

Hello, SAMS students and families!

In this packet, you will find tutorials and resources designed to help navigate the technology needed for learning this year at SAMS. We hope this information will help you if or when issues arise but please know that teachers and staff are available to help answer any questions too. It may be helpful to keep this packet in a safe spot or near the workspace where your student will be learning online at home.

### IMPORTANT LOGINS AND PASSWORDS

Please fill in the box below with your important login information.

Chromebook username	
Chromebook password	
Skyward username	
Skyward password	
Google email address	
Google account username	
Google account password	
Other:	

### STUDENT TUTORIALS

Click on any of the links below to access sideshows that explain some basic information.

EVERYTHING GOOGLE	GROUP DISCUSSIONS & GRADES	TECH TOOLS
<ul style="list-style-type: none"><li>• <a href="#">Gmail - Checking Emails</a></li><li>• <a href="#">Gmail - Sending Emails</a></li><li>• <a href="#">Calendar</a></li><li>• <a href="#">Classroom and Notifications</a></li><li>• <a href="#">Drive</a></li><li>• <a href="#">Quizzes - Getting Feedback and Scores</a></li><li>• <a href="#">Drawings</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Google Meet</a></li><li>• <a href="#">Google Hangouts</a></li><li>• <a href="#">Zoom</a></li><li>• <a href="#">Skyward - How to Check Your Grades</a></li><li>• <a href="#">Skyward - How to Interpret Your Grades</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">FlipGrid</a></li><li>• <a href="#">PearDeck</a></li><li>• <a href="#">Padlet</a></li><li>• <a href="#">EDpuzzle</a></li><li>• <a href="#">Quizlet</a></li><li>• <a href="#">Quizizz</a></li></ul>

\*Most of the information provided in the links above, can also be found in this packet.

## EMAIL - CHECKING EMAILS

### What is Gmail?

- A tool for sending and receiving email.
- A place to learn about important information from people like your principal, counselor, teachers, coaches, club advisors, and more.
- A place where YOU can communicate with these people by sending them an email.



Overall, Gmail is a very helpful tech and communication tool!

### Checking your Gmail Regularly!

It is important to check your Gmail regularly.

Think about how we use mailboxes...  
People check them almost everyday to get their mail even though they might not receive anything  
OR need to send anything.

So, even if you don't have any new messages to read when you check your Gmail, it is a great organizational skill to practice!



### Your Inbox

This is an example showing 3 messages in a Gmail inbox.

<input type="checkbox"/>	☆	me	Mindfulness Video - Hey, Here is a fun mindfulness video to check out! Enjoy, <a href="https://www.youtube.com/watch?v=EEJT9cYsm0">https://www.youtube.com/watch?v=EEJT9cYsm0</a> Ambe...	10:34 PM
<input type="checkbox"/>	★	me	Gmail 101 - Amber Rice Middle School Social Studies Teacher 612-706-1084 This email and any attachments may be confidential and ...	10:32 PM
<input type="checkbox"/>	☆	me	Distance Learning Fun! - Amber Rice Middle School Social Studies Teacher 612-706-1084 This email and any attachments may be conf...	10:32 PM

Let's talk about the **TOP** message:

- It is **BOLD** because it has not been read, or opened, yet.
- The Subject tells me that this email has a mindfulness video.
- I can see the time it was sent. That is because I am seeing the message the day that it was sent. However, if it was sent yesterday or a week ago, it would show the date and not the time.

### Your Inbox

This is an example showing 3 messages in a Gmail inbox.

<input type="checkbox"/>	☆	me	Mindfulness Video - Hey, Here is a fun mindfulness video to check out! Enjoy, <a href="https://www.youtube.com/watch?v=EEJT9cYsm0">https://www.youtube.com/watch?v=EEJT9cYsm0</a> Ambe...	10:34 PM
<input type="checkbox"/>	★	me	Gmail 101 - Amber Rice Middle School Social Studies Teacher 612-706-1084 This email and any attachments may be confidential and ...	10:32 PM
<input type="checkbox"/>	☆	me	Distance Learning Fun! - Amber Rice Middle School Social Studies Teacher 612-706-1084 This email and any attachments may be conf...	10:32 PM

Let's talk about the **MIDDLE** message:

- It is **BOLD** because it has not been read, or opened, yet.
- The subject line is telling me that this email is about the basics of Gmail.
- The STAR is highlighted, meaning that this email was marked as IMPORTANT. You can choose to click on the star symbol if you think the email is important or something that you might want to look at again.

### Your Inbox

This is an example showing 3 messages in a Gmail inbox.

<input type="checkbox"/>	☆	me	Mindfulness Video - Hey, Here is a fun mindfulness video to check out! Enjoy, <a href="https://www.youtube.com/watch?v=EEJT9cYsm0">https://www.youtube.com/watch?v=EEJT9cYsm0</a> Ambe...	10:34 PM
<input type="checkbox"/>	★	me	Gmail 101 - Amber Rice Middle School Social Studies Teacher 612-706-1084 This email and any attachments may be confidential and ...	10:32 PM
<input type="checkbox"/>	☆	me	Distance Learning Fun! - Amber Rice Middle School Social Studies Teacher 612-706-1084 This email and any attachments may be conf...	10:32 PM

Let's talk about the **BOTTOM** message:

- It is no longer bold, because it has been read or opened.
- The subject line is telling me this is an email about distance learning and fun!
- Tip: Once you have opened an email you might... 1. Delete it if you don't need it. 2. Click on the star symbol to mark it as important. 3. Reply to the message. 4. Keep it for now.

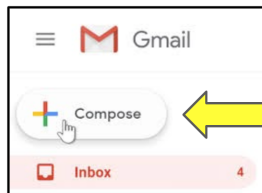
### Quick Review

Some of you will choose to communicate using Gmail more than others, but **ALL OF YOU** will need to check it regularly to see if you have received important information.

- **Check Gmail Regularly**
  - Do you have any new emails to read?
  - Do you need to look at an old email again?
- **Send emails to communicate with others**
  - Do you have a question for a teacher?
  - Do you need to reply, or respond, to an email that was sent to you?
- **Keep Learning and Asking for Help**
  - It is ok if you don't know how to use EVERY part of Gmail right away.
  - Keep learning as we move forward and ask questions when you have them.

