorial tomorrow?”

Sign Your Name

“Thanks,
Denise L.”

Be Professional and Polite

Say “please” and “thank you.”

No ALL CAPS (it feels like shouting!).

Double-Check Before You Send

Read it over to fix spelling mistakes or confusing parts.

Only Email for School-Related Things

Don’t use school email to chat with friends or send jokes.

Do NOT set up auto-reply



Create an email signature with your info.

1. From the HOME tab, click on NEW EMAIL in the upper left
2. In the window that pops up, click on the INSERT tab, then SIGNATURE, then SIGNATURES
3. Click NEW to create a new signature

Make sure your signature includes: Example

Your Name: **Alex Lopez**

Pronouns: If you choose

Chinook Middle School

Grade: **8th**

Your class schedule (Class period and Teacher's name)

1st: Mackintosh 🏀



How do I find an email address?

1. From the HOME tab, click on NEW EMAIL in the upper left
2. In the window that pops up, click on the TO button
3. In the search bar that pops up, type the person's first or last name and hit ENTER
4. Scroll through the results and double click on the person's name to make them the recipient of the email.

Give it a try: Can you find my email address?



Put these skills together!

Give it a try.

Send an email to me. Be sure to include the following:

1. Click "New Email"
2. Add the Subject Line "Practice Email"
3. Write the email: Greeting, message telling me how comfortable you are with using Outlook and which days each week you will check Outlook so you can be up to date on school news and teacher communication!
4. Sign your name
5. Click "Send"

OneNote





What is OneNote for?

- Use OneNote to access readings, resources, handouts, links, and basically any resource a teacher wants to share with you.
- You can also use OneNote to turn in completed work (if your teacher collects work this way).
- OneNote is your digital “binder.”



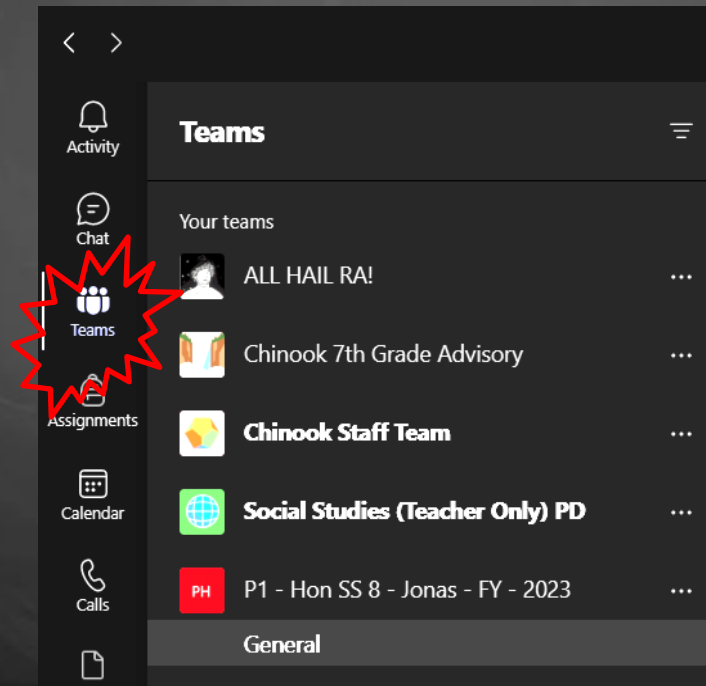


How do I add the class notebooks to OneNote?



Open TEAMS (Yes, we need to open Teams first, not OneNote)

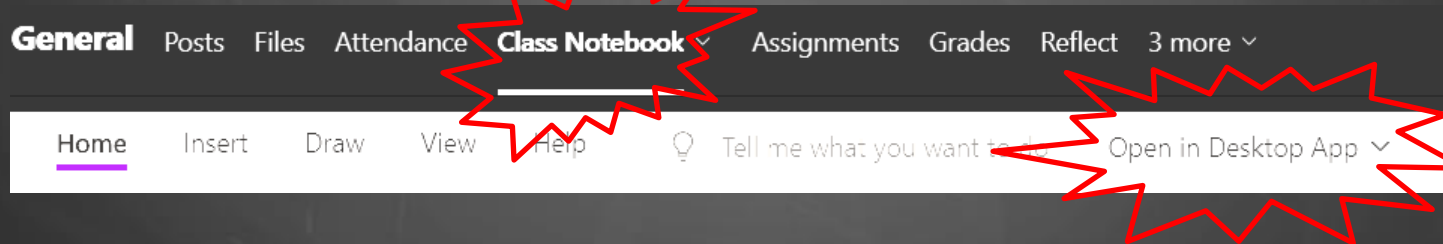
Click on the TEAMS button in the navigation bar on the left





How do I add the class notebooks to OneNote?

