

# Springdale -Memphis Magnet Elementary Digital Resource Guide



## Get help on Office 365 and Teams

Explore the [Student help center](#) for inspiration and help using Office 365 with your school work.




# Microsoft

# Teams for Education

Quick Start guide for students



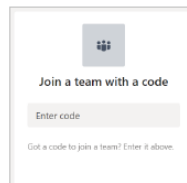
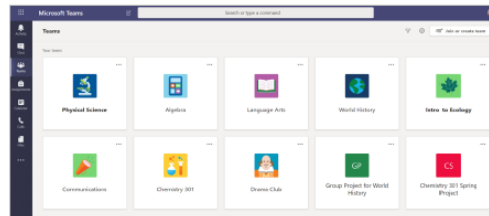
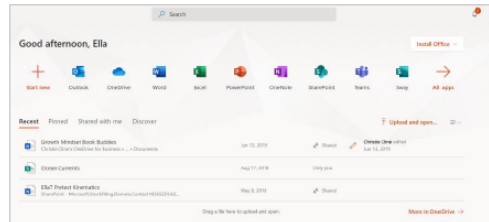
## Sign in to Teams

1. Go to [Office.com](https://www.office.com) and sign in with your school email and password.
2. From your [Office.com](https://www.office.com) homepage, click on the **Teams** app to open it right in your browser.
3. Select  Teams to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one of more (depending on how many classes you have) class team tiles.

**Note:** Don't see any class team tiles? Your teacher may have invited you to join your class team with:

- A join code (from the Teams page, select **Join or create team** and enter the code)
- A link (check your email!)

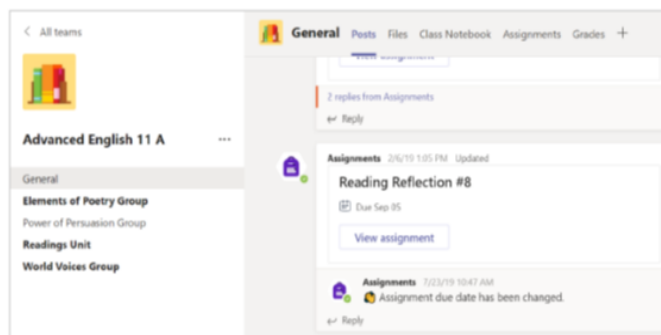
When you see your class tiles, click on one to start connecting with your teacher and classmates!



## Channels

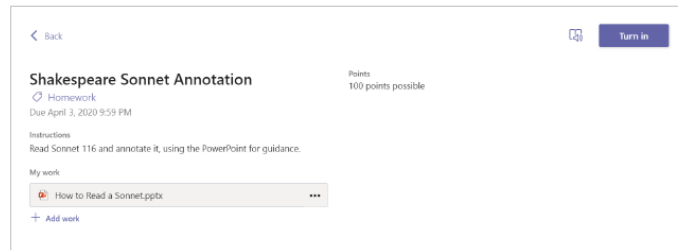
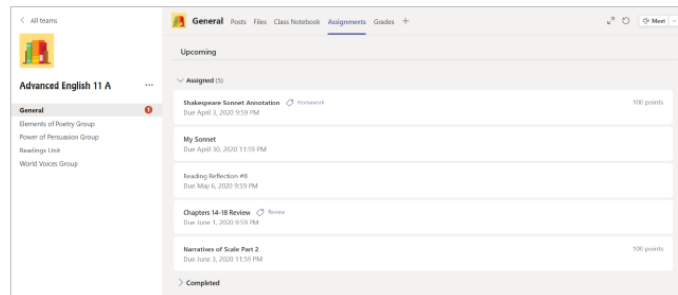
Every class team has a main discussion area, the **General** channel. Under **General**, your teacher may create more channels to organize topics, projects, and more.

- All channels include a **Posts** and a **Files** tab.
- The **Posts** tab is where you, your classmates, and your teacher can all start and reply to conversations.
- Look for shared documents in the **Files** tab.
- Along with **Posts** and **Files** tabs, the **General** channel has **Assignments**, **Class Notebook**, and **Grades** tabs.



