Technology Orientation Sessions

August, 2020

Technology Orientation Topics

Note: Remote Teaching and Learning Assignments are part of district attendance requirements.

Connecting to WIFI

AT THE LOGIN SCREEN

Click on the network icon, (circled in red), to display the available wireless networks.

Icons you may see in the network icon location:

🌐 - Not connected to a network

📶 - Connected wirelessly (good signal strength)

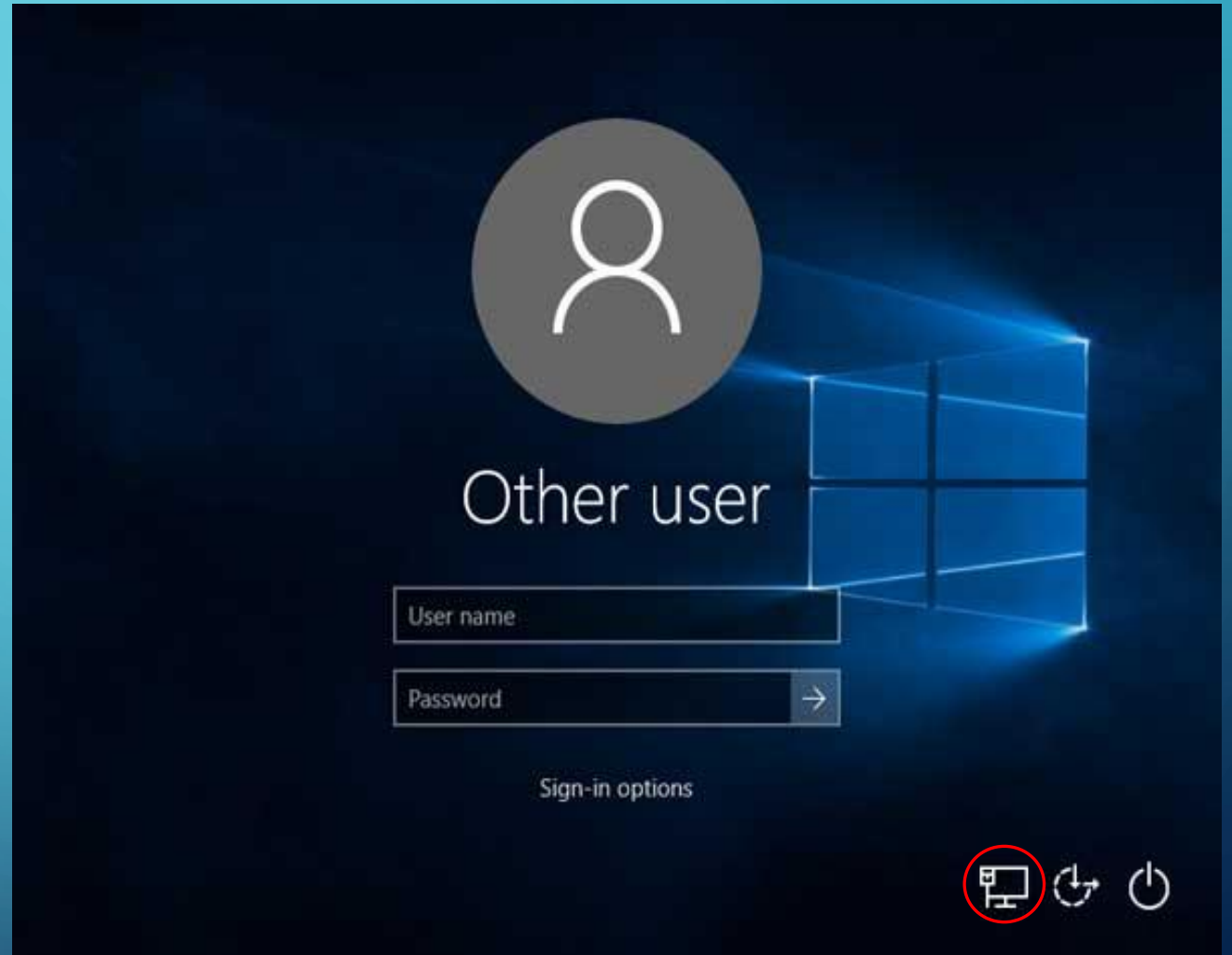📶 - Connected wirelessly (poor signal strength)

🖥 - Connected via ethernet (hardwire)

🖥⚠ 📶⚠ - Issue with connection. May need authentication for normal connection

NOTE: After connecting to a network once, you may still see 🌐 on future startups. Continue logging in and it should change to 📶 if within network's range.
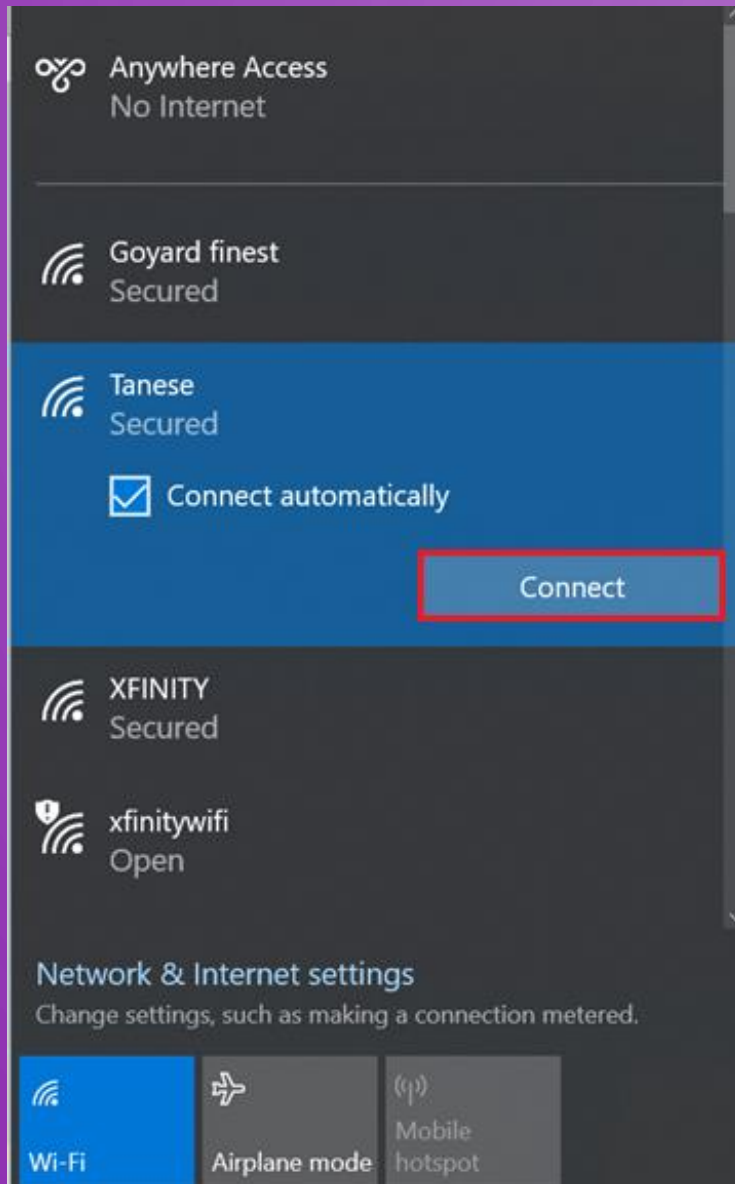
AFTER LOGGING IN

If you have already logged in, the network icon can be found in the lower right hand of the task bar, close to where the date and time is located.
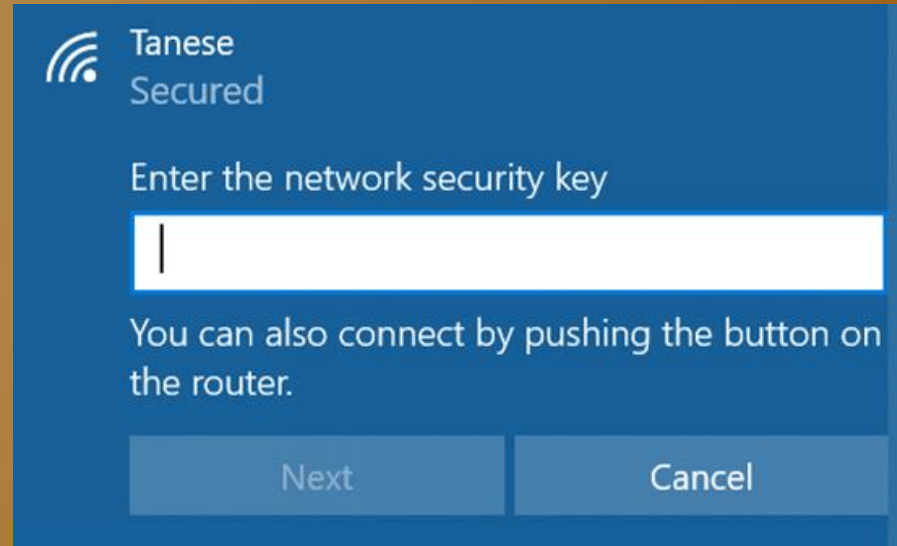
If you do not see it, try clicking on the ⌃ (carat).

- **NOTE:** All SPS computers automatically have access to and will connect to the SPS-WIFI network (when in range). This wireless network is available at all SPS locations.

- Locate and select the network you want to connect to and click "Connect".

6

- Enter the password and then select "Next".

NOTE: Passwords are case sensitive. You can click on the "eye" icon to verify what is typed in the password field is correct.
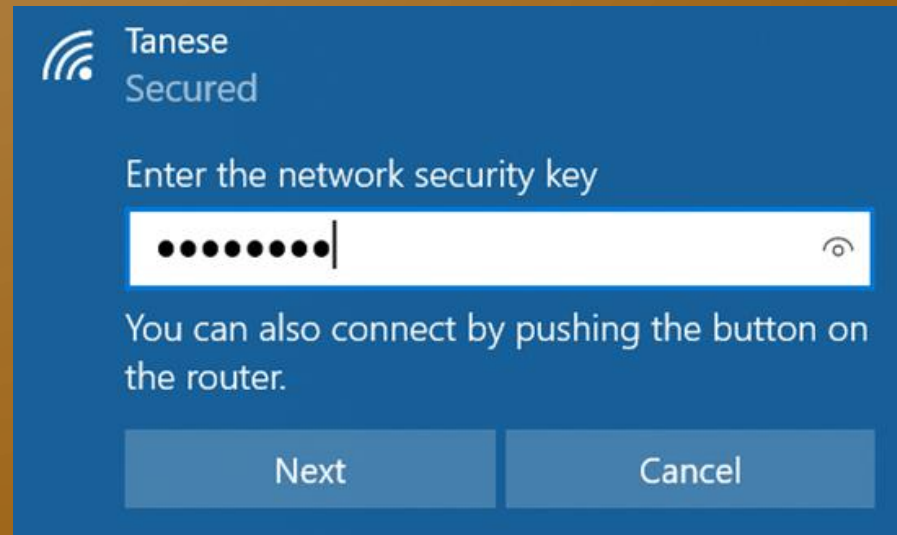
- The computer may take a few moments to connect and establish an internet connection. Once connected, Anywhere Access will begin to connect to the district network.

- Anywhere Access is a service that allows an SPS computer to connect to the SPS network remotely. This allows staff to have access to internal sites that otherwise would not be accessible while connected to a non-SPS network such as a home network.

- Allow up to 90 seconds for Anywhere Access to connect. You may lose internet connection briefly while this establishes a connection.

