TULSA PUBLIC SCHOOLS

PARENT AND FAMILY QUICK GUIDE

FOR DISTANCE LEARNING

2020-2021

![Tulsa Public Schools logo]

Parents and Families,

Welcome back to school! First, we know that this year looks very different, but we are completely committed to the success of your student(s) and family. We want to do everything possible to support you and your child/children's needs.

We created this Parent/Guardian Quick Guide to Tulsa Public Schools Distance Learning to help support you.

During our Back to School week, your child will receive their schedule and daily learning plan

- Your child's *schedule* should indicate the blocks of time they will be spending for each course or subject. Your child's schedule should remain relatively consistent and outline when live Zoom sessions, independent learning, personalized learning and small group activities will occur.

- Your child's *learning plan* will be updated every Monday morning (or the first day of the school week) by their teacher and include the specific details about what activities and specific assignments they will be working on during each day.

You will find your student's learning plan on Canvas, our online learning platform. We have more information about Canvas in this quick guide.

In this quick guide, you will find the following resources and information to help you set-up your Tulsa Public Schools laptop, sign into accounts, and visit digital platforms so that you can feel confident in supporting your child/children during distance learning.

This quick guide includes step-by-step guides, materials, and/or videos on:

1) **Signing on** using your single sign on badge and/or using your student username and password;

2) **Creating a parent Canvas account** so that you can follow your student's learning;

3) **Setting up a parent PowerSchool account** so that you can check grades and attendance;

4) **Learning about our attendance policy** and how we will take attendance during distance learning; and

5) Other helpful supporting materials.

If there are questions that this parent/guardian quick guide does not answer, please reach out to your school site for additional support and information.

We look forward to a great year together.

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THE BASICS

DISTANCE LEARNING TOOLS:

(1) Tulsa Public Schools laptop: students will receive a Chromebook for distance learning this year. Each student will receive their own Chromebook that is ready for distance learning.

(2) Tulsa Public Schools hotspot: Some families do not have internet access at home. Tulsa Public Schools will provide families who need internet access at home a "hotspot." Hotspots are cellular-enabled devices that create a wi-fi signal to which laptops can connect.

(3) PowerSchool: Power School is a program that Tulsa Public Schools uses to house all our student and school data. Students and parents can log into PowerSchool to view attendance, schedules, and grades. Parents can create their own accounts in PowerSchool.

(4) Clever: Clever is a dashboard that will help make distance learning easier for students to navigate. Each student has their own personalized Clever dashboard. It has links to all the different programs and tools that students need. Parents do not have their own version of Clever.

(5) Canvas: Canvas contains your student's schedule and Zoom links for classes, and assignments. Canvas is the way that your students will attend class, turn in homework and know what is expected of them. Parents can create a "mirror" Canvas account, called an Observer account, so that they can see everything that their student sees.

(6) Zoom: All live lessons and meetings will take place on Zoom. Students will always find their Zoom links in their Canvas courses.
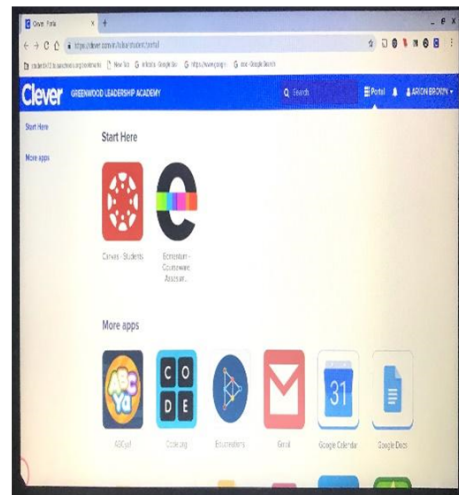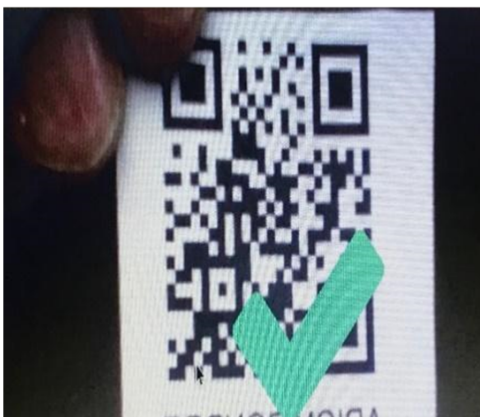
Clever Badge Sign in

Step 1. Power on Chromebook

Step 2. Click "Next" to continue to signing in to your tulsaschools.org account
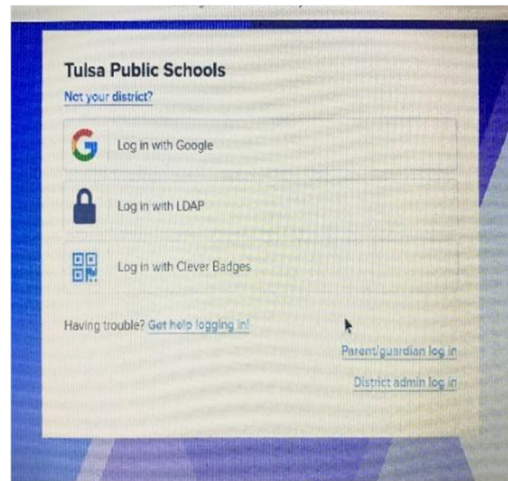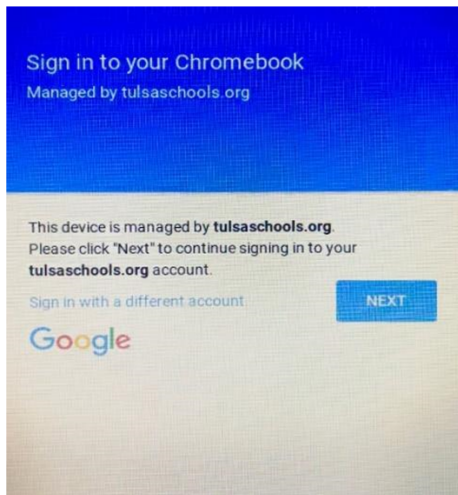
Step 3. Select login with Clever Badges

Step 4. Hold your badge to the camera

(Grades 7-12 only) Step 5. Set up your badge PIN

- The first time a student uses a PIN-enabled Badge, they will see the screen below prompting them to set a PIN.
- On this screen, the student will enter their new PIN twice and then be signed in to Clever! After this initial setup, your students will be able to log into Clever using their Badge and their PIN.

NOTE – If a student forgets their PIN, they will need to login at clever.com using their K12 Google account. Once a student is logged in to their Clever Portal, they can reset their 6-digit PIN by clicking on their name in the top-right corner and clicking **"Reset your Badge PIN."**
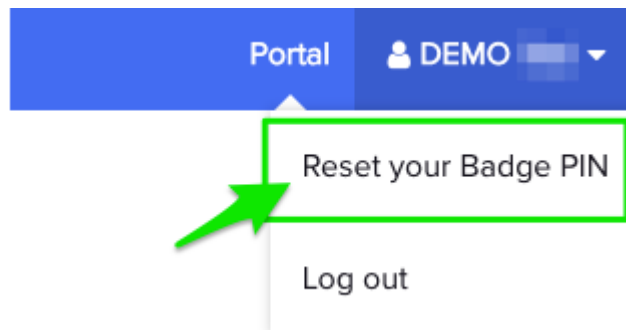
Observing Your Student in Canvas
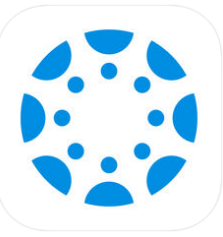
Canvas provides an easy way for you to know what your student is doing on Canvas. You can observe your student's Canvas activity online using any internet browser or through the Canvas Parent app that can be downloaded to an iOS or Android device. The directions below describe how to connect to your student's Canvas account using a pairing code.

Accessing the pairing code in your student's Canvas account.

1. Have your student log in to their Canvas account using their Tulsa Public Schools login credentials or through their Clever Dashboard.
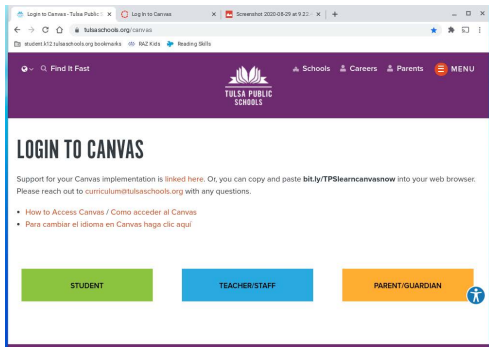
2. Click Account and select Settings.
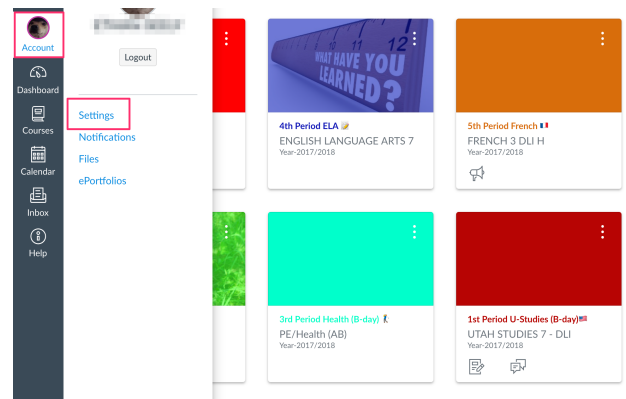
3. Once in the account settings, click on Pair with Observer. (Located on the right-hand side of the screen.)
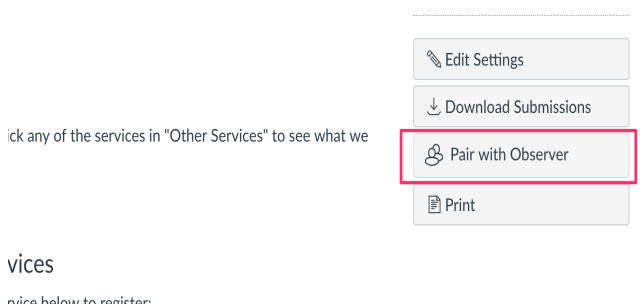
4. A pop up window will appear that has the pairing code for the student. This is the code parents use to connect to their student's account in Canvas.

Connecting to Your Student's Canvas Account Using through the Canvas Parent App

1. Download the Canvas Parent App

Canvas Parent 4+
Instructure Inc.
★★★★☆ 3.8, 1.6K Ratings
Free

2. Open the app and select "Find My School"

canvas
PARENT

Find my school

We've made a few changes. See what's new.

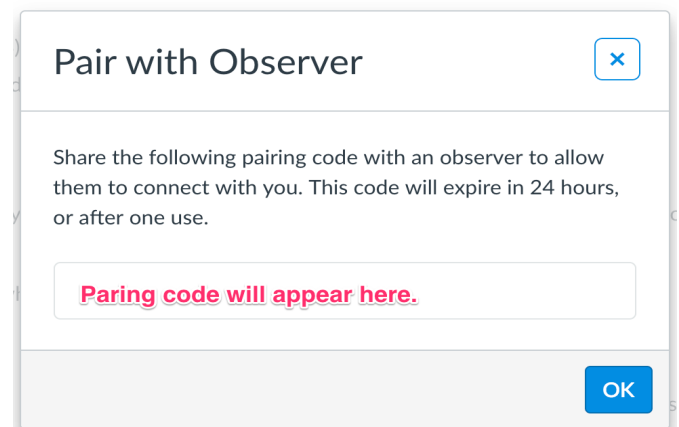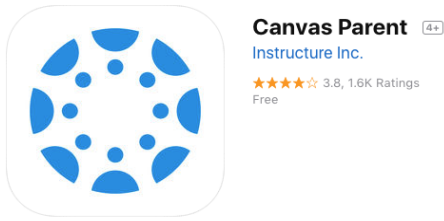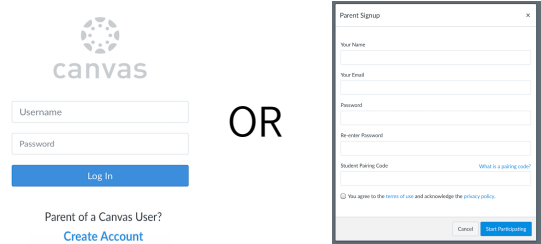3. Under "What is your school's name?" type Tulsa Public Schools

<
What's your school's name?
Find your school or district
How do I find my school?

4. Sign in to Canvas. (If you don't have a Canvas account, click on Create Account. You will need the student pairing code when creating a new account.)

canvas

Username
Password
Log In

Parent of a Canvas User?
Create Account

OR

Parent Signup ×
Your Name
Your Email
Password
Re-enter Password
Student Pairing Code   What is a pairing code?
☐ You agree to the terms of use and acknowledge the privacy policy.
Cancel   Start Participating

Connecting to Your Student's Canvas Account Online.

1. Go to https://tulsaps.instructure.com and log in to your Canvas account. If you don't have an account with Canvas click "Click here for an account"

CANVAS
Parent of a Canvas User?
Click Here For an Account
Login
Password
☐ Stay signed in   Log In
Forgot Password?

Help   Privacy Policy   Acceptable Use Policy   Facebook   Twitter
INSTRUCTURE

2. Click Account and select Settings.

Account
Logout
Dashboard
Settings
Courses   Notifications
Files
Calendar   ePortfolios
Inbox
Help

ENGLISH LANGUAGE ARTS 7
ENGLISH LANGUAGE ARTS 7
Year-2017/2018
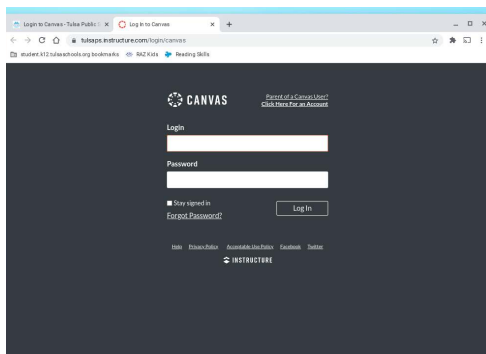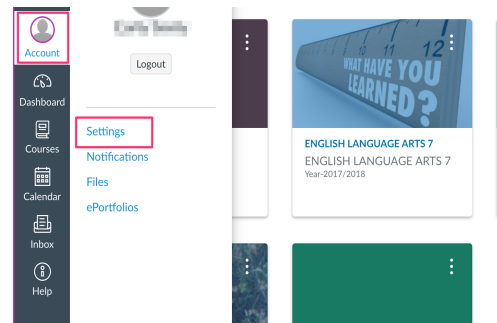
3. Once in the account settings, click on Observing. Type the student pairing code in the space provided, and click +Student.

Account   Notifications
Files
Dashboard   Settings
ePortfolios
Courses   My Badges
Observing
Calendar
Inbox

Observing
Student Pairing Code

+ Student

Students Being Observed
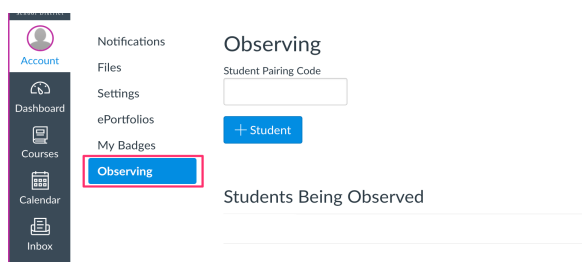
How To Change Language on Canvas

Step 1

In the navigation bar, click "**Account**"[1]. Then click on the icon that says "**Settings**" [2].
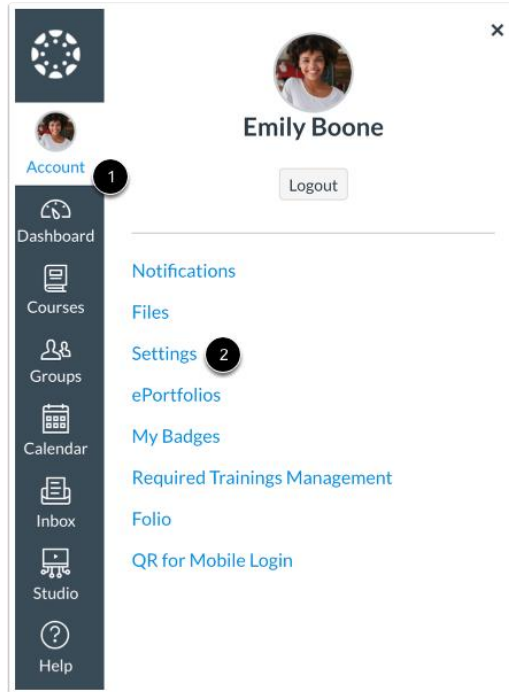
Step 2

Click the "**Edit Settings**" button to edit the settings.
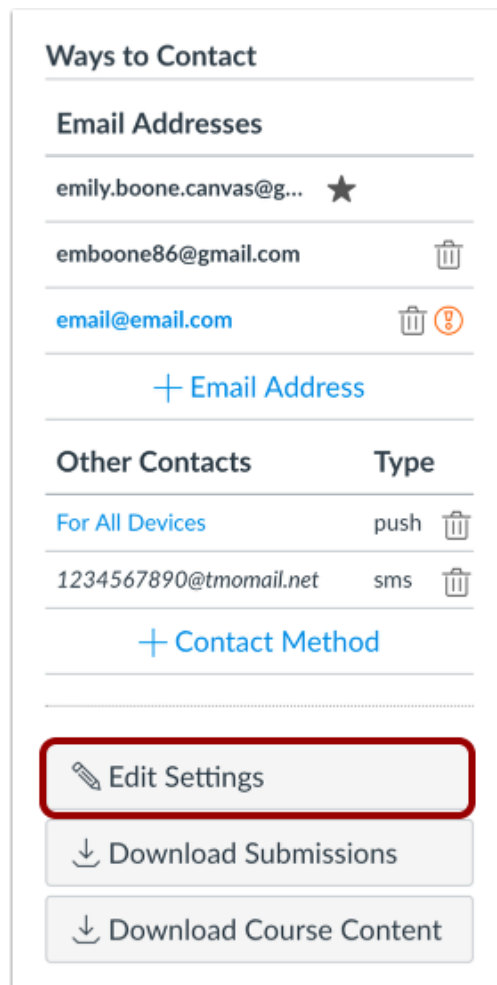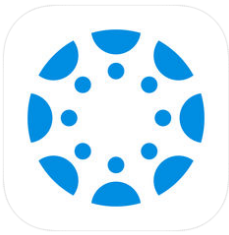
How To Change Language on Canvas

Step 3

In Language   click the drop down menu, choose your language preference

Language:	System Default (English (US)) ⬍
	This will override any browser or account settings.
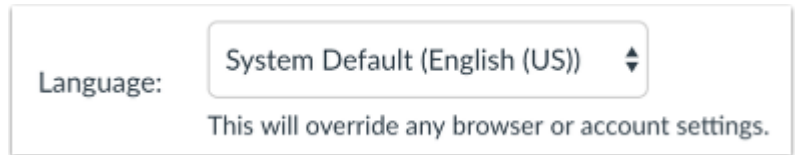
Step 4

Click the "**Update Settings**" button to update the language and settings.

