



Bring Your Own Device Setup

(Using Microsoft Intune)

The installation and configuration of the following recommended software applications for Students' Bring Your Own Devices (BYOD) at Sandringham College aims to enhance the uniformity of student device functionality. With such uniformity, staff and students can focus on attaining desired learning outcomes and not be distracted by technology.

Most software used by staff and students is available for download and installation from the internet (home or school) and, with the appropriate School and Department of Education and Training (DET) accounts, families are requested to attempt the configuration of the student's BYO device prior to commencing at Sandringham College. This document aims to provide sufficient detail to complete the setup.

Automated BYOD setup is also available via DET's Microsoft Mobile Device Management (MDM) solution called Intune. With the student's eduPass account, BYOD setup is significantly automated. BYOD setup via Intune is detailed below.

This document:

- lists the recommended software,
- includes an Application Configuration Summary, designed for experience users and
- has Detailed Instructions comprising mainly of how-to videos. QR Codes allow quick access by a mobile phone or similar so that you may be guided through the installation and configuration of each application.

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ASSISTANCE

Should you need assistance, please contact the Sandringham College Helpdesk at:

1. helpdesk@sandringshamsc.vic.edu.au or
2. 85990666 and leave a detailed message.

DEVICES

Existing Devices. If the student's notebook was used at a previous school, please ensure the notebook is not still linked to the previous school's network. Sandringham College may be able to assist with this, however all data may be lost from the notebook.

New Devices. Please complete the initial 'out of the box' setup at home. For Windows devices, we recommend a Microsoft account is created. For Apple devices, you will need to create an Apple / iTunes account. **Important:** Record and keep in a safe place all created usernames, passwords, secret questions / answers and BitLocker keys (Windows. If you happen to turn this on).

Anti-Virus software. New Windows devices sometimes include McAfee or other non-Microsoft provided Antivirus software typically on a free-trial basis. These applications can cause issues with school software. Microsoft's built-in Windows Defender is adequate for almost all scenarios. If you're very keen to have 3rd party Antivirus software, this is available from the Victorian Department of Education and Training (DET) eduSTAR Catalogue.

SOFTWARE PURCHASES

No extra software or subscriptions need to be purchased. Microsoft Office 365, Adobe Creative Cloud and other applications are provided by the DET.

TWO ACCOUNTS, SAME PASSWORD

Sandringham College students use two accounts, a:

- Sandringham College provisioned “**Sandy**” account, and
- DET provisioned “**eduPass**” account.

The ‘**Sandy**’ account is created when the student is enrolled at Sandringham college.

The **eduPass** account is provisioned by the Department of Education and Training (DET).

- DET primary school students will already have an eduPass account.
- Students new to DET will have their eduPass account created within a few days of starting at Sandringham College.

Passwords. *Please note: To assist students with remembering their account details, Sandringham College will change the eduPass account password to match the ‘Sandy’ account password within a few days of starting at Sandringham College.*

Details for these accounts and which services they access are provided to students via:

- Orientation day for new year 7 students,
- Hard copy handed to new enrolments (other than new Year 7s) and
- email to the student’s school Gmail address.

An example student account would look like:

- The Sandy username looks like this: “abc0123” and is used for Compass, school photocopiers and computers.
- The Sandy Gmail address looks like this: “abc0123@sandringhamsc.vic.edu.au”. It is used as the username for all things Google – Gmail, google drive etc.
- The eduPass account looks like this: [tabc7@schools.vic.edu.au](https://schools.vic.edu.au). It is used for DET websites/services, Microsoft Office 365, MS Teams, Adobe Creative Cloud, Minecraft Education Edition and ClickView.

APPLICATION LIST

Recommended Software installation (Check list).

The installation of these applications is recommended for all student devices. The software is available for free, and most can be installed on the student's device at home.

Application	Purpose	Install at:	Completed: YES/NO
Google Chrome.	Recommended browser for Compass and Google Apps.	Home.	
Google Drive for Desktop.	Provides local access and synchronisation of Google Drive files and shared content.	Home.	
Microsoft Office 365.	Access to all the MS Office applications and is the default productivity suite for Sandringham College.	Home.	
Microsoft Teams.	Used during periods of at-home schooling and as a collaboration space for classes.	Home.	
Microsoft OneDrive.	Provides local access and synchronisation of MS OneDrive files and to Shared Content.	Home.	
Adobe Creative Cloud.	Manages Adobe applications – e.g. Acrobat, Photoshop, Illustrator etc.	Home.	
Minecraft Education Edition.	Used in a variety of classes.	Home.	
NAPLAN Locked Down Browser	(Mandatory for year 7 and 9 students)	Home.	
EduSTAR Wifi	Connect to wifi network at school	School.	
Paper Cut	Print/Copy Management	School.	

