

How To For Digital Learning Platforms

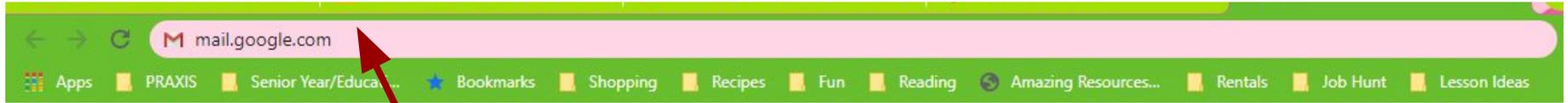


How to use Google Mail (GMail)



Using Gmail Step One

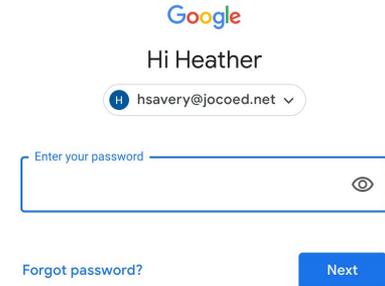
1. Click on the google chrome icon on your computer.



2. Type mail.google.com into the url bar.

3. Enter your student email in the email box and hit next.

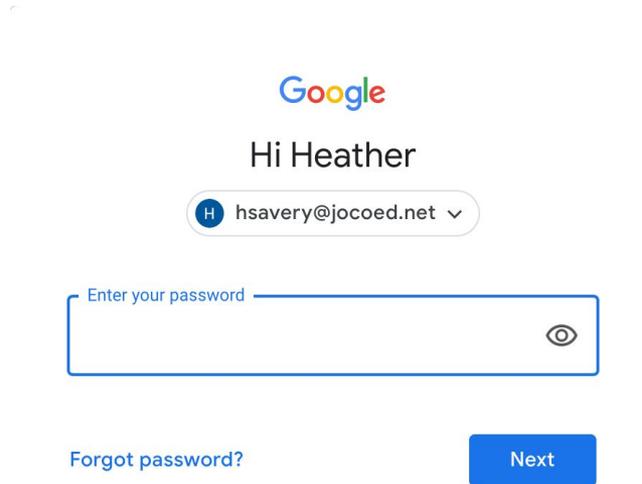
*Your email information can be accessed in Skyward.

A screenshot of the Gmail login page. At the top is the Google logo. Below it is the text "Hi Heather". Underneath is a dropdown menu showing the email address "hsavery@jocoed.net". Below that is a password input field with the placeholder text "Enter your password" and an eye icon to toggle visibility. At the bottom left is a link for "Forgot password?" and at the bottom right is a blue "Next" button.

Using Google Continued

Enter your password in the box that says password.

Your first time setting up, your password is Longhorn20. You will need to change this to something you can easily remember.



The screenshot shows the Google account setup interface. At the top is the Google logo. Below it, the text "Hi Heather" is displayed. Underneath is a dropdown menu showing the email address "hsavery@jocoed.net" with a small downward arrow. The main focus is a large rectangular input field with a blue border. Inside the field, the text "Enter your password" is visible at the top left, and a small eye icon is at the top right. Below the input field, there is a link that says "Forgot password?" and a blue button labeled "Next".

Practice

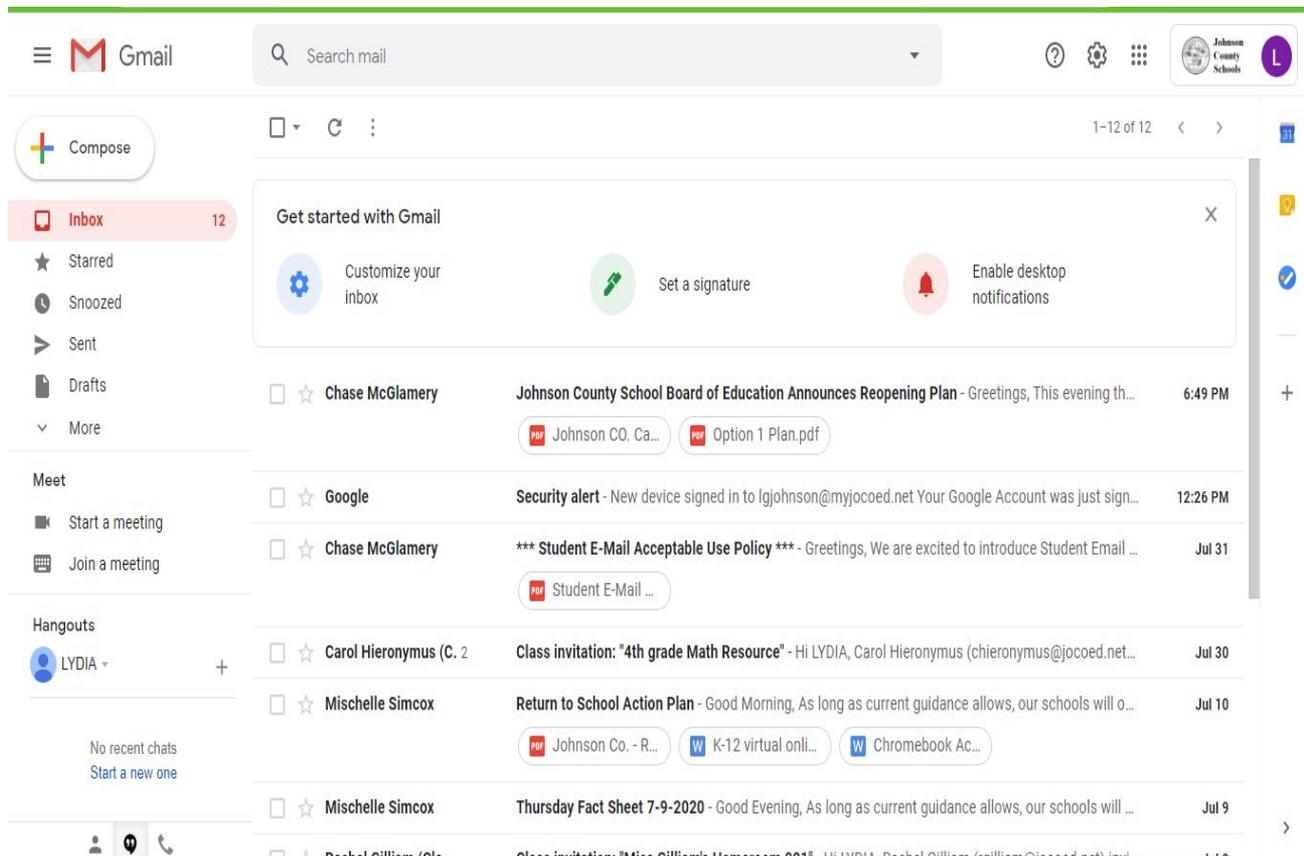
Send your password to me in an email when you get into gmail.

Sending an email is taught in the next slides

Using Google Continued

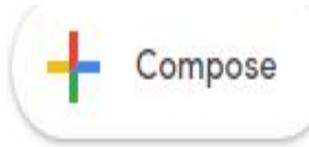
This is what your inbox will look like.

On your own time you can customize your inbox and change the theme/color of the background.



The screenshot displays the Gmail interface. At the top, there is a search bar labeled "Search mail" and a navigation menu with icons for help, settings, and a grid of apps. The user's profile picture is visible in the top right corner. The main area is divided into a left sidebar and a main content area. The sidebar includes a "Compose" button, a list of folders (Inbox with 12 items, Starred, Snoozed, Sent, Drafts, and More), a "Meet" section with "Start a meeting" and "Join a meeting" options, and a "Hangouts" section with a contact named LYDIA. The main content area features a "Get started with Gmail" banner with three options: "Customize your inbox", "Set a signature", and "Enable desktop notifications". Below the banner is a list of emails. The first email is from Chase McGlamery with the subject "Johnson County School Board of Education Announces Reopening Plan" and a PDF attachment "Option 1 Plan.pdf". The second email is from Google with the subject "Security alert". The third email is from Chase McGlamery with the subject "*** Student E-Mail Acceptable Use Policy ***" and a PDF attachment "Student E-Mail ...". The fourth email is from Carol Hieronymus with the subject "Class invitation: '4th grade Math Resource'". The fifth email is from Michelle Simcox with the subject "Return to School Action Plan" and attachments "K-12 virtual onli..." and "Chromebook Ac...". The sixth email is from Michelle Simcox with the subject "Thursday Fact Sheet 7-9-2020".

Using Google Continued



Hit the compose button to start writing an email.

To write your first email:

Type
hsavery@jocoed.net in the to
box.

This is Mrs.Savery's email!

Cancel

New Message

To: Heather Savery

Cc/Bcc:

Subject:

Sent from my iPad

Using Google Continued

To write your first email:

Type Email Password in the subject line.

*Your subject line lets the person reading the email know what it is about.