Cancel   Update Settings
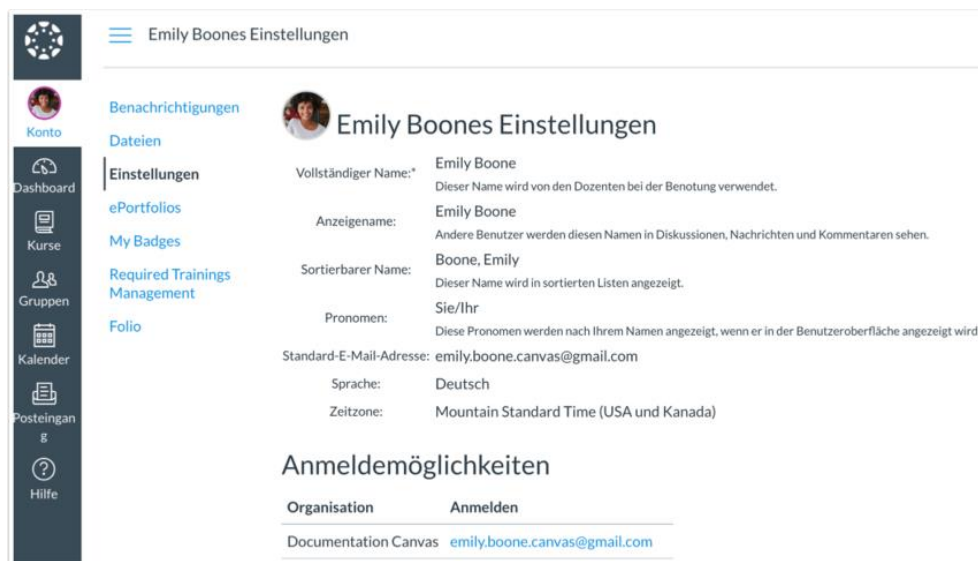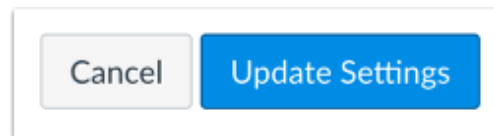
View Canvas in your preferred language.

Create a Parent Account for PowerSchool

Step 1: Go to www.tulsaschools.org/grades

    1. Click on the purple PowerSchool icon
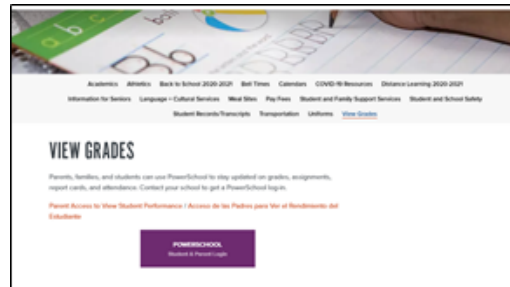
2. Click Create Account and Select Language

3. Click Create Account again

Quick Guide V 1.0 - updated as of 9/3/20
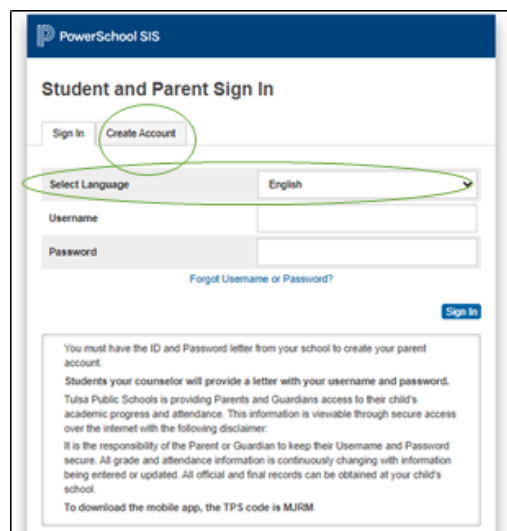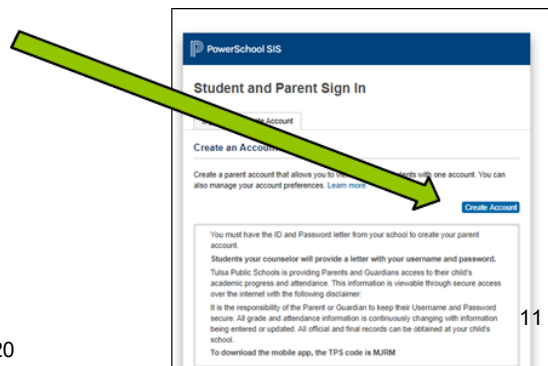
Step 2: Create Username/Password

1. Enter your first name; enter your last name
2. Enter an e-mail address – Note: If parent/guardians share the same e-mail address, you should only set up one parent access account
3. Enter your Desired User Name (no apostrophes; no email address)
4. Password (at least eight characters, no apostrophes)

Step 3: Link to Your Student(s)

Note: You must have the Access ID and Password Letter for Parents to view your student(s)' account(s) from your account. (Parents, contact the school if you do not have this letter.)

1. Enter the name of each student you wish to associate to your account
2. Enter the Access ID (former Username which is usually the 6-digit student number) and
3. Access Password for each student (usually 5 random capitalized letters)
4. Select your relationship to the student.
5. Click Enter

You can now log in with the User Name and password you just created.

IMPORTANT!

• If parents/guardians decide to share the same account, ONLY ONE parent or guardian may access the account at a time.
• Do not allow your browser to "save" this password because it will cause your password to not work!

After successfully logging in, you will see a series of tabs under the PowerSchool logo listing your student family members.

Select the appropriate name to view that student's information.

Understanding Zoom Features

IMPORTANT: All live virtual zoom classes will be accessed through Canvas

Waiting for the "Host" to Start the Meeting:

If your teacher (the host) has not started your Zoom meeting, you will see the following screen.

Wait a few minutes for your teacher to start the call!
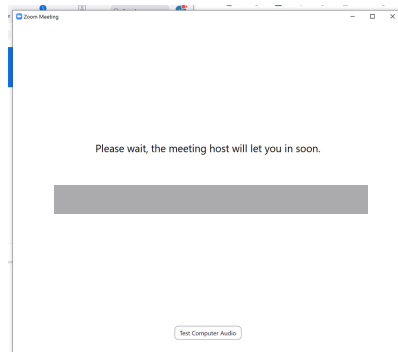
Zoom Features:

MUTE: You can mute/unmute yourself by clicking on the icon at the bottom of the Zoom screen.
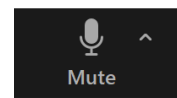
VIDEO: You can turn your video on/off by clicking on the video icon.
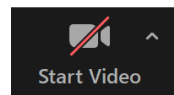
CHAT: You can open the chat box by clicking CHAT. You can use this button to chat with your teacher.
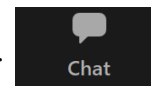
RAISE HAND: By clicking on "Participants", you will see many new options on the right side of your screen. You could choose the RAISE HAND button while your teacher is talking to let them know you have a question.

Canvas and Zoom Video Links

Canvas Videos

How to locate the pairing code in Canvas:

- How a student creates a pairing code in Canvas (for their parent/guardian to connect to them on Canvas)
  www.tulsaschools.org/canvaspairingENG

- Cómo un estudiante puede generar un código de emparejamiento en Canvas (para que los padres puedan conectarse con la cuenta del estudiante en Canvas)? (Español)
  www.tulsaschools.org/canvaspairingSPA

How to set-up and navigate the observer role in Canvas:

- How a parent/guardian creates and navigates the observer role in Canvas
  www.tulsaschools.org/canvasobserverENG

- ¿Cómo un padre de familia puede crear una cuenta en Canvas y navegar como observado para ver la información de la clase de sus hijos? (Español)
  www.tulsaschools.org/canvasobserverSPA

How to change language settings in Canvas
- **www.tulsaschools.org/canvaslanguageENG**
- **www.tulsaschools.org/canvaslanguageSPA**

Zoom

How to find a Zoom meeting and use Zoom features
- **www.tulsaschools.org/usingzoomENG**
- **www.tulsaschools.org/usingzoomSPA**

Signing On to Chromebooks

Chromebooks

How to log-in with Single Sign-On Badge
- **www.tulsaschools.org/loginENG**
- **www.tulsaschools.org/loginSPA**

How to log in WITHOUT a Single Sign-On Badge

- **www.tulsaschools.org/loginwithoutbadgeENG**
- **www.tulsaschools.org/loginwithoutbadgeSPA**

Parent Trainings

Parent Trainings via Zoom

Parent Training on Virtual Platforms

- **www.tulsaschools.org/parentsession827ENG**
- **www.tulsaschools.org/parentsession826SPA**

INTERNET TASK FORCE UPDATE

Tulsa Public Schools is working with multiple community partners to provide support with internet and other technology for our families. These opportunities include:

- Working with the City of Tulsa and Tulsa Responds to help families who do not have internet access at home. There will be an opportunity to provide low cost or free high speed internet to some families. More information will be available in the coming weeks.
- Tulsa Tech will be offering free a Chromebook literacy program to families who would like to learn more about navigating their students' Chromebooks. To sign up, call Tulsa Tech at 918.828.5000 or visit TulsaTech.edu.
- Any family that does not have access to high speed internet at home that is suitable for distance learning can contact their school to borrow a free wifi hotspot.

Please check www.tulsaschools.org/technology for ongoing updates.

INTERNET SAFETY

Students spend a significant amount of their day using the internet both socially and academically. Internet safety and digital citizenship have always been a priority for us, but even more now as we are learning in a distance model. We want our students to use technology safely and responsibly, and therefore there are a couple of resources available for parents and students.

Digital citizenship is the responsible use of technology by anyone who uses computers, the internet and digital devices. Three principles were developed by Mark Ribble to teach digital users how to responsibly use technology to become a digital citizen: respect, educate, and protect.