USING COMPASS

Compass is a web-based management system that connects every facet of your school community. The system is accessible on any modern web browser (Microsoft Edge, Firefox, Google Chrome, Safari) or by using the "Compass School Manager" app on iOS or Android devices ("Compass School Manager" can be downloaded for free from the respective iTunes or Google Play app stores).

To access the Student Portal via a web browser, go to <https://sandringhamsc-vic.compass.education>

Use the Sandy account which looks like this: "abc0123" with your password.

Compass gives you access to your timetable, classes, lesson plans, learning tasks, excursions, attendance, and reports.

APPLICATION CONFIGURATION SUMMARY

For those of you familiar with software installation and configuration, here is the short version.

Pre-requisites. Sandy and eduPass accounts and an Internet connection.

At Home Software Install / Configuration.

1. Google Chrome.

- a. Download and install Google Chrome.
- b. Sign in with Student's Sandy Google account (...@sandringhamsc.vic.edu.au) and Turn on Sync.
- c. Set up Chrome (settings > On Start-up) to open following three tabs on start-up:
 - i. Compass: <https://sandringhamsc-vic.compass.education>
 - ii. Gmail: <https://gmail.com>
 - iii. MS Office: <https://office.com> (sign in with eduPass account: ...@schools.vic.edu.au)
- d. Set as default web browser.

2. Google Drive.

- a. Access Google Drive via Chrome, from Settings (cog icon), download and install Drive for Desktop.
- b. Sign in with your school account (...@sandringhamsc.vic.edu.au)
- c. Don't configure for backups.

3. Microsoft office.

- a. Install Office from <https://office.com> . Use eduPass account (...@schools.vic.edu.au).
- b. Sign into an Office app (e.g. Word) with your eduPass account (...@schools.vic.edu.au) to activate licensing.

4. OneDrive.

- a. Already installed on Windows devices. Downloadable for Apple devices from App store.
- b. Sign in with eduPass (...@schools.vic.edu.au).
- c. Recommend Windows devices use OneDrive for backup of default folders.
- d. Ensure OneDrive is syncing with eduPass account (add account if necessary)

5. Microsoft Teams.

- a. Open Teams from <https://office.com>, click on install Desktop app.
- b. Sign in with eduPass account (...@schools.vic.edu.au) if not already done.

6. Minecraft Education Edition.

- a. Download from eduSTAR Catalogue - on Compass School Favourites. Use eduPass account (...@schools.vic.edu.au) to access.
- b. Sign into Minecraft with eduPass account.

7. Adobe Creative Cloud.

- a. Download / install Creative Cloud application. (<https://adobe.com/au>) Sign in with eduPass account.
- b. Once installed, manage installation of Adobe software applications as required.

8. NAPLAN Locked Down Browser.

- a. <https://www.assessform.edu.au/Layouts/Technology/LockedDownBrowser.aspx>

9. **Email client Microsoft Outlook:**

- a. Configure for ...@schools.vic.edu.au account (will automatically be configured if you've already signed into Office)
- b. Add school Gmail account ...@sandringhamsc.vic.edu.au.

[At School Software installation / configuration](#)

1. **Join eduSTAR Wifi.**

- a. Join eduSTAR wifi with eduPass username: <.....>@schools.vic.edu.au and password.

2. **Printer setup.** Refer to videos below on how to install. [Compass Favourites](#), [PaperCut Printer Setup](#) links.

DETAILED INSTRUCTIONS

Several web sourced instructions are referenced via hyperlinks, or if you have a hardcopy of this document, use your phone or like device to scan the QR codes to view and follow the instructions as you work on the notebook.

At Home Software Install / Configuration.

Google Chrome installation: <https://www.howtogeek.com/658737/how-to-install-or-uninstall-the-google-chrome-browser/>



Google Drive for Desktop installation: <https://support.google.com/drive/answer/7329379#zippy=%2Cdownload-install-google-drive-for-desktop%2Copen-google-drive-for-desktop>



Microsoft Office 365 and Teams: <https://docs.microsoft.com/en-us/microsoft-365/business-video/install-office?view=o365-worldwide>

Refer to video link via QR code:



MS OneDrive. Windows 10 comes with OneDrive. Apple users will need to install the app. Refer to: <https://support.microsoft.com/en-us/office/sync-files-with-onedrive-in-windows-615391c4-2bd3-4aae-a42a-858262e42a49>

Refer to video link via QR code:



Windows users who setup their notebook with a Microsoft Account will find OneDrive is already setup with this account. You will need to add the eduPass account. Do this by clicking on the OneDrive icon in the lower right-hand corner of your screen (cloud icon as per above). Then click on: “Help & Settings” > “Settings” > “Add an Account”. Enter the ...@schools.vic.edu.au address, and click “Sign in”. Enter your eduPass password at the eduPass dialog.

Adobe Creative Cloud.

<https://helpx.adobe.com/download-install/using/download-creative-cloud-apps.html>



Minecraft Education Edition.

Go to this site: <https://education.minecraft.net/en-us/get-started/download>

Click on ‘Download Now’. Run downloaded installer.



