

Tusker Technology

Family Manual - Elementary

2021-2022 Edition

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Table of Contents

Getting Started	3
Setting up your iPad	4
Connecting to WIFI at Home	5
Connecting to Air Printing at Home	6
Connecting to Bluetooth Device	7
Software and Applications	8
Classroom Tools and Applications	9
Elementary Digital Tools and Applications	10
iPad Best Practices	11
Signing into OneDrive	12
Signing into Microsoft Word	13
Signing into Teams	14
Navigating Teams	15
Signing into Seesaw	17
Navigating Seesaw	18
Signing into Clever	19
Logging on to Microsoft 365 from Clever	20
IT Support	23
Contact Us	24



Getting Started

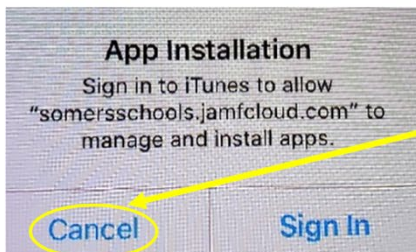


Setting up your iPad



Click and Hold the Power Button,
located on the top right of the
case to power on

App Installation – click cancel



DO NOT sign in with an iTunes or
Apple account

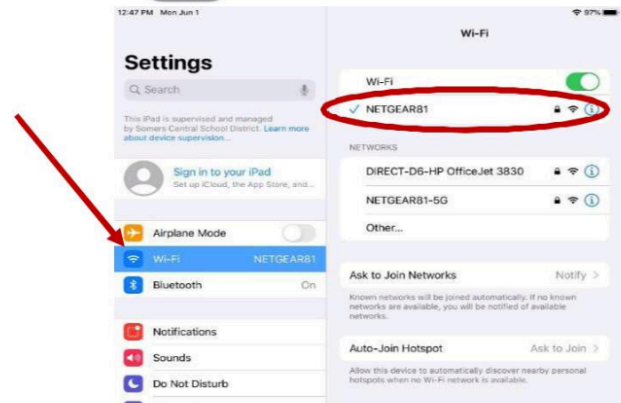


Connecting to WiFi at Home

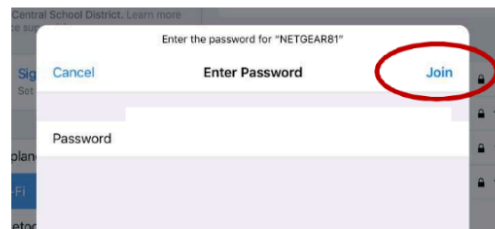
From your Home Screen Click on your Setting icon



On the left side click on Wi-Fi and then move your cursor to the right side click on your HOME Wi-Fi



Type in your home Wi-Fi password and then click on JOIN

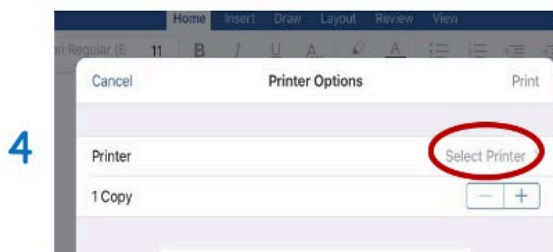
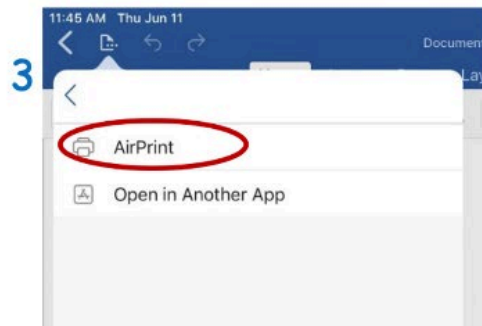
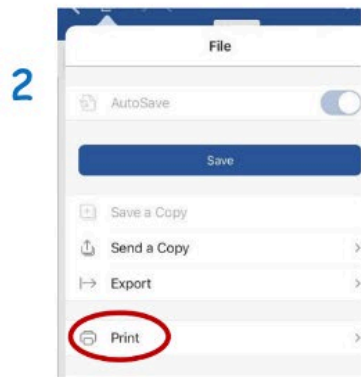


Your iPad should now be connected to your home WiFi



Connecting to Air Printing at Home

1 Open document to be printed and click on ellipses (3 dots)



Connecting to Bluetooth Device

Pair a Bluetooth device

1. Follow the instructions that came with the device to put it in discovery mode.

2. On iPad, go to Settings  > Bluetooth, turn on Bluetooth, then tap the name of the device.

To Unpair a Bluetooth device

Go to Settings  > Bluetooth, tap  next to the name of the device, then tap Forget This Device.

