

VIRTUAL LEARNING GUIDE



ELEMENTARY

PRE-K - 5th GRADE

20|21

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Minimum Technical Requirements

Students/Families who prefer virtual learning will need sufficient internet bandwidth and a reliable, dependable device such as an iPad, Chromebook, or laptop. An iPhone is not sufficient for distance learning. Listed below are minimum specifications for acceptable devices.

Screen Size

- A minimum of 1024x600 which is the average size of a netbook.

Operating Systems

- Windows: Windows 7 and up
- Mac: Sierra (10.12) and up
- Linux: chromeOS
- iOS: 11 and up

Desktop/Laptop Computer Specs

- 4GB of Ram
- Hard Drive Capacity – 250 GB
- Processor Speed – 2 GHz
- Wireless Capability
- Integrated or External Webcam
- Integrated or External Microphone
- Speakers or Headphones

Student Email Format

Your child's email and password have been created in the following format.

Email: Firstname.Lastname####@starkvillesd.com

- The #s are the last 4 digits of his/her MSIS number.
- Ex: John.Smith4567@starkvillesd.com

Password: Sd#####

- Make sure the "S" is capital and the "d" is lowercase.
- The #'s are his/her full MSIS number without the leading 00s
- Ex: Sd1234567

You will use this email and password to log in to Google Classroom. Please let your teacher know if you are unable to get into Google Classroom using these credentials.

Class Netiquette

What is netiquette?

Netiquette is defined as the proper way to communicate online. Following netiquette guidelines will be crucial during virtual class meetings to ensure that every student can learn in a safe and effective learning environment.

Netiquette guidelines include:

1. Dress appropriately. If you wouldn't wear it to school, don't wear it for virtual classes.
2. Keep your camera on during instructional time. The teacher needs to see that you are actively engaged in the lesson.
3. Mute yourself unless you're asking a question or speaking in class.
4. Set up your device in the quietest area in your house you can find. The less distractions, the better.
5. Avoid eating during class, unless it's snack time!
6. Be on time. Make every effort to click the link for your class meeting 5 minutes before class is set to start.

VIRTUAL LEARNING GUIDE



GOOGLE CLASSROOM

FOR **LAPTOPS & DESKTOPS**

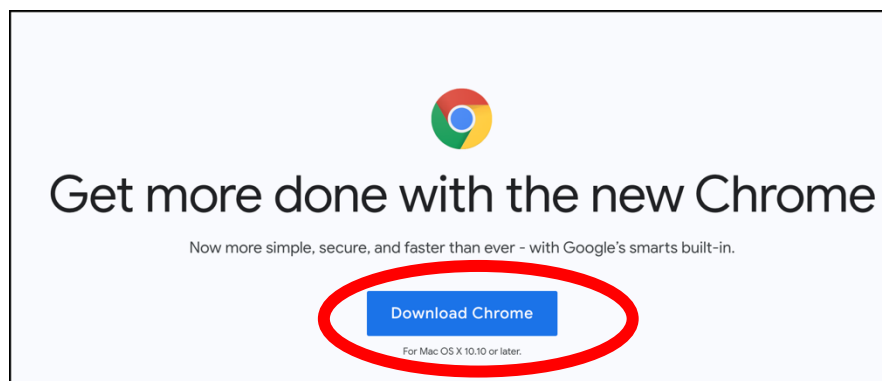
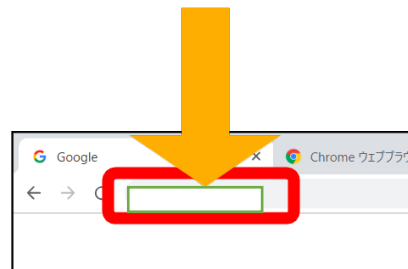
20|21

Laptop/Desktop Guide

Downloading Google Chrome on a Laptop or Desktop

We strongly recommend using the Google Chrome web browser for all Google Classroom activity.

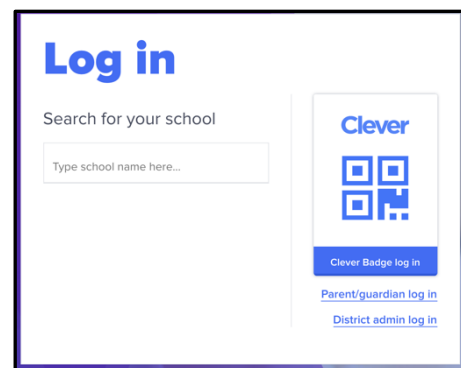
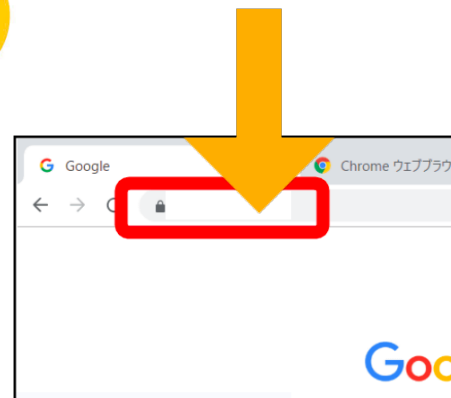
1. Connect to the internet.
2. Open any internet browser.
3. Enter <https://www.google.com/chrome/> in the address bar.
4. Select the blue “Download Chrome” button.



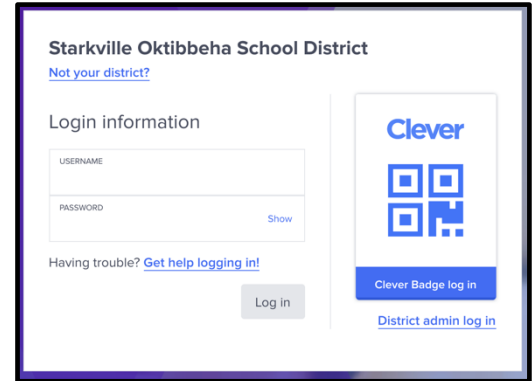
5. Depending on the device, the download and installation instructions may vary.
6. Follow all prompts to download and install Google Chrome.
7. When it's finished downloading and installing, open it up and start from Step 1 on Page 8.

Logging in to Google Classroom on a Laptop or Desktop

1. Connect to the internet.
2. Open the Google Chrome browser.
3. Enter clever.com into the address bar and press enter.
4. Click “Log in as a student” in the top right.
5. Start typing in the name of your student’s school until it appears in the drop down.

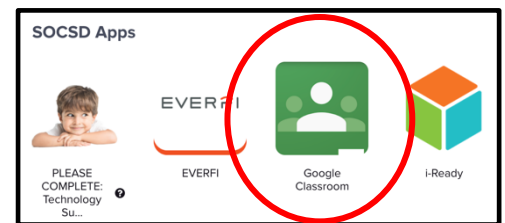


6. Log in to Clever using your student's MSIS number with the leading 00's. (ex: 00#####) This is the username and password.

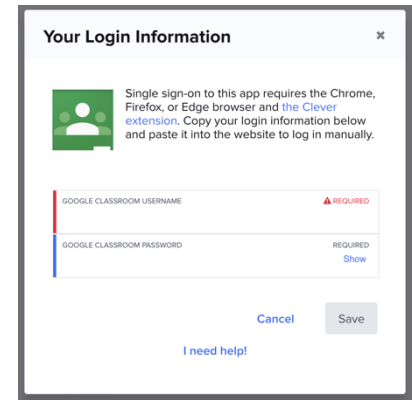


The image shows the Clever login page for Starkville Oktibbeha School District. It includes a header with the district name and a link for 'Not your district?'. The 'Login information' section has fields for 'USERNAME' and 'PASSWORD', with a 'Show' link next to the password field. Below these fields are links for 'Having trouble? Get help logging in!' and a 'Log in' button. On the right, there is a 'Clever' logo, a 'Clever Badge log in' button, and a 'District admin log in' link.

