Chattahoochee High School

UNIVERSAL REMOTE LEARNING PARENT AND STUDENT GUIDE

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Creating a Learning Environment for Students

Students thrive when provided structure and routines for learning. In order to help our students be successful while learning at home, follow some of the helpful tips listed below.

- Watch a recorded session (https://bit.ly/ParentTeamsTraining) available in English, Spanish, Korean, and Chinese to understand how students sign into Microsoft Teams, how to participate in daily video meetings with their teacher, and complete daily assignments.

- Identify a dedicated learning space in your home. Allow your child to help pick a learning space and add some fun design opportunities for your child to feel ownership. Try to avoid the use of couches or beds in this space.

- Create a daily schedule for your child to follow to help develop a routine. (see schedule provided below)

- Take time to familiarize your child and yourself with the platforms being used for remote learning.

- Plan out time to "check-in" with your child about their learning progress.

- Have fun. Try to make the remote learning experience fun, engaging, and exciting for your child.

Getting to Your Class On the First Day

1. **Go to Microsoft Teams.**

2. **Navigate to your first period class.** All class will be named as such, T880+TeacherLastName+Class. Click on it to activate it. (for example, T880White9thLit)

3. **Navigate to the channel called, Class Meetings.** Click on it to activate it.

4. If the teacher has already started a class meeting, you will see a Join button. Once you do, **click on the Join button** to join the class meeting.
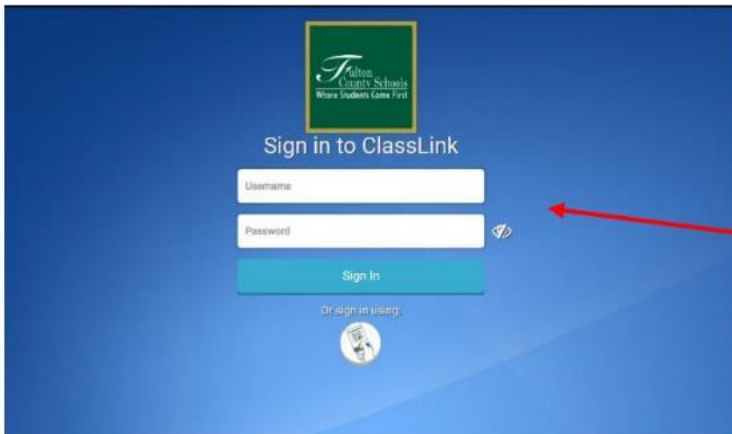
CHATTAHOOCHEE HIGH SCHOOL

URL BELL SCHEDULE

Period	Beginning Time		Ending Time
Teacher Office Hours	7:40	-	8:40
1st	8:45	-	9:30
2nd	9:40	-	10:25
Chatt Time	10:30	-	10:55
3rd	11:05	-	11:50
4th	12:00	-	12:45
5th	12:55	-	1:40
6th	1:50	-	2:35
7th	2:45	-	3:30

ClassLink Information Guide

www.launchpad.classlink.com/fcs
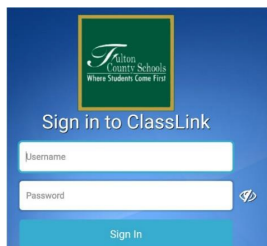

ENTER

USERNAME: FCS USERNAME

PASSCODE: FCS PASSCODE

For example to access SAFARI Click on the SAFARI icon

Microsoft Teams Navigation Guide

Microsoft Teams is an online classroom management space. Students may use Microsoft Teams to access documents and assignments, participate in class discussions, and engage in video meetings with a teacher.

1. Accessing Teams on a school-issued computer. Go to https://launchpad.classlink.com/fcs

2. Enter FCS username (Student ID#@fcstu.org) and password. The ClassLink password is the same password used to login to a school computer. Once logged into ClassLink, click into the Office 365 folder.

3. Select Teams. If prompted with message "ClassLink Browser Extension not installed", click Continue to website. Students may be prompted to enter username/password again. Username is Fulton email address which is studentid#@fcstu.org (i.e., 12345678@fcstu.org). Password is their computer login password.

4. Click into the Teams icon again. Be sure to open the Microsoft Teams icon as a desktop app for the full experience.

5. You may login to Teams by going to either office.com or https://tinyurl.com/downloadteams and install the Teams desktop app. Once installed, you will be prompted to login with FCS email address and password.

# Accessing Microsoft Teams on a Mobile Device

1. Download the Teams app from the Google Play or Apple App Store. If you have a FCS iPad, you must download apps from the district catalog. There should be an app on the iPad called Catalog. Search for that, and inside there you will see the option to download Teams.

2. Once downloaded, log in with your FCS email address (studentid#@fcstu.org) and Fulton password.
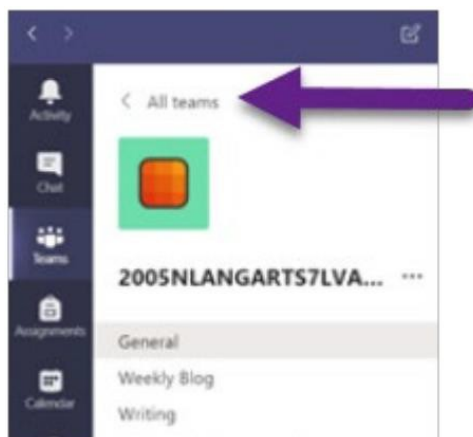
Navigating Microsoft Teams