## EMAIL - SENDING EMAILS

### How do you send an email?



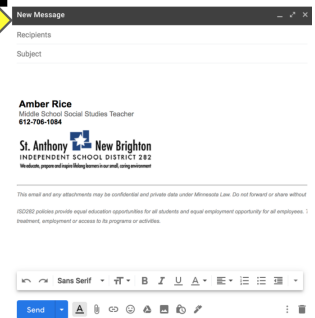
#### #1: Find the "Compose" button.

- It is located at the TOP LEFT CORNER of your Gmail screen.
- It will look like this!

### How do you send an email?

#### #2: "New Message"

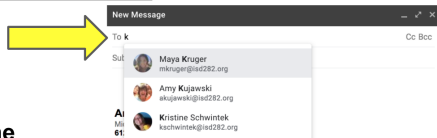
- The New Message screen will pop up in your LOWER LEFT CORNER.
- It will look like this (without Ms. Rice's information).



### How do you send an email?

#### #3: Search for a Name

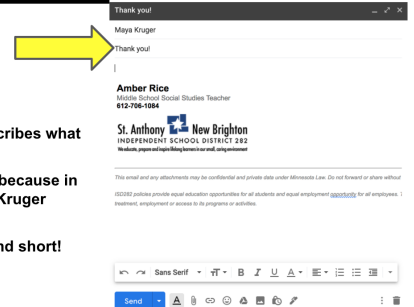
- Under the "To" section, begin typing the name of the person you want to email.
- Example: I typed in the letter "K" to find Ms. Kruger's email. Other names will pop up that also have a first or last name that begin with "K".



### How do you send an email?

#### #4: The Subject Line

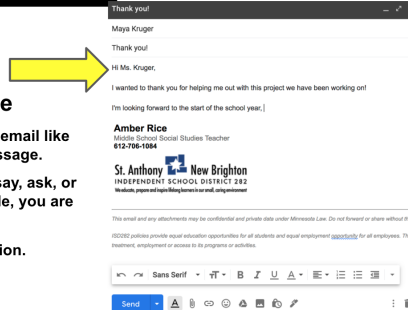
- Type something that briefly describes what your email is about.
- Example: I typed "Thank you!", because in my email I wanted to thank Ms. Kruger about something.
- Tip: Keep the subject specific and short!



### How do you send an email?

#### #5: Typing your Message

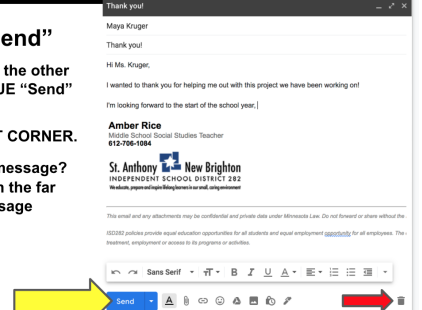
- You can think about writing an email like you would a letter or a text message.
- Think about what you want to say, ask, or share with the person, or people, you are emailing.
- Tip: Think of it like a conversation.



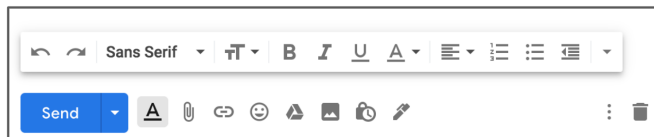
### How do you send an email?

#### #6: Don't forget to hit "Send"

- Once you have completed all of the other steps, you need to click the BLUE "Send" button.
- It is located in the LOWER LEFT CORNER.
- Tip: Decided NOT to send this message? Click on garbage can symbol on the far right side. This deletes the message instead of sending it.



### Personalizing your email



This is what the lower section of the screen looks like when you are sending an email.

Let's go over what a few of these buttons do...

### Personalizing your email

**Font:** Select a font you would like to use. Make sure it is something people can read easily.

**Font Size:** Change the font size. Most people use "Normal" or "Large".

**Bold:** Make your words **BOLD**.

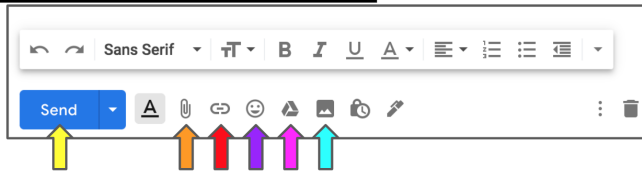
**Italic:** Make your words *Italic*.

**Underline:** Underline your words.

**Font color:** Change the font color or background color.



## Personalizing your email



**Send:** What you click on to SEND your email.

**Attach:** Add files or documents from your computer that are NOT in your Google Drive.

**Link:** Add a link that will bring people to a website or video.

**Emojis:** Add different Gmail provided emojis to your message.

**Drive:** Add something from your Google Drive (ex. Doc, Drawing, Slides).

**Photo:** Add a photos from your computer or online.



# GOOGLE CALENDAR

You can do  
A LOT with  
Google  
Calendar!

You can do things like....

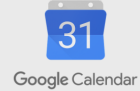
- 1. Schedule or Add Events**
  - Example: Meeting with a teacher or working on a group project
- 2. View or Attend Events**
  - Example: Find links to Zoom or Google Meet
- 3. View Due Dates**
  - Example: Organize when assignments are due so that you can prioritize your work
- 4. Make Personal Reminders**
  - Example: Add birthdays, holidays, time you want to use to study, and more!

How can I  
get to  
Google  
Calendar?

**FIRST:** Find and click on the Apps symbol at the top of your screen.



**THEN:** Locate and click on the Google Calendar symbol.



How can I  
get to  
Google  
Calendar?

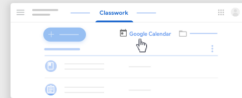
OR

**FIRST:** Go to a Google Classroom and click on the Classroom button at the top.



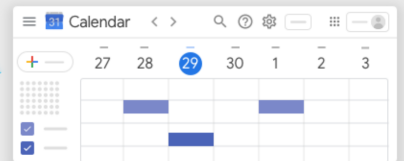
Google Classroom

**THEN:** Locate and click on "Google Calendar" at the top of the page.



What does  
the  
calendar  
look like?

