



Student/Parent  
**TECHNOLOGY**  
Handbook  
2022-2023

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# 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>

Oxford Virtual Academy

[Oxford AUP Form](#)



# 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 -** holyfamily2015

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 password issues, please contact Ms. Gonzalez at [mgonzalez@hfsgb.org](mailto: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!!



# 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)

## MOBYMAX



- Copy and Paste URL: [launchpad.classlink.com/oxford](https://launchpad.classlink.com/oxford) 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)



We have chosen to install GoGuardian Teacher services on all school owned devices to:

- Help protect students against harmful and inappropriate online material
- Help students stay “scholarly” and more focused when learning online
- Help assess students’ progress towards class assignments
- Facilitating communication between teachers and students during class time

When and how does GoGuardian operate?

GoGuardian's web-based services operate on our school's managed G Suite for Education Chrome accounts when a student is logged into Chrome or a Chromebook with his/her school email address on our devices. We monitor the student during school hours from 7:00 am to 4:00 pm on school days.

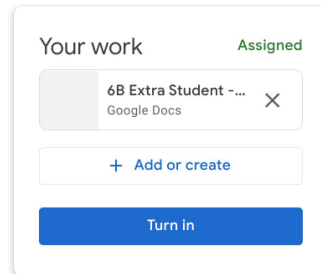
# Assignments

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



## 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.)



# Student Email Expectations

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

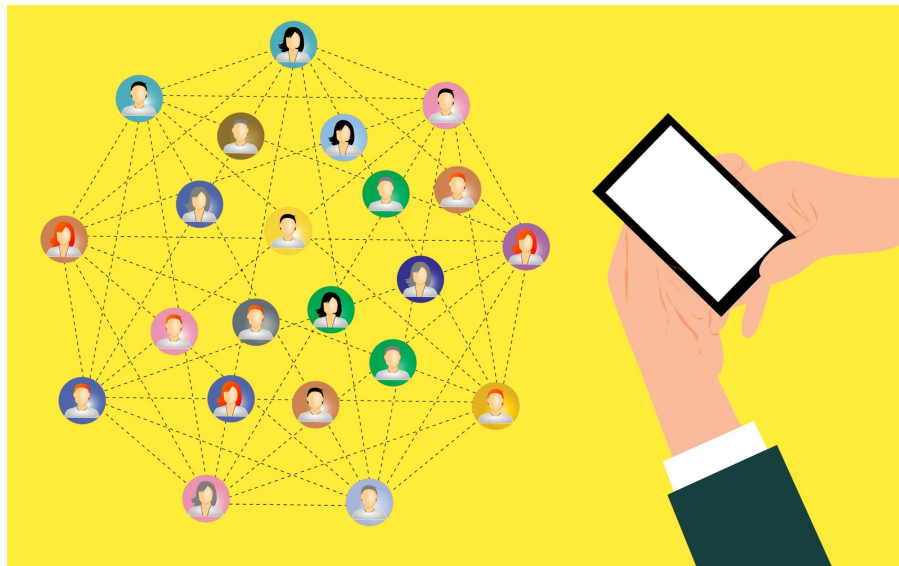


Image by Game Quarium <https://www.gamequarium.com/>




# 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](http://www.google.com)  
into your web  
address bar.

# Getting Started

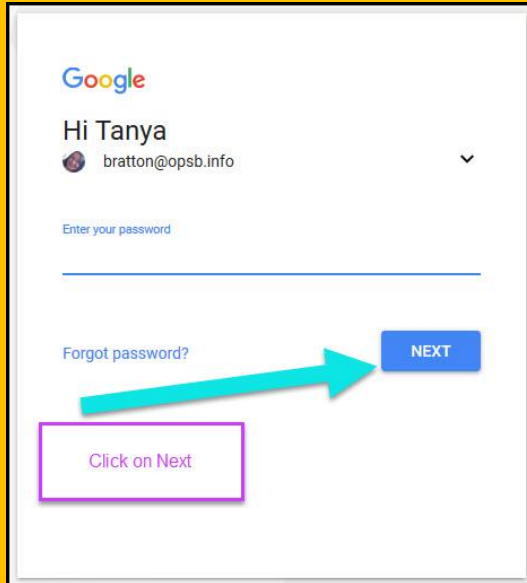


3

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

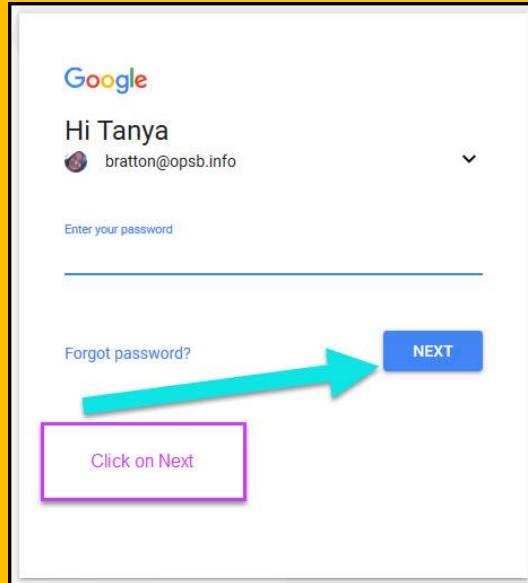
4

Type in your child's **Google Email address**

(firstinitiallastnameyearofHFSgraduation@hfsgb.org)

& click **"next."**

# Getting Started



A screenshot of a Google account login interface. At the top is the Google logo. Below it, the text "Hi Tanya" is displayed next to a small profile icon and the email address "bratton@opsb.info". A dropdown arrow is to the right of the email. Below this is a password prompt "Enter your password" followed by a text input field. Under the input field is a link "Forgot password?". To the right of the input field is a blue button labeled "NEXT". A large cyan arrow points from a purple-bordered box containing the text "Click on Next" to the "NEXT" button.

5

Type in your  
**PASSWORD**  
& click "**next.**"

