To login to your computer

1. Username is the first 4 of your last name, first 2 of your first name and the last two digits of your student ID number.
2. Password will be 12345678 (you will change it as soon as you do your profile at the school)

<u>PowerSchool Portal</u>

1. Go to www.cvkoogler.org and scroll down to the bottom of the page and click on the icon that looks like the following. This is the login for both STUDENTS and PARENTS:

2. You will now see a page that looks like the picture shown. Click on the Sign In tab.

What Can I See on PowerSchool?

Anything BLUE is an active link that can be clicked to give you more information

1. **Grades:**

> You can now see all of the grades your student has in his/her classes. If you click on the BLUE grade or percentage, you can see all assignments in that class. At the bottom of that page there is a key that will inform you if the assignment is late, missing or something else.

2. **Attendance:**

   You can see all absences and tardies to each class. The absence number is in BLUE so if you click on the number, you will see the dates your child was absent in that class.
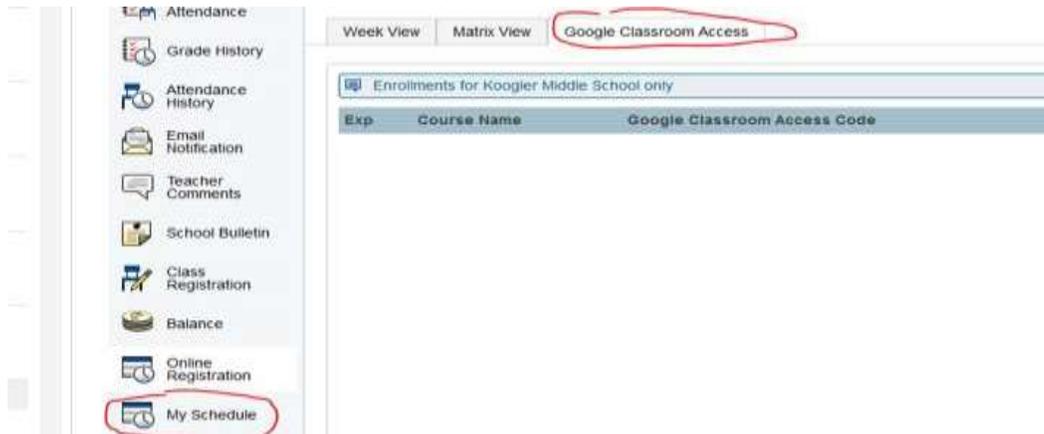
3. **Email:**

   If you click on the name of the teacher that is in BLUE, you can email that teacher to ask any questions or address any concerns that you might have.

4. **Notifications:**

   On the left hand side of the screen you will see a tab that says notification. Click on that to set any email notification you want for grades, attendance, fines or many other options.

5. **Google Classroom Codes:**

   On the lower left side of your screen is the My Schedule indicator. Once this is live (after 8/3) you will see a full list of your classes with the codes shown there to get into your Google Classrooms.

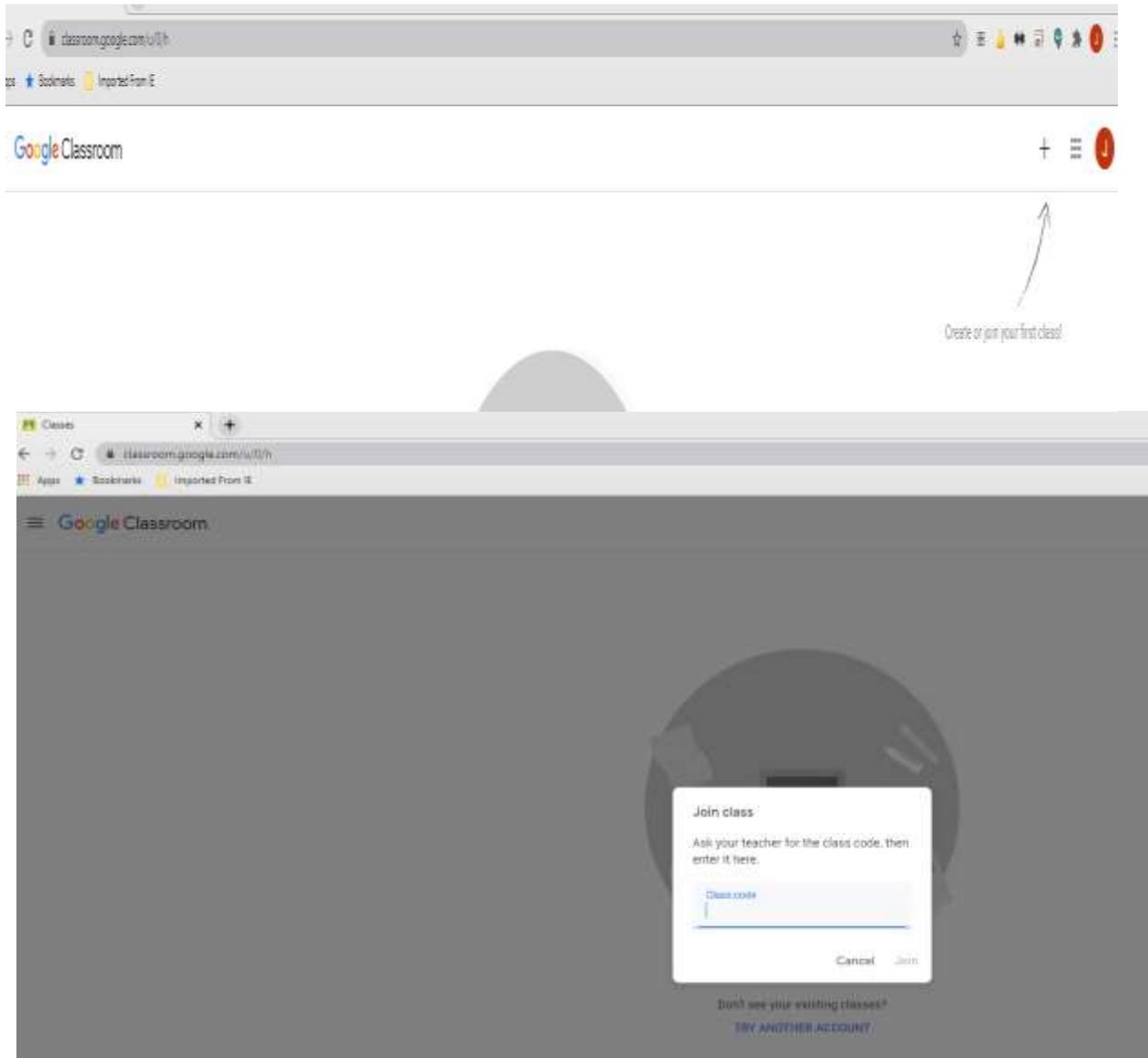It will look similar to below, but with ALL of the codes there.

Exp	Course Name	Google Classroom Access Code	Teacher
1(A)	6th-8th Grade Reading Intervention	qssljax	Van Auken, Ginger
2(A)	6th-8th Grade Computer Applications		Candelaria, Rhonda
3(A)	7th Grade Life Science A		Dipaolo, Rocco
4(A)	7th Grade Language Arts A		Botello, Barbara Katherine
5(A)	Lunch-Tiger Up Time A		Candelaria, Rhonda
6(A)	7th Grade Regular Math A		Kresl, Joseph
7(A)	7th Grade New Mexico History A		Cowden, Michael

If you have any questions, please contact Mrs. Hayhurst, the Koogler Librarian.

Google Classroom Login

Your Google Login gives you access to everything in the Google Education Suite, including Google Classroom, Youtube, Gmail, Hangouts, Meet, Drive, Calendar, Maps and more. Call the office if you don't know this.

1. Go to https://classroom.google.com/and click the plus sign to join a class.

2. Enter your class codes you found in PowerSchool to join classes.

3. Check your classwork Stream and Classwork daily to see what new discussion topics, assignments, rubrics, and other important information might be shared.

4. Visit the Students Quick Guide to Google Classroom http://www.santeesd.net/cms/lib/CA01000468/Centricity/Domain/289/Student%20Quick%20Guide%20to%20Google%20Classroom.pdf (reviewed 2nd hour on 8/10) to get more help with navigating Google Classroom. Don't be afraid to ask your teachers with help for this.

What Can I See on Google Classroom?

1. **Stream**

   You can see any class Announcements and Discussions here.

2. **Classwork:**

   In this section you can see Assignments, whether you turned in your Assignments or not, Grades on Assignments, Materials to do Assignments, Teacher Comments, and Links/Videos to help with Assignments. This is probably your most important section in Google Classroom.