

**ST MONICA'S COLLEGE, EPPING**



**Managing Your Notebook**

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## Important Advice

- Please ensure that the charger is not stored inside the carry bag with the Notebook as this can place excessive pressure on the screen and potentially could break the screen if there is too much pressure placed on the bag. It is preferred if the charger is stored in the exterior pouch of the carry bag.
- Chargers should be stored in the locker when at school and left at home if not required. When travelling to and from school, the charger should be placed in the either the College school bag or the exterior pouch of the Notebook carry case. Do not store the charger on the inside of the carry bag on top of the Notebook.
- Do not overload the carry bag with unnecessary materials.
- Always carry your Notebook to and from class in the carry case to prevent accidental drops and accidental damage.
- Do not engrave, graffiti or place stickers on the Notebook as this can prevent warranty repairs from being accepted. Manufacturers do not cover the device under warranty if physical damage is present and engraving marks and graffiti can be considered physical damage and will void the 3 year warranty.
- Do a full restart of your Notebook periodically as it will allow updates to install correctly and fix any small errors that may occur due to programs not shutting down correctly or other miscellaneous bugs.
- Notebooks should be switched off when not being used. Do not just close the lid and let it hibernate unless you intend on turning it back on in a reasonable timeframe.
- Be aware of the terms of the Fixed Price Repair Service as outlined in the Memorandum of Understanding.

## Logging on to your Notebook

1. Turn on your Notebook
2. At the logon screen (pictured above), put in your network account credentials that will be provided to you when you first start at the College. It is usually in the format of the first four letters of your surname followed by the first four letters of your first name (e.g. John Smith's username would be smitjohn). There may be exceptions to this with students with duplicate names.

**IMPORTANT: If logging on to a Notebook for the first time you must log in at school first for your profile to be created. Once it is created then the profile is cached and can be used at home. Always make sure you are the last user to have logged on the device during the day so that your profile is cached and can be used away from school.**

## Accessing the College Intranet

1. Once logged in to your device using your network account, to access the College Intranet simply click on Internet Explorer or Microsoft Edge and the Student Portal should automatically appear.

The screenshot shows the St Monica's College website. At the top right, there are links for SMC WEBSITE, CEVN, CEM, VASS, and VCAA. The main navigation bar includes STAFF PORTAL, STUDENT PORTAL, LEARNING GATEWAY (with a dropdown arrow), SIMON, STYLE GUIDE, CAREERS, LIBRARY, TIMETABLE, and USEFUL LINKS. A dropdown menu is open under LEARNING GATEWAY, listing various subjects: Commerce, Discovery, English, Educational Support, Humanities, Information Technology, Literacy, LOTE, Mathematics, Numeracy, Performing Arts, Personal Development, Health and Physical Education, Religious Education, Science, Technology, Values Education, VCAL, VCE and VET, Visual Arts, and Northern Football Academy. Below the navigation bar, there are two large images of the college building. The left image has the text 'St Monica's College' and the right image has 'Historical Repository'. At the bottom left, there is a graphic with the text 'DO NOT be afraid' and the SMC logo. At the bottom right, the text 'Student Portal' is visible.

2. If in the instance that this does not occur, you can click the student portal shortcut on your desktop, or visit the following link: <http://portal/student> to access it.
3. From here you can access your Webmail, Google Drive, OneDrive, and many other resources required for your classes.

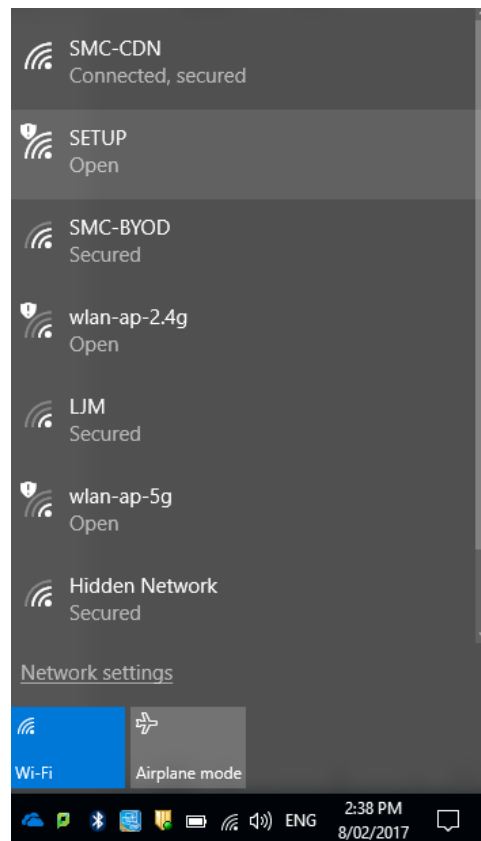
**IMPORTANT:** While logged in at school do not access the portal through the Extranet. This is to be used when working from home only, and is accessed via <http://www.stmonicas-epping.com> and logging in via the 'Parent/Student' login under MY SMC. Further instructions on this in the Accessing the College Extranet section of this guide.

## Connecting to your home Wi-Fi

1. Locate the networking icon in the Windows System Tray (Yellow star at the bottom right hand corner next to the clock).



2. Click this icon to display a list of Wi-Fi networks that are currently in range.
3. Select your home Wi-Fi.



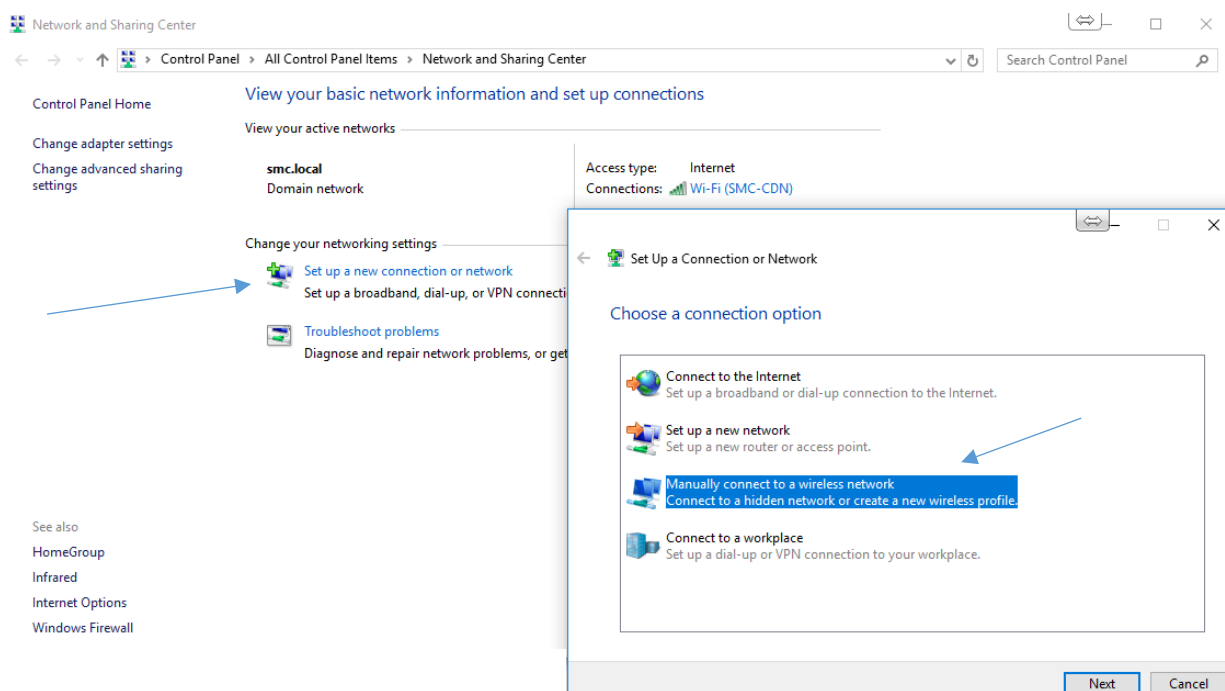
4. Enter your Wi-Fi password and click connect

## Connecting to your home Wi-Fi (Hidden SSID)

1. Right Click the Networking Icon



2. Open Network & Internet Settings
3. Open network and sharing center.
4. Click 'Set up a new connection or network', then select 'Manually connect to a wireless network'



5. Click Next

6. Enter your SSID (Network Name), Security type and security key. Select 'start this connection automatically', and 'Connect even if the network is not broadcasting'.

Enter information for the wireless network you want to add

Network name:

Security type:

Encryption type:

Security Key:   Hide characters

Start this connection automatically

Connect even if the network is not broadcasting

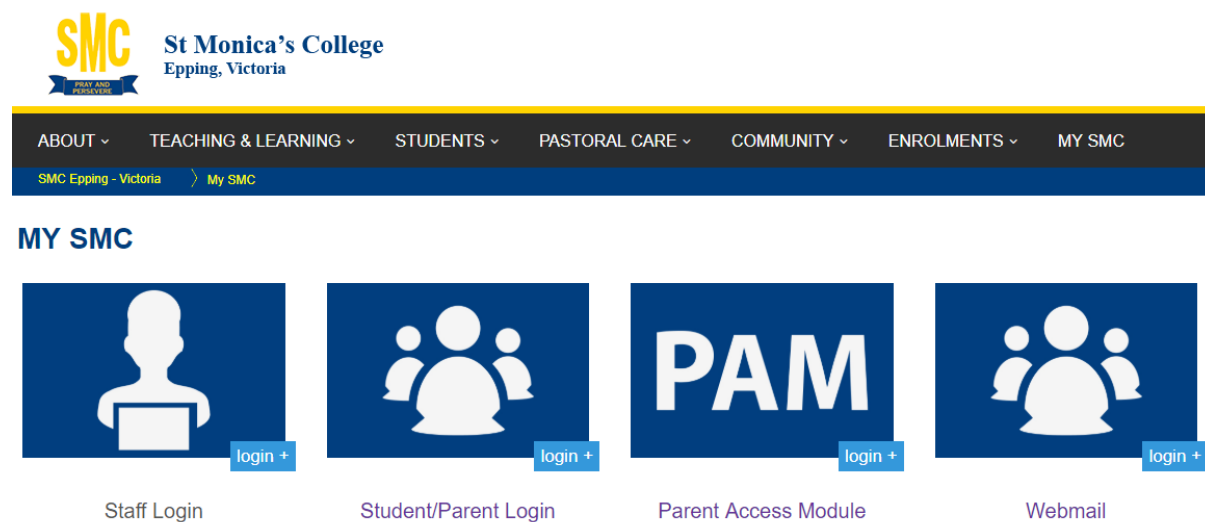
Warning: If you select this option, your computer's privacy might be at risk.

7. Click next and finish.



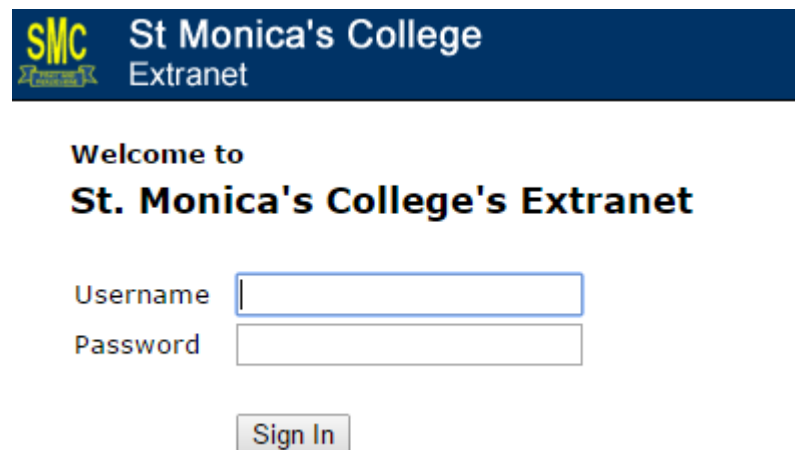
## Accessing the College Extranet

1. In your web browser, go to <http://www.stmonicas-epping.com>
2. In the upper right corner, select 'MY SMC'
3. Select Student/Parent Login.



The screenshot shows the St Monica's College website. At the top left is the SMC logo with the motto 'PRAY AND PERSEVERE'. To its right is the text 'St Monica's College Epping, Victoria'. Below this is a dark blue navigation bar with white text and dropdown arrows for 'ABOUT', 'TEACHING & LEARNING', 'STUDENTS', 'PASTORAL CARE', 'COMMUNITY', 'ENROLMENTS', and 'MY SMC'. Underneath the navigation bar, there is a breadcrumb trail: 'SMC Epping - Victoria > My SMC'. Below the breadcrumb is the heading 'MY SMC'. Underneath this heading are four blue square buttons, each with a white icon and a 'login +' button in the bottom right corner. From left to right, the buttons are: 'Staff Login' (icon of a person at a laptop), 'Student/Parent Login' (icon of three people), 'Parent Access Module' (icon with the letters 'PAM'), and 'Webmail' (icon of three people).

4. Enter your school login credentials.



The screenshot shows the login page of the St Monica's College Extranet. At the top is a dark blue header with the SMC logo and the text 'St Monica's College Extranet'. Below the header, the text 'Welcome to St. Monica's College's Extranet' is displayed. Underneath, there are two input fields: 'Username' and 'Password'. Below the 'Password' field is a 'Sign In' button.

- 4. You will be directed to the student portal where you can access your College email, home drive and other resources.

The screenshot displays the St Monica's College website. At the top left is the SMC logo with the text "St Monica's College Epping, Victoria". To the right, it lists "SMC WEBSITE | CEVN | CEM | VASS | VCAA". A blue navigation bar contains links for "STAFF PORTAL", "STUDENT PORTAL", "LEARNING GATEWAY", "SIMON", "STYLE GUIDE", "CAREERS", "LIBRARY", "TIMETABLE", and "USEFUL LINKS". A dropdown menu is open, listing subjects: Commerce, Discovery, English, Educational Support, Humanities, Information Technology, Literacy, LOTE, Mathematics, Numeracy, Performing Arts, Personal Development, Health and Physical Education, Religious Education, Science, Technology, Values Education, VCAL, VCE and VET, Visual Arts, and Northern Football Academy. Below the navigation bar are two large images of the college building. The left image has the text "St Monica's C" overlaid. The right image has "istorical Repository" overlaid. At the bottom left is a graphic with the text "DO NOT be afraid" and a cross. At the bottom right, the text "dent Portal" is visible.

## Email Access from Home

1. If logged in via the extranet, and on the student portal page you can select “My Webmail”. Alternatively, you can access the following URL via the MY SMC page, or directly at this link: <https://webmail.stmonicas-epping.com>
2. When prompted for credentials, enter your school username and password.

### **Important Note:**

**If using Internet Explorer, put SMCII\ in front of your username. E.g. SMCII\smitjohn**

3. You should now be logged in to Outlook Web App and able to use the same functions as you can at school.

## Options for saving your data

Students have a few options when it comes to saving their work.

- OneDrive
- Google Drive
- External Storage (e.g. USB, Portable HDD)

At the College students have access to cloud storage using their Google accounts or Microsoft Accounts which are provided to all students. These accounts can be utilised both at school and at home with ease, and also from mobile devices.

