



Student/Parent
TECHNOLOGY
Handbook
2020-2021

Index

<u>HFS Chromebook Usage & Care</u>	<u>3</u>
<u>Gmail Accounts for HFS Students</u>	<u>4</u>
<u>Google Classroom</u>	<u>5</u>
<u>Google Meet</u>	<u>6</u>
<u>Other General Login Tips</u>	<u>8</u>
<u>DyKnow</u>	<u>9</u>
<u>Assignments</u>	<u>10</u>
<u>Email Expectations</u>	<u>11</u>
<u>How to Take a Good Assignment Photo</u>	<u>12</u>
<u>Chromebook Comparison to Other Computers</u>	<u>13</u>
<u>The Parents' Guide to Google Classroom</u>	<u>14-30</u>
<u>Need Assistance</u>	<u>31</u>

HFS Chromebook Usage & Care

If your child will be using a school issued chromebook, he/she must take proper care of it.

This includes:

- Reporting damage to the school office immediately
- Signing a User Technology Agreement by both the user and parent
- Cleaning with only 70% alcohol and paper towel - do not use baby wipes or clorox/lysol wipes or any type of disinfecting spray (These items will damage the chromebook.)
- Refraining from eating or drinking while using the chromebook

HFS Technology User Agreement -

<https://docs.google.com/document/d/14uOiALFWBKhyN5O56xDYo1n8CVwLBjdI7edSqDh4D1g/edit?usp=sharing>



Gmail Accounts for HFS Students

Gmail Accounts are created for every student when he/she is enrolled at Holy Family School. Your child's Gmail Username will remain active until 8th Grade.

Your child's Gmail Username will look like this sample:

Username: `cbuell2029@hfsgb.org`

Password - [REDACTED] (Please check with your child's teacher to obtain password.)

We follow this formula in creating accounts: 1st initial of first name followed by full last name, year of HFS graduation and @hfsgb.org. Grades 4-8 will be instructed to create their own password, which will be recorded and kept by the classroom teacher. For any further password issues, please contact Ms. Gonzalez at mgonzalez@hfsgb.org.

The first month or so during Technology Class the students will be practicing how to login to their Gmail accounts. It would be really helpful if you or an older sibling could help your kindergartener to practice logging on. Any practice will be truly appreciated!!



Google Classroom

Preschool

- Teachers placed students in virtual classrooms.

Grades K-3

- Login to your child's gmail account (see Slide 5) and accept invitation to each Google Classroom sent from teacher.

6B Extra Student <6bextrastudent@hfs.gb.org>

to me ▾



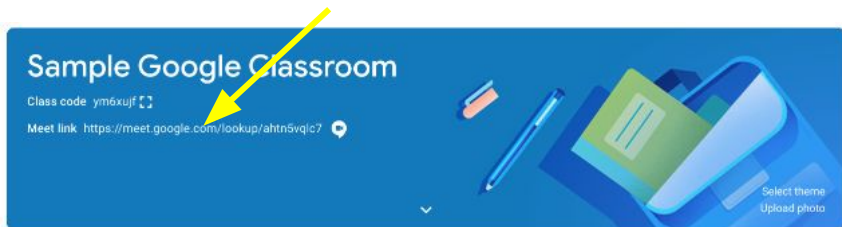
Grades 4-8

- eLearners will login to hfs gmail account and accept invitation to each Google Classroom.
- Hybrid/in-person learners will login during class time.

Google Meet (Real time meeting platform)

Preschool - Grade 4

- Link to Meet is located on Google Homeroom Class Banner. (see photo below)



Grades 5-8

- Link to Meet is located on each subject area classroom banner.

Troubleshooting Google Meet

FAQ if you are unable to get into your *Google Meet*:

Do you see your child's profile icon (circle)  in the upper right hand corner?

- Sign yourself out of your *Google* account. Then, sign into your *CHILD's HFS Google* account.

Do you have multiple tabs opened?

- Close out from all other tabs.

Are you being asked for a code?

