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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)

2. File
3. AirPrint

4. Printer Options
5. HP OfficeJet 3830 series [C5ABD6]

6. Printer Options

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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 .
Software and Applications
Classroom Tools and Applications

Overview

Virtual whiteboard

Online cloud storage of school files

Teams

Clever

OneDrive

CLASS

Kids A-Z

SMARTlearn

School Apps

Single Sign in for instructional apps

Applications for Word, PowerPoint, OneNote

Online reading program - Raz Kids

Learning Management System for SIS

Learning Management System for Primrose
Elementary Digital Tools and Applications

- **ELA**
  - Sites and subscriptions to
  - Programs that offer instruction on specific topics
  - Programs with practice of skills and assessment

- **Math**
  - Programs that offer instruction on specific topics
  - Programs with practice of skills and assessment

- **Social Studies**
  - Engage higher order thinking via conversation about: texts, videos, infographics, podcasts, topics, issues, and current events

- **Science**
  - Use a shared online space to: conduct informal online research; crowdsource information with the group; help students learn from one another

- **Specials**
  - Sites, programs and subscriptions for our speciality classes

- **Social Emotional Learning**
  - Content and resources about emotions, trauma,

- **Learning Management Systems**
  - Sites and applications for topics such as
    - Primrose: Seesaw
    - SIS: Teams
    - Microsoft Office programs
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@somerssschools.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:

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

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

Inbox: See Messages and Announcements from your teacher

Add Response: Start an activity

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

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Signing into Clever

Click on the **Clever** icon. If prompted, click OK to Access the Camera. The camera will launch, click on **Log on with username/password**

Next click on **Log in with Active Directory**

Next window type in your Somers email address: `lastname.firstname@somersschools.org` and password: `somersxxxx` (all lower case)

You have successfully logged into **Clever**
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"

Uh oh!
An unknown error occurred

Go to Office 365
I need help!

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.

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.
   Enter your answer

2. Are you the student or the parent/guardian of a student? *
   - Parent/Guardian
   - Student
   - Other

3. Student First Name *
   Enter your answer

4. Student Last Name *
   Enter your answer

5. Select student’s school building for the current school year. *
   Select your answer

6. Select student’s grade level for the current school year. *
   Select your answer

7. Enter child’s teacher name. *
   *If your child is in the middle school or high school, please enter one teacher for reference.
   Enter your answer

8. Enter issue type. *
   Select your answer

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.
   Enter your answer

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.
    Enter your answer

11. Additional Comments or Questions
    Enter your answer

Submit