[Cancel](#)

Email password



To: [Heather Savery](#)

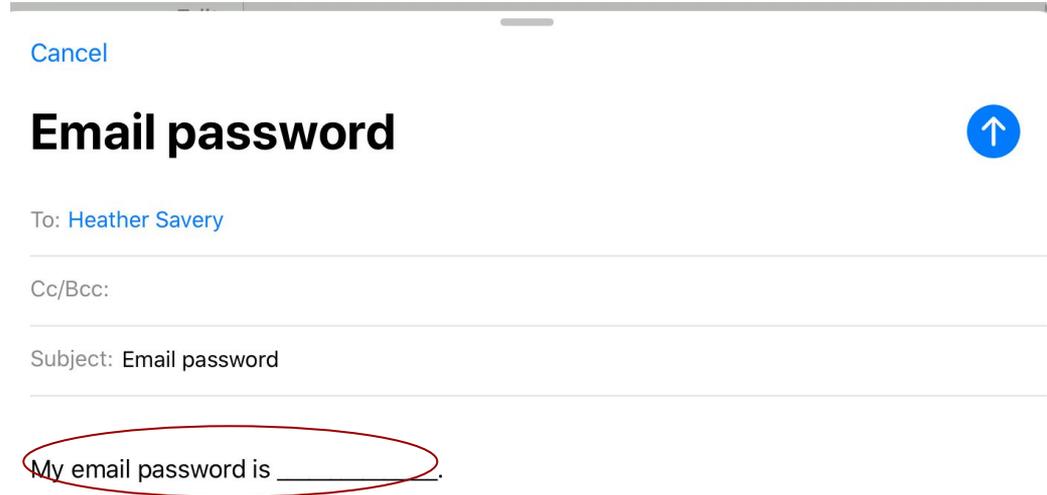
Cc/Bcc:

Subject: Email password

Using Google Continued

To write your first email:
Type the circled sentence
in the email space. Where
the blank is you need to
type your password. Be
sure it is exactly the same
as what you changed it to.

- Press send or the blue arrow when you have finished typing the email.



A screenshot of an email composition interface. At the top left is a blue "Cancel" link. The main title is "Email password" in bold black text, with a blue circular arrow icon on the right. Below the title are fields for "To: Heather Savery", "Cc/Bcc:", and "Subject: Email password". The body of the email contains the text "My email password is _____." which is circled in red.

Using Google Continued

Yay! You've successfully sent an email!



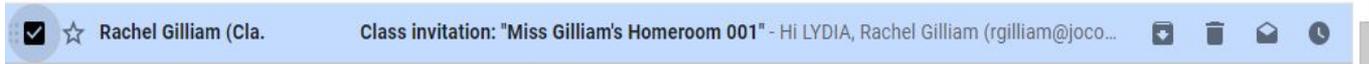
How to Use Google Classroom



Using Google Classroom

Find the class invitation in your email.

Example



Using Google Classroom

Click the blue Join button.



Hi LYDIA,

Rachel Gilliam (rgilliam@jocoed.net) invited you to the class [Miss Gilliam's Homeroom 001](#).



Rachel Gilliam
Miss Gilliam's Homeroom 001

[JOIN](#)

If you accept, your contact information will be shared with the class members and applications they authorize to use Classroom. [Learn more](#)

Using Google Classroom

Click the blue
continue button.

Google Classroom

Classroom helps classes communicate, save time, and stay organized.
[Learn more](#)

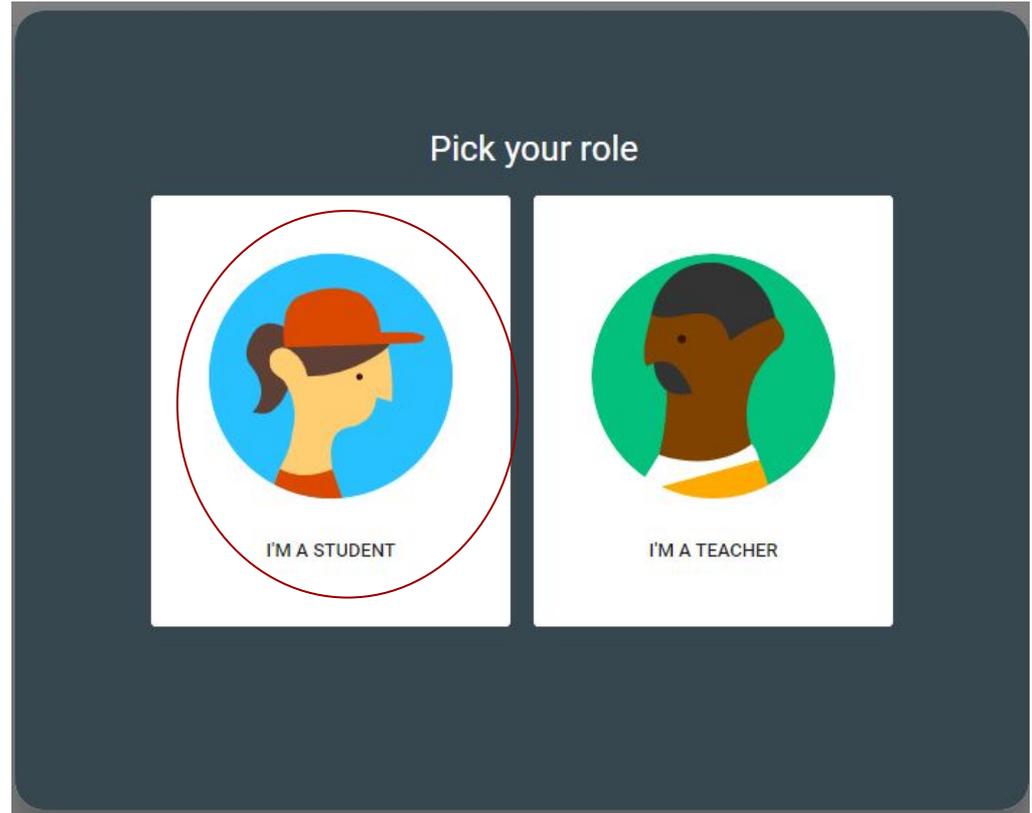
LYDIA JOHNSON
lgjohnson@myjocoed.net

CONTINUE

By joining, you agree to share contact information with people in your class. [Learn more](#)

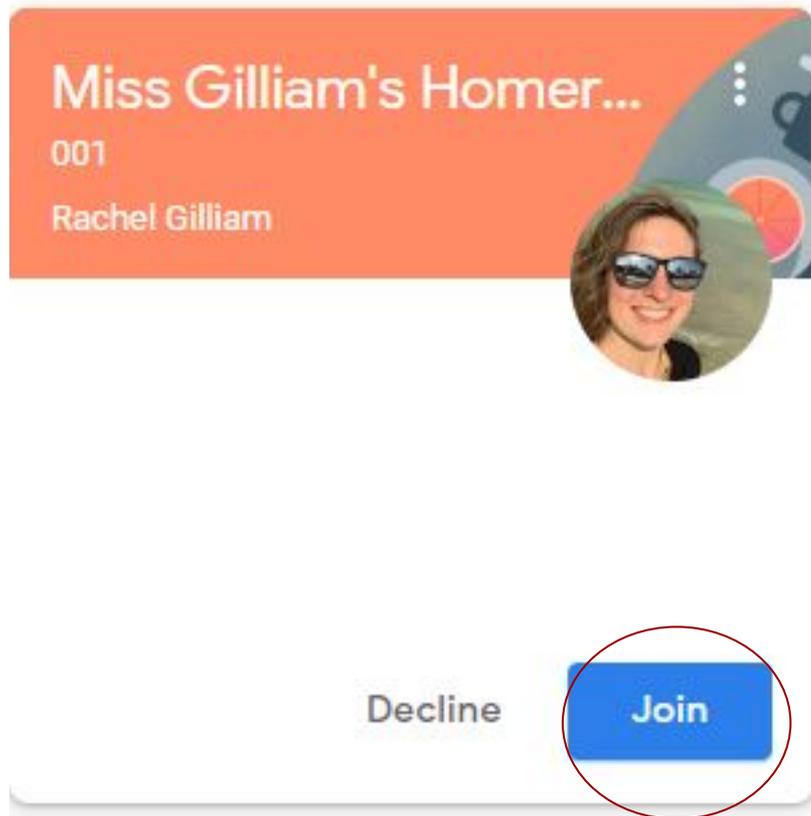
Using Google Classroom

Click the “I’m a Student” button.



Using Google Classroom

Click the blue join button, again.



Using Google Classroom

This is the home page for our class.

You can see announcements from me and upcoming work that is due.

The screenshot shows the Google Classroom interface for "Mrs. Savery's Sixth Grade Class". At the top, there is a navigation bar with a hamburger menu, the class name, a settings gear, a grid icon, and a profile icon. Below this is a secondary navigation bar with tabs for "Stream" (highlighted), "Classwork", "People", and "Grades". The main content area features a large banner with the text "WELCOME TO OUR CLASSROOM" in large, colorful letters. Overlaid on the banner is the class name "Mrs. Savery's Sixth Grade Class", the class code "5jyey7g", and a "Meet link" to a Google Meet session. In the bottom right corner of the banner, there are options to "Select theme" and "Upload photo". Below the banner, there is a section for "Upcoming" work, which currently shows "No work due soon" and a "View all" button. To the right of this is a text input field for sharing content with the class. Below the input field is a post by "Heather Savery" from 11:44 AM, which contains a welcome message and a list of links: "Clever" (https://clever.com/) and "Laurel Home Page" (www.jocoed.net/4/home).

Mrs. Savery's Sixth Grade Class

Class code 5jyey7g

Meet link <https://meet.google.com/lookup/hgcedzs4hs>

WELCOME TO OUR CLASSROOM

Select theme
Upload photo

Upcoming

No work due soon

View all

Share something with your class...

Heather Savery
11:44 AM (Edited 3:23 PM)

Welcome to our class! I am going to add links to some resources that you may need during distance learning below.

Links:

- Clever: <https://clever.com/> *you will log in as a student using your new email address*
- Laurel Home Page: www.jocoed.net/4/home

Using Google Classroom

If you click on the classwork tab it will show you folders by week. Your work will be labeled in the folder by day and subject.

