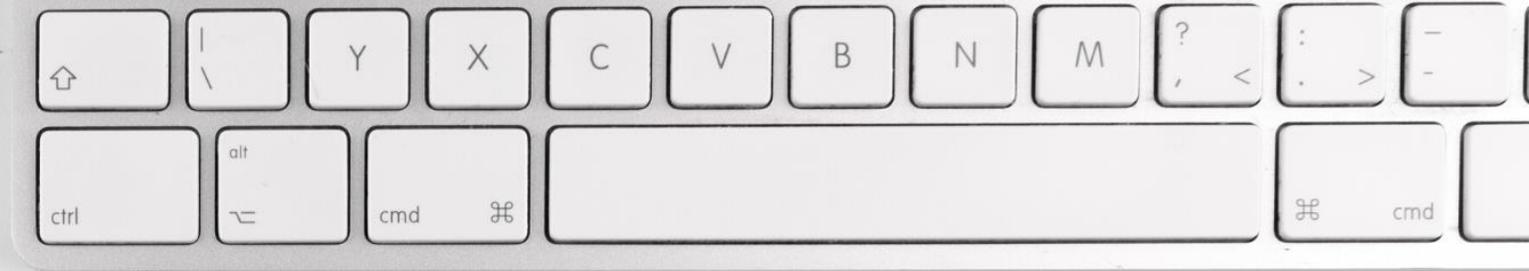


**6<sup>TH</sup> -12<sup>TH</sup> GRADE GUIDE**



# ED TECH AND DIGITAL LEARNING



EDUCATIONAL TECHNOLOGY

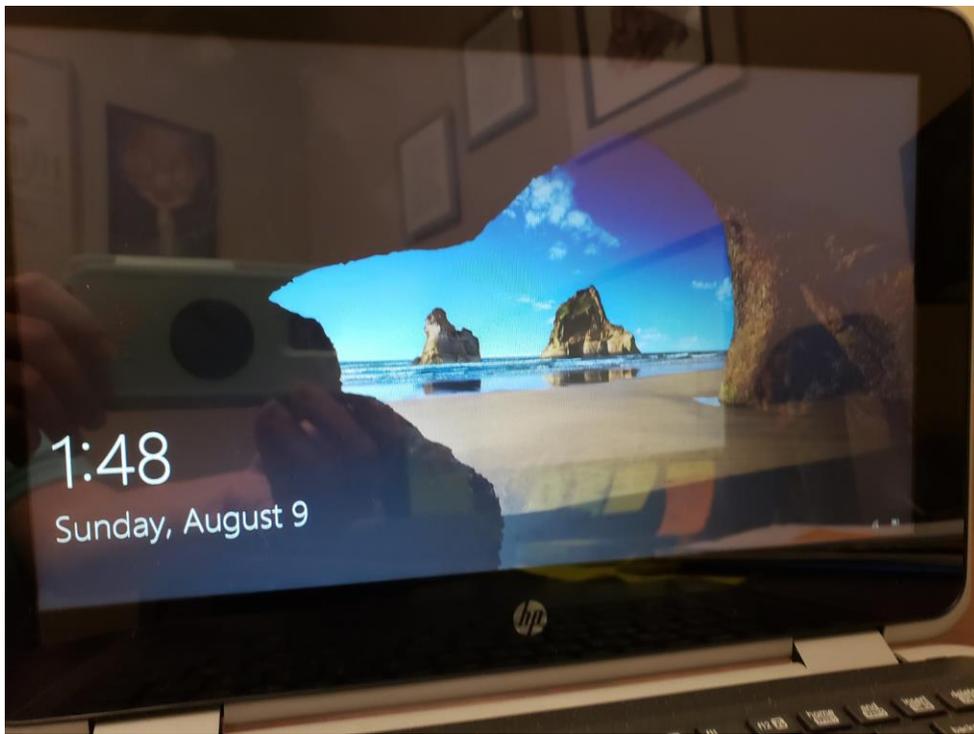
**TECHNOLOGY TIPS FOR FAMILIES**



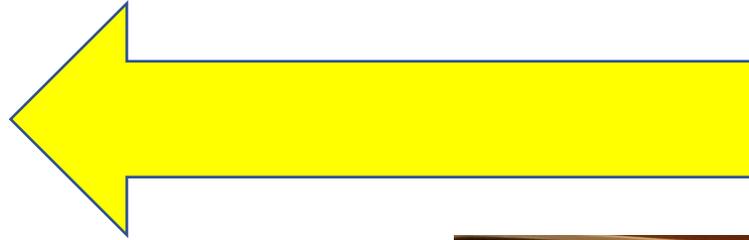


The power button is located on the left side of the laptop.

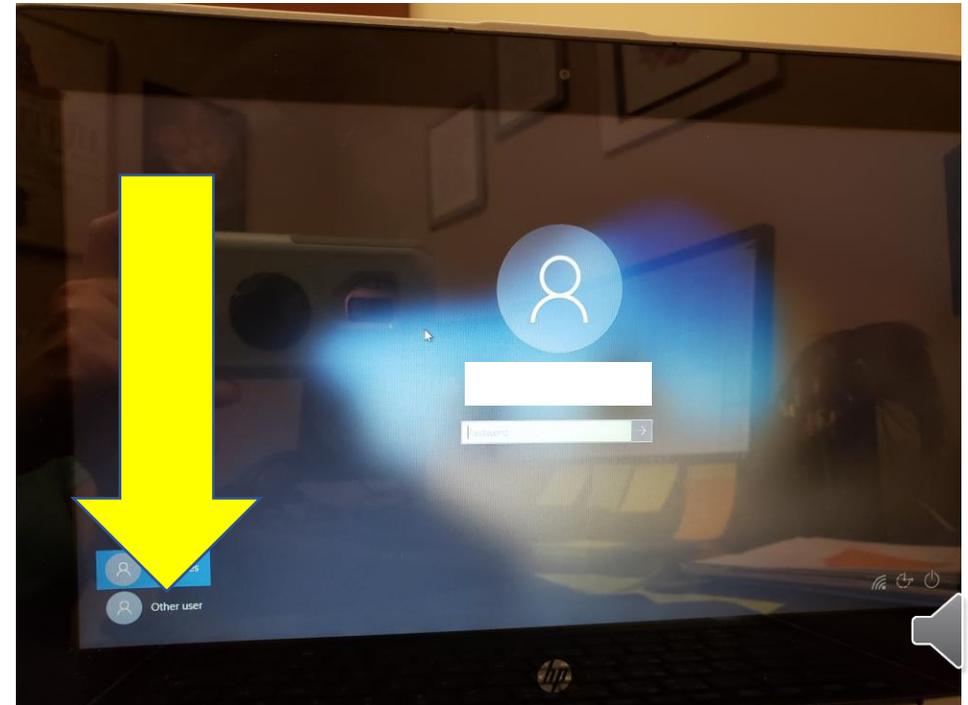




1. When the laptop powers on and you see this screen, click any key on the keyboard.



2. IF another name is on the screen, click Other User in the bottom left corner.





**IMPORTANT:**  
You must sign in for  
the **FIRST TIME**  
while you are on the  
school network.

If you then take the  
laptop off-campus,  
be sure to connect  
the Wi-Fi to your  
home network.



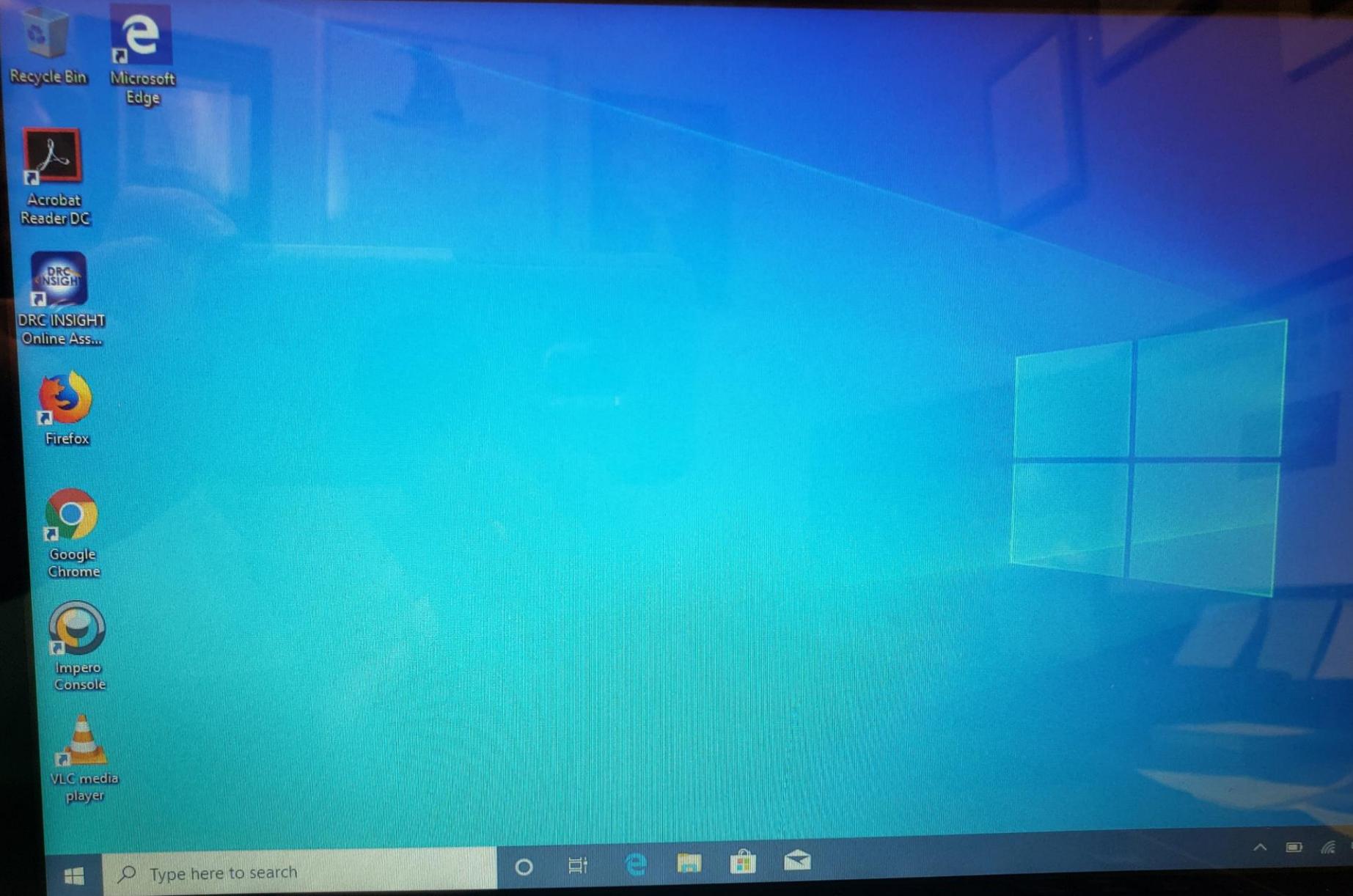


When you see this screen, type in your user name and password.