Your Google Calendar page should look something like this:

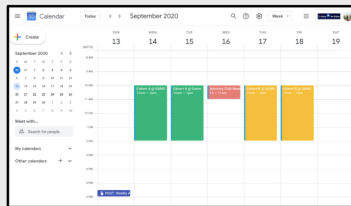


**Optional:** Review slides 3-4 and look at your Google Calendar.

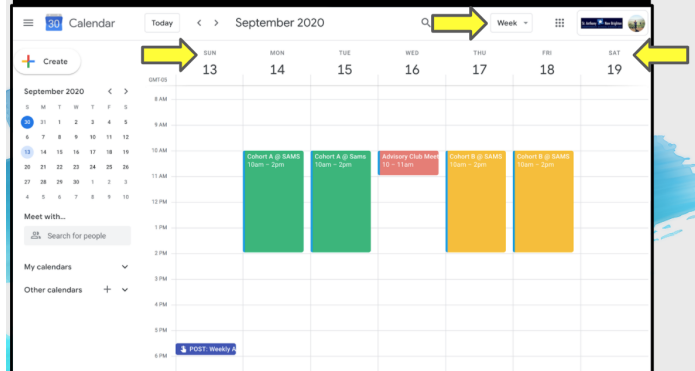
Google  
Calendar  
Example

The next few slides will tell you a little bit more about what you SEE when you look at G. Calendar.

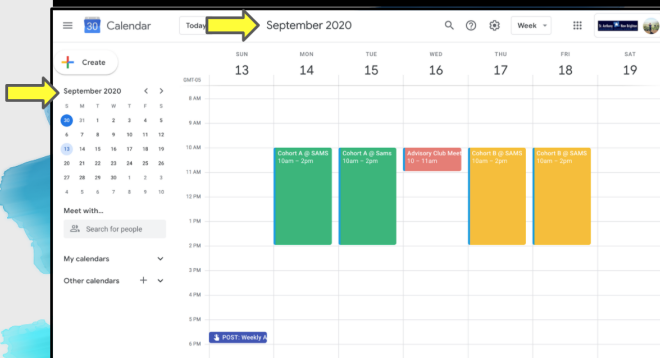
Don't worry about understanding EVERYTHING right away.



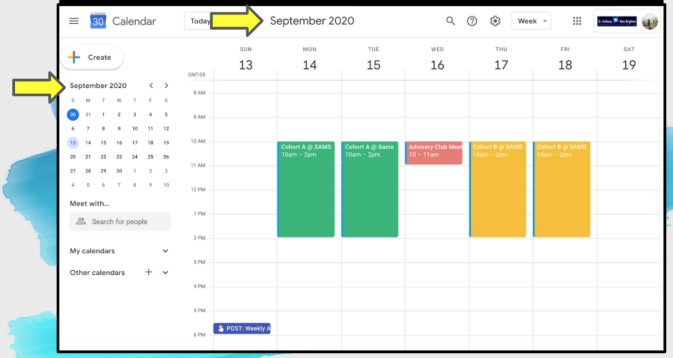
This is what is called a "Week" view. You can see Sunday-Saturday.



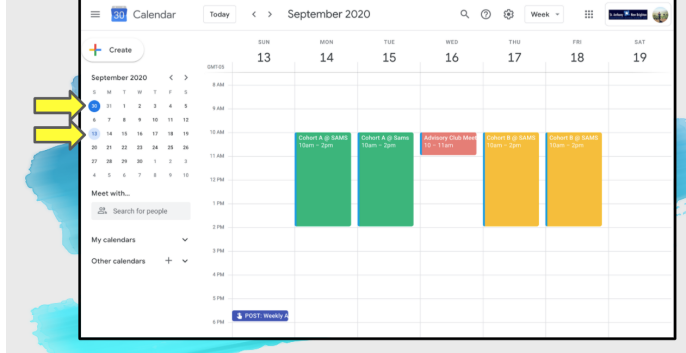
You can see the full month of September on the left side.



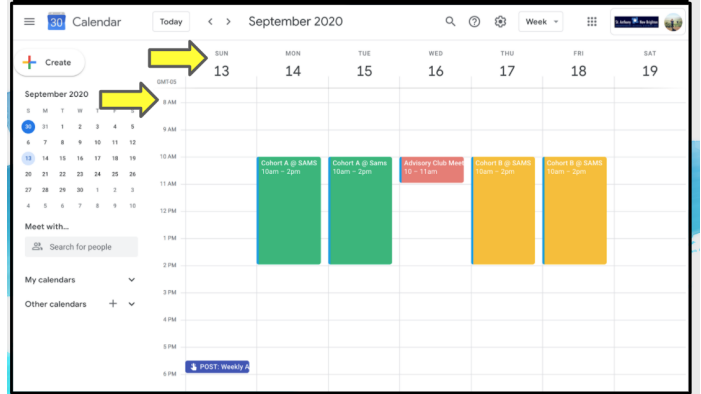
You can see the full month of September on the left side.



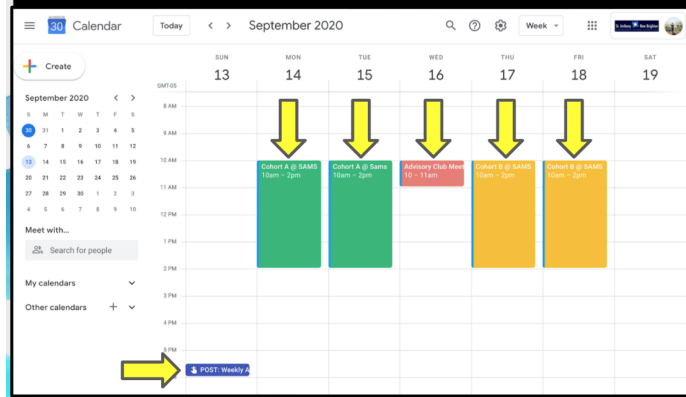
The dark blue circle on the monthly calendar is the current date  
The light blue circle is the start of the weekly calendar I am looking at



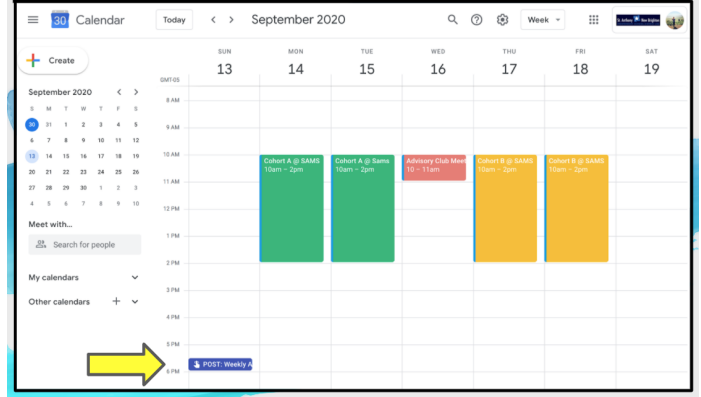
The "Week" view shows Sunday through Saturday  
AND the days divided by 1 hour sections.



