



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/14uOIALFWBKhyN5O56xDYo1n8CVwIBjdIT7edSqDh4D1g/edit?usp=sharing>



Email 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@hfsqb.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 @hfsqb.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@hfsqb.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)



- 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)



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.

Stream

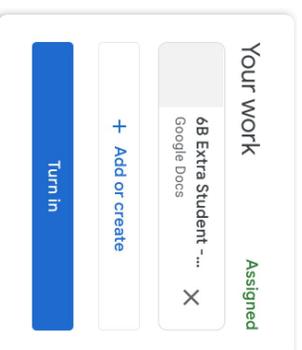
Classwork

People

Grades

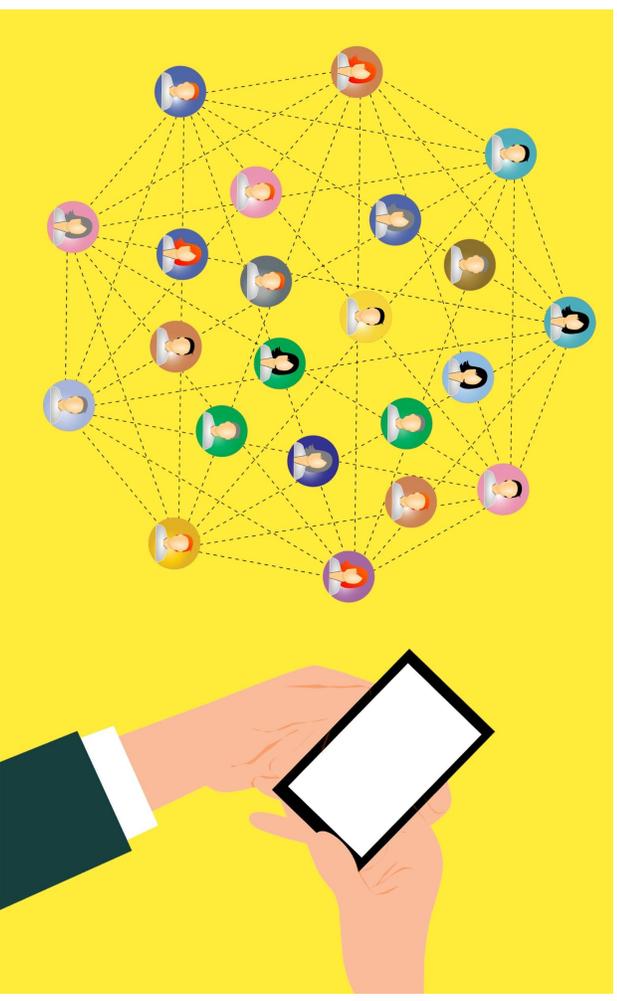
VERIFICATION OF COMPLETED WORK

- 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.)



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.



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 hfsqb.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!

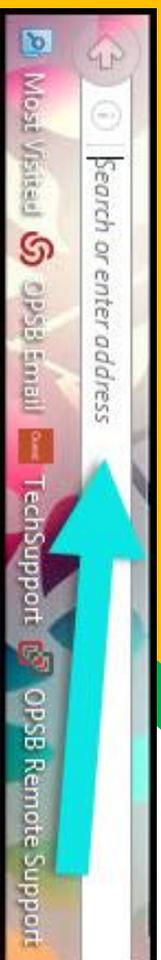


Getting Started



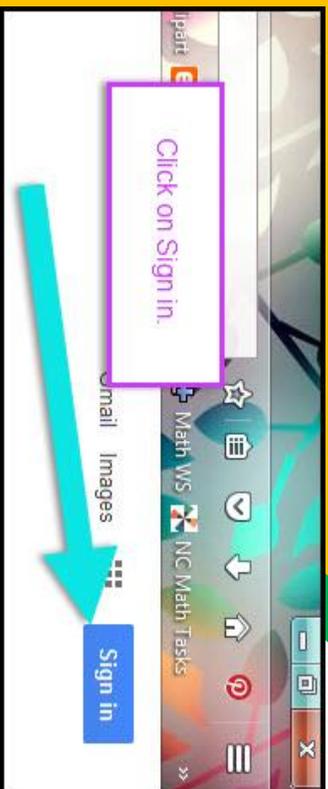
1 Click on the Google
Chrome browser
icon.