If you do not see the Devices list, make sure Bluetooth is on.

Disconnect from Bluetooth devices

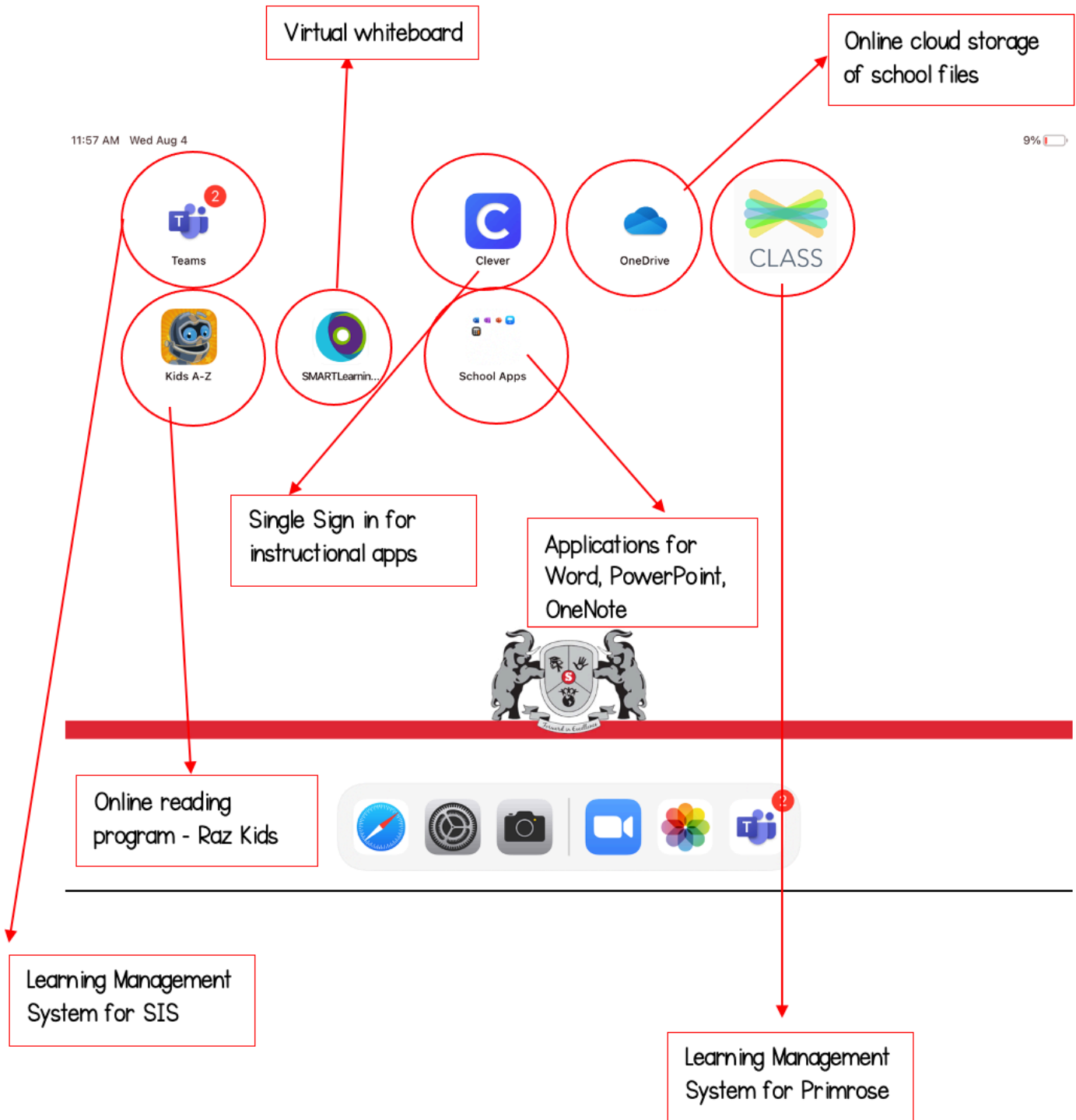
To quickly disconnect from all Bluetooth devices without turning

Bluetooth off, open Control Center, then tap  .