***NOW YOU'LL SEE***

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

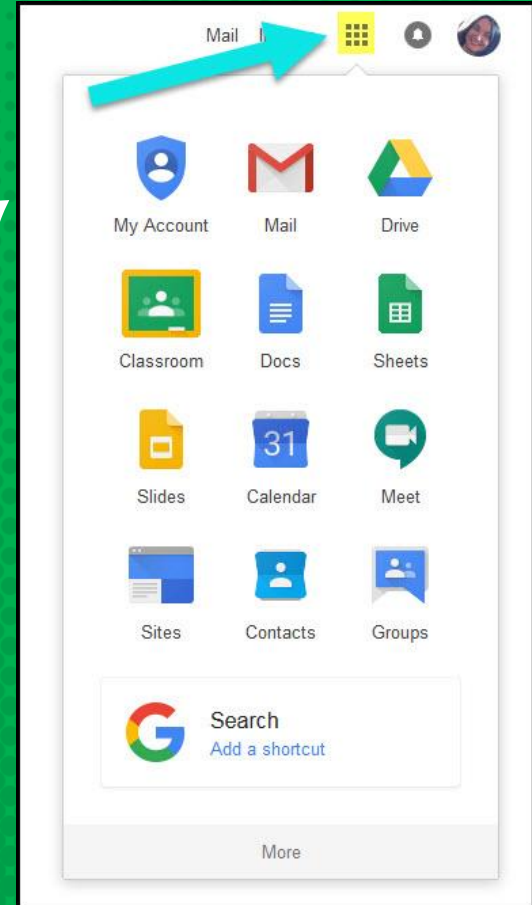
Mail Images



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

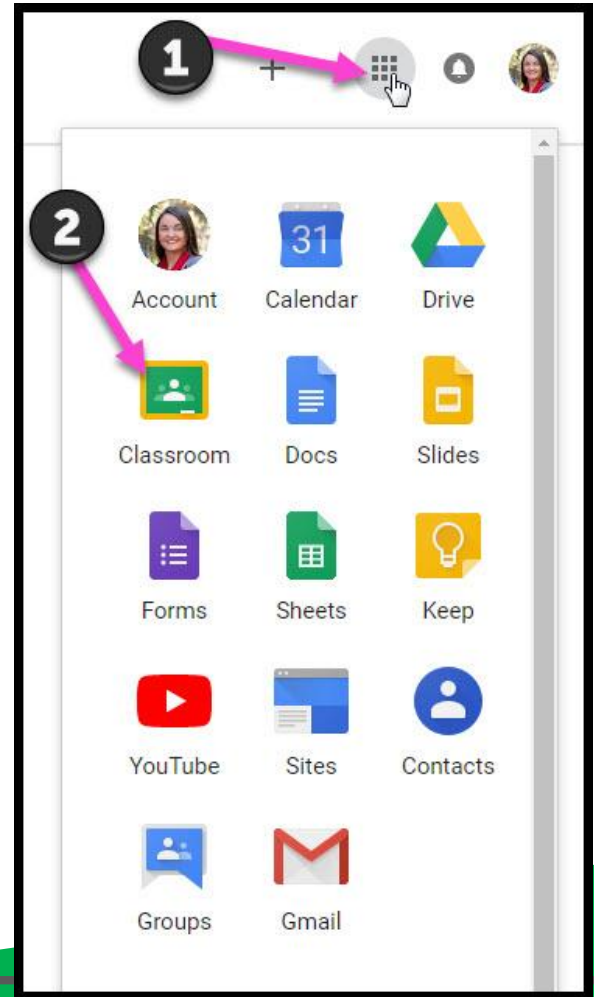


SITES

# Navigating Classroom

1

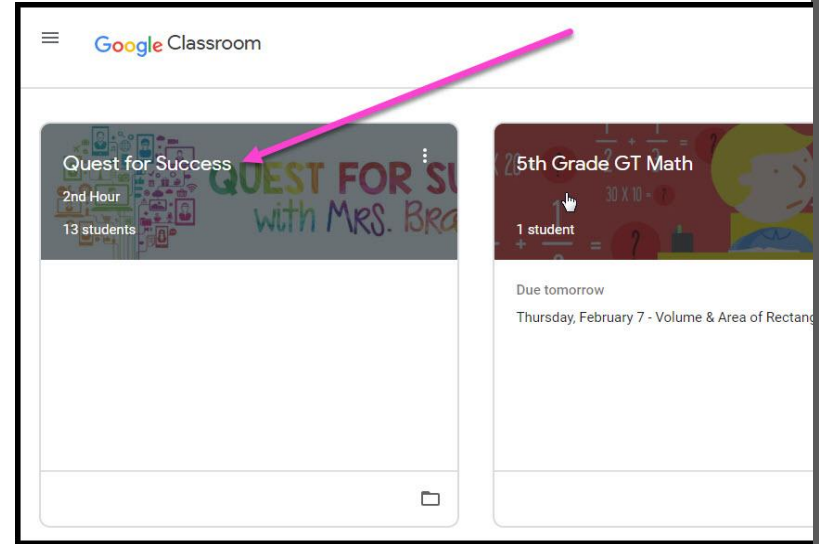
Click on the waffle button and then the Google Classroom icon.



# Navigating Classroom

2

Click on the class you wish to view.





# Navigating Classroom



3

Page tools  
(Left side)

The screenshot shows the Classroom app interface. At the top, there are navigation tabs: '3rd hour Science' (1), 'Stream' (3), 'Classwork' (4), and 'People' (5). On the right, there are icons for 'App Directory' (6) and 'Your account' (7). The main content area shows the '3rd hour Science' class page. Below the class header, there is an 'Upcoming' section (8) with a post about a deadline. To the right of this is a section for 'View class updates and connect with your class here' (9), which includes a toggle for 'See when new assignments are posted'. At the bottom, there is a list of page tools with numbered callouts 1 through 9, each corresponding to a feature in the app.