View Teams and Toggle Between Teams

1. Once inside, any teams you are a member of will be listed.

2. To open a specific team, put your mouse on the team and click.
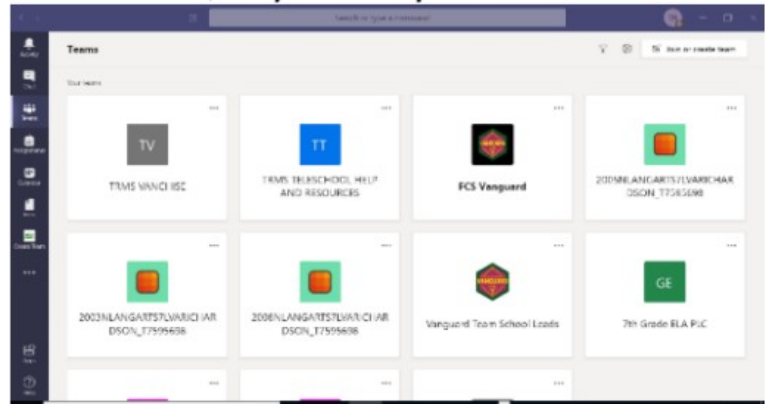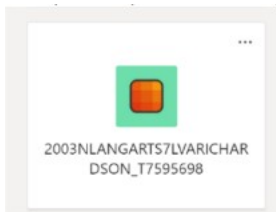
3. To switch to a different team, look for **All Teams** on the top of the screen and click. This will take you back to the team grid.

Infinite Campus Parent Information

Infinite Campus – **Parent Portal** is the Fulton County Schools system to connect parents and students to student information. All parents must register to begin accessing Campus Parent.

- All current parents will receive an email to register.
- All parents new to Fulton will receive an email within 24 hours of enrollment.

To register you must provide the following information:

- Student First Name, Last Name
- Student Birthdate
- FCS Student ID Number

Alternatively, if an activation key was provided to you, please go to the following site:
https://campus.fultonschools.org/campus/portal/parents/fulton.jsp

- If you are using a computer, please use the keyboard to copy (Ctrl+C) and paste (Ctrl+P)

- Also, make sure there is not an extra space before or behind the key.

After registering, you will then create your username and password.

After completing the Campus Parent registration, you can access the Parent Portal at any time for all students in the same household.

The first time a parent signs in, a recovery email address will be requested. This is the email address that will be used if a parent forgets their username or password.

The Campus Password is the same password that was created on the previous screen.

Set Email

You are required to set an account security email.
Please enter the email address that can be used for security purposes. An email will be sent to verify the change.

New Account Security Email

Confirm New Account Security Email

Enter Campus Password

Log Off   Save

Access Campus Portal from Fulton Schools website or Download the App to a Smartphone

- Go to the following URL: http://www.fultonschools.org/

- Select the Campus Portal icon in the middle of the page

CONTACT US   CAREERS   TRANSPORTATION   FOOD MENUS   CALENDAR   Campus Parent   EMPLOYEE PORTAL   LAUNCHPAD

- From the Campus Portal Landing Page, click on Campus Parent

Campus Parent

- Log in via the Web or Download the App to a smartphone

- Enter the username and password you created.

Infinite Campus — Transforming K12 Education®

Campus Portal

Fulton County

Username

Password

Log In

Help

New User?

District Announcements

Data Conversion 3 Data Review Site
Loaded 3/14/2019 using eSP data from 3/8/2019

English

CAMPUS   CAMPUS

Infinite Campus Mobile Apps can be downloaded through the Apple App Store or Google Play Store

Available on the App Store

GET IT ON Google play

Additional Technology Resources & Assistance

https://www.fultonschools.org/remotelearning

Universal Remote Learning Hotline
9:00 am - 3:30 pm
Monday - Friday
470-254-2300

Who Can I Contact for Technology Help?

1. *Question about the progress my student is making?*
   Answer: The appropriate person to contact is your child's teacher.

2. *Question about technology platforms and need support?*
   Answer: Call Learning & Teaching Department @ 470-254-4943.

3. *Have a device that is not working properly and need repair support?*
   Answer: Call the Hotline @ 470-254-2300
   (Option 8 for computer/hardware issue. Option 9 for password help.)

4. *Have a question about my child's Assistive Technology device?*
   Answer: Call Assistive Technology help line at 470-254-5205
   Monday-Friday between 8:00 – 10:00 AM

MICROSOFT TEAMS STUDENT GUIDE

Microsoft Teams

CONTENTS

WHAT IS MICROSOFT TEAMS?

Microsoft Teams is an online classroom space. Students may use Microsoft Teams to access documents and assignments, participate in class discussions, and engage in video meetings with a teacher.

ACCESSING MICROSOFT TEAMS ON A COMPUTER

There are **three methods** for accessing Microsoft Teams:

1. ClassLink (the single sign on dashboard for Fulton County Schools)
2. Office 365 Online (www.office.com)
3. Microsoft Teams App (available for Windows, iOS and mobile devices)

METHOD 1: CLASSLINK

1. Go to https://launchpad.classlink.com/fcs
2. Enter your FCS username and password.
   - Username: Fulton Student ID #
   - Password: The default password is the student's date of birth without any special characters (mmddyyyy).
   - **NOTE:** Students may change their own password. If you do not know your password, please contact the Fulton County Schools IT Service Desk.
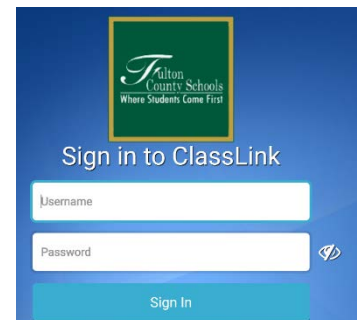
3. Once logged into ClassLink click the Office 365 folder.