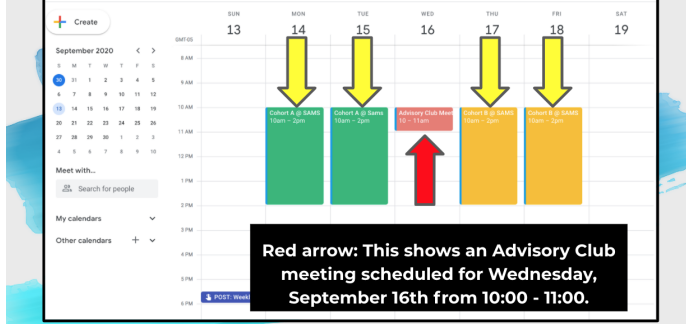
A few things to notice about this calendar:  
There are 5 different events and 1 reminder.



Yellow arrow: This is showing me that I have a reminder set for 5:30 on Sunday, September 13th.



Yellow arrows: This is showing me that I have class with Cohort A at SAMS on Monday and Tuesday + Cohort B at SAMS on Thursday and Friday. ALL 4 events show the class going from 10:00 - 2:00.




Red arrow: This shows an Advisory Club meeting scheduled for Wednesday, September 16th from 10:00 - 11:00.

# GOOGLE CLASSROOM

## HOW-TO: GOOGLE CLASSROOM

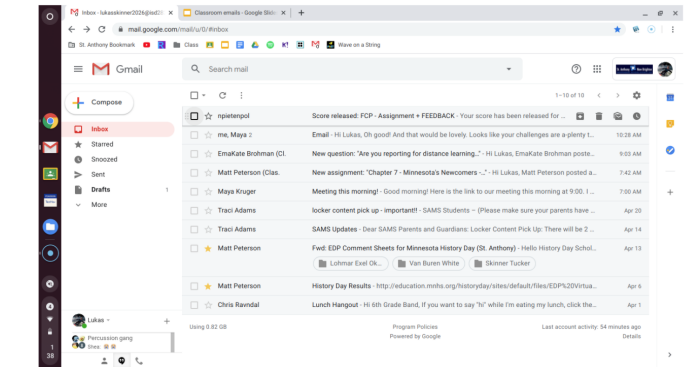
### Directions:

1. Make your life simpler and your Gmail inbox cleaner. TURN-OFF Google Classroom Notifications. See how to do this [here](#).
2. Notice the TURN-IN button at the top of this assignment. This is what you will press when you have completed this assignment!
3. This is what the TURN-IN button looks like in Google Classroom:  **If you were to design your own TURN-IN button, what would it look like?** Use the tools within Google Slides and put your design in the box below!

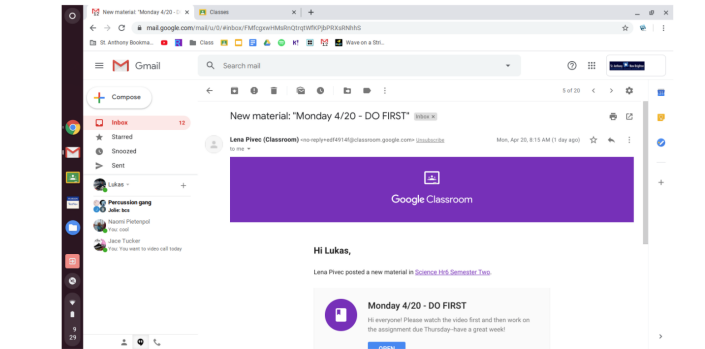
## How to get rid of emails from Google Classroom

You may have noticed you get emails from your google classroom every time a teacher posts something this shows you how to get rid of them.

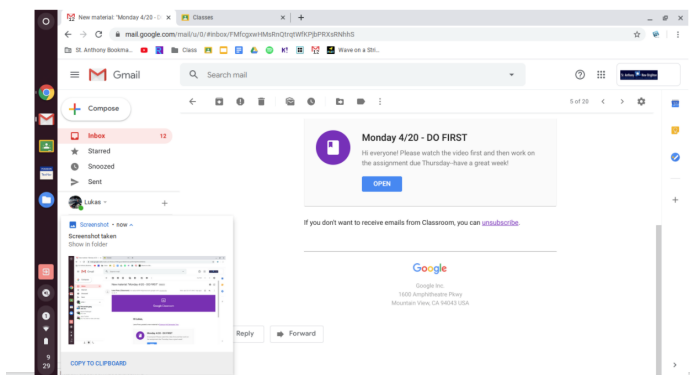
### Open your email



### Open one of the emails



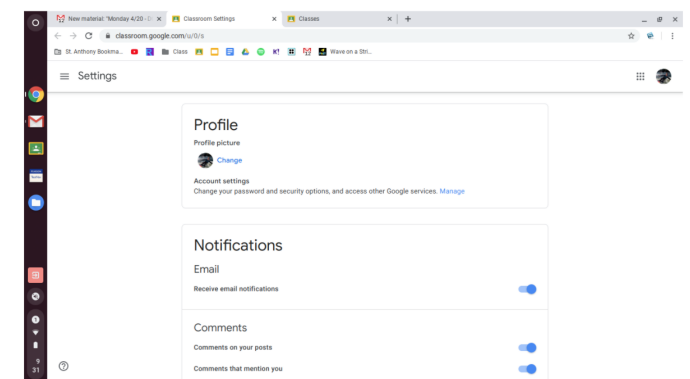
### Scroll to the bottom



### Find this and hit unsubscribe

If you don't want to receive emails from Classroom, you can [unsubscribe](#).