The screenshot displays the Google Classroom interface for a class named "Mrs. Savery's Sixth Grade Class". At the top, there are navigation tabs for "Stream", "Classwork", "People", and "Grades", with "Classwork" currently selected. Below the tabs, there is a green "Create" button and three utility options: "Meet", "Google Calendar", and "Class Drive folder". The main content area shows a list of weekly folders under the heading "All topics". The first folder is "Week of August 24-28" and the second is "Week of August 17-21". Each folder has a vertical ellipsis menu icon to its right. Below each folder title, a message states: "Students can only see topics with published posts".



Using Google Classroom

If you click on the people tab you will see your teachers and classmates. You can send them emails by clicking on the little envelope that will appear by their name.

The screenshot displays the Google Classroom interface for a class named "Mrs. Savery's Sixth Grade Class". At the top, there is a navigation bar with a hamburger menu icon, the class name, a settings gear icon, a grid icon, and a profile icon with the letter "H". Below the navigation bar are four tabs: "Stream", "Classwork", "People" (which is highlighted with a green underline), and "Grades".

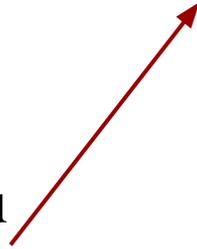
The "People" tab is divided into two sections: "Teachers" and "Students".

Teachers: This section lists two teachers. The first is Heather Savery, with a grey profile picture and a small envelope icon to her right. The second is Kim Tolliver, with a grey profile picture, the text "(invited)", and a vertical ellipsis menu icon to her right.

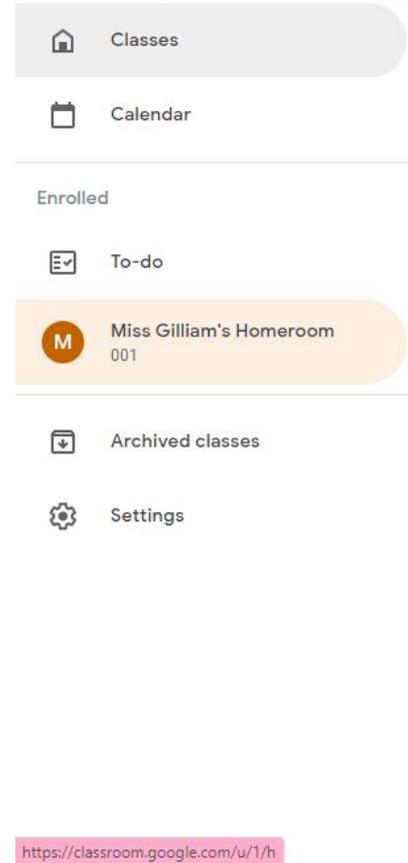
Students: This section lists three students. The first is ERIC CHANT, with a grey profile picture, the text "(invited)", and a small envelope icon to his right. The second is CHEYANN GARY, with a grey profile picture, the text "(invited)", and a small envelope icon to his right. Above the student list, there is a checkbox, a dropdown menu labeled "Actions", and a sorting icon labeled "AZ".

Using Google Classroom

If you click on the three lines in the top left corner you will open a menu.

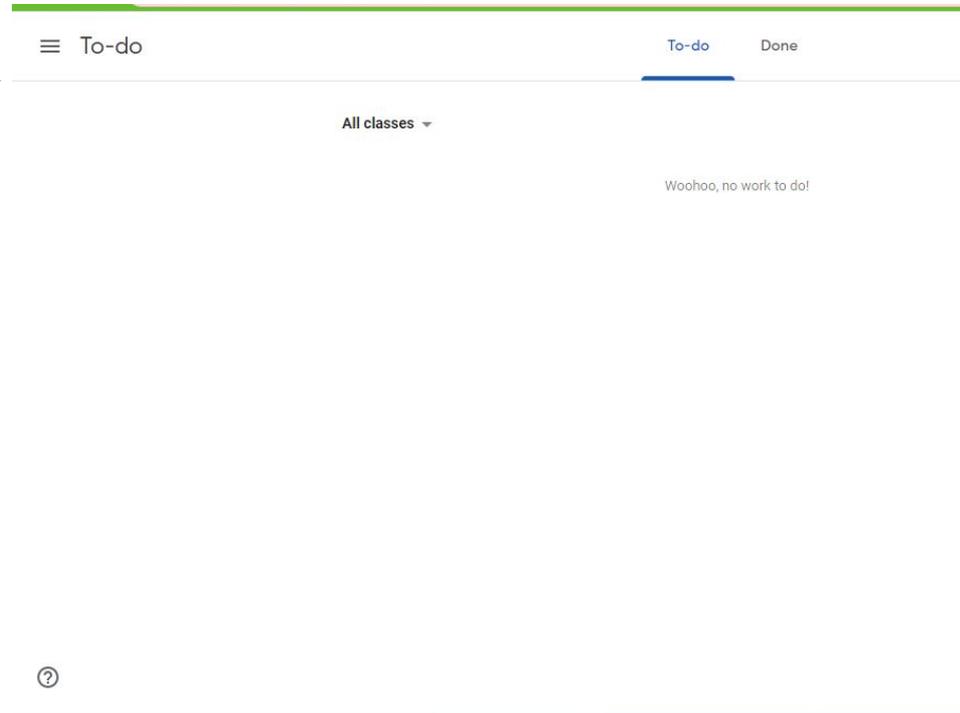


From here you can visit other class pages, look at the calendar, or your to-do list for assignments.



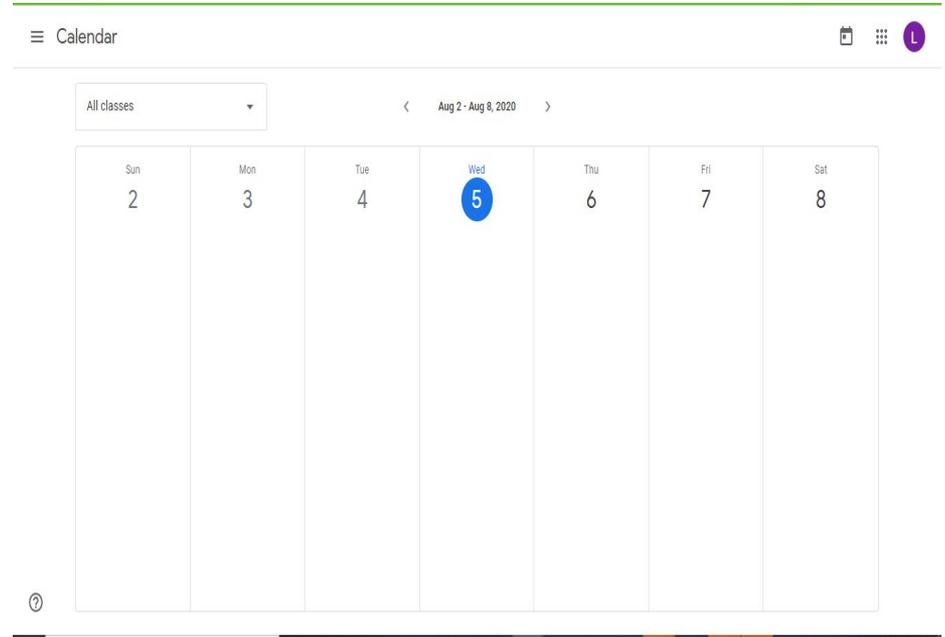
Using Google Classroom

Clicking on the to-do list will show you what homework and quizzes are due and when



Using Google Classroom

Clicking on the calendar will show you what is happening in class and school on specific days.



Yay! You have joined our Google Classroom!



How To Turn in Assignments

Using Google Classroom: How do I submit assignments?

Stream

Classwork

People

First, click on the classwork tab at the top of the page

 View your work

 Meet

 Google Calendar

 Class Drive folder



Are you ready for school to start?

No due date 



The orange dot is next to the assignment. Click on it to view the assignment details.

Using Google Classroom: How do I submit assignments?

 View your work

 Meet

 Google Calendar

 Class Drive folder



Are you ready for school to start?

No due date



This space shows when (what day) an assignment is due



Are you ready for school to start?

No due date



Posted 1:46 PM

Assigned

[View question](#)

Click on the view question button to go to the submission page.

Using Google Classroom: How do I submit assignments?

The screenshot shows a Google Classroom assignment interface. On the left, there is a question card titled "Are you ready for school to start?" by Rachel Gilliam, worth 100 points. Below the question is a "Class comments" section with a text input field and a submit button. On the right, there is an answer submission area with a "Your answer" label, a "Type your answer" text input, and a "Turn in" button. Below this is a "Private comments" section with another text input field and submit button.

Are you ready for school to start?
Rachel Gilliam • 1:46 PM
100 points

Class comments

Add class comment...

Your answer Assigned

Type your answer

Turn in

Private comments

Add private comment...

This is the submission page, it has the discussion question or assignment and a space to turn it in.

Using Google Classroom: How do I submit assignments?

Your answer 

Assigned

I am ready for school to start.

Turn in

You can type your answer to the discussion question here and then hit the orange turn in button to submit the assignment to the teacher

Private comments



Add private comment...



Submit answer?

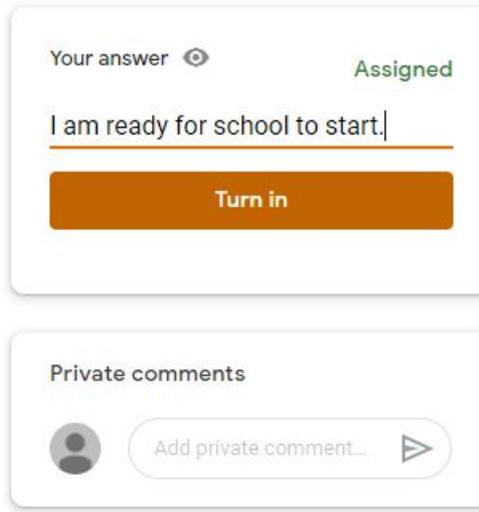
You won't be able to make changes to your answer after you submit

Cancel

Turn in

This box will pop up to double check you are ready to turn your answer in to the teacher. Hit “turn in” to continue.

