

# **Technology Orientation Sessions**

**August, 2020**

# Technology Orientation Topics

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**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)

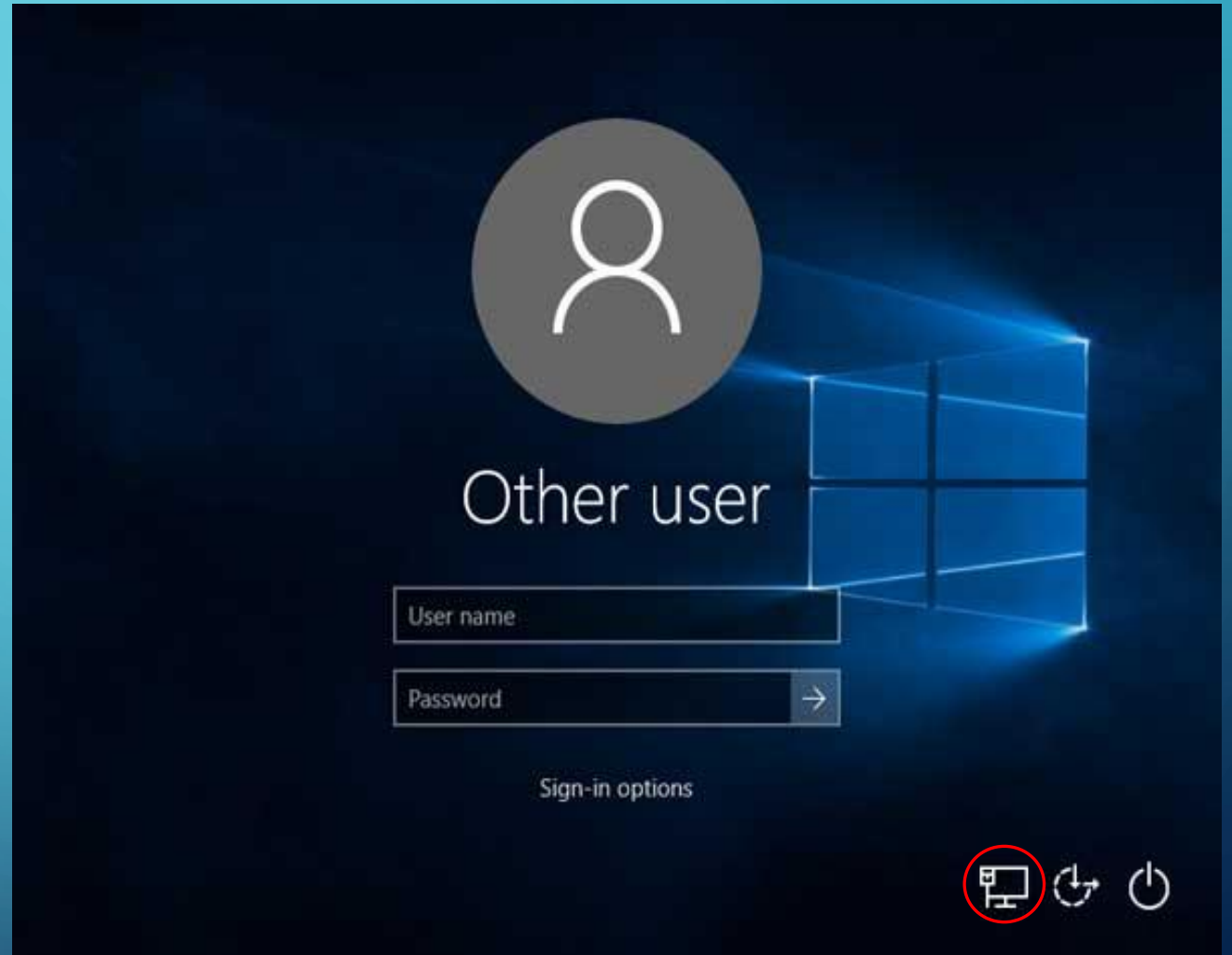


- Connected via ethernet (hardwire)



- 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.

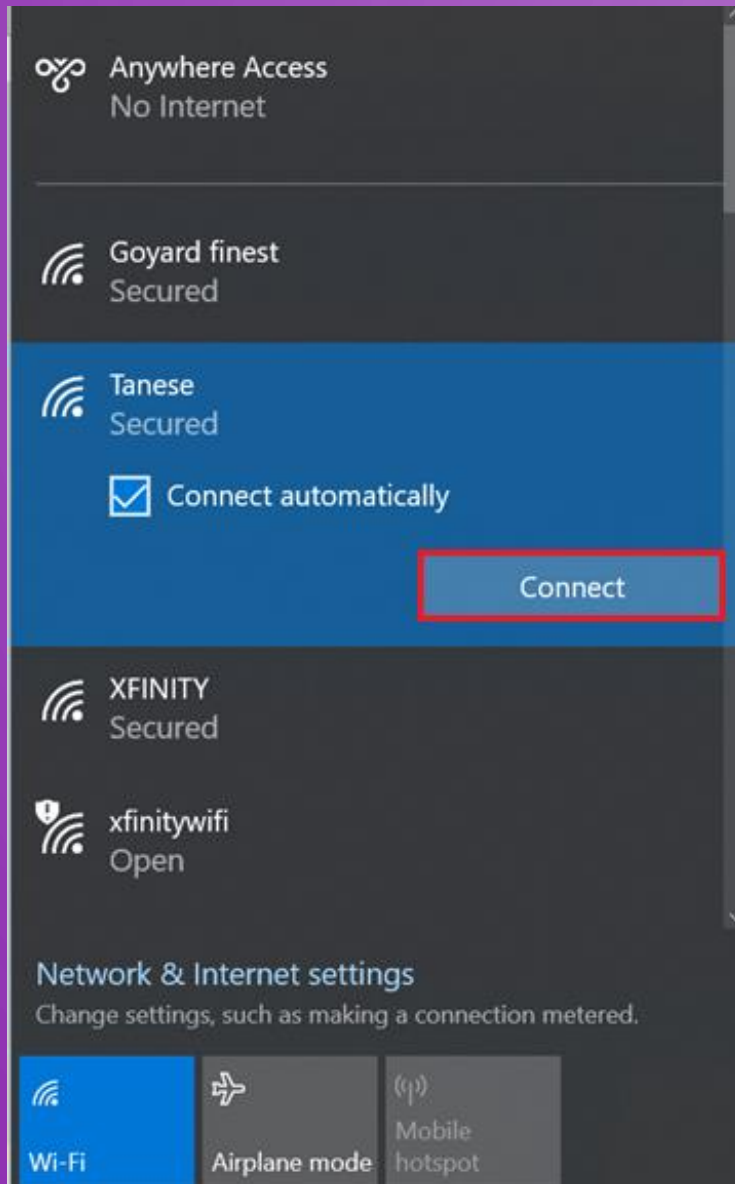


# AFTER LOGGING IN



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.

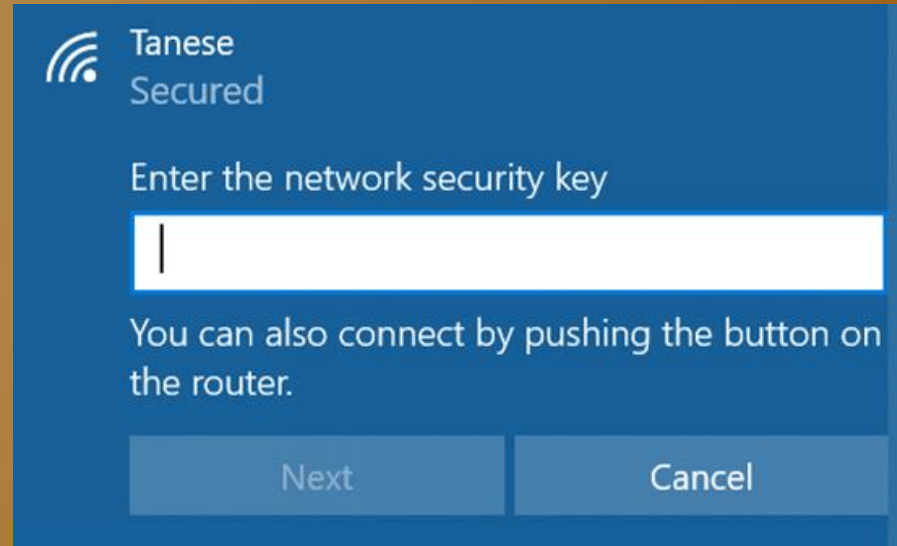
If you do not see it, try clicking on the  (carat).



- **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”.

- 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.

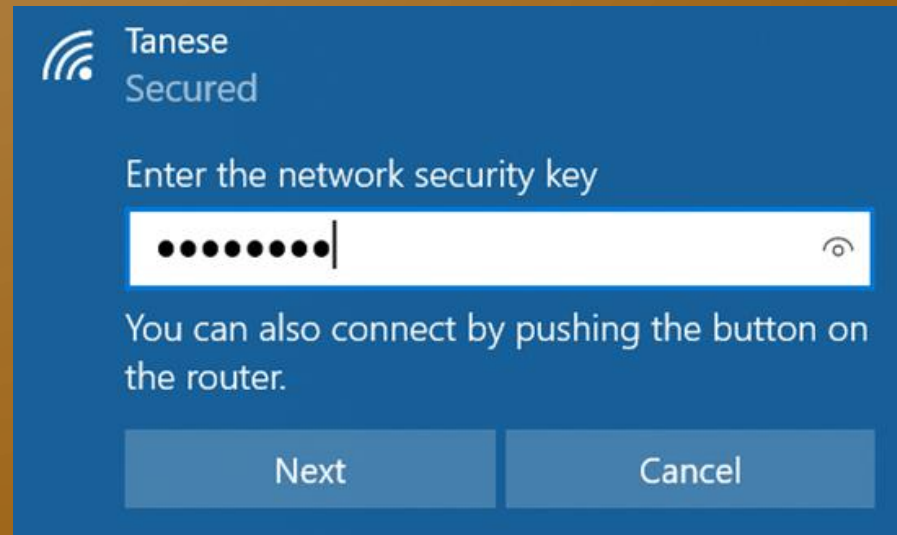


Tanese  
Secured

Enter the network security key

You can also connect by pushing the button on the router.

Next Cancel



Tanese  
Secured

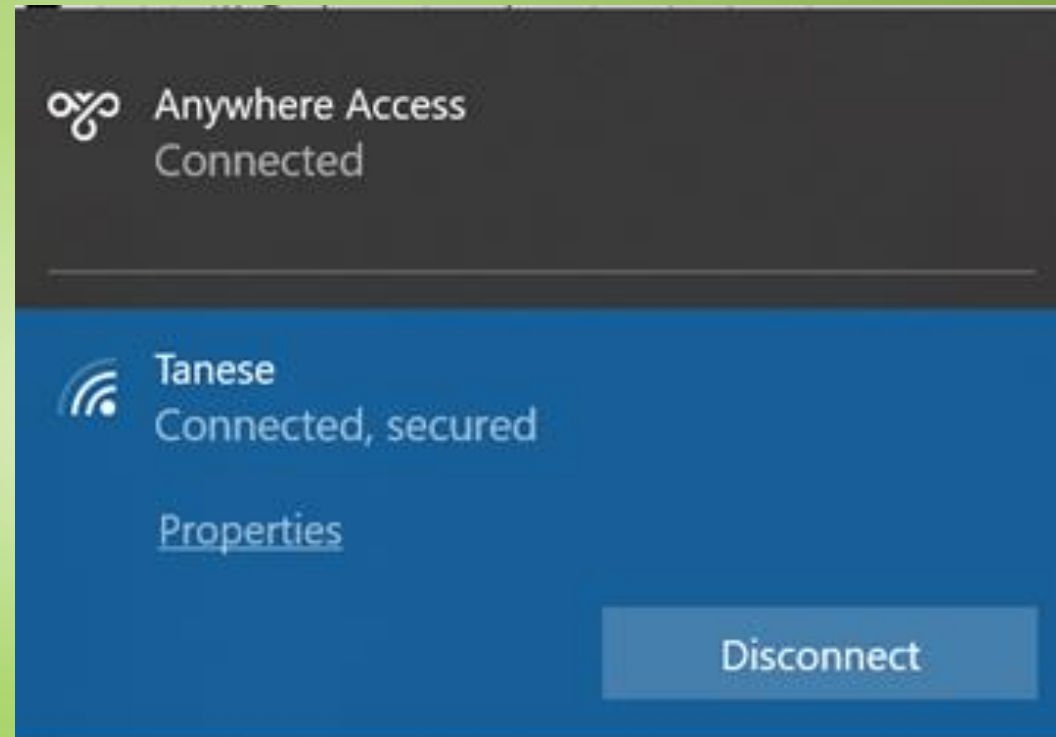
Enter the network security key

You can also connect by pushing the button on the router.