Getting Started



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

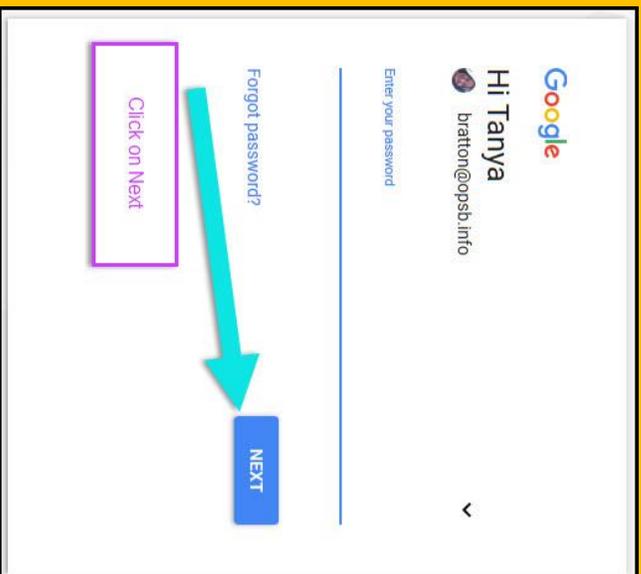
Getting Started



3

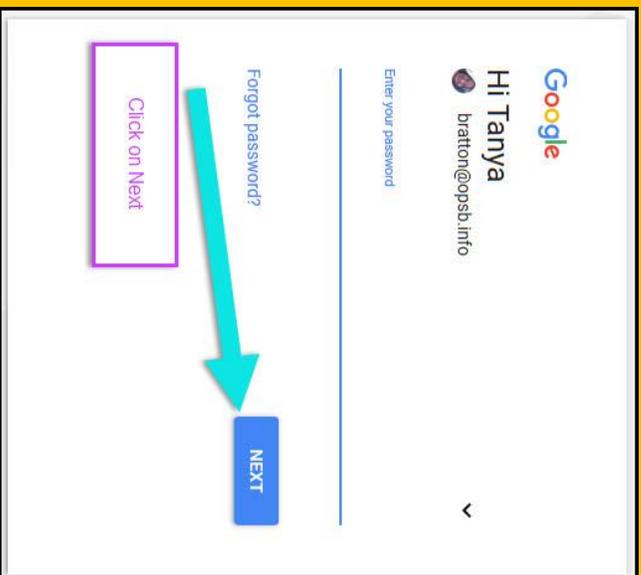
Click on **SIGN IN** in the upper right hand corner of the browser window.

Getting Started



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

Getting Started



5

Type in your
PASSWORD
& click "next."

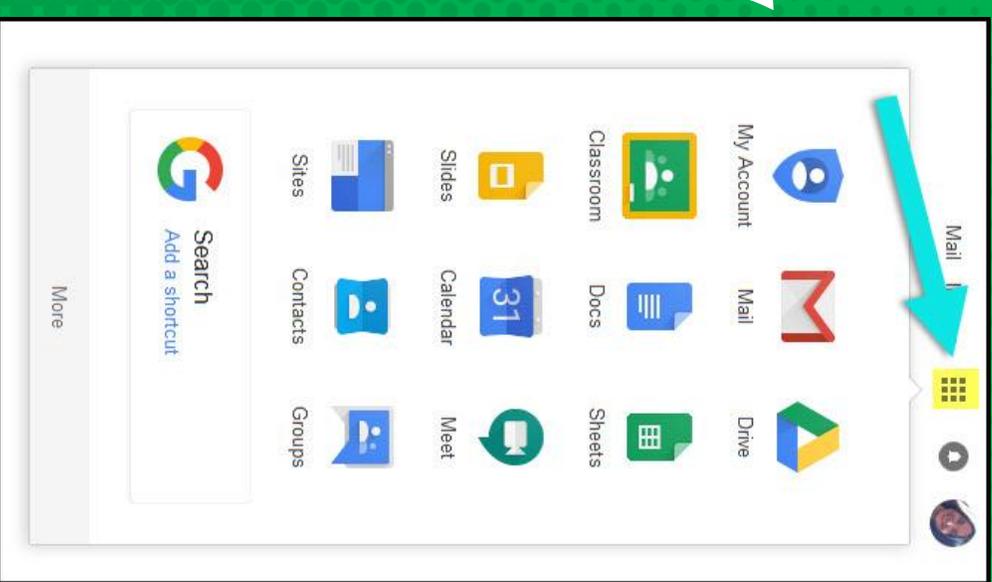
NOW YOU'LL SEE
that you are signed in to
your Google Apps for
Education account!



