Directions for District Devices

iPads

Chromebooks

HP Streams

Call the HELP Desk 803.533.7981 or email helpdesk@ocsdsc.org if the device is not performing according to the steps.
Directions for iPad Users

How to access district applications on the iPad?

Call the HELP Desk 803.533.7981 or email helpdesk@ocsdsc.org if the device is not performing according to the steps.
How to connect iPad to WiFi?

Step 1: From your Home screen, go to Settings

Step 2: Turn on Wi-Fi. Your device will automatically search for available Wi-Fi networks.

Step 3: Tap the name of the Wi-Fi network that you want to join.
How to connect iPad to Wifi?

Your iPad will automatically look for available networks and show them in a list.

Central and West
Click on Students
No password is needed

East
Click on Students
Password is
gOG@t0rS!

(Note password is case sensitive – 1st O is a letter, 2nd 0 is zero)
Clever

Step 1 – Click on Clever icon

- Clever would like to access the camera
  - Click on Yes
  - Scan student badge

After scanning the badge you will see the Clever dashboard
Clever

Office 365

- Step 1: Click on Office 365
- Step 2: Login - Student Email Address
  - Username (already populated in box)
  - Password: Network Password

Screen will cycle multiple times
Remove populated password and type in network password...
Clever

- Office 365
  - Step 3: After signing in, choose Yes

Students will need to login in one time with their network credentials
Clever

● Teams

○ Step 1: Press home button on iPad
○ Step 2: Teams – Click on Teams app on iPad desktop (not inside Office 365)
○ Step 3: Login with Student Email Address
○ Step 4: Click on Sign in
○ Step 5: Network Password

Students will need to login in one time with their network credentials
Clever

- Teams: Steps 5 – 8 might not appear
  - Step 5: "Teams" Would Like to Send Notifications
    - Click Allow
  - Step 6: "Teams" Would Like to Access the Microphone
    - Click OK
  - Step 7: Click Next two times located at bottom of screen
  - Step 8: Click Got it

You will only receive notification pop ups the first time you login on the device
This is how Teams will look after signing in:
Clever
How to access various instructional applications

• Step 1: Once you have signed into Clever, you can go back to the Clever dashboard by clicking the home button two times quickly.

After clicking the home button two times this is what you will see.

Step 2: Tap one time on the Safari picture that shows the Clever dashboard.
Clever

This is your Clever dashboard. You can tap on the icons to access the applications.

You can always go back to your Clever dashboard by scanning your badge.
Clever

Instructional Applications (one click access)

● Pathblazer
● Tap on Pathblazer icon

This is what you will see:

○ To return to your Clever dashboard tap the back arrow

Logout when finished
Clever

Instructional Applications (one click access)

- Great Minds
- Tap on Great Minds icon

- This is what you will see:
Clever

Instructional Applications (one click access)

- SeeSaw
Directions for Chromebook Users

How to access district applications on the Chromebook?

Call the HELP Desk 803.533.7981 or email helpdesk@ocsdsc.org if the device is not performing according to the steps.
How to Remove an Account

- On the **Chromebook** sign-in screen, select the **profile** you want to **remove**.
- Next to the **profile** name, select the Down arrow.
- Select **Remove** this user.
- In the box that appears, select **Remove** this user.
How to Add an Account

- If you're signed in to your Chromebook, sign out.
- On the bottom, click Add person.
- Enter the Account email address and password, then click Next.
- Follow the steps that appear.
Google Sign In

- When logging into Google for the first time you will view the screens below
How to connect Chromebook to Wifi?

Step 1:
Turn on Wi-Fi at the bottom right next to the battery and time icon.

Step 2:
Select Not Connected. Your Chromebook will automatically look for available networks and show them in a list.

Note: If you see your Wi-Fi network name and a signal strength, your Chromebook is already connected to Wi-Fi.
How to connect Chromebook to Wifi?

Your Chromebook will automatically look for available networks and show them in a list.

Central and West
Click on Students
No password is needed

East
Click on Students
Password is
gOG@t0rS!