8
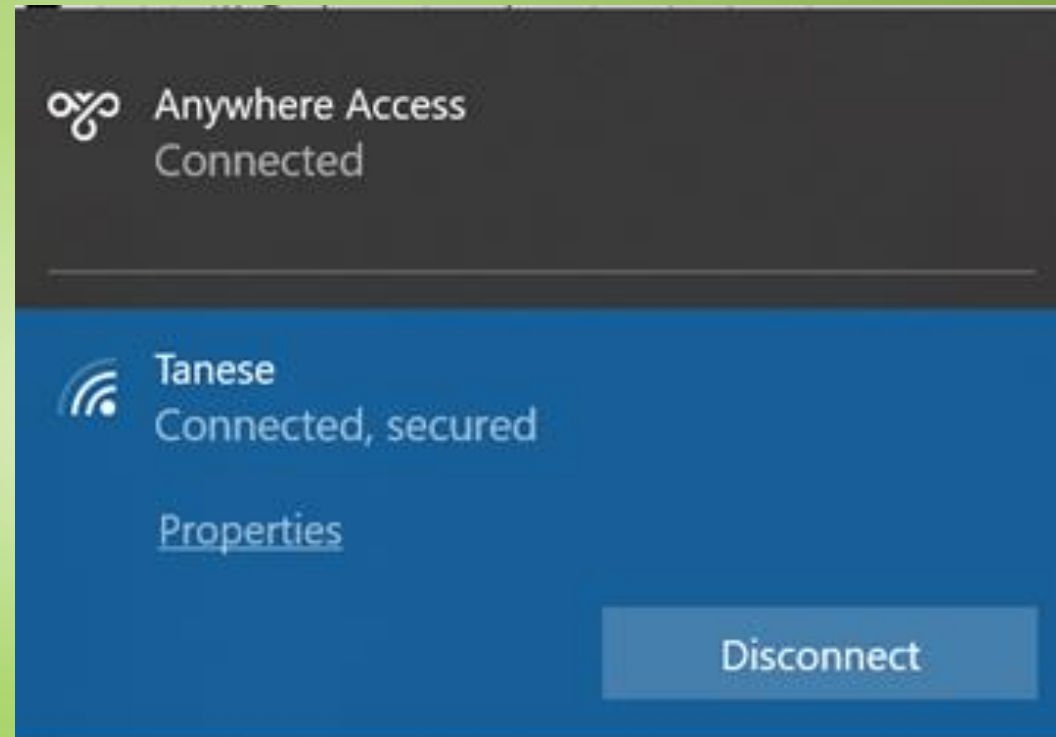
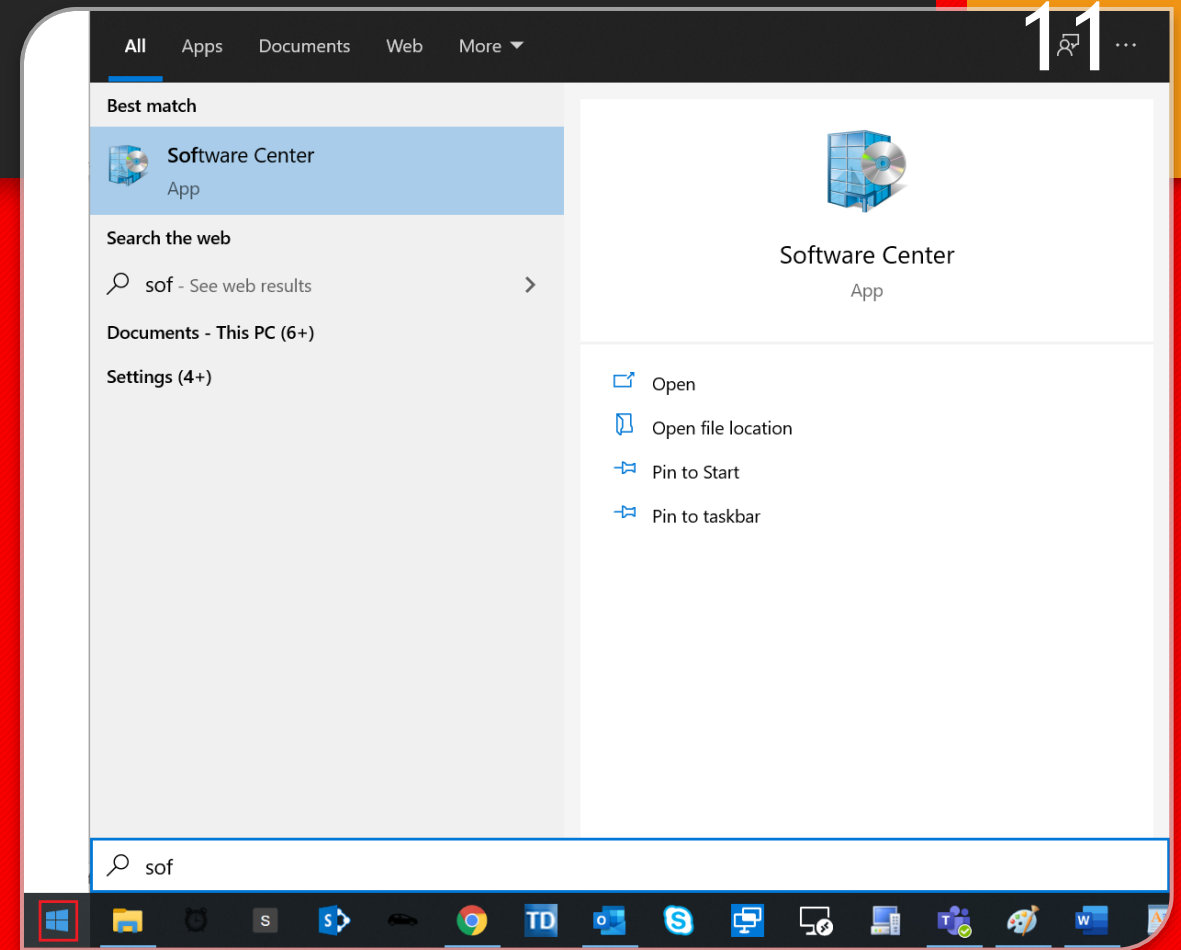# Software Center

About Software center

Software Center is an application, used by both Students and Staff, to:

- Install software

- Uninstall Software

- Install Windows Feature Updates

Accessing Software Center

- Click on the ⊞ in the lower left corner of your screen and type "Software Center"

- Note how Software Center shows up as you type

- Click on "Software Center" on the left or "Open" in the pane on the right to launch

Alternatively…

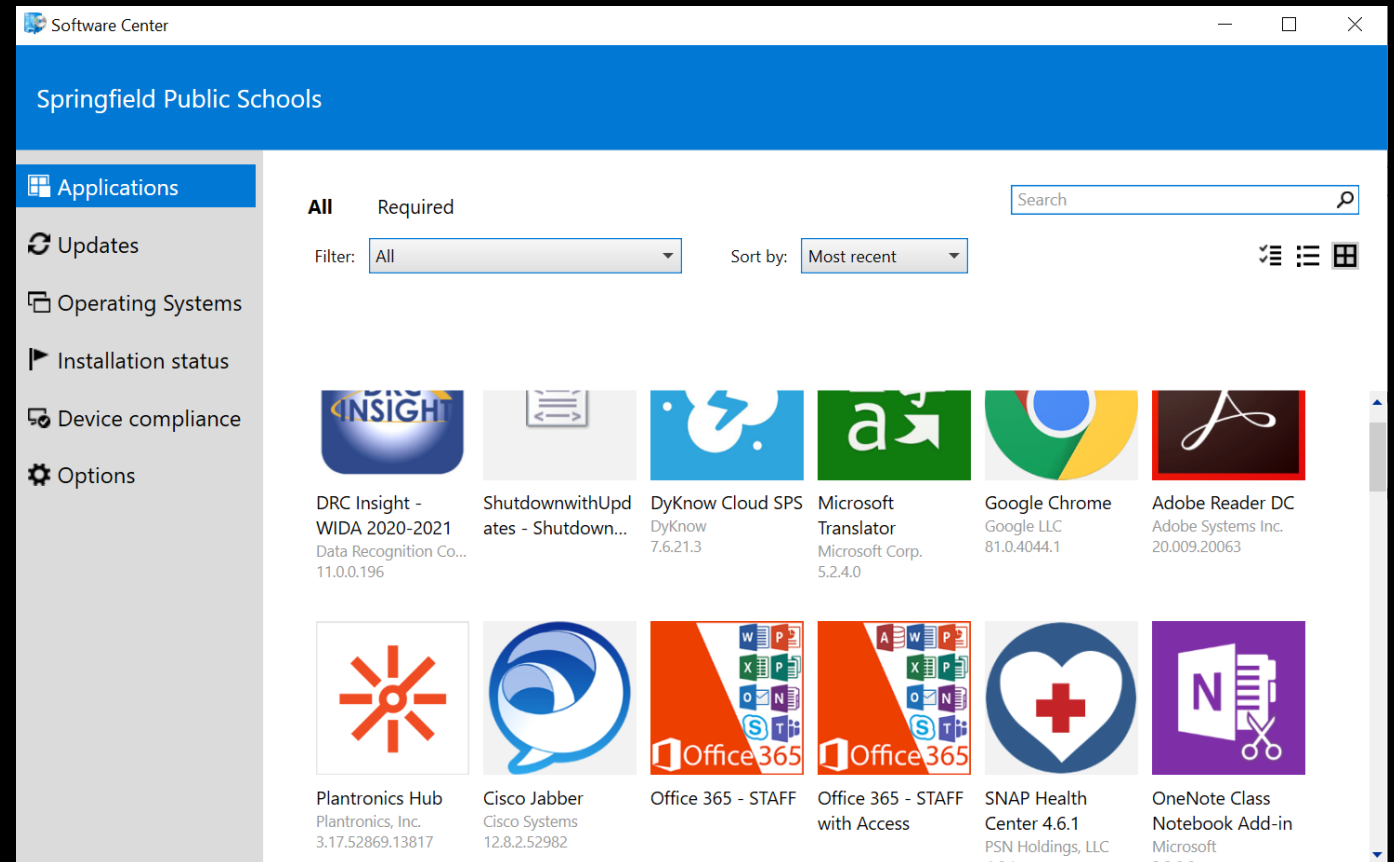- Double click on **IT HUB** (found on your desktop)
- Select [🏠] in the top left of the IT HUB Window
- Select "Software Center"

DEVICE INFO

SOFTWARE CENTER

MY PHONE

KNOWLEDGE BASE

LINKS

IT SUPPORT

INSTALLING APPS

The applications available to you in Software Center should now be displayed. To install an app…

- Locate and select the app you wish to install

VLC Player

Install

VLC is a free and open source cross-platform multimedia player and framework that plays most multimedia files as well as DVDs, Audio CDs, VCDs, and various streaming protocols.

Status: Available
Version: 3.0.5
Date published: Not specified

Restart required: Might be required
Download size: 40 MB
Estimated time: 1 minutes
Total components: 1
Date Modified: 7/24/2020

Downloading and installing software
Click to view progress.

- Software Center will display information about the app that was selected
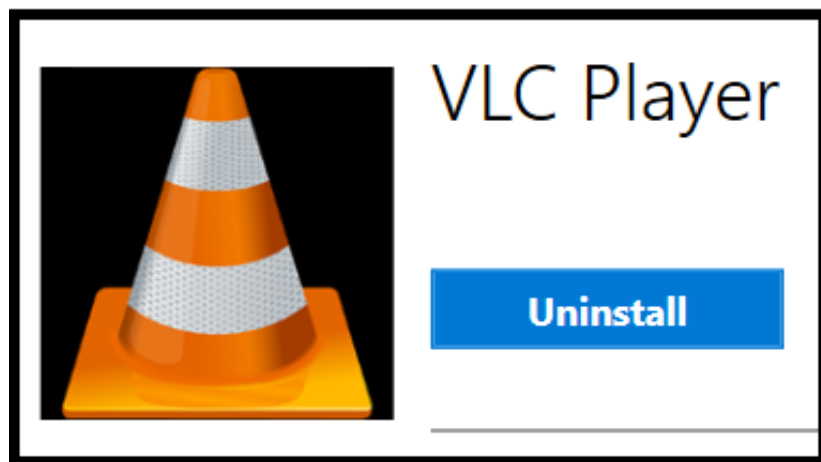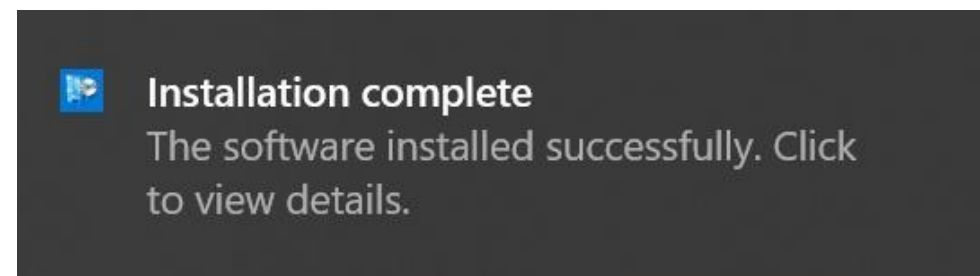- Select the blue "Install" button to begin the download and installation

- You will see this notification when the download begins

14

Installation Complete!

▶ "Install" button will change to "Uninstall"

▶ You will see an "Installation complete" notification

Restarting a Computer

THE IMPORTANCE OF RESTARTING

Restarting your computer is key to maintaining the best performance and reliability possible from your computer.

When your computer restarts it:
- Allows any Windows updates downloaded to install
- Updates the antivirus database
- Flushes out any temporary system files

Never or rarely restarting your laptop can cause many (random) issues with your computer.

WHEN AND HOW OFTEN SHOULD I RESTART?

