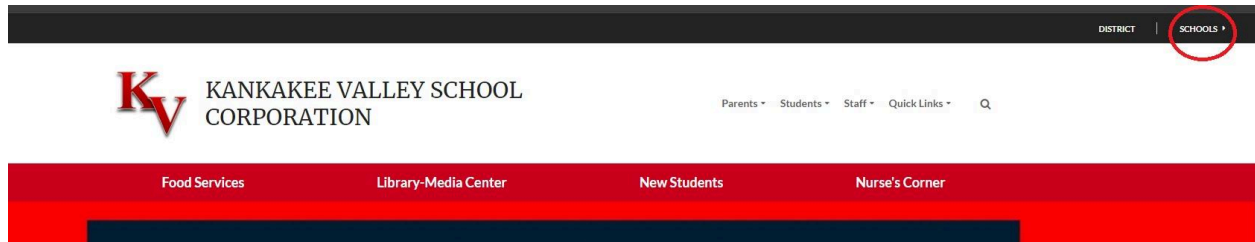


## Helpful Hints from IT

### Tips for getting to the DES Portal from your chromebook

Go to the KV website at <https://www.kv.k12.in.us/> . Once there click SCHOOLS on the top right-hand side of the page. You can also get directly to the Demotte Elementary website by going to <https://des.kv.k12.in.us/>.



Once there, click Demotte Elementary School, then Quick Links



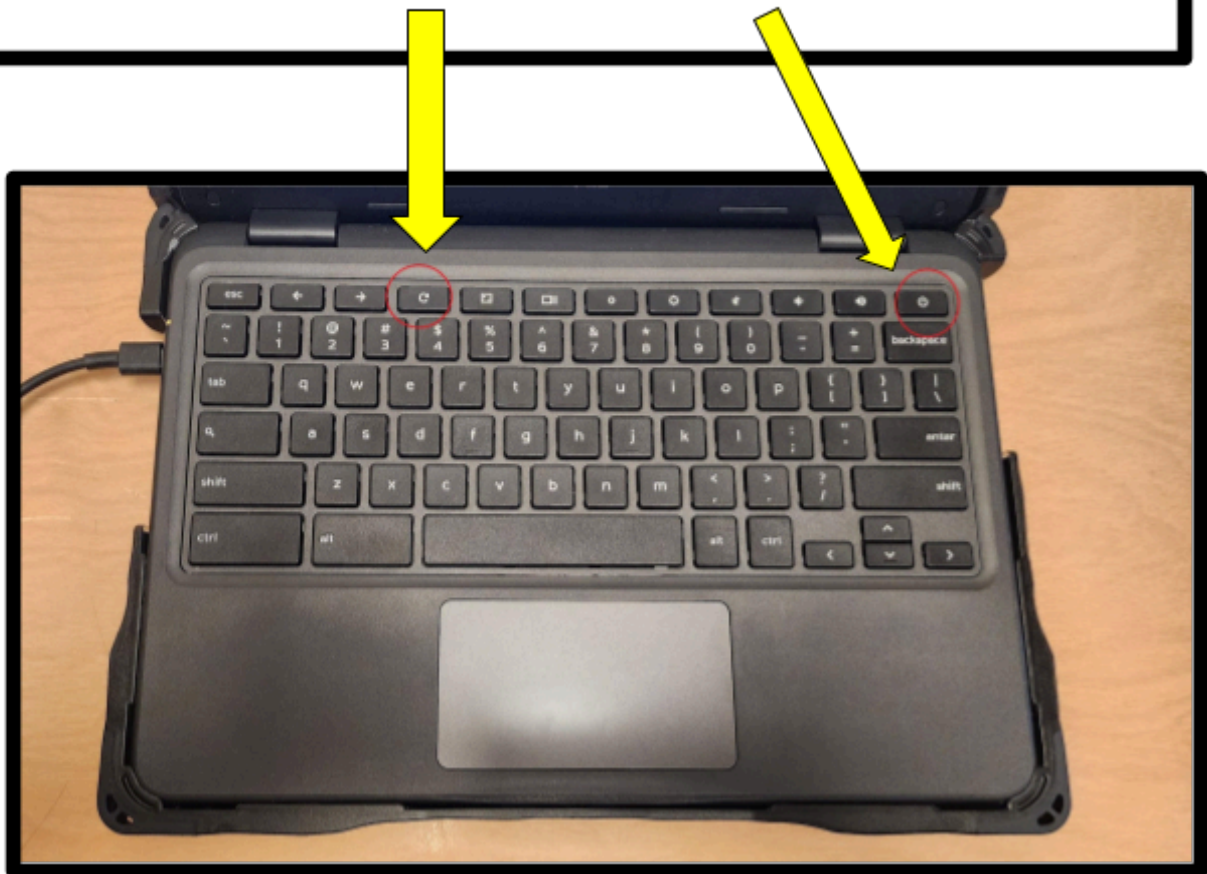
From Quick Links you will see a list, choose DES Portal and that will take you to all of the Apps.

