

Commonweal School ICT Year 6 Transition Tasks

When you start at Commonweal School you will be using a lot of IT based systems to produce your work. A lot of your homework may be done online, **and you'll need to access** to many online resources to do so. The school has several ICT Suites of computers along with portable devices such as Chromebooks and Laptops that you will need to use also. Because of this, you will each be given your own Commonweal Network Logon account that is used by you alone. This account will also have a password, set by you that you must remember and keep a secret.

In preparation for this, we are going to ask you as a task to setup your network account which you can do at home. You will need internet connectivity and a suitable device to do so. You are going to logon onto the school network and set a password for yourself.

Your parents would have received an e-mail from the school which contains details of your username and an initial password. The username will look like: 21jbloggs@commonweal.co.uk – this is made up of your intake year, your first initial and your surname followed by @ our domain. In some cases, your username might contain the initial of your second name as well if we have multiple students sharing the same first initial and surname. This username is also your e-mail address at Commonweal.

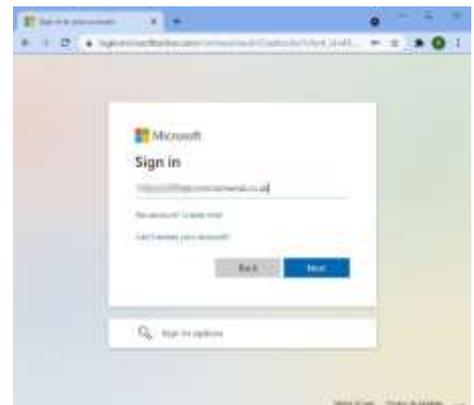
Please read through these instructions carefully before proceeding. You will need access to a computer or mobile device with internet access.

Task 1 – Setting a new password

For the first step you can either go directly to <https://portal.office.com> or go to the main school website at www.commonweal.co.uk and select Online Services at the top right. Here will be a link to Microsoft365 and other online services you will use.

1. Open a web browser (e.g. Microsoft Edge, Google Chrome, Safari, etc) and enter the following address within the address bar: <https://portal.office.com>

At the Sign In prompt, enter your unique username as show in the e-mail that was sent to your parents, it will end in @commonweal.co.uk – then click next.

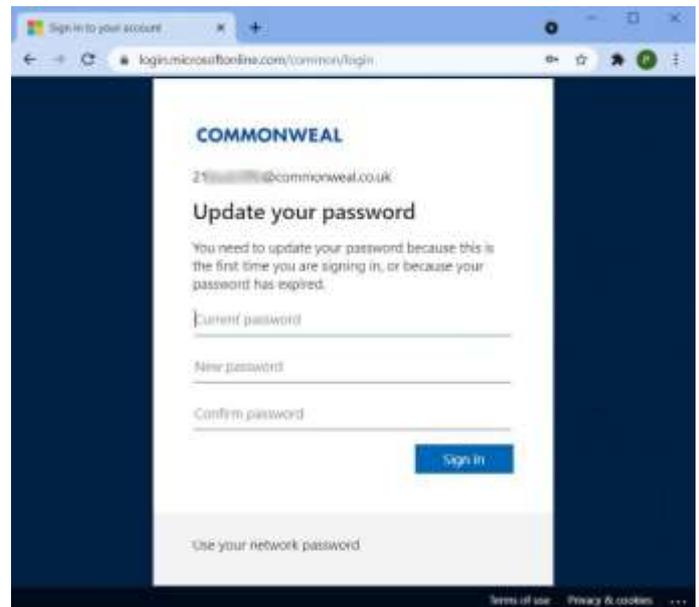


2. Enter the password as detailed in the e-mail your parents have. The password is case sensitive, so if you see a capital letter, you must enter that letter as a capital. Once entered click the Sign In button.



3. After a few seconds, you'll be asked to Update your password. This is where you'll be setting yourself a new password.

In the Current Password field, enter the password again that you have just entered. Click the New Password box and enter a new password. This password has been something that you will remember and must be at least 8 characters in length. Re-enter this new password again where it says Confirm Password.

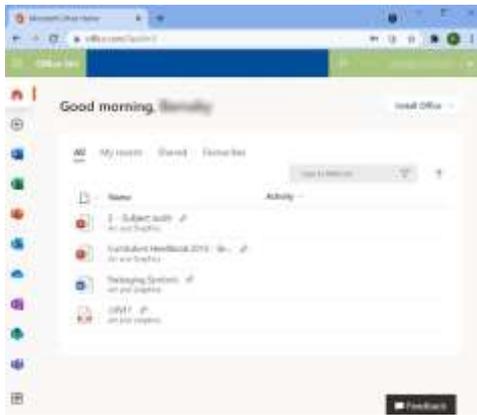


Note: A good password strategy ensures you have a password that no one can guess but you can easily remember. It's considered good practice to use a pass phrase made up of two or ideally three random words that you can then picture in your mind to help make it easy to remember. For example, 'HorseBoatRed' or 'PhoneGreenLoud' are good examples, even better if you add a number to them, e.g. 'HorseBoatRed8'. But, an example of a bad passphrase would be 'SkyIsBlue' or 'ILoveFootball'.

