



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.



Google Classroom



What is Clever?



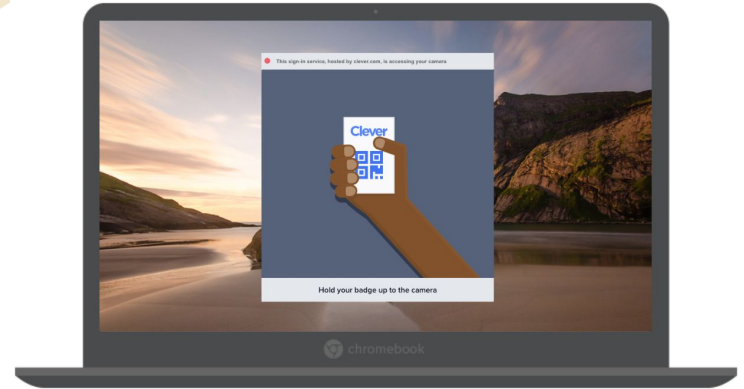
Clever is a secure pipeline used between Infinite Campus and the learning platforms used in Thomasville City Schools. It allows students to login using their Clever Badge or TCityS Email and with one click login to the many platforms used without having to worry about usernames and passwords.

- Students can access Clever, from any device, at: <https://clever.com/in/tcitys/>
- 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.

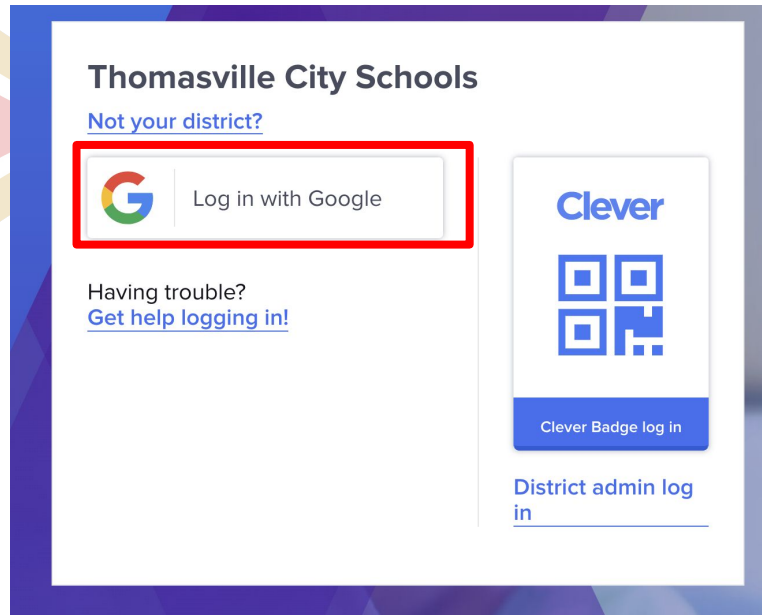
This will not only log the student into the Chromebook, but once logged in, the student's Clever portal will automatically open.



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



Clever

Each student's dashboard is different depending on grade and school.

Here is an example of one.

The screenshot shows a Clever dashboard for Jerger Elementary School. The top navigation bar is blue and contains the Clever logo, the school name, a search bar, and a portal icon with a notification badge. The main content area is divided into two sections: 'Favorite resources' and 'Teacher Pages'. The 'Favorite resources' section includes icons for Google, DreamBox, and Reading Inventory. The 'Teacher Pages' section includes a purple dog icon and five owl icons on various colored backgrounds.

Clever Jerger Elementary School

Search Portal

Favorite resources

- Google
- DreamBox
- Reading Inventory

Teacher Pages

- [Purple Dog Icon]
- [Owl Icon]
- [Owl Icon]
- [Owl Icon]
- [Owl Icon]
- [Owl Icon]

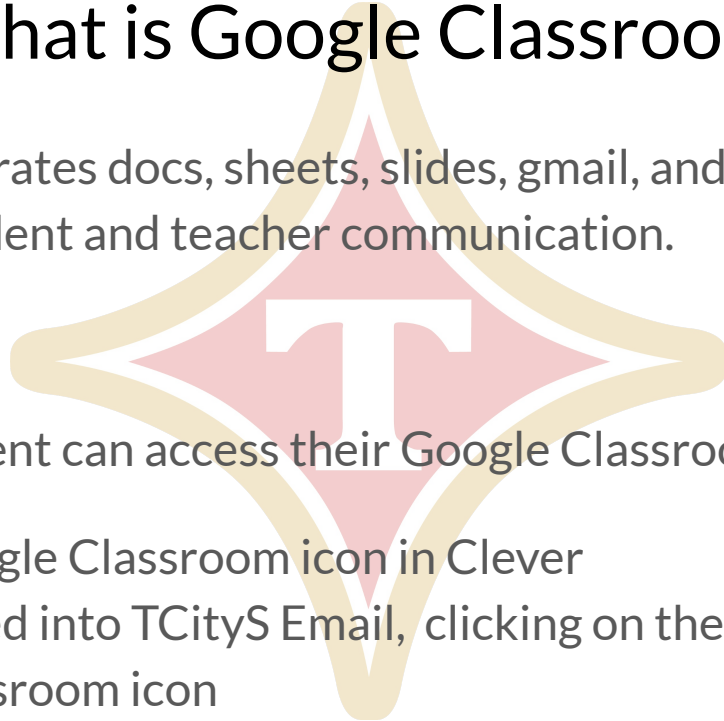
What to expect when you log in to clever

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.