### Quick Links

- Principal's Message
- School Events
- School Profile
- Building Information
- DES Portal**
- Library Links
- Classroom Procedures
- Technology/Student Services Information
- Parent/Teacher Communication
- School Profile
- Staff Directory
- Teacher Websites

## Helpful Hints from IT

If you are having trouble getting your chromebook to power on, try the following: Press the refresh button and the power button at the same time.



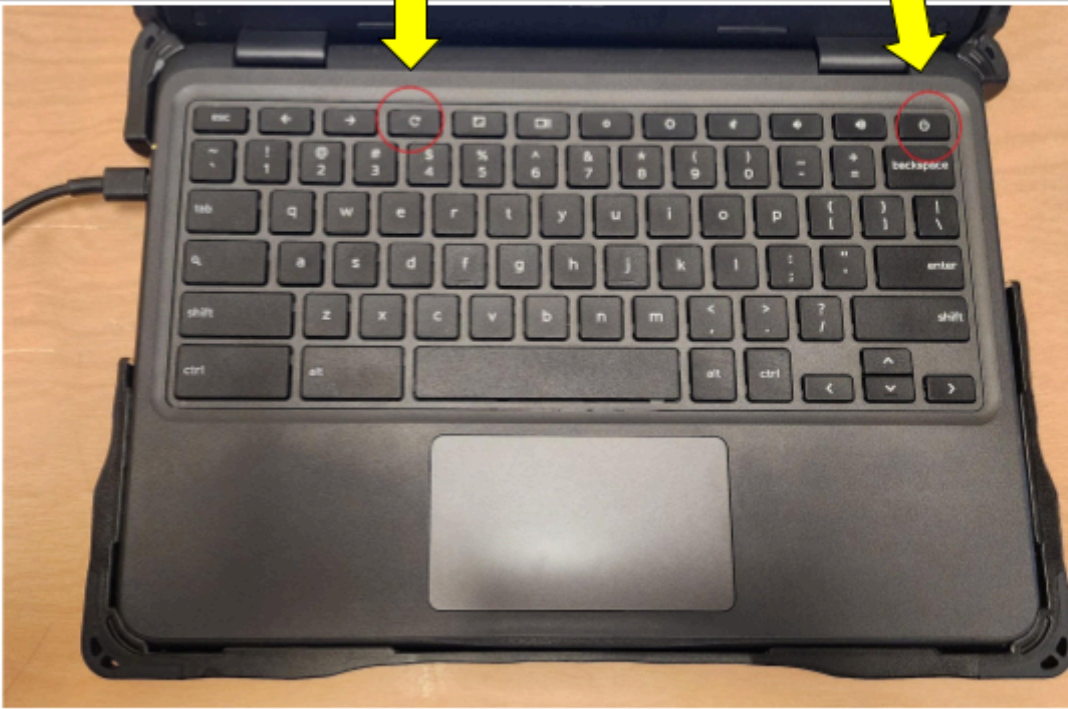
It is best practice to keep your Chromebook up to date. Please follow the below steps to update your device:

1. Click the time in the lower right hand corner and then select the gear icon
2. Select "About Chrome OS" on the left hand side of the page the last item in the list
3. Select the "Check For Updates" button
4. Once finished downloading select the "Restart" button to reboot your device and apply the update

Updating your device can help with common issues and make sure it is up to date for testing!