7. Select the "Google Classroom" app under "SOCSD Apps".



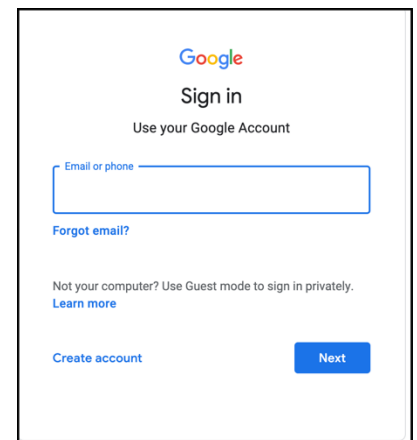
8. Sign in with your student's email address and password.



The image shows the 'Your Login Information' form. It includes a Google Classroom icon and a message: 'Single sign-on to this app requires the Chrome, Firefox, or Edge browser and the Clever extension. Copy your login information below and paste it into the website to log in manually.' The form has fields for 'GOOGLE CLASSROOM USERNAME' and 'GOOGLE CLASSROOM PASSWORD', both marked as 'REQUIRED'. There are 'Cancel' and 'Save' buttons, and a link for 'I need help!'.

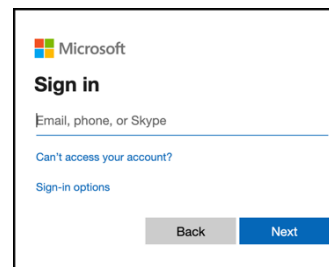
9. Enter in your student's school issued email address.

*If it doesn't prompt you to log in and you are already logged into another profile, please find the directions on how to log out on page 11. You cannot use a personal account for this. You must be logged in to your student's school issued account.

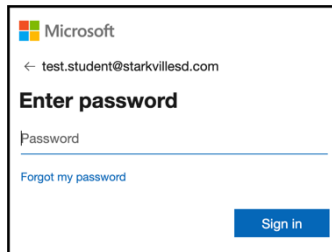


The image shows the Google Sign in page. It features the Google logo, the text 'Sign in' and 'Use your Google Account'. There is a field for 'Email or phone' and a link for 'Forgot email?'. Below this, there is a message: 'Not your computer? Use Guest mode to sign in privately. Learn more'. At the bottom, there are links for 'Create account' and a 'Next' button.

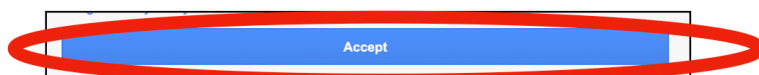
10. Enter the email address in again on the Microsoft pop-up.



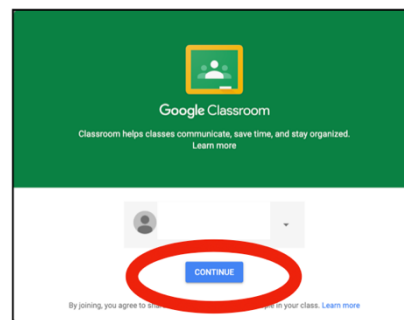
11. Enter in the password.



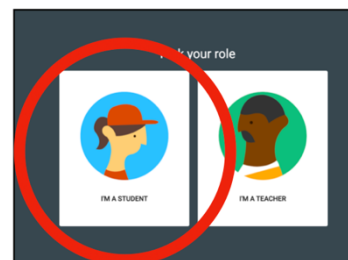
12. Select "Accept" on the terms.



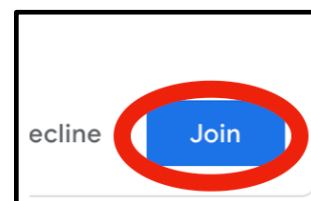
13. Click "Continue" on the pop-up window.



14. Select "Student" on the pop-up.



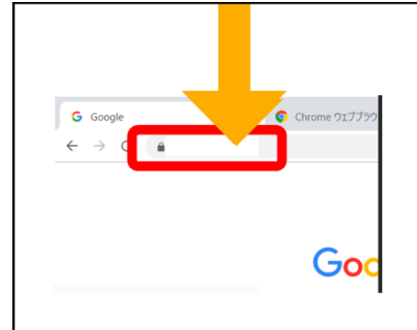
15. Click "Join" on the class or classes that you see.



Logging Out of a Personal Gmail Account on a Laptop or Desktop

You cannot access what you need in a personal Gmail account. If you are logged in to one, you must follow these steps to log in to the school issued account.

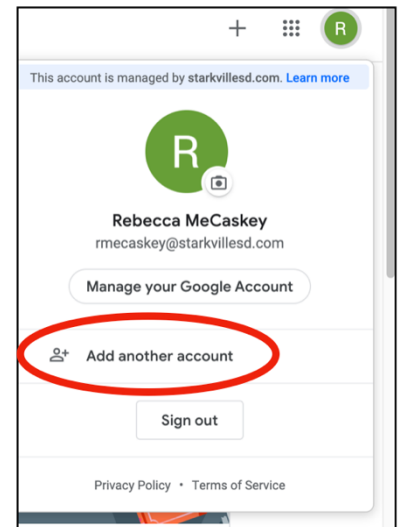
1. Go to classroom.google.com.



2. Click the circle in the top right-hand corner. (It might not have an “R”, it could be any letter or profile picture).



3. Select “Add another account”.

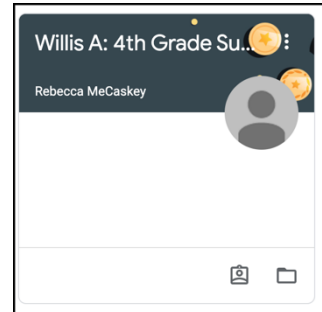


4. Return to the log in directions and log in with your student’s school issue account.

Joining the Virtual Class Meeting on a Laptop or Desktop

1. Log in to your student's account through Clever. There are instructions on page 8.

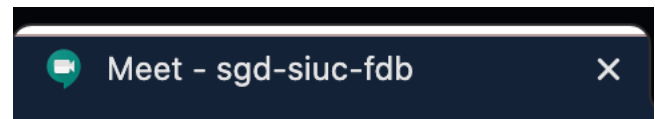
2. Click on your student's class.



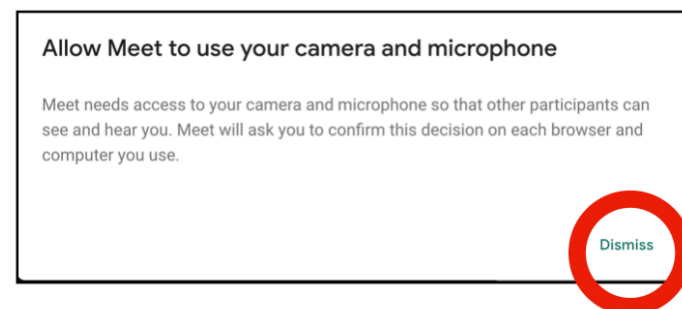
3. On the top banner, select the "Meet Link".



