

Laptop Orientation Step Sheet:

- Watch GMSD Blended Learning Orientation Video
- Learn how to find, open, and pin apps to the dock.
- Advised to use Chrome rather than Safari
- Bookmark all regularly used sites on Chrome so they are easy to access (Gmsd.schoology.com, outlook.office.com, Skyward, Office365.com, GMSD Symbaloo, OneDrive)
- Help new student log in to Office365/Schoology (same login information) and Skyward.
- Learn how to reset own Skyward password.
- Learn to always go to gmsd.schoology.com, not schoology.com
- Learn how to navigate Schoology and find courses and calendar.
- Learn how to navigate Skyward to find grades.
- Add Word, PowerPoint, Outlook, etc. to dock and show how to save to OneDrive.