### Then it will take you to this



### Turn off email notifications

#### Notifications

##### Email

Receive email notifications

Just click that. (Some people may want to keep this on so they get emails with every post)

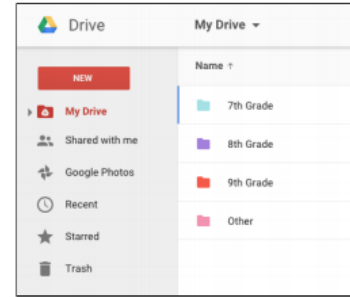
#### Notifications

##### Email

Receive email notifications

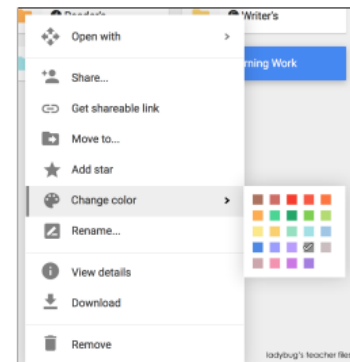
# 5 TIPS FOR ORGANIZING YOUR GOOGLE DRIVE

1. **Create folders that make sense to you.** Making a folder for each grade would be a great place to start!



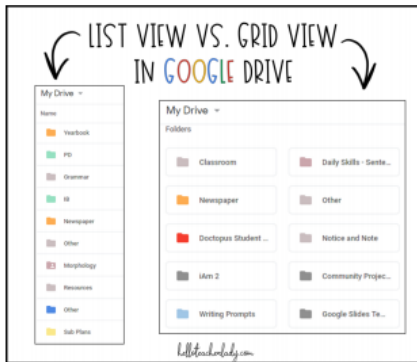
2. **Use a sub-folder.** In a file cabinet, you've got hanging files. They help you stay organized, but they're not all you need. These are like folders in Google Drive. Within your folders, you may put sub-folders to stay even more organized.

3. **Color Code your folders.** You need to be able to quickly find exactly what you're looking for. Color coding your folders can help. And it is super fun!

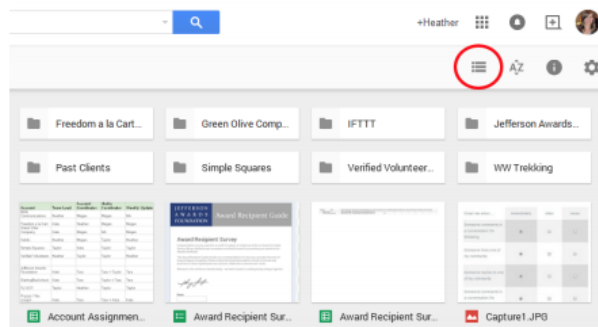


4. **Name your files.** Every time you create a Google Doc or Google Slides, make sure to

name it. Name those "Untitled" files!



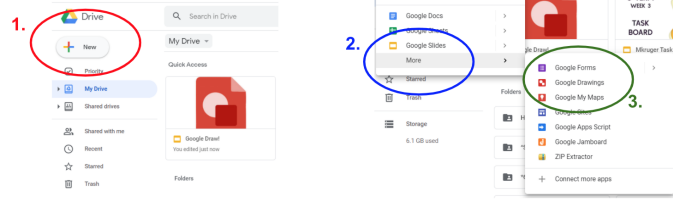
5. **Decide if you like Gridview or List View.** This is all up to you and what you prefer!



## GOOGLE DRAWINGS - HOW TO OPEN

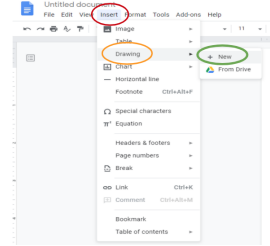
### OPTION 1: From Google Drive

1. Click the "+" button
2. Click "more"
3. Select "Google Draw"

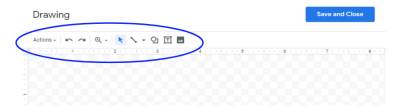


### Option 2: From Google Docs.

1. Click "Insert" → "Drawing" → "+ New"



2. Use the tools to create a unique design. You can combine text, shapes, lines, and even images that you copy and paste from online or upload from your drive.

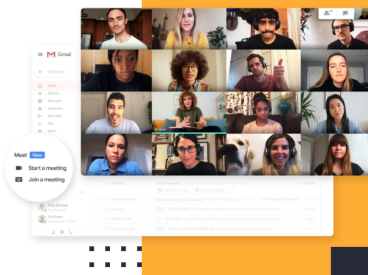


Want to learn more? Check out this [site!](#)

# GOOGLE MEET

## Google Meet Basics

- Video Meeting (like Zoom)
- Audio + Video options
- Can Schedule in Advance
- Find Scheduled events in Google Calendar
- Often used as a "digital classroom" space



## Google Meet Etiquette

### A. Learn and Contribute

- Use the chat feature or unmute, whatever you are most comfortable with, to participate in response to your teacher and/or your peers

### B. Mute your mic when you're not speaking, but keep your video on if possible

### C. Stay engaged - keep other apps and devices closed

### D. Be respectful

- Use the features in a way that is helpful (like the chat)
- Be kind
- Keep an open mind



## How do I find Meet?

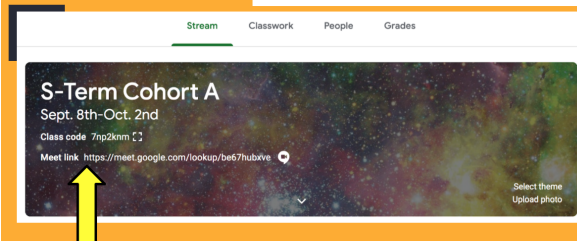
A few ways you might join Meet:

- Check Google Classroom
- Teachers Provide a Link

The next few slides will show you what this LOOKS like so you feel better prepared.



## A. Check Google Classroom



One way you might join a Google Meet is through Google Classroom.

This arrow is pointing at where you can find the link on the Google Classroom homepage.