- 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:

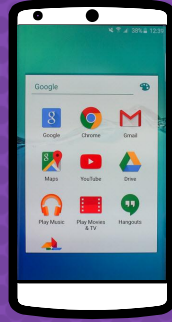
- 1** Classwork Tab
- 2** View your work
- 3** Google Calendar
- 4** Class Drive folder
- 5** All topics
- 6** Benchmark Tests
- 7** Assignment Title: For the Week of September 2 - 6
- 8** Assignment Due Date: Due Today
- 9** Assignment Status: Assigned
- 10** Attached files/links: Day 1 - Multistep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

Below the screenshot, a legend identifies the callouts:

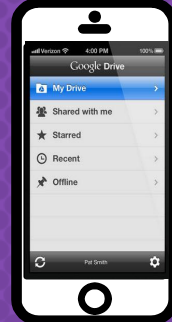
1	Classwork Tab	5	Topics available	9	Assignment Status
2	See your Grades	6	Topic Headings	10	Attached files/links
3	See Due Dates	7	Assignment Title	11	Click to view assignment
4	View your files	8	Assignment Due Date		

# ACCESS

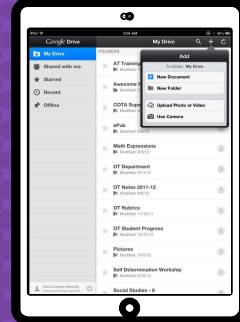
# ANYWHERE



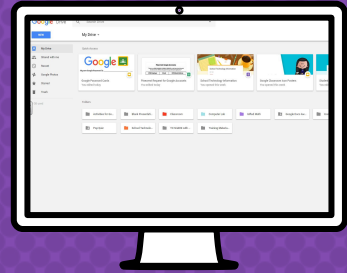
**ANDROID**



**IPHONE**



**TABLET**



**DESKTOP**



# GOOGLE APPS

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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](mailto:mgonzalez@hfsgb.org)