K-5 Parents Guide to Digital Learning
Digital Learning Tools

- **Clever** - Portal used for students to easily log into all of their online programs and resources.
- **Google Classroom** - Platform used to simplify creating, distributing, and grading assignments. This will be online students “Classroom”.
- **Google Meet** - Video conferencing platform used to receive daily instruction from teachers.
What is Clever?

Clever is a secure pipeline used between Infinite Campus and the learning platforms used in Thomasville City Schools. It allows students to login using their Clever Badge or TCityS Email and with one click login to the many platforms used without having to worry about usernames and passwords.

- Students can access Clever, from any device, at: [https://clever.com/in/tcitys/](https://clever.com/in/tcitys/)
- If using a TCS issued Chromebook, K-5 students will log onto the Chromebooks with their Clever Badge. This will automatically open the Clever site.
- Students 6-12, or any student using a non-TCS issued device, will login to Clever using their TCityS Email.
Chromebook/Clever Login

When using a TCS-Issued Chromebook, K-5 students will log onto the Chromebook using their Clever Badge or their TCityS Email.

This not only will log the student into the Chromebook, but once logged in, the student’s Clever portal will automatically open.
Login Options

This login option will be used when using a Non-TCS issued device.

- **Thomasville City Schools Clever Login Page**
- Students will login with their TCityS Email.
- Login Credentials
  - Email: LastName+Last3ofLunchNumber@tcitys.org
  - Password: tcs+lunchnumber
- Example
  - bulldog345@tcitys.org
  - tcs12345
Each student’s dashboard is different depending on grade and school.

Here is an example of one.
What is Google Classroom?

Google Classroom integrates docs, sheets, slides, gmail, and calendar into a cohesive platform to manage student and teacher communication.

There are 3 ways a student can access their Google Classrooms:

- Clicking on the Google Classroom icon in Clever
- While already logged into TCityS Email and clicking on the Google Waffle and clicking on the Classroom icon
- Navigating to classroom.google.com
Accessing Google Classroom

Click on GC icon in Clever
Accessing Google Classroom

While already logged into TCityS Email and clicking on the Google Waffle and then clicking on the Classroom icon.
Accessing Google Classroom

- Navigating to classroom.google.com
- If they aren’t already, the student will need to login to their TCityS account in order to see their Google Classrooms.
Google Classroom
Tutorial for K-5 Students and Parents
Home Page

This is the page you will land on after successfully logging in (Class periods will differ for each student)

Click the folder to open all of your assignments in Google Drive!
Adding a Profile Picture

Click on the avatar circle in the upper right hand corner of any Google page.
Adding a Profile Picture Continued

Select a Photo from your account or your computer
Click the “waffle” at the upper right corner to switch between any of Google’s Apps
The STREAM Tab
The Stream Tab

The stream tab simply gives you a timeline of any assignments, comments, or posts that your teacher (or classmates) have posted. One could compare this to a “feed” such as on Twitter.
The CLASSWORK Tab
Here you can access assignments, resources, your Google Calendar with assignments pre-populated, and also your Google Drive folder that will contain all class assignments.
The class drive folder will allow you to view all of your assignments that you have edited in an organized folder that is automatically created for you.
Google Calendar

The Google Calendar option from the classwork tab will allow you to view any assignments with due dates on your Google Calendar. This is a handy feature to sync to your phone.
Locating Assignments

Assignments will appear under the “CLASSWORK” Tab
Locating and Submitting Assignments

Click on the assignment to add or create attachments, write private or class comments, or to turn in the assignment after completion.

ONLY CLICK “TURN IN” AFTER YOU HAVE FINISHED EDITING THE DOCUMENT.
Locating and Submitting Assignments

If your teacher already made you an editable copy of the assignment, simply click on it to begin editing.
Editing in Google Slides

If you are editing in Google Slides, you will not see a Turn In feature in the upper right hand corner. You will edit the Slides, and then return to the Google Classroom page to click TURN IN.