Please see further in this booklet for set up guides on syncing data to your Notebook.

It is always good practice to have data backed up in two locations at any given time. The College is not responsible for looking after your data.

## Syncing Data

### What does it mean to sync?

Syncing is the process of using a program to connect to a cloud service (Google Drive, OneDrive, DropBox etc.) and keep a local copy of that information to a specific folder on your computer. Any changes you make in that folder will synchronize so that the changes and files in your folder are the same as the files online and vice versa.

### How much data can I upload on Cloud Storage?

You can upload as many files as you want as long as they don't exceed a maximum of 2GB per file. St Monica's College accounts have access to the following storage limits:

**OneDrive:** 1 terabyte

**Google Drive:** unlimited storage

*Please keep in mind that school supplied laptops only have a small amount of storage available. Syncing will take up available storage on your laptop so do not sync everything you upload – choose only the most important folders/files.*

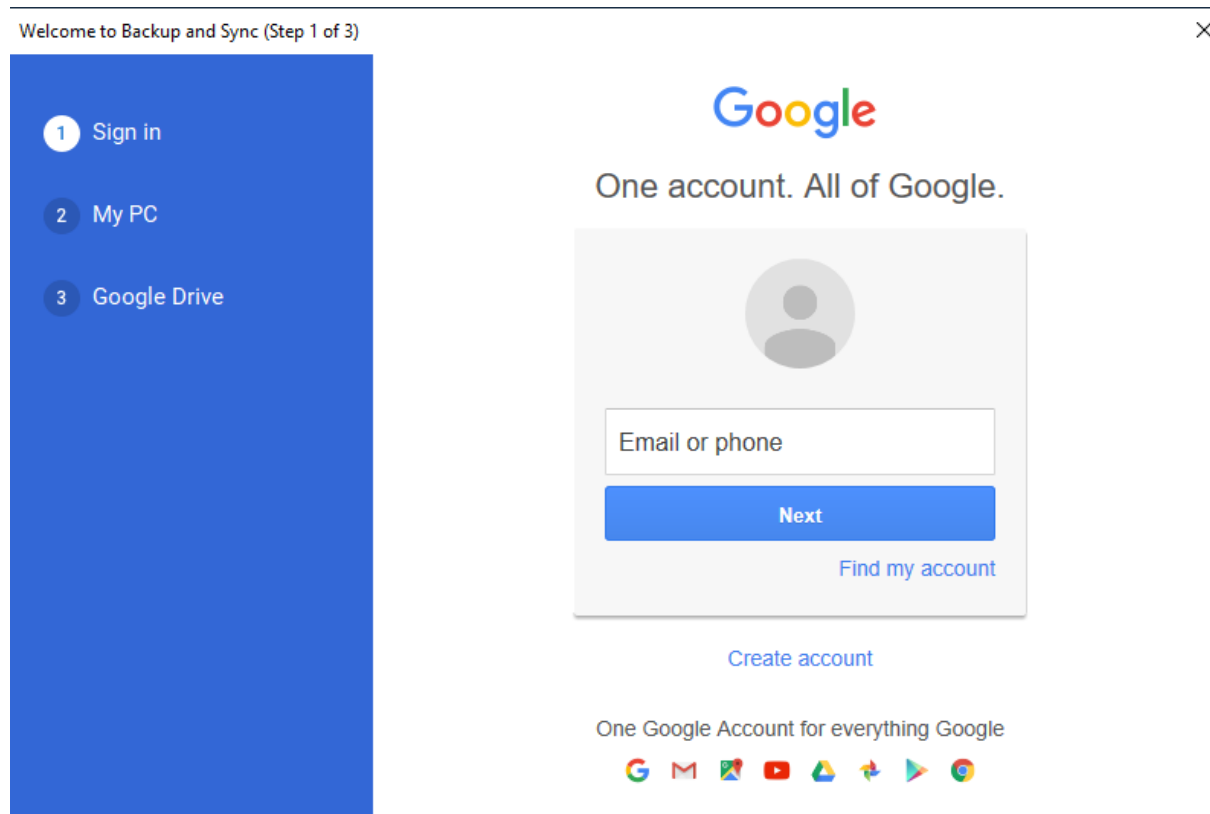
### What should I choose to sync?

It is of the utmost importance that you only sync folders and files that are directly related to school work. Students need to be aware that syncing non-school related material such as personal videos and music collections will take up space unnecessarily and can cause your computer to crash.

## Using the Google Drive Desktop App

The Google Drive Desktop App is available on your Notebook. It is called 'Google Drive Backup & Sync'. Follow these steps to configure it for use:

1. Go in to your Start Menu and click on "Backup and Sync from Google"
2. Sign in to Google Drive using your St Monica's email address.  
(username@stmonicas-epping.com)



3. Once signed in to Google Drive, configure which folders you would like automatically backed up. Then on the next page configure the syncing option for the Google Drive folder.