4. Select **Teams.**

5. If prompted with message *"ClassLink Browser Extension not installed"*, click **Continue to website**.

6. Students may be prompted to **Sign into** Microsoft. The Sign in is your Fulton email address. Students' email addresses are in this format: **studentid#@fcstu.org**
   (Ex: **12345678@fcstu.org)**
7. Click **Next.**
8. On the next screen enter your Fulton password (see info above).
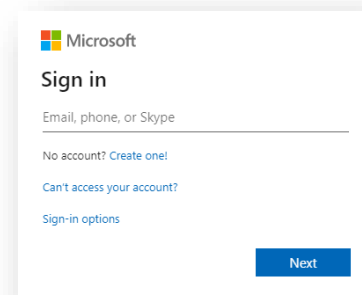
9. Select Teams

1. Go to www.office.com
2. Click **Sign in**
3. Enter your Fulton Email address. Student email addresses are in this format: **studentid#@fcstu.org** (Ex: 12345678@fcstu.org)
4. Click **Next**
5. Enter your Fulton password.

NOTE: The default password is the student's date of birth without any special characters (mmddyyyy). However, students may change their own password. If you do not know your password, please contact the Fulton County Schools IT Service Desk.
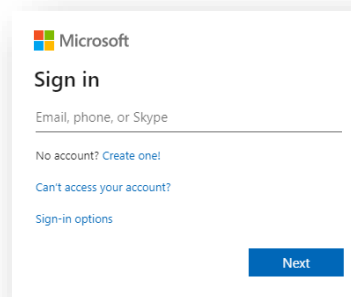
DOWNLOADING THE MICROSOFT TEAMS DESKTOP APP

1. If you do not have the Microsoft Teams desktop app on your computer, it may be downloaded here: https://tinyurl.com/downloadteams
2. Once installed, you will be prompted to login with your Fulton Email address and password.

ACCESSING MICROSOFT TEAMS ON A FULTON COUNTY SCHOOLS COMPUTER

1. Click the Windows button in the bottom left corner of the taskbar.
2. Scroll down on the list of apps and click **Microsoft Teams**.
3. The first time you will need to sign in.
   - Sign-in address: studentid#@fcstu.org
   - Password is your Fulton password
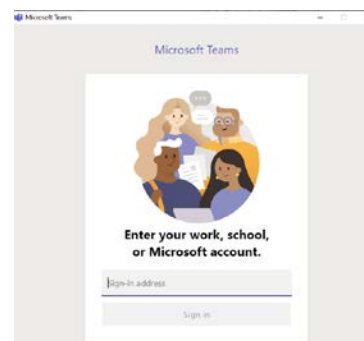
ACCESSING MICROSOFT TEAMS ON A MOBILE DEVICE

The Microsoft Teams mobile apps are available for Android and iOS.

1. Download the Teams app.
   a. **Fulton iPad:** Download the Teams app from the District Catalog on the iPad's desktop.
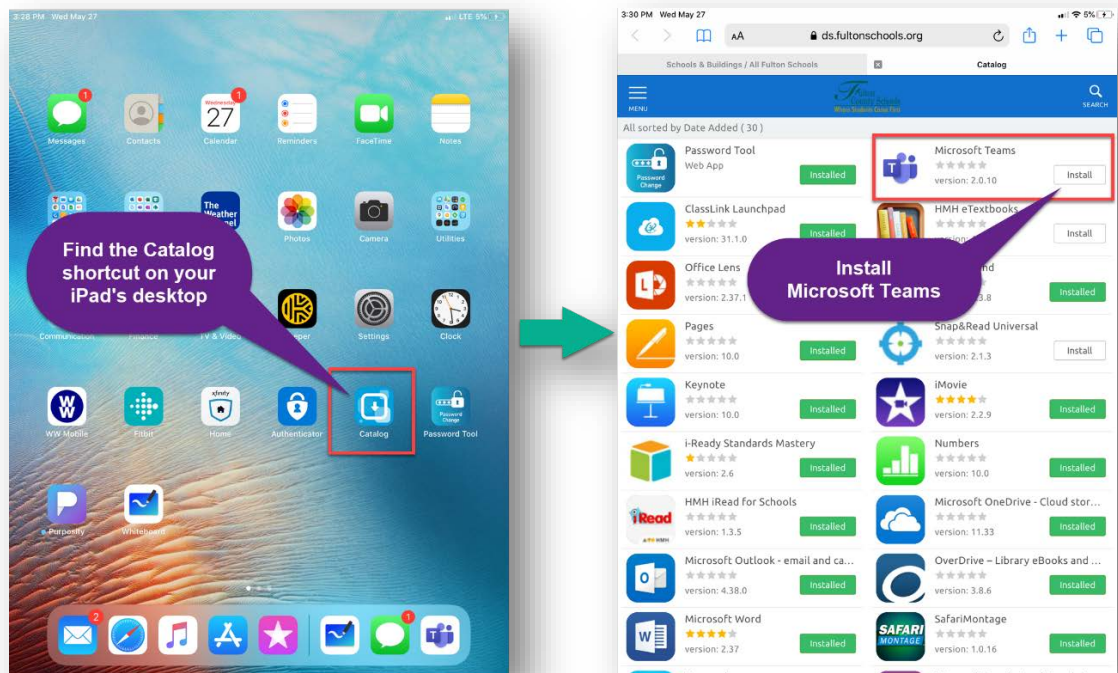
   b. **Personal Device:** Download the app from the Google Play or Apple App Store.
2. Launch the Microsoft Teams App
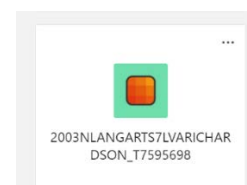3. Login with your Fulton Email address (studentid#@fcstu.org) and your Fulton password.