We encourage all students and families to access and complete the free lessons here: https://www.commonsense.org/education/digital-citizenship

Tulsa Public Schools also has modules for digital citizenship that students and families can access and complete to ensure students have the knowledge and tools they need to access technology safely. Those can be found here:
https://sites.google.com/tulsaschools.org/tps-digital-citizenship/home

STUDENT TIPS FOR ZOOM

- Do your best to be as present for class as possible! Create a learning space where you feel comfortable and can have your laptop on a flat surface. Have some water nearby so you don't have to leave your learning space when you get thirsty!
- Log in for class a few minutes early to make sure everything's working! This will give you some time to connect with your teacher before class if something's not working correctly.
- Close other tabs or apps during class- this will make sure your Zoom and Canvas are running as smoothly as possible!
- Have some paper and pencil handy for notes and/or activities!
- Do your best to have your camera on! If you are unable have your camera on, you can still contribute to your class activities through speaking and/or using the chat!
- Mute your microphone if you aren't speaking so that you are able to hear all of your classmates. You can use the "raise your hand" feature in Zoom to let others know you'd like to speak!
- When you unmute to speak, always introduce yourself. Sometimes you can't see everyone in the room, so this is especially helpful the first few weeks of getting to know each other!
- It can be hard to tell when someone is finished speaking and move on to another speaker, so try to let others know! When you're done speaking, it can be helpful to say something like "I'm done," "that's all," or asking someone else to give their thoughts!
- Use the chat to engage with your teacher! Remember the chat is public and saved at the end of every session, so we have the same expectations around language and content as we would in-person!
- Remember to "leave the meeting" when your class is finished!

  - Make sure your name is what shows on the screen so your teachers and classmates know who is in the room.
  - Last, but not least- Remember this is new for everyone, it's a different kind of school than we are all used to. We can do this together!

PARENT APPLICATIONS: CANVAS AND POWERSCHOOL FREQUENTLY ASKED QUESTIONS

WHY IS IT NECESSARY TO LOG-IN AS A PARENT THROUGH CANVAS TO "OBSERVE" MY CHILD RATHER THAN LOG-IN WITH THEM, THROUGH THEIR ACCOUNT, TO SEE THEIR WORK?

It is not necessary to create a Canvas observer account to see your child's work. However, we encourage you to create an observer account because it allows you to see a "mirror" of your child's academic schedule, assignments, and progress without worrying about accidentally changing anything in your child's view. Additionally, you will also have the ability to privately message your child's teachers through your own Canvas account.

ARE PARENTS ABLE TO GET ALL OF THEIR STUDENTS' GRADES, ASSIGNMENTS, AND ATTENDANCE INFORMATION FROM A PARENT CANVAS ACCOUNT?

Parents/guardians should have both a Canvas account and a PowerSchool account so that they are able to see the full scope of their child's learning.

In PowerSchool, you will be able to see grades and attendance.

In Canvas, you will be able to see assignments and late and upcoming work.
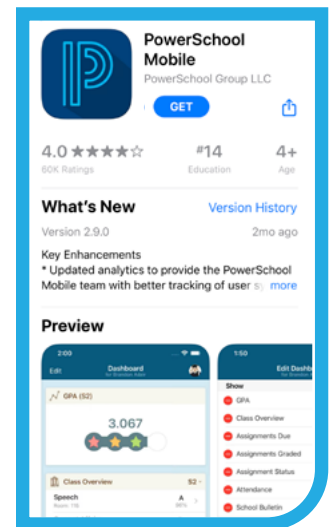
IS THERE A MOBILE APP FOR CANVAS AND POWERSCHOOL?

Yes, there is a free mobile application for Canvas and PowerSchool available for download. You can download the apps through your phone's specific App store.

CAN I CHANGE MY SETTINGS IN CANVAS TO ANOTHER LANGUAGE?

Yes, it is possible to change your settings in Canvas to another language. See the directions in this quick guide.

IS EACH PARENT/GUARDIAN ABLE TO CREATE THEIR OWN CANVAS ACCOUNT?

Yes, each parent/guardian can create an individual login following the directions in this quick guide.
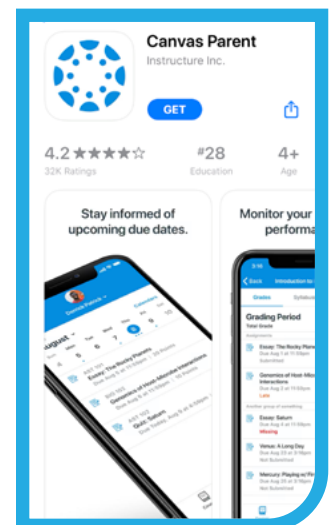
ATTENDANCE IN DISTANCE LEARNING

While our schools are in distance learning, attendance will be based on students logging into Canvas and doing their assignments. Attendance will be taken weekly using assignments completed between Monday morning and Sunday night.

- Elementary students will need to complete a minimum of one assignment per half day of school to be counted present (**10 assignments per week in a week with no holidays**); and
- Secondary students will need to complete a minimum of one assignment per day per course to be counted present (**5 assignments per week per course in a week with no holidays**).

If students complete the required number of assignments for attendance for their grade level (**10 per week for elementary, 5 per course per week for secondary**), they will be marked as present for the week. If students complete part of their number of required assignments for attendance, they will be marked present for part of the week.

All assignments will be tracked and recorded in Canvas. **Students must mark assignments in Canvas as completed.**

STUDENT GRADES

Tulsa Public Schools will return to regular grading in the 2020–2021 school year.
Parents can use PowerSchool at TulsaSchools.org/grades to view their child's grades.

EXAMPLES OF PARTIAL ATTENDANCE

ELEMENTARY: a student who completes 5 assignments by Sunday night would be marked present for 2.5 days of school.

SECONDARY: a student who completes 4 assignments in a course by Sunday night would get credit for 4 days of attending that course.

EXCUSED ABSENCES

The excused absence policy has not changed: parents or guardians must provide written or verbal explanation to the school.

We hope that every student can participate in "live" classes during distance learning, but we know that our families need flexibility. Students can watch recorded "live" lessons and work on assignments in the evenings and on the weekends.

Learn more at TulsaSchools.org/attendance
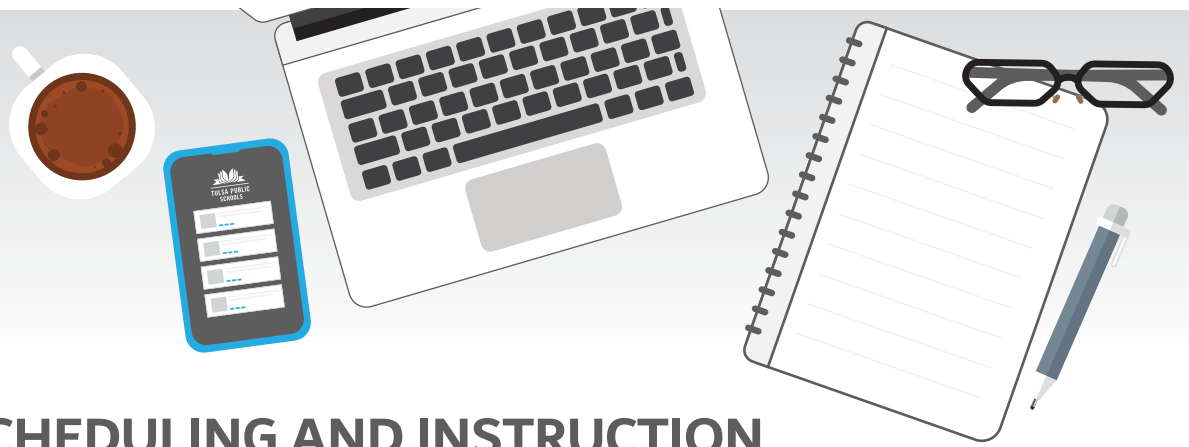
STUDENT SCHEDULING AND INSTRUCTION FREQUENTLY ASKED QUESTIONS

WHAT DO THE FIRST TWO WEEKS OF SCHOOL LOOK LIKE? WHEN DOES INSTRUCTION START?

Our first week of school is called "Back to School Week," and it will take place from August 31 to September 4. During "Back to School Week" students will participate in classroom instruction with their teachers, and will also have the opportunity to participate in activities with their teachers and other school staff focused on building relationships. They will also be introduced to the digital tools they will need to be successful throughout Distance Learning. Back to School Week is all about preparing for our journey into a successful school year. We will be distributing materials, building relationships, setting expectations, and teaching procedures as we prepare your child/children for success.

Students will be introduced to their academic content and platforms during Back to School Week, and will be fully and regularly engaged with academic content by September 14th.

WHAT TIME DOES THE DAY START?

During distance learning, our schools will follow the regular bell schedule found on the Tulsa Public Schools website and your child's school website. Please check your child's learning schedule on Canvas for the week every Monday morning. By Monday morning, your teacher will post the week's guidance so that your child is prepared to join the live Zoom instruction sessions for each day. Please remember that we know these are extraordinary times and if your child is not able to attend the live Zoom session, teachers will post a video with the session and assignment so that your child is able to view and complete at a later time. Make sure to stay connected to your school for updated information about your child's schedule and daily learning plan.

HOW DO I KNOW MY CHILD'S SCHEDULE?

If you have a child in middle school or high school (Secondary), you can view their schedule through your Parent Account on PowerSchool. If you have a child in Elementary school, your child's school-site/teacher will be sharing specific information about your child's daily schedule during Back to School Week.

WHAT IS THE DIFFERENCE BETWEEN A SCHEDULE AND A LEARNING PLAN?

Your child's schedule should indicate the blocks of time they will be spending for each course or subject. Your child's schedule should remain relatively consistent and outline when live Zoom sessions, independent learning, personalized learning and small group activities will occur. Your child's learning plan will be updated every Monday morning (or the first day of the school week) by their teacher and include the specific details about what activities and specific assignments they will be working on during each day.

IF MY CHILD IS IN 6TH GRADE, SHOULD WE FOLLOW THE ELEMENTARY OR SECONDARY ATTENDANCE GUIDANCE?

If your child is enrolled at elementary school, they will follow the elementary school guidance for attendance. If your child is enrolled at a middle school, they will follow the secondary guidance for attendance.