Google Account email:
firstinitiallastname@hfsqb.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



EMAIL



PHOTOS



MAPS



KEEP



CLASSROOM



MEET



NEWS



CONTACTS



MY ACCOUNT



YOUTUBE

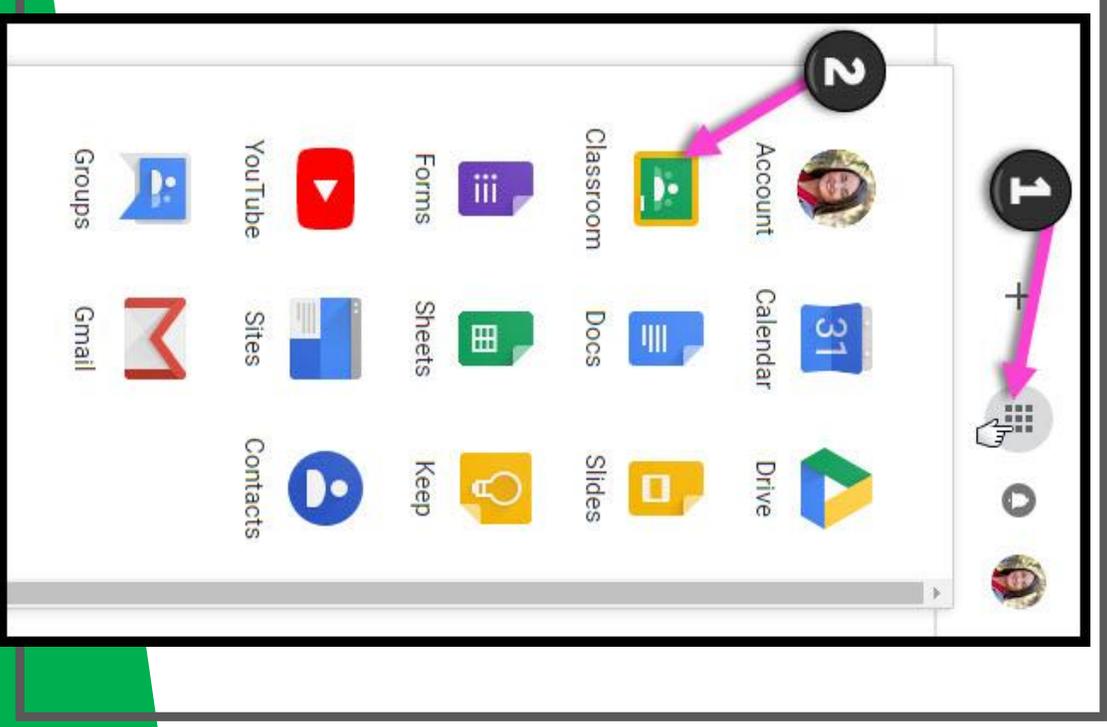


SITES

Navigating Classroom

1

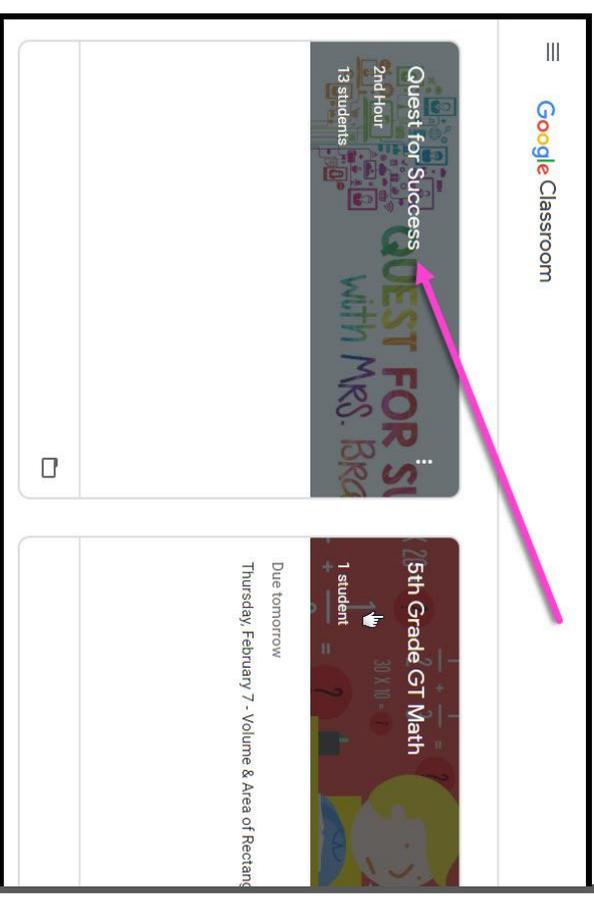
Click on the waffle button and then the [Google Classroom](#) icon.