1. Select the GENERAL channel of your 1st period class
2. Click on CLASS NOTEBOOK and wait about 10 seconds
3. Click OPEN IN DESKTOP APP. If you are asked if you want to use OneNote by default, say YES



Some classes will take a long time to fully sync but you only need to do this process ONCE.

Do it again...for ALL 7 classes!!



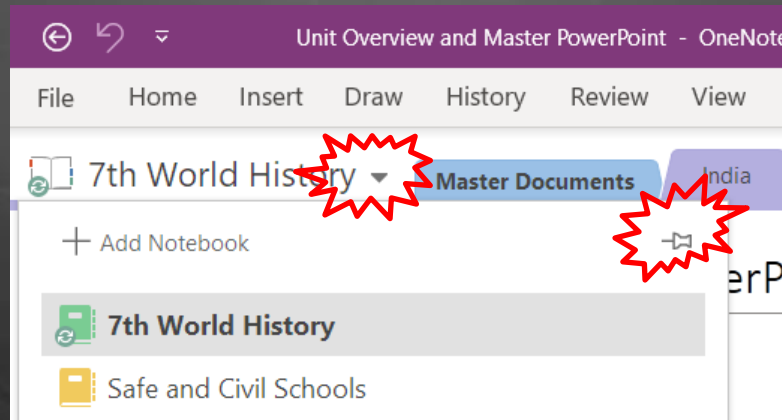
How do I navigate OneNote?

Close Teams and open OneNote.

Drag and drop the notebooks to put them in order by period.

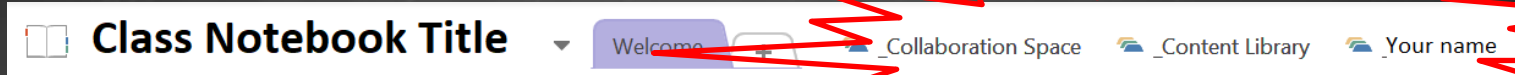
You can navigate between the OneNote notebooks by selecting the drop down arrow.

You can click the PIN to always display off of your notebooks on the left side of the app.





How do I navigate OneNote?



In the **COLLABORATION SPACE**, everyone in the class can see, add, or change content.

The **CONTENT LIBRARY** is where the teacher keeps handouts and lessons. Only teachers can add or change content here, but everyone in the class can see it.

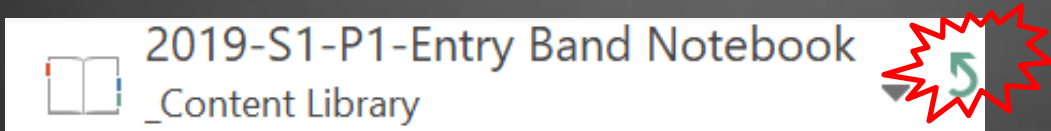
In your **STUDENT SECTION** only you and your teacher can see and change content.



How do I navigate OneNote?

If you can't type or change something in a OneNote page, you're probably in the Content Library.

Use the green arrow to navigate back to the main view if you need to change to a different section of the notebook.