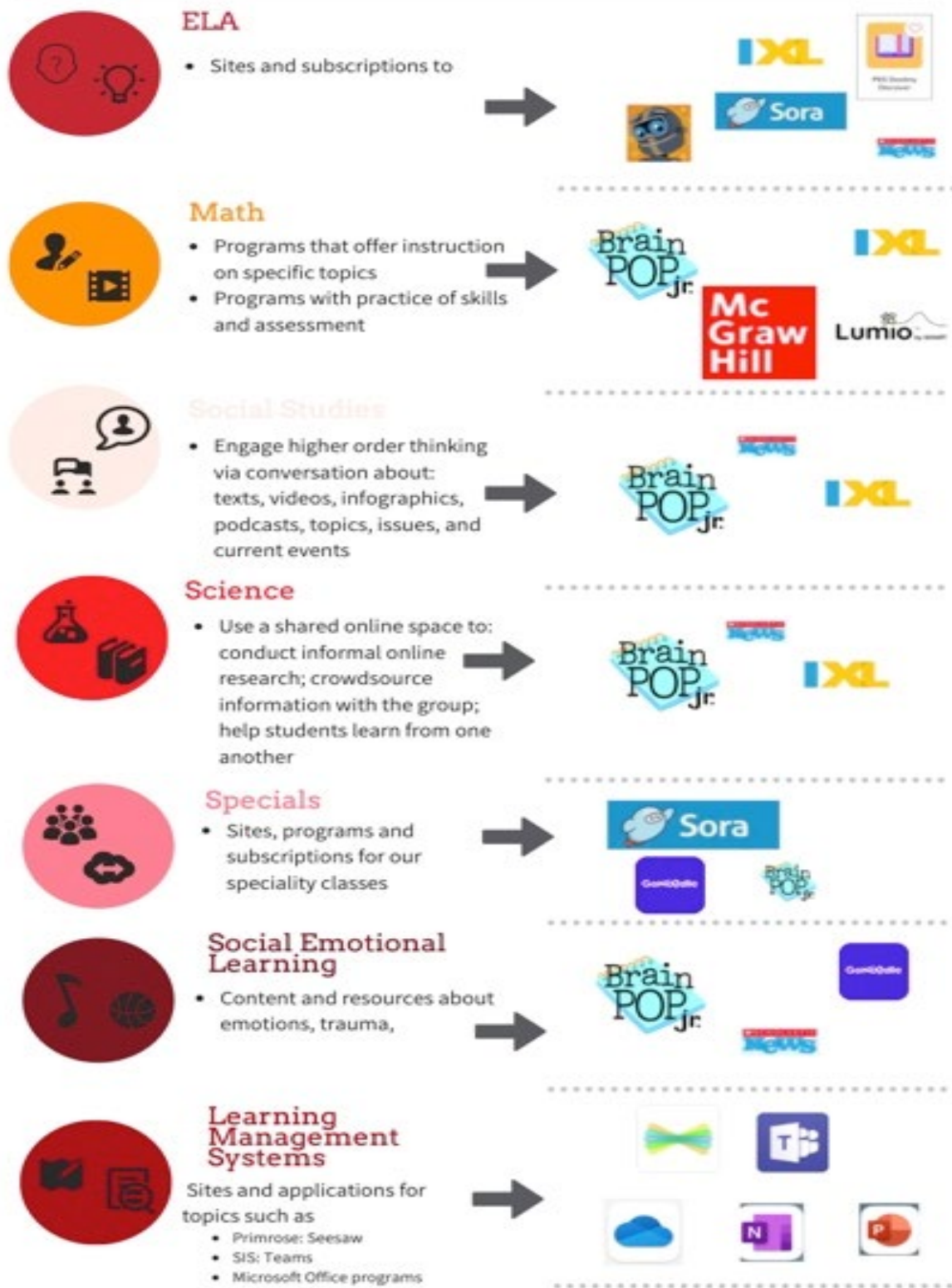


Classroom Tools and Applications

Overview



Elementary Digital Tools and Applications



iPad Best Practices

At Home

- *This is a school issued device, only schoolwork should be completed on this device. Not for personal use.*
- *Charge your iPad every night*
- *Keep your charger labeled and in a safe place*
- *Store your QR Code for Clever in a safe place at home*
- *Record your student's login information*
 - *Username*
 - Lastname.firstname@somersschools.org
 - *Password*
 - *Somers followed by student id*
 - *Example: somers12345*
- *Your child's student id is on infinite campus*
- *You may use this information if your child's QR code is missing*

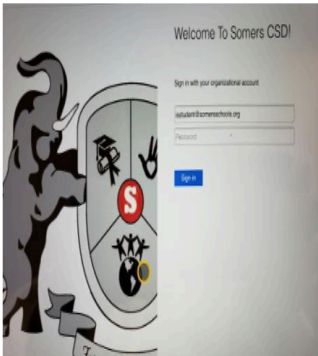
At School

- *Store your QR Code for Clever in a safe place suggested by your teacher*
- *Never have food or drink out while using your iPad*
- *Open stand to prop up your iPad OR work on a flat surface*
- *Do not let friends use your iPads*
- *Be gentle!*
- *Only go to apps and programs that your teacher has directed to you to*
- *If you are ever stuck or your screen is frozen*
- *Double click the home button and swipe the program upwards till it leaves the screen*



Signing into OneDrive