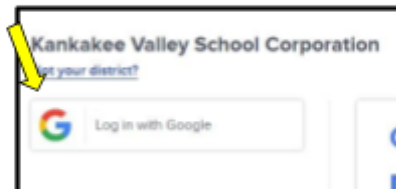
## Helpful Hints from IT

If you plug in your charger and no light comes on, try the same fix while your charger is plugged in. Refresh and power button at the same time.

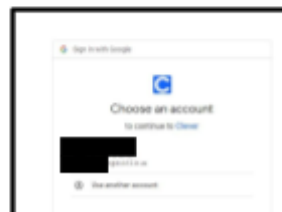


## Tips for CLEVER

CLEVER can be found on the DES Portal Page. Some, not all, programs the students use are accessed through CLEVER. Once a student clicks on the CLEVER icon it will have them sign into their Google account. Students need to click the



Next they choose their google account.



## Helpful Hints from IT

Google Classroom is also located on the DES Portal Page. To access that click the Google Classroom Icon.

DES Portal



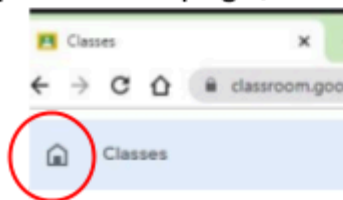
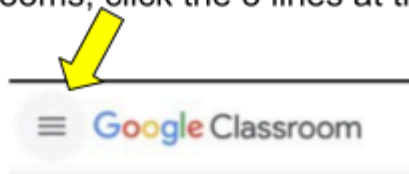
Clever



Google Classroom

Once the student clicks on their classroom, they will sign in using **their** google login. This step is very important, make sure the student is the one signed into the device. Click continue, then "**Classwork**". Next they should see all of their class, which they will be working in most of the time. They will see their assignments in the subjects listed. Teachers will have them listed by date, days, or subjects.

If you need to get back to the screen where you see all of your classrooms, click the 3 lines at the top left of the page, then Classes.



**If you can not see your Google Classroom:**

**Make sure that all others are signed out of that device and only you are signed in. To make sure you are signed in hover over the circle in the top right of the screen.**

**If on an Ipad/Tablet make sure Google Drive and all other apps are up to date and on the device. Reach out to the IT Department if needed.**

## Helpful Hints from IT

If you have forgotten your Google email or password you can find that information in Family Access. Go to the [Kankakee Valley School Website](#), Parent Tab, then click [Family Access Login](#). Once you login you will Click Online Forms on the left hand side. You will see Student Password, click Fill out Form, then on the right side you will see Student Password, click that and it will bring up the Username and Password.

**Step 1: Student Password (Required)**

Kankakee Valley High School

**Student Password** [Open](#) [Fill Out Form](#)

**Phone Security PIN** [Open](#)

Now this year, each family must provide a PIN to identify themselves to the school district.

Please use this form to create your PIN code. You can also use this for if you need to change your security PIN should it become compromised.

Getting your PIN code for one child sets the PIN for all of your children.

Please click on next to view this information.

**Emergency/Early Dismissal** [Open](#) [Fill Out Form](#)

**Legal Custody** [Open](#) [Fill Out Form](#)

**Student Password**

before school starts.

password with others, including siblings.

if policy, and will result in disciplinary

**STUDENT ACCESS**

Below is the password for your child.

Please make sure your child knows their password before school starts.

Please make sure your child does not share this password with others, including siblings. Sharing passwords with others is violation of school policy, and will result in disciplinary action.

Username: [Redacted]

Password: Kv@ [Redacted]

If you still need assistance reach out to the IT Dept.

Mrs. Doffin

ldoffin@kv.k12.in.us

Computer Tech Assistant

219-987-2789 Ext: 5233