It is recommended to restart (not just shut down or put the computer to sleep):
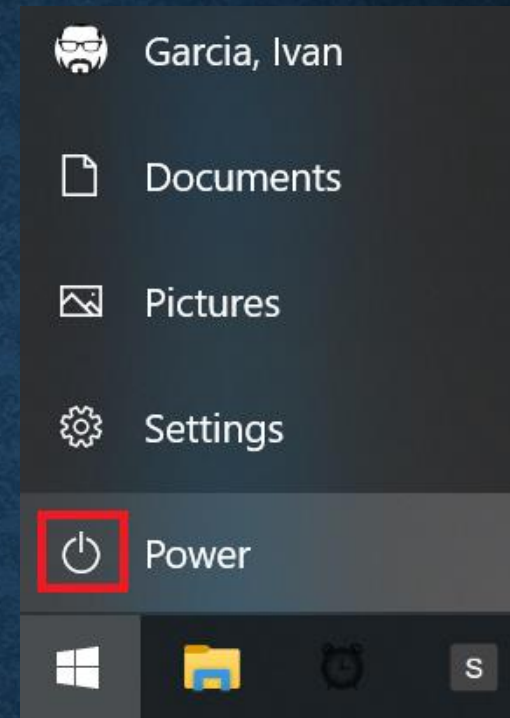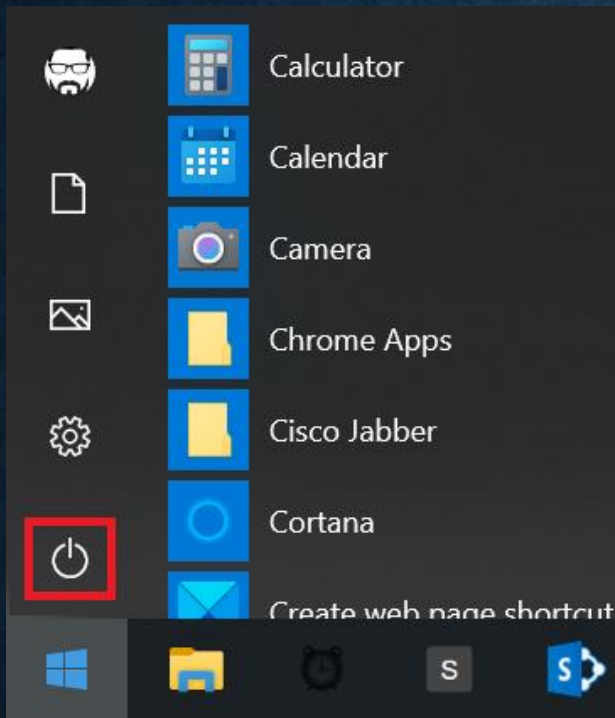
- At least once a week after you have finished your work for the day.

- As one of the first steps in troubleshooting

- After installing or uninstalling software and/or drivers

18

HOW TO RESTART

Locate and click on the ⊞ (Start Menu) located in the lower left portion of your screen (by default) or press the ⊞ key in the lower left of your keyboard.
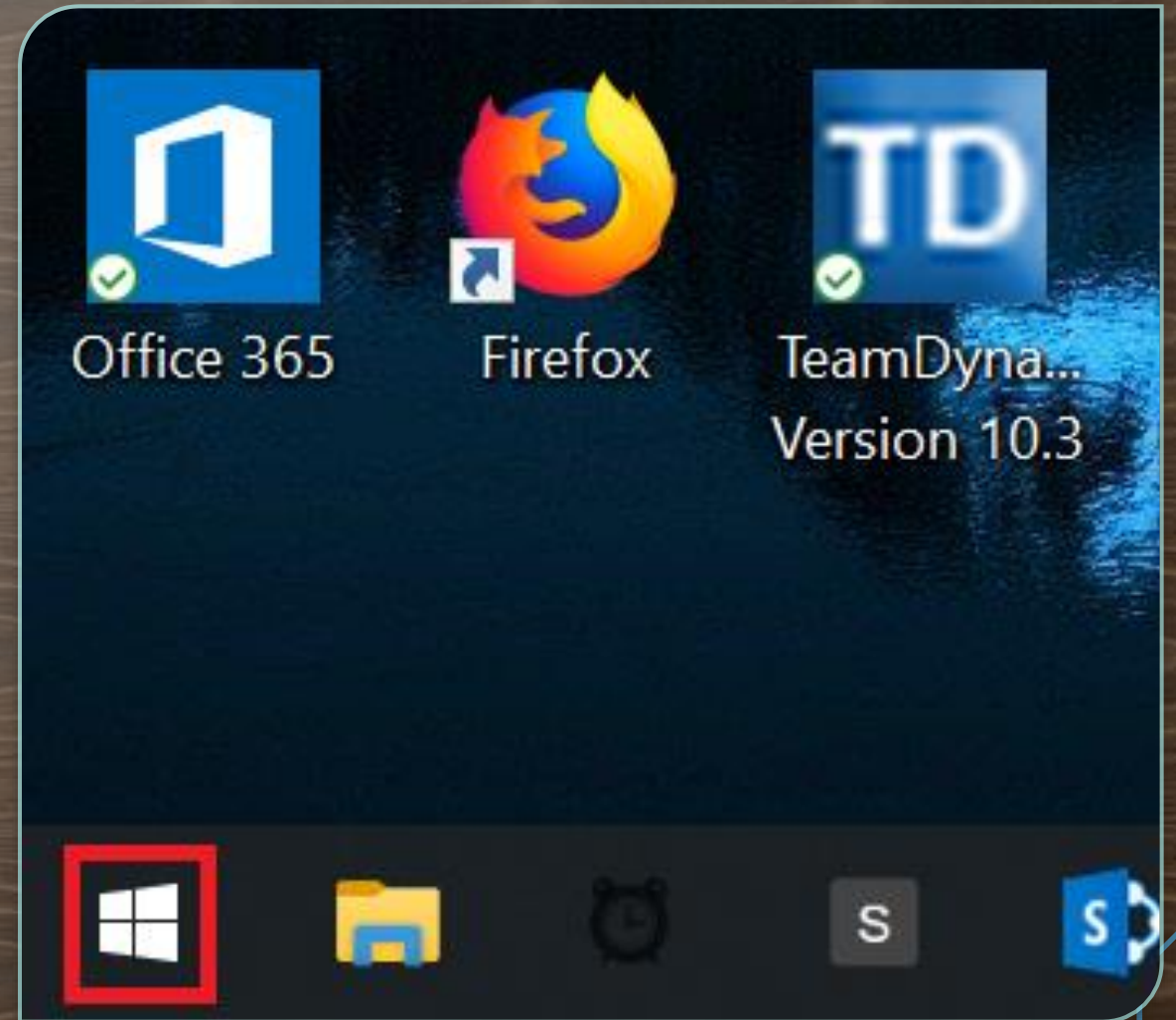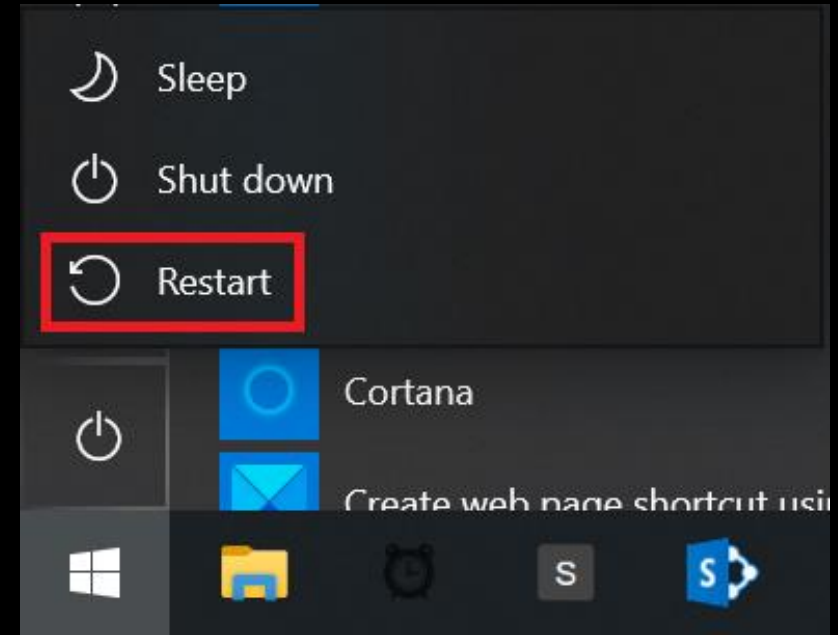
- The Start Menu will expand displaying the Power button (in red)

- Select the Power button

NOTE: Hovering over the buttons will cause the buttons to expand and display the button functions
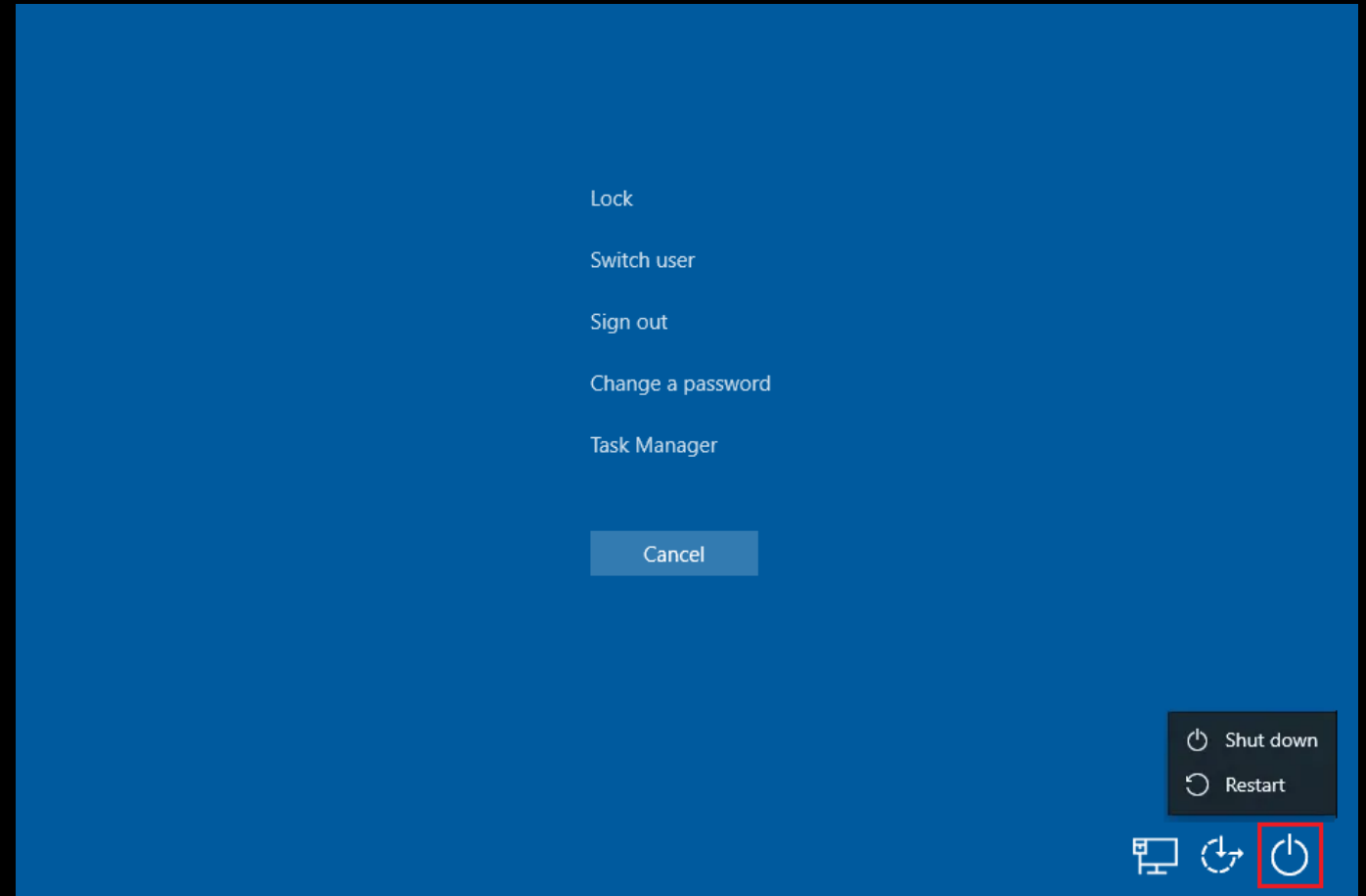
- Select Restart to begin the process

- If updates are waiting to install, "Update and shut down" and "Update and restart" are shown instead

- Alternatively, you can press CTRL+ALT+DEL

- Click on the power button

- Click Restart

WINDOWS UPDATES

Your computer automatically downloads any Windows updates in the background

Updates WILL NOT install until the computer is restarted

Begins process before shut down

Finishes installation during startup

May sometimes require multiple restarts

SHOULD NOT BE INTERRUPTED WHILE IN PROCESS!!!