Click on the OneDrive Cloud icon



Type in students email school email address

lastname.firstname@somersschools.org

Type in student password which is

somers and their lunch code (all lower case) somersXXXX

A lunch code is also known as a student ID

Next click **OK** to Keep up with File Changes

Next click **Allow** for "OneDrive" notifications



Signing into Microsoft Word

Click on the Word icon

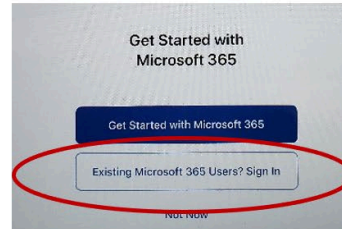


Next *Get started with Microsoft 365*

Click Existing Microsoft 365 User

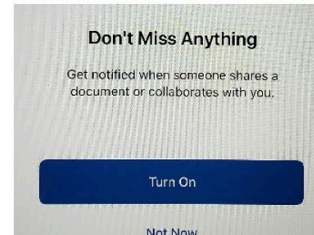
Your sign in is your students school email address

Lastname.firstname@somersschools.org



Click **Turn On** so you don't miss any messages

Allow messaging



Signing into Teams

SIS Students Only



Click on the Teams icon & sign into Teams with students email address:



Microsoft Teams

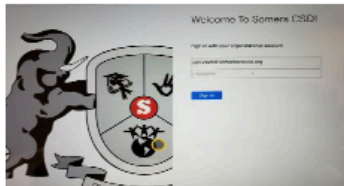
Welcome to Microsoft Teams!
A happier place for teams to work together.

corstar.test@somersschools.org

Sign in

Get help with signing in

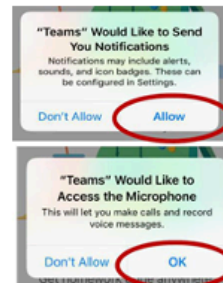
lastname.firstname@somersschools.org



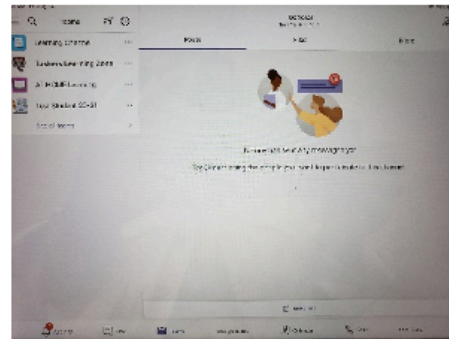
Type in student password which is somers and their lunch code (all lower case) somersXXXX