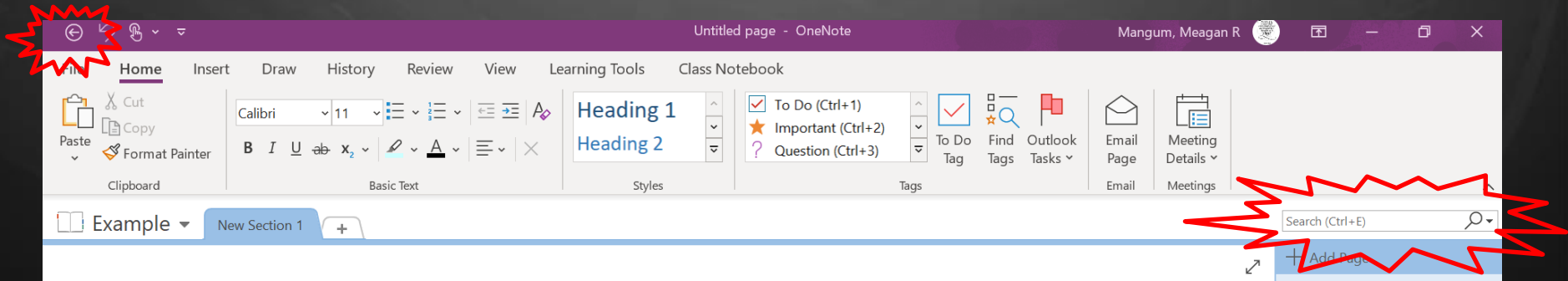
You can copy/paste things from the Content Library to your **STUDENT SECTION** and then take notes on it there.



Some tips:

Consider using the BACK ARROW to easily move to the page you just left.

If you can't find something you used earlier, never fear! You can use the Search window to find it again.





What have YOU learned about OneNote that you think other students or teachers might want to know?



Examples:

- Windows Key + left/right arrow will split your screen so you can see two programs at once.
- You can translate text to a different language in the REVIEW tab.

Synergy/StudentVUE





What is Synergy/StudentVUE for?

- Use Synergy (StudentVUE) to check your grades each week, read feedback on assignments, and monitor your tardies and attendance.
- Click on the Synergy icon (desktop).
- Log in using your BSD username and password.



Check your grades and assignments

Home

- Synergy Mail 10
- Calendar
- Assessment
- Attendance
- Class Schedule
- Course History
- Grade Book**
- Report Card
- School Information
- Student Info

GRADE BOOK

Classes for Chinook Midd

- 1: PE 6th**
▶ Quarter 1
- 2: Entry Band**
▶ Quarter 1

Click GRADE BOOK, then click the name of each of your classes to see your graded assignments, feedback, and scores.

Assignments									
Search...									
Date	Assignment	Assignment Type	Subject	Resources	Score	Score Type	Points	Notes	



Where is my assignment grade?

It can take a long time to read, grade, and enter the scores for just one assignment for the 155+ students teachers see each day, especially big projects and papers.

Teachers have 15 school days to grade work and enter it in StudentVUE once it's been turned in.

Please be patient.



OneDrive



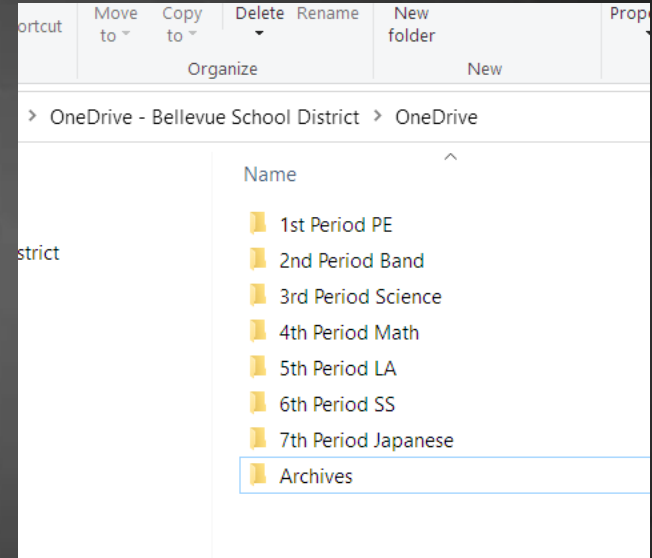


How do I keep my OneDrive files organized?