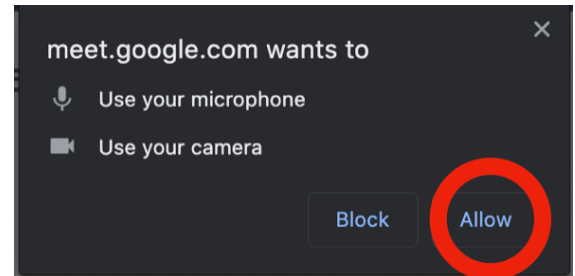
4. This will open a new tab.



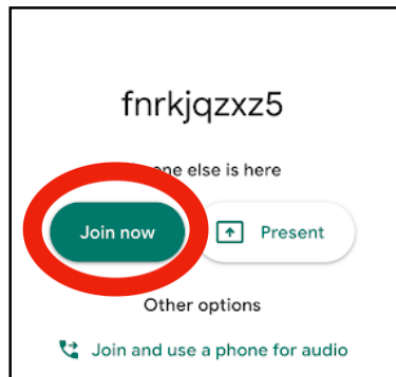
5. Select "Dismiss" on the reminder pop-up.



6. Select “Allow” on the pop up at the top.



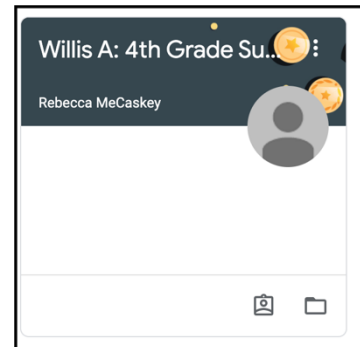
7. Select “Join Now”.



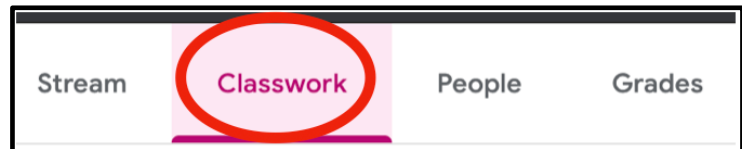
Accessing Assignments on a Laptop or Desktop

1. Log in to your student's account through Clever. There are instructions on page 8.

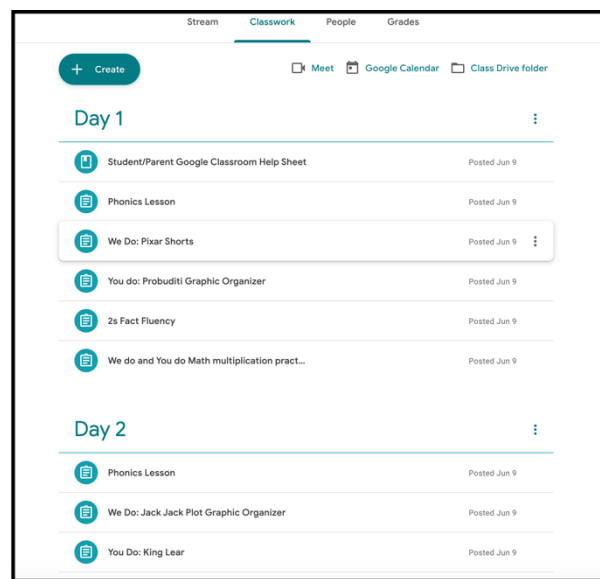
2. Click on your student's class.



3. At the top of the page, select the "Classwork" tab.

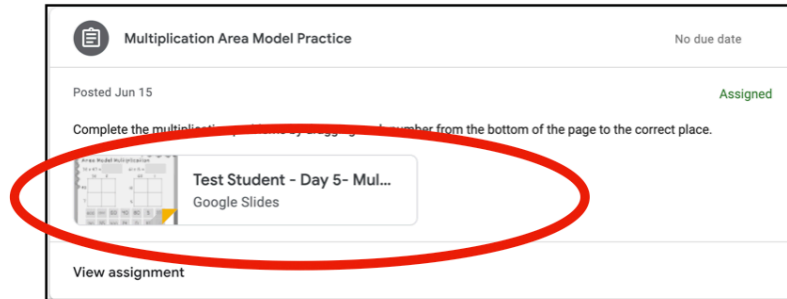


4. Select the assignment under the topic your teacher tells you to.

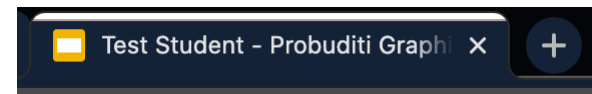


Accessing Assignments on the Google Apps on a Laptop or Desktop

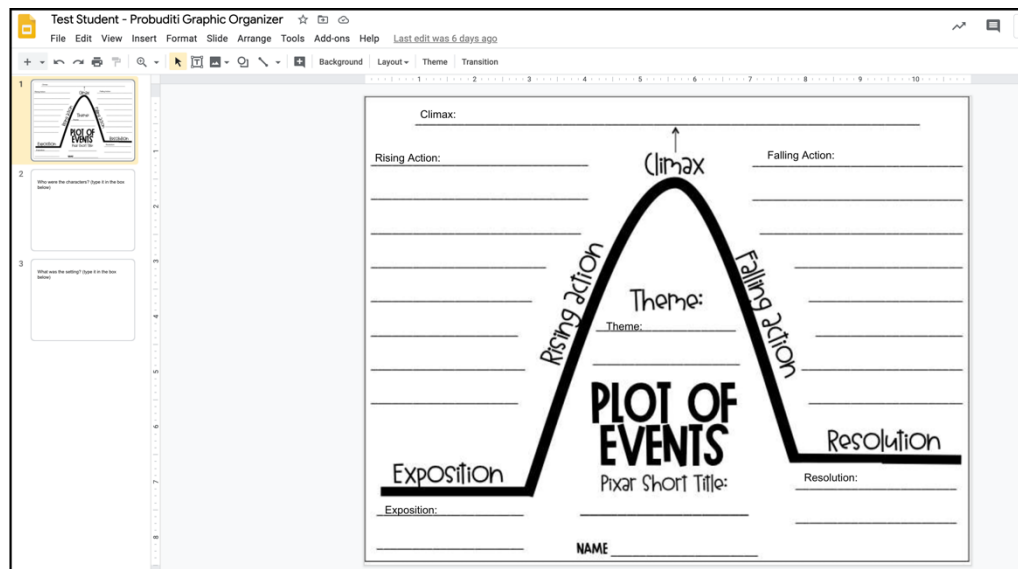
1. Click the assignment name.