## View and turn in assignments

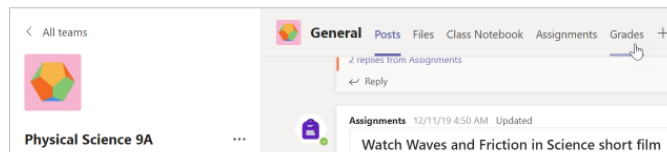
1. Head to a class team and the **General** channel. Select the **Assignments** tab.
2. To view assignment details and turn in work, select the assignment.
3. Attach any required materials by clicking **+ Add work**.
4. Click **Turn in**.



## See your grades

To see grades for assignments your teacher has reviewed and sent back to you:

1. Select the **Grades** tab in the **General** channel.
2. All your assignments are listed here. View your status on each assignment as well as points you've received on graded work.



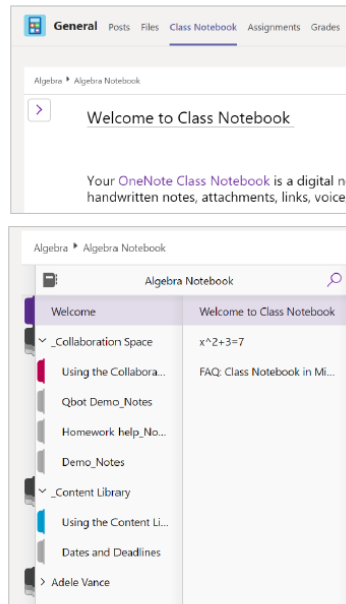
Emma Garcia			
Due date ▲	Assignment ▼	Status	Points
Feb 17	Anne Frank Read chapters 10-17 (pages 219-328)	🕒 Not turned in	No points
Feb 15	Essay 2 (including bibliography)	✓ Turned in	73/100
Tomorrow	Write the first page of your essay, include your outline and...	🕒 Not turned in	/100
Today	Finish your essay outline and bibliography	✓ Turned in	41/50
Yesterday	Anne Frank Read chapters 3-9 (pages 92-218)	✓ Turned in	No points
Feb 8	Complete the bibliography worksheet	✓ Turned in	9/10

## Use Class Notebook in Teams

Need to take private notes or brainstorm with classmates? The **Class Notebook** tab lives in your class team's **General** channel. If your teacher has set up the notebook and directed the class to use it, click the tab and explore.

1. Select **>** to expand the notebook and see all your sections: a **Collaboration Space** for developing ideas and projects with classmates, a **Content Library** where your teacher can save important resources, and a private notebook section that's just for your work.

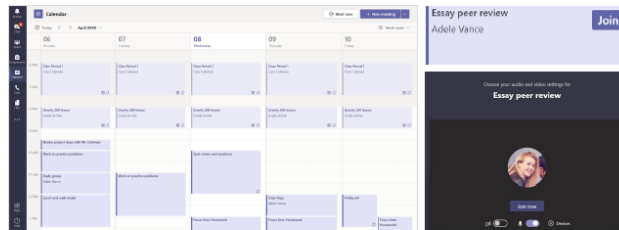
2. Note the section at that bottom with your name—that's your private notebook! Only you and your teacher can see it.



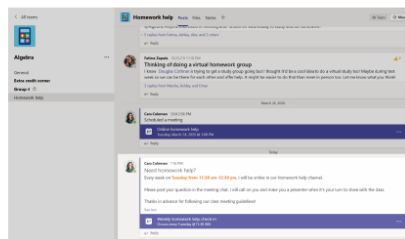
## Connect with video

Use meetings in Teams to virtually join your teacher and classmates in online classes, study groups, presentations, and whenever you need to learn face-to-face.

1. Select **Calendar** to see any meetings your teacher or classmates have added you to, or any you've created yourself. Click **Join** when it's time to meet.
2. Adjust your audio and video settings, then click **Join now**.