NAPLAN Locked Down Browser (LDB).

Access this website: <https://www.assessform.edu.au/Layouts/Technology/LockedDownBrowser.aspx>

Windows Installation: <https://youtu.be/rFFW4IAmUGM>

Apple Installation: <https://youtu.be/MUFFtSYDSHA>

Click on download appropriate for your device. Open/run the downloaded file.



Figure 2 - Windows Installation



Figure 1 - Apple Installation

Set up Outlook.

Outlook is Microsoft's Office 365 mail client. It can manage multiple email accounts. These instructions will detail setting up Outlook for both the eduPass account and school Gmail account....

If signed into Office already, the "...@schools.vic.edu.au" account should be automatically setup.

To add Sandy gmail account:

1. Click File > Add Account
2. Enter school gmail address ...@sandringhamsc.vic.edu.au
3. A Google dialog will display. Click Next
4. Enter your password.
5. Scroll to bottom and click Allow.
6. Done.

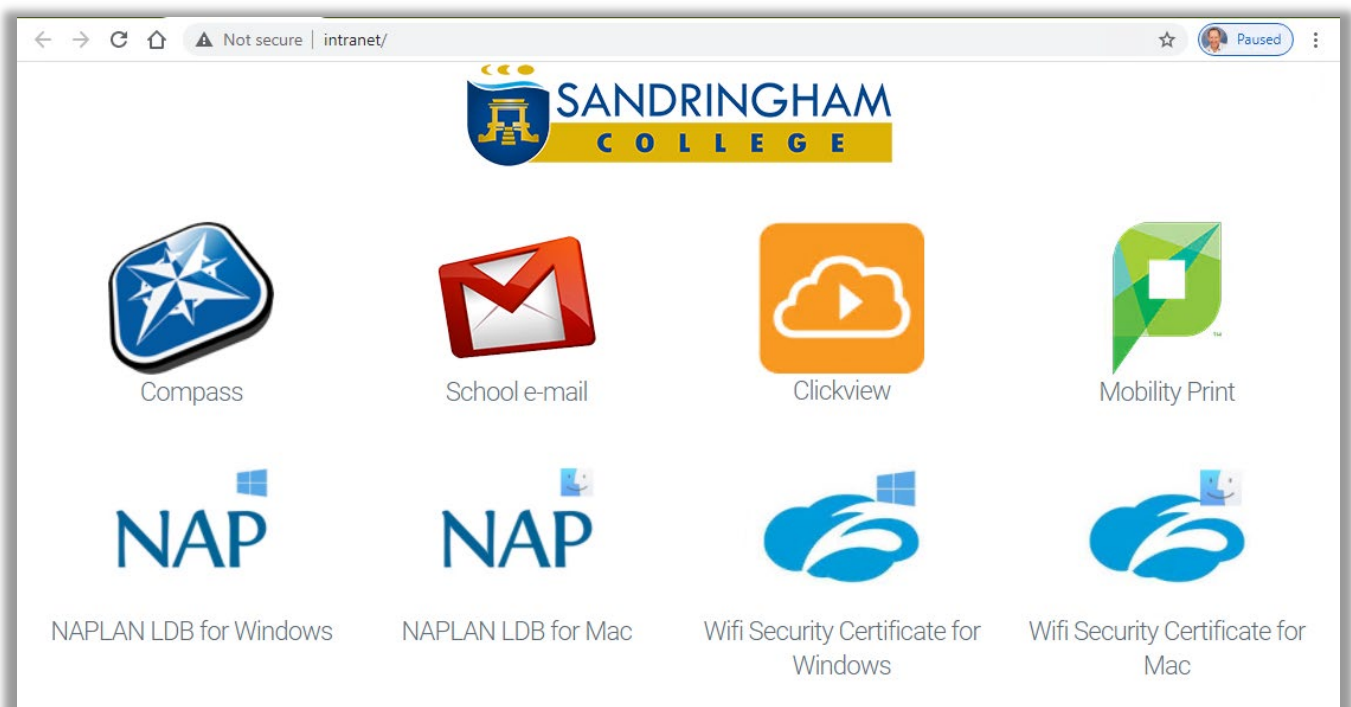
Tasks that need to be completed at school:

1. Join 'eduSTAR' wifi network.
2. Connect to school printer.

1. Joining eduSTAR wifi.

- a. Click on wifi icon, click on 'eduSTAR'
- b. For the Username, enter your eduPass account. e.g. tabc7@schools.vic.edu.au
- c. For the password, enter you eduPass password,
- d. Click check box 'Connect automatically',
- e. Click Join.

The remaining "At School" tasks can be initiated from the college intranet page: <http://intranet>. A link to 'School Intranet' can be found in Compass Favourites (Star menu).



2. Printers.

PaperCut. Run the Papercut Print Deploy application.

PaperCut Print Deploy setup as per video instructions below. (Mac/Apple coming).

Windows installation	
	