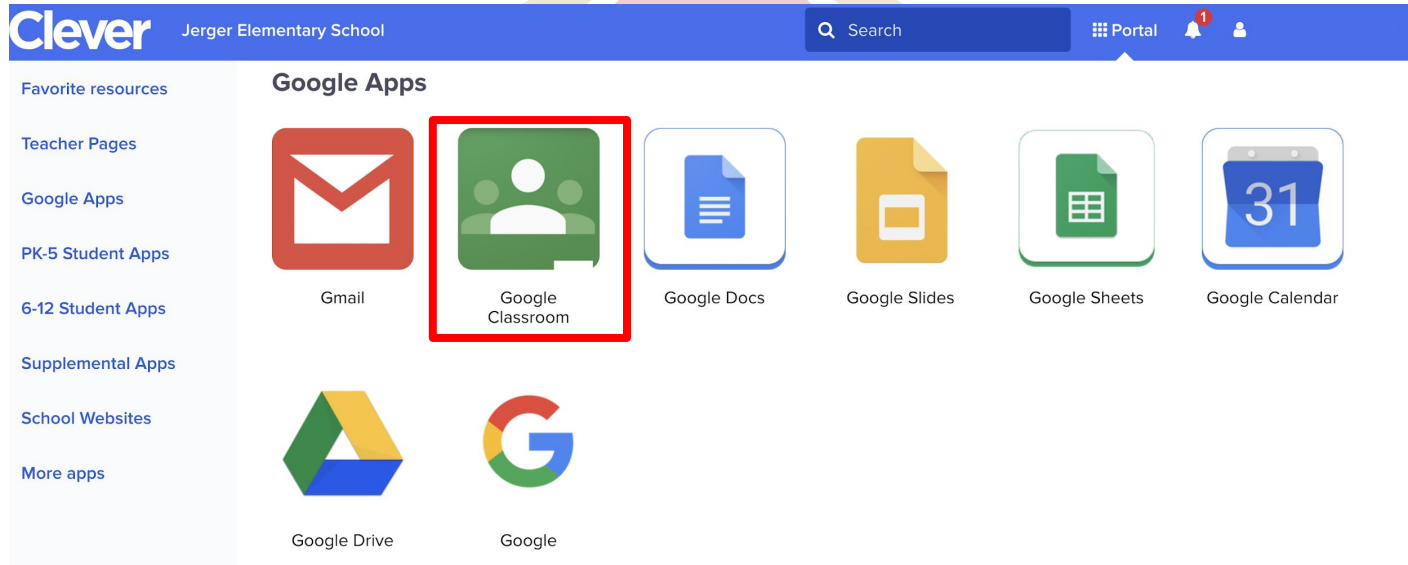


There are 3 ways a student can access their Google Classrooms

- 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

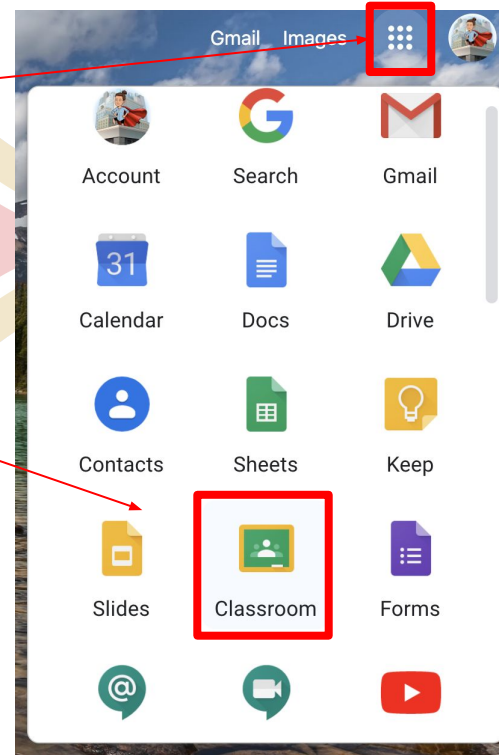
Click on GC icon in Clever



The screenshot shows the Clever dashboard interface. At the top, the Clever logo is on the left, followed by the school name "Jerger Elementary School". A search bar with the text "Search" is in the center, and a "Portal" button with a notification badge is on the right. A left-hand navigation menu lists categories like "Favorite resources", "Teacher Pages", "Google Apps", "PK-5 Student Apps", "6-12 Student Apps", "Supplemental Apps", "School Websites", and "More apps". The main content area is titled "Google Apps" and displays a grid of application icons: Gmail, Google Classroom (highlighted with a red box), Google Docs, Google Slides, Google Sheets, and Google Calendar. Below this grid are icons for Google Drive and the Google logo.

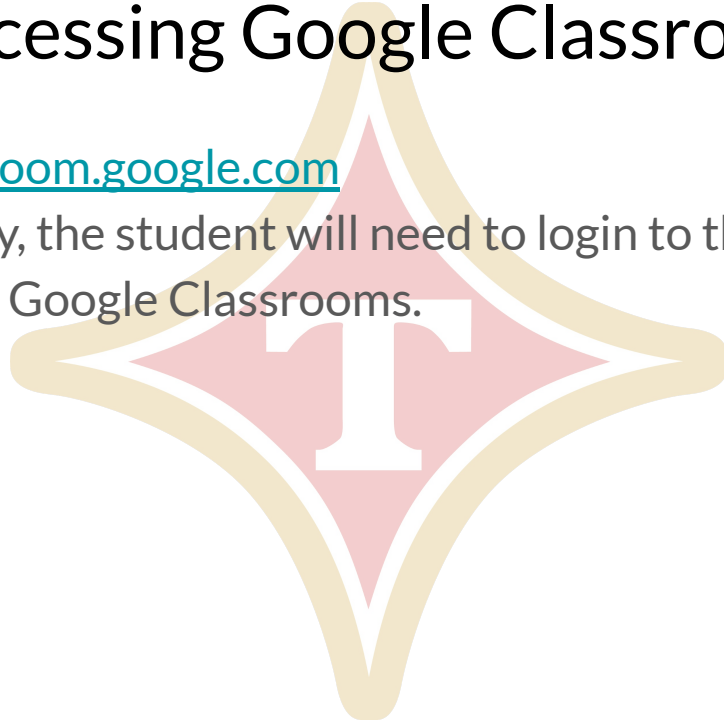
Accessing Google Classroom

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.



A wooden desk with a laptop, a pen holder, and a blue sheet of paper. The text is overlaid on the image.

Google Classroom

*Tutorial for
Students and Parents*

Home Page

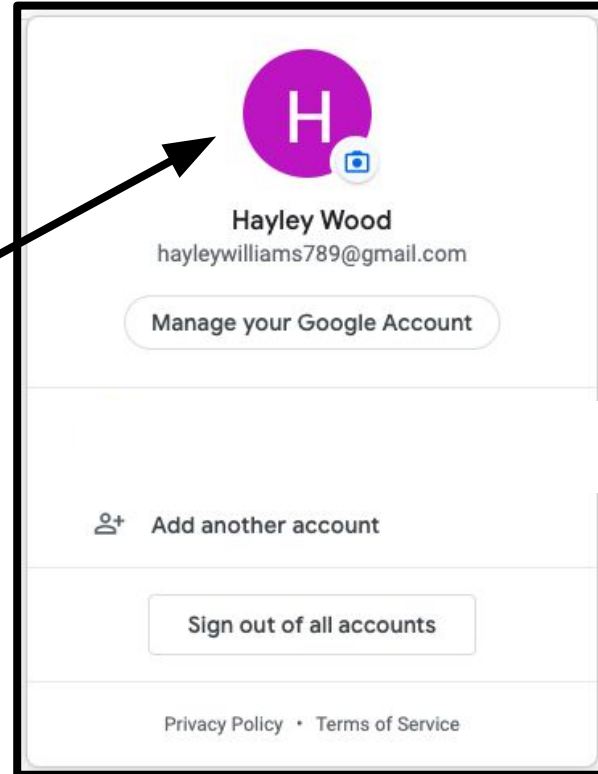
This is the page you will land on after successfully logging in (Class periods will differ for each student)

Click the folder to open all of your assignments in Google Drive!



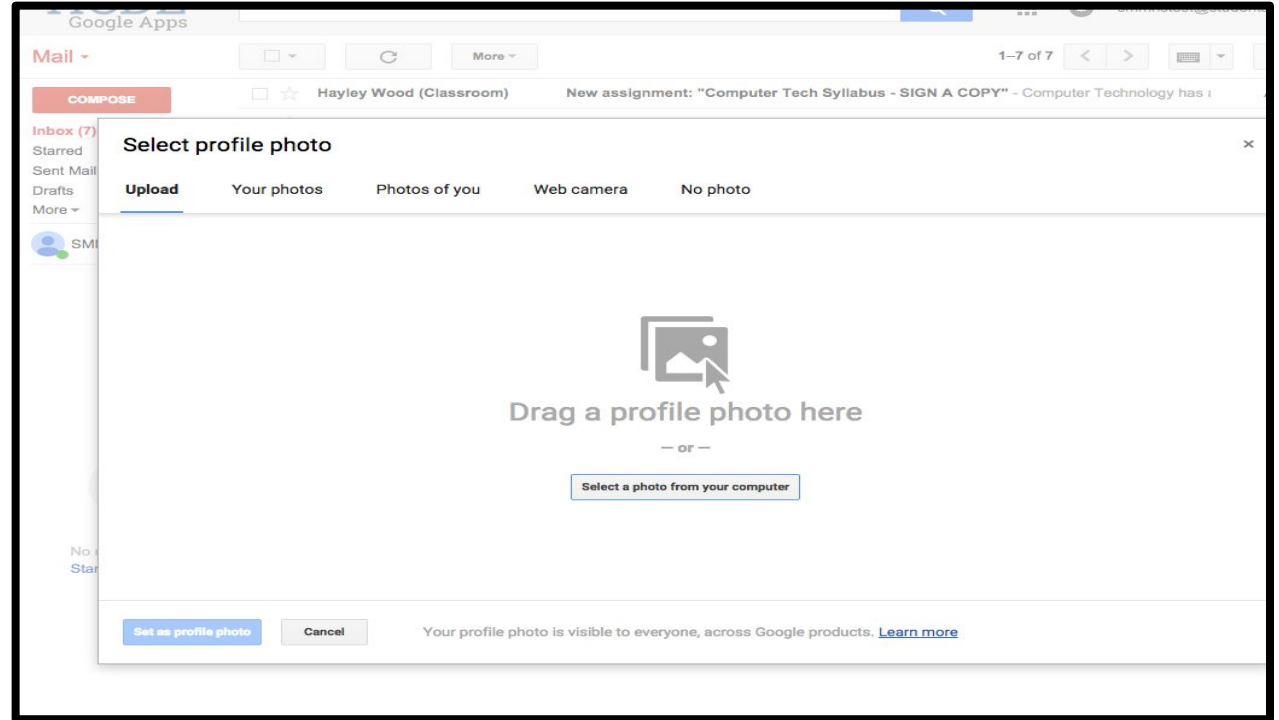
Adding a Profile Picture

Click on the avatar circle in the upper right hand corner of any Google page.



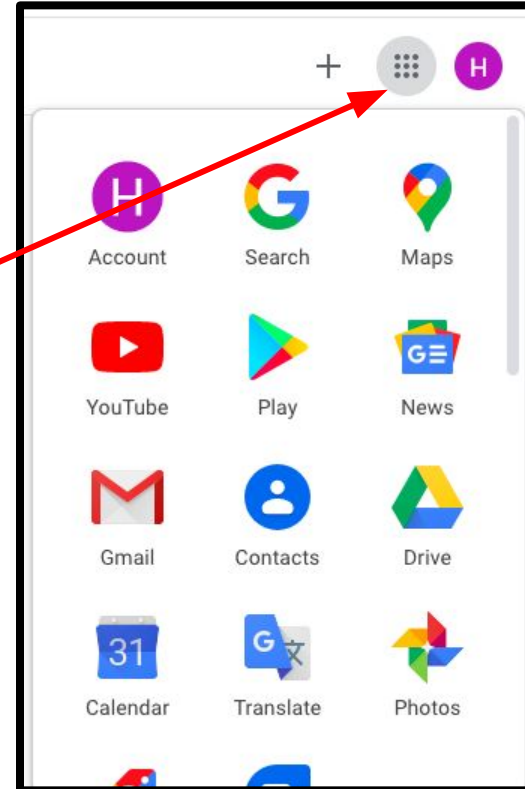
Adding a Profile Picture Continued

Select a Photo
from your
account or your
computer



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

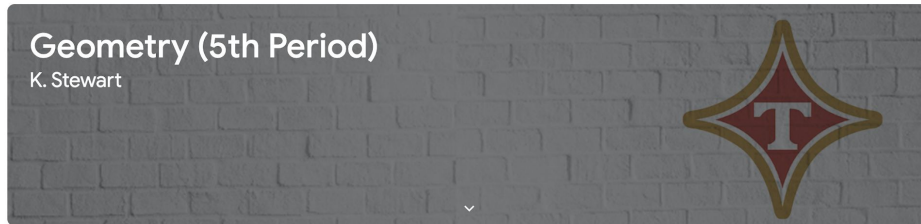
The stream tab simply gives you a timeline of any assignments, comments, or posts that your teacher (or classmates) have posted. One could compare this to a “feed” such as on Twitter.

riod)

Stream

Classwork

People



Upcoming

Woohoo, no work due soon!

[View all](#)



Share something with your class...



Katherine Stewart

Aug 5

Hello parents and students!

I'm excited to start this school-year alongside of y'all, regardless of how that may look for your student, whether online or in-person! Please watch the attached video here and view the resources in the "Parent Info" category under the classwork tab here on Google Classroom.

* Make sure to fill out the "Parent Survey". It would be very helpful to me to have this information from you!

The CLASSWORK

Tab

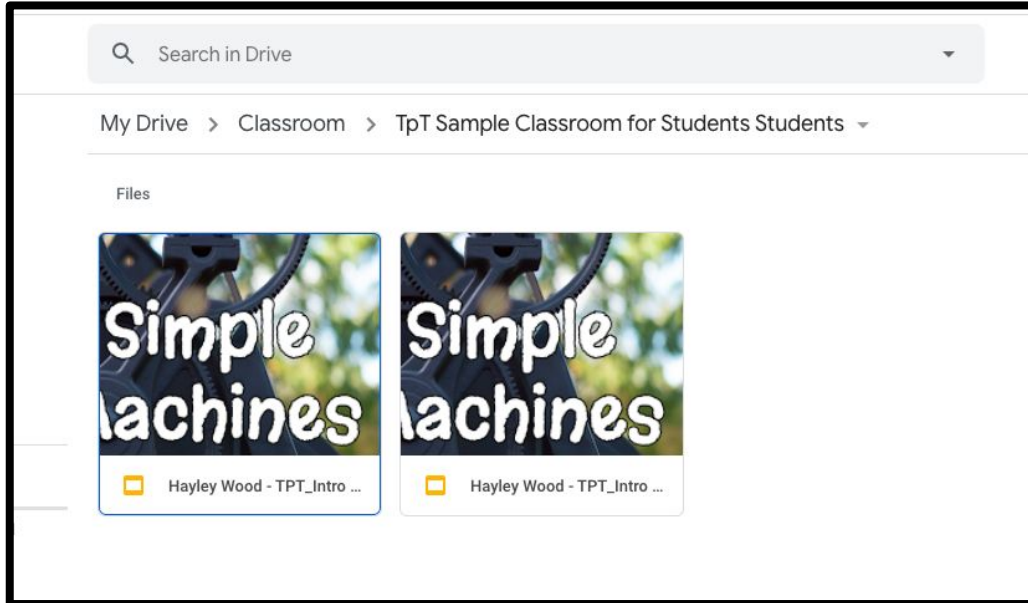
CLASSWORK Tab Layout

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 screenshot displays the 'CLASSWORK' tab interface. At the top, there are navigation tabs for 'Stream', 'Classwork' (which is selected and underlined), and 'People'. Below the navigation, there are three main sections: 'View your work' with a camera icon, 'Google Calendar' with a calendar icon, and 'Class Drive folder' with a folder icon. The 'Resources' section is highlighted in blue and contains a list item 'Simple Machines Quiz' with a document icon and 'No due date'. The 'Webquests' section is also highlighted in blue and contains a list item 'Simple Machines Webquest' with a document icon and 'Due Tomorrow'. Each section has a vertical ellipsis menu icon on the right side.

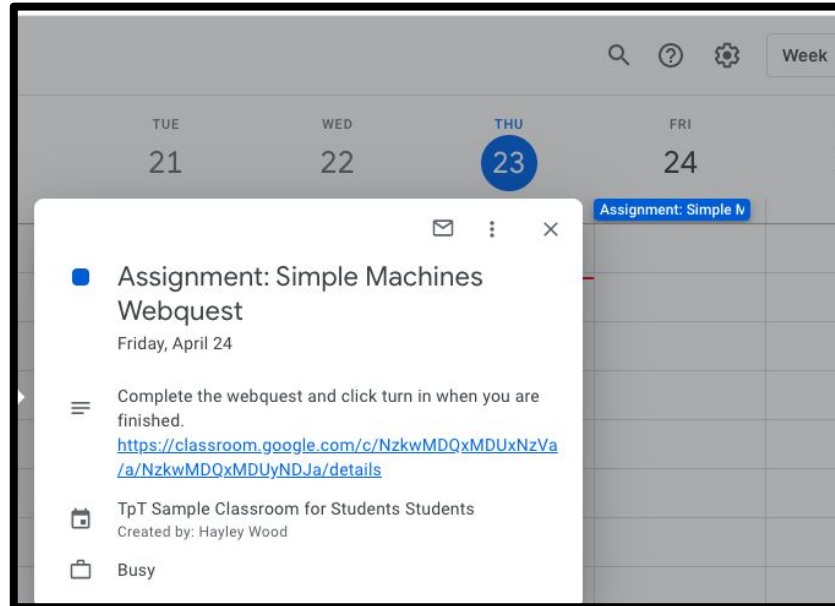
Class Drive Folder

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.



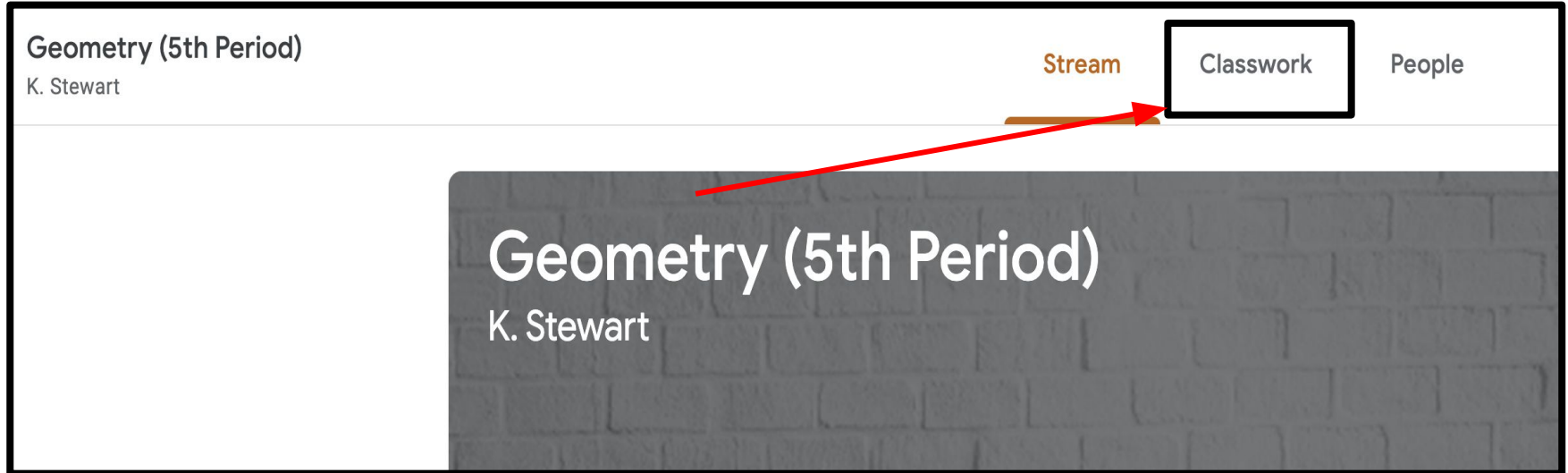
Google Calendar

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



The screenshot shows a course page for 'Geometry (5th Period)' by 'K. Stewart'. At the top right, there are three tabs: 'Stream', 'Classwork', and 'People'. The 'Classwork' tab is highlighted with a black border and a red arrow pointing to it from the 'Stream' tab. Below the tabs, a large grey rectangular area with a brick pattern contains the text 'Geometry (5th Period)' and 'K. Stewart'.

Geometry (5th Period)
K. Stewart

Stream Classwork People

Geometry (5th Period)
K. Stewart

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

The screenshot shows a Blackboard assignment page for 'Simple Machines Webquest'. At the top left, it says 'Due Tomorrow' and '100 points'. The assignment title is 'Simple Machines Webquest'. Below the title, there is a description: 'Complete the webquest and click turn in when you are finished.' To the right of the description, there is a large text overlay that reads: 'ONLY CLICK "TURN IN" AFTER YOU HAVE FINISHED EDITING THE DOCUMENT'. Below the description, there is a 'Class comments' section with a text input field 'Add class comment...' and a submit button. To the right of the main content, there is a 'Your work' section with a green 'Assigned' status. It shows a file named 'Simple Machines' by 'Hayley Wood - TP...' which is a 'Google Slides' file. Below this, there is a '+ Add or create' button and a blue 'Turn in' button. At the bottom right, there is a 'Private comments' section with a text input field 'Add private comment...' and a submit button.

Due Tomorrow

Simple Machines Webquest

100 points

Complete the webquest and click turn in when you are finished.

ONLY CLICK "TURN IN" AFTER YOU HAVE FINISHED EDITING THE DOCUMENT

Class comments

Add class comment...

Your work Assigned

Simple Machines Hayley Wood - TP... Google Slides

+ Add or create

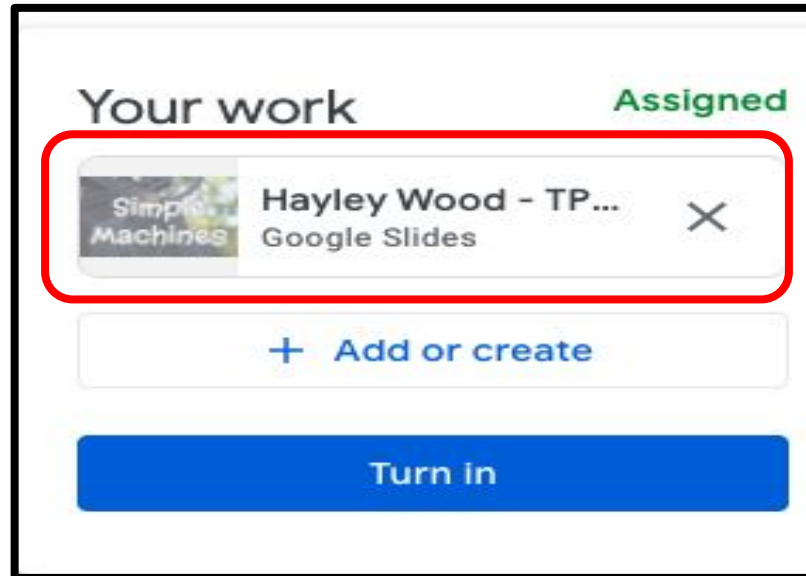
Turn in

Private comments

Add private comment...

Locating and Submitting Assignments

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



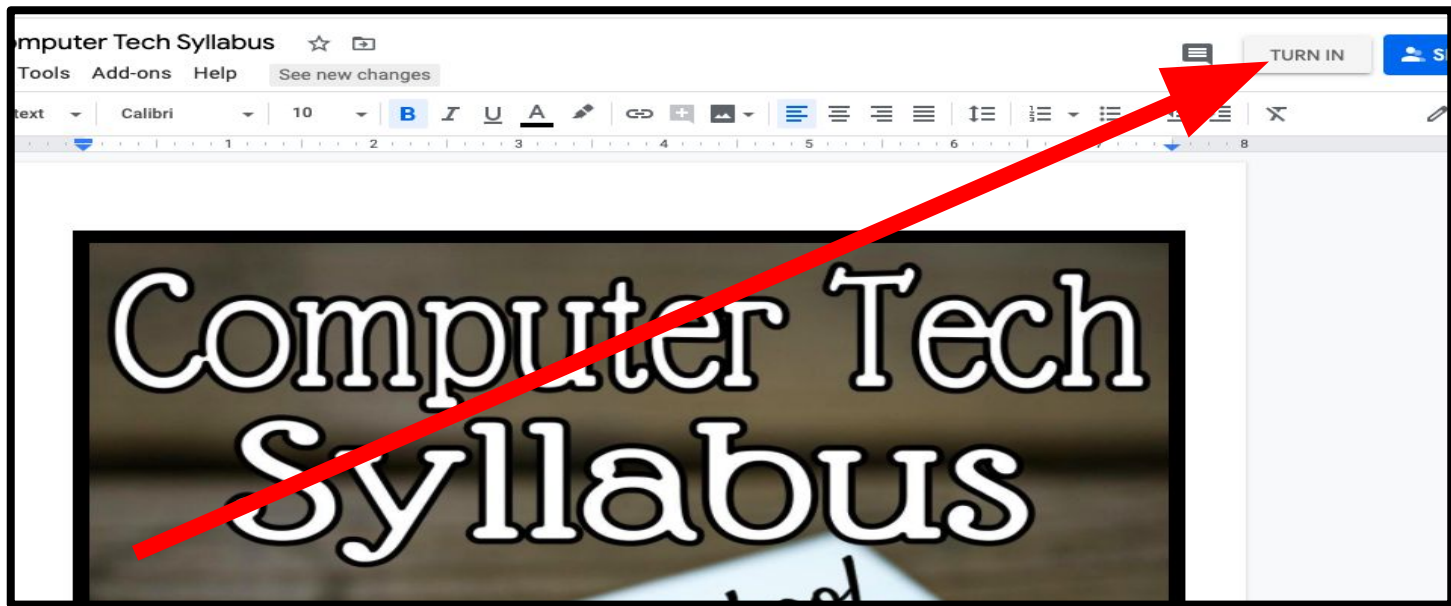
Editing in Google Slides

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.

The screenshot shows a Google Slides presentation titled "Simple Machines Webquest" by Hayley Wood. The interface includes a top menu bar with options like File, Edit, View, Insert, Format, Arrange, Tools, Add-ons, and Help. A red box highlights the user's name "Hayley Wood - TPT_Intro" in the top left corner. A red callout box with a white background and red border points to this name, containing the text: "Your name will automatically be added at the beginning of the document." The slide content features a large image of a gear with the text "Simple Machines" overlaid. The left sidebar shows a table of contents with four slides: "Simple Machines", "Simple Machines Introduction", "Lesson Objectives", and "Bell Ringer - Turn and Talk!". The bottom of the slide has a "Click to add speaker notes" prompt.

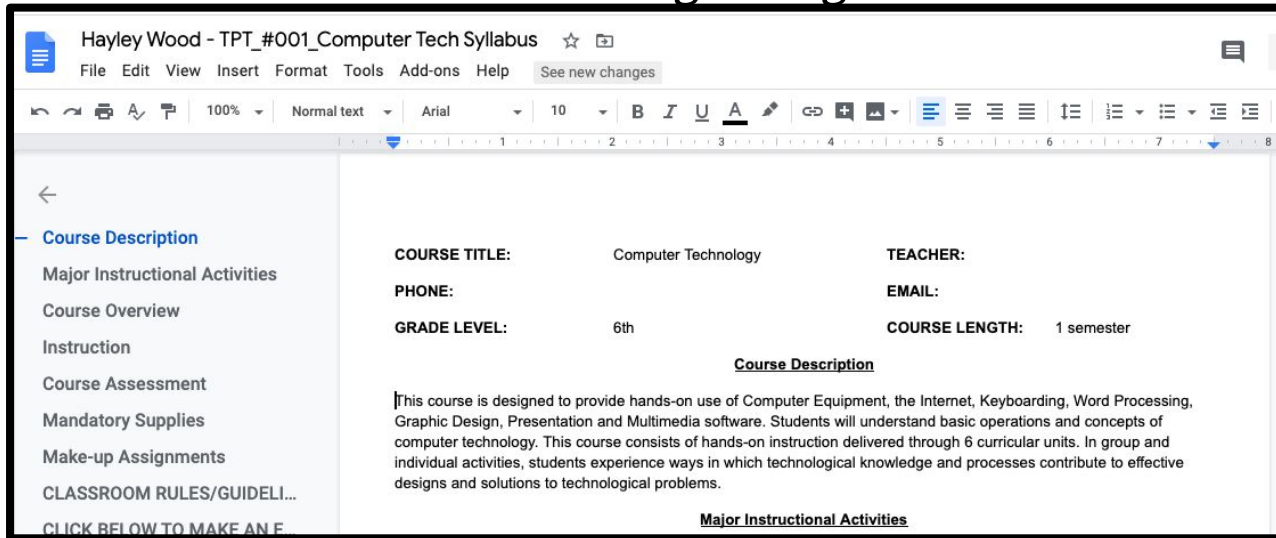
Editing in Google Docs

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.



The screenshot shows a Microsoft Word document titled "Hayley Wood - TPT_#001_Computer Tech Syllabus". The document is displayed in a window with a standard menu bar (File, Edit, View, Insert, Format, Tools, Add-ons, Help) and a ribbon with various editing tools. The document content is as follows:

COURSE TITLE:	Computer Technology	TEACHER:	
PHONE:		EMAIL:	
GRADE LEVEL:	6th	COURSE LENGTH:	1 semester

Course Description

This course is designed to provide hands-on use of Computer Equipment, the Internet, Keyboarding, Word Processing, Graphic Design, Presentation and Multimedia software. Students will understand basic operations and concepts of computer technology. This course consists of hands-on instruction delivered through 6 curricular units. In group and individual activities, students experience ways in which technological knowledge and processes contribute to effective designs and solutions to technological problems.


Major Instructional Activities

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?

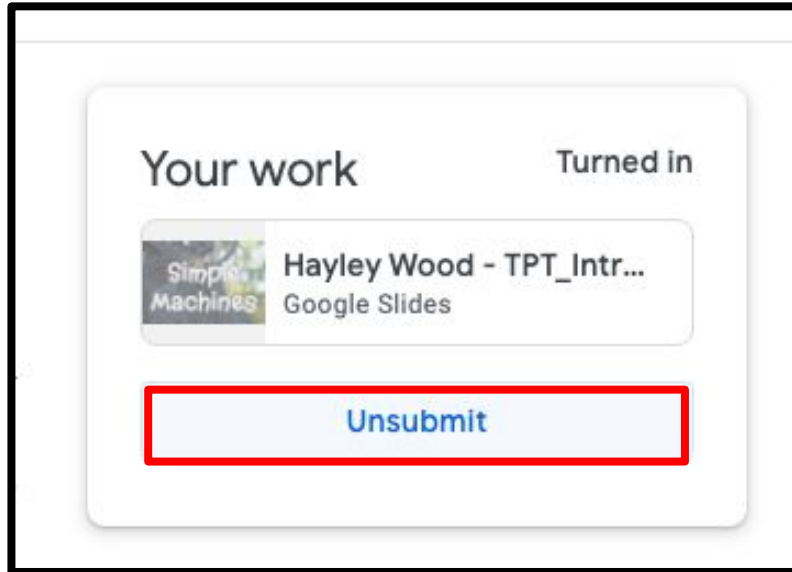
1 attachment will be submitted for "Simple Machines Webquest".

 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!

All topics

Parent Info

Unit 1: Transformati...

Useful Resources

On the left hand side of your page you will find all of the topics that your teacher has created.

All topics

Parent Info

Unit 1: Transformati...

Useful Resources

The PEOPLE Tab

The PEOPLE Tab allows you to view your teacher and any classmates

Stream

Classwork

People

Teachers



Katherine Stewart



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.



Geometry (5th Period)
K. Stewart

- 
-  Classes
 -  Calendar
 - Enrolled
 -  To-do
 -  Scott Elementary Faculty & Staff
2020-2021
 -  Algebra 2
K. Stewart
 -  Geometry (6th Period)
K. Stewart
 -  Geometry (5th Period)
K. Stewart

Using the Menu Button to see your TO-DO, MISSING and DONE assignments

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



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.

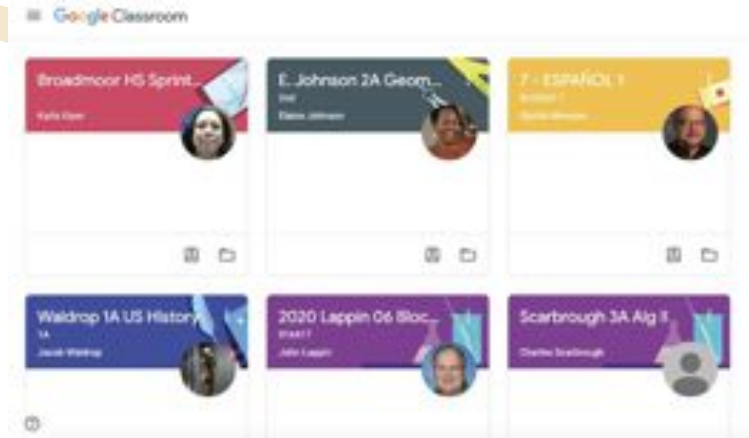


As a parent, it is important for you to understand:

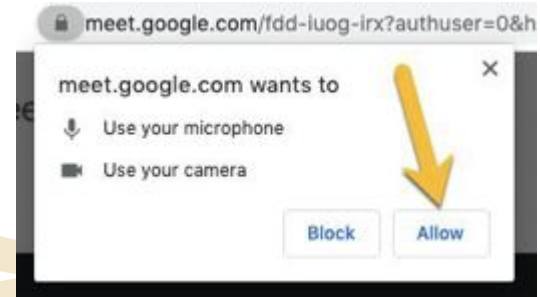
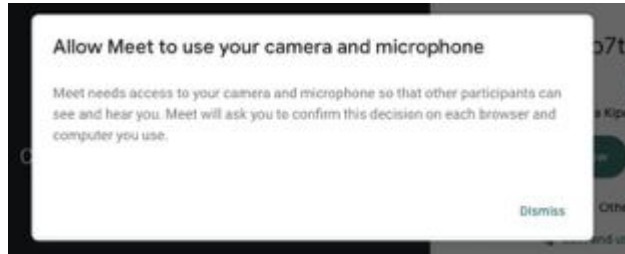
- Google Meet is part of Google Classroom which means it is safe, secure, and district-monitored.
- Your child should not be joining video conferences outside of Google Classroom and adult supervision.
- Your child cannot start or send a Google Hangout Meet link.
- Your child's teacher may use Google 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.

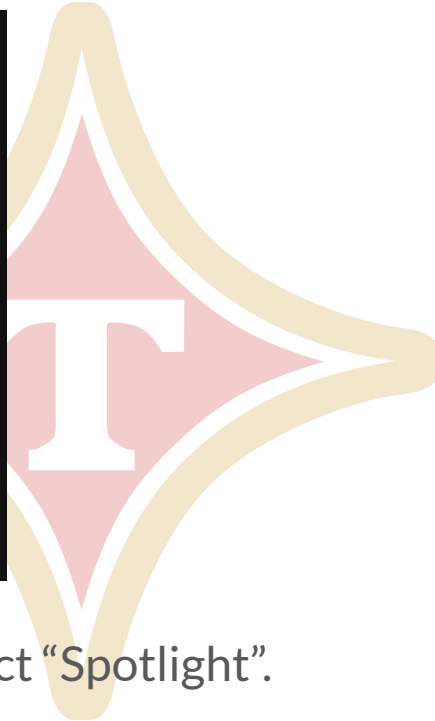
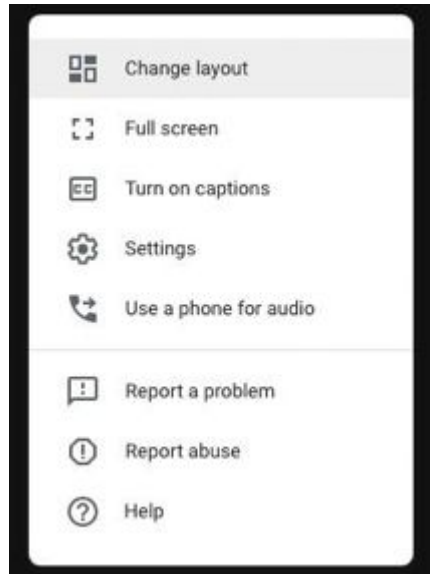


- **Basic Controls**

- **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.