User name:  
firstname\_lastname

Password: 10 digit  
number

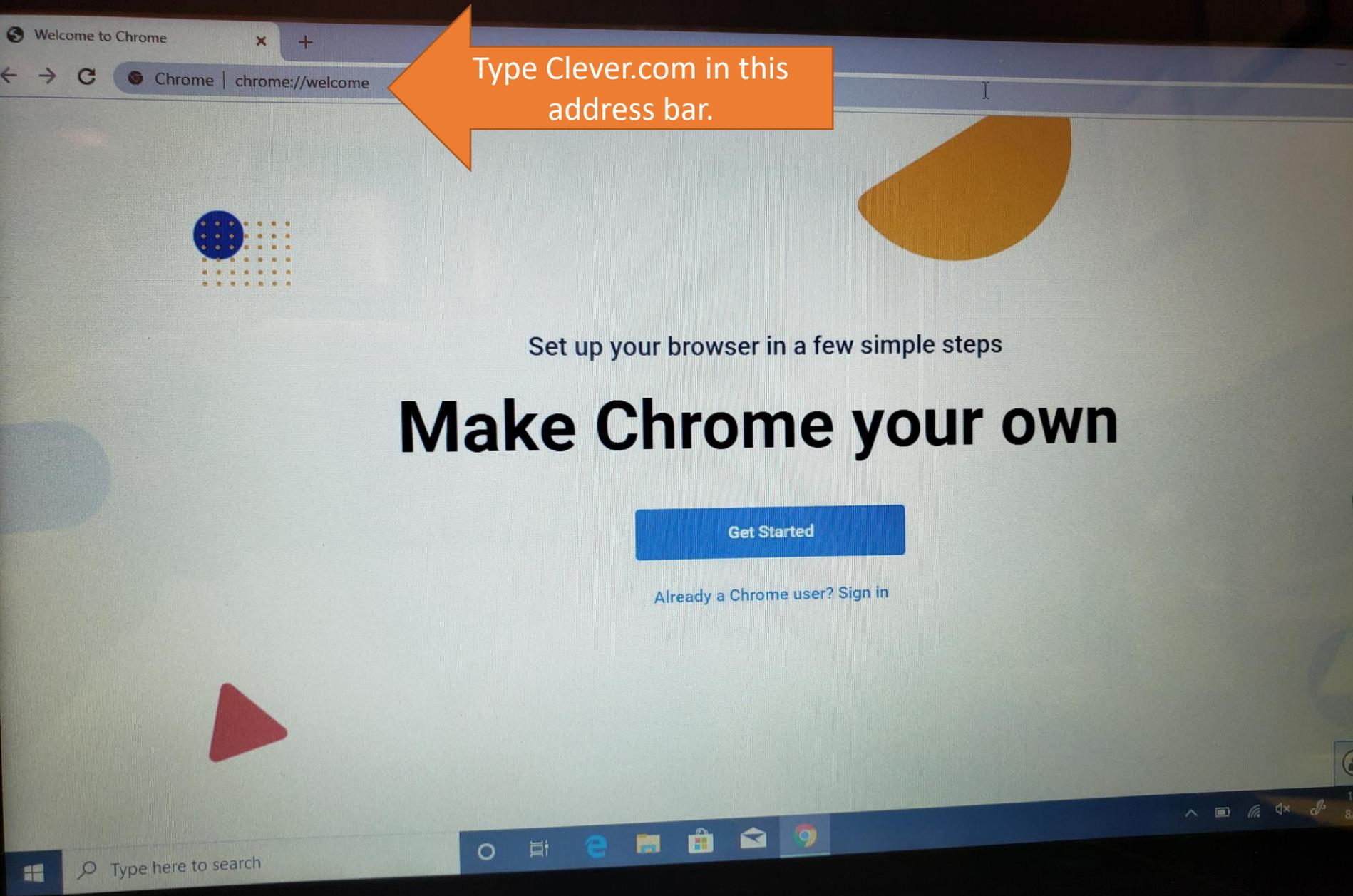




When you see the Desktop screen, click on any browser:

- Firefox
- Chrome
- Microsoft Edge

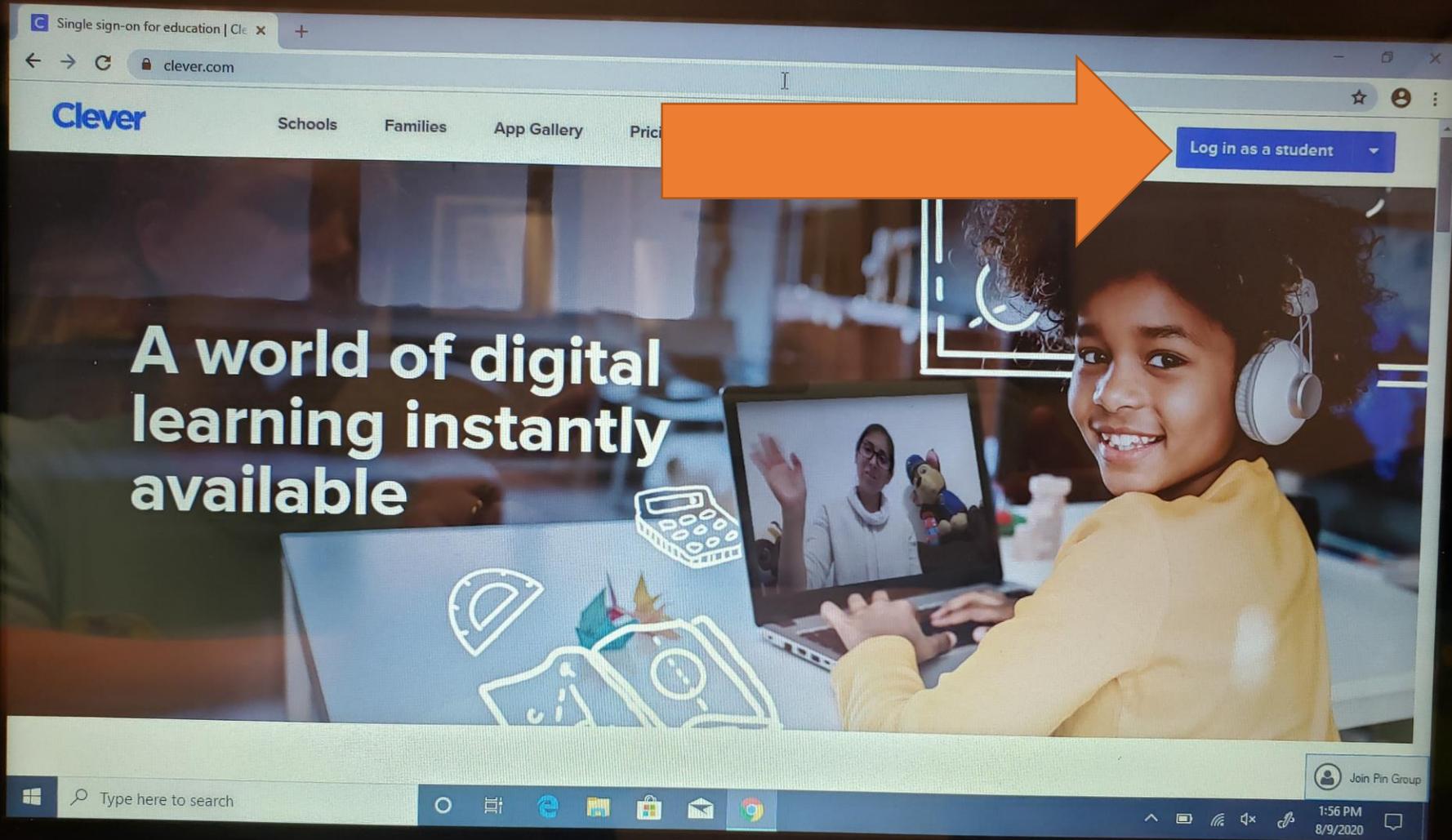




Type Clever.com in this address bar.

When the browser window opens, type Clever.com in the address bar.





Click Log in as Student.



# Log in

Search for your school

putnam county

Putnam County Primary School  
Putnam Co Charter Sch System, GA

Putnam County Elementary School  
Putnam Co Charter Sch System, GA

Putnam County Middle School  
Putnam Co Charter Sch System, GA

Putnam County High School  
Putnam Co Charter Sch System, GA

Clever



Clever Badge log in

[Parent/guardian log in](#)

[District admin log in](#)

To find your school, begin typing Putnam County in the search bar.