Using Google Classroom: How do I submit assignments?



The screenshot shows the Google Classroom submission interface. At the top, it says "Your answer" with an eye icon and "Assigned" in green. Below that is a text input field containing "I am ready for school to start." with a cursor at the end. Underneath the text field is a prominent orange "Turn in" button. Below the "Turn in" button is a section titled "Private comments" which includes a small profile icon and a text input field with the placeholder "Add private comment..." and a right-pointing arrow button.



The private comments section allows you to leave a message that only the teacher can see.

Using Google Classroom: How do I submit assignments?

Your answer  Turned in

I am ready for school to start.

 See classmate answers

 Reply

After hitting turn in , the submission box will look like this. Note that by clicking on “see classmate answers” you can see what other students have posted in the discussion, and you can reply to them!

This is what the discussion board looks like. You can reply to other students and see their replies to your post.

Are you ready for school to start?



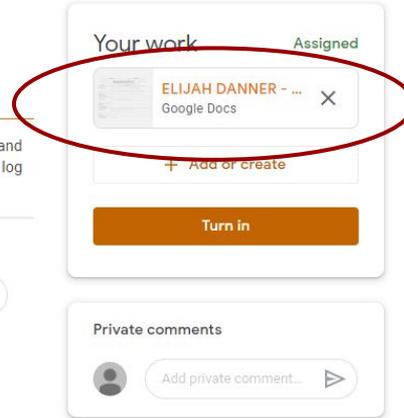
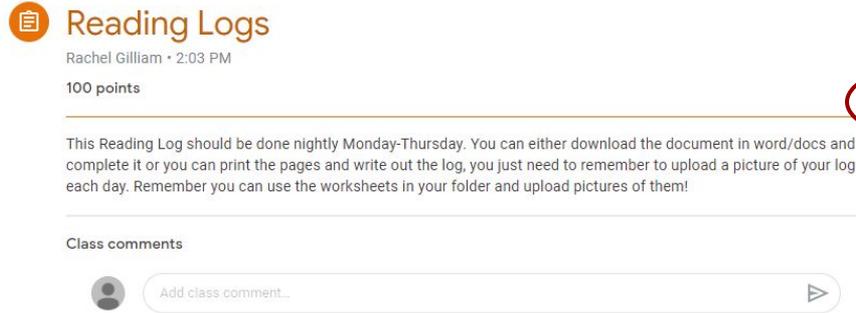
ELIJAH DANNER 2:03 PM

I am ready for school to start.

 Reply



Using Google Classroom: How do I submit assignments?



Under your work, google generates a blank copy of the assignment for you to type in and the Google Docs save automatically. You would select the document with your name on it to go to your assignment.

This is another type of submission page for regular assignments. The assignment title would be in orange at the top. The description would be below.

Using Google Classroom: How do I submit assignments?

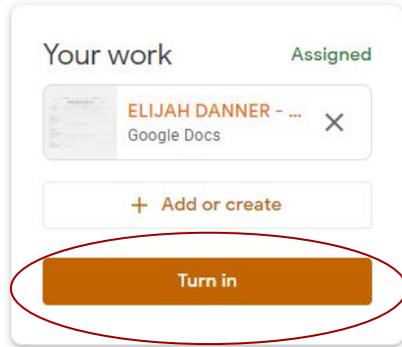
The image shows a Google Docs document titled "Weekly Reading Record" with a ribbon header. Below the header, there are fields for "Name" and "Date Due". The document contains three rows of reading log entries, each with a table structure:

Name	Date Due								
<table border="1"><tr><td>Title of Book:</td><td>What was the most important event in you reading today?</td></tr><tr><td>Date:</td><td>Write two questions about what has happened or what will happen next.</td></tr><tr><td>Minutes:</td><td>1. _____</td></tr><tr><td>Parent Initials:</td><td>2. _____</td></tr></table>	Title of Book:	What was the most important event in you reading today?	Date:	Write two questions about what has happened or what will happen next.	Minutes:	1. _____	Parent Initials:	2. _____	
Title of Book:	What was the most important event in you reading today?								
Date:	Write two questions about what has happened or what will happen next.								
Minutes:	1. _____								
Parent Initials:	2. _____								
<table border="1"><tr><td>Title of Book:</td><td>Write three facts about the main character.</td></tr><tr><td>Date:</td><td>1. _____</td></tr><tr><td>Minutes:</td><td>2. _____</td></tr><tr><td>Parent Initials:</td><td>3. _____</td></tr></table>	Title of Book:	Write three facts about the main character.	Date:	1. _____	Minutes:	2. _____	Parent Initials:	3. _____	
Title of Book:	Write three facts about the main character.								
Date:	1. _____								
Minutes:	2. _____								
Parent Initials:	3. _____								
<table border="1"><tr><td>Title of Book:</td><td>Finish these sentences about today's reading.</td></tr><tr><td>Date:</td><td>• I wonder _____</td></tr><tr><td>Minutes:</td><td>• I know _____</td></tr><tr><td>Parent Initials:</td><td>• I hope _____</td></tr></table>	Title of Book:	Finish these sentences about today's reading.	Date:	• I wonder _____	Minutes:	• I know _____	Parent Initials:	• I hope _____	
Title of Book:	Finish these sentences about today's reading.								
Date:	• I wonder _____								
Minutes:	• I know _____								
Parent Initials:	• I hope _____								

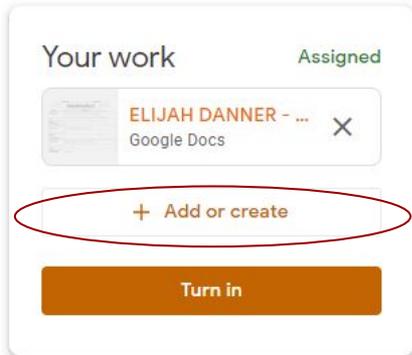
This is an example of a student copy of the assignment.

- It is individualized for each student, no one else can see their work.
- Students can fill out the documents provided using google docs, or they can print a copy and take a picture of their written work to upload.

Using Google Classroom: How do I submit assignments?



- When you finish working in a document or have taken a picture of your work, you will go back to the screen with this box.
- If you did your work in docs you will just need to hit turn in.



- If the student take a picture and you are submitting from a phone hit the add or create button and you should be led through steps to upload the picture. Be sure to hit turn in when you add your picture!

Using Google Classroom: How do I submit assignments?

Turn in your work?

1 attachment will be submitted for "Reading Logs".

 ELIJAH DANNER - Reading Logs

Cancel Turn in

- This box will pop up to verify what you are turning in and that you are ready to turn it in. You will Hit Turn in for the assignment to be submitted!

Remember this is an example. You will have work labeled with your assignments.

Yay! You're ready to start turning in work!



How to Log in to Clever



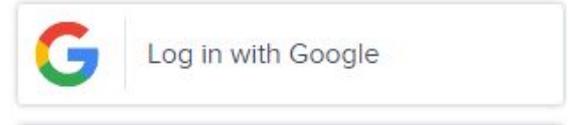
Step One: Log Into Clever (clever.com)

- Click Log in as a Student (Clicking on this photo will take you to the website)



Step One: Log Into Clever

- Click Sign in as a student
 - If you have to search for the school type in Laurel Elementary!
- Click Log on with Google
 - Type in your student email: Example: lgjohnson@myjocoed.net
 - *You can see or contact me for this information if you do not already have it*
 - Your Password is the same as logging into your email.



Step Two: Clever homepage to class

This is your an example of a home screen

Click on H. Savery's Page

Clever Roan Creek Elementary

Get the [Clever extension](#) for one-click access to any program.

Teacher Pages

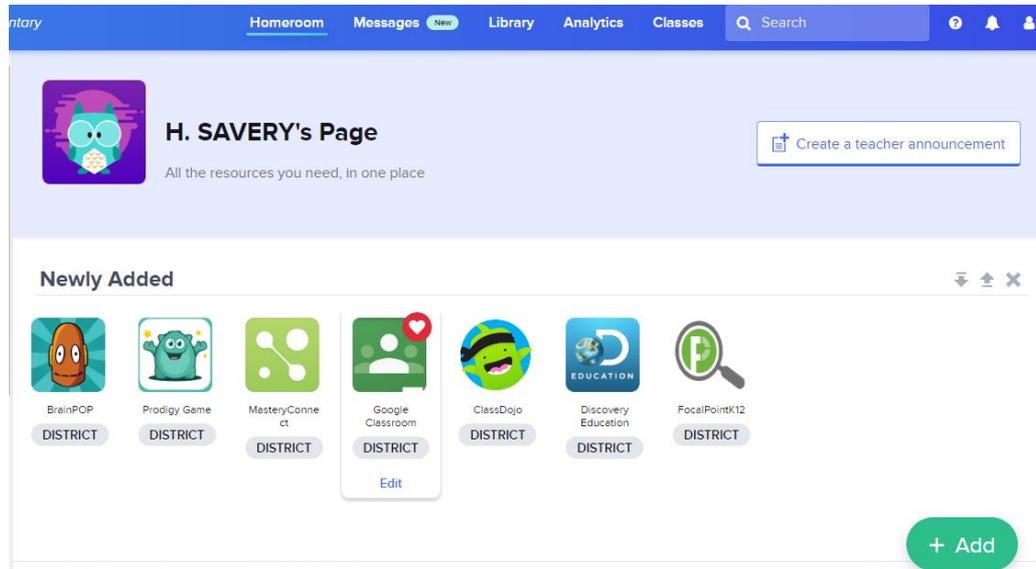
- A. GREEVER's Page
- C. HIERONYMUS's Page
- Just you
- R. GILLIAM's Page