Go thru prompts

Turn on notifications for Teams so that you get an instant notification when your teacher has sent you a new assignment, posted a message or sent you feedback on work you submitted. You will need to allow the microphone for virtual meetings



Congratulations if you see a similar screen, you have successfully logged into **Teams**

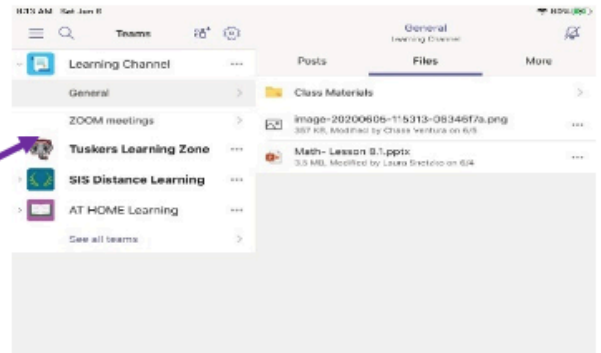


Navigating Teams

SIS Students Only

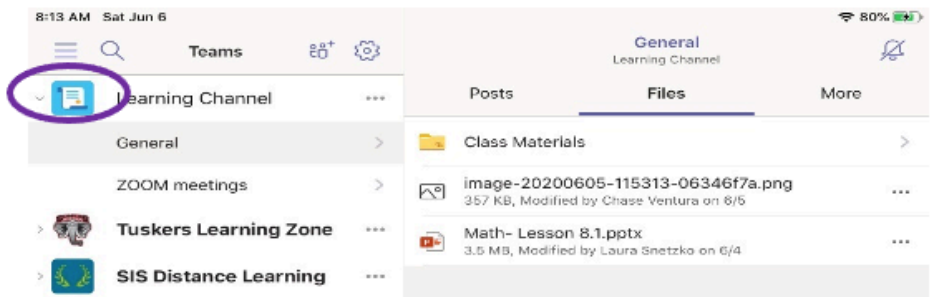


When you click on Teams on the left hand side you will see all the Teams/Classes you are a member of.

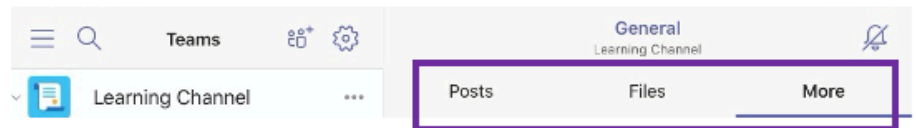


Click on one of your Teams/Class

Click on the “caret” Symbol to the left of Your team to show your “channels” or topics and click on *General*

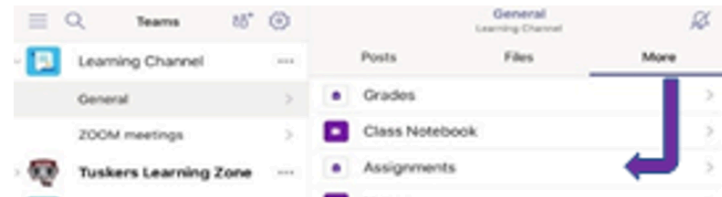


Once in your class - Each class will have a **POSTS**, **FILES** and **MORE** tab at the top of the Page.



Navigating Teams

- The **Posts** tab is where you will find announcements or chats to the whole team/class
- The **Files** tab is where your teacher may upload class documents or where you can save documents.
- The **More** tab is where you will find additional tabs so be sure to check it out that's where you will find you 're Assignments.