**Note:** You can also see scheduled meetings in any of your class team channels.



# Getting Started with Microsoft Teams: for Parents and Guardians



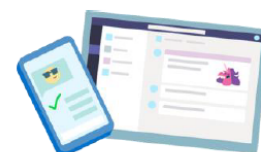
Microsoft Teams for Education brings conversations, content, assignments and video meetings together in a secure learning experience. With Teams, parents and guardians can help their students connect with their teachers and learn from anywhere. Use the information below to connect your student to their virtual classroom **quickly!**

## Get Started

### 1 Set up a learning environment

To join an online class or video meeting in Teams and access Teams chats, files, and assignments from home, your student will need a computer, tablet or smartphone.

If you can, try to **set up a space free of distractions and background noise.**



### 2 Open Microsoft Teams

You can use Teams from most web browsers or by downloading the app.

To **download the Teams app** on mobile or desktop, visit [aka.ms/getteams](https://aka.ms/getteams).

To use Teams on a browser, visit [office.com](https://office.com) and **click on the Teams icon**, or visit [teams.microsoft.com](https://teams.microsoft.com).

### 3 Sign In

Your student can sign in with their school email and password.

Watch the [Sign in Video](#) for a walk-through.

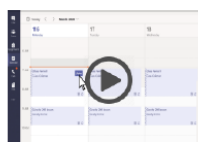
**Note:** Don't see your student's class teams?

Their teacher may have invited them via a [join code](#) or a [direct link](#) (check your email).

## How-to videos for learning at home

### 4 Join scheduled class meetings

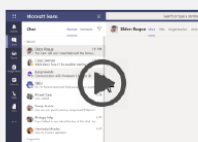
for class, review sessions, or school activities either in the app or via a link from the teacher.



[Join a Meeting](#)

### 5 Quickly connect your student with their classes, teachers and friends

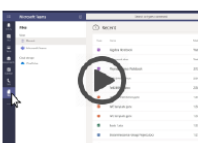
using video chat, audio calls, and chat from either mobile or desktop.



[Connect with Classes](#)

### 6 Help your student organize their schoolwork

by managing their files, class notes, and assignments.

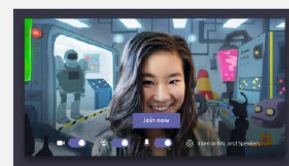


[Organize Schoolwork](#)

## Teams tips and tricks for student success

### 7 Use background blur or a custom image

to help conceal your child or student's surroundings during an online classes.



(only available on PC, Mac, and iOS)

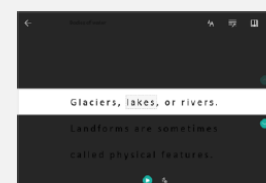
### 8 Optimize for low bandwidth networks

by syncing files to your computer and mobile device and following these other best practices.



### 9 Launch Immersive Reader

to enable read aloud, parts of speech, picture dictionary and other tools to help your student improve their reading



## More resources:

[REMOTE LEARNING FOR PARENTS](#) | [REMOTE LEARNING FOR STUDENTS](#) | [TEAMS ETIQUETTE FOR STUDENTS](#) | [FAMILY LEARNING CENTER](#)





# What is *i-Ready*?

*i-Ready* is an online program for reading and/or mathematics that will help your student's teacher(s) determine your student's needs, personalize their learning, and monitor progress throughout the school year.

*i-Ready* allows your teacher(s) to meet your student exactly where they are and provides data to increase your student's learning gains. *i-Ready* consists of two parts: Diagnostic and Personalized Instruction.

The *i-Ready Diagnostic* is an adaptive assessment that adjusts its questions to suit your student's needs. Each item a student sees is individualized based on their answer to the previous question. For example, a series of correct answers will result in slightly harder questions, while a series of incorrect answers will yield slightly easier questions.

*i-Ready Personalized Instruction* provides students with lessons based on their individual skill level and needs, so your student can learn at a pace that is just right for them. These lessons are fun and interactive to keep your student engaged as they learn.