Let's get you started 👍



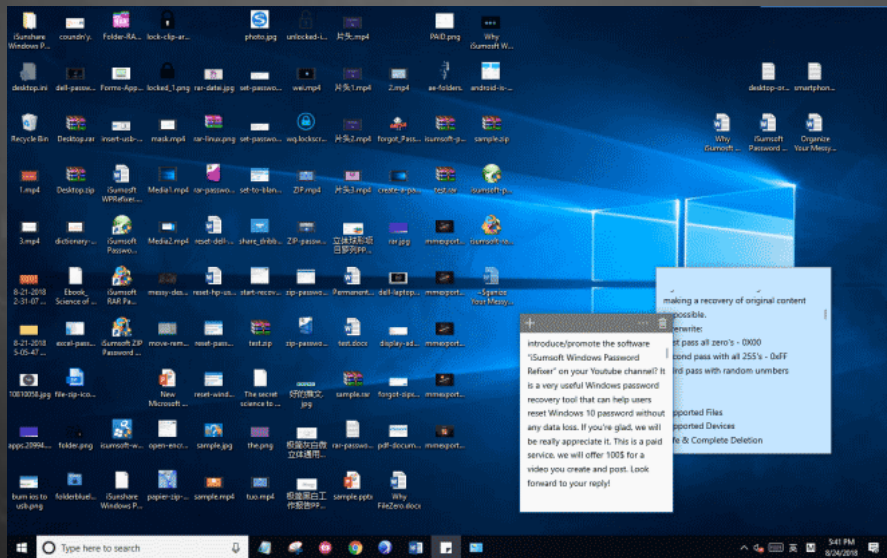
- Go to the folder icon in your taskbar to open OneDrive.
- Create a folder called “Archives” or “Past” and select and drag your documents from last year into this folder.
- Create a new folder titled “2025-2026” and then a folder for each of your classes this year that might require documents (Ex: ELA & SS).





Limit saving to your desktop and let OneDrive “hold” all your amazing work.

When you create and save a new document to your OneDrive, select the folder you created for that class, so your OneDrive is not a huge pile of documents by the end of the year.



How do you create a document and save it to OneDrive?

If using **Word** on a school laptop
(desktop app):

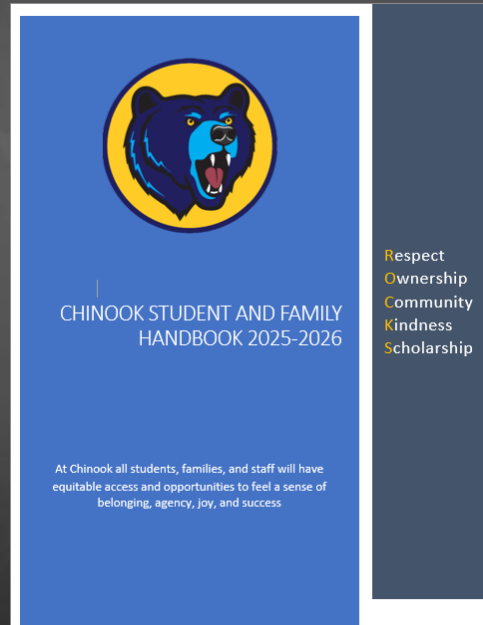
1. Click **"File"** in the top-left corner.
2. Select **"Save As"**.
3. Choose **OneDrive – [Your School Name]** from the list.
4. Pick or create a folder in OneDrive.
5. Name your file and click **"Save"**.

If using **Word Online** (from a browser):

1. Word Online **automatically saves** your work to OneDrive.
2. Just make sure you:
 1. Are signed in with your **school account**.
 2. Gave your document a name at the top (click where it says *"Document"*).



Chinook Student & Family Handbook



What is the purpose of this handbook?