Stream Classwork People Grades

### S-Term Cohort A

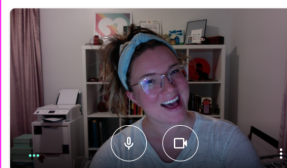
Sept. 8th-Oct. 2nd

Class code 7np2knn

Meet link <https://meet.google.com/lookup/be67hubxve>

### IMPORTANT:

- You won't ALWAYS see a link there. Only when a teacher puts one up.
- You can only join the Meet once the teacher is there.



be67hubxve

No one else is here

Join now Present

Other options

Join and use a phone for audio

Once you click on the link:

You will appear on a screen like the one **shown here**.

You are not in the meeting until you **click on**

Join now

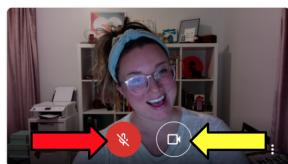
## What about my video + mic?

We encourage you to join any Google Meet with your video on if possible.

It can be helpful to join Google Meet with your mic volume OFF.

However, once you are in your Meet we encourage you to use your mic to participate!

In this image: the video is turned ON and the mic is turned OFF.



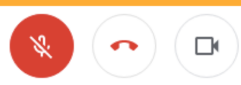
be67hubxve

No one else is here

Join now Present

Other options

Join and use a phone for audio



## Helpful tip!

**RED ARROW:** This is the MIC button. If it is RED, like shown, your mic is OFF.

**BLUE ARROW:** This button is how you LEAVE the Google Meet. If you accidentally click this, you will need to rejoin the Meet.

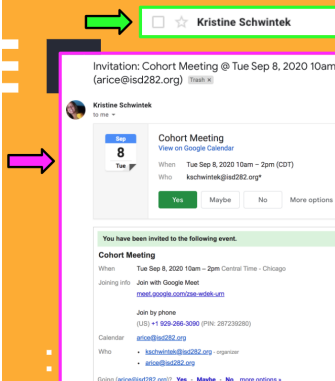
**YELLOW ARROW:** This is your camera button. If it is WHITE, like shown, your video is ON.



## B. Teachers Provide a Link

Teachers might give you a Google Meet link using:

- Google Calendar:** Sending you a Calendar invitation.
- Gmail:** Emailing you a link to use to join the Meet.
- Weekly Agenda:** posting the link on the weekly agenda in your Google Classroom.

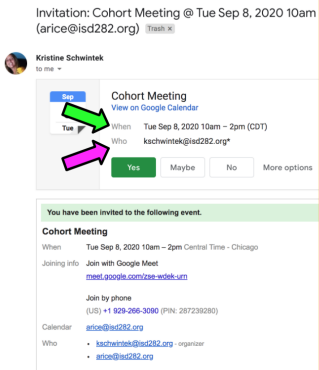


**GOOGLE CALENDAR:**

Teachers may send you a invitation for a Google Meet.

When you check your Gmail inbox, you might see an email invitation like this.

Then, when you open up your email it will look like this (but with different details).



**What's going on in this Invitation?**

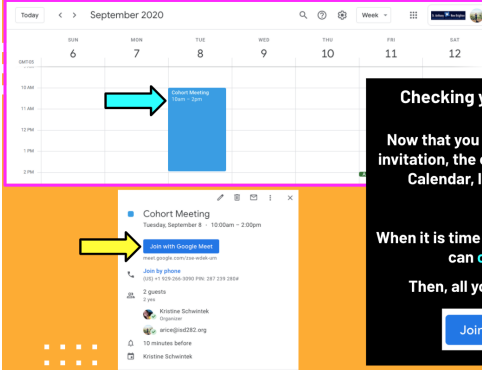
This Google Meet Invitation is telling me **WHEN it is** - 9/8 from 10:00-2:00

AND

**WHO sent it** - Ms. Schwintek!

By clicking on

she knows that I have seen this invitation AND know when to join.



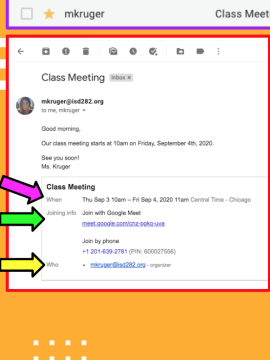
**Checking your Google Calendar:**

Now that you accepted the Google Meet invitation, the event will be on your Google Calendar, like in the image shown.

When it is time to join the Google Meet, you can **click on the event**.

Then, all you have to do is **click on**

Join with Google Meet



**GMAIL:**

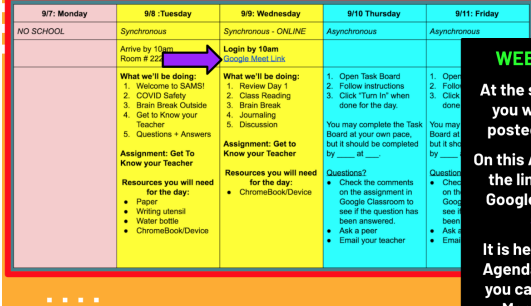
Teachers may send you an email that does NOT have an invitation you have to type.

This won't happen as often as a Google Calendar Invitation, but it is still helpful to know about.

When you check your Gmail inbox, you might see an email like this.

Then, when you open up your email it will look like this. In the box you can find important information about the Meet:

**WHEN, HOW TO JOIN, and WHO it is with.**



**WEEKLY AGENDA:**

At the start of every week you will see an **Agenda** posted on Google Class.

On this Agenda you can find the links to a scheduled Google Meet like the one shown here.

It is helpful to check your Agenda every day so that you can see if you have a Meet + when to join!

# GOOGLE HANGOUTS

## Google Hangouts Basics

- Text messaging
- Video Calls
- Phone Calls
- 1 to 1 Conversation
- Group Conversation
- Multiple Conversations



## How do I find Hangouts?

You can get to Hangouts by...

- Going to your Gmail
- Using Google Search

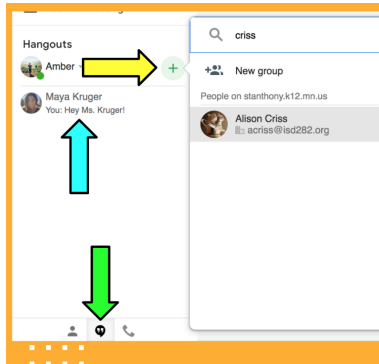
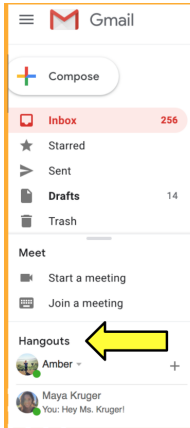



The next few slides will show you what this LOOKS like so you feel better prepared.