HOW WILL WEDNESDAYS LOOK FOR STUDENTS? WHAT WILL THEY BE WORKING ON?

On Wednesdays, students will have assignments on Canvas. Please check your child's learning schedule for the week every Monday morning for more information. Some students might be contacted by their teacher to attend a small group instruction block (via Zoom) on Wednesday morning for additional academic support. Additionally, on Wednesday afternoons schools will not include direct, live instruction for students. During Wednesday afternoons, teachers are planning,training, and/or working together. Students should continue to complete their assigned work on the Canvas platform during this time.

WHO CAN I CONTACT FOR MENTAL HEALTH SUPPORT OR OTHER WELLNESS NEEDS?

If your family is in need of mental health support, or help with access to food, clothing, or housing call our Wellness Care Line at 918-746-6130 (Monday-Friday from 8:30 AM-5 PM) or request support services at TulsaSchools.org/Wellness *All calls are confidential. Spanish interpretation available.*

EXCEPTIONAL STUDENT SUPPORT SERVICES

HOW WILL STUDENTS WHO RECEIVE EXCEPTIONAL STUDENT SUPPORT SERVICES BE SUPPORTED DURING DISTANCE LEARNING?

The following information can be found on the Tulsa Public Schools website under the distance learning 2020-2021, Student Experience page.

We believe that:

- Providing special education and related services in any setting is essential to improving outcomes for our children.
- Continued support and services are critical to the ongoing development of our most vulnerable population of students.
- Our exceptional students need a very intentional plan on how to address potential learning loss and acceleration needs due to traditional school abruptly ending in the Spring.

- Providing the support and services, given the parental choices for learning environment and the current status of COVID concerns within our community, is critical to the safety and security of parents and family members.
- Investing in professional learning and flexible instructional tools to assist teachers in achieving high levels of student engagement regardless of the teaching environment.

Access, resources and supports will be considered as IEP teams review plans for individual students including:

- Student's access to technology
- Student's access to academic skills necessary to engage with instructional materials
- Student's access to executive skills necessary to participate in distance learning
- Student's cognitive needs that may impact access to distance learning
- Student's access to communication to support engaging with virtual curriculum (e.g. verbal/written communication skills)
- Student's behavior and social/emotional supports required to access virtual curriculum.

Our Exceptional Student Services team will work with the family to ensure that the student's Individualized Education Plan (IEP) is developed in a way that reflects the appropriate modifications and/or accommodations in order to meet the requirement for a Free and Appropriate Public Education (FAPE). The development of services designed at Tulsa Virtual Academy will be on a student by student basis as determined appropriate by the student's IEP Team.

ALL STUDENTS WHO ARE ELIGIBLE WILL RECEIVE APPROPRIATE RELATED SERVICES THAT MEET THEIR INDIVIDUAL NEEDS.
If you have additional questions please contact the Exceptional Student Services department at 918-746-6376 or email ExceptionalStudents@tulsaschools.org. You can also visit the webpage on our website at TulsaSchools.org/about/teams/exceptional-student-services.

LEVEL ONE SERVICES

- Services include monitoring, Collaboration, and/or Co-Teaching Utilize the general education curriculum General education teacher is considered the Teacher of Record
- For Monitoring or Collaboration, the Special education teacher will regularly check in with parent, student, teacher via conference call or through technology platform to document progress of individual IEP goals.

LEVEL TWO SERVICES

- Services include Direct Instruction in addition to all Level One Services.
- Utilize the general education curriculum
- For Co-Teaching, virtual services are provided by both the general education teacher and the special education teacher
- For Direct Instruction, virtual services are provided by the special education teacher
- For both level 1 & 2 Services, modifications and accommodations are critical to student success.

LEVEL THREE SERVICES

- Students will have the option to be supported in person at least four days per week.
- Services are provided by the special education teacher in a small group or 1:1 for a reduced number of minutes through Zoom.
- Paper packets with activities will be distributed for students who are not able to engage with technology.

LEVEL FOUR SERVICES

- Students will have the option to be supported in person at least four days per week in these programs.
- Students will engage with general education curriculum as well as specially designed curriculum to address social emotional and adaptive needs.
- Regular check-ins will occur to monitor student progress with assigned tasks

TULSA PUBLIC SCHOOLS LAPTOP
AND INTERNET NEEDS FREQUENTLY ASKED QUESTIONS

HOW DO I RECEIVE A TULSA PUBLIC SCHOOLS LAPTOP FOR MY CHILD/CHILDREN? IF I DID NOT RECEIVE MY LAPTOP, WHAT SHOULD I DO?

Our first week of school is called "Back to School Week," and it will be from August 31 to September 4.

Please attend the scheduled Back to School Week distribution days at your school-site where you will receive your Tulsa Public Schools laptop and other materials. You can find these schedules by visiting the Back to School page on the Tulsa Public Schools website. Each school-site had a different schedule for pick-up.

If you did not receive your child's laptop during Back to School week, contact your school directly. You can find your school's contact information by visiting our **Tulsa Public Schools website**. Click "Schools" at the top of the page and choose your child's school-site.

ARE STUDENTS REQUIRED TO USE A TULSA PUBLIC SCHOOLS' ISSUED LAPTOP?

No, students are not required to use a Tulsa Public Schools laptop. However, we encourage families to use a Tulsa Public Schools laptop because we are unable to support any technology issues on a personal laptop. Tulsa Public Schools laptops are set up for easy use: all of the platforms and applications that students will use are automatically loaded and updated.

WHAT IS MY CHILD'S USERNAME AND PASSWORD FOR LOGGING-IN TO THEIR LAPTOP?

The format for username and passwords is as follows:

Username: FIRSTNAME + LASTINITIAL + BIRTHMONTHBIRTHDAY@student.k12.tulsaschools.org

Password: Student ID (This is the six-digit number found on PowerSchool, report cards, and is also used as your child's lunch number).

Example

- Student name: Sam Smith
- Student birthday: August 29, 2007

    Username:
    sams0829@student.k12.tulsaschools.org
    Password: 123456

Note, if you are new to the district, your school-site will have username and password information for your child.

HOW DOES MY CHILD LOG-IN TO THEIR TULSA PUBLIC SCHOOLS' ISSUED LAPTOP?

There are two options for logging in to a Tulsa Public Schools laptop.

- **Student Single Sign-On Badges:** Your child will receive a small white laminated badge with a QR code during Back to School Week pick-up (see an example to the right). They will use this badge to log-in to their laptop. Once they have logged-on, their laptop will recognize their information and automatically grant them access to the other programs they will use (like Canvas, Clever, etc.,). Students in grades will also have to create a pin on their first login; students will have to use this pin on future logins.
- **Username and Password: I**f your child does not have a badge, they are still able to log-in using their username and password. Once logged in to your student dashboard, you can print a new badge yourself.

HOW DOES MY CHILD LOG-IN TO THEIR CLEVER DASHBOARD?

If your child is using a Tulsa Public Schools laptop once they log-in to their laptop using their Single Sign-On Badge, they will be automatically taken to their Dashboard.

If your child is using a personal computer, they will need to open a new internet browser window and type in Clever.. com. On the homepage they will click "Log in as a student" in the top right corner. . Once they are at the Clever login screen, they have two options for logging-in to the dashboard.

- Student Single Sign-On Badges *(must have access to a webcam)*

  1. Click on "Clever Badge log in" on the right side of the screen

  2. Click "Allow" for Clever.com to use your camera (webcam)

  3. Follow the directions on screen to "hold your badge up to the camera"

  4. Once the badge is recognized, you will be logged on.

- Username and Password
  1. Type in the name of your school in the "search for you school" box on the left side of the screen. Make sure it says "Tulsa Public Schools" below.
     a. Example: Hamilton Elementary School, Tulsa Public Schools, OK.

  2. Click "Log in with Google"

  3. Enter your username and password *(see above for directions about username and password)*

It is important to note that if you are logged on to a Tulsa Public Schools laptop with more than one Google account,single sign-on will not work.

WHAT ARE ALL OF THE LOG-INS FOR THE DIFFERENT PROGRAMS?

The log-in for Tulsa Public Schools laptop and required applications is your child's username and password (please see above for guidance about username and password). Students can sign in once on the Clever dashboard and they will be automatically logged-on to all required applications.

I DID NOT RECEIVE A HOTSPOT AND STILL AM IN NEED OF ONE. WHAT SHOULD I DO?

If you need a hotspot and did not receive one at the scheduled Back to School Week distribution day at your school-site, please contact your school to request a hotspot. They will be able to tell you when you are able to pick-up a hotspot from the school-site.

QR code

WHO DO I CONTACT FOR TECHNOLOGY SUPPORT WITH THE TULSA PUBLIC SCHOOLS LAPTOP AND OTHER APPLICATIONS?

If your child is experiencing challenges with the Zoom, Clever,Canvas, or any other application, please contact your child's teacher and school-site for additional support first.

If your child is experiencing technology challenges with their Tulsa Public Schools issued laptop such as

- Laptop will not turn-on/charge
- Laptop will not connect to internet/hot spot
- Laptop sound/video will not work

Please contact 918-833-TECH or email studentVL@tulsaschools.org for support.

HOW DO I REQUEST A REPAIR AND/OR REPLACEMENT FOR MY CHILD'S TULSA PUBLIC SCHOOLS LAPTOP?

If your child's district-issued laptop is broken, you should first contact your school's main office to request help. If your school is unable to provide you with a replacementyou can exchangeyour laptopor make a repair appointment by calling the Enrollment Center at 918-746-7598.

Appointments areavailable Monday through Thursday from2pm–6pm at the Tulsa Public SchoolsEnrollment Center located at 2819 S New Haven Ave, Tulsa, OK 74114.

