



GETTING YOUR APPS READY



CPSB COMPUTER LOG IN

Let's refresh your memory on your computer log in because we will need this several times when setting apps up. There are two different guidelines used for passwords. If you do not remember yours, you can test each one by trying to sign into your Launchpad (launch.cpsb.org).

Username: (lower case first name initial) + (lower case last name initial) + (School ID number)

Password:

(Capital letter first name initial)+(lower case middle name initial)+(lower case last name initial)+(School ID number) + . (period)

OR

(Capital letter first name initial) + (lower case last name initial) + !? + (last 4 digits of school ID number)

Example: Sarah Nicole Allen ID: 1234567

Username: sa1234567

Password: Sna1234567. OR Sa!?4567

*This username and password will work for your Computer Log In at school, your Launchpad (launchpad.cpsb.org), and Blackboard.



EMAIL

Did you realize you have a student email?? You can access it through your Launchpad or your Microsoft Outlook app. Below is how you know your email address. You will need to know this to set up your Microsoft Outlook app (Password will be the same as your computer log in).

Email: (CPSB Username; found above) + @cpsb.org

Example: sa1234567@cpsb.org

NOW THAT WE KNOW YOUR COMPUTER LOG IN AND YOUR EMAIL, WE CAN START SETTING UP YOUR APPS.



MICROSOFT OUTLOOK

1. Download Microsoft Outlook app
2. Enter your full email address (with the @cpsb.org part)
3. Enter your computer log in password
4. When asked if you want to add another account, select "Not Now"
5. Now you have a quick and easy way to check your emails and email your teachers as needed. Note:
This is the only way teachers can communicate with you, the student.



EDPUZZLE

1. Download app.
2. Check for an email from me with your Edpuzzle username and password. If you have not received an email from me yet, you will need to set this up later. See below on how to check email.
3. Click "Log in with Edpuzzle"
4. Enter your username and password I sent you in an email.

Edpuzzle is where you will go to watch all my video lessons. It will not let you fast forward through a lesson. I will ask you questions at different points throughout the video. It will send me a report of how much of my video you watched and how well you answered the questions. Try the sample lesson I assigned...it's a silly one. Note: The answers on the practice video says they are wrong so do not worry about your grade for the Practice video.



MICROSOFT ONEDRIVE, WORD, EXCEL, & ONENOTE

1. Download the apps
2. Once app is downloaded, open one of the apps.
3. It will ask you to sign in. Sign in using your email address and password.
4. Repeat this process for each app.

OneDrive: OneDrive is like an online jumpdrive...but bigger and in the cloud. It's an easy place to save all your work for school and find it quickly. This OneDrive will stay with you until you GRADUATE high school!!! So, it might be smart to create folders labeled for each class you may use it for. Example: Algebra 20-21.

Word & Excel: I will be sending you documents that will need these programs to access them. Like your Calendar will be in Excel.

OneNote: OneNote is like a digital binder. But the best part, I put the binder together for you. You will be utilizing your OneNote binder daily for me. I can digitally pass papers to you, you would complete the assignment, and then turn it back into me all from OneNote. It also will have many useful resources you will want to access to complete work. You will not see this binder until I have added you to it on my end.



CPSB LAUNCHPAD

1. Download app.
2. Open app and log in using your Computer Log In and Password



BLACKBOARD

1. Download app.
2. Sign in using your Computer Sign In and Password.
3. You will only see courses your teachers have you enrolled in. If you do not see a class listed, either the teacher hasn't added you yet or she will not be using Blackboard in that way.

Blackboard will be used this year for virtual meetings on Fridays for any help you may need. I find it easier to use blackboard on an actual computer. If you plan on participating in a Friday meeting, you may consider downloading Blackboard Collaborate app to use from phone. Note: I have not tested how well the phone Blackboard Collaborate app works yet.

I KNOW IT'S A LOT OF APPS...BUT I FEEL LIKE IT WILL MAKE LIFE EASIER THIS YEAR IF YOU ARE USING YOUR PHONE / IPAD TO WORK ON SCHOOL WORK. BELOW IS A PICTURE OF HOW I PUT ALL MY APPS IN ONE "SCHOOL" FOLDER ON MY PHONE.