Navigating Classroom

2

Click on the class you wish to view.



Navigating Classroom



= High Interest for
Parents

3

Page tools
(Left side)

The screenshot shows the Classroom app interface for a class named "3rd hour Science". The interface includes a top navigation bar with a menu icon (1), the class name (2), and tabs for Stream (3), Classroom (4), and People (5). A bottom navigation bar contains icons for Home (6), Profile (7), and a Waffle Button (8). The main content area shows an "Upcoming" section with a due date of "Wednesday, no work due soon!" and a "View all" link (9). Below this is a "Share something with your class..." section. The left sidebar contains a "Menu of Classes" with links to "Current Class", "Announcements Page", "Assignments", and "Teacher(s) & Classmates".

- 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

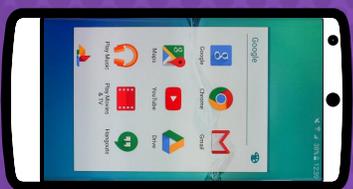
Assignment details

The screenshot shows a classroom interface with a top navigation bar containing 'Stream', 'Classwork', and 'People'. Below this, there are sections for 'All topics', 'Benchmark Tests', 'Daily Lesson Files', and 'Resources'. The 'Daily Lesson Files' section is expanded, showing a calendar view for 'For the Week of September 2 - 6'. The calendar entries include: Monday - NO SCHOOL (Labor Day), Tuesday - Multistep Equations (Also STAR Math Benchmark), Wednesday - Variables on Both Sides, Thursday - Infinite & No Solution Equations, and Friday - Algebraic Proportions. Below the calendar, there are four assignment cards: 'Day 1 - Multistep Equato...', 'Day 2 - Variables on Both...', 'Day 3 - Infinite & No Solu...', and 'Day 4 - Algebraic Propor...'. Each card has a PDF icon and a title. The interface also includes a 'View Assignment' button at the bottom left.

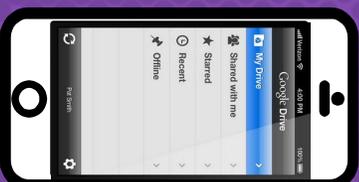
- 1 Classroom Tab
- 2 View your work
- 3 Google calendar
- 4 Class Drive folder
- 5 Topics available
- 6 Benchmark Tests
- 7 Assignment Title
- 8 Assignment Due Date
- 9 Assignment Status
- 10 Attached files/links
- 11 Click to view assignment

- 1 Classroom Tab
- 2 See your Grades
- 3 See Due Dates
- 4 View your files

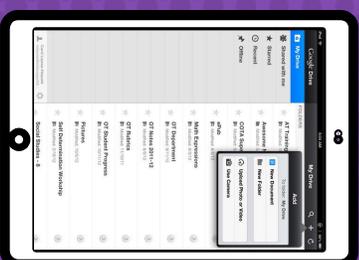
ACCESS ANYWHERE



ANDROID



IPHONE



TABLET



DESKTOP



GOOGLE APPS

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

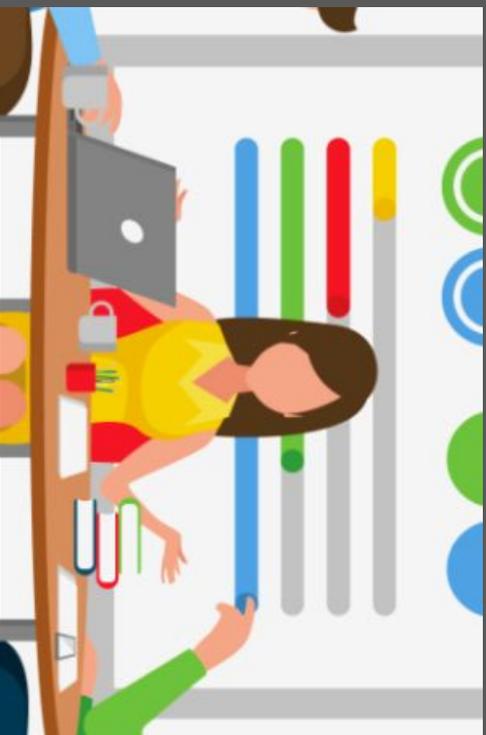


Download on the
App Store



GET IT ON
Google Play

QUESTIONS?



Email us at:

mgonzalez@hfsqgb.org