Welcome to Backup and Sync (Step 2 of 3)

×

- Sign in
- 2** My PC
- 3 Google Drive

### My PC

Choose folders to continuously back up to Google Drive

<input checked="" type="checkbox"/>	 Desktop	6 KB
<input checked="" type="checkbox"/>	 Documents	1 KB
<input checked="" type="checkbox"/>	 Pictures	0 MB

[CHOOSE FOLDER](#) Backing up all files and folders [Change](#)

[Learn more](#) about photo and video uploads

#### Photo and video upload size [Learn more](#)

- High quality  
Great visual quality at reduced file size
- Original quality  
Full resolution that counts against your quota

#### Google Photos [Learn more](#)

- Upload photos and videos to Google Photos  
Check your [Photos settings](#) to see which items from Google Drive are shown in Google Photos

Welcome to Backup and Sync (Step 3 of 3)

×

- Sign in
- My PC
- 3** Google Drive

### Google Drive [Learn more](#)

- Sync My Drive to this computer

Folder location: C:\Users\test2016\Google Drive

[Change...](#)

- Sync everything in My Drive (680 KB)
- Sync only these folders (680 KB selected)...


[BACK](#)

[START](#)

4. You could choose to sync only specific Google Drive folders to the computer. This is useful, as it will prevent your hard drive from filling up with data that you may still want to keep on the Google Cloud but not necessarily take up space on the computer. A good practice may be to create a folder for the year for example a folder called “2019” and sync it and all subfolders and leave other folders unsynchronized.
5. Apply the changes and sync your Google Drive.

To change these syncing options after this initial set up you can get back in to the options menu by navigating to your system tray and right clicking on the Google Drive backup and sync program and selecting “Preferences” in the settings menu.

You can now save files to this folder, which will also show up as a quick access item in the File Explorer and these items will automatically sync and save onto your Google Drive when connected to the internet.

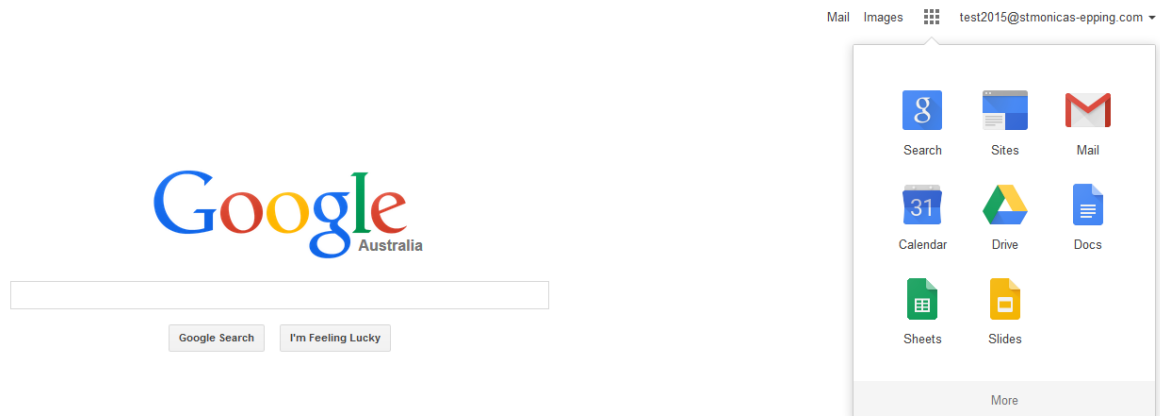
Name	Date modified	Type	Size
 2016	21/06/2016 12:06 ...	File folder	

You will see a green tick if the item has synchronized correctly.



## Using the Google Drive Web App

1. Head to <http://www.google.com.au>
2. Click 'Sign In' in the upper right hand corner.
3. Sign in to your St Monica's College Google Account
4. In the apps menu – click Drive