2. Click the attachment. This will open a new tab.

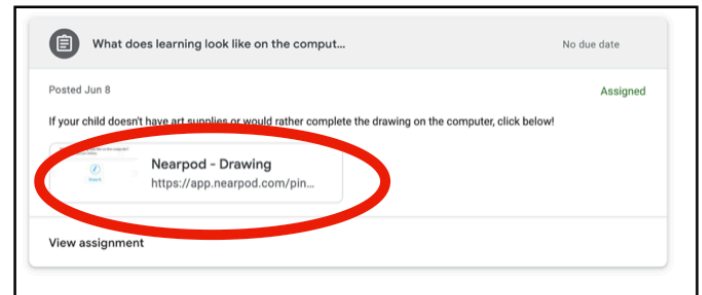


3. Complete the assignment in the new tab.
*For instructions on how to turn the assignment in, see page 17.



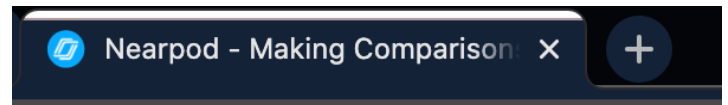
Accessing Assignments on Nearpod on a Laptop or Desktop

1. Click on the assignment.



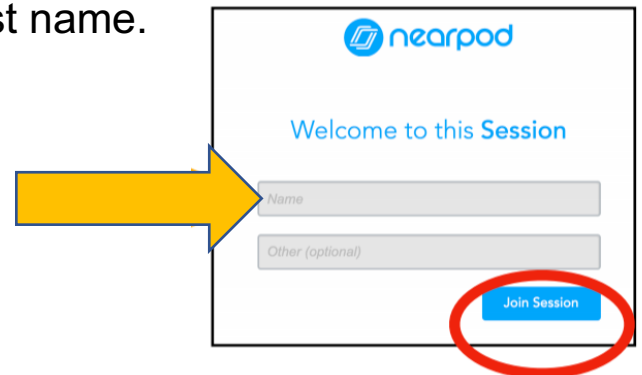
2. Select the Nearpod link.

3. This will open a new tab.

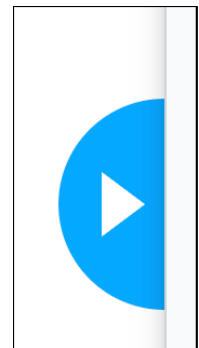


4. Enter in the student's first and last name.

5. Press "Join Session".



6. Use the blue arrows on the sides to navigate the lesson.

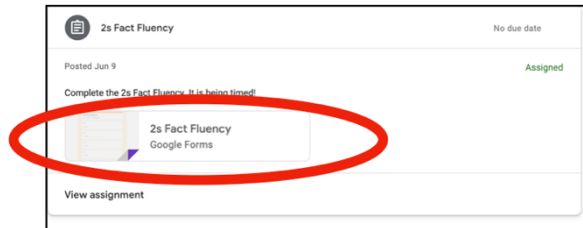


Submitting Assignments on a Laptop or Desktop

Since there are multiple forms of assignments, there are a few ways to turn them in.

Google Form:

Looks like:

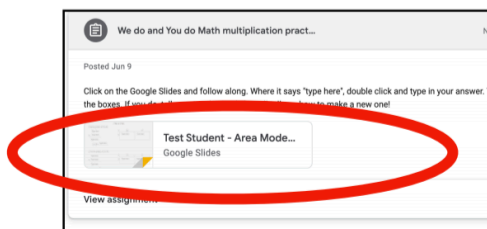


To turn in: When you are filling out the form, click submit at the bottom of the form.

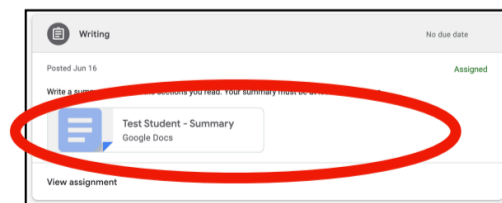
A screenshot of a Google Form submission screen. It shows a math problem '2x7' and a text input field labeled 'Your answer'. At the bottom, there is an orange 'Submit' button, which is circled in red. Below the button is a warning: 'Never submit passwords through Google Forms.'

Google Slides/Google Docs:

Looks like:



Google Slides



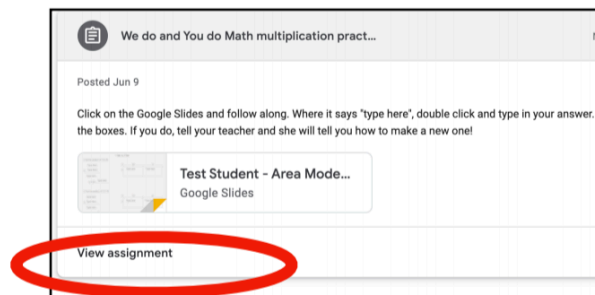
Google Docs

To turn in:

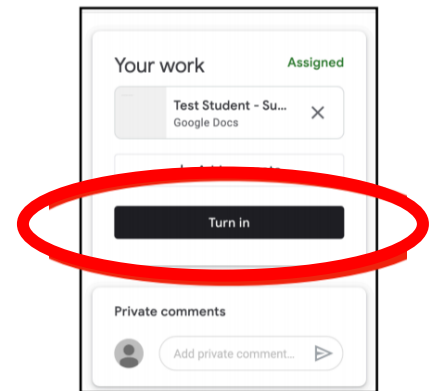
1. At the top of the Google Chrome window, select the tab that has “Classwork” on it.



2. Click “View Assignment” at the bottom of the assignment you just finished.



3. Click “Turn in” on the right. The assignment is automatically attached.



Nearpod:

Everything for a Nearpod lesson is done on the Nearpod site. However, it is important to make sure you click “submit” on all activities that ask you to.



VIRTUAL LEARNING GUIDE



GOOGLE CLASSROOM

FOR **TABLETS & PHONES**

20|21

Tablet/Mobile Device Guide

Downloading the Apps You Need for a Tablet or Mobile Device

1. Go to the App Store.



2. Download the following free apps.



Google
Classroom



Google Meet



Google
Chrome



Nearpod



Google Docs



Google
Slides

Logging in to Google Classroom on a Tablet or Mobile Device

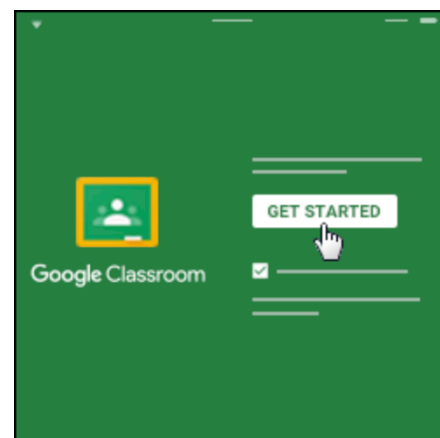
iPads and iPhones

1. Open the **Google Classroom** app.

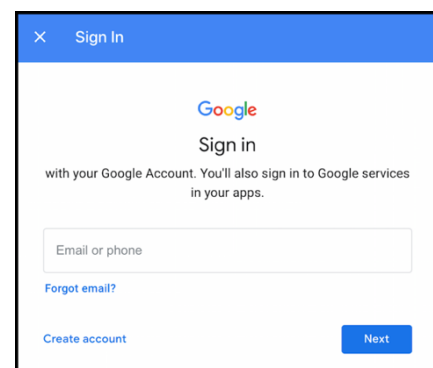


2. Tap “Get Started”.

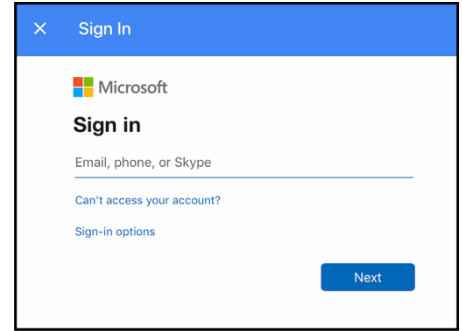
*If you do not see this option because it automatically logs you into a personal Gmail account, please see page 11 for special instructions on how to log out of your personal account. Your student cannot use a personal Gmail account to join his/her class. It must be the school issued account.