Next Cancel



- 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.





# Software Center


# About Software center

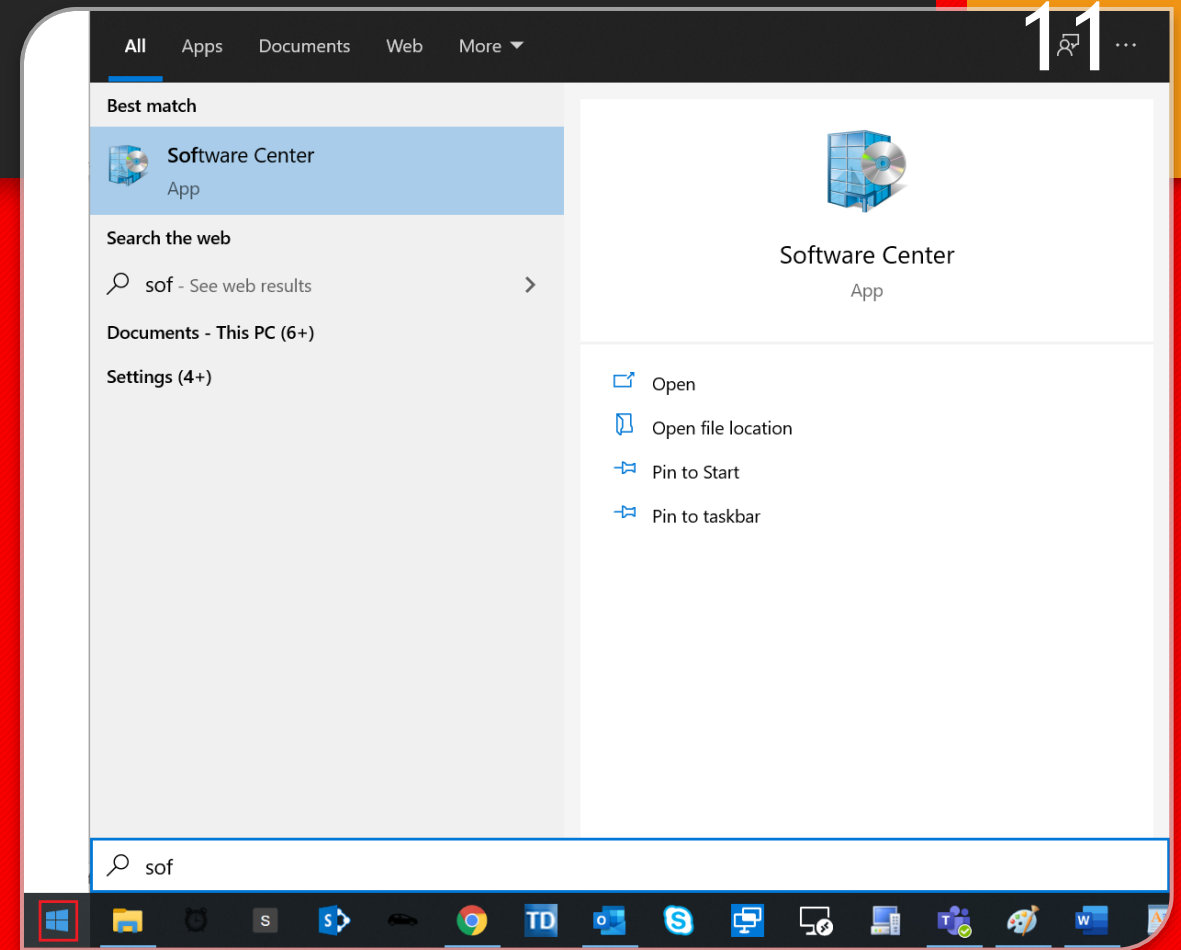


Software Center is an application, used by both Students and Staff, to:

- 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...

12



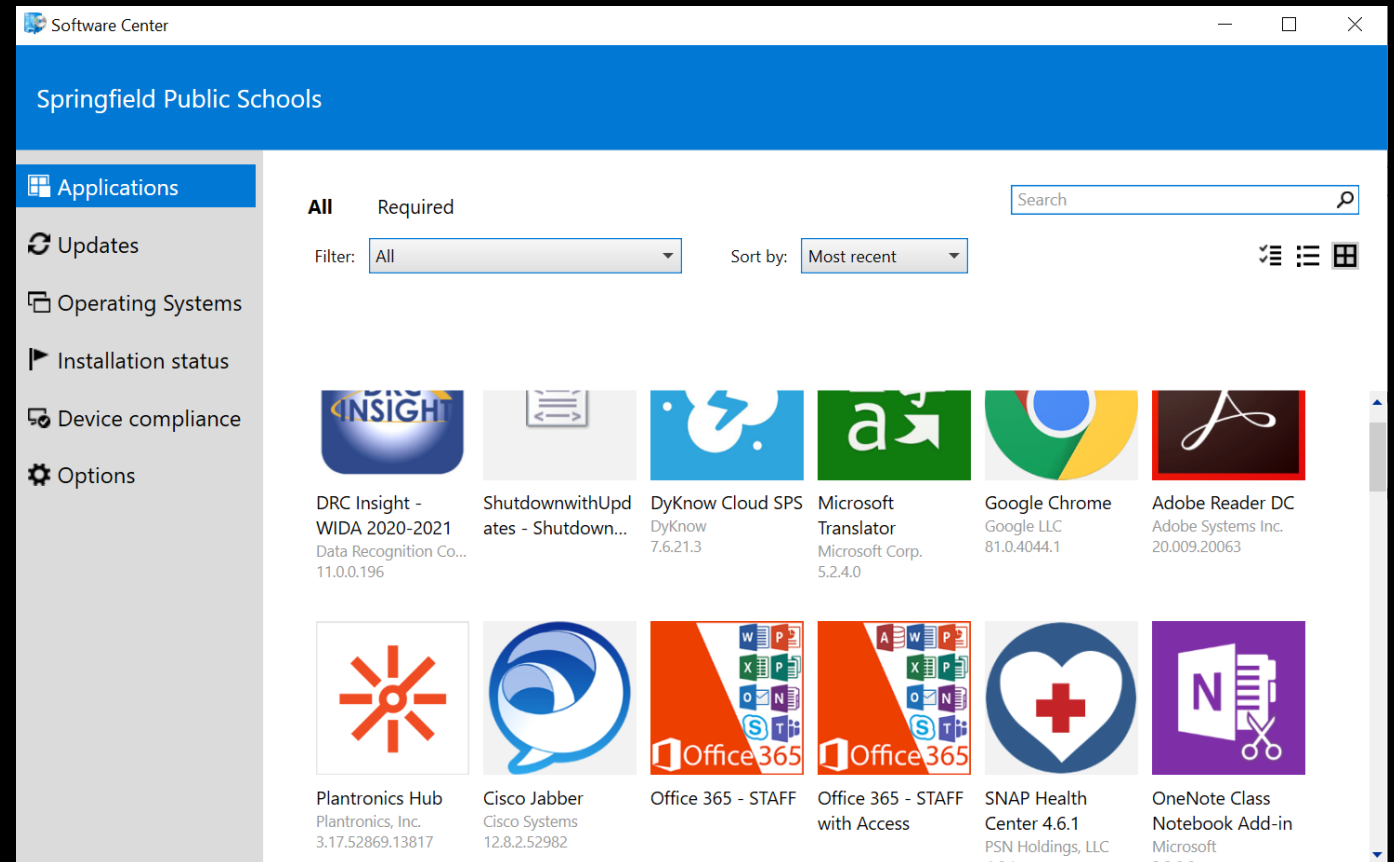
- Double click on **IT HUB** (found on your desktop)
- Select  in the top left of the IT HUB Window
- Select “Software Center”



# 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

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

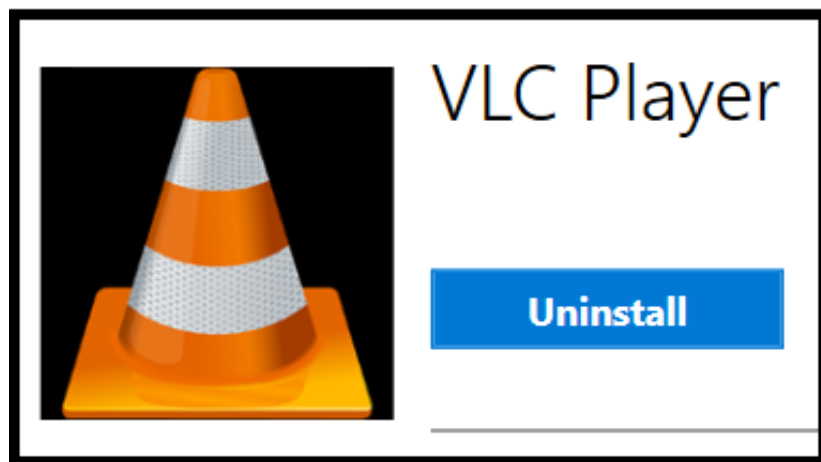


Downloading and installing software

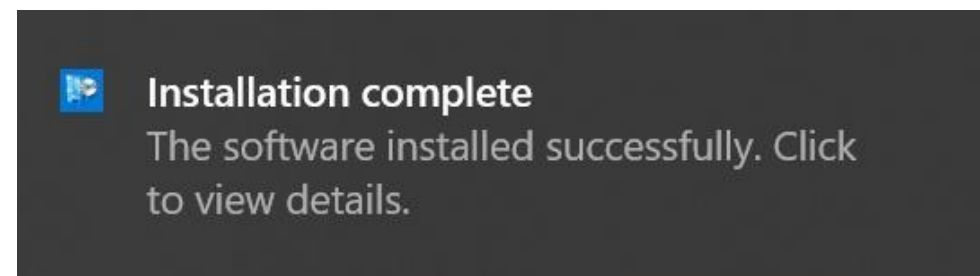
Click to view progress.