5. If asked to download the desktop app – select “No” as it is already installed on the machine.

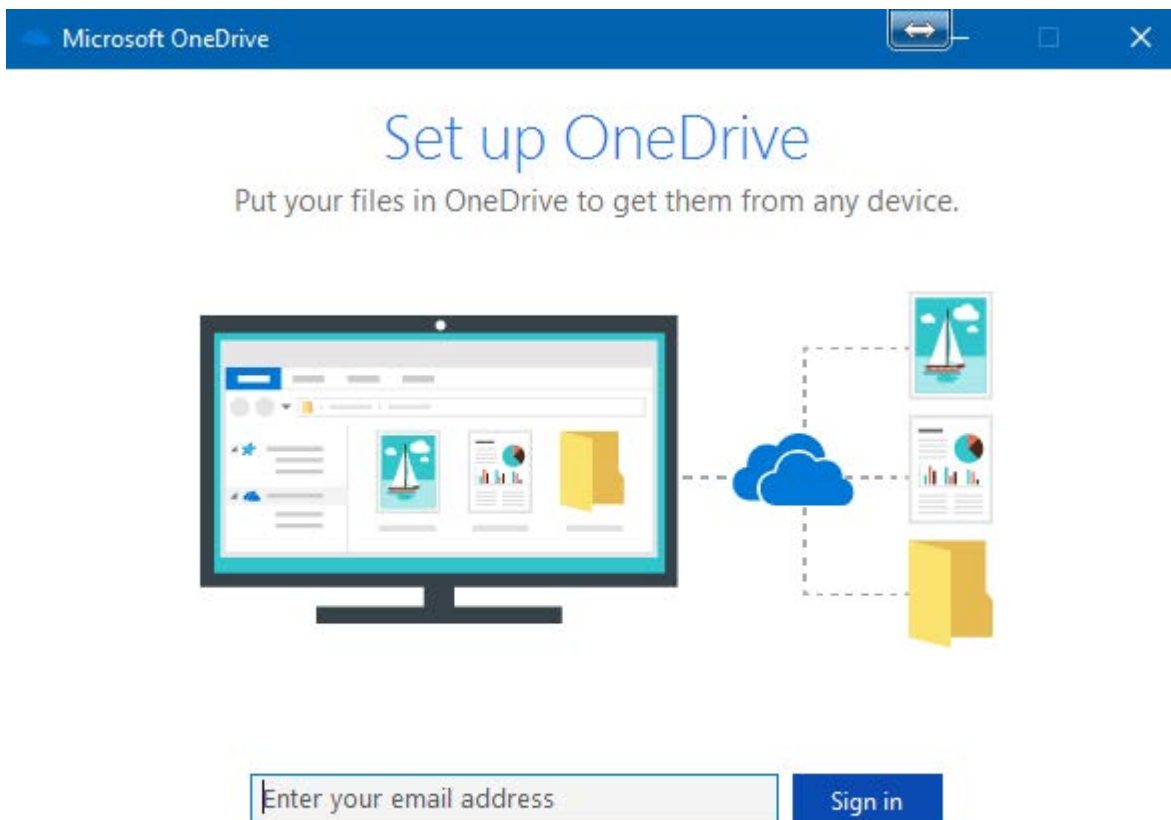
6. Once signed in you can view your files and create new folders, or upload folders and documents. You can see folders/files that others have shared with you under “Shared with Me” or “Incoming”.

The image shows the Google Drive web interface. At the top left is the Google Drive logo. To its right is a search bar labeled "Search Drive". Below the logo is a "New" button with a plus sign icon. A vertical navigation menu on the left includes "My Drive" (highlighted), "Shared with me", "Recent", "Starred", and "Trash". Below this menu is a "Storage" section showing "6.3 KB used". On the right side, there is a "My Drive" dropdown menu, a "Quick Access" section with a blue promotional banner that says "Find just what you need" and "Get timely suggestions throughout your day with Quick Access", and a "Folders" section containing a single folder named "Classroom".

## Using the OneDrive Desktop App

The OneDrive Desktop App is available on your Notebook. Follow these steps to configure it for use:

1. Go in to your Start Menu and click on “OneDrive”
  - a. Please note – do not use “OneDrive for Business”
2. Sign in to OneDrive using your St Monica's email address.  
(username@stmonicas-epping.com)



- The application may bring up a window asking which version of OneDrive to sign in to. The options are personal or work/school. If so, select work or school account.



- Sign in using your username and password (not email address).



**St Moni**  
Epping, Vic

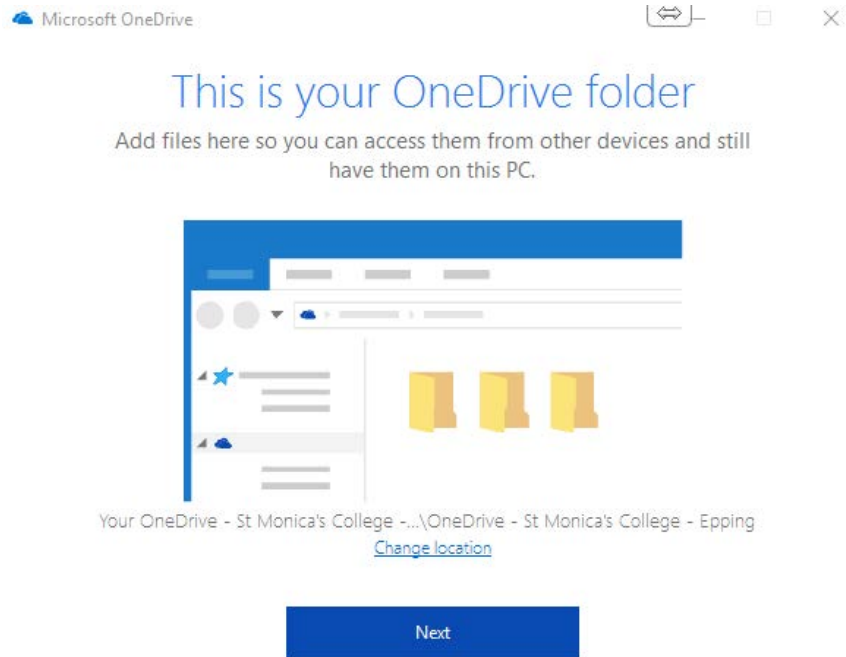
### Please Sign In

Type your username (smcii\username) and password.