### A. Going to your Gmail

**FIRST:** Do you know how to get to your Gmail?  
It is important to know how to get to your Gmail BEFORE using these instructions.

On the LEFT side of your Gmail, you will see "Hangouts". This is where you can get started.



Click on  to find someone.

Type in the name of the person you are looking for in the search.



Then a full name + email should show up like shown in the box.

Also...

The BLUE arrow is showing that I have a past or current Hangout.

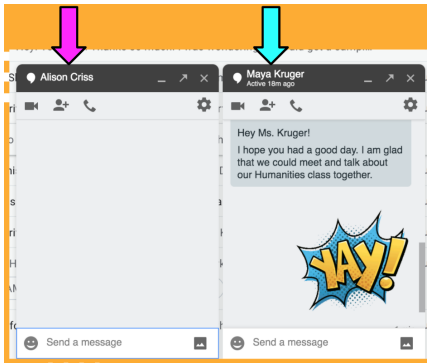
The GREEN arrow is showing the symbol for Hangouts.

What is going on in this image?

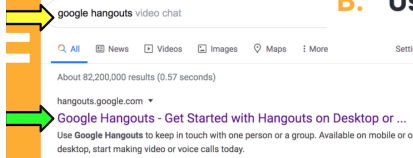
- I have already started a Hangout message with Ms. Kruger.
- I am about to start another Hangout with Ms. Criss.

How is this helpful?

You can have separate conversations with multiple people (like 2 teachers) at the same time.



### B. Using Google Search



Go to your Google Search Bar.

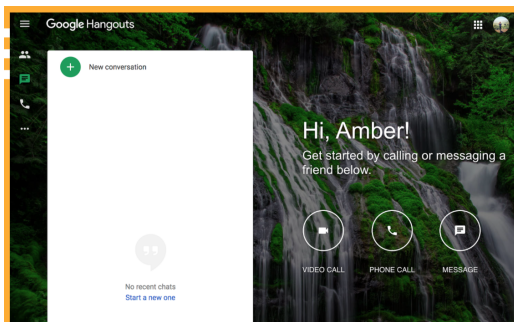
Type in "Google Hangouts".


Click on the first link provided.

This is what the Hangouts homepage looks like.

The background image changes, but everything else stays the same.

Let's go through some of the ways you can use it!

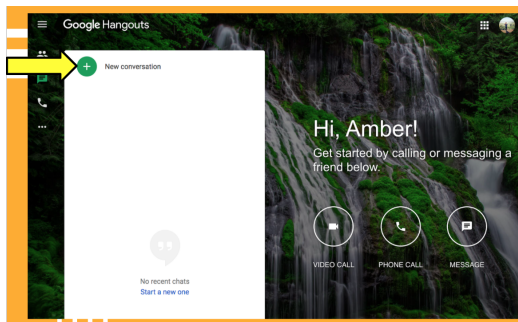


You can click on  to get started!

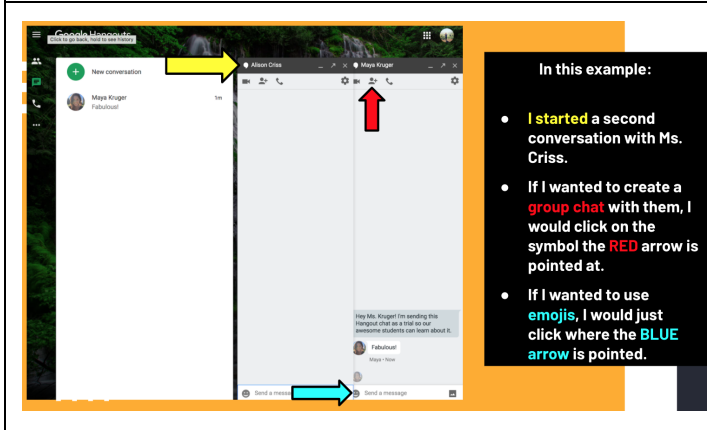
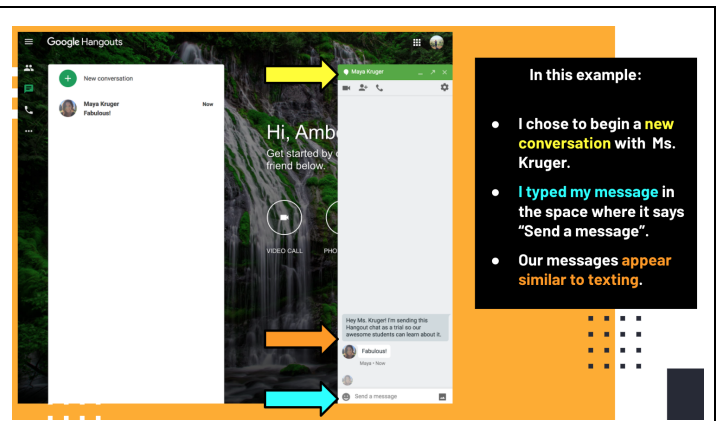
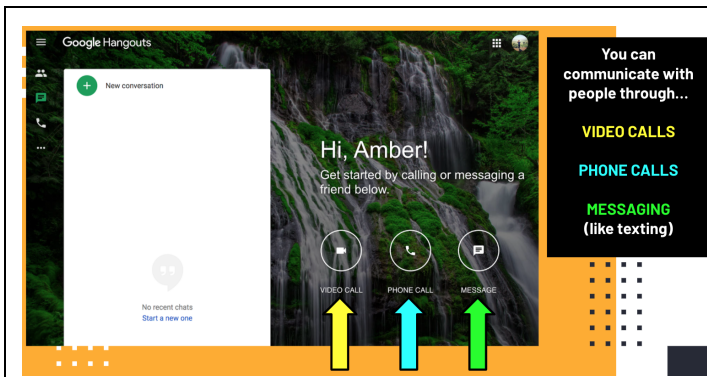
A list of names will pop up...

OR

you can SEARCH for the person or people you want to have a Hangout with.







# Zoom

## What is Zoom?

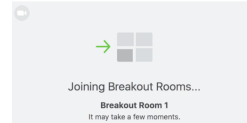
A video conferencing tool.