NAVIGATING MICROSOFT TEAMS

VIEWING TEAMS & TOGGLING BETWEEN TEAMS

1. Any teams you are a member of will be listed on the first screen (the dashboard) you see after logging into Teams.
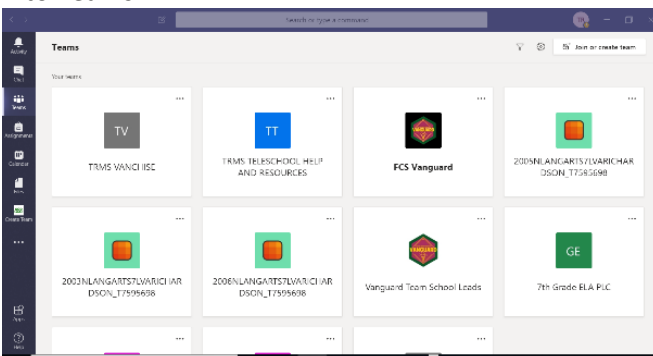
2. To open a specific team, put your mouse on the team and click.

3. To switch to a different team, look for **All Teams** on the top of the screen and click. This will take you back to the team grid.
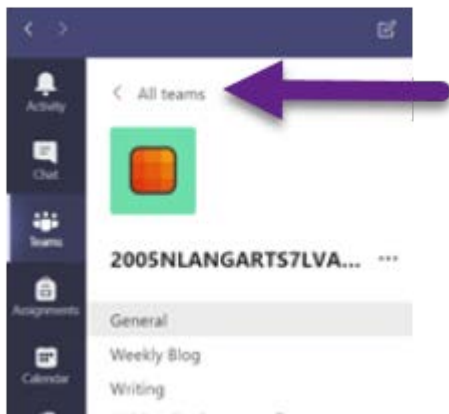
CHANNELS

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 a**nd 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.
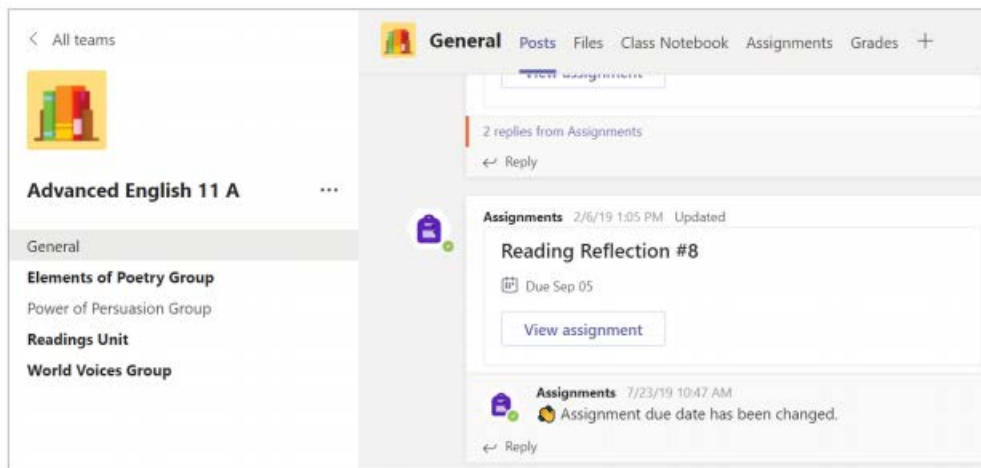
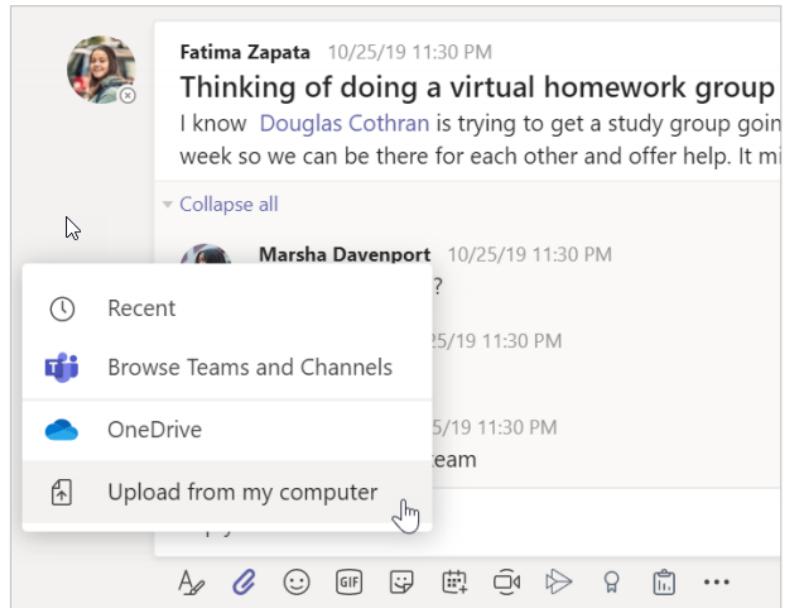## SHARE AND ORGANIZE FILES

ACCESSING FILES POSTED BY THE TEACHER

1. Select the name of your class from the Teams Dashboard.
2. Click **Files** at the top of the screen.
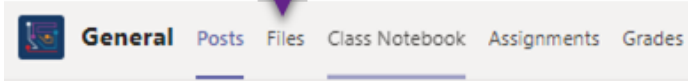
Share a file in a channel

1. In a new message or reply, click **Attach** 🖉.

2. Choose a file you'd like to share.
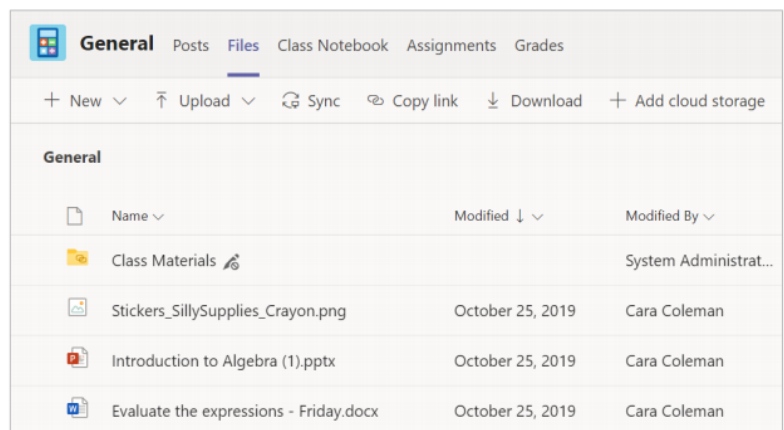
3. Include a message if you want, then click **Send** ▷.

Find or create a file

See the files that you, your classmates, and your teacher have shared in a chat or a channel by selecting the **Files** tab.

While in **Files**, you can create a new Word, Excel, or PowerPoint document for you and your classmates to collaborate in.

Class Materials

In the **Files** tab of every class team's **General** channel, your teacher might add read-only resources to the **Class Materials** folder. Look here for important documents that can help you with assignments, projects, or just staying up to date on class expectations.
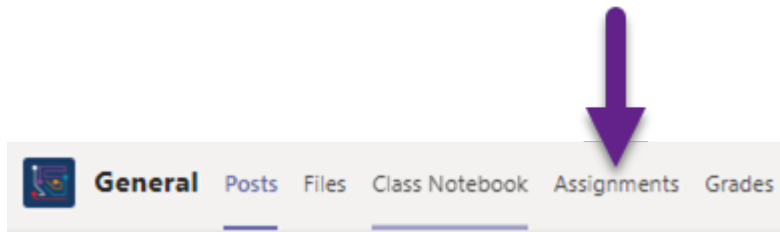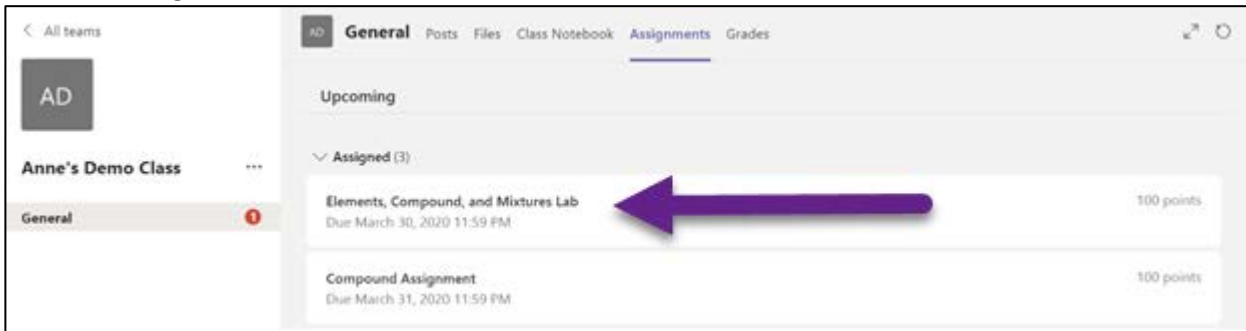
Access and Complete Assignments
1. Select the name of your class from the Teams dashboard.
2. Click **Assignments** at the top of the screen
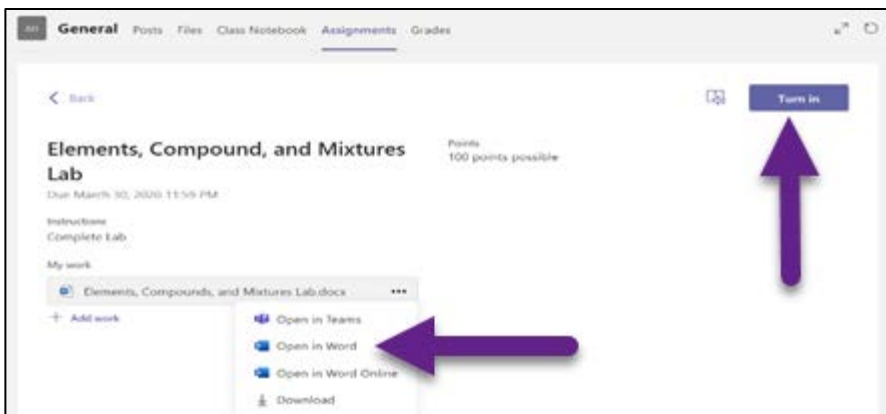

