

# Student Technology Handbook



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## Student Passwords

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1. The first time you log in to your computer:  
Username: Student ID # (12345)  
Password: Change.Me
2. You will be prompted to change your password.
3. Password requirements:
  - At least 8 characters long
  - One capital letter
  - One number
  - Cannot include your name (first, middle, or last)
  - Can include: special characters (!@#\$) and spaces

### Password Information:

- Passwords will sync with Microsoft, StudentVue, and Google. Any time a password is updated, it may take up to an hour to update at those sites as well. However, it will be changed immediately on the computer, StudentVue, and the web filter.
  - **Google Accounts:**
    1. **Username:** full email address
      1. First 3 letters of their first name + first three letters of the last name + last 3 numbers of their student ID number @buhd.org  
(Example: George Washington would be geowas345@buhd.org)
    2. **Password:** Same as computer
  - **Microsoft Accounts:**
    1. **Username:** [ID#@buhd.org](#) (example: [12345@buhd.org](#))
    2. **Password:** Same as computer
- During the school year, if it is necessary to change your password, the computer must be connected to the school's Wi-Fi.
  - During distance learning, students can drive to any campus and connect while in still in their car in the parking lot.
  - Students will press the Ctrl+Alt+Delete keys at the same time, choose the "Change a Password" option and follow the prompts to update their password. It must fit the requirements listed above.

## Connecting to Wi-Fi

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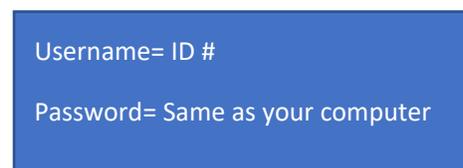
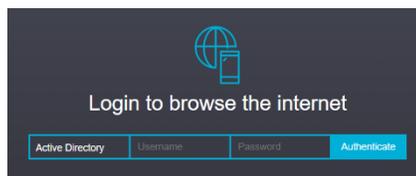
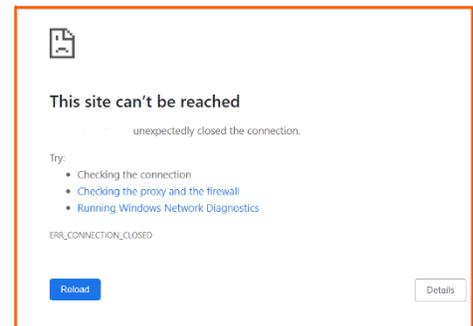
1. Select the **Network**  icon on the taskbar. The icon that appears depends on your current connection state. If you don't see one of the network icons (or a similar one) shown in the following image, select the **Up arrow**  to see if it appears there.
2. Choose the Wi-Fi network you want, then select **Connect**.
3. Type the network password, and then select **Next**.
4. Choose **Yes** or **No**, depending on the type of network you're connecting to and if you want your PC to be discoverable by other PCs and devices on the network.



## Web Filter

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1. If you or your students are not able to access websites or if any Microsoft Program won't sync/save, then you will need to log in to the web filter.
2. You will see a message like this one, but for a site you can normally visit.
3. Double-click on the Web Filter icon on your desktop or go to: <http://lsaccess.me/login>
4. Log in with your school credentials which is the same information you use to log in to your computer.



## Accessing Microsoft Portal

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The Microsoft Suite of programs is going to be one of the primary tools that students will be using. While the programs are installed on the students' computers, they can also be accessed from a browser on any computer.