to inform and to align our expectations for
appropriate behavior

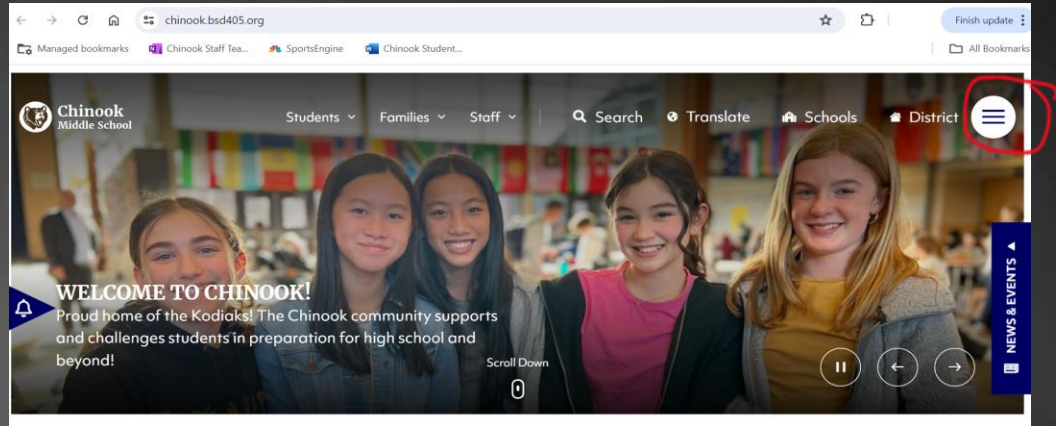


CHINOOK STUDENT AND FAMILY HANDBOOK 2025-2026

At Chinook all students, families, and staff will have
equitable access and opportunities to feel a sense of
belonging, agency, joy, and success

Respect
Ownership
Community
Kindness
Scholarship

How can you find it?



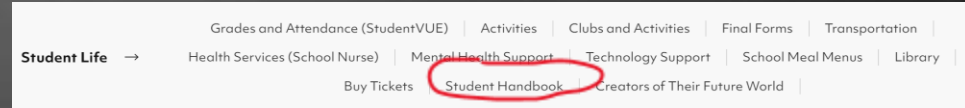
Step 1: Go to the Chinook MS website - <https://chinook.bsd405.org/>

Step 2: Click the circle in the top right corner



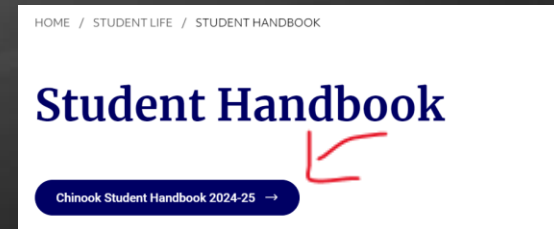
Step 3: Click "Student Life"

Step 4: Click "Student Handbook"



Step 4: Click "Chinook Student Handbook 2025-26"

Step 5: Save this tab (location) on your Favorites toolbar



Scavenger hunt!!

Now that you've found it, we've got a few scavenger hunt items for you. 😊

- What year was the original Chinook building built or "dedicated"?
- 1961
- What is Chinook's address?
- 2001 98th Ave NE, Bellevue, WA 98004
- On what page can I find information on "how can I take medicine at school?"
- Page 9
- Who needs to sign the student/family handbook?
- Students and parent/guardian

Congrats!! Now you have a great resource to find A LOT of very important information 👍.

Clever



Printers



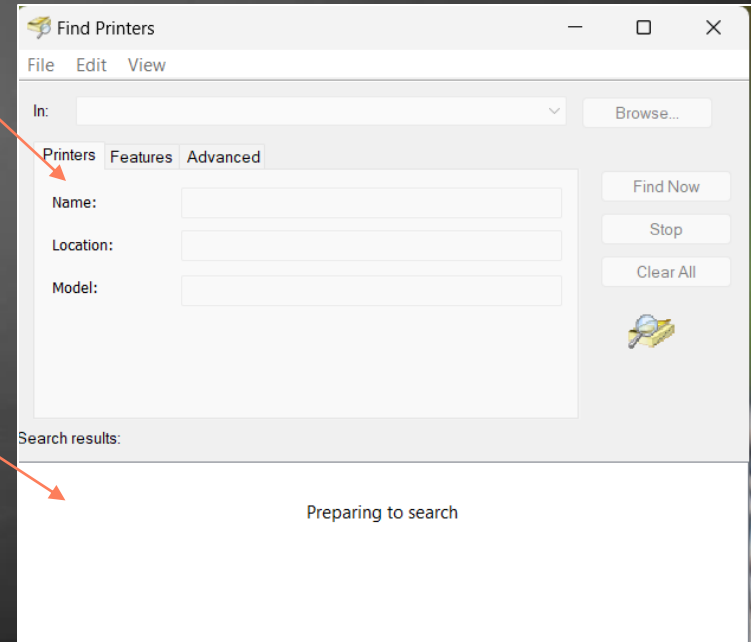
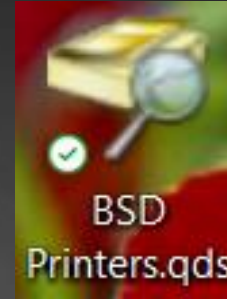


What is Clever?