3. Select the assignment

4. Follow the teacher instructions shown for the assignment.
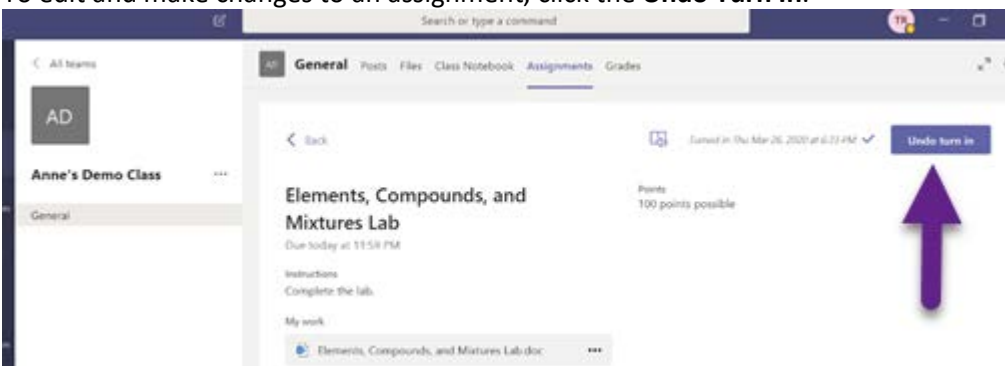5. To edit a document, click the three dots next to the document name

6. This will allow you to open the document to edit. It will also save your work in the document.

7. Once you have finished, click the blue **Turn in** button at the top right corner.
8. To edit and make changes to an assignment, click the **Undo Turn In**.

9. Make changes to the assignment and then click **Turn in.**

ADDING WORK TO ASSIGNMENTS

1. Once inside the assignment look for **My work .** Then click the plus sign to **Add work**.
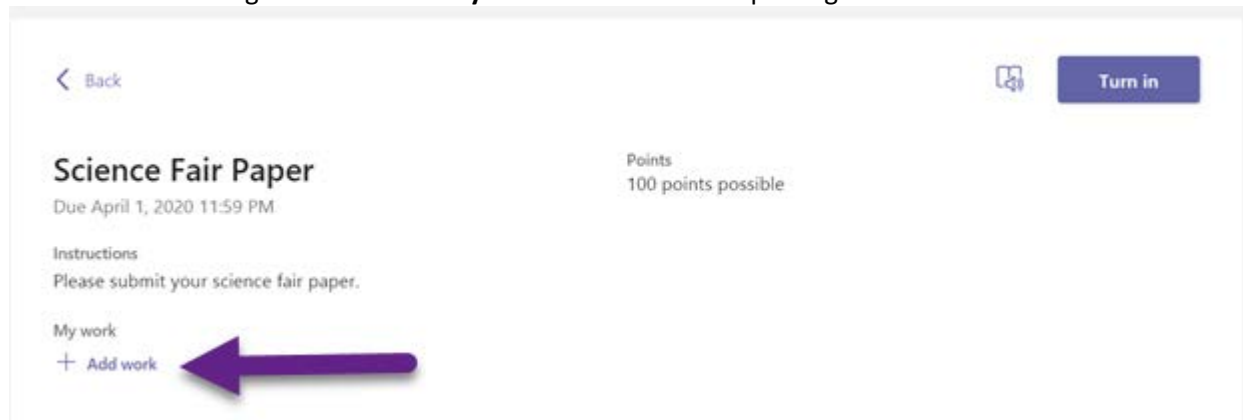
2. There are three options: **OneDrive**, **New File, or Link**.
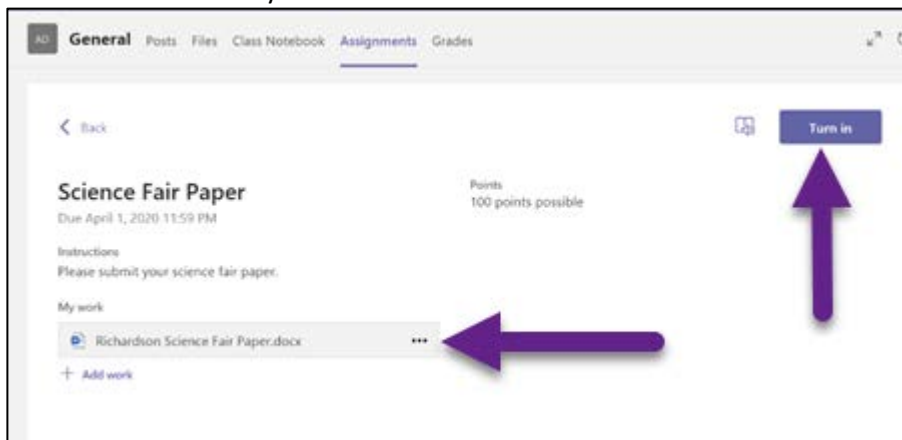
3. Once you have located the document, click **"Attach".** The document will be added to the assignment.
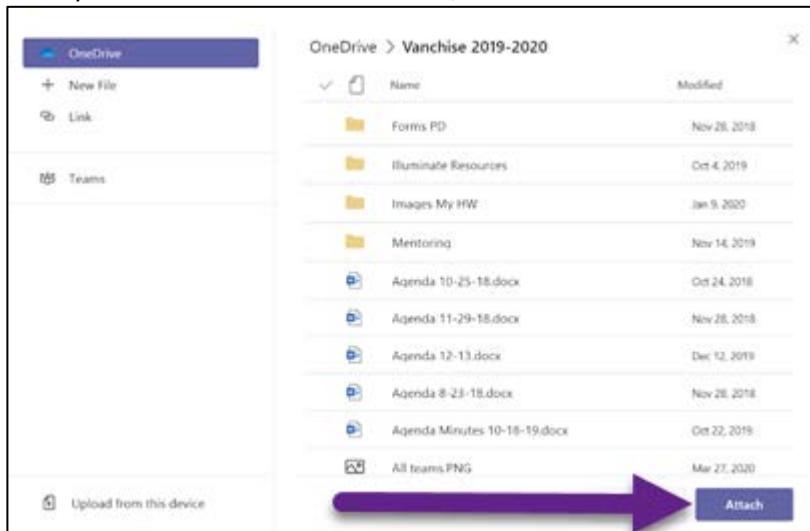
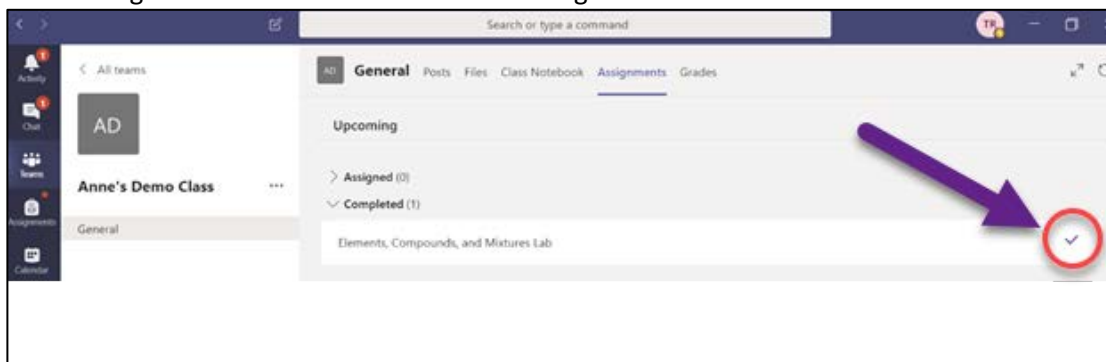4. Check to be sure that your document has been added and then click "Turn In."