Additional Resources

- [iocoe.net](#)
- Common Core
- TN State

Step Two: Clever homepage to class

Click on H. Savery's Page
-This is our class page



The screenshot shows the Clever LMS interface. At the top is a blue navigation bar with links for "Homeroom", "Messages" (with a "New" badge), "Library", "Analytics", and "Classes". A search bar is on the right. Below the navigation bar is the user's profile section, featuring a purple owl icon, the name "H. SAVERY's Page", and the tagline "All the resources you need, in one place". A button for "Create a teacher announcement" is visible. The main content area is titled "Newly Added" and displays a grid of resource cards. Each card includes an icon, the resource name, and a "DISTRICT" label. The resources shown are BrainPOP, Prodigy Game, MasteryConnect, Google Classroom (with a red notification badge), ClassDojo, Discovery Education, and FocalPointK12. An "Edit" link is located below the Google Classroom card. A green "+ Add" button is positioned at the bottom right of the page.

ntary

Homeroom Messages **New** Library Analytics Classes Search

 **H. SAVERY's Page**
All the resources you need, in one place

Create a teacher announcement

Newly Added

 BrainPOP
DISTRICT

 Prodigy Game
DISTRICT

 MasteryConnect
DISTRICT

 Google Classroom
DISTRICT
Edit

 ClassDojo
DISTRICT

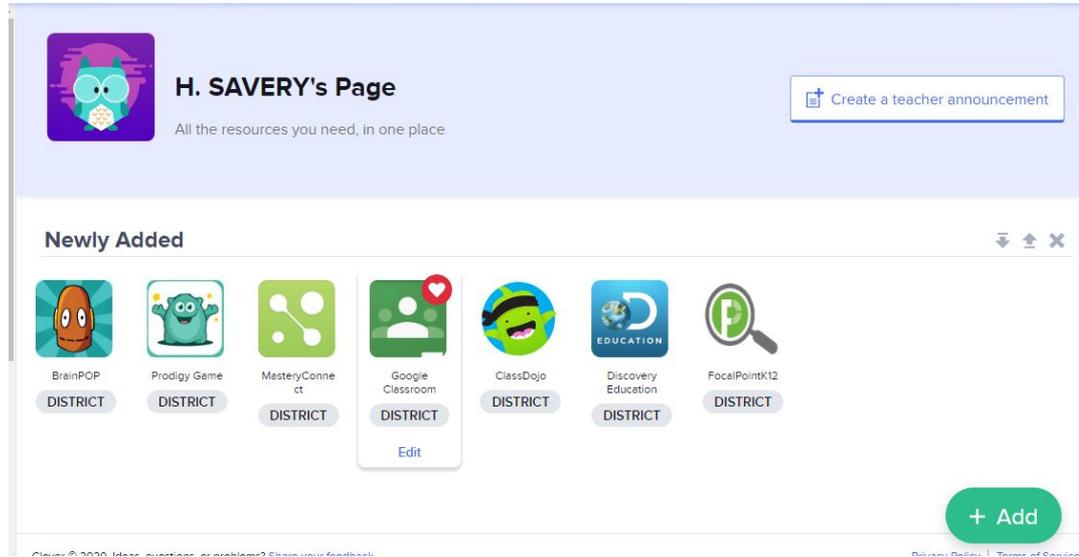
 Discovery Education
DISTRICT

 FocalPointK12
DISTRICT

+ Add

Step Two: Clever homepage to class

These are our class resources. Clicking on any of these will take you to the program pictured.



The screenshot displays a user interface for a Clever homepage. At the top left, there is a profile picture of a purple owl and the text "H. SAVERY's Page" with the subtitle "All the resources you need, in one place". To the right of this header is a button labeled "Create a teacher announcement". Below the header is a section titled "Newly Added" with a dropdown menu icon. This section contains seven resource cards, each with an icon, a name, and a "DISTRICT" label. The cards are: BrainPOP, Prodigy Game, MasteryConnect, Google Classroom (which is highlighted with a white border and an "Edit" link below it), ClassDojo, Discovery Education, and FocalPointK12. At the bottom right of the resource grid is a green "+ Add" button. At the very bottom of the page, there is a small copyright notice: "Clever © 2020. Have questions or problems? Share your feedback." and a link for "Privacy Policy | Terms of Service".

Step Two: Clever homepage



This button will show you any notifications from your classes!

Additional Resources

This tab shows you the additional resources, the county website and state standards for students.

How to use Epic!



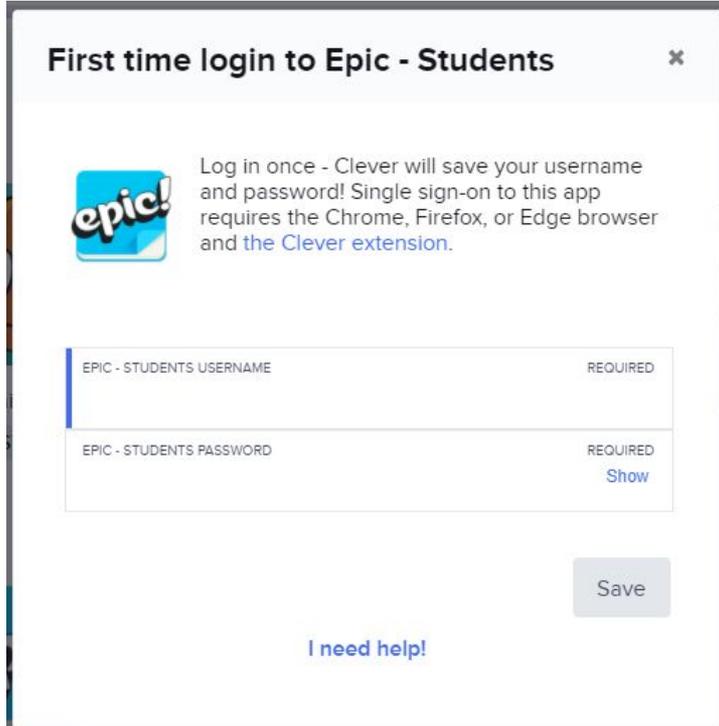
Step One: Click on the Epic! Tab in the classroom apps



Epic - Students

DISTRICT

Step Two: Your login will be the same as your email.

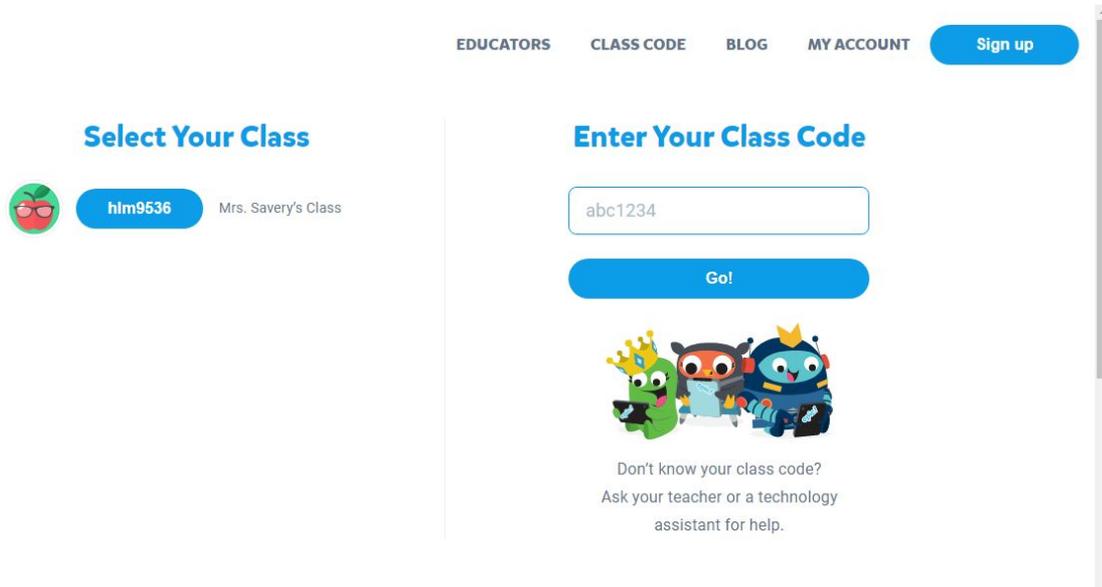


The screenshot shows a web browser window titled "First time login to Epic - Students". At the top left is the "epic!" logo. To its right is a message: "Log in once - Clever will save your username and password! Single sign-on to this app requires the Chrome, Firefox, or Edge browser and the [Clever extension](#)." Below this is a form with two input fields. The first field is labeled "EPIC - STUDENTS USERNAME" and has "REQUIRED" written to its right. The second field is labeled "EPIC - STUDENTS PASSWORD" and has "REQUIRED" and a "Show" link to its right. At the bottom right of the form is a "Save" button. At the bottom left of the form is a link that says "I need help!".

Use your student email, but without the @myjocoed.net. So for example I would put hsavery as my username. Your password is the exact same as your email.