Working on updates
11% complete
Don't turn off your computer

NOTE: It is recommended to have the computer plugged in to avoid losing power while updating as any interruption caused while updating can result in the computer needing to be serviced and potential loss of data.

23

Getting Help Through SPS Student Help Desk

Getting Help through SPS Student Help Desk

Starting on September 21, 2020, students and families can receive direct assistance with laptop and connectivity issues through live phone support, live chat, and email.

The following is the contact information for the new SPS Student Help Desk:

- Phone: 1.866.552.0486
- Live Chat: https://support.customs.com
- Email: studenthelpdesk@springfieldpublicschools.com

Getting Help through SPS Student Help Desk (cont.)

The SPS Student Help Desk will be available from 7:00 am to 8:00 pm, Monday through Friday (except Holidays).

Phone support will be provided in both English and Spanish. Live chat support will be provided in English only. We are working to provide support in other languages.

Students with a broken/inoperable laptop should call the SPS Student Help Desk. If the issue cannot be resolved remotely, the Help Desk will submit the request for a replacement delivery on the student's behalf.

How to Access a Microsoft Teams Meeting

Microsoft Teams Meeting

How to Access a Microsoft Teams Meeting

Step 1: **Click** on the **Office 365** icon located on computer desktop:

Office 365

Alternative access: Use **this** link to access the Office 365 sign in page. Enter SPS credentials and password.
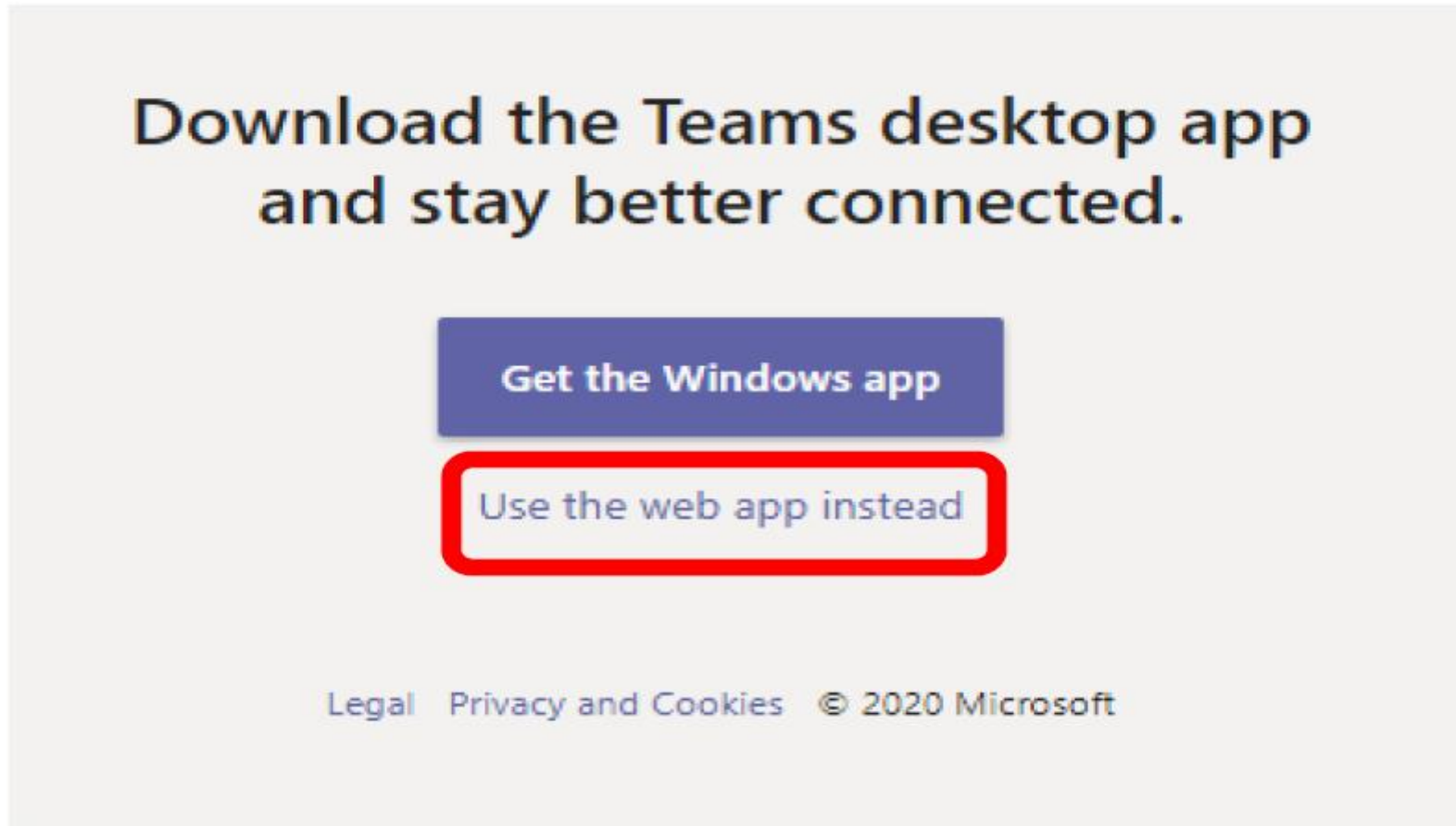
Microsoft Teams Meeting

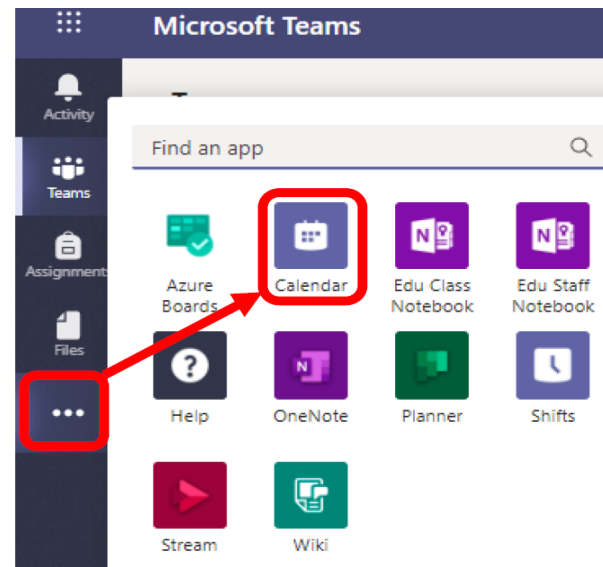Step 2: Click the [⋮⋮⋮] icon on the upper-left hand corner of the screen and select from the Office 365 applications.
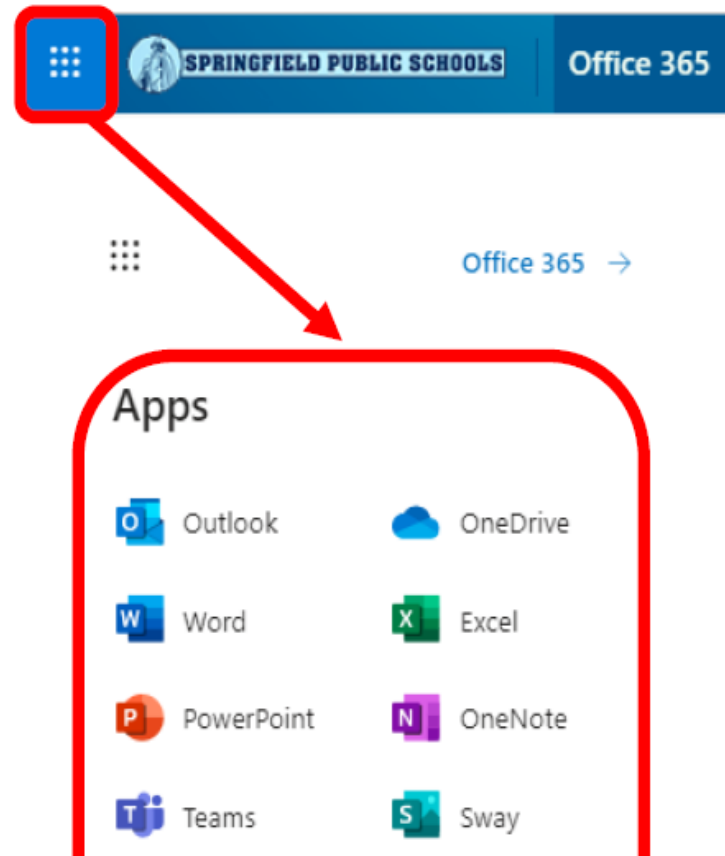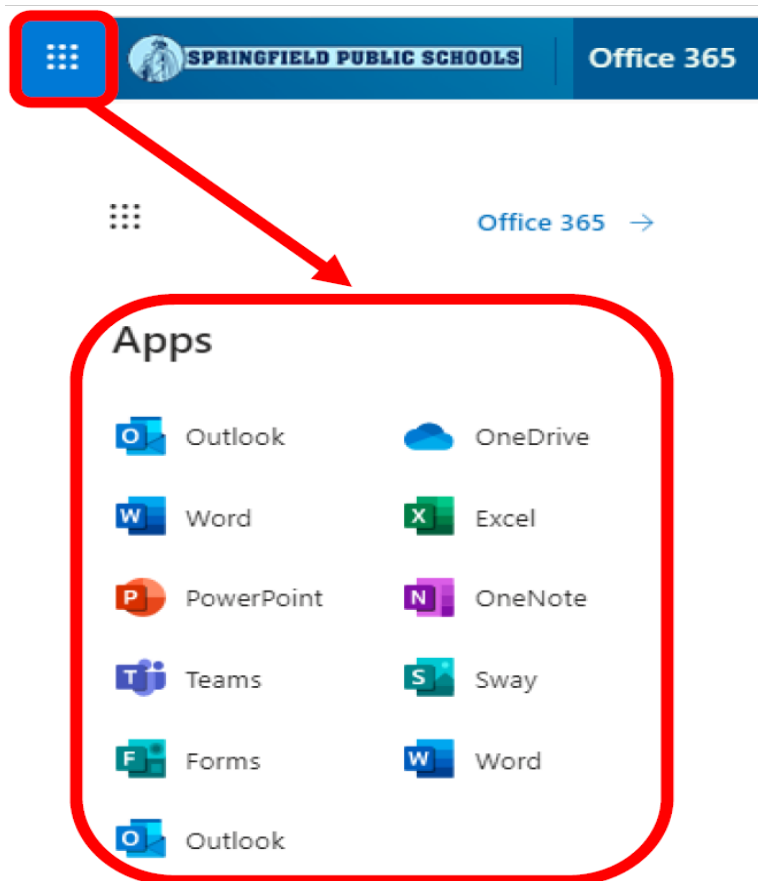
Microsoft Teams Meeting

Step 3: Students should select **Use the Web App** after clicking **Teams:**

Download the Teams desktop app
and stay better connected.

Get the Windows app

Use the web app instead

Legal   Privacy and Cookies   © 2020 Microsoft

Microsoft Teams Meeting

Once in the calendar select **Join** for your scheduled meeting.

Once in **Teams** students should click the icon located on the left-hand side of the screen followed by **Calendar.**

How to Access Office 365 and Create Files

We ![puzzle] Learn
SPRINGFIELD
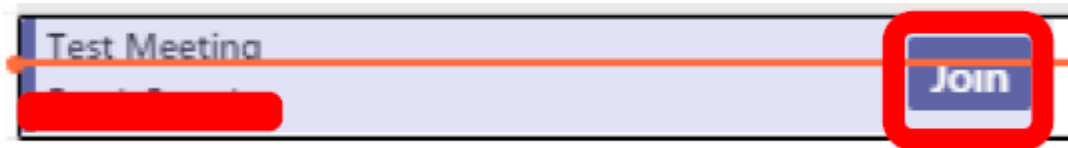
Office 365

How to Access Office 365 and Create Files

Step 1: **Click** on the **Office 365** icon located on computer desktop:

Alternative access: Use **this** link to access the Office 365 sign in page. Enter SPS credentials and password.

Office 365

Step 2: Click the ⚏ icon on the upper-left hand corner of the screen and select from the Office 365 applications.