View Teacher Feedback and Grades
1. To view teacher feedback and grade, locate the **assignment** in the assignment tab.
2. Look for a green **check mark** to indicate the assignment has been returned.

3. Click on the assignment to see the teacher **feedback and grade**.
4. If changes are needed, edit the assignment and click **turn in again** to resubmit the assignment.
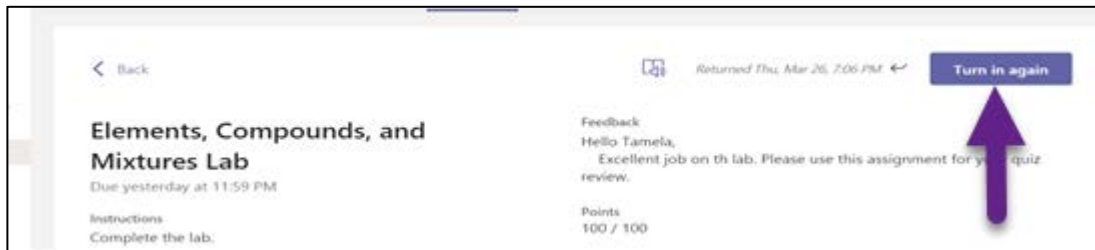
KEEPING TRACK OF ASSIGNMENTS

1. Go to the **Assignments** tab.

2. There are three sections: Upcoming, Assigned, and Completed
    a. **Upcoming** the assignments are in two categories:
        i. **Assigned**- these are assignments that need to be completed
        ii. **Completed**- these are assignments that have been turned in
3. Click the drop-down arrow to see the assignments listed under each category.

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.
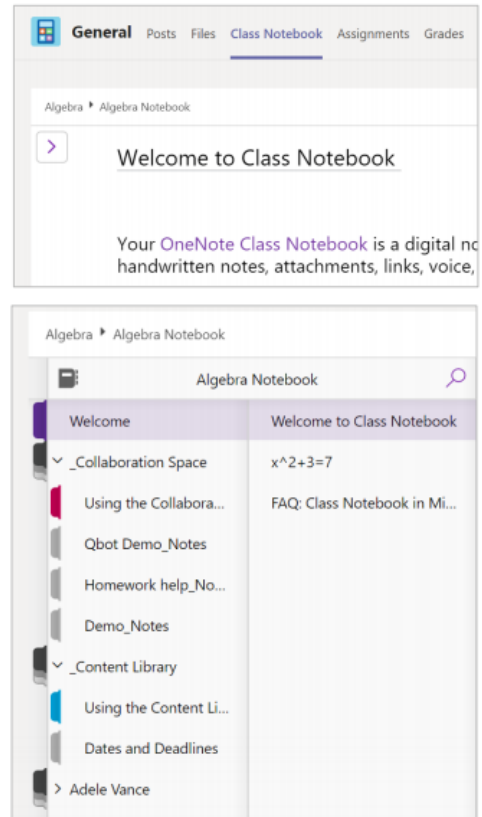
Notifications