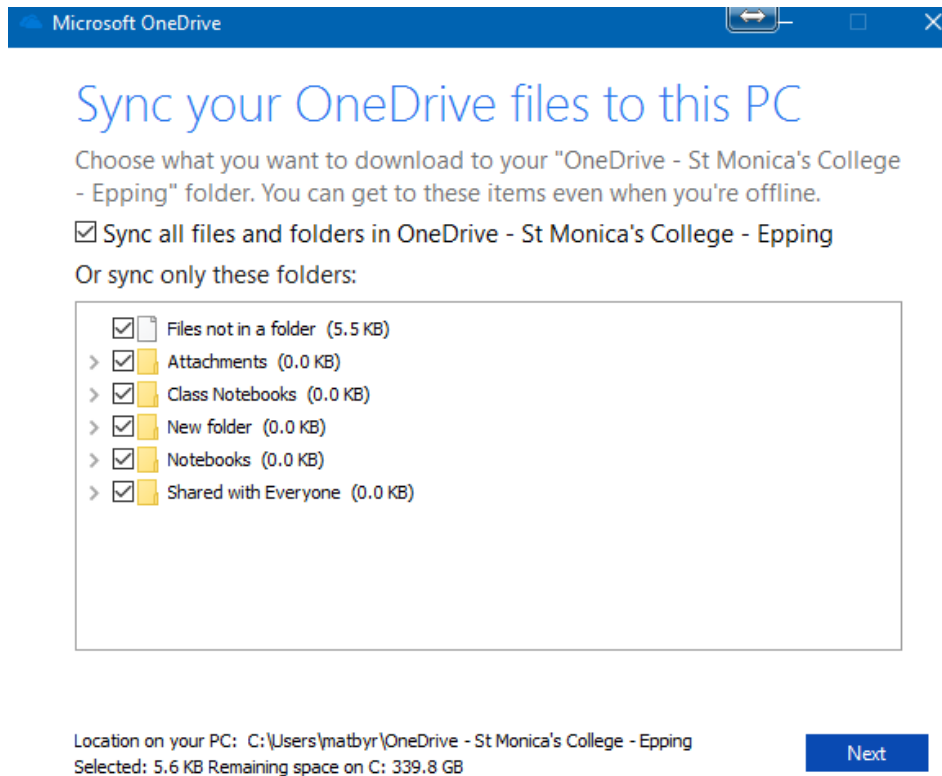
Username:

Password:

4. You should keep the default folder location and select next unless you wish to change your OneDrive default location. (See screenshot below)
- 5.

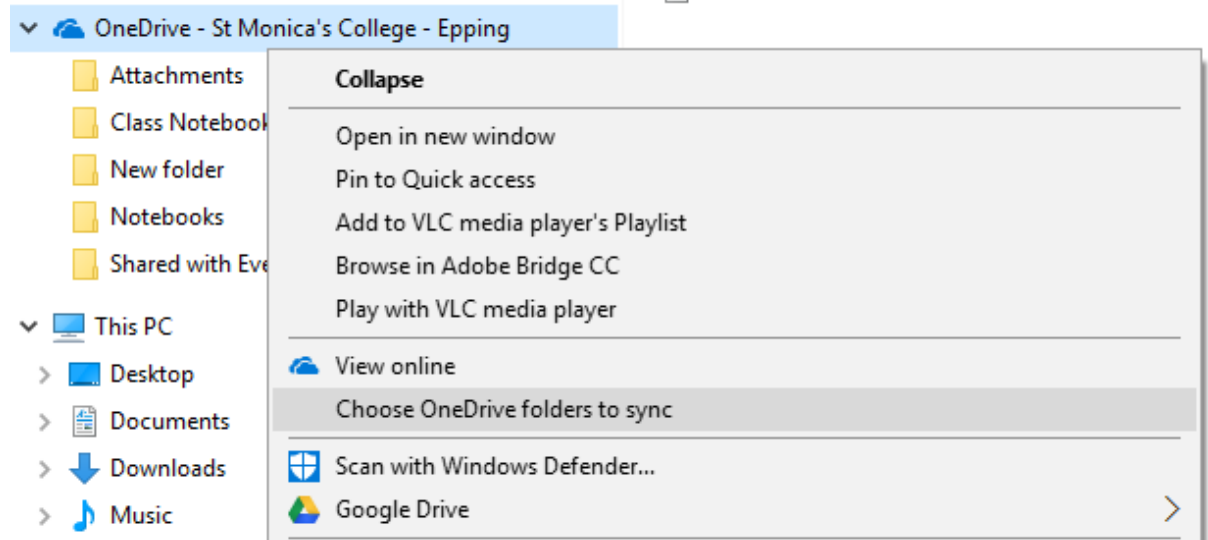


6. Select to sync only specific folders to the computer. This is useful, as it will prevent your hard drive from filling up with data that you may still want to keep on the OneDrive Cloud but not necessarily take up space on the computer. A good practice may be to create a folder for the year for example a folder called "2017" and synchronize it and all subfolders and leave other folders unsynchronized.



## 7. Select next and sync your OneDrive.

To change these syncing options after this initial set up you can get back in to it by navigating to OneDrive in File Explorer, right clicking on the OneDrive icon and selecting "Choose OneDrive folders to sync" in the menu.



You can now save files in to OneDrive, which will also show up as a quick access item in the File Explorer and these items will automatically sync and save onto your OneDrive when connected to the internet.