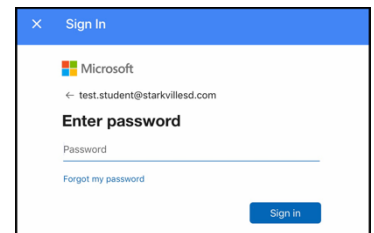
3. If it asks if it's a new or existing account, select “existing”.
4. Enter in your student's school issued email address.



5. Enter in the email address one more time on the Microsoft pop-up.

A Microsoft Sign In pop-up window. It has a blue header with a close button and the text "Sign In". Below the header is the Microsoft logo, followed by the text "Sign in". There is a text input field labeled "Email, phone, or Skype". Below the input field are two links: "Can't access your account?" and "Sign-in options". At the bottom right is a blue button labeled "Next".

6. Put in your student's password. Remember, the "S" in the password is capital and the "d" is lowercase.

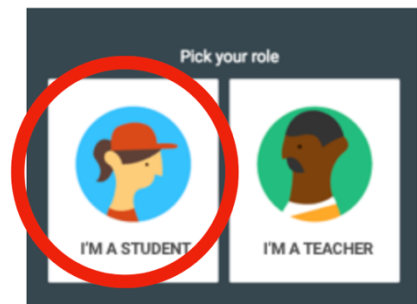
A Microsoft Sign In pop-up window. It has a blue header with a close button and the text "Sign In". Below the header is the Microsoft logo, followed by the text "Sign in". There is a text input field labeled "Password". Below the input field is a link "Forgot my password". At the bottom right is a blue button labeled "Sign in".

7. It may ask you if you want to stay signed in. Select "Yes".

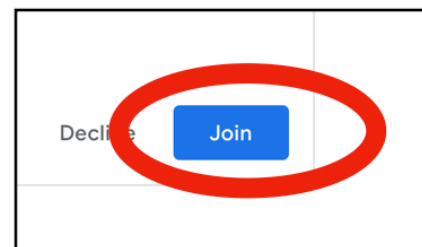
A "Stay signed in?" dialog box. It has a title "Stay signed in?". Below the title is the text "Do this to reduce the number of times you are asked to sign in." There is a checkbox labeled "Don't show this again". At the bottom right are two buttons: "No" and "Yes".

8. Select "Accept" on the terms.

9. Select "I'm a student".



10. Select your student's class and click "Join".

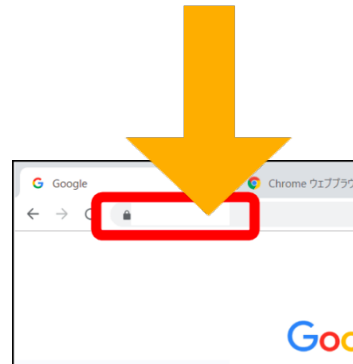
A dialog box with a "Decline" button and a "Join" button. The "Join" button is circled in red.

Android Tablets and Phones

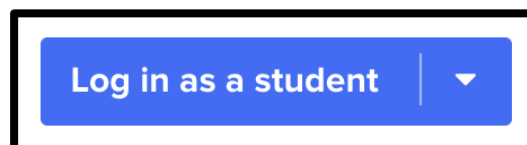
1. Open the Google Chrome app.



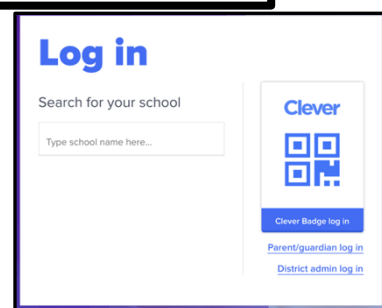
2. Enter clever.com into the address bar.



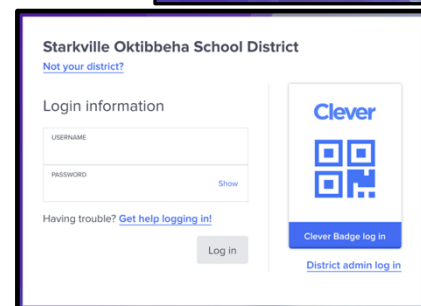
3. Select “Log in as a student” in the top right.



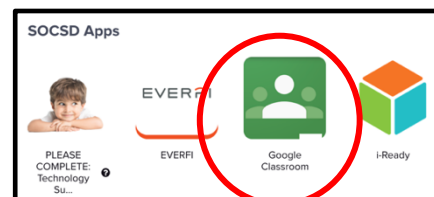
4. Start typing in the name of your student’s school until it appears in the drop down.



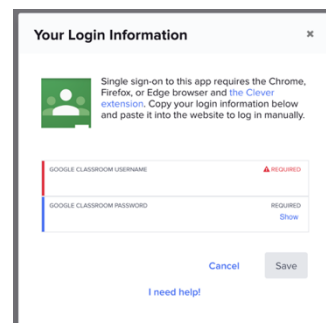
5. Log in to Clever using your student’s MSIS number with the leading 00’s. (ex: 00#####) This is the username and password.



6. Select the “Google Classroom” app under “SOCSD Apps”.

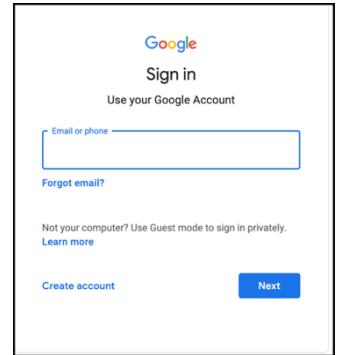


7. Sign in with your student’s email address and password.

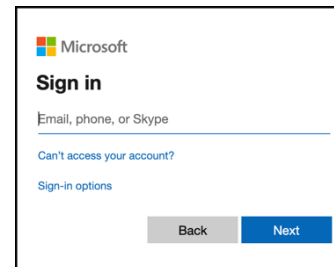


8. Enter in your student's school issued email address.

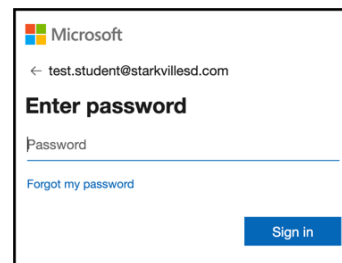
*If it doesn't prompt you to log in and you are already logged into another profile, please find the directions on how to log out on page 11.
You cannot use a personal account for this. You must be logged in to your student's school issued account.



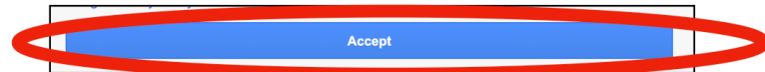
9. Enter the email address in again on the Microsoft pop-up.



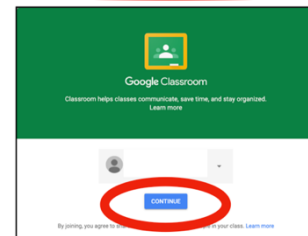
10. Enter the password.



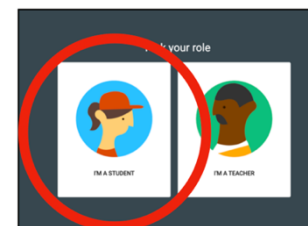
11. Click "Accept" on the terms.