- A code is not required for *Google Meet*. Are you on *Google Duo*?

Other General Login Tips

Accelerated Reader (AR)



- Copy and Paste URL: <https://global-zone53.renaissance-go.com/welcomeportal/3282664> (This link includes Holy Family's specific code.)
- Choose "I'm a Student."
- Student logs in. Username = first initial + first four letters of your last name (no spaces)
- *some students may have a number after his/her name
Password = ABC (May change for older students)

PASS



- Copy and Paste URL: launchpad.classlink.com/hfcs OR students may use their "Quick card" to login as well.
- Username: 5 digit number (unique to each student); a copy with this information will be sent home.
- Password = HFCS-xxxx (x indicates birthday month and day of student)



Purpose: a productivity tool that enables the teacher to assist a student in using online time effectively and efficiently during school hours (7:30am - 2:40pm)

- All school owned devices have DyKnow installed.
- We ask this tool to be installed on personal devices if used at school by school personnel. DyKnow will not be active outside of school hours (7:30am - 2:40pm) or on weekends/days off from school.

*Due to the new cleaning guidelines, each student (Grades 4-8) need their own device. There is a chromebook shortage. (Holy Family's order is due to arrive in December.) Distribution to families who are using personal devices will have an opportunity to swap out and use HFS devices. DyKnow will be removed from personal devices at this time.

Assignments

- Access "Classwork" tab in Google Classroom to find and "TURN IN" your work.

Stream

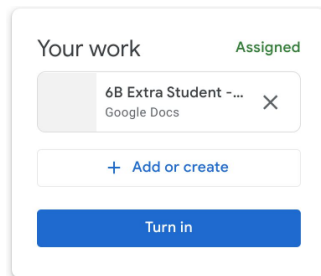
Classwork

People

Grades

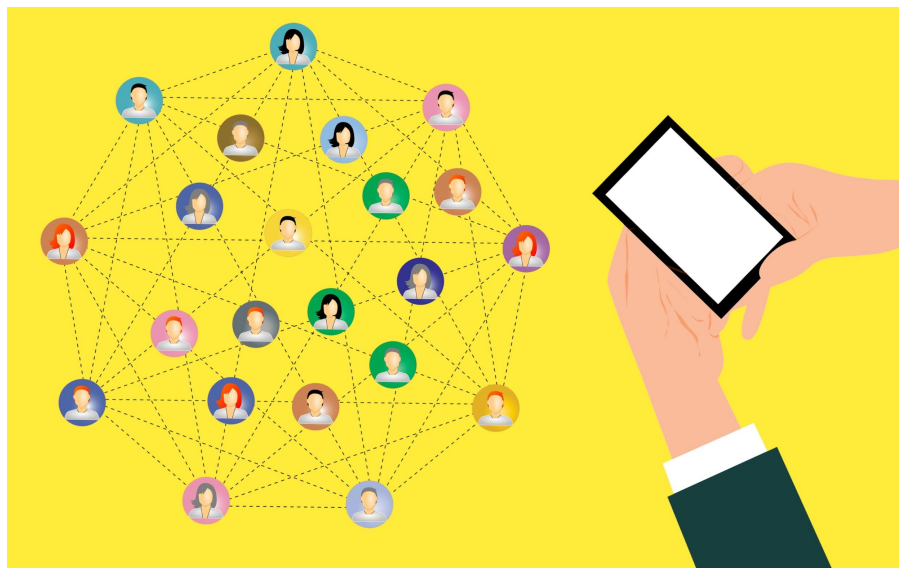
VERIFICATION OF COMPLETED WORK

- Requires parent/student to open the assignment in the "Classwork" tab. Please do not rely on the "View Your Work" tab. (This tab only indicates a student pressed the "TURN IN" button but does not confirm assignment completion.)



Email Expectations

- Check your email at the beginning and end of each school day.
- Please respond to a teacher's email within 24 hours.