At the bottom of your team page is a menu with the following icons



- **Activity:** This will alert you if your teacher has posted anything new in your Team. The number in the red circle represents how many new posts/assignments your teacher has added.
- **Chat:** This is where you can have conversations back and forth with your teachers and your peers
- **Teams:** A list of all the Teams/classes you are a member of
- **Calendar:** Where you can schedule meetings
- **Calls:** This is where you view information about your audio and video calls.
- **More:** Here is where you will find additional icons such as Files, Camera



Signing into Seesaw

Primrose Students Only

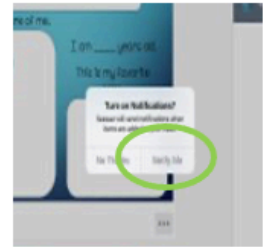


Click on the SeeSaw icon

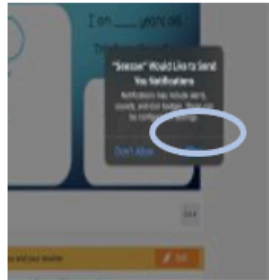


First time using SeeSaw - **Turn on Notifications**

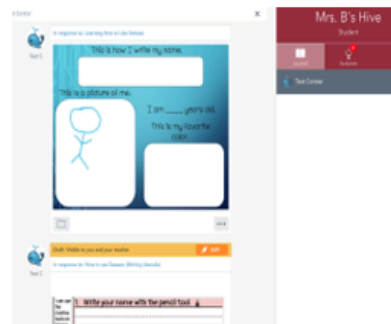
This way you are aware of any items that are added to your class.



Click "**ALLOW**" to see notifications from SeeSaw



If you see a similar screen, you have successfully logged into SeeSaw



Navigating Seesaw

Primrose Students Only

Seesaw Home Page



Where you can find your teacher's page and other teachers' home pages

Journal: To see a feed of your most recent work

Activities: See activities students need to do, have in draft or completed. Also see what date they have been assigned in **Calendar** view



Activities

Summer Drawing Choice Board

For this activity you will need a white piece of paper, pencil, markers and crayons.

1. Click, add:
2. Choose a Summer Drawing you would like to complete.
3. Click the link:
4. When you have finished your drawing use the photo: to share a picture of your drawing.
5. click the check mark and send to your seesaw art journal.

Waiting for response [+ Add Response](#)

Assigned on: Jun 11, 2021

Draw a Salamander

Get a piece of paper, a pencil or marker
Follow the instructions on the video. Don't forget to add a background to your drawing.
Take a photo of your completed drawing.

Waiting for response [+ Add Response](#)