SPRINGFIELD PUBLIC SCHOOLS | Office 365

Office 365 →

Apps

Outlook		OneDrive
Word		Excel
PowerPoint		OneNote
Teams		Sway
Forms		Word
Outlook		

Office 365

How to Create Files in Office 365

Once signed into Office 365 click the **Create** [⊕ Create] button located on the right side of the screen. Select from the options underneath **Create New:**

Office 365
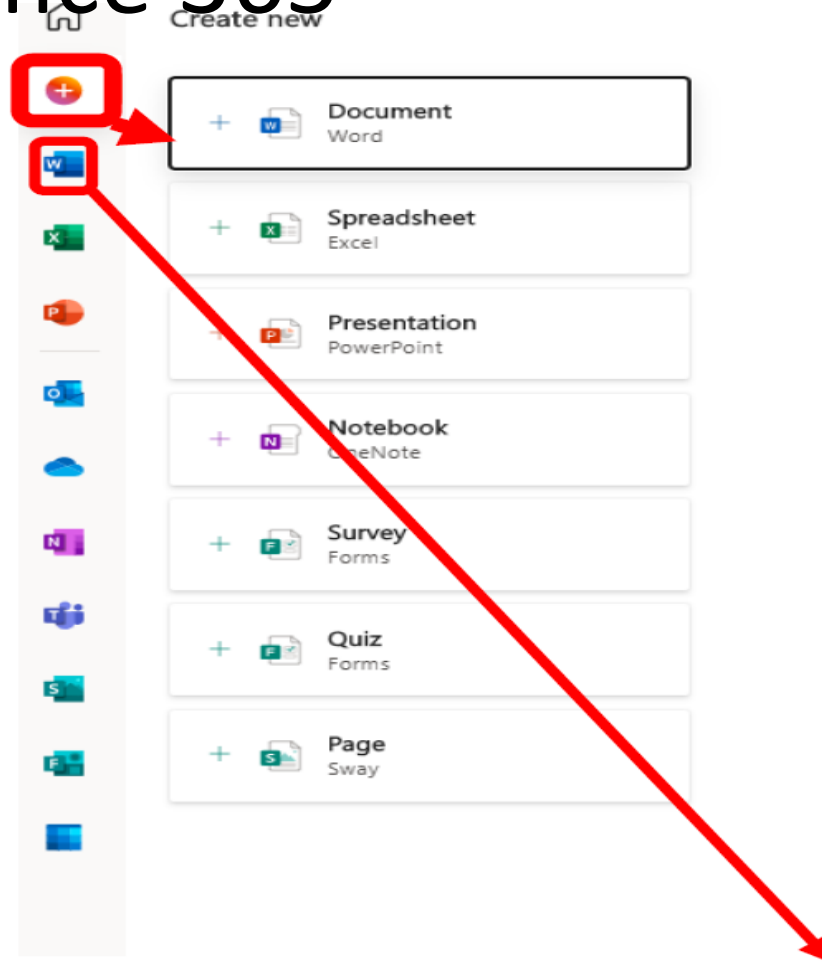
Note: Files created in Office 365 can be located by selecting the corresponding Office 365 Application on the left-hand side of the navigation menu. Example above: **Microsoft Word**

Video Resource: **How to Access and Create Office 365 Files**

Signing into Schoology

Schoology – Signing in

How to Sign into Schoology: Student Directions

1. Log into your student computer like you normally do
2. Go to the student application page
3. On the student application page, click on Schoology

4. You should immediately be logged into the Schoology home page if you are using your assigned SPS
5. If you are using a different computer, type: **sps.schoology.com** into your web browser

6. You will be taken to a sign in with Microsoft page. Place your SPS email (studentid@springfieldpublicschools.com) and computer password (SpMMDDYY).

Schoology – Signing in

7. Once you complete the sign in with Microsoft process you will then be brought to the course dashboard.

Schoology – Signing in

Logging into Schoology Using the Schoology Mobile App

1. Download the Schoology App from either the Google Play Store or the Apple Store. To find the app, start typing Schoology in the search bar.

2. Once the app has been downloaded, tap into the **Find your school or domain** field to search for your organization. (Note: Since there are many Springfield Public Schools make sure that it says Springfield, MA 01103 **and** sps.schoology.com before selecting).
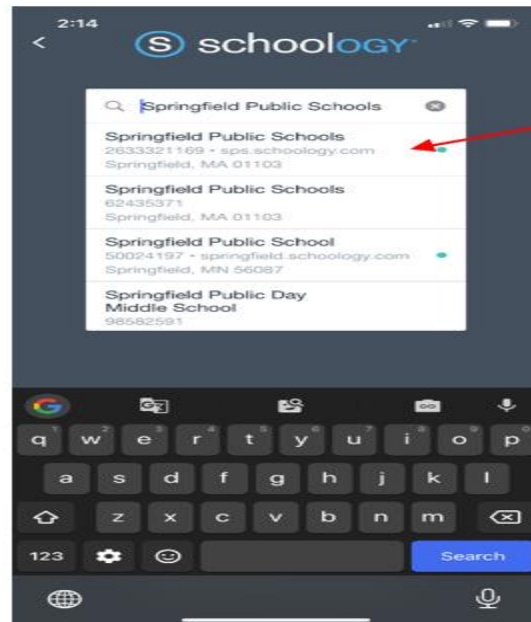
We [puzzle] Learn   Schoology – Signing in

3. Tap the name of your organization when it displays. Once you have completed the log in the first time the app will remember the school and you will just have to tap the arrow next to the school name.
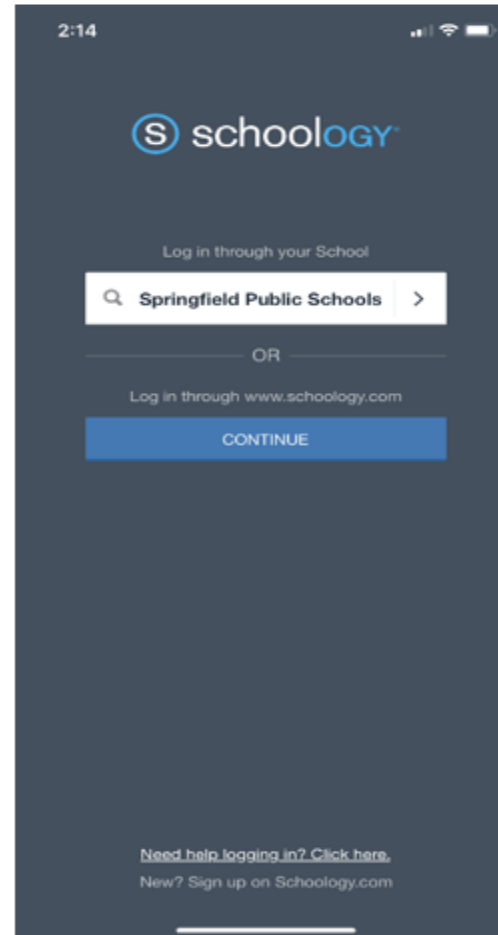
Schoology – Signing in

4. You will then be taken to a sign in with Microsoft page. Place your SPS email (studentid@springfieldpublicschools.com) and computer password (SpMMDDYY).

5. Once you complete the sign in with Microsoft process you will then be brought to the course dashboard.
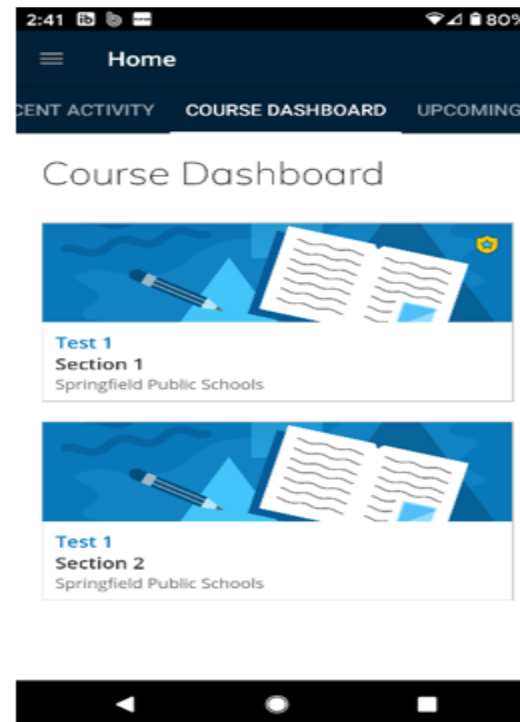
How to Navigate in Schoology

Schoology – Navigation

General Overview of Schoology: Student View

After logging into Schoology, the screen will look similar to this:

The first thing shown will be the **Course Dashboard.** This dashboard will show all your courses in a tiled list.

On the right side of the page you should see **Upcoming**. Upcoming will show you all your assignments, discussion, and test/quizzes that are due soon. If you hover over the assignment you can see which

course the task came from. (**Note:** you can also see the upcoming task from the calendar icon.)

Schoology – Navigation

You can also access your different courses from the top of the page:

COURSES   GROUPS   RESOURCES

Other important icons:

This is the **Calendar** icon. This will keep your events and due dates organized and easily accessible. By clicking the Calendar icon at the top of Schoology, you can view events and due dates by the month, week, or day.

Schoology – Navigation

This is the **Messages** icon. This icon will tell you if your teacher has sent a message. You can

This is the **Notifications** icon. From here you will know if your teacher has graded your work, added some new material to your class, or if someone has responded to your discussion posts. When clicking on the bell you will the see the most recent notifications. Clicking on a specific notification will take you to the related material.
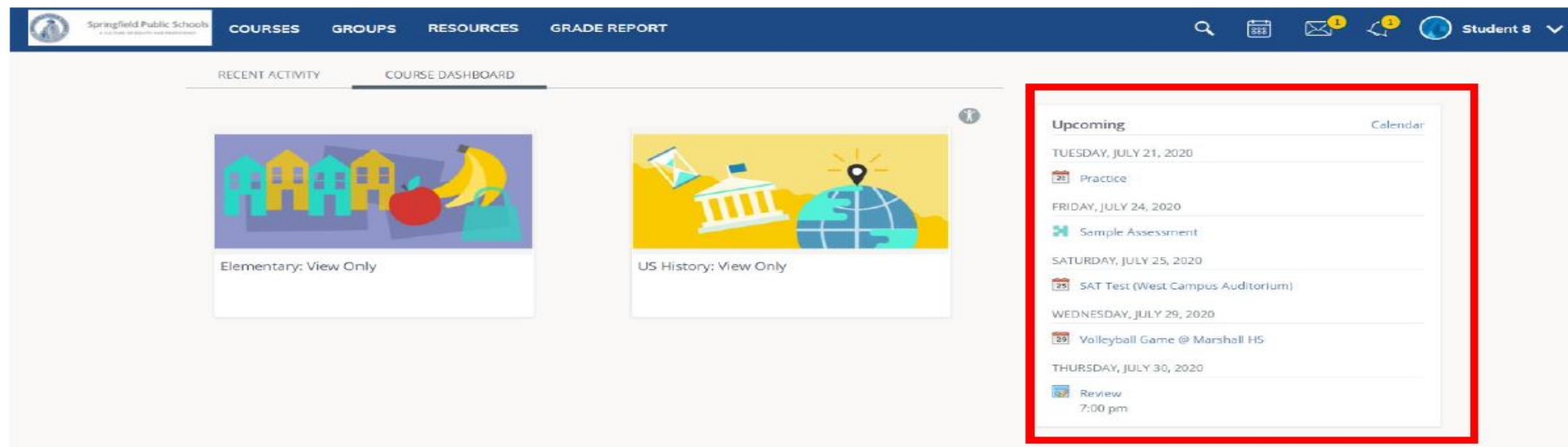
How to Find and Submit an Assignment in Schoology

Schoology – Assignments

How will I find my Assignments?

Since assignments are an important part of a student's daily schedule, there are several locations in which to find them. As soon as you log into Schoology and see your courses you also see to the right an area called Upcoming. Upcoming shows students and parents all the upcoming calendar events, including assignments.

Any assignments shown the Upcoming Area of the page will be the ones with the soonest due date. Click on the title of any assignment to see the details.

The Upcoming area is also visible within in any student course. The events shown will be specific to that course.

Schoology – Assignments

Students and Parents can also access any assignments and upcoming events by clicking on the calendar icon at the top of the page.

All assignments are also posted on the Materials page of a course. They will either be within a folder or directly on the main page.

How to Access an Assignment

1. Click on the title of the assignment (**Note:** all assignments will have this icon next to the name of the assignment)
2. You will be taken to a page with the description of the assignment. Click on the **My Documents** tab.
3. If you have not already logged into OneDrive, you may be asked to do so. Enter your regular log in information (it is the same info that you type to sign into your school computer)
4. Once the document opens, click on **Edit**
5. A new tab will open. This is to allow for you to edit the original document in OneDrive.
6. If you need to close the document and return to it later, click on the **In Progress** tab to continue working on the assignment.

Schoology – Assignments

How to Submit an Assignment

1. Once you have completed working on an assignment and are ready to turn it in click **Submit Assignment** at the top of the document
2. You will be asked if you are sure. Click **Yes, Submit** to confirm
3. Once submitted you cannot edit the document
4. However, if the assignment was submitted by mistake you can click on the **Unsubmit** button (Note: This can only be done if the assignment is not passed due.)