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STUDENT SUCCESS CHECKLIST

In order for students to be successful in distance learning students need to…

- Have access to a laptop and the internet.
- Have access to a comfortable and quiet space to learn and study
- Dedicate appropriate daily time to learning and participate actively in online learning activities
- Submit all assignments by due dates established by their teachers

THE ROLE OF FAMILIES

Families are critical to their children's success in distance learning. Families should…

- Closely monitor district and school communication through the website found at tulsaschools.org.
- Maintain communication with their children's teachers and counselors
- Support their children's emotional balance by providing time for physical activity and play
- Allow their children to have access to a comfortable and quiet space to learn and study
- Encourage their children to dedicate appropriate daily time to learning, participate actively in online learning activities and submit all assignments by due dates established by their teachers.

Sprint Hot Spot
Coolpad Surf

Part	Description
Power key	Hold the Power key for 3 seconds to power the device on/off.
WPS key	Hold the WPS key for 3 seconds to activate the WPS function. Once activated, the Wi-Fi LED indicator will flash every two seconds. If the network is not accessed within 2 minutes, the device will automatically exit WPS (Wi-Fi Protected Setup) mode.
LED indicators	Display network signal, Wi-Fi, battery charge and mobile data status.
USB port	Use the USB port to charge your device via the USB cable.

Turn Your Mobile Hotspot On and Off

The instructions below explain how to turn your mobile hotspot on and off.

Turn Your Mobile Hotspot On

■ Press and hold the **Power key** for 3 seconds.

❖ Your mobile hotspot will power on.

Turn Your Mobile Hotspot Off

■ Press and hold the **Power key** for 3 seconds.

❖ Your mobile hotspot will power off.

Connect Your Wi-Fi Device to Your Mobile Hotspot

1. Power on your mobile hotspot.

2. On your computer or other Wi-Fi enabled device, search for available Wi-Fi networks and select network name (SSID) located on label on back panel of your mobile hotspot.

Note: Wi-Fi name (SSID) and Wi-Fi Password are located on the label inside the back cover of the device.

▪ From a Windows computer: Left-click **Wireless Network Connection** on the task bar to view available networks. Choose the SSID from the list of available networks.

▪ From a Mac computer: Select **System Preferences** > **Network**. Choose the SSID from the list of available networks.

▪ From an iOS device: Go to **Settings** > **Wi-Fi**. Choose the SSID from the list of available networks.

▪ From an Android device: Go to **Settings** > **Wi-Fi**. Choose the SSID from the list of available networks.

3. Enter the password located on label on back panel and click **OK**.

Verizon Jetpack

Connecting Devices to the Internet

1. Press and hold the Power/Menu button until your Jetpack turns on.
2. On the computer or Wi-Fi capable device that you want to connect, open the Wi-Fi app or controls and select Ellipsis Jetpack XXXX from the list of available Wi-Fi networks.
3. Select Connect
4. When prompted to connect to your Jetpack and the internet, enter your Jetpack's Wi-Fi password.

Power/Menu Button

Operations		Actions
	Turn on	Press and hold the Power/Menu button for 2 seconds to turn it on.
	Turn off	Press and hold the Power/Menu button until the "Goodbye" message appears to turn it off.
	Display wake-up	When the display is off (sleep mode), the first quick press of the Power/Menu button wakes up the display.
	Info display	When the display is on, each time the Power/Menu button is pressed quickly, the following information is shown: Data Usage > Wi-Fi Name > Password >Web Admin URL guide> Home screen

Light		Charging status
	Off	The Jetpack is not connected to a charger.
	Red	The Jetpack is connected to a charger and is currently charging.
	Green	The Jetpack is connected to a charger and the battery is fully charged.

Power Indicator

Light		Device Status
	Off	The Jetpack is off.
	White/ Blinking	The Jetpack is on.

Display

Verizon 4G LTE

Display indicators

.ull	Shows network signal strength
↑↓	Appears when data is being transferred between the mobile network and your Jetpack.
»)) MAX	Shows the number of connected devices. MAX is shown when maximum number of devices is connected.
2	Appears when you have unread text messages.
▭	Shows the battery charge status
⊞	Appears when battery is charging.
▢	Appears when your Jetpack SIM card is PIN locked.
?	Appears when there's an error with the SIM card.
⊠	Appears when there's no SIM card in your Jetpack.

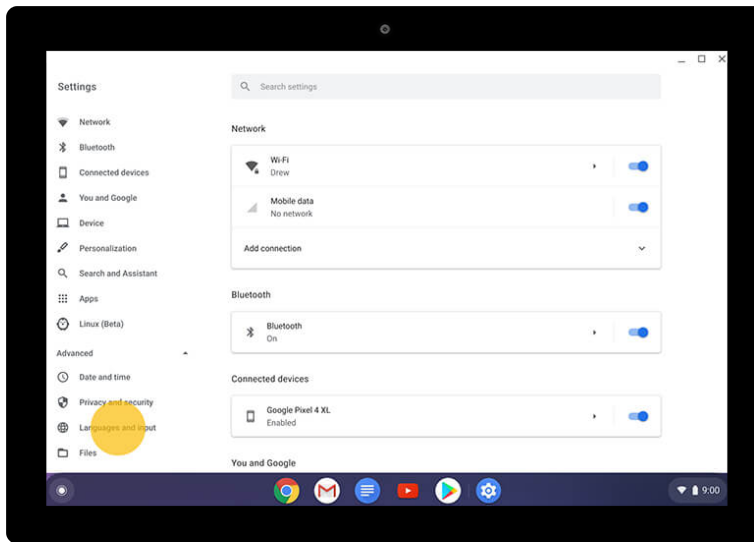# Change your language/ Cambia tu idioma
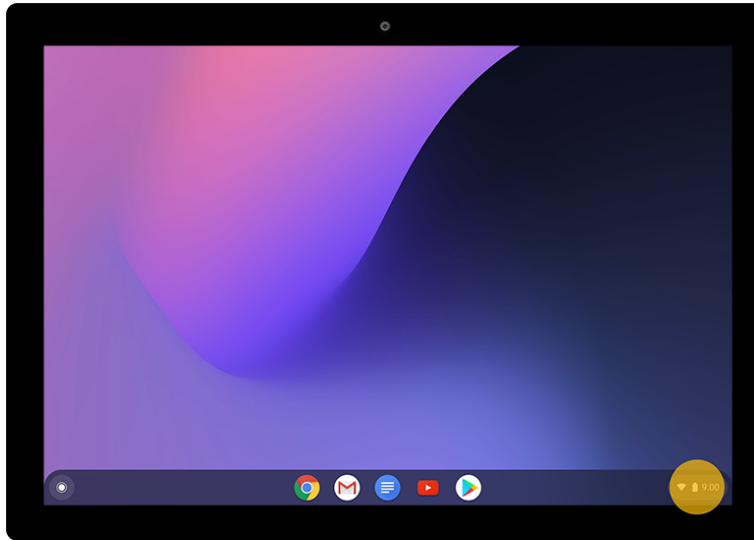
Step 1 of 11/Paso 1 de 11

At the bottom right, select the time. En la parte inferior derecha, seleccione la hora.
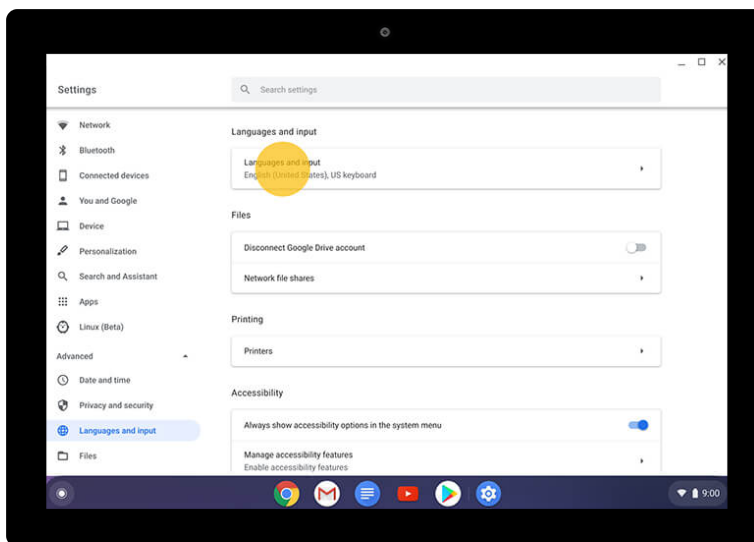

Step 2 of 11/Paso 2 de 11

Select Settings   . ⚙
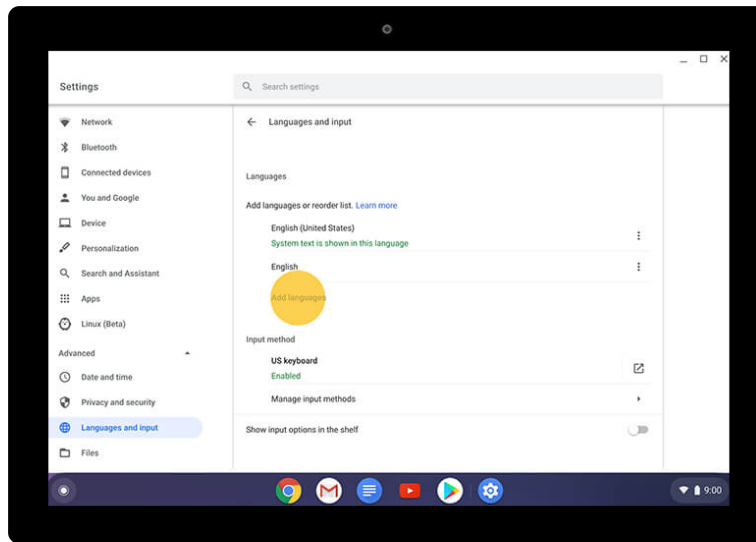Selecciona Conguraciones .