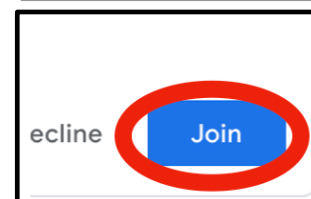
12. Click "Continue" on the pop-up window.



13. Select "Student" on the pop-up window.



14. Select "Join" on your student's classes.



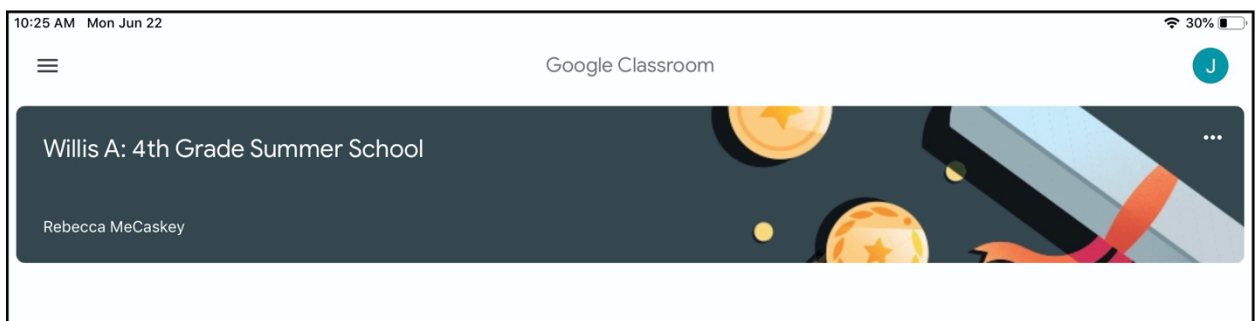
Joining the Virtual Class Meeting on a Tablet or Mobile Device

iPads/iPhones

1. Open the **Google Classroom** app.



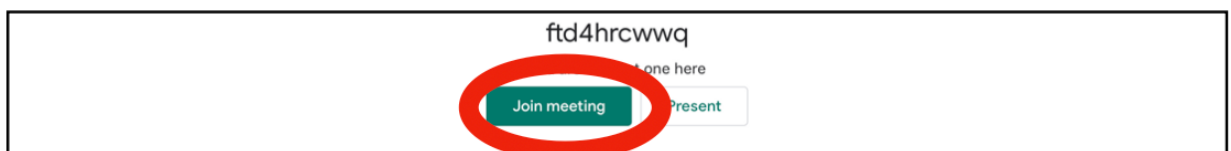
2. Select your child's class.



3. Select the camera icon in the top right.



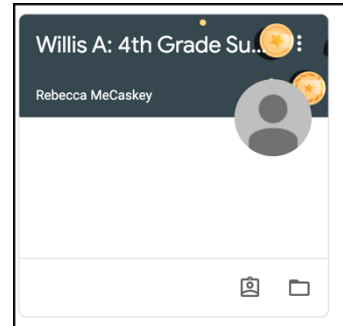
4. This will open the **Google Meet** app with the correct code ready to go for class.
5. It may ask you to allow the microphone and camera. Press allow on both.
6. Press "Join Meeting".



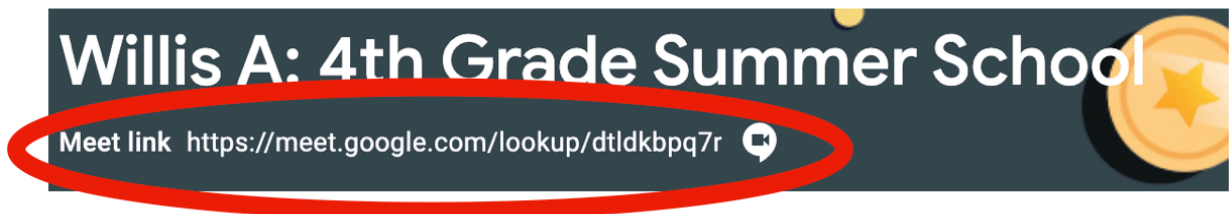
Android Tablets and Phones

1. Log in to your student's account with the instructions on page 23.

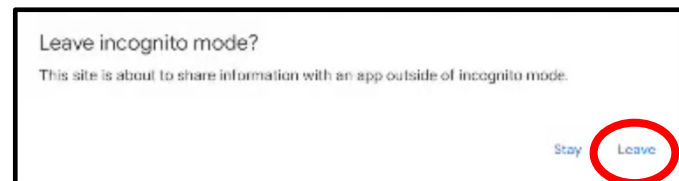
2. Click on your student's class.



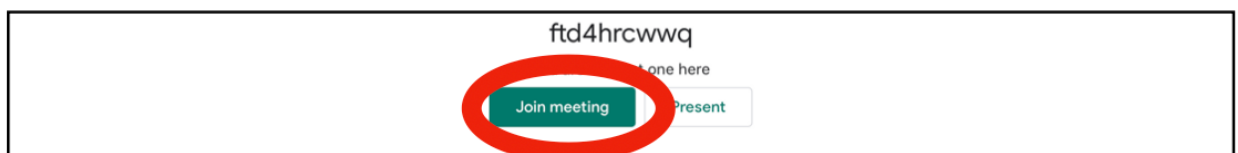
3. On the top banner, select the "Meet Link".



4. It will open a new tab. It may ask you to leave the incognito window mode. Select "Leave" if it asks.

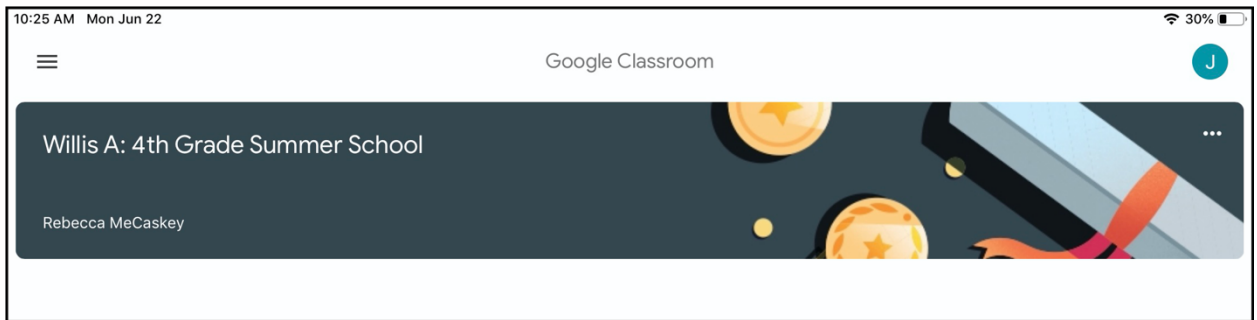


5. This will open the **Google Meet** app with the correct code ready to go for class.
6. It may ask you to allow the microphone and camera. Press allow on both.
7. Press "Join Meeting".