Your name will automatically be added at the beginning of the document.
Editing in Google Docs

If you are editing in Google Docs, it will open in a new tab for editing. Here you can edit AND Turn in the document.
Editing Your Copy of the Document

You can type directly into your copy of the document if your teacher made you your own editable copy. If your teacher made the document VIEW ONLY, then the title of the document will not include your name at the beginning of the title.
Submitting the Doc

When you are finished with the assignment, click TURN IN. You will then see this prompt to confirm your submission.

Turn in your work?

1 attachment will be submitted for "Simple Machines Webquest".

- Hayley Wood - TPT_Intro to Simple Machines Webquest

Cancel  Turn in
EDITING AFTER SUBMISSION

If you click TURN IN, and then decide that you need to revise the assignment, you must click UNSUBMIT before you can make edits!
Filter Your Assignments by Topics

If your teacher chooses to use topics, you can easily find your assignments by selecting topics that align with the current unit you are working on!

- Parent Info
- Unit 1: Transformation
- Useful Resources
On the left hand side of your page you will find all of the topics that your teacher has created.
The PEOPLE Tab
The PEOPLE Tab allows you to view your teacher and any classmates.
The MENU button
Using the Menu Options - USE THIS OFTEN!!

Be sure to get friendly with the menu button! Here you can access the calendar, view your work (to-do/done), and quickly switch classes!
Using the Menu Options - USE THIS OFTEN!!

AFTER clicking the menu button, your screen will resemble this.
Using the Menu Button to see your TO-DO, MISSING and DONE assignments

View your work (to-do/missing/done) for each class

To-do

Assigned  Missing  Done

Missing work shows here
You have no missing work right now
What is Google Meet?

Google Hangouts Meet is fully integrated into Google Classroom. Your child’s teacher will be posting links to join Google Meet video conferences within Google Classroom.
As a parent, it is important for you to understand:

- Google Meet is part of Google Classroom which means it is safe, secure, and district-monitored.
- Your child should not be joining video conferences outside of Google Classroom and adult supervision.
- Your child cannot start or send a Google Hangout Meet link.
- Your child’s teacher may use Google Hangouts Meet for office hours, check-ins, or full virtual lessons. **Check with your child’s teacher if you do not fully understand how video conferencing will be incorporated into daily instruction.**
What students see when teachers invite them to a Google Hangouts Meet:

- Students should access videoconferences by logging into Google Classroom, just as they normally would.
- Select the Google Classroom where your teacher has set up Google Meet video conferencing sessions:
- Next, select the “Meet link” posted in the Classroom Stream.
- Be sure that your camera and audio are on: Select “Allow” to allow your camera and audio to be used during the video conference.

**Basic Controls**
- **Mute:** Always mute yourself when entering the class. If you don’t, your teacher will mute you. You should only unmute yourself when your teacher requests that you do so. This will keep the lesson running smoothly.
- **Leave:** Clicking this button will cause you to leave the video conference. Do not click this button unless your teacher requests that you do so, or the class meeting has ended.
- **Camera:** Turns your camera on or off.
• More Options: Click the three dots at the bottom right for even more options of help.

• Click on “Change layout” and select “Spotlight”.
Google Meet

When you see your teachers face, make sure to “Pin” your teacher. This will ensure that they are who will only see during your instruction.

- Click the Pin on their picture.
Google Meet Etiquette

Student tips for successful VIDEO CALLS

1. Check in with your teacher. Gather your materials.
2. Be on time. Check in thru the chat when you arrive.
3. Stay engaged (nod or thumbs up) if others are talking.
4. Mute your mic if you’re not speaking.
5. Use the chat or raise hand to share questions/ideas.
6. Wait for teacher to call on you or unmute your mic.
7. Take notes in a doc or on paper for reference.
8. If using video, look at the camera, not the screen.

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