- You will see this notification when the download begins

# 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.





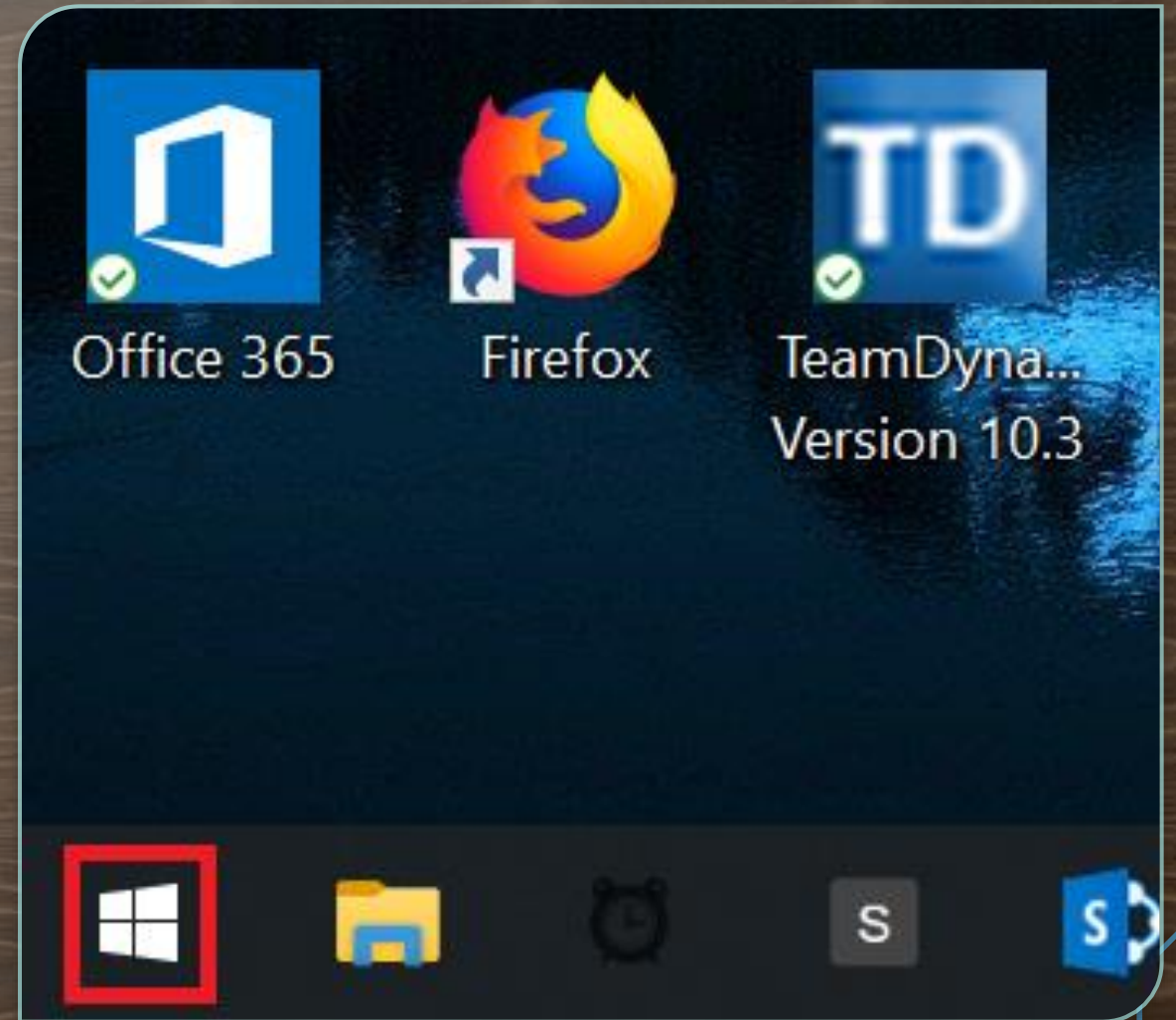
# WHEN AND HOW OFTEN SHOULD I RESTART?

It is recommended to restart (not just shut down or put the computer to sleep):

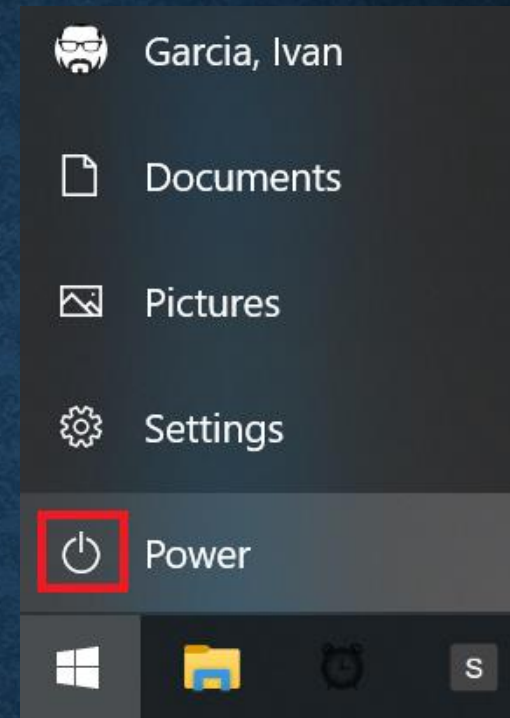
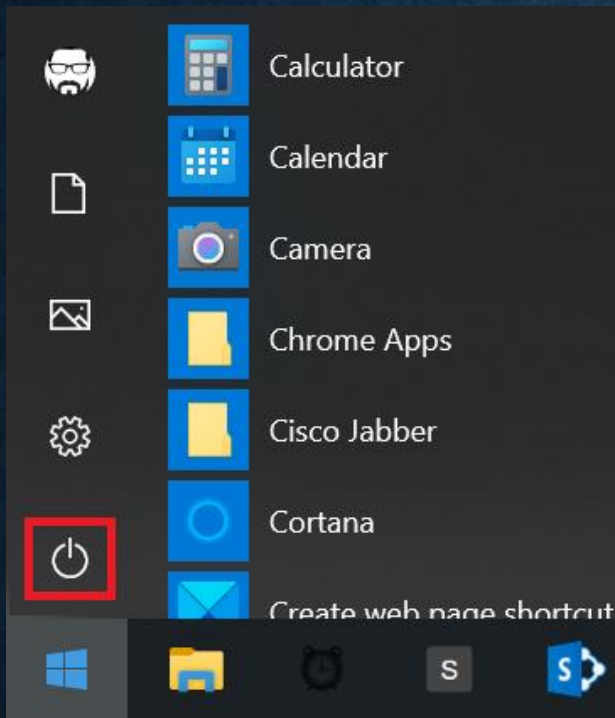
- At least once a week after you have finished your work for the day.
- As one of the first steps in troubleshooting
- After installing or uninstalling software and/or drivers

# 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.



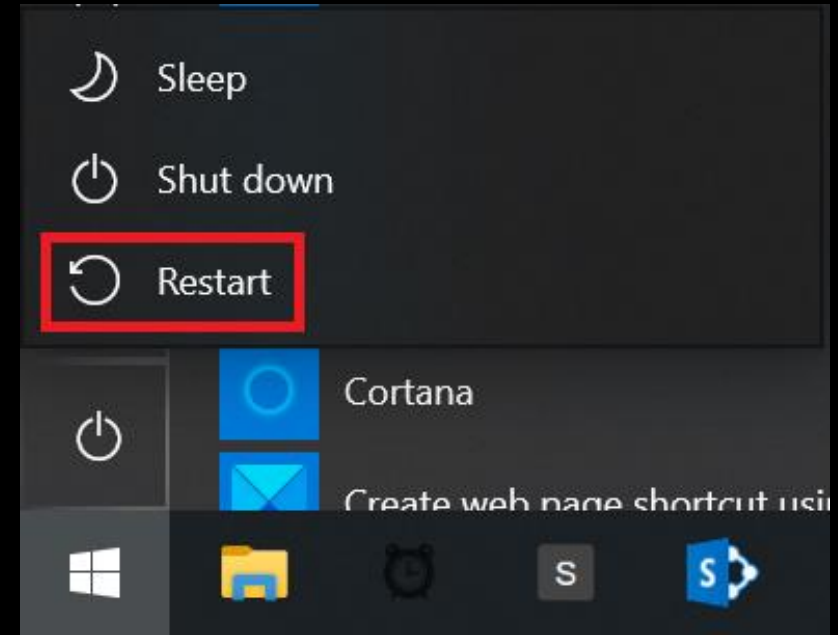




- The Start Menu will expand displaying the Power button (in red)
- Select the Power button

NOTE: Hovering over the buttons will cause the buttons to expand and display the button functions

- Select Restart to begin the process



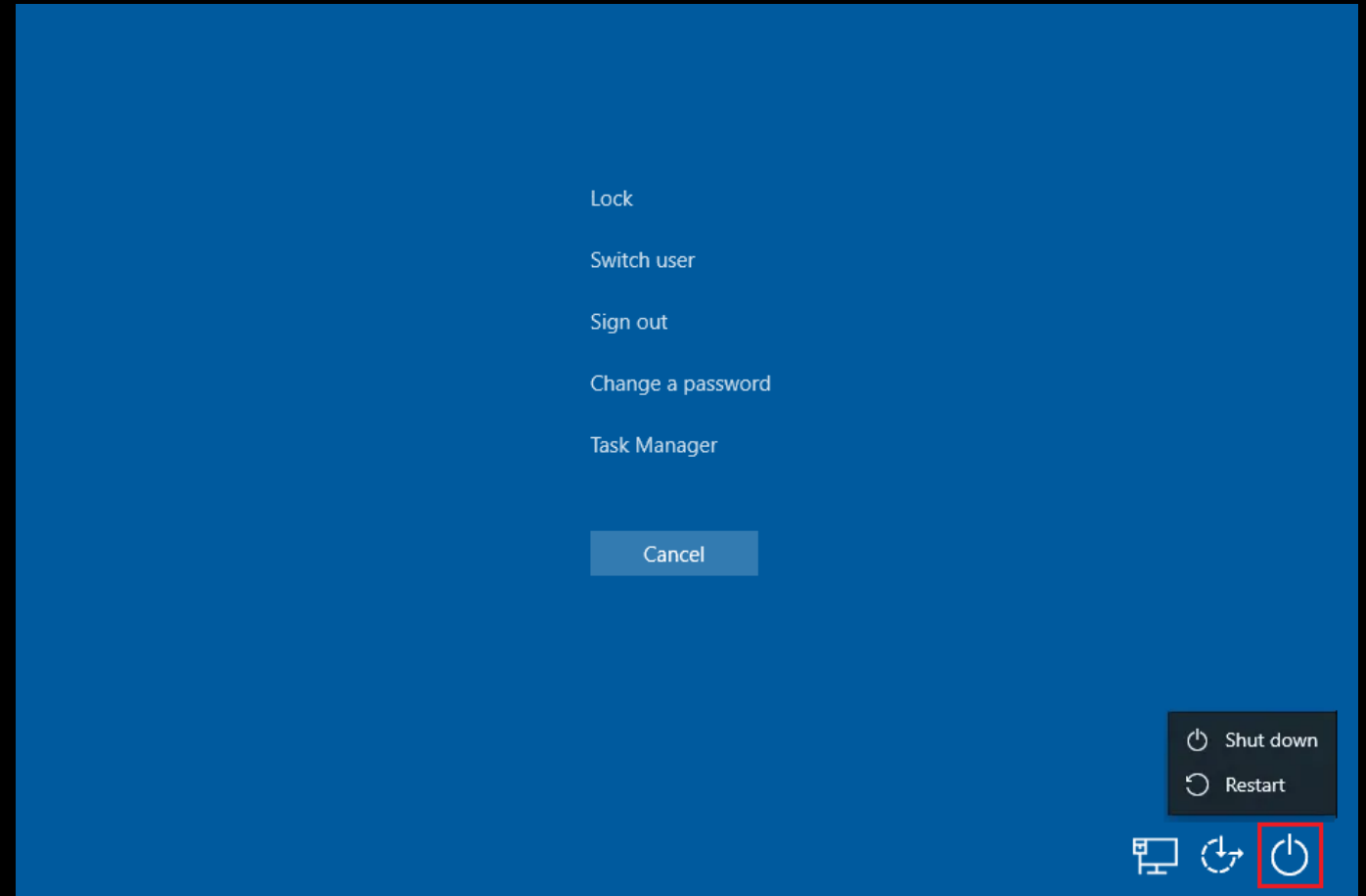
Sleep

Update and shut down

Update and restart

- 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.