Questions and Answers

Q: How will I know if it is an assignment?

A: All assignments that are not a discussion will have this icon:

Q: How will I know if the assignment is a discussion?

A: All discussion assignments will have this icon:

How to Communicate with Teachers in Schoology

Schoology – Communication

How a Student Sends a Message to Their Teacher

The top menu provides a quick and easy way to access your messages from anywhere within Schoology.

To send a message from the top menu:

1. Click on the envelope [envelope icon] icon from the top menu
2. Click **New Message**.
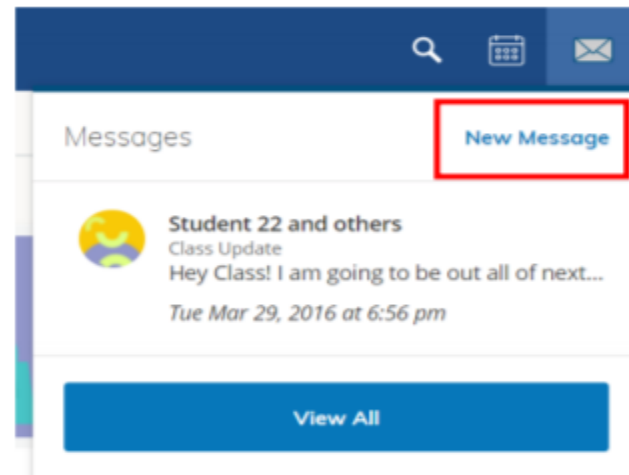
3. Enter the teachers name in the **To** field. A list of users will automatically populate as you type.

4. Select the user from the list.
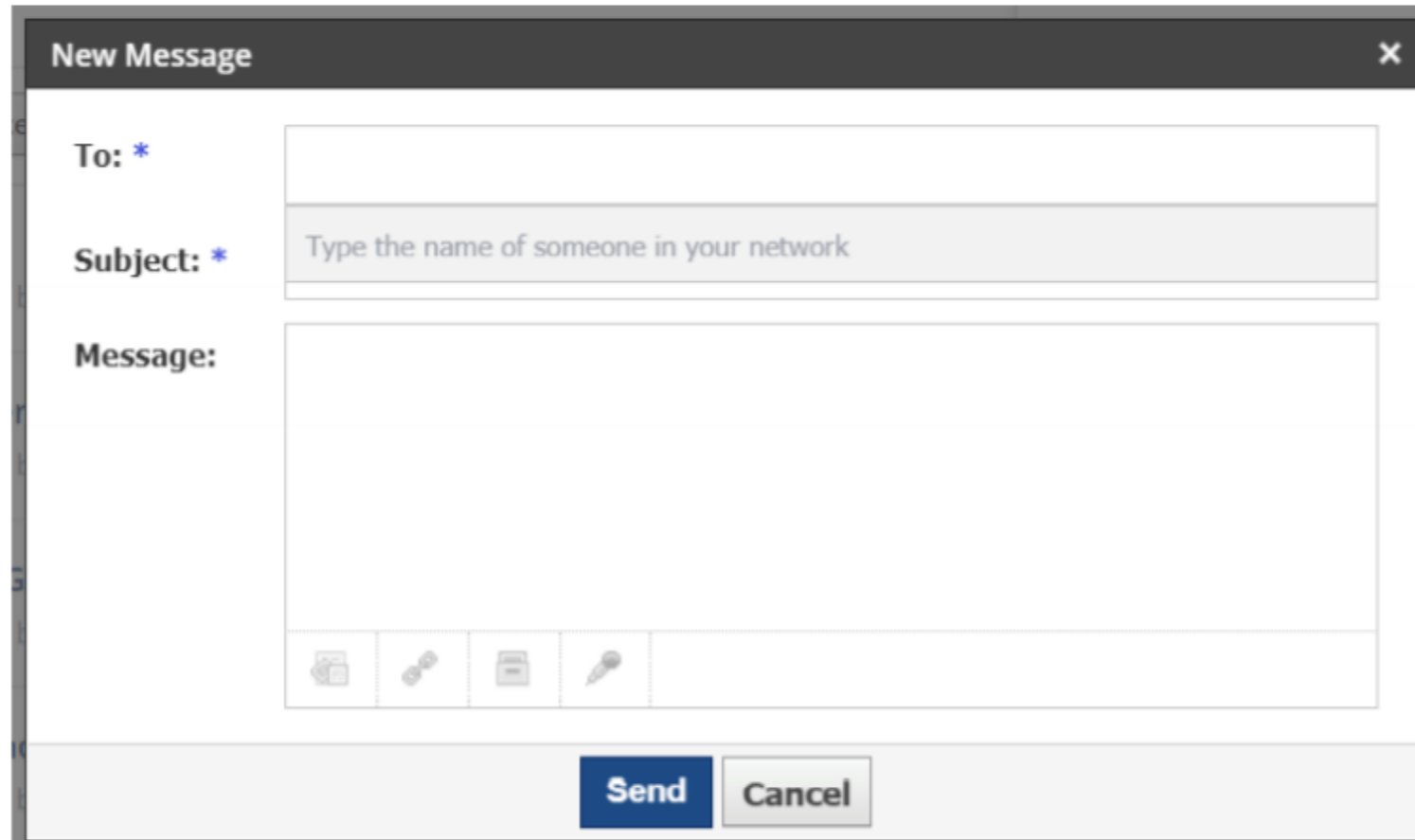
Schoology – Communication

5. Enter a subject and message like you would for a regular email
6. Once you have typed your message, click **Send** to complete.

Schoology – Communication

Receiving a Message and Sending a Response

1. When you have received a message the envelope icon in the top menu will have a number appear
2. Click on the envelope icon to see who has sent recent messages.
3. Click a message to open and view the message
   4. If you need to respond to the message, enter your response in the box provided

5. Click **send** to complete

Signing into Unified Classroom

How to Sign into Unified Classroom

Students using Springfield Public Schools devices should first sign into their computer using their student ID and DOB.

After signing in students should click the Unified Classroom shortcut located on the computer desktop:

Clicking the Unified Classroom shortcut will prompt the new Microsoft Edge browser to open the Unified Classroom sign in page.
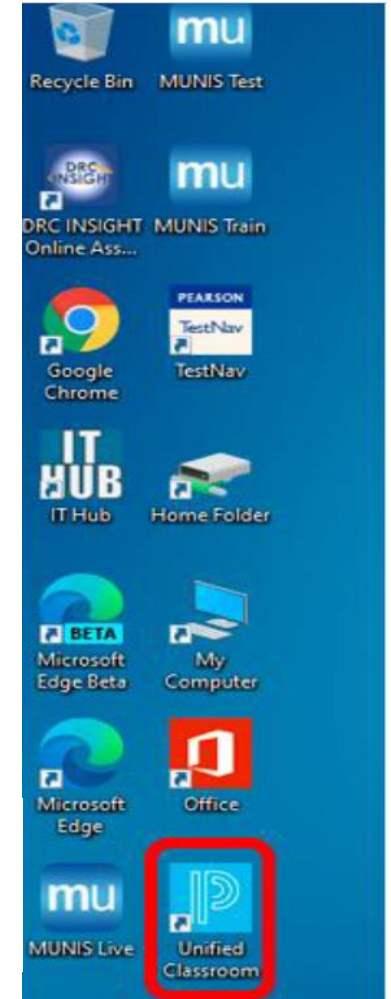
Unified Classroom - Signing in

Note: Students may receive a sync window at the top of their browser when arriving at the Unified Classroom login screen:

We've signed you in

█████6@SpringfieldPublicSchools.com has signed in on this device, so we've also signed you in to Microsoft Edge.

We'll sync your history, favorites, passwords, and other browser data across all your signed-in devices.

To sign out, go to Settings > Profiles.

Microsoft Privacy Statement

Customize   Sync   No, thanks

If visible, select **Sync** followed by **Sign in with Microsoft (below).**

Unified Classroom - Signing in

Note: Please restart the device of the shortcut is not visible on the student desktop. If this does not work, please sign into Unified Classroom using the Microsoft Edge browser on the student desktop>MySPS Applications>Unified Classroom.

Following these instructions will allow for sign sign-on access to Unified Classroom for students.

Unified Classroom - Signing in
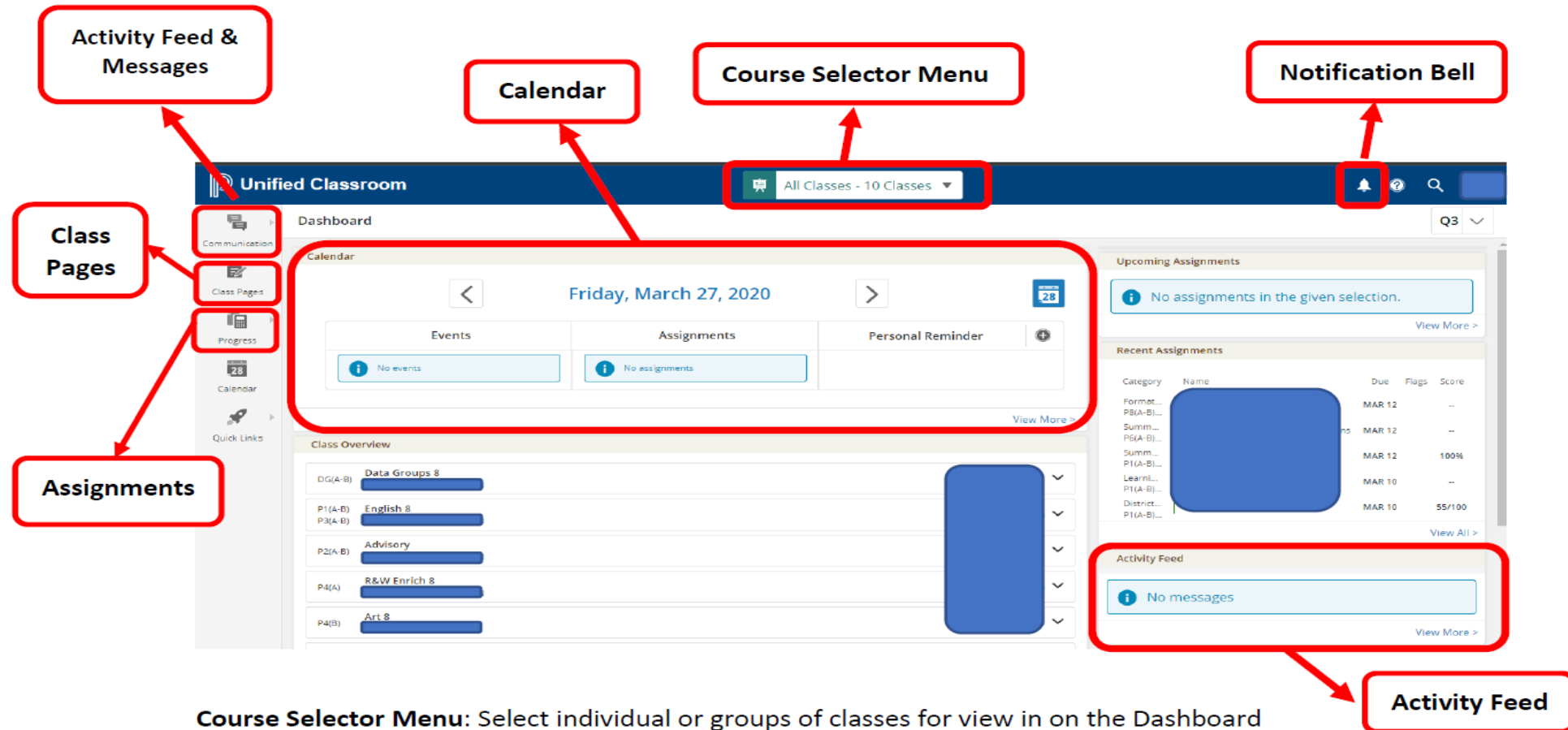
Alternative Access:

Students can also access Unified Classroom by entering **classroom.powerschool.com** into a browser, click **Sign in with Microsoft** and enter their SPS email (studentid@springfieldpublicschools.com) and computer password (SpMMDDYY).

Basic Navigation in Unified Classroom

Unified Classroom - Basic Navigation

Below, please see an example student dashboard in Unified Classroom with descriptions. Students can easily navigate the platform using these and the above-mentioned instructions.