### Email

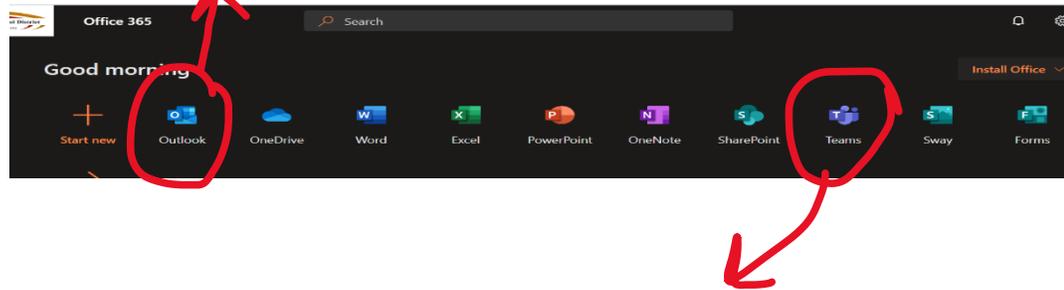
Students are expected to check their email every weekday during the school year.

Their email address follows this pattern: first 3 letters of their first name + first three letters of the last name + last 3 numbers of their student ID number @buhd.org

Example: George Washington would be geowas345@buhd.org

## To Access Email

1. Double click on the email icon on the computer's desktop
  - a. Go to [Portal.office.com](https://portal.office.com)
2. Sign in with your school credentials
  - a. Username: [ID@buhsd.org](mailto:ID@buhsd.org) ([12345@buhsd.org](mailto:12345@buhsd.org))
  - b. Password: Same as computer
  - c. Click on Outlook



## Teams

Microsoft Teams is the program will be the primary place for communication and where teachers will take attendance during distance learning. The program is installed on your computer, but it can also be reached online through [portal.office.com](https://portal.office.com). The following pages give a visual guide to what is available in Teams.

The following two pages are visual guides for Teams. The first page is a quick reference of the general features and the second page is the features in each specific class.

# Quick Start Guide

New to Microsoft Teams for Education? Use this guide to learn the basics.

The screenshot shows the Microsoft Teams desktop application interface. At the top, there is a navigation bar with icons for Activity, Chat, and Teams. Below this is a search bar labeled 'Search or type a command'. The main area displays a grid of team tiles under the heading 'Your teams'. The tiles include 'Physical Science', 'Health Research', 'Pinview School Staff', and 'Pinview School Science Teachers'. A 'Join or create team' button is visible in the bottom right corner of the interface. The bottom of the screen shows a taskbar with icons for Files, Calls, Calendar, and Help.

**Start a new chat**  
Launch a private one-on-one or small group conversation.

**Use the command box**  
Search for specific items or people, take quick actions, and launch apps.

**Manage profile settings**  
Change app settings, change your pic, or download the mobile app.

**Join or create a team**  
Find the team you're looking for, join with a code, or make one of your own.

**Manage your team**  
Add or remove members, create a new channel, or get a link to the team.

**View your team**  
Click to open your class or staff team.

**What is a team?**  
You can create or join a team to collaborate with a certain group of people. Have conversations, share files and use shared tools with the group – all in one place. That group could consist of a class of students and educators, a group of staff and educators collaborating on a topic, or even a group for a student club or other extracurriculars.

**Navigate Microsoft Teams**  
Use these buttons to switch between Activity Feed, Chat, your Teams, Assignments, Calendar, and Files.

**View and organize teams**  
Click to see your Teams. Drag team tiles around to reorder them.

**Find personal apps**  
Click to find and manage your personal apps.

**Add apps**  
Launch Apps to browse or search apps you can add to Teams.

# Class teams

Class teams provide special capabilities tailored for teaching and learning

The screenshot shows the Microsoft Teams interface for a class team named 'Physical Science'. The interface includes a top navigation bar with 'All Teams', 'Physical Science', and 'Project Team 1'. The main chat area shows a 'General' channel with a search bar and a list of messages. The messages include a post about a group assignment, a question about aerodynamics, and a volunteer opportunity. The bottom of the screen shows a toolbar with various communication and sharing options.

**Add channels and manage your team**  
You can change team settings, add members to the class team and add channels.

**Open Class Notebook**  
Class Notebook is a digital binder you can use in your class to take notes and collaborate.

**Open Assignments and Grades**  
Assignments allows educators to create and distribute assignments. Students can complete and turn in their assignments without leaving the app. Educators can use the Grades tab to provide feedback on assignments and track student progress. Students can see their progress, too.