Assigned on: May 21, 2021

Art / Hatjygeorge Grade 1 Student

Journal 13 Activities 4 Inbox

+ To Do

✓ In Progress

✓ Done

Calendar

Inbox: See Messages and Announcements from your teacher

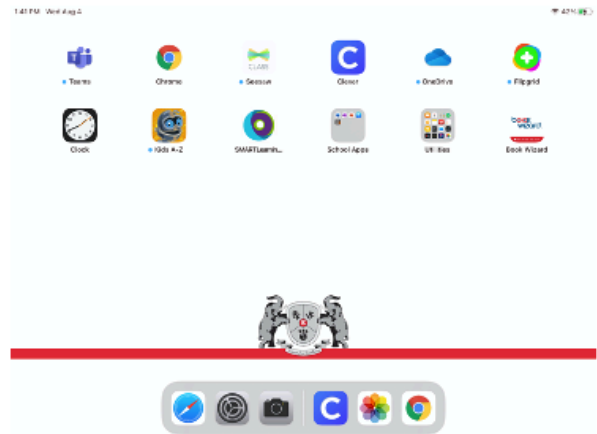
Add Response: Start an activity



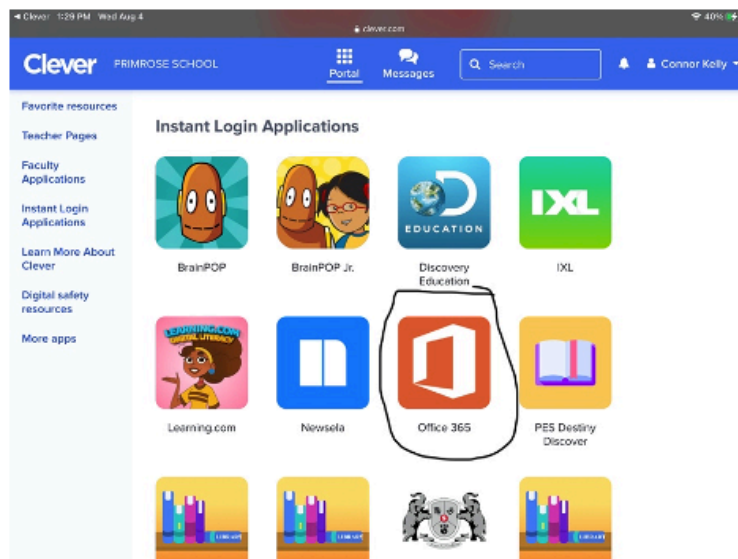
Logging on to Microsoft 365 from Clever

Your child may need to log into their Microsoft 365 account to view certain videos and documents. Here are the steps to log into that account from your iPad

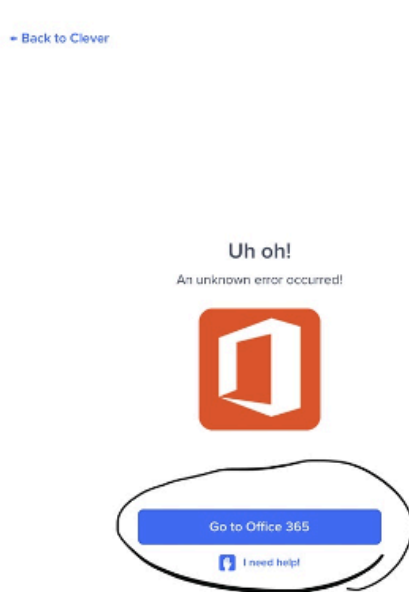
1. *Open Clever*
2. *Use your login information (see here) or QR code to login*



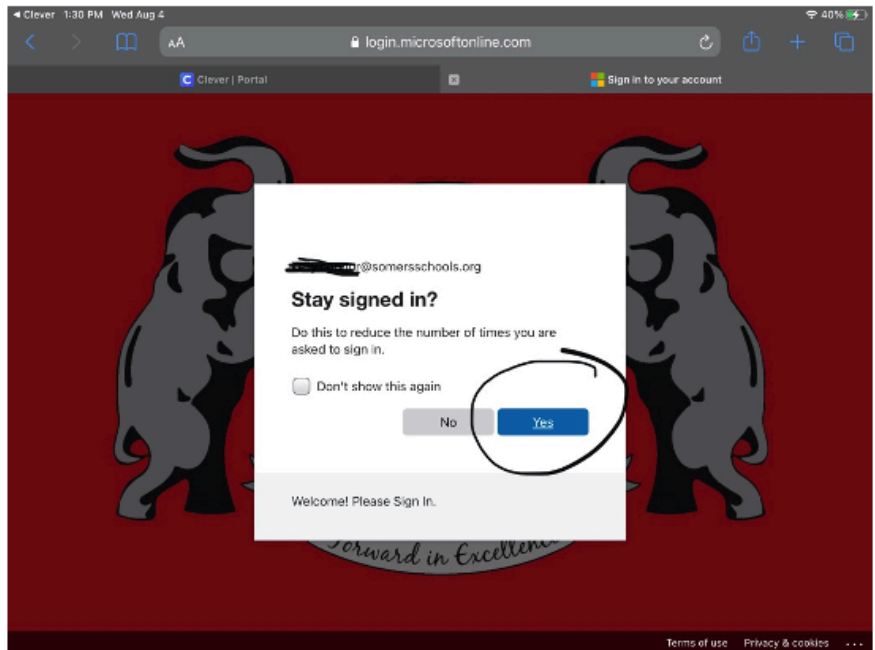
3. *On the Clever homepage, click on the link for "Office 365"*