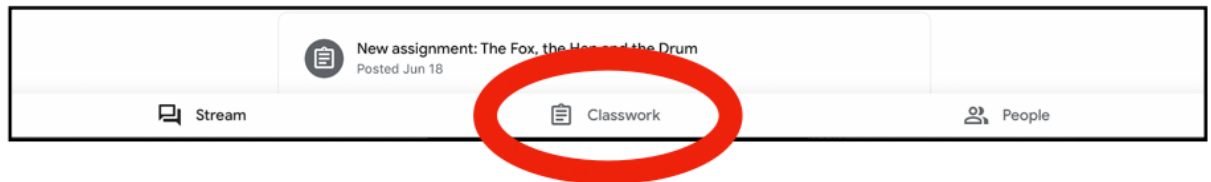


Accessing Class Assignments on a Tablet or Mobile Device

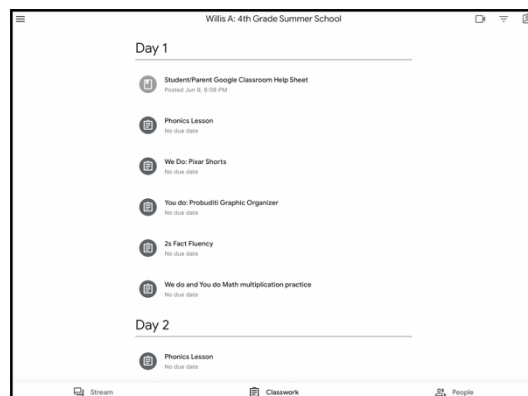
1. Log in to your student's account. (Remember, the process is a little different depending on if you're on an Apple or Android device. Refer back to the log in instructions for help.)
2. Select the class.



3. Select the "Classwork" tab.

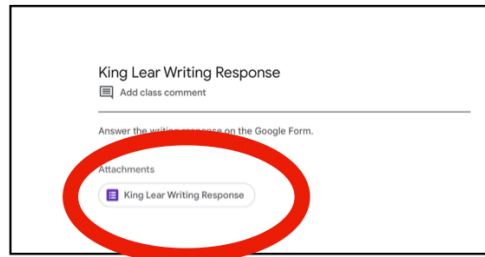


4. Select the assignment the teacher tells you to.



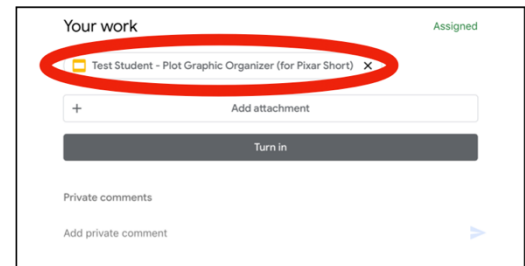
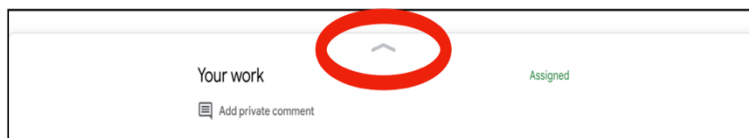
Accessing Assignments Through the Google Apps on a Tablet or Mobile Device

1. Sometimes, when you click on an assignment, there will be attachments that look like this:

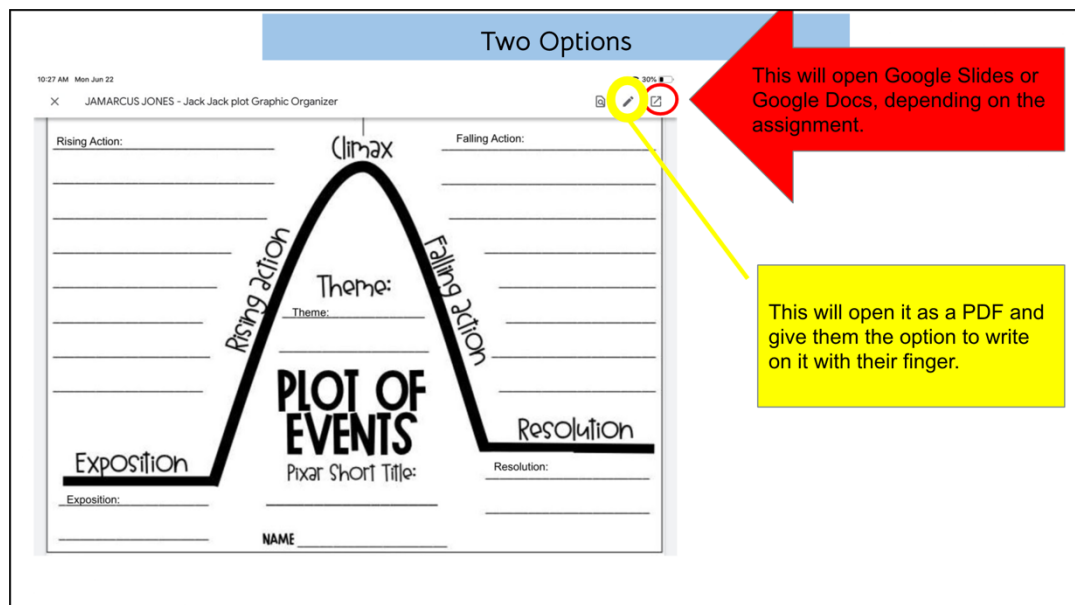


If it is a Google Form, PDF, link, or video it will show here. You can click on it directly and it will open up the link.

2. To get to the student work, swipe up on the tab at the bottom of the instructions.



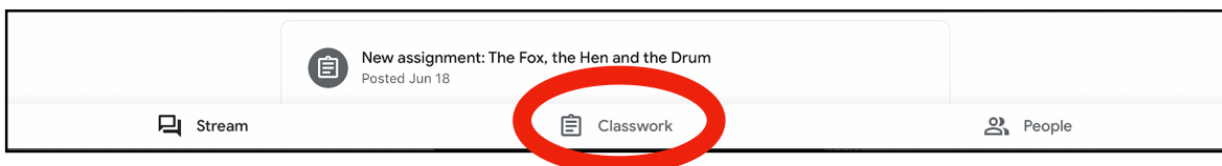
3. When you click on the assignment under “Your work” it will open a preview of the assignment. You have two options to click on.



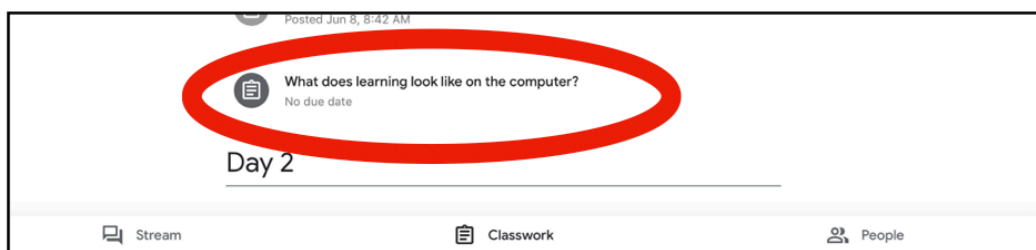
4. Choose the option your teacher tells you.

Accessing Assignments on Nearpod on a Tablet or Mobile Device

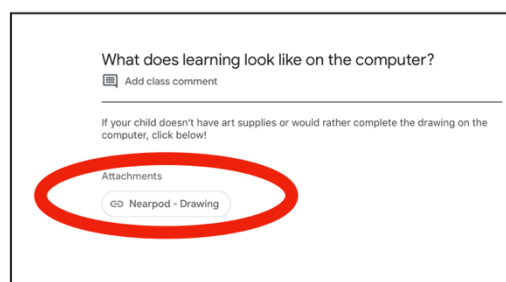
1. Go to the classwork section on Google Classroom.