**IMPORTANT:**  
Be sure to select the **CORRECT** school.

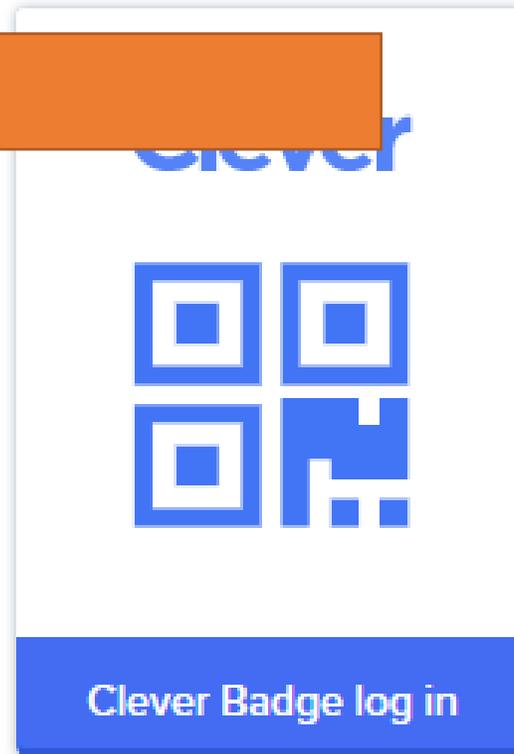


# Putnam Co Charter Sch System

[Not your district?](#)



Having trouble? [Get help logging in!](#)

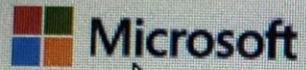


[Parent/guardian log in](#)

[District admin log in](#)

Click on the  
Log in with  
Active  
Directory  
button.





Sign in

firstname\_lastname@student.putnam.k12.ga.us

[Can't access your account?](#)

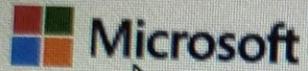
[Sign-in options](#)

Back

Next

On this page,  
sign in to  
Microsoft  
365 with  
your student  
e-mail  
address.





Enter password

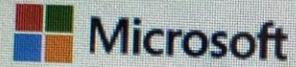
password

[Forgot my password](#)

Sign in

On this page,  
enter your  
10-digit  
password.





## Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

Yes

Click Yes  
when  
prompted.



Teacher Pages

School Resources

Clever Help Resources

More apps

### Teacher Pages



Geometry

### School Resources



Its Learning LMS



TedEd



Putnam Website



Navy Education



Office 365



Newsela

### Clever Help Resources



Setup Instructions



# QUICK TIPS



**QUESTION:** What is the name of the website I need to log into to access Its Learning?

**ANSWER:** Clever.com is the website you will need to type into your web browser to access your classes each day. You will click on the Its Learning app from here.

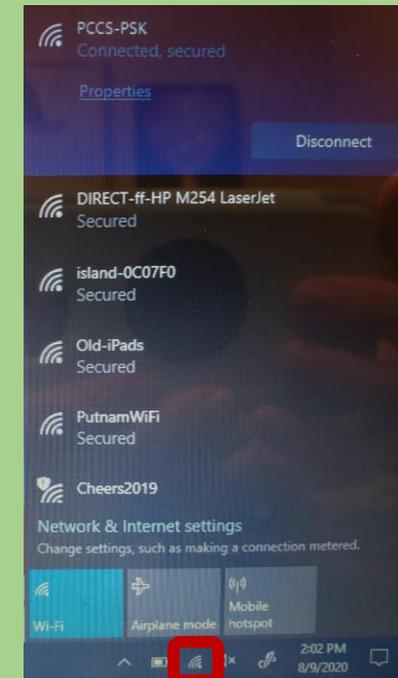
**QUESTION:** How do I turn off the laptop once school is done for the day?

**ANSWER:** Go the bottom left corner and click on the Windows icon. The power button is directly above this icon and you can Shut down or Restart.



**QUESTION:** How do I connect to another wireless network?

**ANSWER:** Go the bottom right corner and click on the menu Wi-Fi icon. When it opens, select your network and connect.



# **6<sup>TH</sup>-12<sup>TH</sup> GRADE GUIDE**

***PUTNAM COUNTY MIDDLE SCHOOL: 706-485-8547***

***PUTNAM COUNTY HIGH SCHOOL: 706-485-9971***



EDUCATIONAL TECHNOLOGY

**Contact your school with  
questions!**