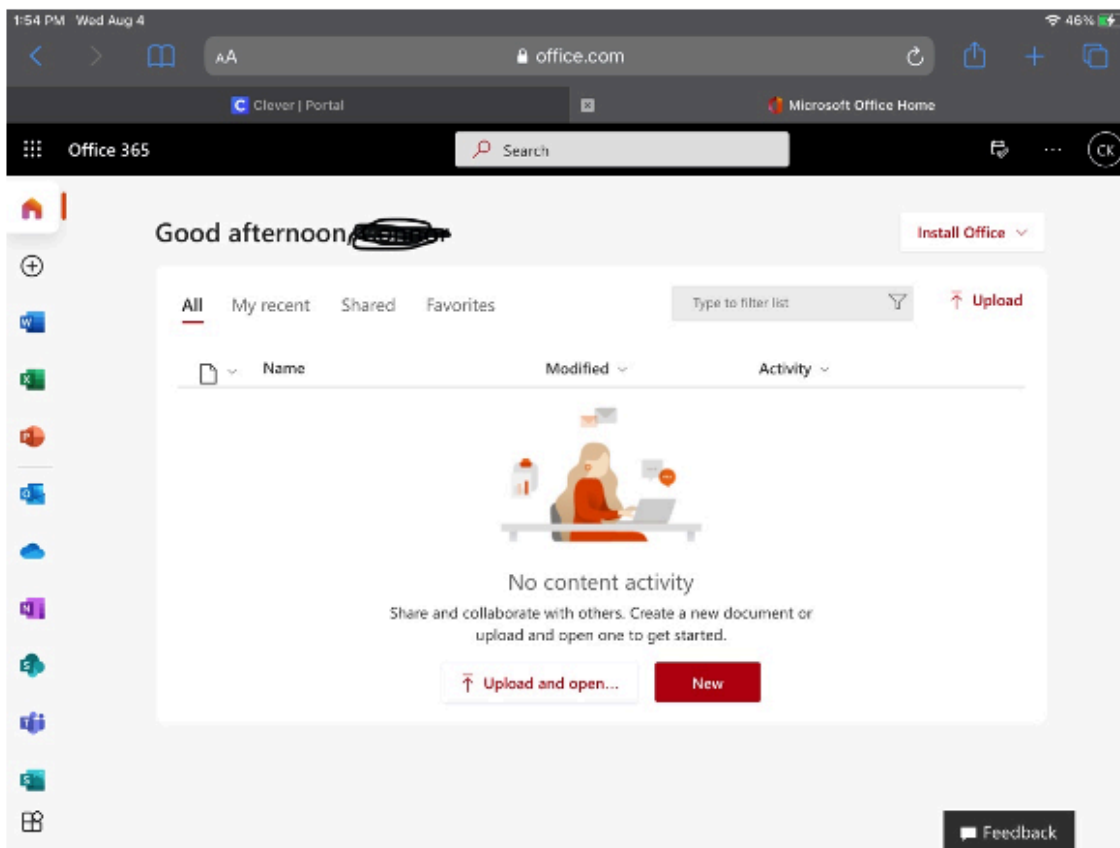
4. You may land this page, please click "Go to office 365"



5. You may land on this page, please click "yes" if you do". You may also be prompted to put in your child's email and password.



6. You will then land on your 365 homepage, you will now be able to open links, videos and documents that teachers have shared with the student.



IT Support



Contact Us



SCSD Family Technology Support

If you're a parent or student and have any questions, please use this [link](#) for questions or support.



SCSD Family Technology Support

If you are experiencing any technical difficulties, please fill out this form and one of our technicians will get back to you via email. If your question is related to the curriculum or a classroom tool, please email the teacher directly.

Thank you,
Kim Blau, Director of Technology and Learning Systems

* Required

1. Please enter your email address. *Please note, if you are a student and you are locked out of your Somers email account, we will need an alternate email address.

2. Are you the student or the parent/guardian of a student? *

- Parent/Guardian
- Student
- Other

3. Student First Name *

4. Student Last Name *

5. Select student's school building for the current school year. *

6. Select student's grade level for the current school year. *

7. Enter child's teacher name. *

**If your child is in the middle school or high school, please enter one teacher for reference.*

8. Enter issue type. *

9. Please share the issue you are experiencing with as much detail as possible. *

**If you need a device from the school or yours is currently in repair, please indicate that here.*

10. If you are using a district owned device, please enter the asset tag/serial number. If you cannot find it, enter "unknown". *

**The asset tag/serial number can be found on the back of the device.*

11. Additional Comments or Questions

Submit