2. Select the assignment your teacher tells you.



3. Click on the Nearpod link.



4. This will open the Nearpod app if you already have it downloaded.



5. Enter the student's first and last name in the first box.

A screenshot of the Nearpod app's welcome screen. It features the Nearpod logo at the top, followed by the text 'Welcome to this Session'. Below this are two input fields: the first one contains the text 'Rebecca MeCaskey' and the second one is labeled 'Other (optional)'.

6. Press "Join Session".



7. Use the blue arrows on the side to navigate through the lesson.

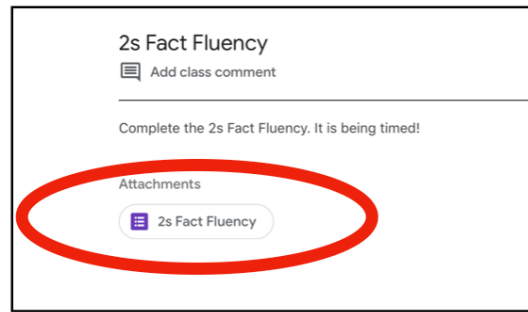


Submitting Assignments on a Tablet or Mobile Device

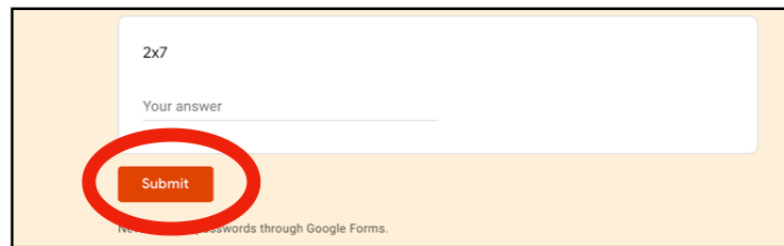
Since there are multiple forms of assignments, there are a few ways to turn them in.

Google Form:

Looks like:

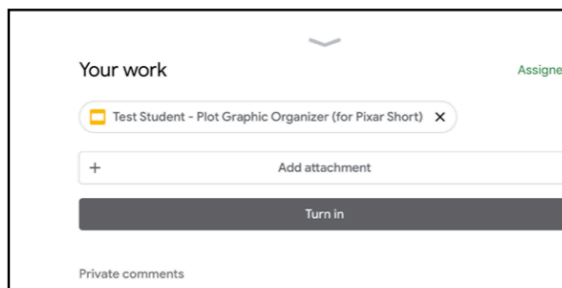
A screenshot of a Google Form titled "2s Fact Fluency". At the top, there is a link to "Add class comment". Below that, a message says "Complete the 2s Fact Fluency. It is being timed!". Under the "Attachments" section, there is a button labeled "2s Fact Fluency" which is circled in red.

To turn in: When you are filling out the form, click submit at the bottom of the form.

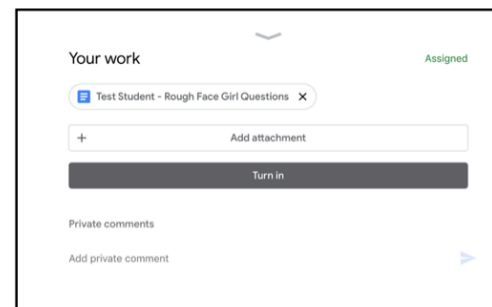
A screenshot of a Google Form showing the "2x7" question. Below the "Your answer" input field, there is a red "Submit" button circled in red.

Google Slides or Google Docs:

Looks like:

A screenshot of the Google Slides "Your work" interface. It shows a document titled "Test Student - Plot Graphic Organizer (for Pixar Short)". Below the document name, there is a button labeled "Turn in" which is highlighted with a dark grey background.

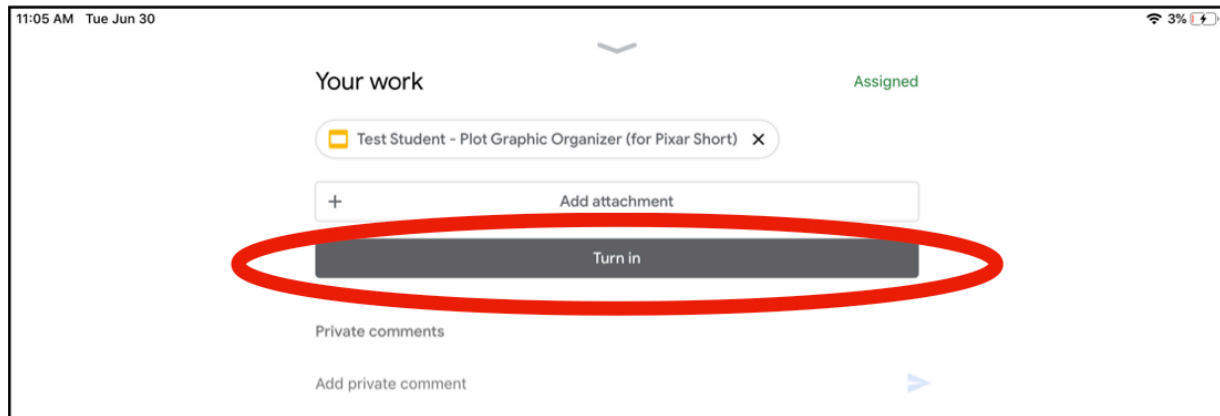
Google Slides

A screenshot of the Google Docs "Your work" interface. It shows a document titled "Test Student - Rough Face Girl Questions". Below the document name, there is a button labeled "Turn in" which is highlighted with a dark grey background.

Google Docs

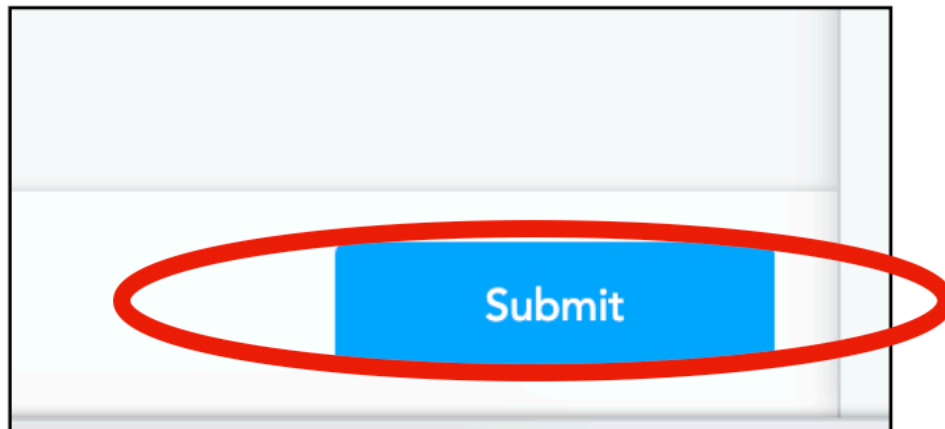
To turn in:

1. Exit out of the Google Slides or Google Docs app.
2. Go back to the Google Classroom app.
3. Select the assignment.
4. Where you originally opened the assignment, there will be a button to “Turn in”.



Nearpod:

Everything for a Nearpod lesson is done on the Nearpod site. However, it is important to make sure you click “submit” on all activities that ask you to.



Need Help?

At this time, the troubleshooting process will begin with the virtual teacher. Please email your student's teacher for assistance. If your student's teacher cannot provide a solution, he/she will complete a technology request. When the issue is resolved or there is a solution, the teacher will contact you with the resolution.