Course Selector Menu: Select individual or groups of classes for view in on the Dashboard

Unified Classroom - Basic Navigation

Activity Feed & Messages

Calendar

Course Selector Menu

Notification Bell

Class Pages

Assignments

Activity Feed

Course Selector Menu: Select individual or groups of classes for view in on the Dashboard
Class Pages: Location for activities, resources and lessons created by teachers
Progress/Assignments: Easily navigate and locate Unified Classroom assignments
Calendar: Access to assignments, teacher created events and personal reminders
Notification Bell: Will alert students to many messages, assignments or activity feed posts from their teacher
Activity Feed: Class-wide messages posted by teachers that can be accessed on the student dashboard

Navigating Class Pages in Unified Classroom

Unified Classroom - Navigating Class Pages

We💛Learn
SPRINGFIELD

How to Access Class Pages in Unified Classroom

Students can access Class Pages by first selecting their course from the **Course Selector Menu** on the Unified Classroom Dashboard:

Unified Classroom - Navigating Class Pages

Once the student has selected the correct course, they can then click **Class Pages** from the left-hand side on the Unified Classroom dashboard to access their Class Pages content:
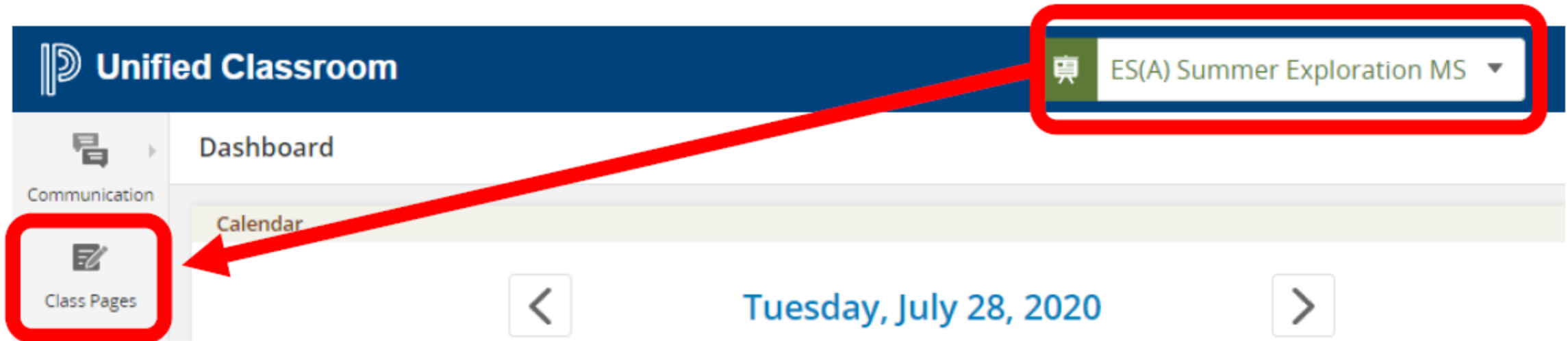
How to Access and Submit Assignments in Unified Classroom
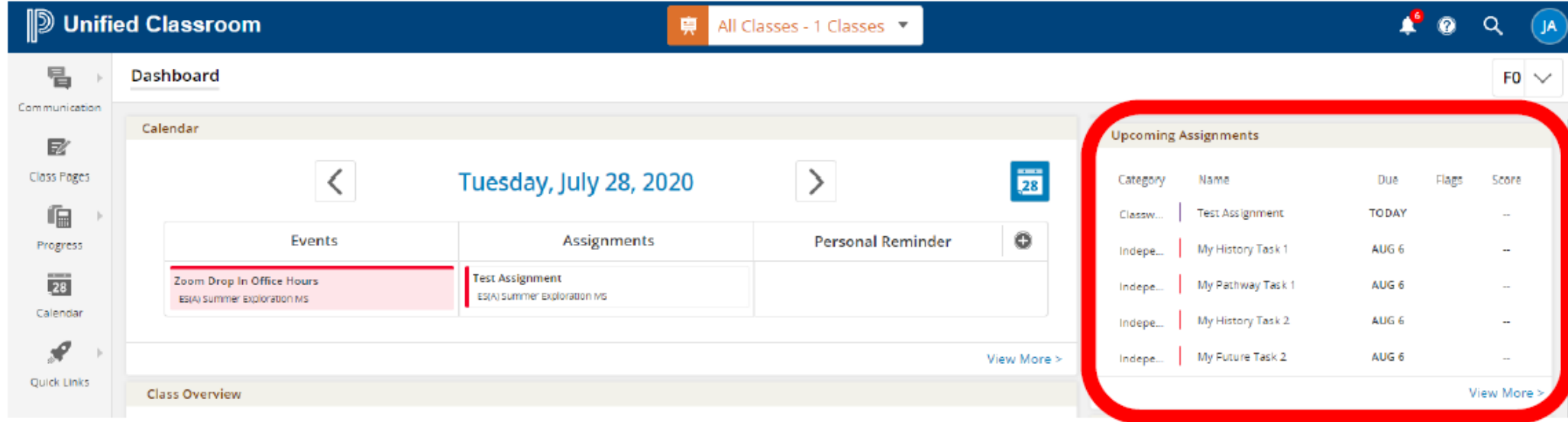
Unified Classroom - Assignments

How to Access and Submit Assignments in UC

Students can access assignments in three areas of Unified Classroom:

Area 1: Upcoming Assignments

Upcoming assignments will feature 5 assignments and is located on the student dashboard:

Unified Classroom - Assignments

Students can access **Assignment Details** by hovering over the assignment name:
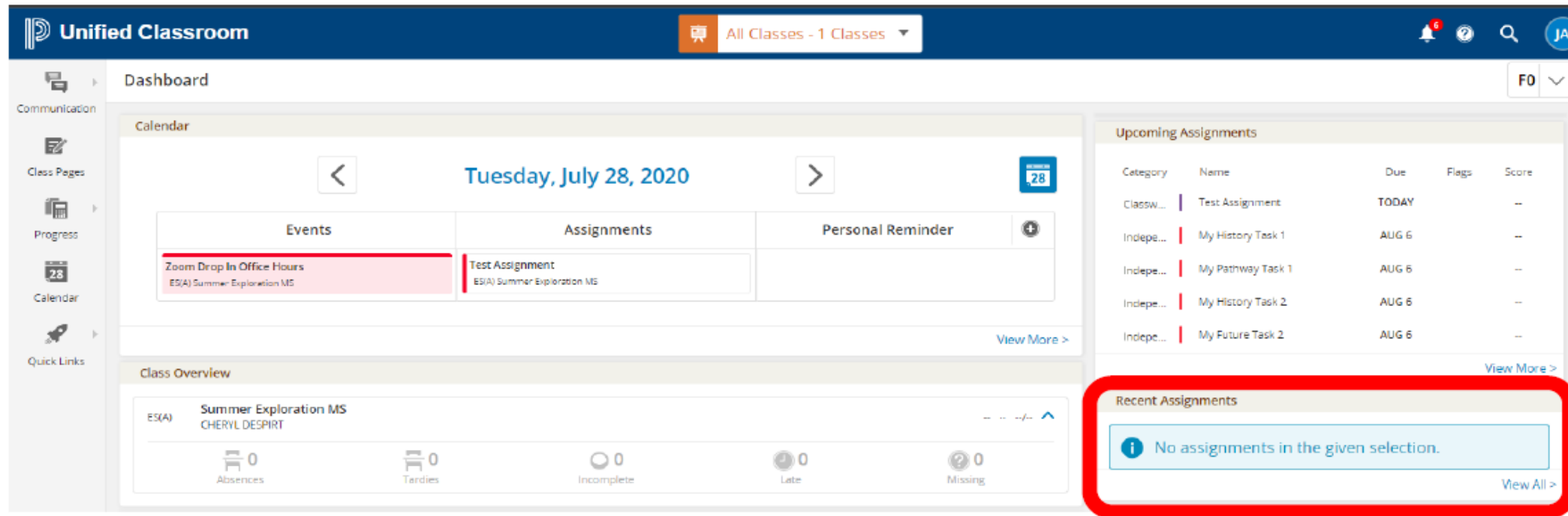
Unified Classroom - Assignments

Area 2: Recent Assignments

Students can view their 5 most recent assignments, along with the assignment's due dates on their student dashboard. Like in **Upcoming Assignments,** students can hover over the assignment name and select **Assignment Details** for more information:
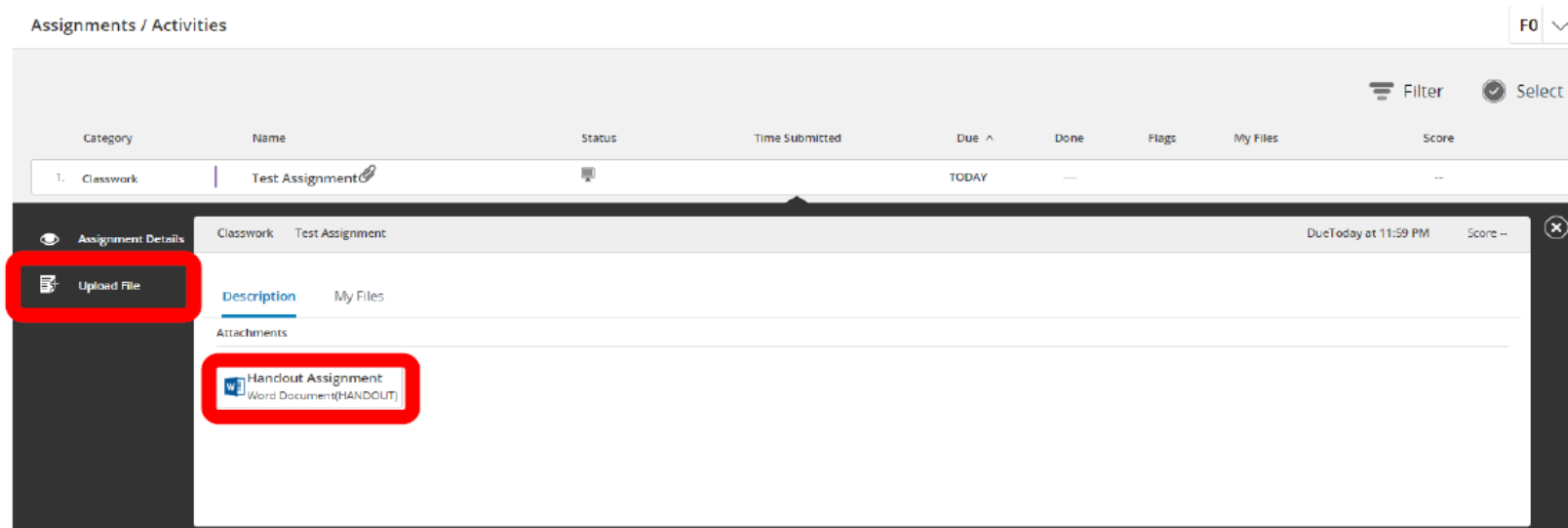
Unified Classroom - Assignments

Area 3: Progress

Students can access all their assignments by selecting **Progress>Assignments** on the left-side of the student dashboard in Unified Classroom:
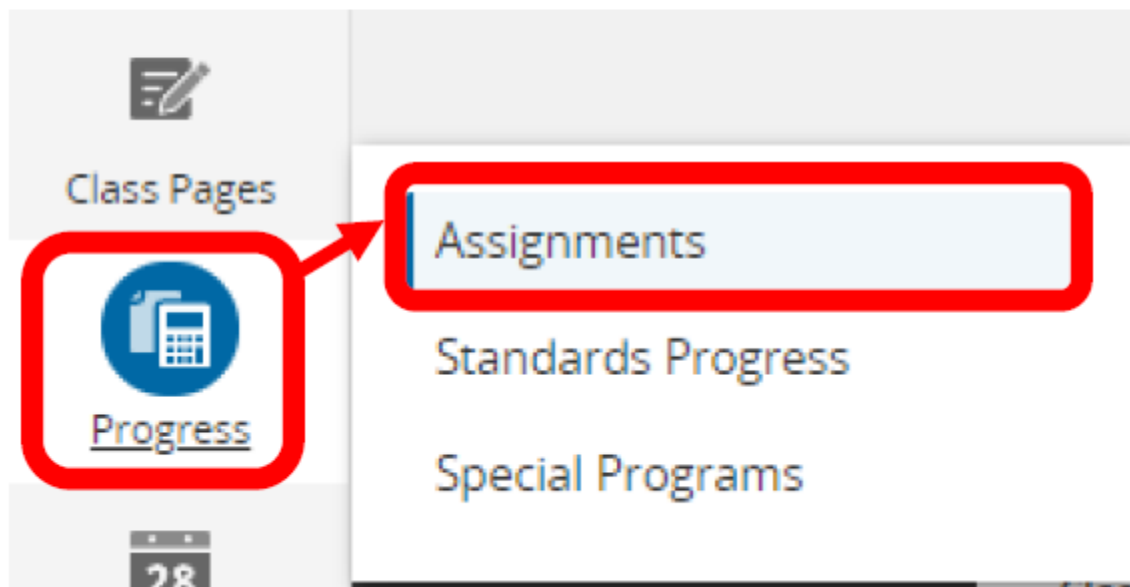
Unified Classroom - Assignments

Once on the **Assignment Details** screen (below) students can submit assignments by either selecting **Upload File** (Hand-in assignment) **or** the student can select the **Handout** file located underneath **Description**.