# 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](mailto: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:

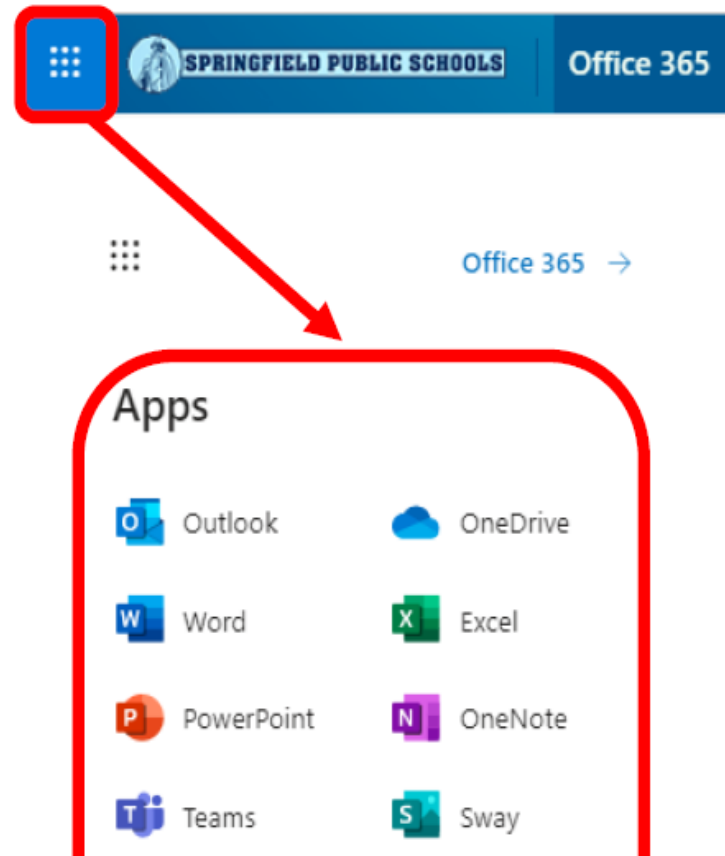


Alternative access: Use [this](#) link to access the Office 365 sign in page. Enter SPS credentials and password.



# Microsoft Teams Meeting

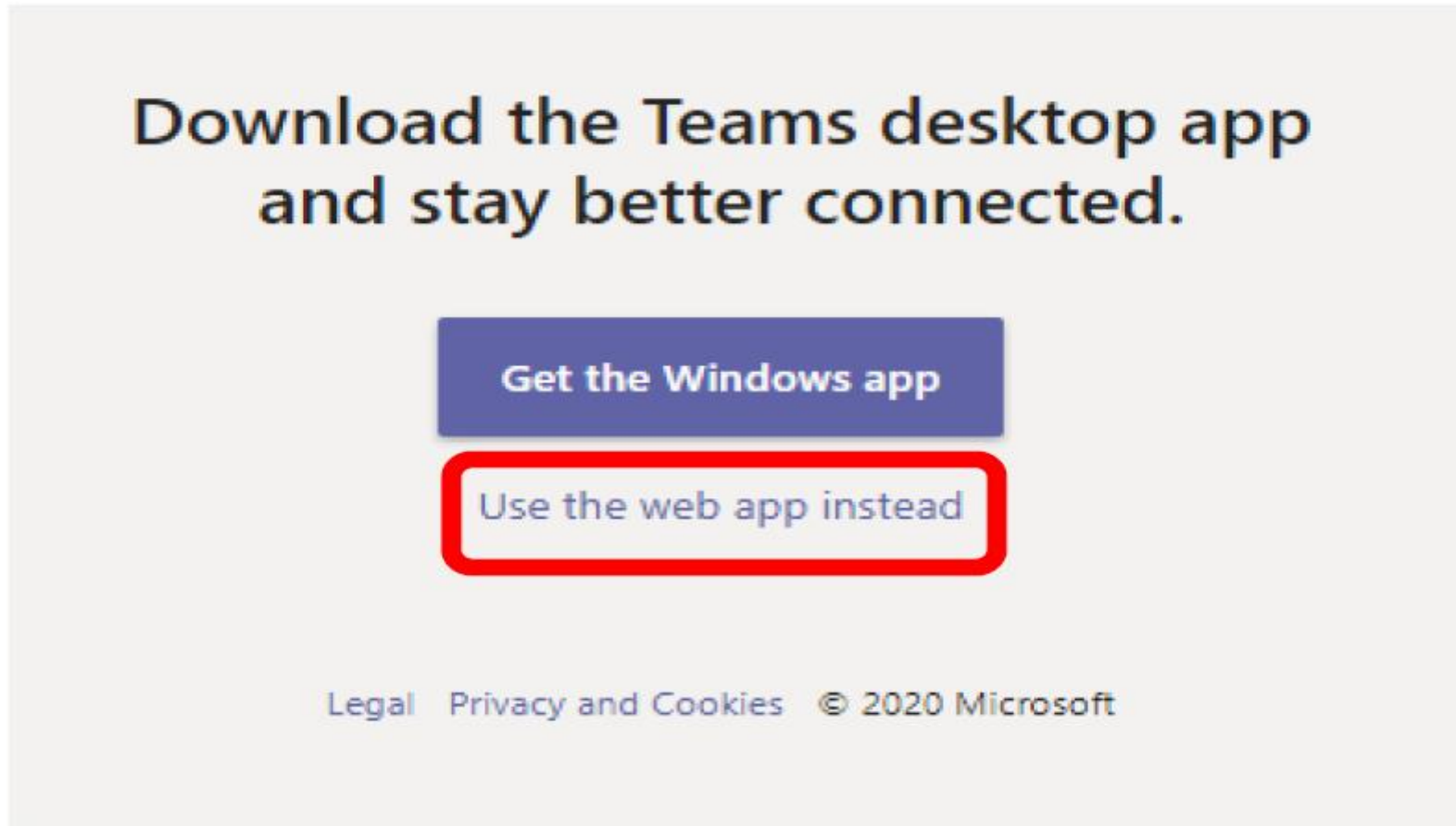
Step 2: Click the  icon on the upper-left hand corner of the screen and select from the Office 365 applications.





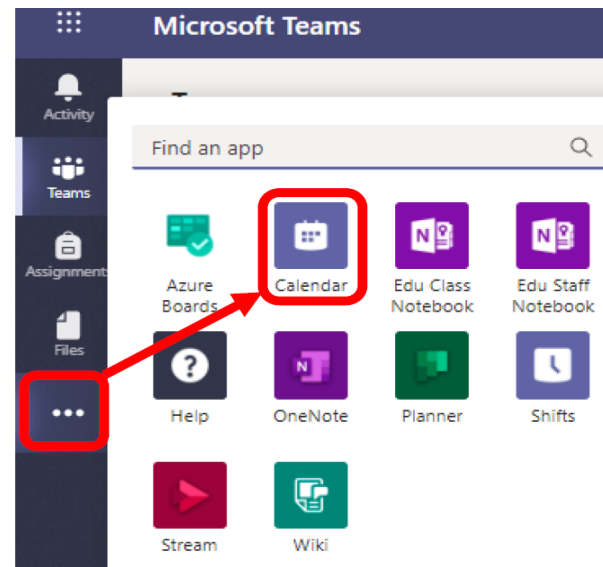
# Microsoft Teams Meeting


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

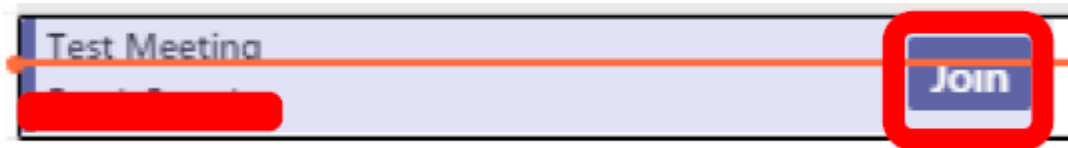


# Microsoft Teams Meeting

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

# Office 365


## How to Access Office 365 and Create Files

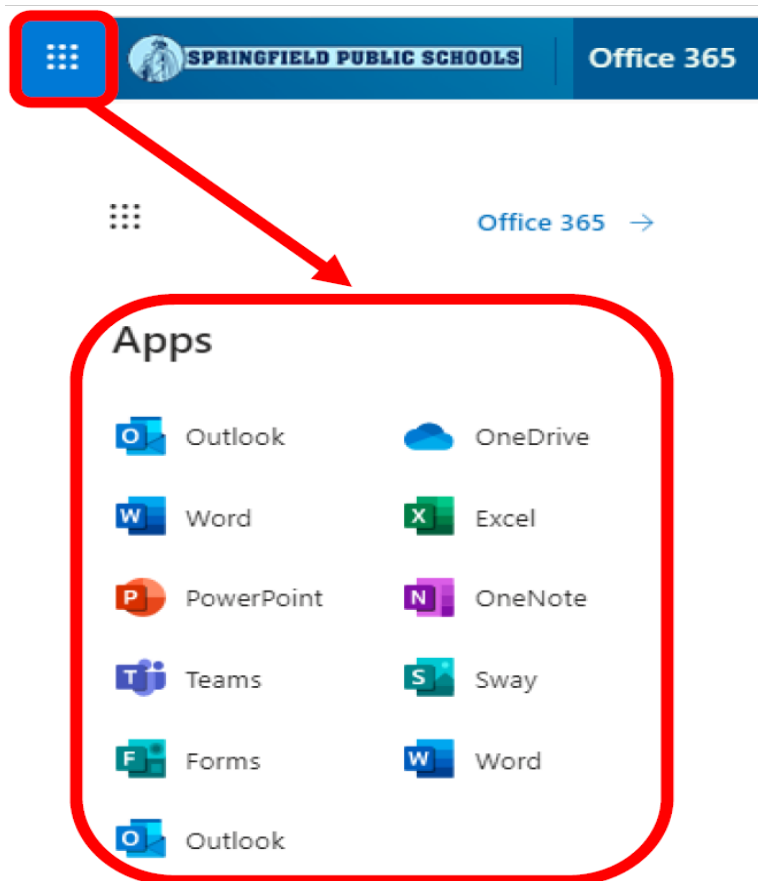
Step 1: **Click** on the **Office 365** icon located on computer desktop:



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.

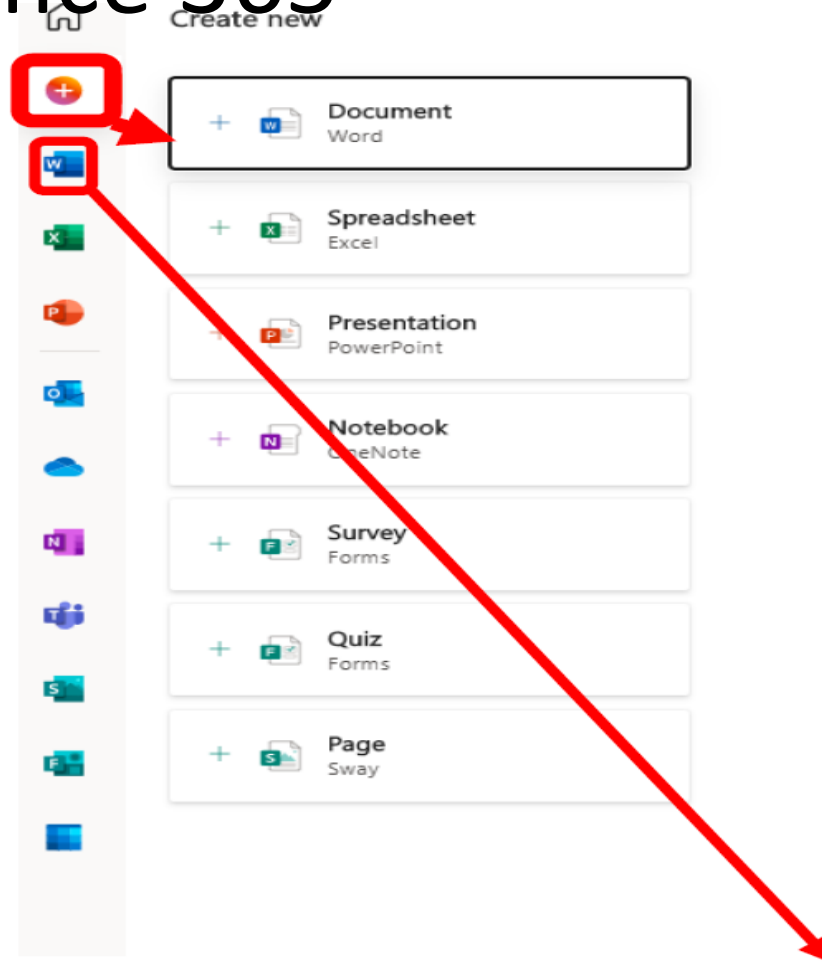


## How to Create Files in Office 365

Once signed into Office 365 click the **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

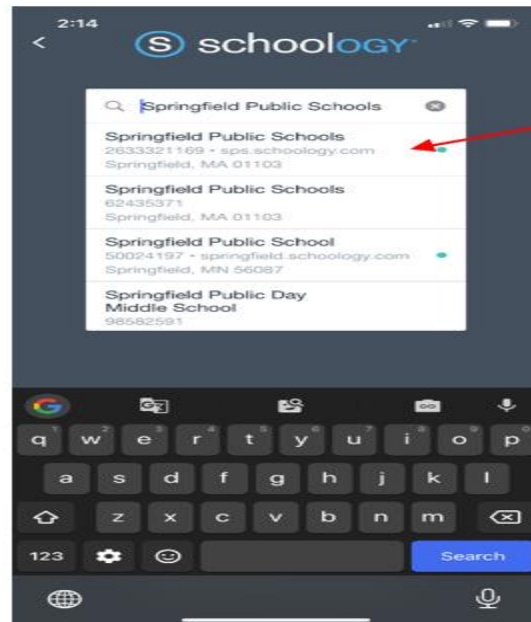
- Once you complete the sign in with Microsoft process you will then be brought to the course dashboard.