## How do I log in?

### On an iPad®:

- Download the free *i-Ready Connect for Students* app from the App Store®. iPad must be compatible with iOS 13 or above, such as the iPad Air® 2, iPad Air 3 (2019), iPad 5th Generation (2017), or iPad Pro®.
- If your student's district/school:
  - Uses **Clever**, download the Clever app, log in using their district/school portal credentials, and click on the *i-Ready* icon.
  - Uses a **portal that is NOT Clever**, students should open the Safari® browser, enter their school portal URL and log in, and click on the *i-Ready* icon.
  - Does **not use a portal**, they should open the *i-Ready for Students* app and log in to *i-Ready* using the credentials provided by their teacher.

### From a computer:

- If your student's district/school:
  - Uses a **portal**, your student should log in using their district/school portal credentials and then click on the *i-Ready* icon.
  - Does **NOT use a portal**, your student should visit [i-ReadyConnect.com](https://i-ReadyConnect.com) and log in to *i-Ready* directly on a computer using the credentials provided by their teacher.

Access the [Technical and Troubleshooting Guide for Families](#) or visit [i-Ready.com/Support](https://i-Ready.com/Support) to confirm that your device and internet connection meet *i-Ready* System Requirements.

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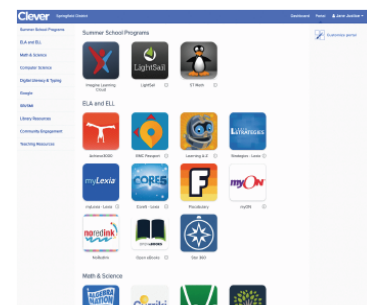
# Student home login guide

Help your child use learning technology at home

Hi families,

This year, our school district is using Clever as an easy way for your child to access all the learning applications they use at school. They can access all the resources they use at school in one location, using a single username and password.

I'd love for you to help us increase education engagement at home by helping your child access their online learning applications.



Example of a Clever Portal

## How can I help my child log in?

1 Go to our district portal: [www.edugoodies.com](http://www.edugoodies.com) (Click Clever icon)

2 Log in using the info below:

Student username hint: 6 digit Student ID Number

Student password hint: Date of Birth (MM/DD/YYYY)

## Helpful resources



### Need some help?

Contact me if you have any questions or problems logging in at home.

Teacher contact email:



### Clever Privacy Policy

Visit [clever.com/about/privacy-policy](http://clever.com/about/privacy-policy) to see how Clever protects your child's data.



Questions? Visit [support.clever.com](http://support.clever.com)





## Student Access for Online Reading Resources



### Welcome to *Wonders*!

Your child is currently in a classroom that is using *Wonders* and will be utilizing its online resource. Below is the login information to access the *Wonders* materials from school or home.

Direct your browser to

[www.edugoodies.com](http://www.edugoodies.com) click on the Clever icon

username: 6-digit Student ID Number  
Password: Date of Birth (MM/DD/YYYY)



### Compatibility Check

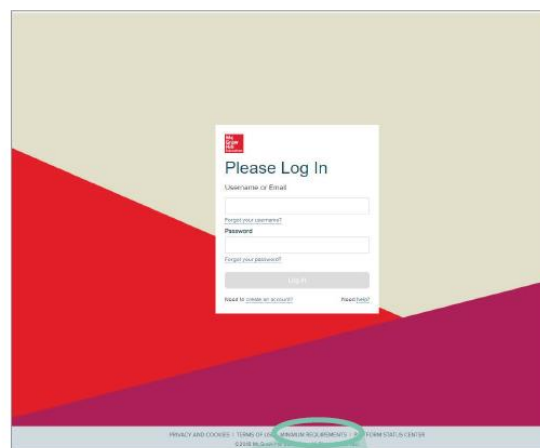
*Wonders* is built to run on most operating systems and devices, yet we recommend that you do a quick compatibility check to make sure everything will run smoothly.