**Add tabs**  
Explore and pin applications, tools, documents and more to enrich your class. We're constantly adding more education specific tabs. Check back often.

**Share files**  
Let class members view a file or work on it together.

**Start a discussion with the class**  
Type and format your message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

**Add more messaging options**  
Click here to add new messaging capabilities like polls, praise, and more to enrich classroom discussion.

**Every team has channels**  
Click one to see the files and conversations about that topic, class unit, or week in the course. You can even have private channels for group projects!

Every team comes with a General channel. Open channel settings to add new channels, manage notifications and other settings.

**Format your message**  
Add a subject, format text, convert the message to an announcement, post across multiple Teams or control who can reply and more.

## StudentVue (Gradebook)

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StudentVue is our gradebook program. This is where you can see your current grades, official attendance, course history, discipline, etc. There is also an app available in both Apple and Google app stores.

Teachers can use the gradebook to post assignments and digitally collect the work. If they use the site in this way, they will let you know and show you how to submit your work.

### Accessing StudentVue

1. Choose one of the following options:
  - a. Double click on the StudentVue icon on the computer's desktop
  - b. Go to [vue.buhsd.org](http://vue.buhsd.org) select "I'm a Student"
2. Log in:
  - a. Username: ID #
  - b. Password: Same as computer

## ClassLink

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The district now offers a single sign-on option. This tool saves login information for any website that a teacher has added to their ClassLink account. This works similarly to how browsers offer to save passwords.

### Accessing ClassLink

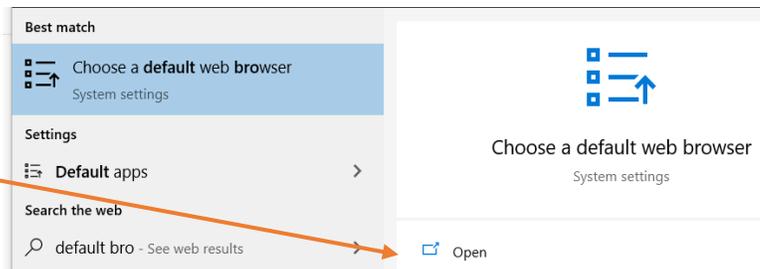
1. Double click on the ClassLink icon on your desktop
  - a. Or go to: <https://launchpad.classlink.com/buhsd>
2. Log in with your school credentials
  - a. Username: ID
  - b. Password: Same as computer



## How to change default browser

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1. Click on the Windows icon  in the bottom left corner of your screen
2. Type "Default Browser" (You do not need to click on anything, simply start typing)
3. Click "Open"
4. Scroll down to Web Browser and change it to Google Chrome or Firefox
5. If prompted, click "Switch Anyway" (Be careful because "Switch Anyway" is the smaller option) then close settings window



## How to restart your computer

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To keep your computer running its best, you should be restarting it at least once a week.

1. Click on the Windows icon  in the bottom left corner of your screen
2. Click on the power icon  just above the Windows icon.
3. Select either restart or shut down

## How to access IT help

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For more help, go to the "Get Connected" page on our district website: [buhd.org](http://buhd.org)

### BUHS:

623-764-6292  
623-633-1696

### EFHS:

623-633-1695  
623-512-6140

### YHS:

623-633-1697  
623-521-9675

### Tech Center Support Options:

If you are unable to rectify your technology issue via telephone support, you may bring your device to your campus tech center.

Learning Center students may take their device to the closest comprehensive campus.

## MathXL Guide

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Students in most math courses will be using MathXL for their lessons, homework, and assessments. The following two pages show how students will sign up once their teacher gives them their class's access code and course ID.