At this point you should be logged in. If the system feels your password is not acceptable, for example, using simple words, using your name or not consisting of at least 8 characters it will inform you and you will need to try again.

You may at this point get a notification that your password is being updated and it may take a few minutes to update your password on all servers. This is normal. Just wait a few minutes. At this point, **your password that you've entered has been encrypted and sent to Microsoft's data centre's who then in turn update the servers inside the schools' network.** Sometimes this update process can take a few minutes on a brand-new account, but usually happens very quickly.

4. You should now be logged in and have access to the Microsoft365 Portal. If not, go to <https://portal.office.com> and log in with your username and the password that you have just set.



You can access various part of the Microsoft365 system by click the icons on the left hand edge.

Did you know?

During your time here at Commonweal School, you can download and install the full Microsoft Office Suite onto your own computer or laptop for use at home **free of charge**. You can install up to 5 copies at any one time by clicking the **Install Office** button on the main portal page.

Task 2 – Sending your first E-Mail

You can do this task following straight after the first, or if you coming back to this then make sure you login in again to the Microsoft365 portal by visiting <https://portal.office.com> or following the link from the main school website online services page (www.commonweal.co.uk/online-services)

1. On the main portal page (or any page within Microsoft365), click the 'Waffle' icon at the top left and select Outlook.

This will open Outlook Web Access (OWA) which you will use for sending and receiving e-mail.



IMPORTANT: Do NOT abuse having an e-mail account. That is, do not send silly, rude, or offensive messages to other users (inside the school or externally). Do NOT send the same message to multiple users at a time and do NOT reply to those that do. Do NOT use your e-mail address to sign up for any external services, newsletters, forums, etc. This system is heavily monitored, and any student found to be abusing the system will be reported to their Head of House who will in turn inform your parents. You will then loose access to this system which could prevent you from completing your work. If you receive an e-mail that you are not comfortable with the contents, please inform your teacher or ICT Support who WILL investigate if need be.

2. Click the New Message button where you will start composing a new e-mail. You are going to send an e-mail to Mrs A Merk who oversees the transition process and will be one of the Deputy Heads from September.
3. In the area next to the To section, start typing the following:
Mrs A Merk – the system will find the name and you should select this.



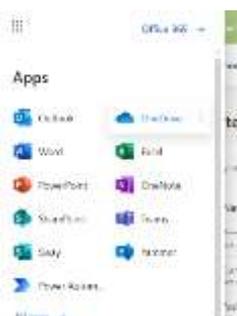
All teachers and staff are listed by their titles within the Commonweal E-Mail system, eg. Mrs A Merk, Mr C Drew, etc. Whereas other students are listed by their full name. **You do not need to worry about 'proper' e-mail addresses using the @commonweal.co.uk suffix for users inside the Commonweal network.**

4. Enter something suitable in the Subject field, for example: My first e-mail at Commonweal
5. Within the main body of the e-mail, type a short message to Mrs Merk introducing yourself and what **primary school you'll be coming from. Mrs Merk is looking forward to receiving your messages.**
6. Once you've written your e-mail, click the Send button and the e-mail will be delivered.

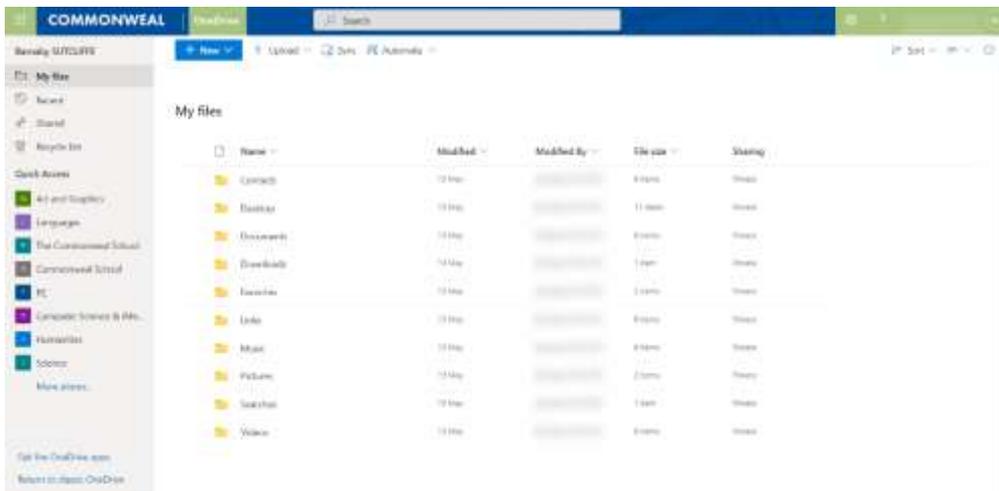
Task 3 – Accessing Microsoft OneDrive for Business

Any work that you create will be stored within Microsoft's OneDrive system. That is, your files that you create inside and outside of the school will be stored within Microsoft365 called OneDrive which is located at one of the many Microsoft Datacentres. Sometimes referred to as 'working in the cloud'. This means, that any work you create can be accessed from any device that is accessible on the internet. Therefore, it's important to ensure you know your password and keep it safe!