It's very similar to Google Meet and Google Hangouts, but has some additional features that make it unique!



## What's Cool About Zoom?

- You can **have one-on-one video calls** AND **large group calls**.
- **"Breakout Rooms"**: a large class can be broken into smaller groups that can have their own private video space--just like stations or small groups in class!
- You can **change your background**.
- You can **filter** your video and **flip** how it's viewed.



## Zoom Etiquette

Each teacher will have different expectations based on the purpose of the call, but these norms are pretty universal:

- **Learn and Contribute**
  - Use the chat feature or unmute, whatever you are most comfortable with, to participate in response to your teacher and/or your peers
- **Mute your mic when you're not contributing, but keep your video on if possible**
- **Stay engaged - keep other apps and devices closed**
- **Be respectful**
  - Use the features in a way that is helpful
  - Be kind
  - Keep an open mind

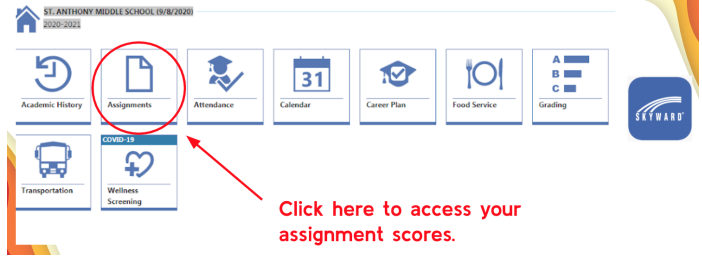
## SKYWARD - HOW TO CHECK YOUR GRADES

Log into Skyward by using your school username and password

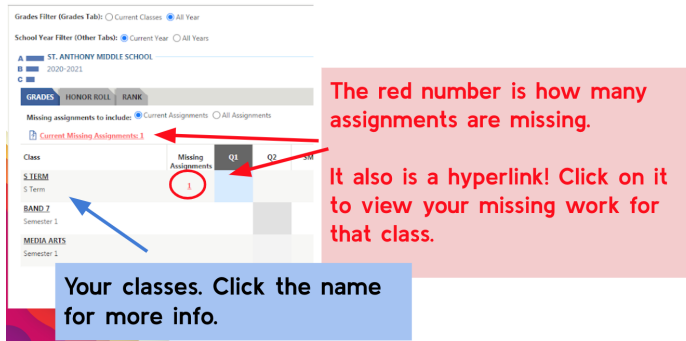
(same as Google)



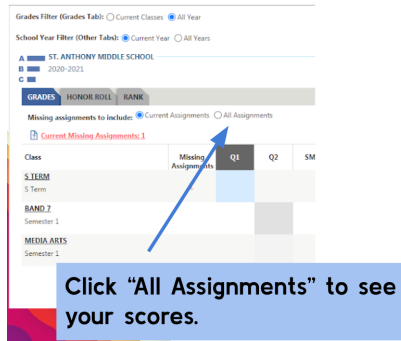
When you log into the Skyward Student portal, this is what you will see:



This is the page with your classes. It also highlights any missing assignments.



This is the page with your classes. It also highlights any missing assignments.



Scores will show up here. We are using the 1-4 assessment scale.

UPCOMING ASSIGNMENTS							
Due Date	Attachments	Assignment Name	Class	Section	Category Description	Weight	Score
10/02/2020	(i)	Task Board #4	S Term	28	Homework	1.00	
10/02/2020	(i)	S--Term Final Project	S Term	28	Summative	1.00	3.00
09/25/2020	(i)	Task Board #3	S Term	28	Homework	1.00	
09/23/2020	(i)	Lesson 1	Band 7	1A	Summative	1.00	
09/21/2020	(i)	Identity Reflection Q's	S Term	28	Homework	1.00	
09/18/2020	(i)	Task Board #2	S Term	28	Homework	1.00	
09/15/2020	(i)	Task Board #1	S Term	28	Homework	1.00	

Not every assignment will be graded 1-4. Sometimes it will be marked with:  
 T = Turned In  
 I = Incomplete  
 M = Missing  
 No Count

If your score is Missing or No Count, you need to redo the assignment.

## SKYWARD - HOW TO INTERPRET YOUR GRADES

### Gradebook = Skyward

As you may know already, the gradebook this year is called [Skyward](#). We are no longer using Infinite Campus like last year.

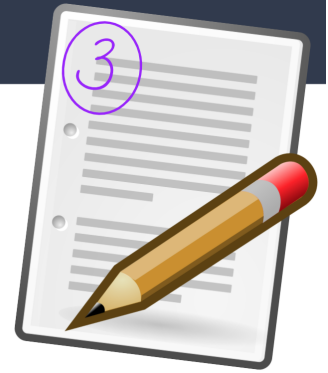


### Grades in the Gradebook

When you look at your grades in Skyward, you will now see

**NUMBERS**  
and  
**NOT LETTERS**

to represent your class grades.



What?

I won't earn As, Bs, Cs, Ds, or Fs?

Yep! You got it!

You will now earn 1s, 2s, 3s, and 4s.



### Numbers tell you how you're doing on standards.

You will earn numbers (1, 2, 3, or 4) based on **how close you get to meeting the goals** of the class.

These goals are called **standards**.

**Each class will have 3-5 standards** or goals for students to work on.



Here's an example of a standard (goal) you might have in your science seminar class:

I can draw conclusions by analyzing graphics and data.

### Scores 1-4

Students can earn a score of 1-4 on each standard.

The higher the number you earn, the better you met the standard.

The next slide tells you what each number means.



Grade in the Gradebook	Meaning
4	<b>ABOVE AND BEYOND PROFICIENT</b> Exceeds the basics of proficiency
3	<b>PROFICIENT</b> Meets the basics for proficiency
2	<b>SOMEWHAT PROFICIENT</b> Shows some areas of basic proficiency independently
1	<b>FAR FROM PROFICIENT</b> Shows some areas of basic proficiency with support from the teacher

These are the numbers you will see.

This is what the numbers mean.

At SAMS, we want grades to:



Be fair



Be easy to understand



Help students grow



Make class expectations clear

*This change to  
numbers instead  
of letters will help  
all of these come  
true!*