The screenshot shows the Schoology interface for a user named 'Student B'. The top navigation bar includes links for COURSES, GROUPS, RESOURCES, and GRADE REPORT. The main content area is titled 'COURSE DASHBOARD' and features two course cards: 'Elementary: View Only' and 'US History: View Only'. On the right, an 'Upcoming' calendar lists events for July 2020, including 'Practice' on Tuesday, July 21; 'Sample Assessment' on Friday, July 24; 'SAT Test (West Campus Auditorium)' on Saturday, July 25; 'Volleyball Game @ Marshall HS' on Wednesday, July 29; and 'Review' on Thursday, July 30 at 7:00 pm.

# Schoology – Signing in

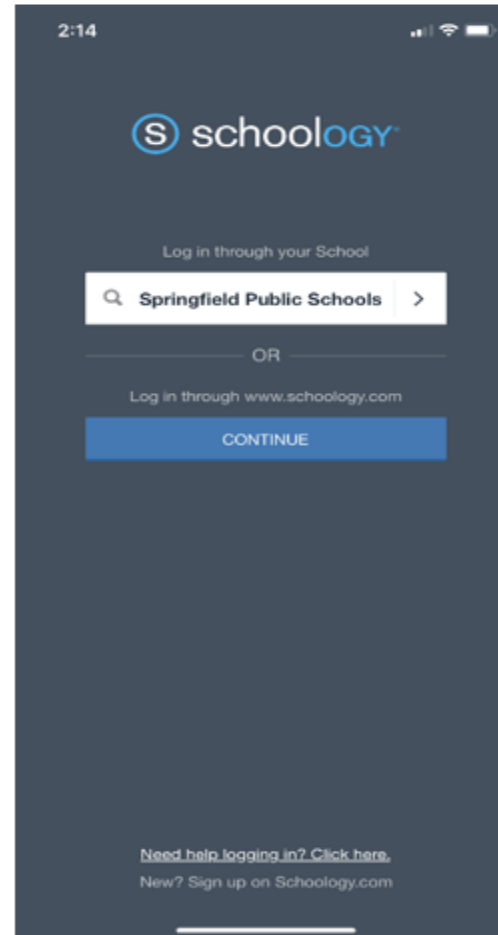
## Logging into Schoology Using the Schoology Mobile App

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).



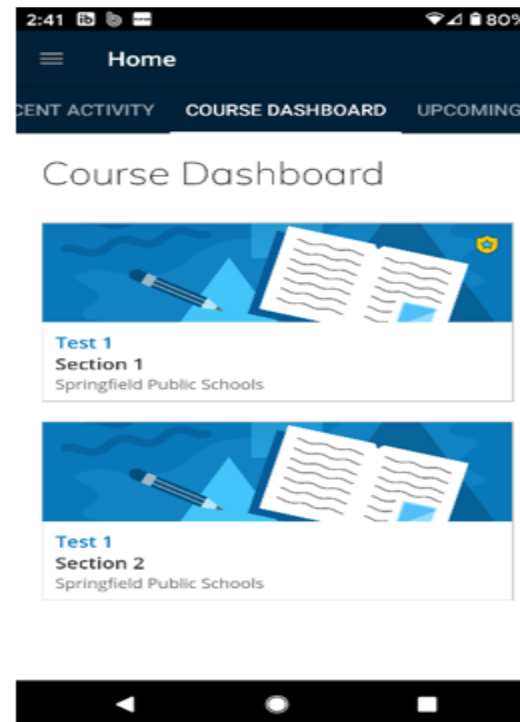
# We Learn Schoology – Signing in

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 screenshot displays the Schoology Student View interface. At the top, a dark blue navigation bar contains the Springfield Public Schools logo and links for COURSES, GROUPS, RESOURCES, and GRADE REPORT. To the right of these links are icons for search, calendar, email, notifications, and a user profile for 'Student 8'. Below the navigation bar, the 'COURSE DASHBOARD' is selected, showing two course tiles: 'Elementary: View Only' and 'US History: View Only'. On the right side, an 'Upcoming' calendar lists assignments: Practice (Tues, July 21), Sample Assessment (Fri, July 24), SAT Test (Sat, July 25), Volleyball Game (Wed, July 29), and Review (Thurs, July 30).

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.)





# We Learn Schoology – Navigation

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



## 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 see the most recent notifications. Clicking on a specific notification will take you to the related material.

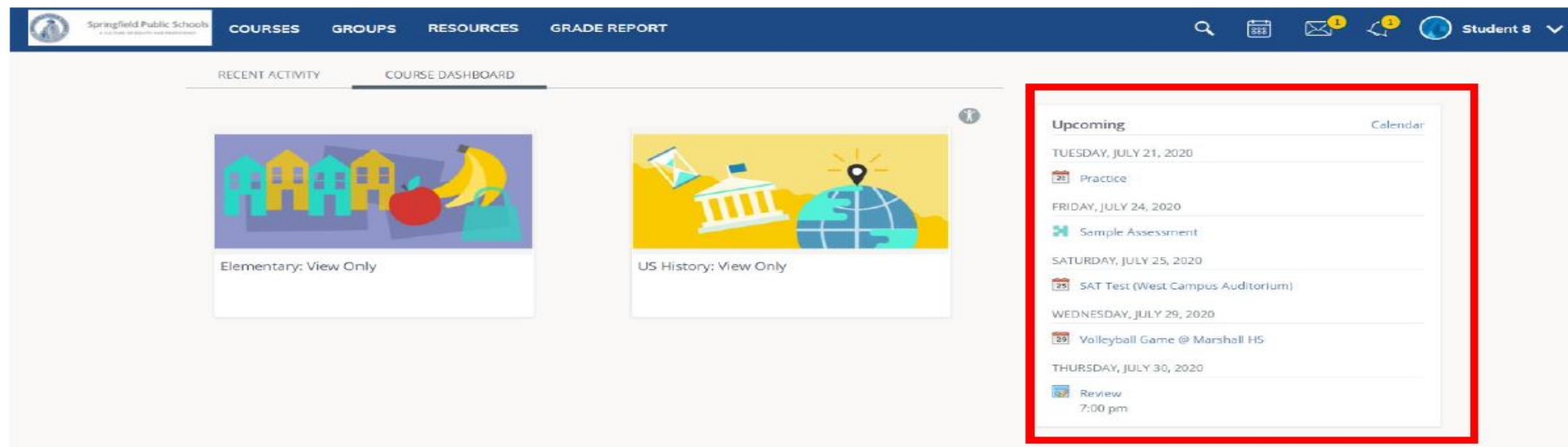
# How to Find and Submit an Assignment in Schoology

# 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 screenshot shows the Schoology interface for a student. The top navigation bar includes 'COURSES', 'GROUPS', 'RESOURCES', and 'GRADE REPORT'. The main content area is divided into 'RECENT ACTIVITY' and 'COURSE DASHBOARD'. Under 'COURSE DASHBOARD', there are two course cards: 'Elementary: View Only' and 'US History: View Only'. On the right side, there is an 'Upcoming' section, which is highlighted with a red box. This section lists upcoming events for the week of July 21, 2020, including 'Practice', 'Sample Assessment', 'SAT Test (West Campus Auditorium)', 'Volleyball Game @ Marshall HS', and 'Review 7:00 pm'.

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

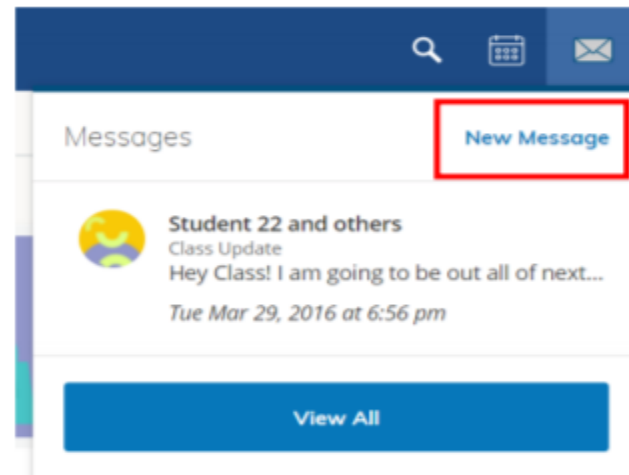
# Schoology – Communication

## 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  icon from the top menu
2. Click **New Message**.



# Schoology – Communication

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.

**New Message** [X]

**To: \*** tea

**Subject: \***

**Message:**

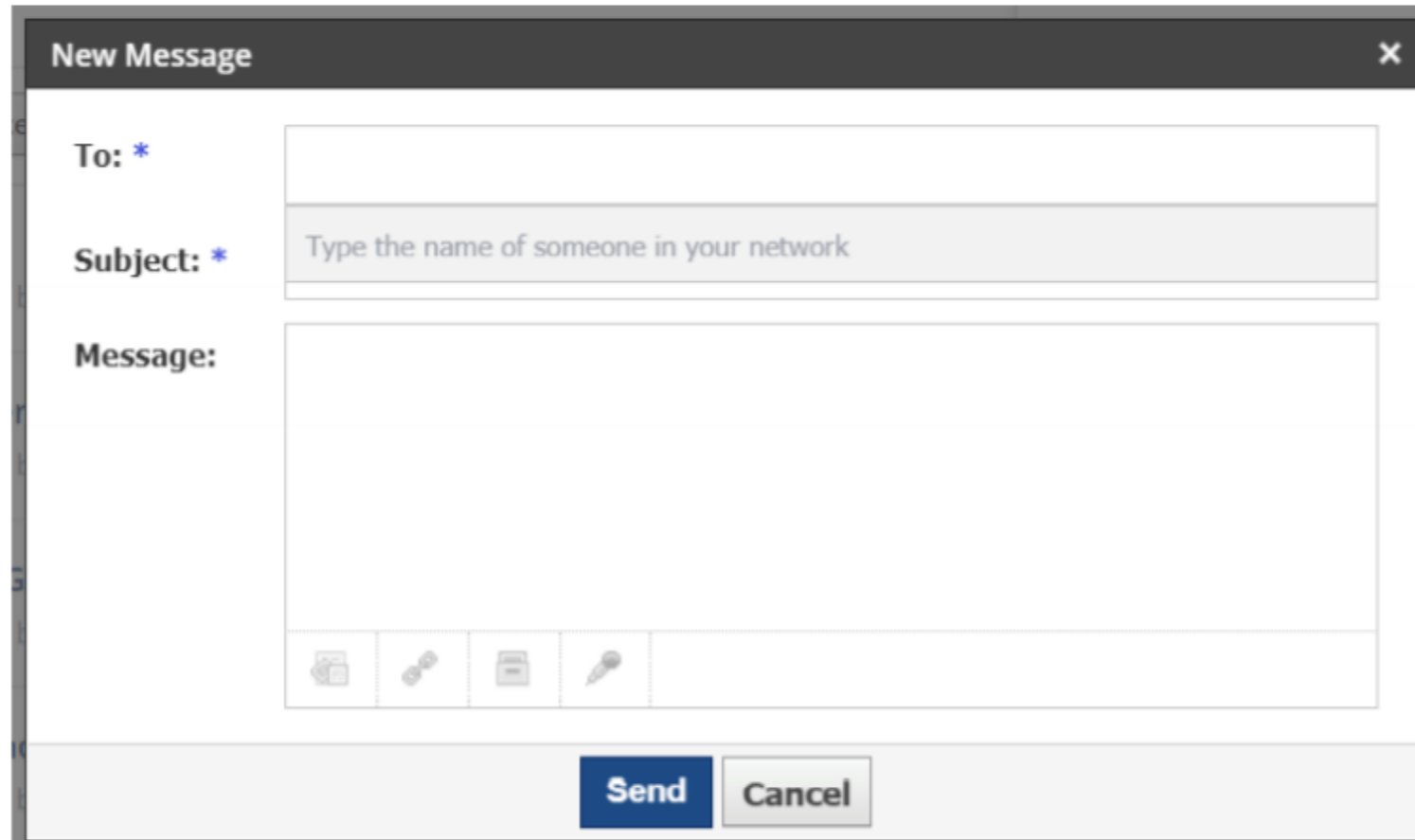
- Teacher 6**  
Springfield Public Schools Sandbox
- Teacher 7**  
Springfield Public Schools Sandbox
- Teacher 8**  
Springfield Public Schools Sandbox
- Teacher 9**  
Springfield Public Schools Sandbox

[Attachments] [Links] [Media] [Voice]

**Send** **Cancel**

# 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.



The screenshot shows a 'New Message' dialog box with a dark header bar containing the title 'New Message' and a close button (X). The main area is divided into three sections: 'To: \*' with an empty text input field; 'Subject: \*' with a text input field containing the placeholder text 'Type the name of someone in your network'; and 'Message:' with a large, empty text area. At the bottom of the message area, there is a row of four icons: a folder, a link, a document, and a microphone. Below the message area, there are two buttons: a blue 'Send' button and a grey 'Cancel' button.

# 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

Messages

Inbox Sent Messages

Class Update

Between You, Teacher 1, Student 10, Student 11, Student 12, Student 13, Student 14, Student 15, Student 16, Student 17, Student 18, Student 19, Student 2, Student 20, Student 21, Student 22, Student 23, Student 24, Student 25 and Student 26


 **Teacher 1** Tue Mar 29, 2016 at 6:56 pm  
Hey Class!

I am going to be out all of next week, but the substitute should have access to Schoology. I have posted all of your material. It is currently hidden, but will appear automatically on the correct days next week.

I've copied you all onto this thread so that if you have any questions, everyone will see the answers. That way I don't have to message you all individually. :)

For fun, I've attached a video I thought you might like. Good luck!

Message:



**Send** Cancel

5. Click **send** to complete

# Signing into Unified Classroom



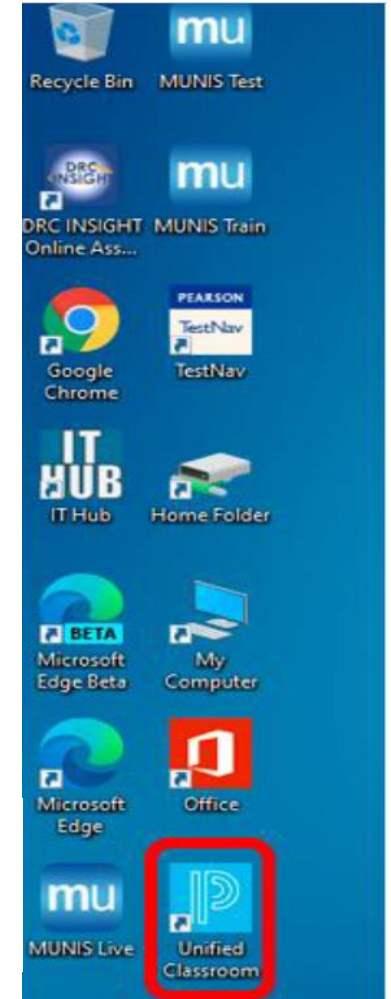
# Unified Classroom - Signing in

## 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:



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

# Unified Classroom - Signing in

**Note:** Please restart the device if 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

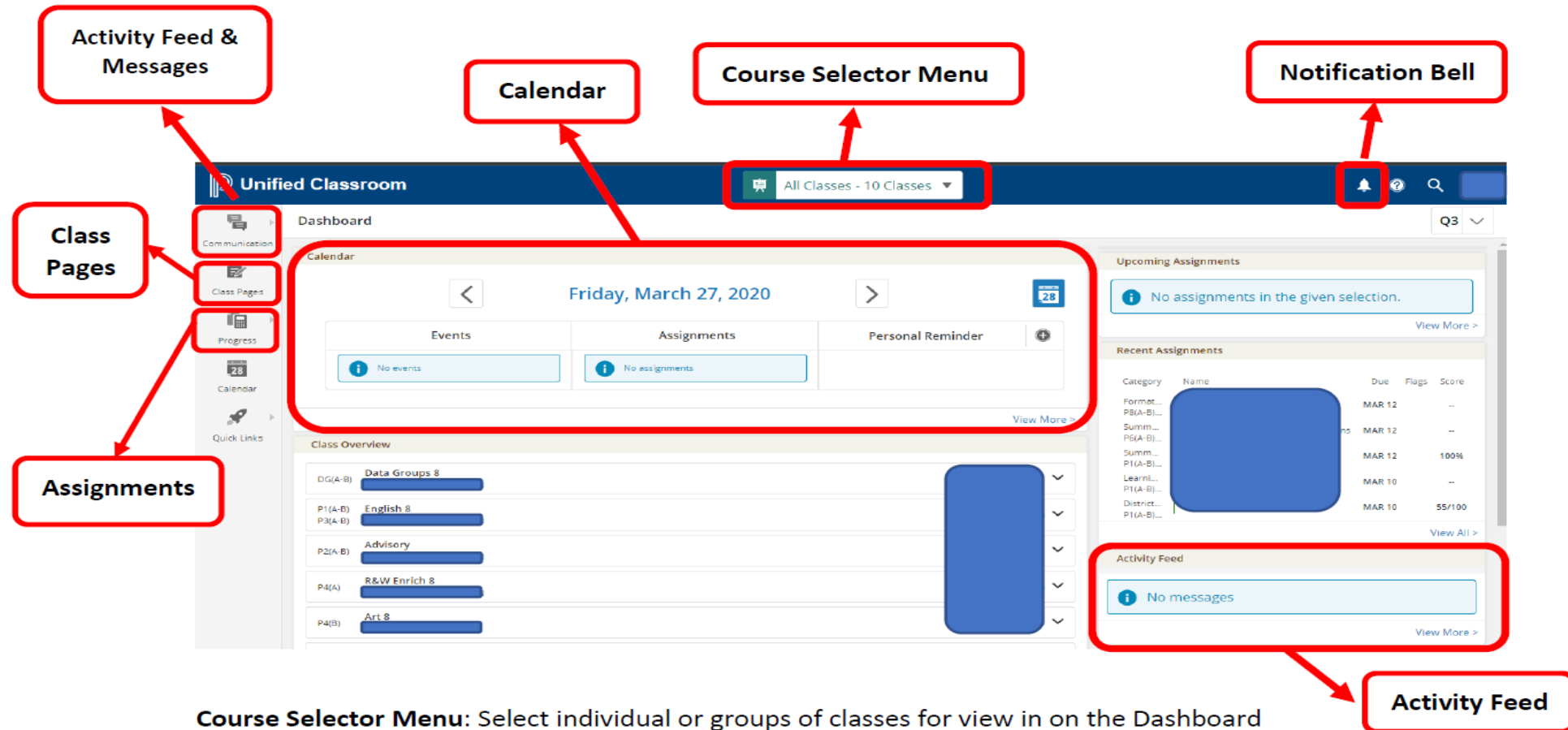
## Alternative Access:

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.



The screenshot shows the Unified Classroom student dashboard. Red boxes and arrows highlight key navigation elements:

- Activity Feed & Messages:** Points to the top-left navigation icon.
- Calendar:** Points to the calendar icon in the top navigation bar.
- Course Selector Menu:** Points to the dropdown menu showing "All Classes - 10 Classes".
- Notification Bell:** Points to the bell icon in the top right corner.
- Class Pages:** Points to the "Class Pages" icon in the left sidebar.
- Assignments:** Points to the "Assignments" icon in the left sidebar.
- Activity Feed:** Points to the "Activity Feed" section at the bottom right, which shows "No messages".

The dashboard itself includes sections for "Upcoming Assignments", "Recent Assignments", and "Class Overview".

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



# Unified Classroom - Basic Navigation

The screenshot shows the Unified Classroom dashboard interface. Red boxes and arrows highlight key navigation elements:

- Activity Feed & Messages:** Points to the 'Activity Feed' section at the bottom right, which currently shows 'No messages'.
- Calendar:** Points to the central 'Calendar' section, which displays 'Friday, March 27, 2020' and includes tabs for 'Events', 'Assignments', and 'Personal Reminder'.
- Course Selector Menu:** Points to the dropdown menu in the top right corner that says 'All Classes - 10 Classes'.
- Notification Bell:** Points to the bell icon in the top right corner.
- Class Pages:** Points to the 'Class Pages' link in the left sidebar menu.
- Assignments:** Points to the 'Assignments' link in the left sidebar menu.

The dashboard also features a 'Class Overview' section on the left with a list of classes and their progress bars, and an 'Upcoming Assignments' section on the right.

**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

## 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:

The screenshot illustrates the process of navigating to a class page in the Unified Classroom dashboard. It is divided into two parts: the top part shows the initial dashboard state, and the bottom part shows the state after selecting a specific class.

**Top Screenshot (Initial State):**

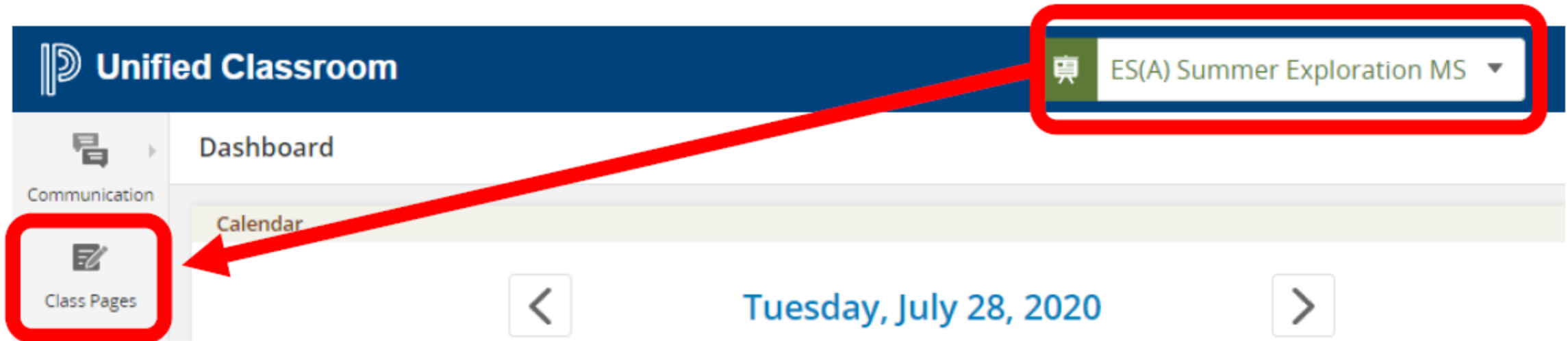
- The top navigation bar features the "Unified Classroom" logo on the left and a "Course Selector Menu" on the right, which displays "All Classes - 1 Classes" with a dropdown arrow. This menu is highlighted with a red box.
- Below the navigation bar, there are two dropdown menus for selecting the school year: "2019-2020" and "SUMMER 2019-2020".
- In the center, a card for the selected class is visible, titled "19-20" and "Period ES(A) Summer Exploration MS". This card is also highlighted with a red box.
- On the right side, there are two buttons: "Classes" (highlighted in blue) and "Groups".

**Bottom Screenshot (Selected Class State):**

- The top navigation bar remains the same, but the "Course Selector Menu" now displays "ES(A) Summer Exploration MS" with a dropdown arrow. This updated menu is highlighted with a red box.
- A red arrow points from the "Course Selector Menu" in the top screenshot to the updated menu in the bottom screenshot.
- Another red arrow points from the class card in the top screenshot to the "Classes" button in the bottom screenshot, indicating the next step in the navigation process.

# 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**

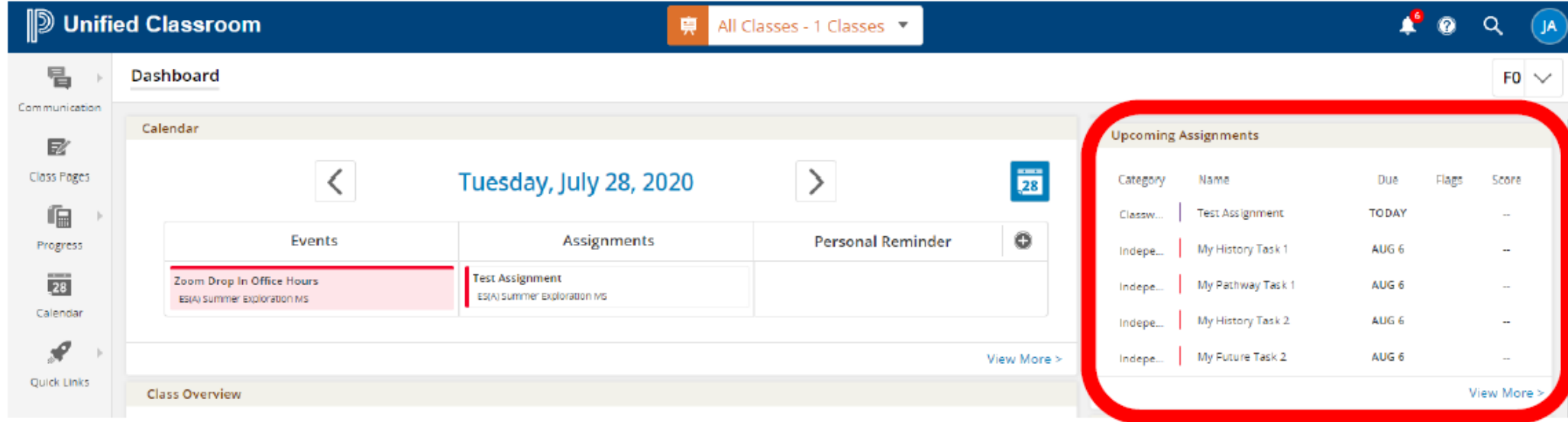
# Unified Classroom - Assignments

## 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:



The screenshot shows the Unified Classroom interface. The top navigation bar includes the 'Unified Classroom' logo, a dropdown for 'All Classes - 1 Classes', and user profile information. The left sidebar contains navigation links for Communication, Class Pages, Progress, Calendar, and Quick Links. The main content area is divided into sections: Dashboard, Calendar (showing Tuesday, July 28, 2020), and Class Overview. The 'Upcoming Assignments' section is highlighted with a red box and contains the following table:

Category	Name	Due	Flags	Score
Classw...	Test Assignment	TODAY		--
Indepe...	My History Task 1	AUG 6		--
Indepe...	My Pathway Task 1	AUG 6		--
Indepe...	My History Task 2	AUG 6		--
Indepe...	My Future Task 2	AUG 6		--

# Unified Classroom - Assignments

Students can access **Assignment Details** by hovering over the assignment name:

The screenshot shows the 'Upcoming Assignments' section. It contains a table with the following data:

Category	Name	Date
Classw...	Test Assignment	TODAY

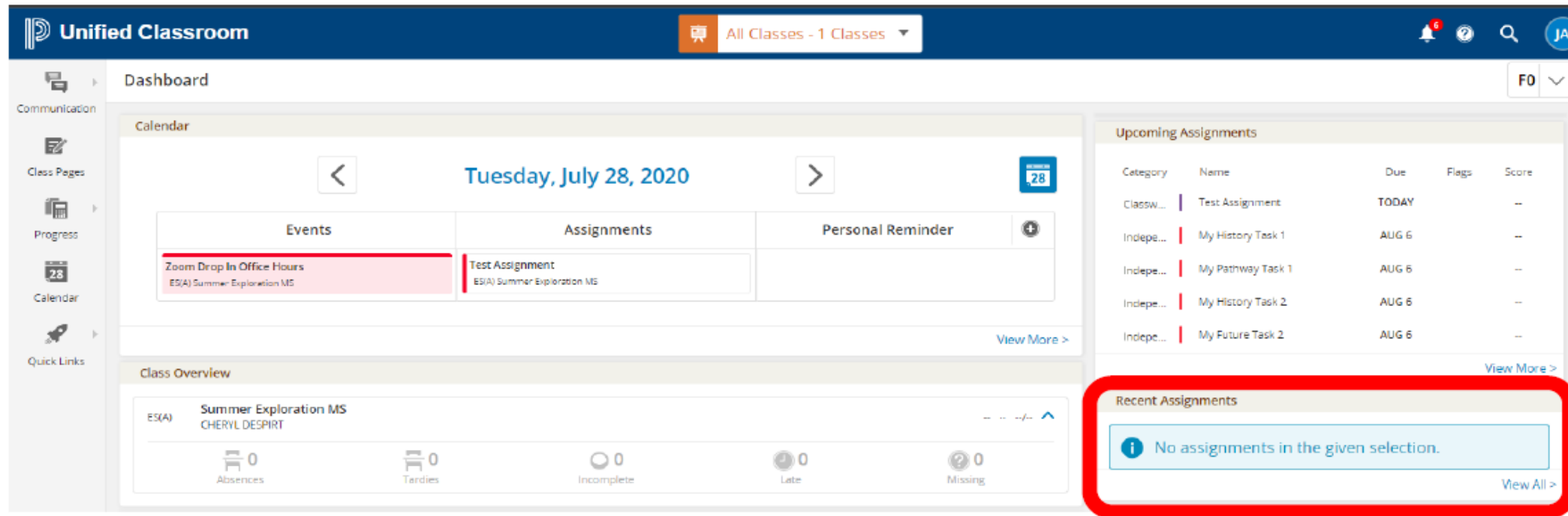
A red box highlights an eye icon in the Date column, which is part of a tooltip that also displays 'Assignment Details'.



# 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:



The screenshot shows the Unified Classroom dashboard for a student. The top navigation bar includes the 'Unified Classroom' logo, a dropdown for 'All Classes - 1 Classes', and user profile information. The left sidebar contains navigation links for Communication, Class Pages, Progress, Calendar, and Quick Links. The main content area is divided into three sections: Calendar, Upcoming Assignments, and Recent Assignments. The Calendar section shows the date 'Tuesday, July 28, 2020' and lists events and assignments. The Upcoming Assignments section displays a table of upcoming tasks. The Recent Assignments section, which is highlighted with a red box, shows a message: 'No assignments in the given selection.' with a 'View All >' link.

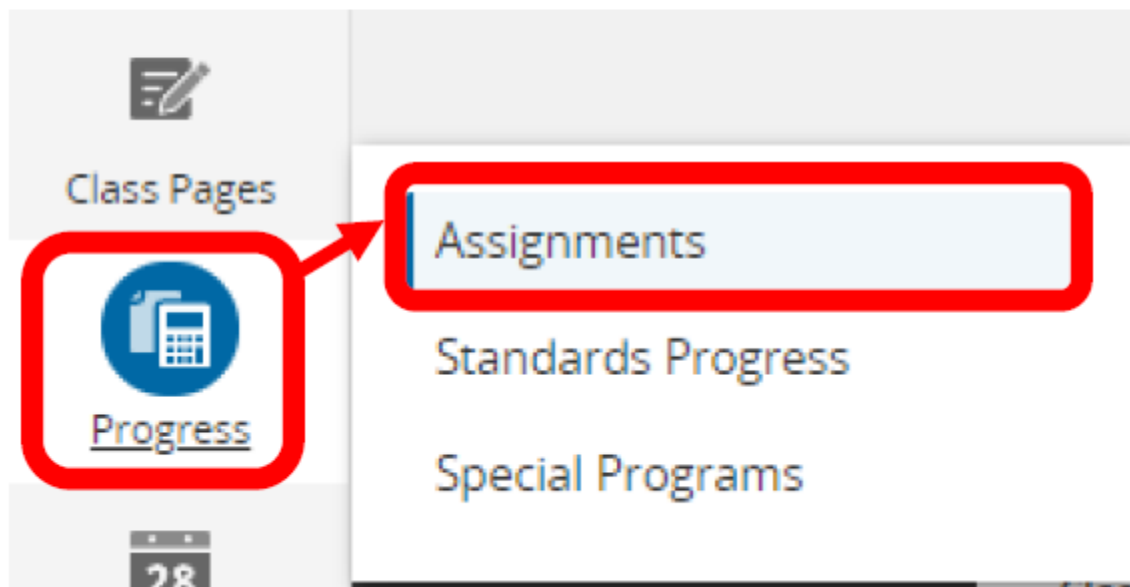
Category	Name	Due	Flags	Score
ClassW...	Test Assignment	TODAY		--
Indepe...	My History Task 1	AUG 6		--
Indepe...	My Pathway Task 1	AUG 6		--
Indepe...	My History Task 2	AUG 6		--
Indepe...	My Future Task 2	AUG 6		--

Class Overview	
ES(A)	Summer Exploration MS CHERYL DESPIRT
Absences	0
Tardies	0
Incomplete	0
Late	0
Missing	0

# Unified Classroom - Assignments

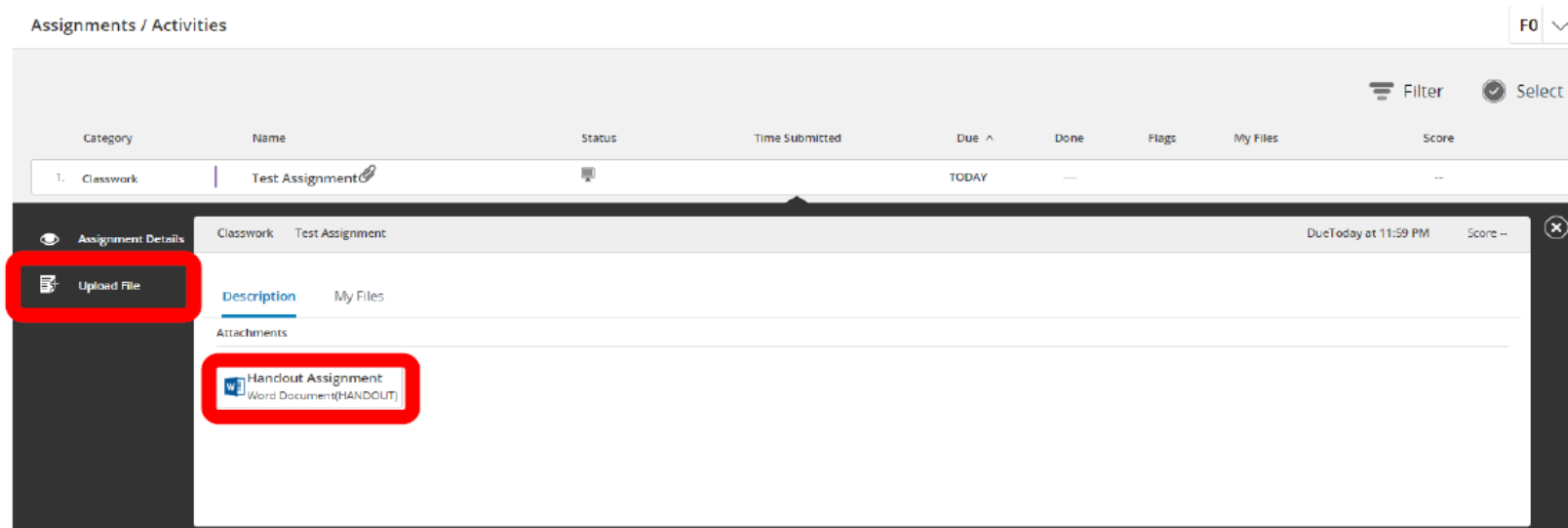
## Area 3: Progress

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**.



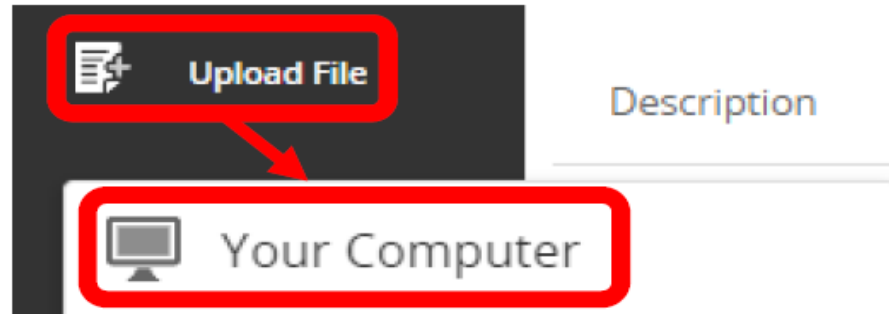
The screenshot shows the 'Assignments / Activities' interface. A table lists assignments, with 'Test Assignment' selected. The 'Assignment Details' modal is open, showing the 'Upload File' button highlighted in red. Under the 'Description' tab, a 'Handout Assignment' file (Word Document(HANDOUT)) is highlighted in red.

**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:


### Upload to Assignment


#### Test Assignment


Select File(s)

1 File(s) Selected

Attachments: 1

 Handout Assignment  
Word Document





Cancel

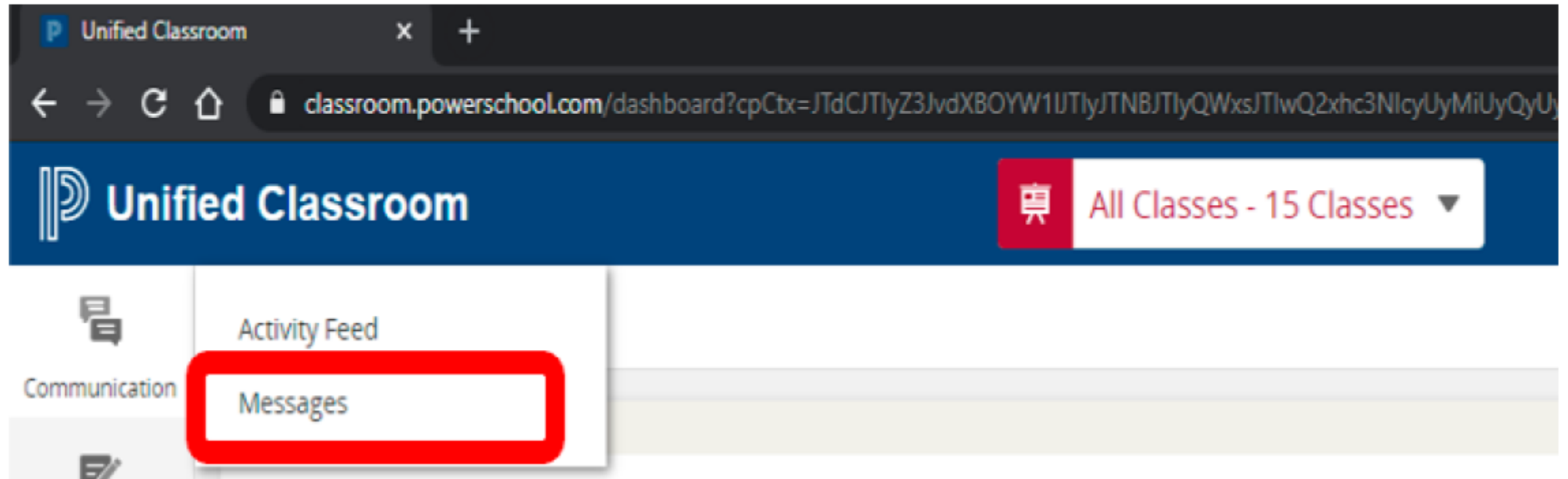
Upload Now

# **How to Communicate with Teachers in Unified Classroom**

# We Learn 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


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


**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?

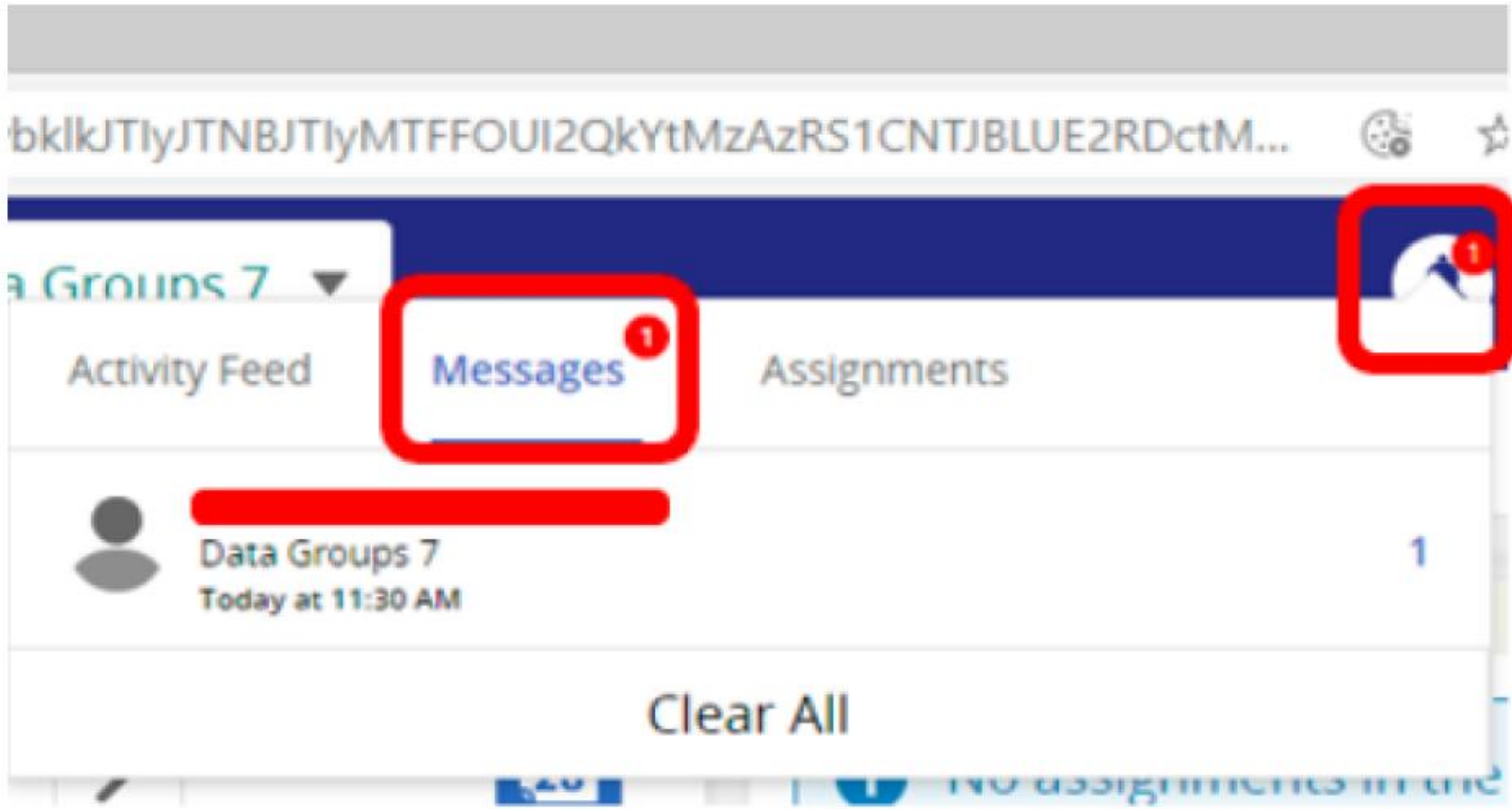
1:46 PM

The imagery the author uses - it makes me feel like I am right there!

Send Adam a message 

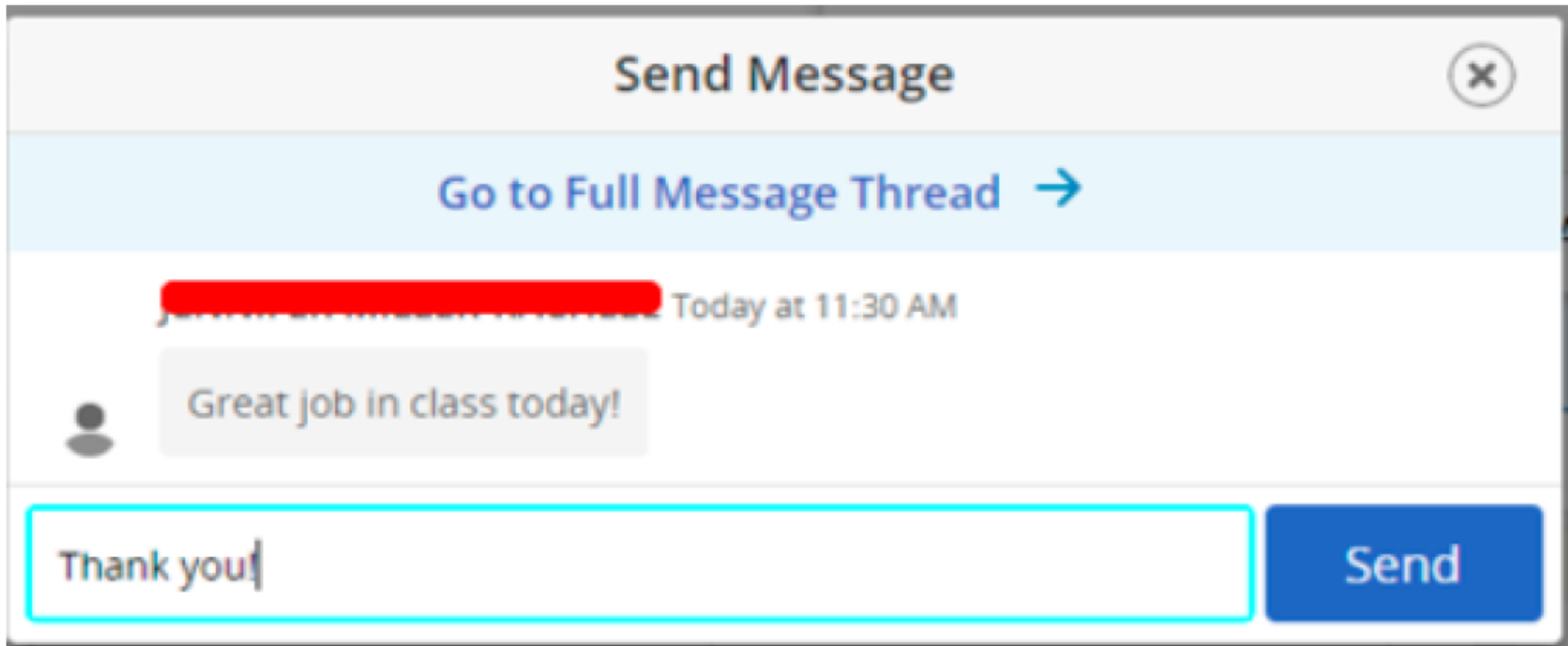
# Unified Classroom - Communications

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:



The screenshot shows a 'Send Message' dialog box. At the top, there is a title bar with the text 'Send Message' and a close button (X). Below the title bar is a light blue bar with the text 'Go to Full Message Thread' and a right-pointing arrow. The main area of the dialog shows a message from a user (represented by a red bar) dated 'Today at 11:30 AM'. The message content is 'Great job in class today!'. Below the message is a text input field with the text 'Thank you!' and a blue 'Send' button.

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-luaRw\\_45S7Dg](https://www.youtube.com/channel/UCUbdvuyhx6-luaRw_45S7Dg)

This power point can be found on:

MySPS>WeLearn>Resource Documents