(Note password is case sensitive – 1st O is a letter, 2nd 0 is zero)
Step 1: Double Click on Chrome Browser

- Step 2: Click on Extensions icon, top right of browser window
  
  ■ Note – If blue Clever icon is present skip to Step 4

- Step 3: Click on Clever pin

- Step 4: Click on blue C (Clever)
Clever

Clever login continued

○ Step 5: Search for your school

School Name

(Must have Orangeburg County School District)

○ Step 6: Press the enter key after you have located your school and district

Example
Clever login continued

- Step 6: Click Students Login with Google

Note: You should be instantly signed into Clever. If not, refresh by clicking the blue Clever icon.
Step 1: After logging into Clever click on District Applications.
Clever
Office 365

- Step 1: Click on Office 365 icon
  Screen will cycle multiple times

- Step 2: Login - Student Email Address
  - Username (already populated in box)
  - Password: Network Password

- Step 3: Remove populated password and type in network password

- Step 4: Click Update & Log in
  Screen will cycle multiple times

Students will need to login in one time with their network credentials
Step 3: After signing in, click Yes

Stay signed in?
Do this to reduce the number of times you are asked to sign in.

- Don't show this again

No  Yes

Students will need to login in one time with their network credentials
Office 365

- Dashboard

Once logged into Office 365, you can access **Outlook** (email) and **Teams** (virtual meetings)

Click "X" to close welcome screen when it appears
Step 1: Click on Teams in your Office 365 dashboard

This is what you will see
Clever

Canvas

- **Step 1: Click on Clever icon**
  - Login – Student Email Address
  - Password: 10 digit State Student ID
    - (Look on Suns ID Barcode label for this number)

Click on Clever icon to return to Clever dashboard

Students will need to login in one time with their Canvas login credentials
Clever

Instructional Applications (one click access)

Step 1: Click on Clever icon

Step 2: Click on Great Minds icon

- Great Minds

- This is what you will see:
Clever

Instructional Applications (one click access)

- Edgenuity – Grades 3-5

This is what you will see:

Logout when finished
Clever
Instructional Applications (one click access)
- Edgenuity - Grades 6 – 8 MyPath/Courseware

This is what you will see:

Sign-out when finished
Directions for HP Stream Users

How to access district applications on the HP Stream?

Call the HELP Desk 803.533.7981 or email helpdesk@ocsdsc.org if the device is not performing according to the steps.
How to Sign-in to HP Stream

Type student email address

Type network password

Click the arrow to sign-in
How to connect HP Stream to Wifi?

Step 1:
Turn on **Wi-Fi** at the bottom right.

Step 2:
Your **HP Stream** will automatically look for available networks and show them in a list. Once the network is found, click on the network name and type password if needed.

Note: If you see your **Wi-Fi** network name and a signal strength, your **HP Stream** is already **connected to Wi-Fi**.

_____ ____________

**Central and West**
Click on Students
No password is needed *(Note password is case sensitive – 1st O is a letter, 2nd 0 is zero)*
Clever

Step 1: Install Chrome extension
○ Open Chrome browser
○ Step 2: Click on 3 dots at top right corner
○ Step 3: Click More tools
○ Step 4: Click Extensions
Clever

○ Step 5: Click on Extensions far left corner
○ Step 6: Click on open Chrome Web Store - bottom left corner
○ Step 7: Search Clever
○ Step 8: Click Add to Chrome
○ Step 9: Click Add extension
Step 9: Click Extensions icon

- NOTE: May not appear on all HP Streams – go to step 11

Step 10: Click pin beside Clever

Step 11: Click on blue Clever icon at top right corner of browser
Clever login steps

○ Step 1: Search for your school

School Name
(Must have Orangeburg County School District)

Example
Clever login continued

- Step 6: Click Students Login with Google

If prompted...
Enter district email address and click Next

Enter password and click Next

Click Never as the option in Save Password pop up window

Click Accept to enter New Account
Step 1: After logging into Clever, click on District Applications
Clever

Office 365

● Step 1: Click on Office 365 icon
  ○ Screen will cycle multiple times

● Step 2: Welcome to Office – Click Sign In

Students will need to login in one time with their network credentials.
Office 365

- **Step 3:** Click the back arrow on the Enter password screen

- **Step 4:** Login with Email (already populated in box)
  - Click Next

- **Step 5:** Enter Network Password
  - Click Sign in

Students will need to login in one time with their network credentials.
Clever

Office 365

- Step 6: Click Don't Show this again

- Step 7: Click Yes

Students will need to login in one time with their network credentials.
Clever Office 365

- Dashboard

- Once logged into Office 365, you can access Outlook (email) and Teams (virtual meetings)
Teams

- Step 1: Click on Teams on your Office 365 dashboard
- This is what you will see
Clever

Canvas

- Step 1: Click on Canvas icon
  - Login – Student Email Address
  - Password: 10 digit State Student ID
    - (Look on Suns ID Barcode label for this number)

Click on Clever icon to return to Clever dashboard

Students will need to login in one time with their Canvas login credentials
Clever

Instructional Applications (one click access)

- Edgenuity Courseware

- This is what you will see: