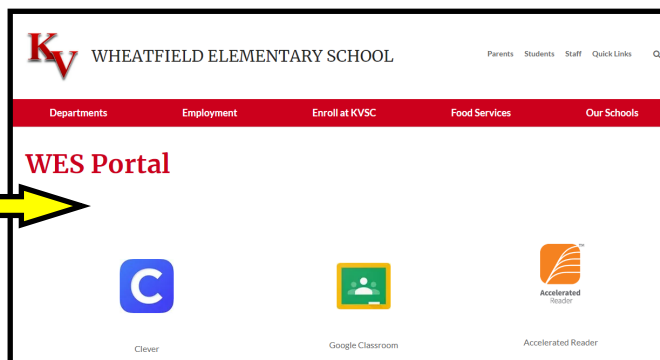
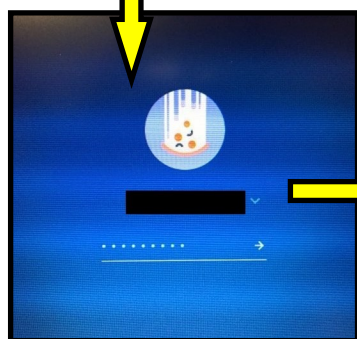


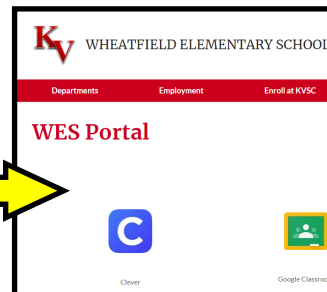
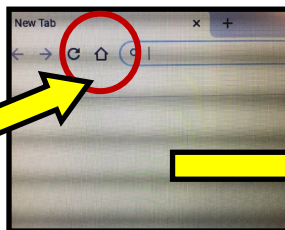
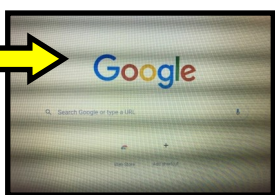
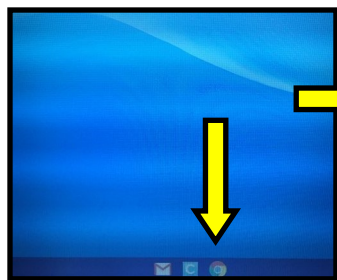
## Tips on how to get to the **WES Portal** from a school device

If at this screen—once your child's password is entered—click on enter—it will bring up the WES Portal automatically

Tip: password is the Kv@#####  
(make sure capital K little v)



Or if your student is at their "Home Screen" they will need to click on the Chrome Browser (beach ball at bottom of screen) then you will see a screen with GOOGLE. From there you will need to look towards the upper left part of the screen for the little house—here you will click on the picture of the little house which will then take you to the WES Portal.



Once at the WES Portal—your student will be able to access their Clever—Google Classroom and all the other programs they use here at school.

The Kankakee Valley School Website—<https://www.kv.k12.in.us/>

Or

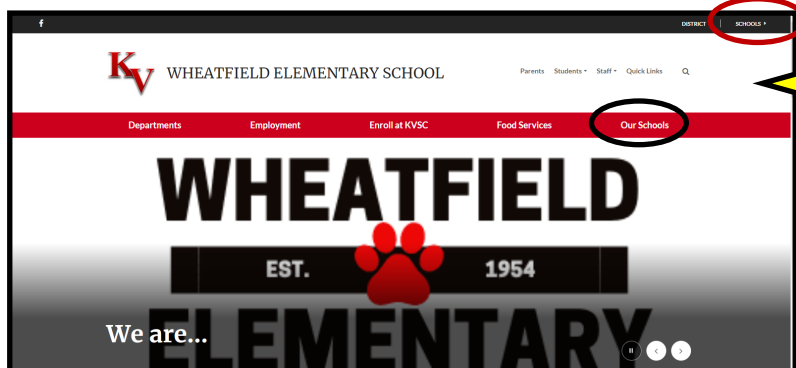
Directly to the Wheatfield Elementary Website - <https://wes.kv.k12.in.us/>

# Tips on how to get to the **WES Portal** from non school device

How to get to the **WES Portal**  
from the KV Website

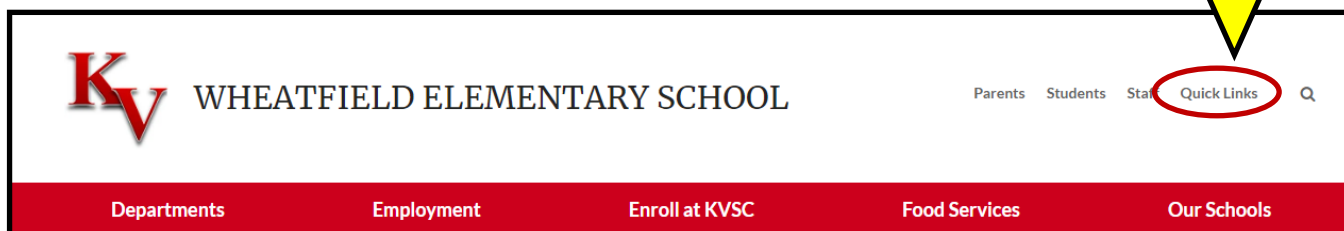
<https://www.kv.k12.in.us/>

Go to Schools or Our Schools



Go to  
Wheatfield  
Elementary  
School

Click Quick Links



Find WES  
Portal

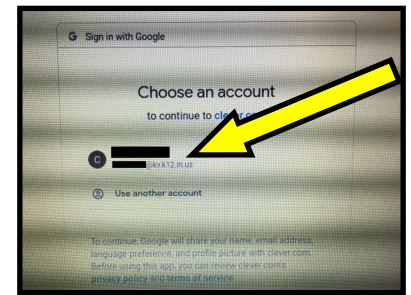
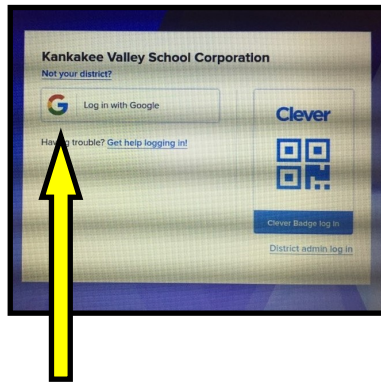
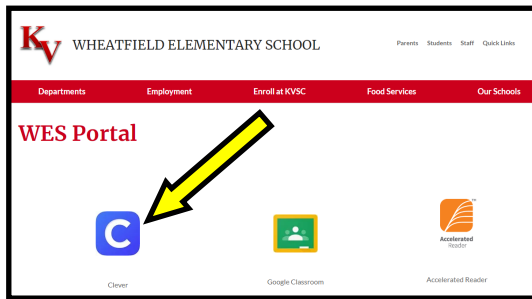
- + | About our School
- + | Attendance Information
- + | Building Schedules
- + | Bullying and Harassment
- + | School Calendars
- + | Staff Directory
- + | Student Handbook
- + | **WES PORTAL**

Or you can get there by  
going to...

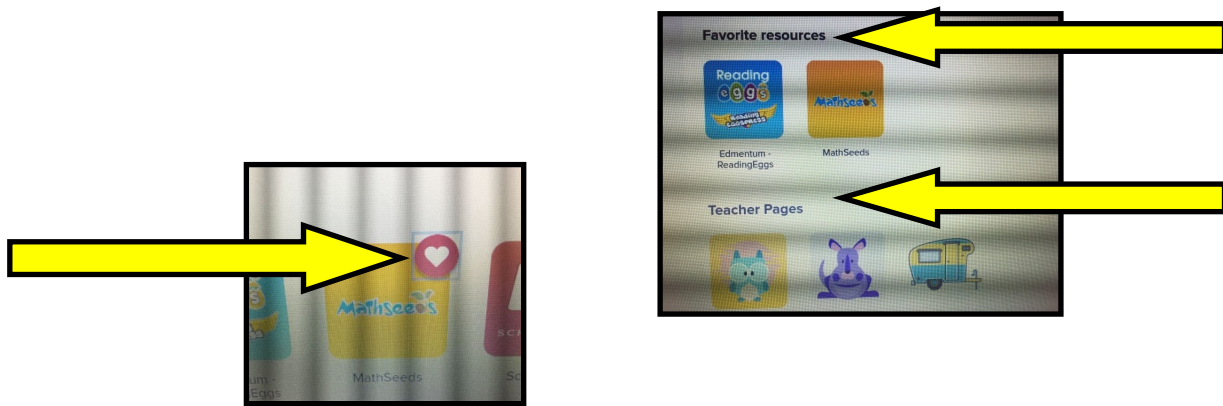
<https://wes.kv.k12.in.us/>

## Tips For Activities in CLEVER

CLEVER can be found on the WES Portal Page. Some, not all, programs the students use are accessed through Clever. Once a student clicks on the Clever icon on the WES Portal Page it will have them sign into their Google Account—students need to click on the colorful “G”. Next, it will have them choose an account—at this screen they will see their name and google account information—they just need to click on their name.

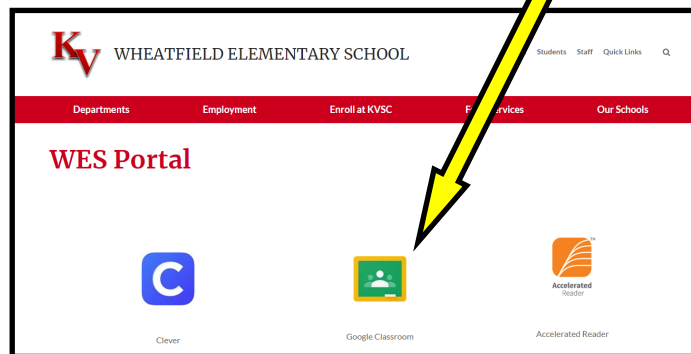


Once students are logged in, this is where they will be able to get to some of the programs they use...for example: Reading Eggs/Eggs, Mathseeds, IXL, Typing.com, etc... When on the Clever page, if you scroll down to “More Apps” you will see some of the programs your students use (there will also be suggestions here from Clever—you could just ignore those if your student don't use them). If you hover over the upper right corner of the icon of one of the programs your child uses, it will show a heart—if you click the heart to make it turn red it will move that program up to the section called “Favorite Resources” which appears at the top of the page which makes it easier for your students to get to those programs used. SOME teachers might also create activities under the “Teachers Pages”—this is another section your child might use a lot.

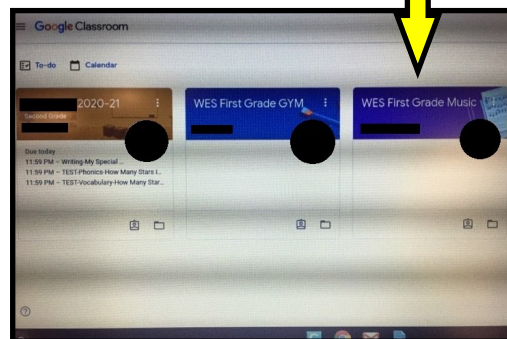


# Tips on how to get to Google Classroom through the **WES Portal**

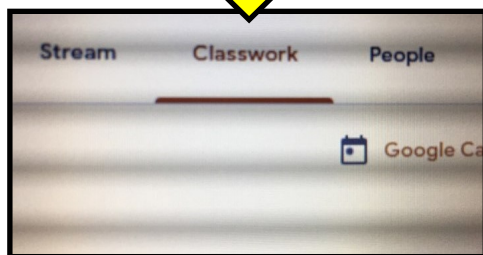
Once at the WES Portal Page the student will click on the Google Classroom Icon



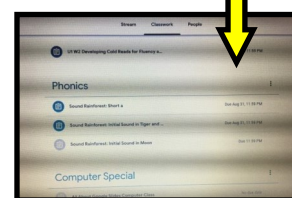
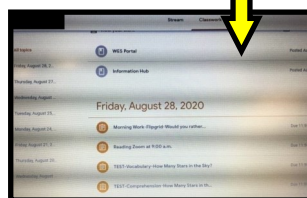
At this screen the students see all of their Classrooms—their class (which they will be working in the majority of the time) and their specials classrooms.



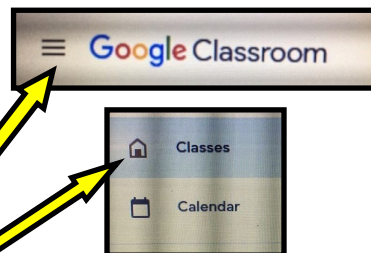
Once they click on their classroom to enter it, they will see this screen—here they will need to click on the “Classwork” word (this is very important).



Here they will see their assignments—teachers will have them listed by dates, days or subjects.



When a student needs to get back to where they see all their classrooms. They need to click on the 3 lines-towards the upper left of page and then on the schoolhouse (classes)



## More Helpful Hints for Google Classroom

Is your child having trouble getting to their Google Classroom assignments? Hopefully these helpful hints will help...

To get to Google Classroom

Go to the WES Portal under Quick Links: <https://wes.kv.k12.in.us/>

Click on the Google Classroom Icon (first row middle icon)

Your child will need their email account information and password that should have been provided by their teacher - **IF** this information has been misplaced, don't panic - it can be found on **family access** by:

Logging into your family access

Off to the left side you will see online forms

Student Password

Fill out Form (click on the blue link)

Click "NEXT"

Here you will see your child information

**Another issue we see a lot of - not being able to see your child's Google Classroom. VERY IMPORTANT** - you have to make sure that all individuals are signed out of their Google Account (this is that little circle - maybe a picture or letter up towards the right hand corner) on the device being used. Your child that is working on their Google Classroom Assignments needs to be the one signed in.

**Using iPads/Tablets...**these devices can be aggravating at times working on Google Classroom Assignments - to help ease that aggravation, BEFORE your child starts their Google Classroom Assignment, MAKE SURE your device has the following (free) apps downloaded. If these are not downloaded, it could prevent your child's Google Classroom Assignments to open.

Download (free) Apps -

Google Drive

Google Classroom

Google Forms

Google Sheets

Google Docs

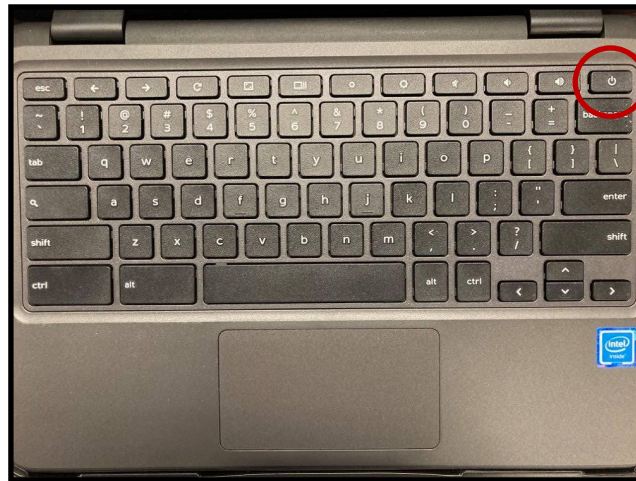
Google Slides

Hopefully these tips have helped your child out!



