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 (<u>https://bit.ly/ParentTeamsTraining</u>) 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.



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



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 <u>ID#@fcstu.org</u>) 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.

 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., <u>12345678@fcstu.org</u>). 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.

	Campus Porta
Welcome, Susan R Wilson!	
Please enter the information for your stude you have more than one student enrolled, student.	nt below to confirm your identity. If you may use the info from any one
Student First Name Required	
Student Middle Name	
Student Last Name Required	
Student Number (Required)	
Student Birthdate (Required)	
Grade	

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.

New User?	
Activate your Campus Parent account b to you by your district.	y entering the activation key sen
If you do not have an activation key, plea one.	ase contact your district to obtain
Activation Key *	

Back to Login

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

	Campus Por
Your identity has been con username and password b	nfirmed. Please create a
	ACT.M.
Username	
	Contraction Username available
Password	
	Password must be at least 8 characters
Confirm Password	
	Passwords Match

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.

et 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 chang
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: <u>http://www.fultonschools.org/</u>
- Select the Campus Portal icon in the middle of the page



- Log in via the Web or Download the App to a smartphone
- Enter the username and password you created.

Campus	Transforming K12 Education*	CAMPUS CAMPUS
Usemame	Campus Portal Futton County	$\overline{\nabla}$
Password Log In		Infinite Campus Mobile Apps can be downloaded through the Apple App Store or Google Play Store
Help New User?		Available on the App Store
District Announcements Data Conversion 3 Data Review Sit Loaded 3/14/2019 using eSP data from		Google play
English	23.3013 Ministra Canada et Bac	

Additional Technology Resources & Assistance

https://www.fultonschools.org/remotelearning

Universal Remote Learning Hotline

9:00 am - 3:30 pm Monday - Friday 470-254-2300

me	Our District	Students & Families	Community	Departments	Board	Calendar		
	Class	link		Ren	note	e Learning	Need technical assistance Help is just a phone call awa	
	Office	365				y for learning continuity to be deployed for extended an opportunity to engage in learning remotely instead	The Remote Learning Hotli	
	Reset	My Password		of attending scho	ool onsite wh staff will pro	nen schools are closed for an extended period of time. ovide learning opportunities to all students through	is open 9:00 AM-3:30 PM Monday - Friday	
	Fultor	n Virtual School		Providence of Brian			470-254-2300	
	Stude	nt-focused Learning				ed a quick reference guide for parents. te Learning Guidelines in PDF revenat 🍫		
	Digita	l Learning Day					Resource Guides	
	Remo	te Learning	v			h of our interaction is now done online, a resource for conducting virtual meetings.	SEL Resources Social-Emotional Learning	
	SEL F	Remote Learning			Virtual M	leeting Etiquette Highlights 🖡	Resources	
	Digita	I Content					Infinite Campus Report Car Student Guide	rds -
	Atten	dance & Notifications				D QUESTIONS swers to frequently asked questions concerning	Infinite Campus Report Car Parent Guide	rds -
				academic suppo	rt for remote	swers to frequently asked questions concerning elearning. If you have other questions that are not s, please reference the Fulton County Schools website	FCS Peak Academy Update	
	Backt	to Learning & Teachin;	2	at www.fultonsch	ools.org		Elementary School Digital	

Who Can I Contact for Technology Help?

- Question about the progress my student is making?
 Answer: The appropriate person to contact is your child's teacher.
- Question about technology platforms and need support?
 Answer: Call Learning & Teaching Department @ 470-254-4943.
- 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.)
- 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

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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.
- 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).

Sign in		- 81
Email, phone, or Skype		. 81
No account? Create one!		- 81
Can't access your account?		- 81
Sign-in options		
	Next	

9. Select Teams

METHOD 2: OFFICE 365 ONLINE

- 1. Go to www.office.com
- 2. Click Sign in
- 3. Enter your Fulton Email address. Student email addresses are in this format: <u>studentid#@fcstu.org</u> (Ex: <u>12345678@fcstu.org</u>)
- 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.

Sign in			
Email, phone, or Skype		. I	
No account? Create one!			
Can't access your account?			
Sign-in options			
	Next		

METHOD 3: MICROSOFT TEAMS DESKTOP APP

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

 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.



SHARING FILES IN A CHANNEL

Share a file in a channel

- 1. In a new message or reply, click Attach \mathcal{Q} .
- 2. Choose a file you'd like to share.

3. Include a message if you want, then click Send \triangleright .



FIND OR CREATE A FILE & CLASS MATERIALS

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.

General Posts Files Class Notebook Assignments Grades					
+ New ∨ ↑ Upload ∨ ♀ Sync © 0	Copy link 🚽 Download	+ Add cloud storage			
General					
\square Name \checkmark	Modified $\downarrow \lor$	Modified By \sim			
🗟 Class Materials 🔏		System Administrat			
Stickers_SillySupplies_Crayon.png	October 25, 2019	Cara Coleman			
Introduction to Algebra (1).pptx	October 25, 2019	Cara Coleman			
Evaluate the expressions - Friday.docx	October 25, 2019	Cara Coleman			

ASSIGNMENTS & GRADES IN MICROSOFT TEAMS

ACCESSING AND COMPLETING ASSIGNMENTS

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

< All teams		General Posts Files Class Notebook Assignments Grades	2 0
AD		Upcoming	
Anne's Demo Class		V Assigned (3)	
General	0	Elements, Compound, and Mixtures Lab Due March 30, 2020 11:59 PM	100 points
		Compound Assignment Due March 31, 2020 11:59 PM	100 points

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

< Back		L	Turn in
Elements, Compound, and Mixtures	Points 100 points possible		
Lab	The barrier becomes		
Due March 30, 2020 11:59 PM			
Instructions			
Complete Lab			
My work			
Elements, Compounds, and Mixtures Lab.docx			
+ Add work			

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

General Posts Fi	es Class Notebook Assignments Grades	** O
C fack		Est Turn in
Elements, Con	pound, and Mixtures Poents possible	
Lab		
Due March 30, 2020 115	5 PM	
Instructions Complete Lab		
My work		
Compos	rids, and Mixtures Lab doca	
+ Add work	Coren in Teams	
	Coen in Word	
	Coen in Word Online	
	# Download	

- 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.

u [®] O
Mar 26.2000 at \$200 At \$200 at \$200 At \$
1

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

ADDING WORK TO ASSIGNMENTS

2.

1. Once inside the assignment look for **My work**. Then click the plus sign to **Add work**.

< Back		L&	Turn in
Science Fair Paper Due April 1, 2020 11:59 PM	Points 100 points possible		
Instructions Please submit your science fair paper.			
My work + Add work			
here are three options: OneDrive ,	New File, or Link.		

OneDrive)
+ New File	Web address (required)	
ල Link	https://	
	Text to display	
ະຕຼັງ Teams	Enter description	

3. Once you have located the document, click "Attach". The document will be added to the assignment.

+ New File	~ 🖞 Ni	me	Modified
B Link	See Fo	ams PD	Nov 28, 2018
185 Teams	100 10	unsinate Resources	Oct 4, 2019
	im in	lages My HW	Jan 9, 2020
	Dan M	entoring	Nov 14, 2019
	🖻 A4	aenda 10-25-18.docx	Oct 24, 2018
	€ A	jenda 11-29-18.docx	Nov 28, 2018
	€ ~	genda 12-13.docx	Dec 12, 2019
	e ~	aenda 8-23-18.docx	Nov 28, 2018
	₽ A.	genda Minutes 10-18-19/dock	Ort 22, 2019
	EB AL	I teams FNG	Mar 27, 2020

4. Check to be sure that your document has been added and then click "Turn In."

General Posts Files Class Notebook Assig	nments Grades	n. c
		Turn in
Science Fair Paper Due April 1, 2020 11:59 PM	Points 100 points possible	
Instructions Please submit your science fair paper.		
My work		
Richardson Science Fair Paper.docs		
+ Add work		

VIEWING TEACHER FEEDBACK AND GRADES

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.

		Search or type a command	🦷 – 🗆 ×
100 A	≤ A8 teams	General Posts Files Class Notebook Assignments Grades	к ^я О
5	AD	Upcoming	
-	Anne's Demo Class	→ Assigned (0) ✓ Completed (1)	
	General	Dements, Compounds, and Mixtures Lab	
- Service -	I		

- 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.

 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.

General Posts Files Class Notebook Assignments Grades Algebra * Algebra Notebook > Welcome to Class Notebook Your OneNote Class Notebook is a digital no handwritten notes, attachments, links, voice, Algebra 🕨 Algebra Notebook Q Algebra Notebook Welcome to Class Notebook Welcome _Collaboration Space x^2+3=7 Using the Collabora.. FAQ: Class Notebook in Mi... Qbot Demo_Notes

> Homework help_No... Demo_Notes _Content Library Using the Content Li.. Dates and Deadlines

Adele Vance

NOTIFICATIONS

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

Select Format A and use rich text to make your

Format your message with bullets or make a

@mention your teacher or a classmate.

type out a simple message or add on. Attach an image, gif, sticker, or file.

message stand out.

numbered list.

☑ New conversation ∨ Everyone can reply ∨ ☑ Post in multiple channels $\mathbf{B} \ \underline{I} \ \underline{\cup} \ \underline{\ominus} \ | \ \overline{\forall} \ \underline{A} \ A \ \mathsf{Paragraph} \lor \ \underline{\mathcal{I}}_{\mathbf{x}} \ | \ \underline{\leftarrow} \ \underline{\leftarrow} \ \equiv \ \underline{\models} \ | \ \mathbf{,} \ \mathbf{\odot} \ \phi \ \underline{=} \ \underline{\boxplus} \ | \ \mathbf{,} \ \mathbf{\cdots}$ Peer review Ella Taylor and Enrico Cattaneo, I'm going to share my draft of the free write in this channel. If you have comments, that would be cool! Q Az 🖉 😳 🖼 🖓 Ê ···· ⊗ 8 ÷ Y Chat Recent Contacts E Chat Pinned Enrico Cattaneo 3/17 G You: Happy birthday! â Assignments 3/18 e Assignment updated | Communication sk... Grady Archie You: Almost done. I'll look in 10 mins. 3/14 . Eldon Roque You: Can I call you? I need help with the f... 3/14 L Cara Coleman Adele Vance Sure. I'll be available starting... 3/14

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