How to Take a Good Assignment Photo

- Best done with a phone camera
- Good lighting
- Centered
- Focussed
- Review photo (Retake if necessary)



STEPS


1. Take clear photo with your phone.
2. Add photo to Google Drive. **Note: Make certain to download the Google Drive app to your phone*
3. For Apple phones: Press Share File button in the lower left corner 
For Android phones: Press the Share Icon 
 - a. Select Google Drive 
 - b. Return to Google Classroom and attach photo of assignment from your Google Drive.

Chromebook vs. other computer



Chromebooks function differently than Macs or PCs. Unlike a Mac or PC, Chromebook doesn't save on the actual device-- your "stuff" is saved on Google's cloud service. Any time you login to Chrome, your "stuff" is available from whatever device you choose.

To login to a Chromebook:

- Turn on/Open the device
- Type in your hfsgb.org password
- Press the Chrome icon  to access all your GSuite "stuff"
- *Special note: for the Google Classroom Guide below, Chromebook users can skip to the "Now You'll See" slide 19*



The Parents' Guide to Google Classroom

What is Google Classroom?

Think of Google Classroom (GC)
as your child's digital link to learning.

Teachers use GC to share assignments,
homework, newsletters, and much
more with students AND parents!

Getting Started



Your child was provided with a secure login and password that is unique to them.

Check with his/her teacher to obtain this private information OR ask them to add you as a parent via email!

Getting Started



1

Click on the Google
Chrome browser
icon.

Getting Started



2

Type www.google.com
into your web
address bar.

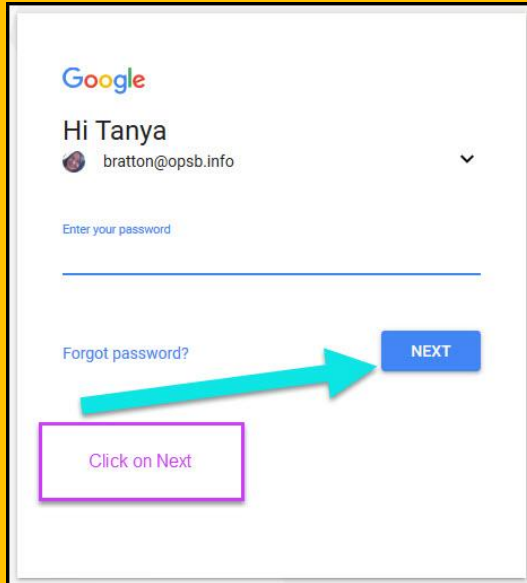
Getting Started



3

Click on **SIGN IN** in the upper right hand corner of the browser window.

Getting Started



Google

Hi Tanya
bratton@opsb.info

Enter your password

Forgot password?

NEXT

Click on Next

4 Type in your child's **Google Email address**
(firstinitiallastnameyearofHFSgraduation@hfsgb.org)
& click **"next."**

Getting Started

Google

Hi Tanya

bratton@opsb.info

Enter your password

[Forgot password?](#)

NEXT

Click on Next

5

Type in your
PASSWORD
& click "next."

NOW YOU'LL SEE

that you are signed in to
your Google Apps for
Education account!