1. Within the Microsoft365 portal, click the Waffle



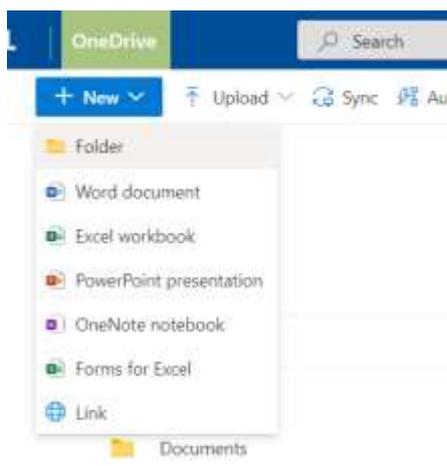
This will open up your 'My files' within your OneDrive.



Note: As your account is still brand new, sometimes it may take a few minutes for your OneDrive to setup. If you get a message that it's still setting up. Don't worry – try again in a few minutes.

You may have some folders and files already located in there. Don't worry if you don't as some accounts may have been used for testing and setup. This is where the computers within the School will try and save any work you do. More than likely in a folder called 'Documents'.

2. Click the New button and select the Folder Option.



You'll then be asked to Create a folder. Type in your name and click the Create Button.



You'll then see a new folder be created with your name.

Favorites	19 May
Joe Bloggs	A few seconds ago
Link	19 May

- When you are in school using the computers, you'll be able to see your OneDrive and the folder that you've created today will be visible to you.

IMPORTANT: Files uploaded, created and stored within your OneDrive should be for schoolwork only and nothing else. Regularly sweeps of storage areas are done and any student found to be using their OneDrive storage for anything other than schoolwork will face disciplinary action from your Heads of House.

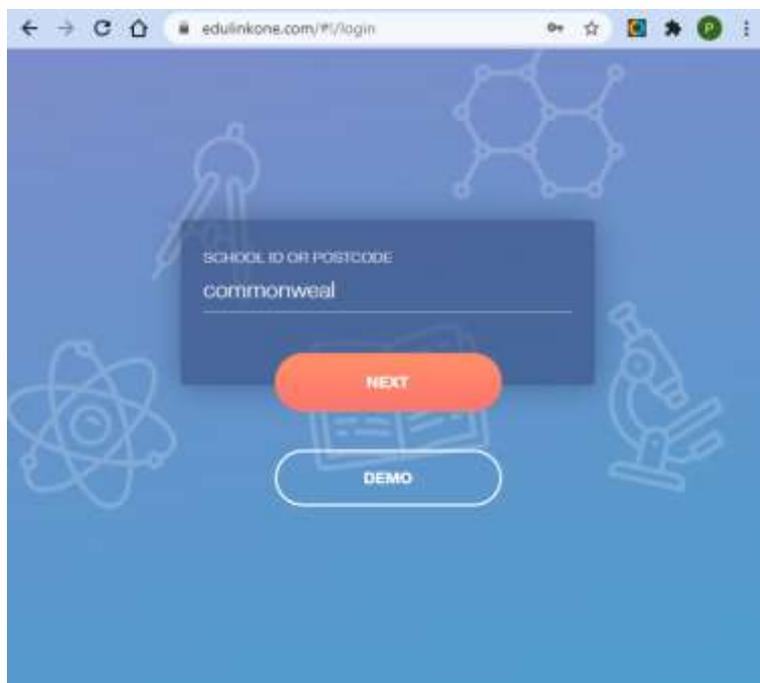
You can go directly to your mailbox by entering the URL address of <https://outlook.office.com> and logon as normal.

Task 4 – Accessing Edulink One

You will not be able to complete this task unless you have set a new password as setup in Task 1.

Edulink One is an online system that will enable you to access your timetable, view homework tasks, submit homework, view House Points, etc. Your parents will also be given access soon for them to be able to view all this information also.

- Within an Internet Browser of your choice, go to www.edulinkone.com – you will be asked for the School ID or Postcode. Enter commonweal and select next.



- Now enter your network username (you don't need the @commonweal.co.uk part), followed by the network password you would have set in Task 1. Then click the Log In button.



3. You can now look around the Edulink One system. Your timetable and other information will not appear until just before you start in September.

If you have a smartphone, then the Edulink One app is available to download free of charge from either the Google Play Store or the Apple App Store depending on your device. It is recommended you download and setup this app.

The ICT Support department are contactable at ictsupport@commonweal.co.uk if you need any assistance.