Step Three: Our Class code is hlm9536

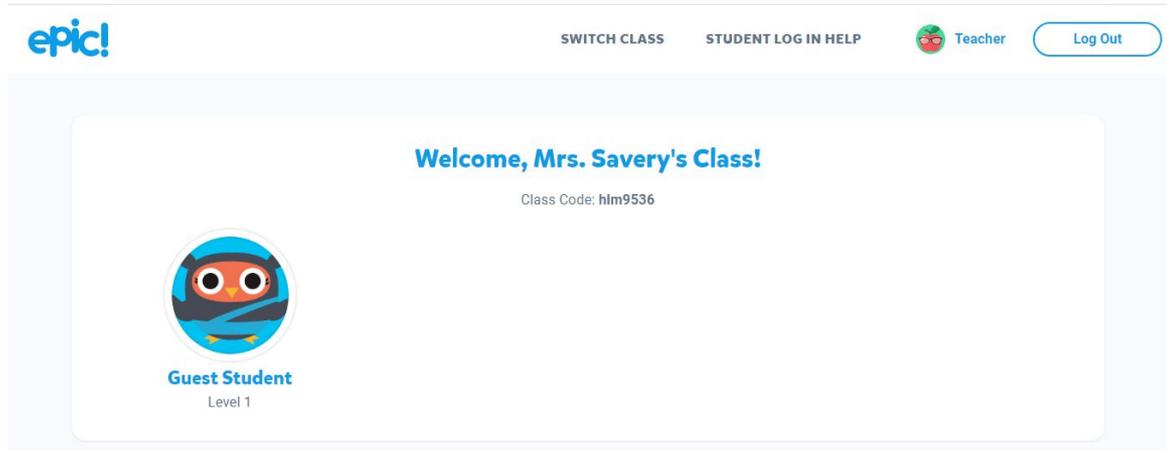
epic!



The screenshot shows the Epic! website interface. At the top left is the 'epic!' logo. The navigation bar includes 'EDUCATORS', 'CLASS CODE', 'BLOG', 'MY ACCOUNT', and a blue 'Sign up' button. The main content area is divided into two sections. The left section, titled 'Select Your Class', features a green apple icon with glasses and a blue button with the code 'hlm9536' next to the text 'Mrs. Savery's Class'. The right section, titled 'Enter Your Class Code', has a text input field containing 'abc1234', a blue 'Go!' button, and an illustration of three colorful cartoon robots. Below the robots, there is a link: 'Don't know your class code? Ask your teacher or a technology assistant for help.'

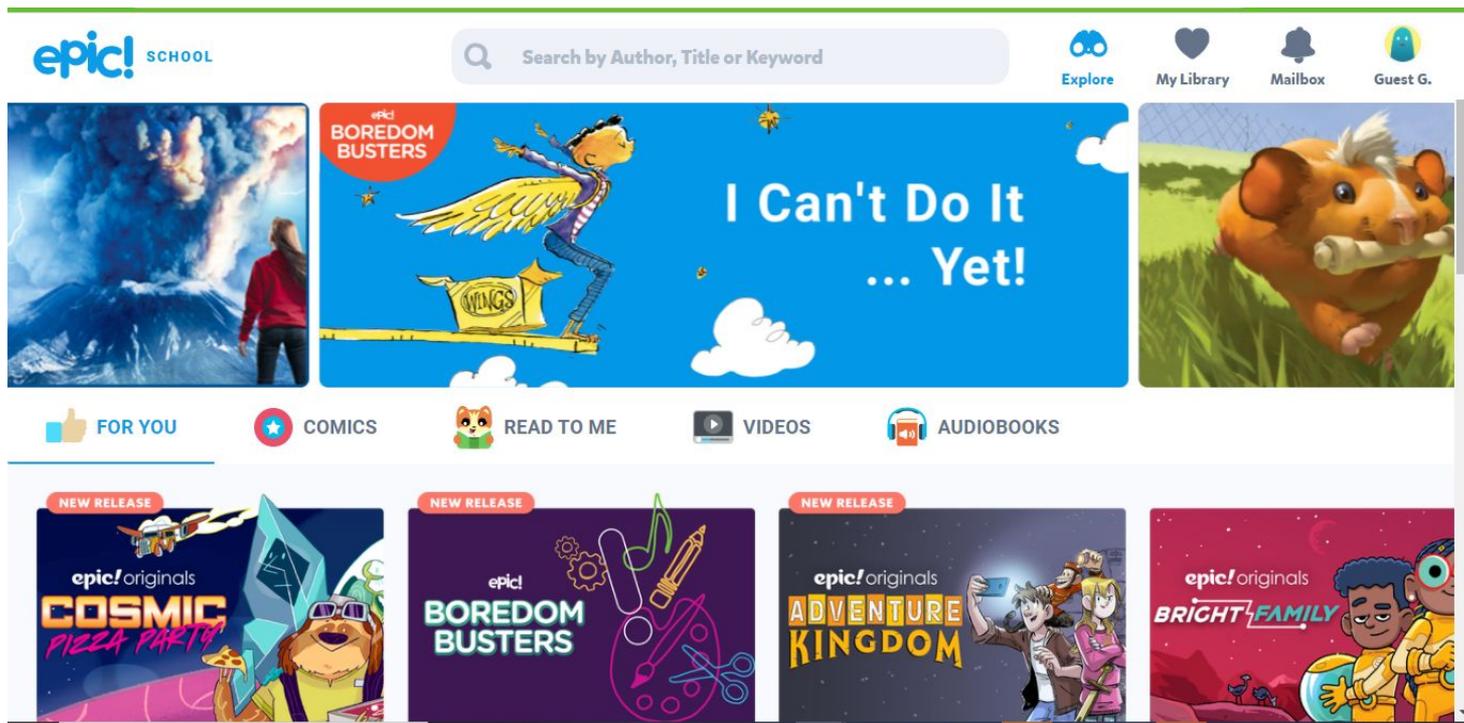
You need to enter a code to join my classroom. Our class code is **hlm9536**. Enter it in the box and click go!

Step Four: Exploring Epic.



- You will select your name to go to your own personal library.
- Your library will only be free to read from during regular school hours.

Step Four: Exploring Epic.

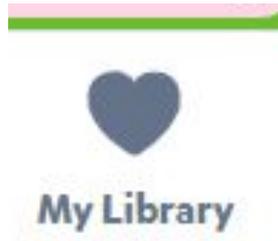


This is the home screen.

Step Four: Exploring Epic.



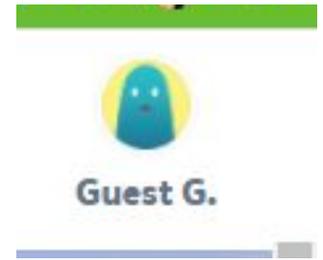
The explore button allows you to search through thousands of books and get suggestion for books based on what you've read recently



The library button allows you to go to your personalized library of books you have favorited and read recently.

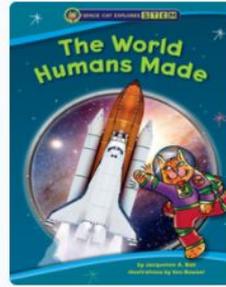
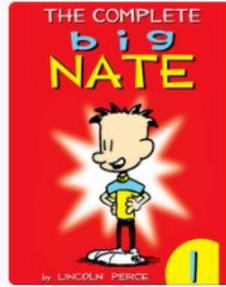
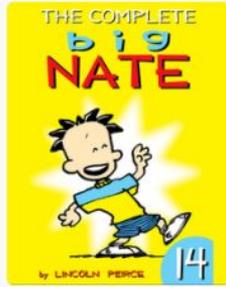
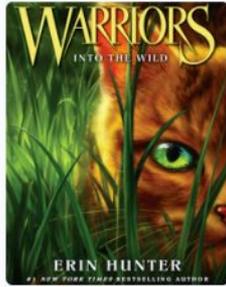
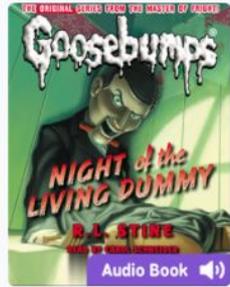


The explore button allows you to search through thousands of books and get suggestion for books based on what you've read recently



The account button lets you log out of your account.

Step Four: Exploring Epic.



To start reading a book you just simply click on the picture of one of the books on the home screen or in your library

Step Four: Exploring Epic.



Your screen has several buttons ,
click the down or up arrows to make
them disappear and read.

Step Four: Exploring Epic.



This will favorite the book and add it to your library.

This will close the book and go back to the home screen.

This shows how long you have been reading.

This will zoom in the text and make it bigger

This will expand the book to take up the full screen.

Step Four: Exploring Epic.

epic! SCHOOL

Search by Author, Title or Keyword



Explore



My Library



Mailbox



Guest G.

My Library

FAVORITES

RECENT

My Library

FAVORITES

RECENT



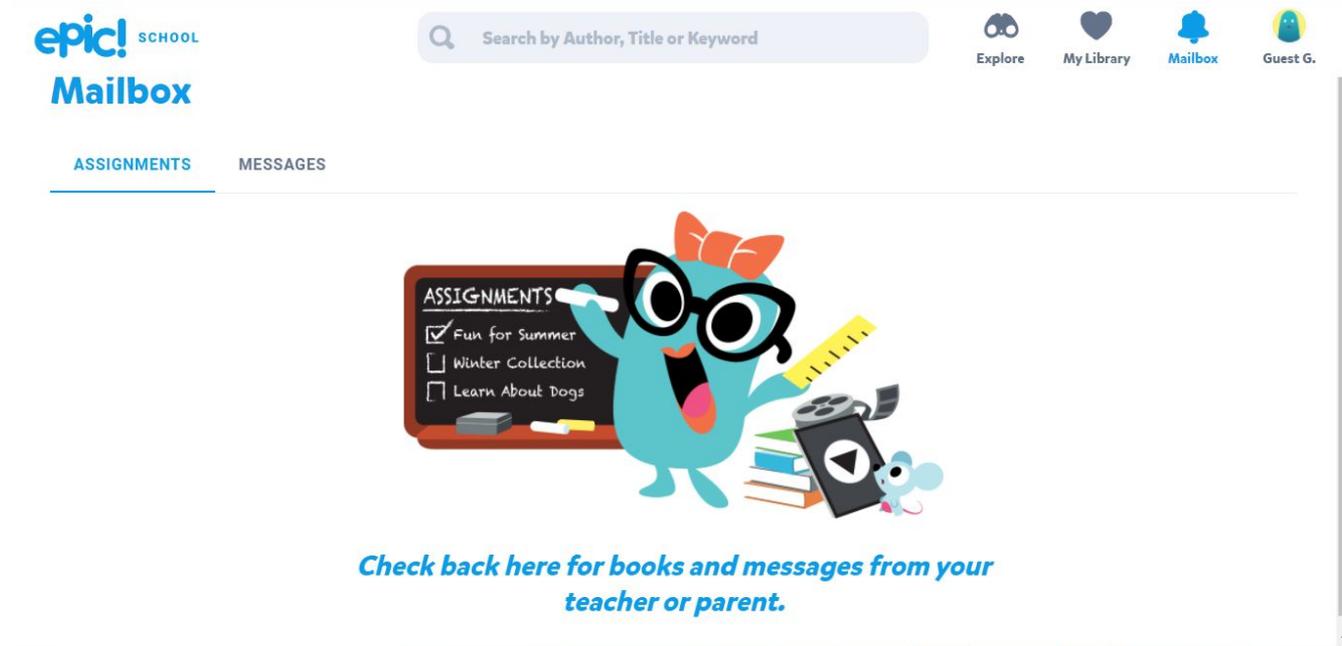
Recently Read



Your favorite books will show up under the favorites tab.

The seven most recent books you've read will show up in the recent tab.

Step Four: Exploring Epic.



The screenshot shows the Epic! School Mailbox interface. At the top left is the Epic! School logo. Below it, the word "Mailbox" is displayed. A search bar with the placeholder text "Search by Author, Title or Keyword" is located at the top center. To the right of the search bar are four navigation icons: "Explore" (goggles), "My Library" (heart), "Mailbox" (bell), and "Guest G." (user profile). Below the navigation bar, there are two tabs: "ASSIGNMENTS" (which is selected and underlined) and "MESSAGES". The main content area features a cartoon character with glasses and a bow, standing next to a chalkboard. The chalkboard is titled "ASSIGNMENTS" and lists three items: "Fun for Summer" (checked), "Winter Collection" (unchecked), and "Learn About Dogs" (unchecked). Below the chalkboard are several books, a play button icon, and a small mouse. At the bottom of the main content area, there is a blue text prompt: "Check back here for books and messages from your teacher or parent."

The mailbox shows you assignments and messages from your teacher.

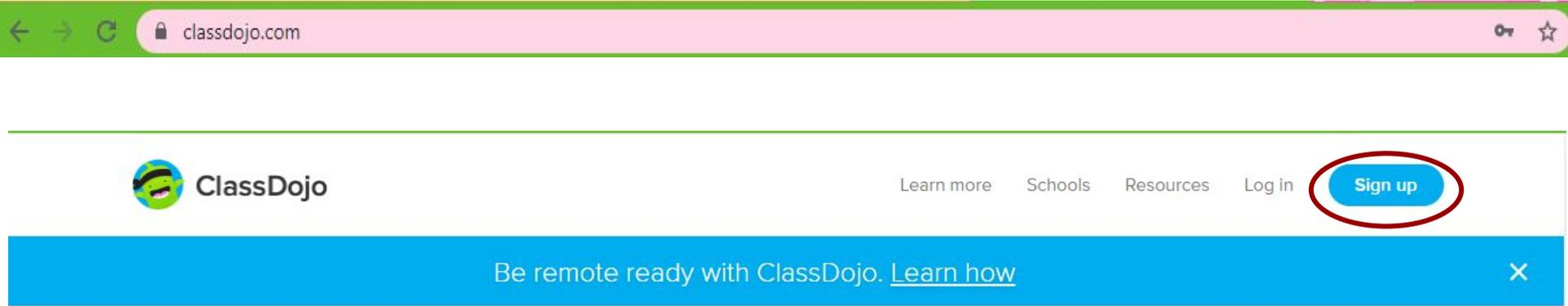
**Yay! You have learned how to read in
Epic!**



How to Use Class Dojo

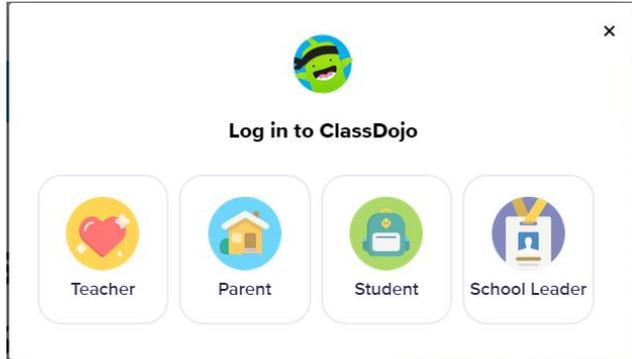


Step one: Go to classdojo.com

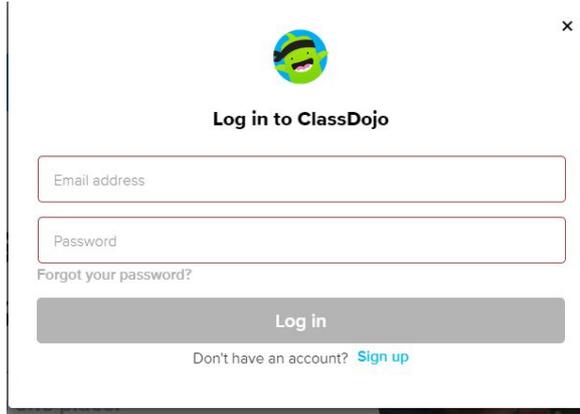


Click the blue sign up button to begin getting registered.

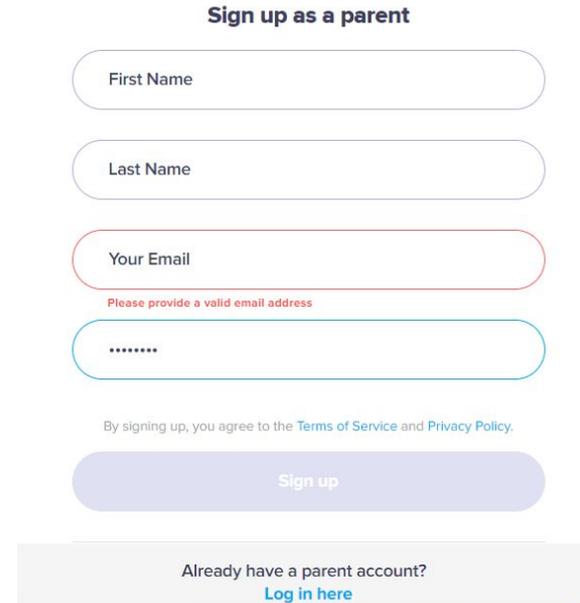
Step Two: Create a Profile (FOR PARENTS)



Click on the Parent Button.

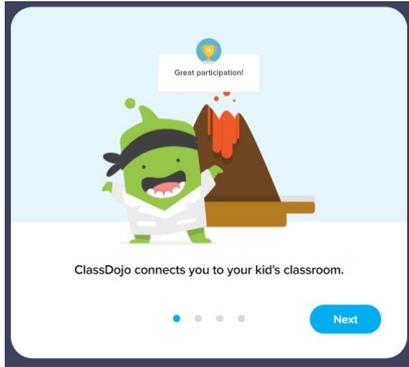


Click on the Sign Up Button.

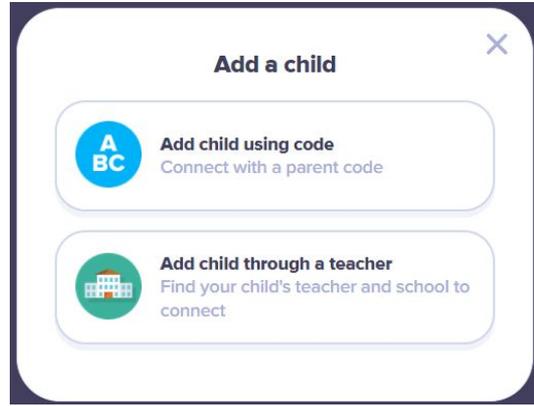
A screenshot of the "Sign up as a parent" form. The form has a title "Sign up as a parent" and four input fields: "First Name", "Last Name", "Your Email", and a password field (indicated by dots). Below the "Your Email" field, there is a red error message: "Please provide a valid email address". At the bottom of the form, there is a "Sign up" button. Below the form, there is a link: "Already have a parent account? Log in here".

Fill Out the information asked. Hit sign up

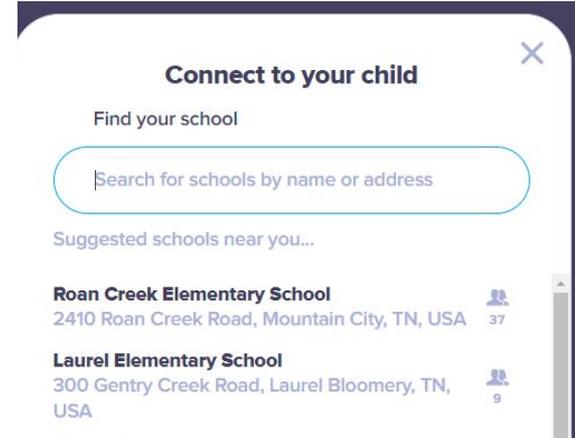
Step Two: Create a Profile



Click on the Next Button.