## Using the OneDrive Web App

1. Head to <http://portal.office.com/>
2. Sign in to OneDrive/Office365 using your St Monica's email address. ([username@stmonicas-epping.com](mailto:username@stmonicas-epping.com))



### Sign in

No account? [Create one!](#)

[Can't access your account?](#)

Next

- When selecting the password field it will redirect (see screenshots below).



Taking you to your  
organization's sign-in page

Cancel

- Enter your logon credentials.

**SMC**  
PRAY AND PERSEVERE

**St Monica's College**  
Epping, Victoria

Please Sign In

Type your username (smcii\username) and password.

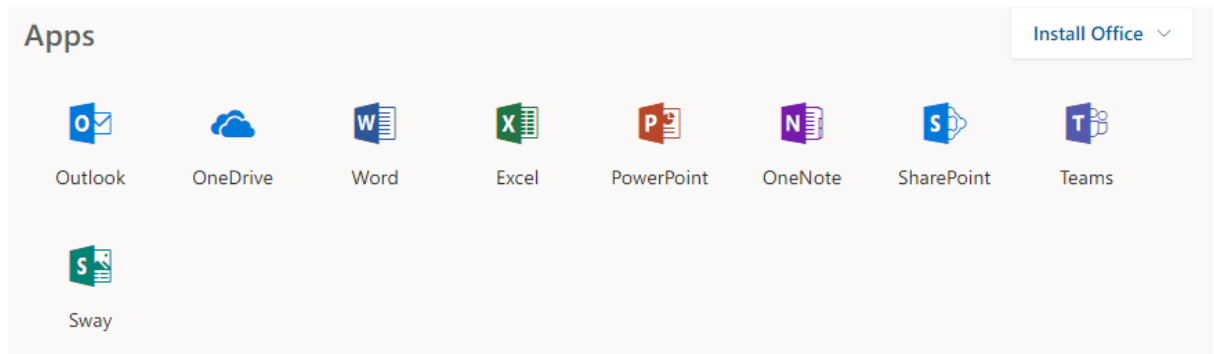
Username:

Password:

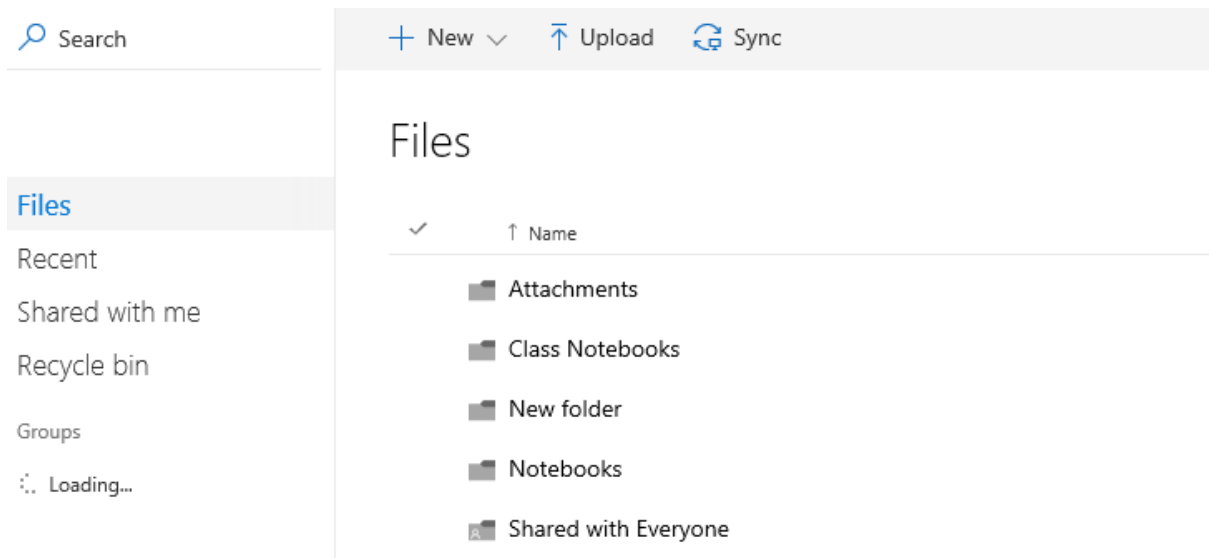
**Sign In**

- Select OneDrive from the list of apps.





6. Once signed in you can view your files and create new folders, or upload folders and documents. You can see folders/files that others have shared with you under “Shared with Me”.



## Technical Support Information

Students are able to drop in their Notebooks for technical support at the following locations:

### **Dalton Road Campus**

Room D83 ICT Office (Near Year 8 Level Leaders Office)

Times: 8:10 - 8:50am, 11:20 – 11:40am, 1:13 - 1:57 pm

### **Davisson Street Campus**

The Beehive (R30)

A service desk ticket will be generated and the Notebook will be repaired as promptly as possible.

Once repaired students will be notified in the following manner:

### **Dalton Road Campus**

Students will be called to Campus Reception to come and collect their Notebook or their Homeroom Teacher may return it to them.

### **Davisson Street Campus**

Teachers will be emailed upon repair of the Notebook and will notify the student to come and collect it from The Beehive.