Check the 🔔 **Activity** feed to make sure you don't miss a new assignment or an @mention.
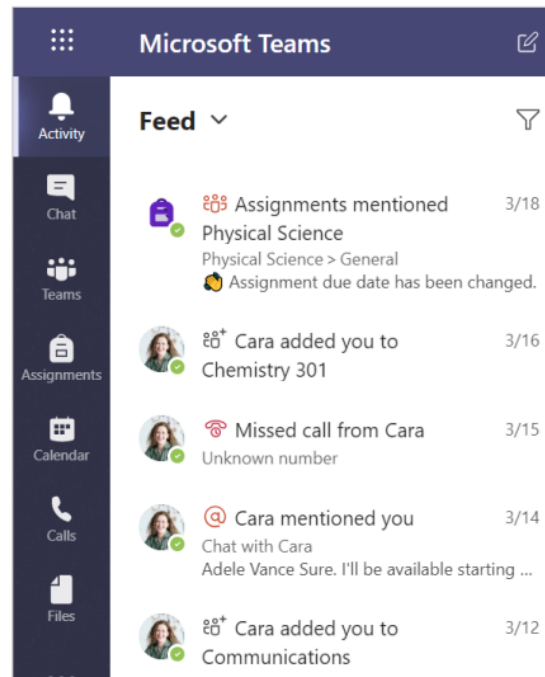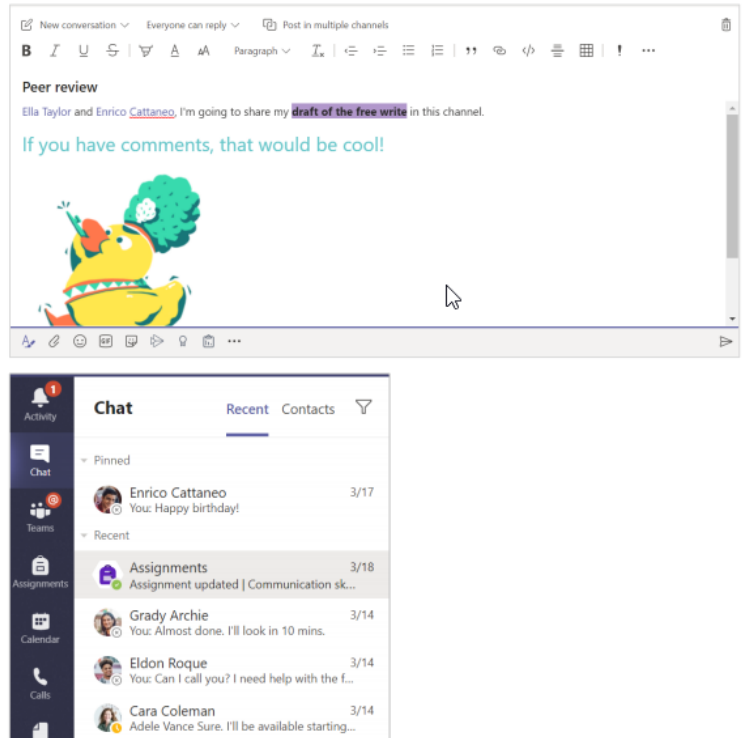
Click the compose box to create a message. You can type out a simple message or add on.

Attach an image, gif, sticker, or file.

Select **Format** and use rich text to make your message stand out.

Format your message with bullets or make a numbered list.

@mention your teacher or a classmate.

VIDEO MEETINGS IN MICROSOFT TEAMS

JOINING A MEETING: MEET NOW OPTION

Your teacher may use the "Meet Now" option for class meetings. In this case, you will not have a scheduled meeting link to join. Your teacher will communicate to you the date and time for your class meeting. A few minutes before the start time:

1. Open your Class Team.
2. Once the teacher has started the meeting you will see a **Join** button in the **Posts** tab of the Team.
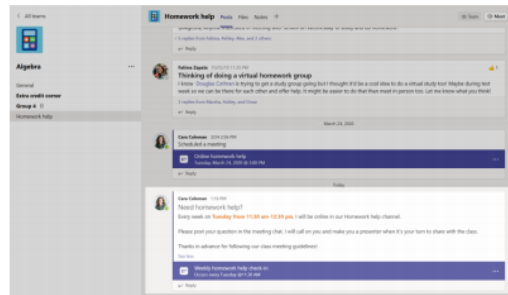
Connect with video

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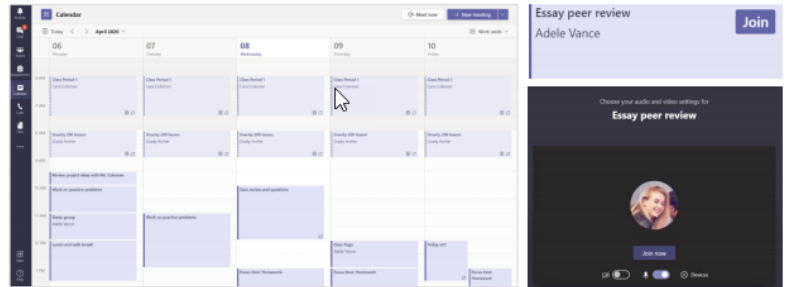
Note: You can also see scheduled meetings in any of your class team channels.

HOW TO USE THE TOOLBAR DURING THE MEETING

Turn your video on and off.

Mute and unmute your microphone.

Share your screen or a document.

Participate in the meeting chat.

Leave the meeting. The meeting will continue even after you've left.

See who's in the meeting.