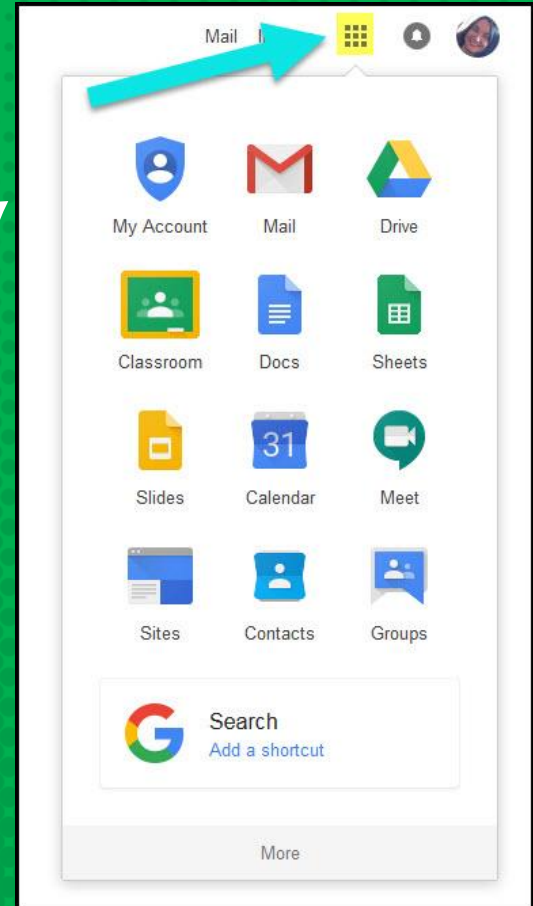
Mail Images



Google Account email:
firstinitiallastnameyearofHFSgraduation@hfs.gb.org

GOOGLE SUITE

Click on the 9 squares
(Waffle/Rubik's Cube) icon in the
top right hand corner to see
the Google Suite of Products!



GOOGLE ICONS TO RECOGNIZE:



CHROME



DOCS



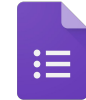
DRIVE



SLIDES



SHEETS



FORMS



CALENDAR



GMAIL



PHOTOS



MAPS



KEEP



CLASSROOM



MEET



NEWS



CONTACTS



MY ACCOUNT



YOUTUBE

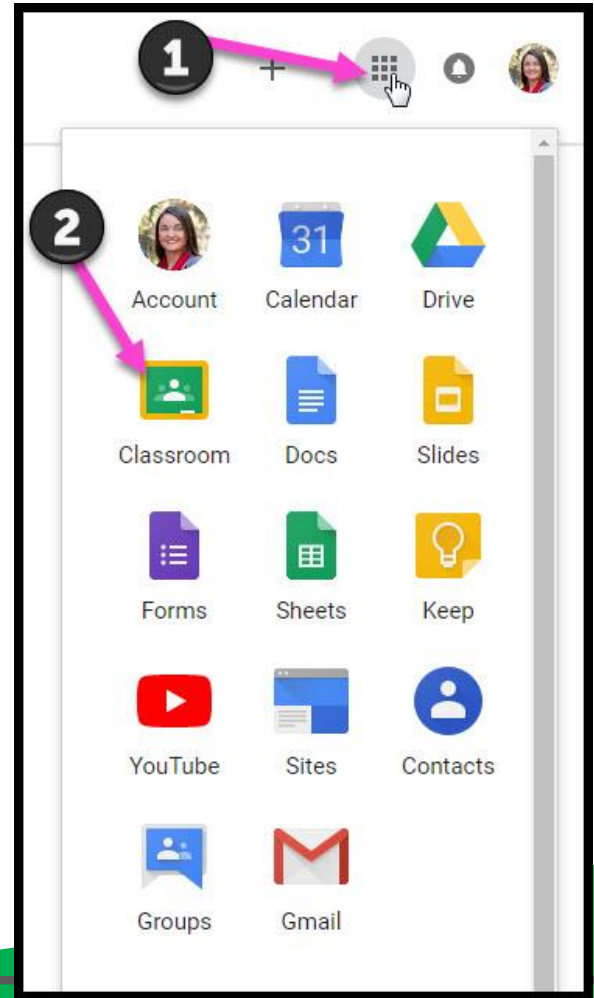


SITES

Navigating Classroom

1

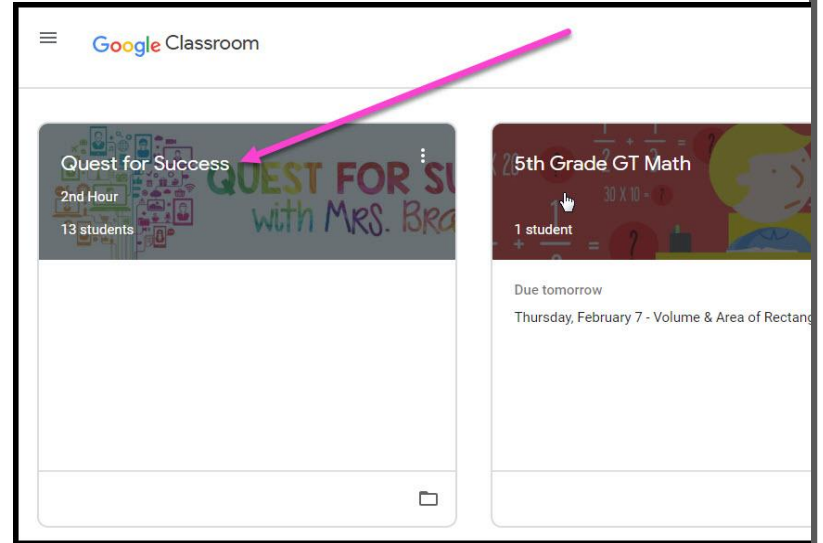
Click on the waffle button and then the [Google Classroom](#) icon.



Navigating Classroom

2

Click on the class you wish to view.





Navigating Classroom



3

Page tools
(Left side)

The screenshot shows the Classroom interface for a class named "3rd hour Science". The interface includes a top navigation bar with tabs for "Stream", "Classwork", and "People". A main header area displays the class name and a banner image of tools. Below this are sections for "Upcoming" assignments and a "Share something with your class..." area. A legend at the bottom explains the numbered callouts:

- 1 Menu of Classes
- 2 Current Class
- 3 Announcements Page
- 4 Assignments 
- 5 Teacher(s) & Classmates
- 6 Waffle Button (App Directory)
- 7 Your account
- 8 Upcoming Assignments 
- 9 Updates from your teacher

Navigating Classroom

4

Assignment details

The screenshot displays the Classroom interface with the following elements and callouts:

- 1** Classwork Tab
- 2** View your work
- 3** Google Calendar
- 4** Class Drive folder
- 5** All topics
- 6** Benchmark Tests
- 7** Assignment Title: For the Week of September 2 - 6
- 8** Assignment Due Date: Due Today
- 9** Assignment Status: Assigned
- 10** Attached files/links: Day 1 - Multistep Equatio... PDF, Day 2 - Variables on Both... PDF, Day 3 - Infinite & No Solu... PDF, Day 4 - Algebraic Propor... PDF
- 11** View Assignment

1 Classwork Tab

2 See your Grades

3 See Due Dates

4 View your files

5 Topics available

6 Topic Headings

7 Assignment Title

8 Assignment Due Date

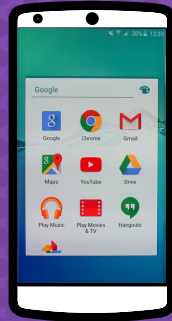
9 Assignment Status

10 Attached files/links

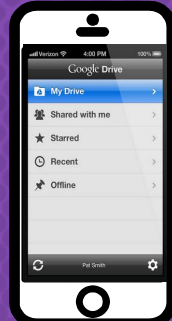
11 Click to view assignment

ACCESS

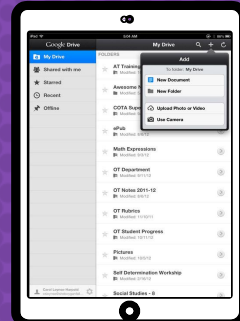
ANYWHERE



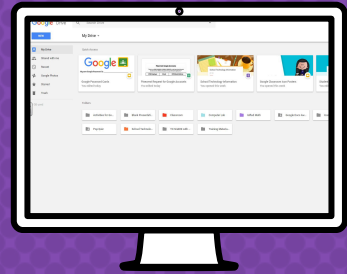
ANDROID



IPHONE



TABLET



DESKTOP



GOOGLE APPS

allow you to edit Google assignments from any device that is connected to the internet!



Download on the
App Store



GET IT ON
Google Play

QUESTIONS?



Email us at:
mgonzalez@hfsgb.org