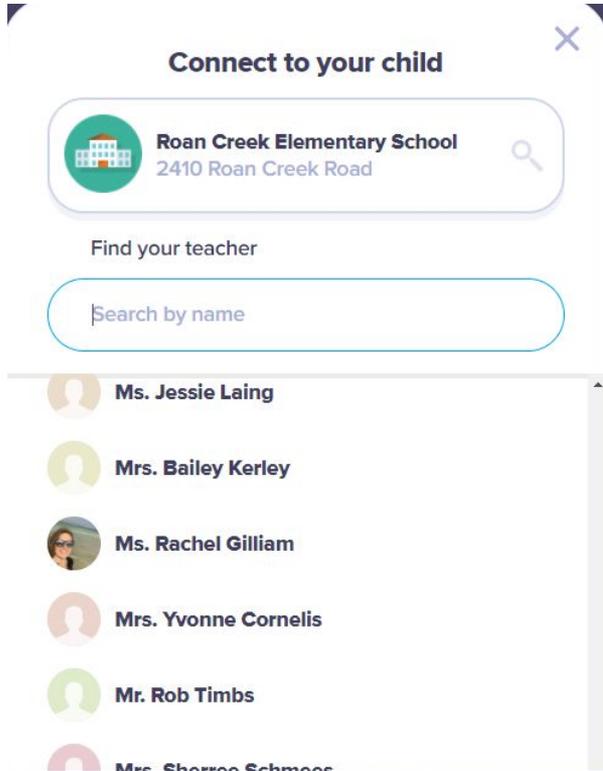


Click on the Add Child through a teacher

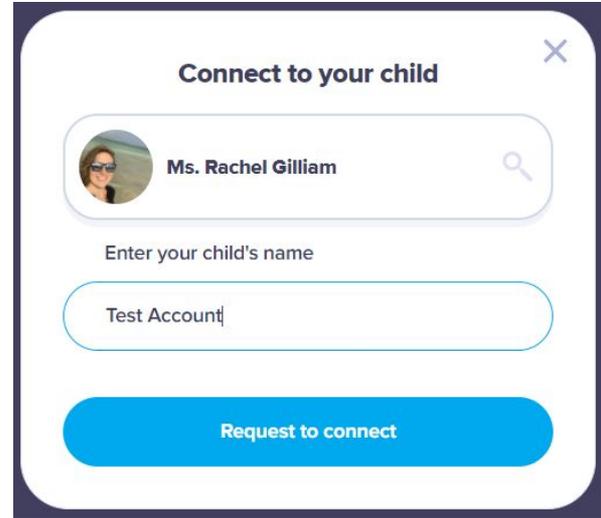


Search or click on Laurel Elementary School.

Step Two: Create a Profile

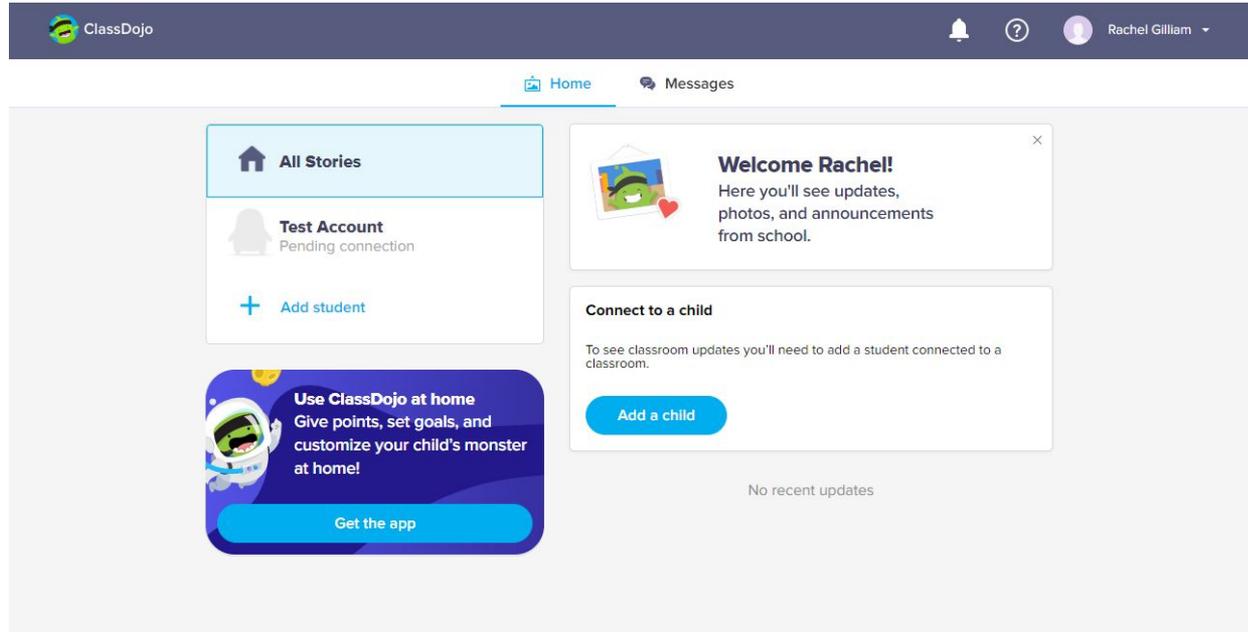


You can search for your teacher and click on them to select their class.



Enter your child's name in the box and then hit "request to connect".

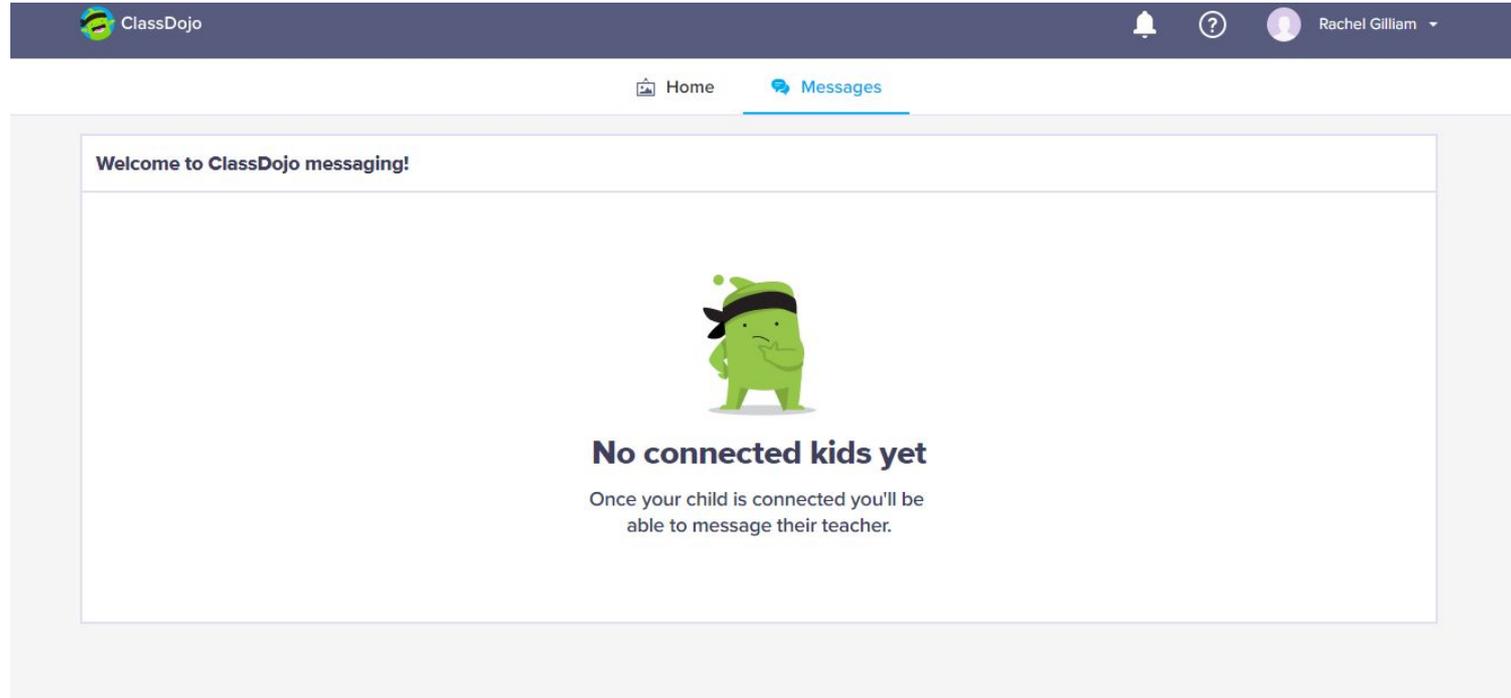
Step Three: Explore our Class



You can view your child's dojo points on this page.

On the home screen you'll see announcements and updates from the class and school.

Step Three: Explore our Class



The screenshot shows the ClassDojo interface. At the top, there is a dark blue header with the ClassDojo logo on the left, a notification bell, a help icon, and a user profile for Rachel Gilliam. Below the header, there are two tabs: 'Home' and 'Messages', with 'Messages' being the active tab. The main content area is a white box with a light gray border. It starts with the text 'Welcome to ClassDojo messaging!'. In the center, there is a green cartoon character wearing a black headband. Below the character, the text reads 'No connected kids yet' in bold, followed by 'Once your child is connected you'll be able to message their teacher.'

The messages tab shows you messages from teachers and administrators at the school.

Welcome to Class Dojo!



You Did IT!!