Go to

[my.mheducation.com](http://my.mheducation.com)

At the bottom of the page, click on  
**Minimum Requirements**

This will automatically test your system and let you know what updates you might need to get the full utilization of *Wonders*.



**MINIMUM REQUIREMENTS**

# Exploring the Student Workspace

After logging in, click on the student book icon.  
Pictured on the right is a peek at what your student can expect to find in their *Wonders* Student Workspace.



## Top Navigation

- **Home screen**  
Seen on the right
- **My Binder**  
Area for students to save work
- **Collaborate**  
Teacher-moderated area for discussion and inquiry projects
- **Resources**  
A complete listing of student resources
- **School to Home**  
Parent letter, activities, and suggestions for home practice
- **ABC**  
Complete grade-level, visual vocabulary library



## Fast Launch Icons



Teacher assigned resources and tests



Games and activities that enhance the week of instruction (different every week)



Visual Vocabulary Cards



A variety of text for reading during the week, including audio/visual support and note-taking capabilities



Writing resources including computer-assisted writing practice



Adaptive Learning may or may not be activated

# Download the ConnectED Mobile App

## A Powerful App—Available Anywhere at Anytime

- Allows students to work in on- or offline mode
- A key instructional tool for digital classrooms
- Students can complete their homework on a tablet or other mobile device, providing 24/7 access wherever they go!
- Access to the Student Edition from anywhere
- Fully interactive—take notes, highlight, annotate, and submit answers
- Allows students to sync with the teacher's device, providing opportunities for feedback and real-time view of student work



## Downloading the App



### Apple devices

1. Launch the App Store
2. Search “McGraw-Hill ConnectED”
3. Download the App

### Android devices

1. Launch the Google Play Store
2. Search “McGraw-Hill ConnectED”
3. Download the App

### Log Into the App

1. Open the App “ConnectED”
2. Use your username and password for your *Wonders* digital account to log into the App
3. Select the course you want to access
4. Select the portions of the book you would like to download to your phone
5. Once downloaded, the chapter can be accessed offline





This year, with ClassDojo, we will  
**build our classroom community together**

## What does that mean for you and your students?



### A positive culture

Whether in the classroom or remote, students will feel like part of our classroom community



### Families deeply connected

ALL families will be part of our classroom community, seeing what we're learning every day



### Students engaged

Students participate in building a positive culture where they are actively engaged in learning that they ❤️

**Teacher + students + family = We're a team 🙌**  
and teamwork makes the dreamwork



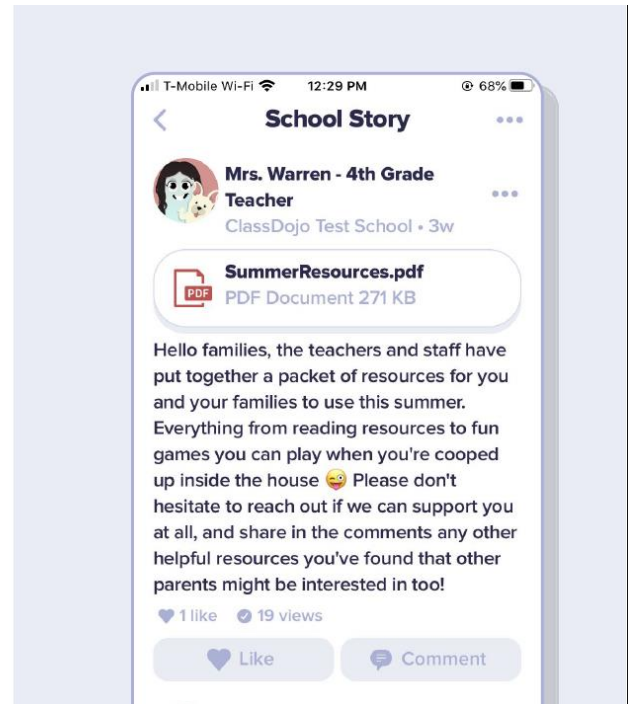


How we'll use ClassDojo

## ClassDojo in our class

As a teacher, I will...