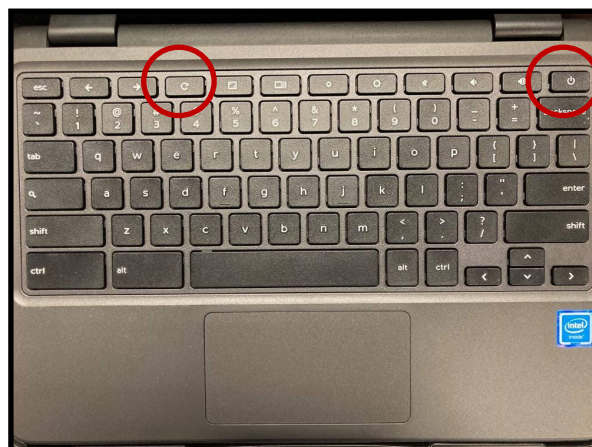
# What To Do If Your Chromebook Will Not Power On While At Home

First thing to do is have your child hold down the power button and count to 2—then release the button. It **WILL TAKE** a few seconds for the Chromebook to power on (it has to think). IF your child holds the button longer then that, it keeps thinking what you are wanting it do and will take MUCH longer to power on.



IF the Chromebook **DOES NOT** power on by holding the power button for 2 seconds try the following step...

You will press the Refresh button (curly arrow) **AND** the power button at the same time and count to 2. Then WAIT—the Chromebook should now come on. You also might have to plug in the Chromebook while doing this 2-key combination.



# Helpful Tips

If your students programs are just not loading, there could possibly be an update waiting to be pushed out. To push out any updates waiting, Power ALL THE WAY OFF and let sit a few—then power back on - here you will need your child's password (Kv@#####) to get them back on their Chromebook

## Another Tip

When powering ON the Chromebook—have the student hold the power button (top row all the way to right) count to 2 and then let go. It will take a minute for it to come on. Didn't come on? Repeat. NOTE: Don't hold the button down long—it will just make the start up process take longer. (See "What To Do If Your Chromebook Will Not Power On While At Home" page).

## Next Tip

Sometime students (usually the younger ones at first) have problems with typing a capital letter—have them use two pointer fingers—have them press the "Shift" button with one pointer finger - don't let go and with the other pointer finger have them press the letter they need—then let go of both buttons. NOTE: sometimes students let go of the shift button too early which will result in a lower case letter.

## Tip Tip Tip

When using the mouse pad on the Chromebooks a couple of tips...when a student needs to click and drag an object/answer, have them use their two pointer fingers again—one to click on the mouse pad (don't let go) and the other to drag the object/answer.

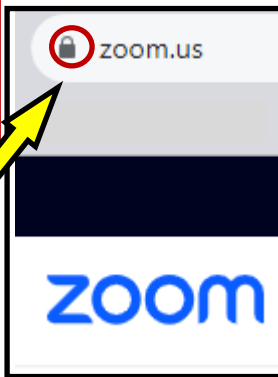


When wanting to scroll up and down have them use two fingers (same hand—like the peace sign) and have them LIGHTLY using both fingers on the mouse pad move up and down—this will scroll the page up and down.

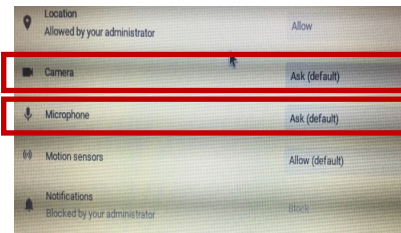
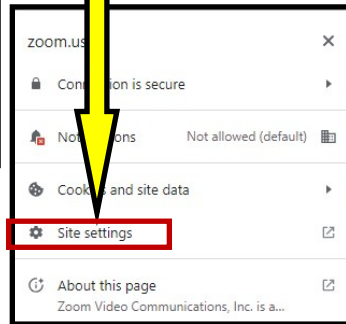
# More Tips...

When needing to be on “Zoom” with your teacher/class and you notice the mic and/or camera is blocked you will need to go into settings and allow these—follow the steps below.

Click on the little lock.



Click on site settings.



Here you want to make sure both microphone and camera show “ask”.

# If all else fails...

Mrs. Kamminga  
Wheatfield Elementary  
Computer Tech Assistant

  
**KEEP CALM**  
**AND**  
...have you tried  
turning it off  
and on again?