Step 3 of 11/Paso 3 de 11

Advanced > Languages and input.
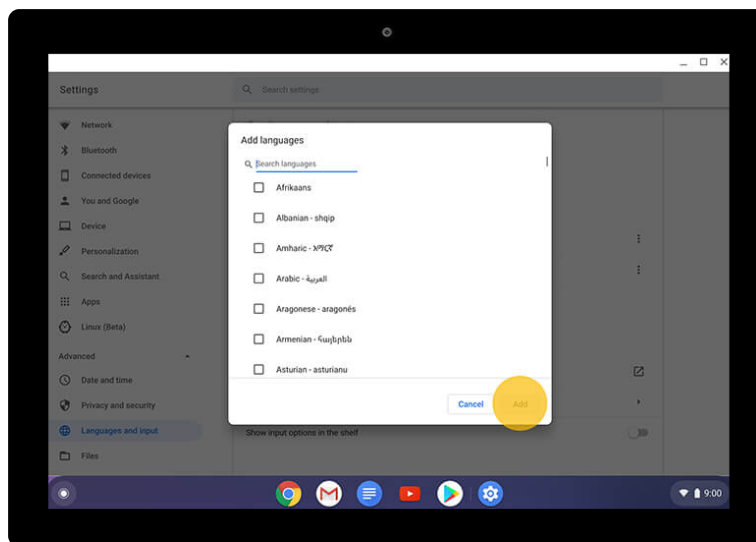A la izquierda, sel Avanzado> Idiomas y entrada .

Step 4 of 11/Paso 4 de 11

Under "Languages and input," select Languages and input.
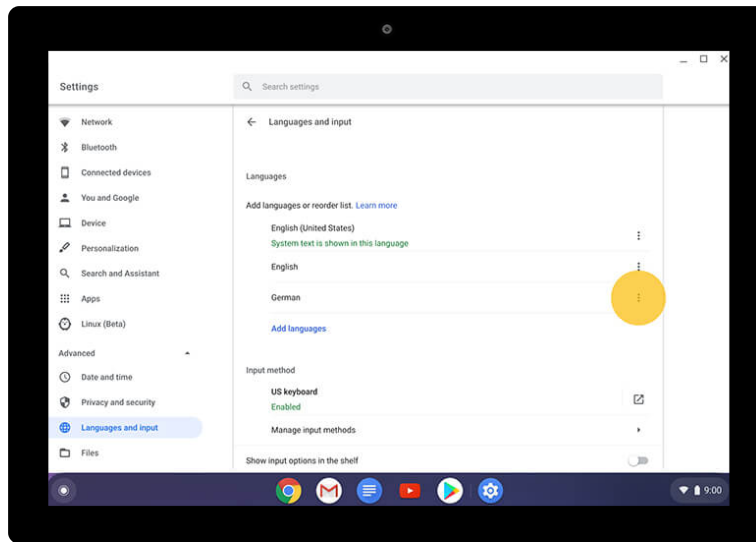En "Idiomas y entrada", seleccione Idiomas y entrada

Step 5 of 11/Paso 5 de 11

Under "Languages," select Add languages.
En "Idiomas", seleccione Agregar idiomas .

Step 6 of 11/Paso 6 de 11

Choose your language, and select Add.
Elija su idioma y seleccione Agregar

Step 7 of 11/Paso 7 de 11

Next to the language you'd like to use, select More ⋮
Junto al idioma que desea utilizar, seleccione Más
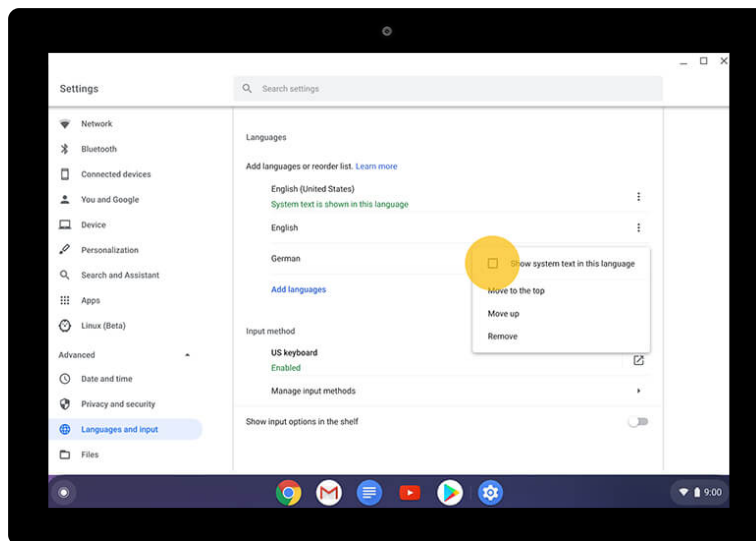
Step 8 of 11/Paso 8 de 11

Select Show system text in this language.
Seleccione Mostrar texto del sistema en
este idioma .
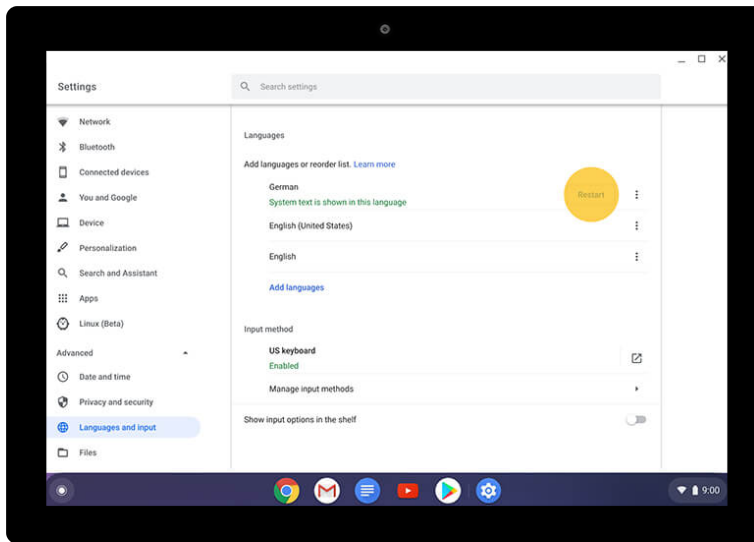
Step 9 of 11/Paso 9 de 11

Select Restart. The next time you sign in, your new language will appear. Seleccione Reiniciar . La próxima vez que inicie sesión, aparecerá su nuevo idioma.
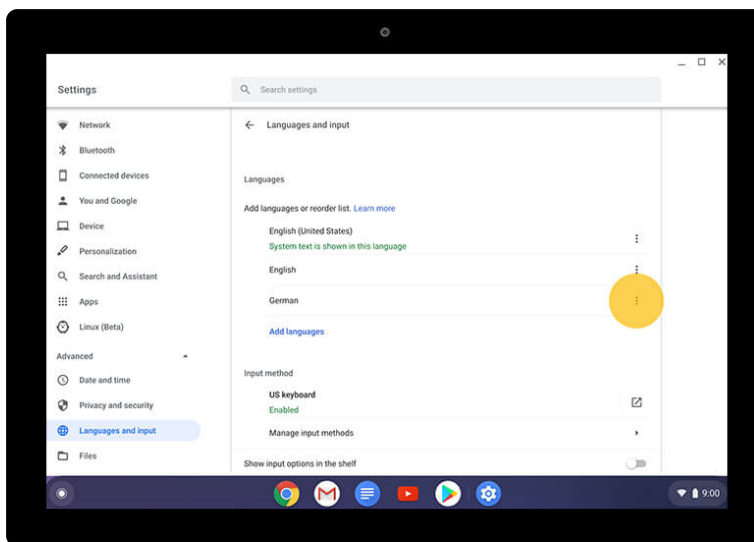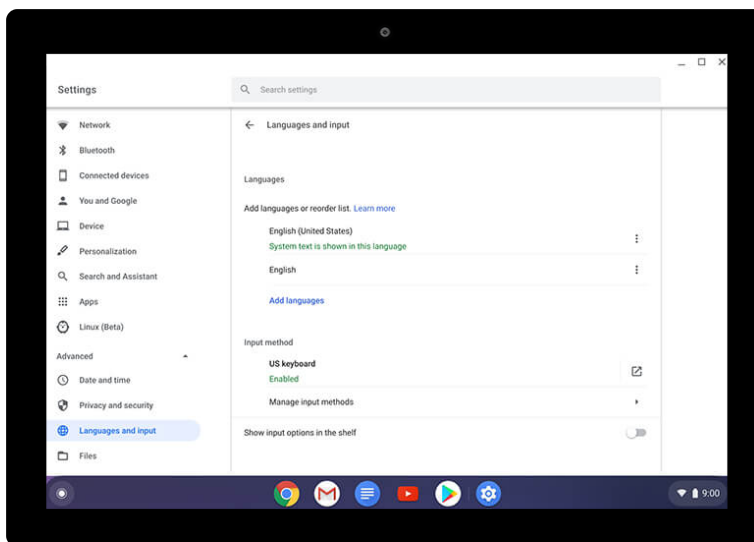

Step 10 of 11/Paso 10 de 11

To remove a language, go to the "Languages" section. Next to the language you want to remove,select More⋮