- Post announcements, files, events, and reminders to our Class Story
- Share photos and videos of classroom activities, lessons, and more on our Class Story and through Messages
- Send private messages to keep you in the loop
- Like and leave positive feedback on students' Portfolios



How we'll use ClassDojo

## ClassDojo in our class

Families will...

- Like and/or comment on photos, videos, Events, and files shared on Class Story
- Like and leave positive feedback on their student's Portfolio
- Communicate with the teacher with private direct messaging
- Translate any message or Class Story caption into your preferred language as needed



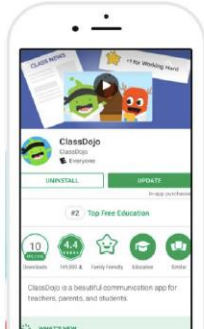
## Let's get connected!

### 3 easy steps

1

#### Download the app

ClassDojo is FREE!  
iOS, Android, and web



2

#### Sign up as a parent

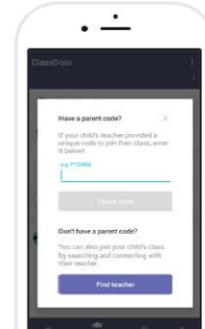
If you have a teacher account,  
use a separate email address



3

#### Use our class link!

Type in your child's name and  
I'll approve your connection



Let's try it out **together** 🙌

I'll post to Class Story  
Check it out and give it a ❤️ or a 💬



SCS is expanding learning possibilities by providing 95,000 students with a personal device to support virtual instruction in 2020-21. The digital device plan aligns with our commitment to student equity and 21st century learning to prepare students for college and careers.

## RESPONSIBILITY

- Families are responsible for the proper care and maintenance of their SCS device(s), as outlined in the Student-Parent Handbook.
- Families are responsible for the reasonable cost of repair or replacement of lost, stolen or damaged devices.

## DIGITAL CITIZENSHIP

We will be teaching students about the responsible use of computers and the Internet, focusing on protecting themselves, protecting others and protecting content:

- Basic online safety, protecting accounts & device care
- Safe practices for social sites, sharing appropriate content & protecting personal info
- Treating others with respect & behaving ethically online
- Effective use of online content & avoiding plagiarism

## DEVICE SAFETY & SECURITY

Devices will have pre-installed features to ensure the security of content and safe use for students:

- Software to locate/lock devices & delete files when necessary
- Content filtering software to block harmful content online
- Antivirus protection software to prevent malicious viruses

## INTERNET ACCESS

Internet access is necessary for live virtual instruction and to access various web-based learning platforms at home. Families who meet specific criteria will receive an SCS Internet hotspot:

- Student qualifies as Direct Certified / Economically Disadvantaged
- Student is in grades 1-12
- Student has not already accessed SCS online resources

**GET FACTS, RESOURCES & MORE:**  
**SCSK12.ORG/ACCESSFORALL**

## QUESTIONS

### WHO OWNS THE DEVICE?

The device is owned by SCS.

### IS THERE A COST?

There is no fee for families in 2020-21. The only potential costs would be due to device damage or if the device is lost.

### WILL STUDENTS BE TRAINED TO USE THE DEVICE?

Yes. Students will receive continuous training, materials and video instruction on the responsible use of digital devices and platforms, online safety and Digital Citizenship tailored by grade level.

### IF I AM NOT ELIGIBLE FOR AN SCS HOTSPOT, HOW CAN I GET HOME INTERNET ACCESS?

You can find several low-cost home internet options at [scsk12.org/accessforall](https://scsk12.org/accessforall).

### WILL DIGITAL LEARNING REPLACE TEACHER INSTRUCTION?

No. Students will continue to receive live daily teacher-led instruction. The devices will expand and enhance learning opportunities and outcomes.

## SUPPORT



**ACCESS LIVE & ON-DEMAND  
PARENT TRAINING**

**SCSK12.ORG/ACCESSFORALL**



**CALL FOR TECH SUPPORT  
M-F, 8 A.M. - 5 P.M.  
(901) 416-5300**