Handout Assignments enable students to complete their work using Microsoft Office 365 directly within Unified Classroom

Hand-in assignments allow for a more traditional assignment model, wherein students upload their documents to the assignment for the teachers to review.

Unified Classroom - Assignments

When uploading assignments students should choose **My Computer** after clicking **Upload File:**
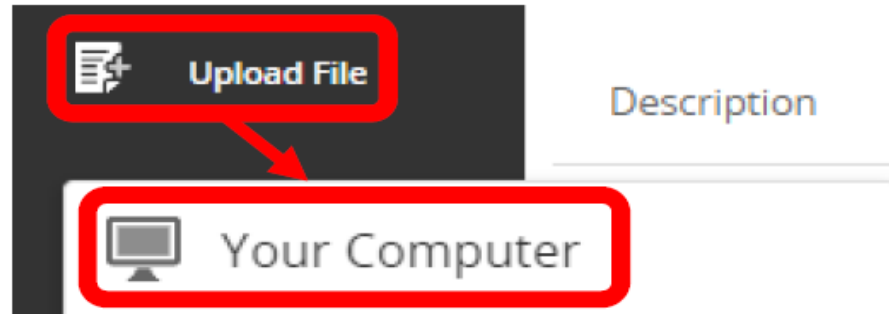
Unified Classroom - Assignments

After selecting **Your Computer** students should select their files and click **Upload Now** to submit their work:

# How to Communicate with Teachers in Unified Classroom

Unified Classroom - Communications

How to Communicate with Teachers in Unified Classroom

Students and teachers can engage in direct communication when utilizing the Messages function in Unified Classroom. Messages can be accessed by selecting Communication>Messages from the Unified Classroom Dashboard:

Unified Classroom - Communications

![We Learn Springfield logo]
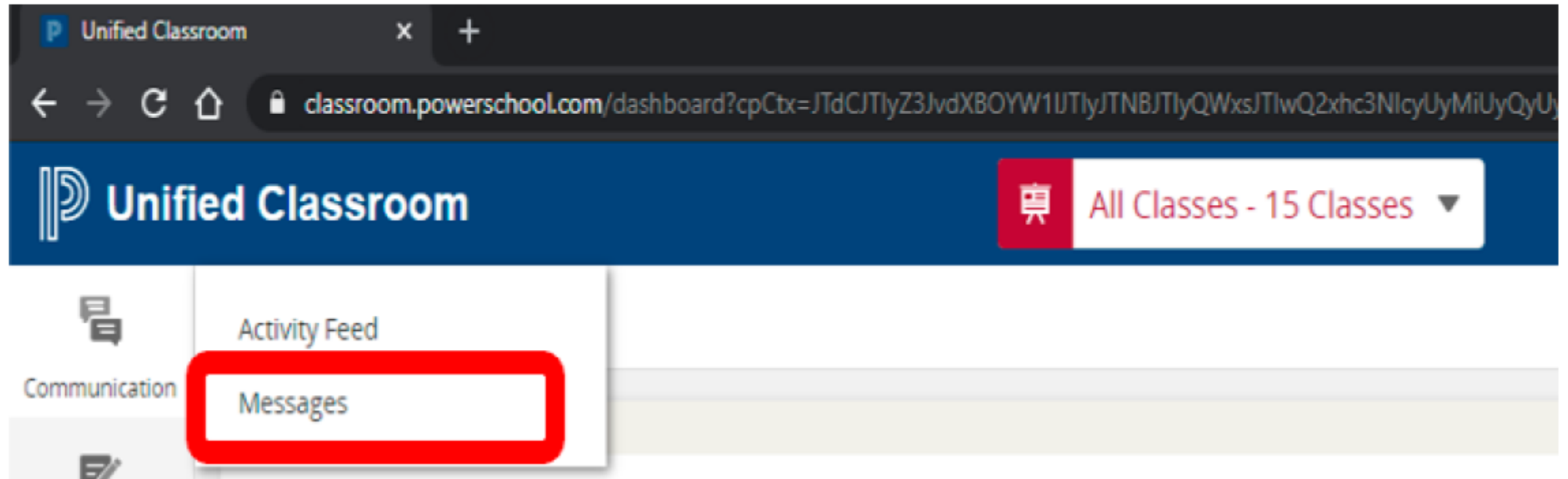
From here students can send direct messages to teachers.

Chat

Teachers	+
Amelia Walsh	
Eric Vaughan	
Samantha Harris	
Dan Walsh	
Maria Nash	
Adam Blake	
Jamie Bond	
Edward Ince	

Apr 13

Adam Blake 3:56 AM
Great work in class today!

9:12 AM
Thank you so much! I love this content!

Adam Blake 1:34 PM
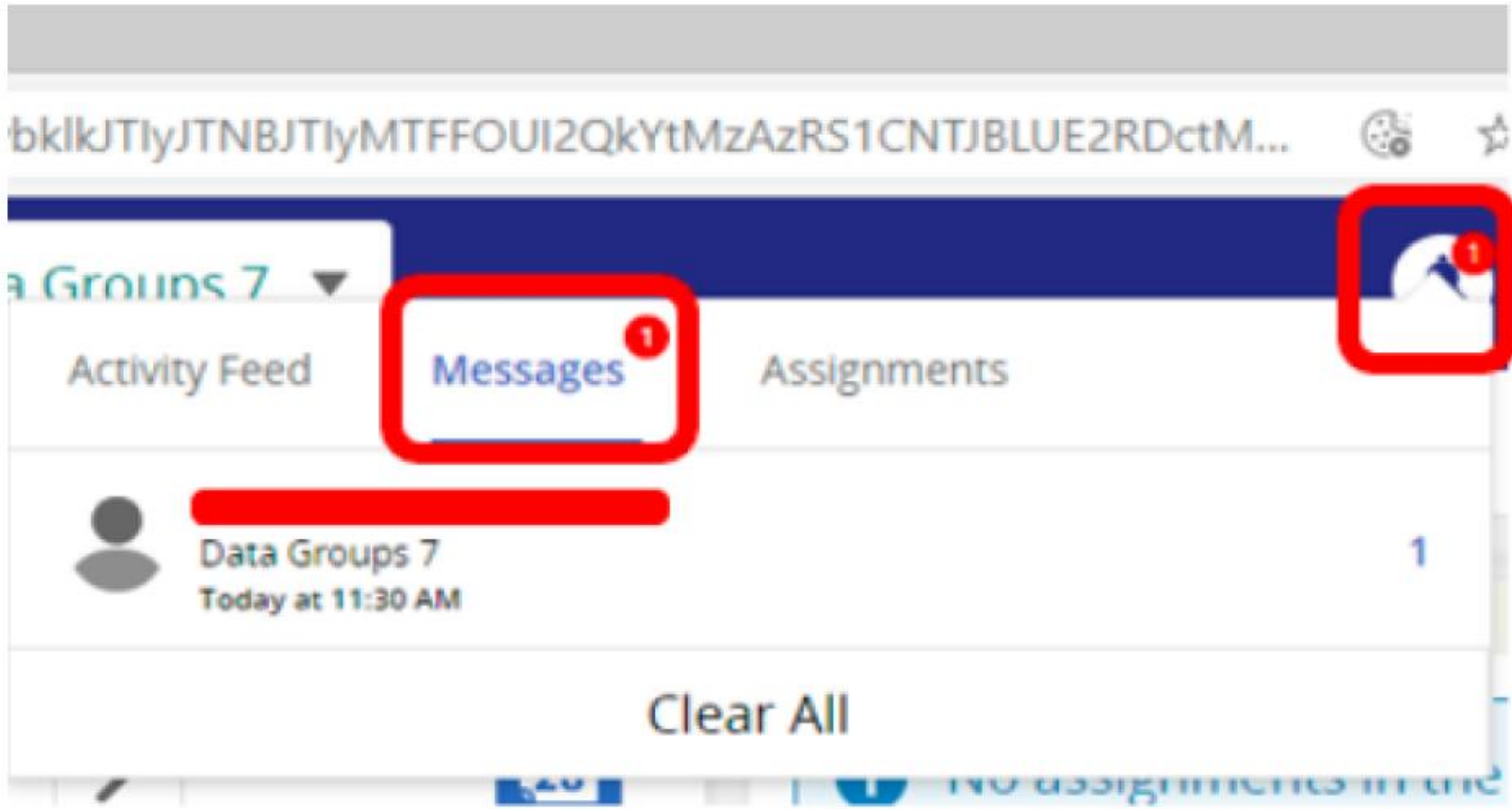What do you like about the material?

1:46 PM
The imagery the author uses - it makes me feel like I am right there!
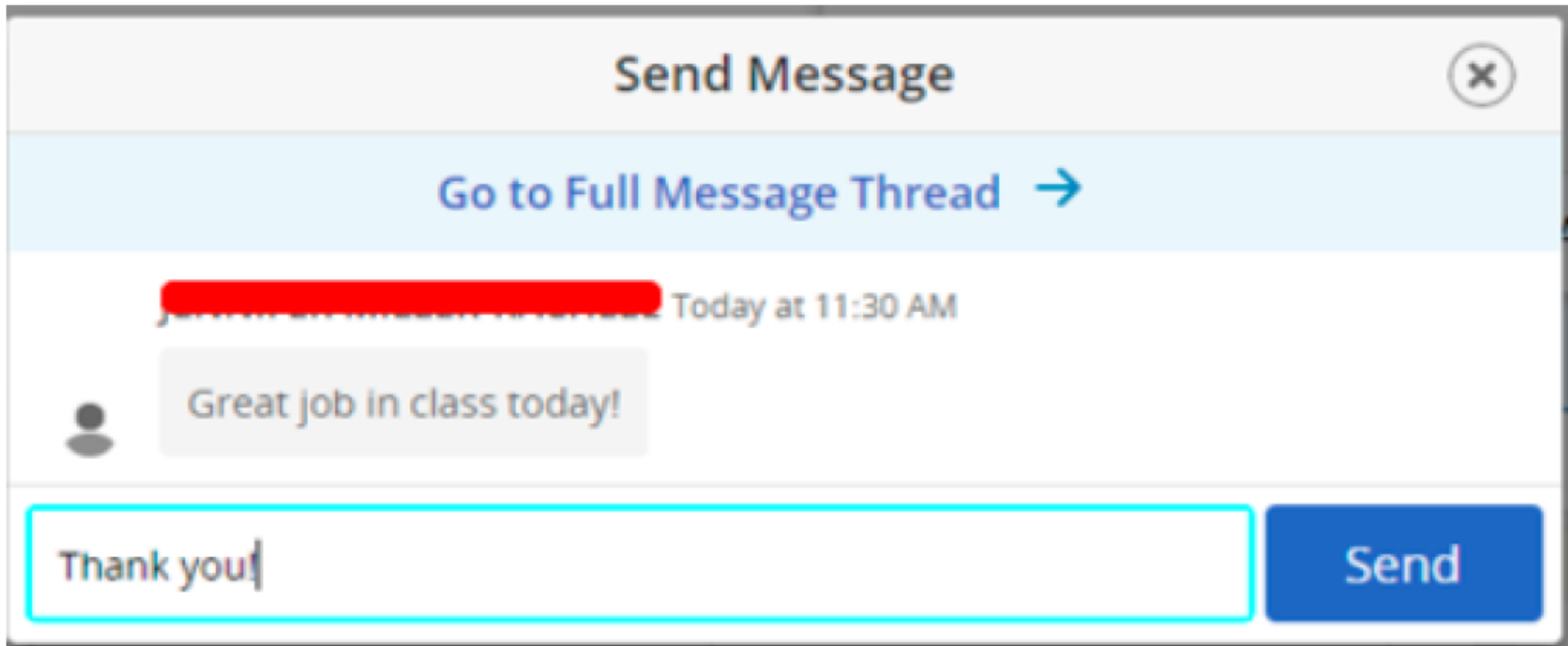
Send Adam a message   **Send**

Unified Classroom - Communications

![We Learn Springfield logo]

Teachers and students alike will receive notifications when new messages have been sent:

Unified Classroom - Communications

Students can reply to messages directly from the Notification Bell:

Using Messages can serve as an effective form of communication for both staff and students.

YouTube Link

A YouTube channel has been created and will be populated with videos to accompany all training topics covered in this technology orientation training.

Please click the link below to access the SPS Family IT Support channel:

https://www.youtube.com/channel/UCUbdvuyhx6-IuaRw_45S7Dg

This power point can be found on:

MySPS>WeLearn>Resource Documents