Para eliminar un idioma, vaya a la sección "Idiomas". Junto al idioma que desea eliminar, seleccioneMás .
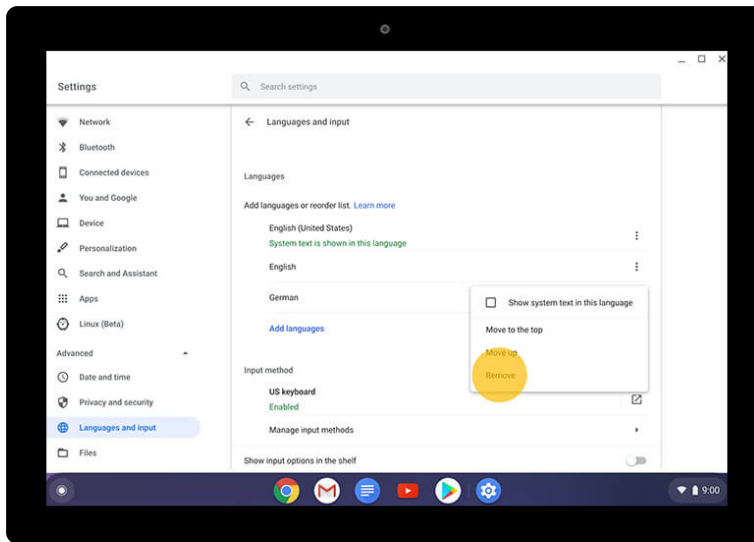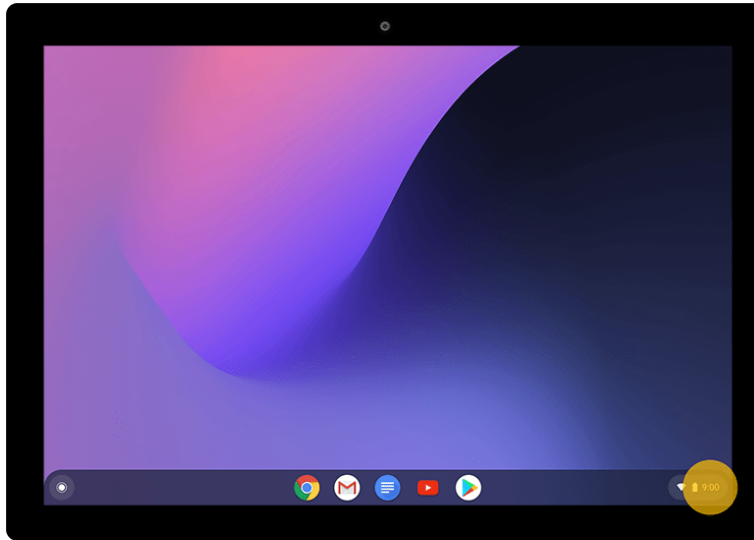
Step 11 of 11/Paso 11 de 11

Select Remove.
Seleccione Quitar .

✅ You're all done/Todo ha terminado

Now you can change languages on your Chromebook.
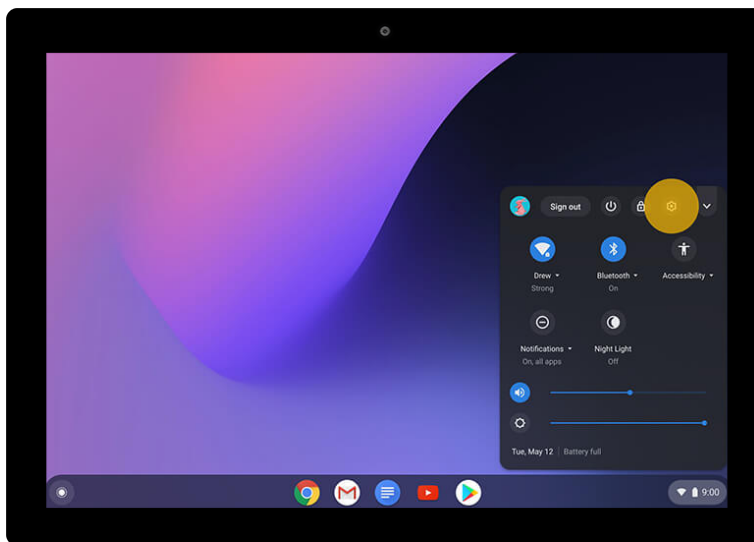Ahora puedes cambiar de idioma en tu Chromebook.

Google

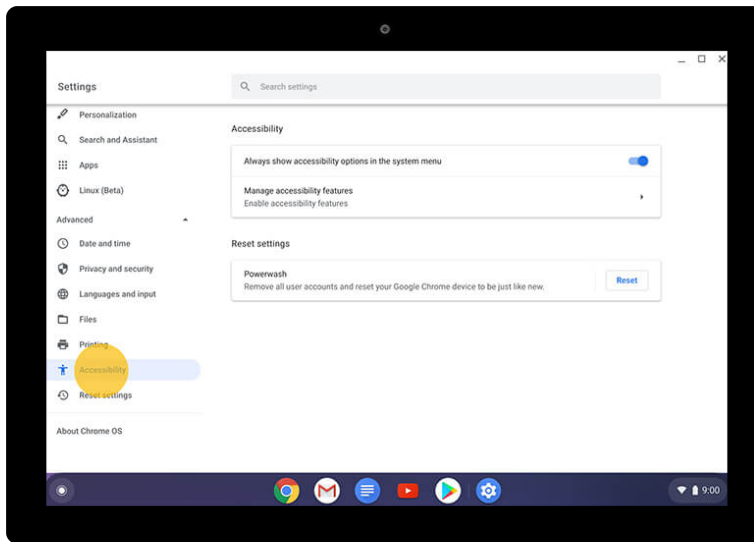# Turn on accessibility features/Activa las funciones de accesibilidad

Step 1 of 5/Paso 1 de 5

At the bottom right, select the time. Or press **Alt** + **Shift** + **s**.
En la parte inferior derecha, seleccione la hora. O presione Alt + Shift + s
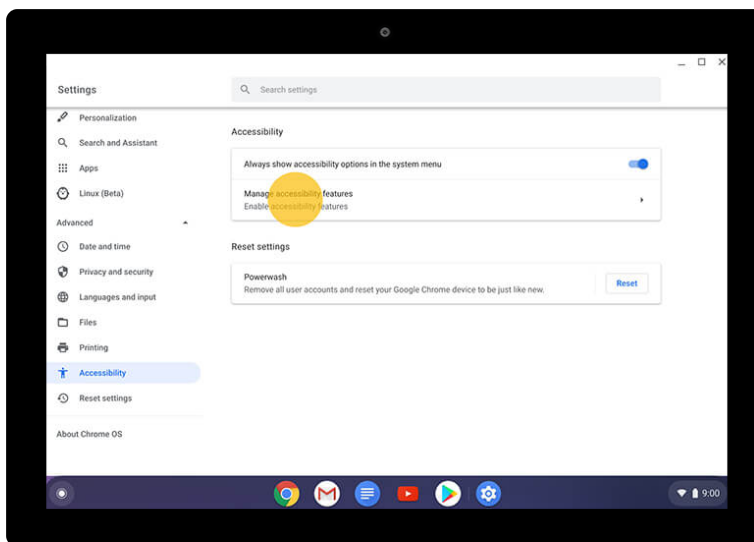

Step 2 of 5/Paso 2 de 5

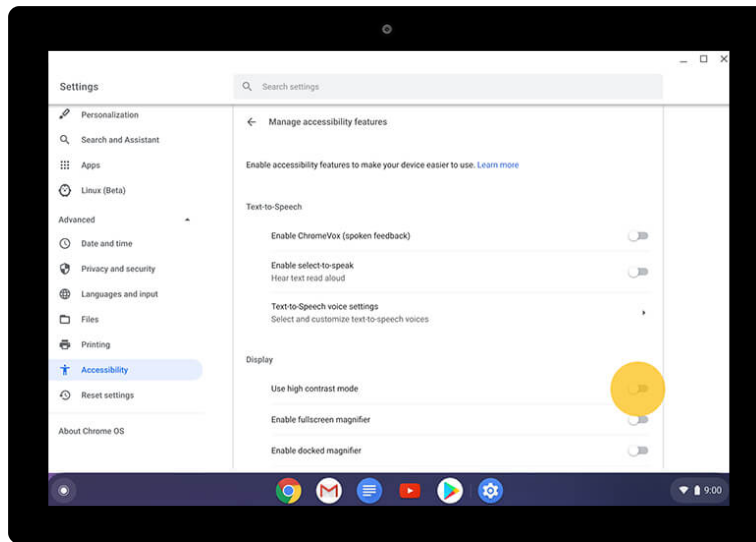Select Settings ⚙
Selecciona Conguraciones.

Step 3 of 5/Paso 3 de 5

On the left, select **Advanced > Accessibility**.
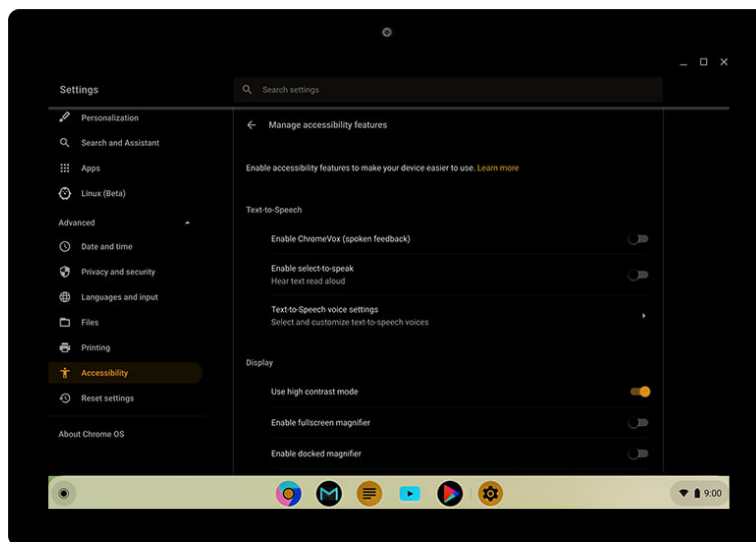A la izquierda, seleccione **Avanzado> Accesibilidad**

Step 4 of 5/Paso 4 de 5

In the "Accessibility" section, select **Manage accessibility features**.
En la sección "Accesibilidad", seleccione **Administrar funciones de accesibilidad**

Step 5 of 5/Paso 5 de 5

Choose the accessibility features you'd like to use.
Elija las funciones de accesibilidad que le gustaría utilizar.

✓ You're all done./Todo ha terminado

Now you can manage all the accessibility features that work best for your needs.
Ahora puede administrar todas las funciones de accesibilidad que mejor se adapten a sus necesidades.

Google