- Clever is a desktop app that acts like a digital backpack that holds many school apps and websites in one place.
- Instead of remembering a bunch of usernames and passwords, you just open your Clever desktop app to access school apps like **i-Ready**, **NewsEla**, **TCI textbooks** and more!
- It's safe, fast, and keeps everything organized for school!
- **Take a look. What apps in Clever have you used?**

How do you add a printer?

1. On your desktop, look for the "BSD printers.qds" desktop folder and double click on it to see this:
2. Type in the "Name" of the printer which is posted on that printer or above that printer in the classroom.
3. When you type in a name the "search results" will list the printer
4. Double click on that "search result" and wait for the printer's driver to load.
5. Go back to your Document and select "Print" and then scroll down to that printer name you need and click on it. You can print!



Printer Guidelines:

1. Ask for Permission (if needed)
 Always check with your teacher before printing anything. 
2. Print Only What You Need
 Don't print pages you don't need — it wastes paper and ink.
3. Check Your Settings First
 Make sure you're printing the right document, right number of copies and to the right printer.
4. Don't Reprint Right Away
 If nothing comes out, wait a minute — then ask an adult. Don't keep hitting "Print." 
5. Be Respectful of Others' Prints
 Don't take someone else's papers or mess with their documents.
6. Use the Printer Gently
 Don't yank paper trays or slam the lid — treat it carefully.
7. Clean Up After Yourself
 Recycle unwanted pages, and don't leave papers or trash behind.
8. Tell a Teacher If It's Jammed or Broken
 Don't try to fix it yourself unless you've been shown how. 

Let's Talk Tech@ Chinook...

Today in each class, we will quickly CHECK to see if you have made good choices to have tech success!



Laptop Care



What intentional acts of kindness have you shown toward your laptop this week?

Let's share our successes!

How many times have
you checked Outlook
this week?

How many unread
messages do you have
in Outlook right now?

Have you sent
professional and polite
emails this week?

What makes an email
professional and polite?

Outlook



OneNote



Are your OneNotes
organized by class
period?

Which of your
teachers use the
Content Library?

Are your OneNotes
syncing?

Synergy/StudentVUE



Do you have any
assignments listed in
StudentVue?

(Don't share any grades, just check to see
if any assignments have been listed!)

Have you made it to class
on time?

(Check your attendance record for the
week)

OneDrive



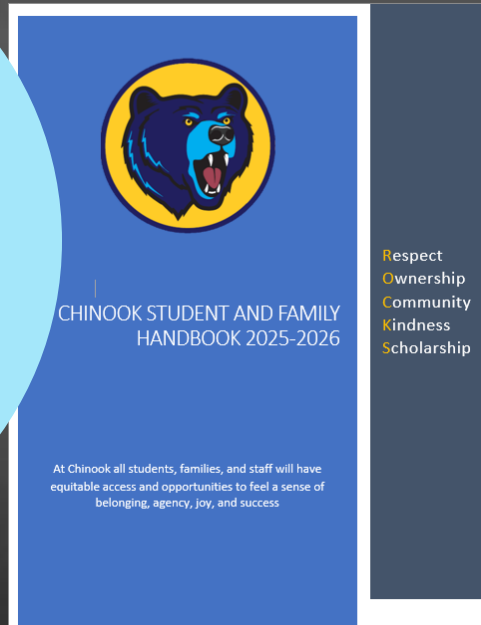
What assignments have
you saved to OneDrive?

Are they in a folder for
each specific class?

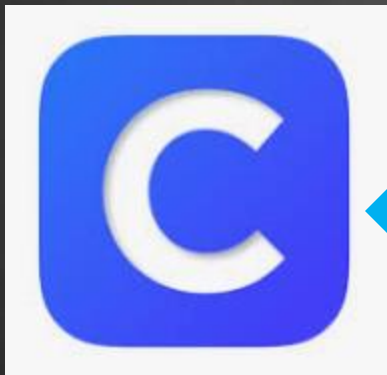
Did you save that
assignment with a
purposeful name so you
can easily find it again?

Chinook Student & Family Handbook

What is one thing
that is written in
the handbook that
all Kodiak's need
to remember?



Clever



Who used Clever this week
and what app did you access
through Clever?

Printers



Who
added a
printer this
week?

Did it go
smoothly
using the
desktop
app?