6-12 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 for meet session with teachers if needed.
- **Edmentum Courseware** - Platform used to deliver content lessons and assessments.
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 will not only 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 to expect when you log in to clever

**Students will be required to check into their Google Classrooms daily**

Remember to ALWAYS check your Google Classrooms first. Teachers may leave announcements or instructions on what is expected of you each day/week. Some courses, such as AP classes and some electives, will only utilize Google Classroom for instruction. It is important to start each day checking your Google Classroom.
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, 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, 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 Students and Parents
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
Switching Between Google Apps

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
CLASSWORK Tab Layout

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.
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!
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!

Geometry (5th Period)
K. Stewart
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

<table>
<thead>
<tr>
<th>To-do</th>
<th>Assigned</th>
<th>Missing</th>
<th>Done</th>
</tr>
</thead>
</table>

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 you 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 ?s/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.

Text by Karly Moura @KarlyMoura. Infographic by Matt Miller @mattmiller. Icons by The Noun Project.
What is Edmentum Courseware?

Courseware is a complete online, state-aligned curriculum designed with lesson support, instruction videos, interactive games, activities, projects, and assignments.
When you sign into your Courseware account, all your courses will appear on your homepage. Your homepage will look similar to the image below. Take a closer look to learn about important parts of your homepage.

- **Active Assignments**: Check and continue in-progress activities.
- **Alerts**: Access all activities for the course and check your pacing for a course.
To access all activities for a course, select All Activities (shown on page 1). Here’s what your course path looks like:
1. To quickly look for activities you still need to complete, filter by **Not Started**. Then select the activity you want to work on.

Click here to open the activity launch page and begin the activity.
2. This is your activity launch page. Click **Play** on the activity you want to begin.
3. This is an example of an activity. Each landing screen may look a bit different. Each activity has a toolbar on the left side, like the one below.
Understand pacing

If your courses have end dates, you’ll see color-coded bars for each of your courses when you first log in. These bars tell you how much work you’ve done in the course. If your courses don’t have end dates, you won’t see this color coding.

Ahead of pace. If you’re passing your mastery tests, you’re doing great! Keep doing what you’re doing, and you should have no problem finishing the course on time.

On pace. If you’re passing your mastery tests, you’re doing just fine. Keep it up, and you’ll finish the course on time.

Slightly off pace. You have a little catching up to do. If you pick up the pace a bit, you should finish the course on time.

Off pace. Right now, you’re not on track to finish the course on time. Maybe you just need to spend more time working on the course to catch up, or maybe you need to ask your teacher for help.

No Due Date. Your teacher has not set an end date.
Remember, these color codes only tell you how much of the course work you’ve finished. They don’t tell you how well you’re doing. You could be ahead of pace, but not scoring well on lessons and tests. Current Grade: the grade you’ve earned for completed and scored work to date.