## MathXL Registration – NEW STUDENTS

You will need these 3 things to get started:

**Email address:** we suggest that you use your school email address (Ex – [AbcDef123@buhdsd.org](mailto:AbcDef123@buhdsd.org))

**Access Code:** your license registration code, probably a set of 6, five-letter “words”

**Course ID:** class code for your teacher, probably a set of 16 letters and numbers, split into four groups of four

- Go to [www.mathxlforschool.com](http://www.mathxlforschool.com)
- Click on the STUDENT button under Register (do not SIGN IN the first time)
  - o If you get the Required policies popup at any point:
    - Choose your Country and Language
    - Go through the policy
    - Click that you agree
    - Click Continue

- Enter your Course ID and click Continue

- Click the button to Create a Pearson Account
  - o Enter your desired account information
    - Please use your full First and Last name (not a nickname)
    - Write down your username and password so that you don't forget it (or save it through your browser when given the option)
  - o Click Create Account

- Click Access Code
- Enter your Access Code

### Access Code

Enter a prepaid access code in the boxes, or paste the entire access code into the first box.

Access Code

ABACUS - CANAL - PRIDE - STONY - MOULD - LUCKY Finish

- You may have to enter your Course ID again and click Enroll
- It should take you to your Course Home Page
  - o If it does not, try going back to [www.mathxlforschool.com](http://www.mathxlforschool.com) and SIGN IN
    - If it does not log you in and take you to your Course Home Page, email your teacher
- If at any point you forget your username or password, your teacher can look up your username (if you are registered for his/her class) and your teacher can reset your password.

## MathXL Registration – RETURNING STUDENTS

You will need these 3 things to get started:

**MathXL Username/Password:** if you do not remember your username and password, skip to the steps for NEW STUDENTS on the next page

**Access Code:** your license registration code, probably a set of 6, five-letter “words”

**Course ID:** class code for your teacher, probably a set of 16 letters and numbers, split into four groups of four

- Go to [www.mathxlforschool.com](http://www.mathxlforschool.com)
- Click on the STUDENT button under Register (do not SIGN IN in the first time)
  - o It will remind you of the 3 things you need to get started – click REGISTER
  - o If you get the Required policies popup at any point:
    - Choose your Country and Language
    - Go through the policy
    - Click that you agree
    - Click Continue

Sign In  
Already have a MathXL for School account?  
SIGN IN  
Forgot username or password?

Register  
Need an account? Start here.  
STUDENT  
EDUCATOR

Required policies

Country  
[Select your country]

Data Privacy  
Pearson commits to responsibly protect and use personal information. Please select your country to read the privacy notice for

I agree to the Privacy.

Continue

- Enter your Course ID and click Continue

Ready to register?

You'll need these 3 things to get started:

- The course ID or program ID from your instructor. Don't have that? Contact your instructor.
- Your email address.
- An access code, credit card, or PayPal.

Enter course ID or program ID

Continue

Examples: gH5f000x22745  
CR5000-22746  
H5f000x22745  
KL27-4812-2812-4L12

- Enter your Username/Password and Sign In

### Sign In with Your Pearson Account

Your account gives you access to your Pearson online courses and products.

Username [Pearson username]

Password [Pearson password]

Sign In

Forgot your username or password?

### Create a Pearson Account

If you don't already have an account, create one.

Create

Not sure if you have an account?

- Click Access Code
- Enter your Access Code

### Select an Option

#### Use an Access Code

A prepaid access code might come with your textbook or in a separate kit.

Access Code



### Access Code

Enter a prepaid access code in the boxes, or paste the entire access code into the first box.

Access Code

ABACUS - CANAL - PRIDE - STONY - MOULD - LUCKY Finish

- You may have to enter your Course ID again and click Enroll

- It should take you to your Course Home Page
  - o If it does not, try going back to [www.mathxlforschool.com](http://www.mathxlforschool.com) and SIGN IN
    - If it does not log you in and take you to your Course Home Page, email your teacher
- If at any point you forget your username or password, your teacher can look up your username (if you are registered for his/her class) and your teacher can reset your password.