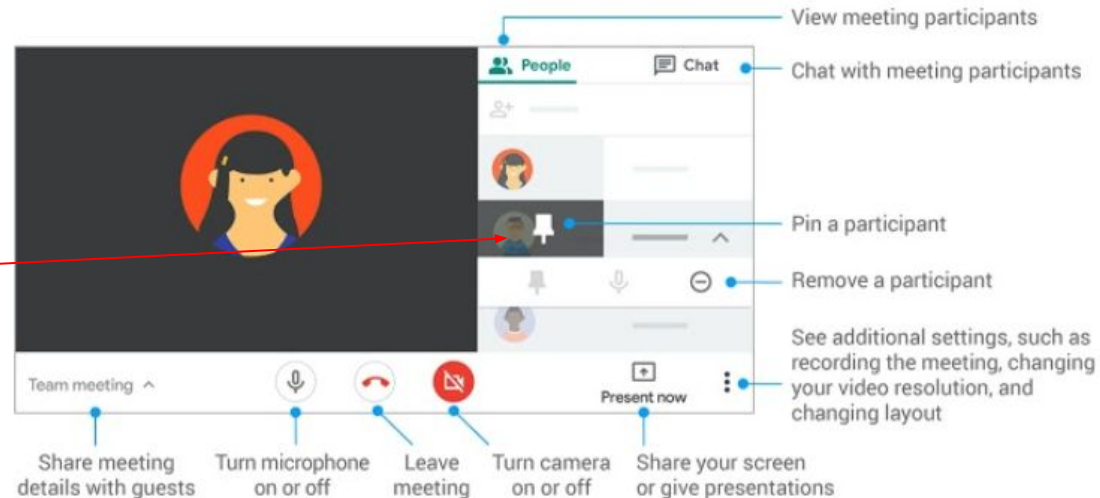


- Click on “Change layout” and select “Spotlight”.

Google Meet

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

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.

The screenshot displays the Courseware homepage for Michael Durant on Thursday, July 23, 2020. The top navigation bar includes icons for Home, All My Work, Messages, Notes, Collaboration, My Rewards, and Sign Out. The main content is divided into two columns: Active Assignments and Alerts.

Active Assignments:

- 10A English** (English 10A SD 2020-2021):
 - Current Grade: D (67.50%)
 - Course Grade: F (7.71%)
 - Activity: **Symbolism in Fiction: Tutorial** (Last accessed today at 3:32PM)
 - Completion: 9/27 (33%)
 - Status: **On Pace** (Due: 09/25/20)
 - Buttons: **Continue** and **All Activities**
- PLATO Course Algebra 1, Semester A v6.0** (Algebra 1A v6):
 - Current Grade: B (80.07%)
 - Course Grade: F (14.12%)
 - Activity: **Graphs of Linear Relationships: Mastery Test** (Last accessed on Mon, Jul 6, 2020, 11:05AM)
 - Completion: 6/44 (14%)
 - Status: **Off Pace** (Due: 10/10/20)
 - Buttons: **Select New Activity** and **All Activities**

Alerts:

- Alert 1: Due 6/25/20
- Alert 2: Due 6/25/20
- Alert 3: Due 7/6/20

Callout boxes provide instructions: "Continue an in-progress activity." points to the "Continue" button; "Access all activities for the course." points to the "All Activities" button; "Check your pacing for a course." points to the "Off Pace" status indicator.

To access all activities for a course, select All Activities (shown on page 1). Here's what your course path looks like:

English 10A SD 2020-2021
 End Date: Sep 25, 2020 (50 Days Remaining) View Section Details [View Progress Report](#)

74.29% (C) Current Grade 7.43% (F) Course Grade 8/27 (30% Complete) 1 Activity Ahead Of Pace 00:24:16 Total Time On Task

10A English

ALL WEEKLY TARGET PAST TARGET NOT STARTED IN PROGRESS NOT MASTERED COMPLETED

Unit 1: Literary Devices in Fiction In Progress [Hide](#)

- THU JUN 25 **Pretest: Literary Devices in Fiction** Completed (1 of 1) 75% Time On Task: 00:04:21
- MON JUN 29 **Discussion: Literary Devices in Fiction** Not Started (0 of 1) --
- WED JUL 01 **Subject and Theme in Fiction** Completed (0 of 2) ★
- MON JUL 06 **Tone and Mood in Fiction** Completed Not Mastered (2 of 2) 60% Time On Task: 00:03:09
- WED JUL 08 **Character and Plot Development in Fiction** In Progress 100% Mastered! Time On Task: 00:02:17
- MON JUL 13 **Narrative Techniques in Fiction** Completed (1 of 2) 80% Mastered! Time On Task: 00:01:51
- WED JUL 15 **Symbolism in Fiction** In Progress (0 of 2) -- Time On Task: 00:02:18

Callout Boxes:

- Check if you're on pace.
- Easily filter your activities to plan your work.
- Target dates help you plan and keep on pace with your course. Your teacher can show or hide them.
- This icon indicates you're exempt from a module.
- Select a module to open the activity launch page.
- This shows a Mastered module.

Filter	Explanation
All	View all your course material.
Weekly Target	View the course material you should have complete by the end of the current week.
Past Target	View work that is past its target date.
Not Started	View work you have not yet started.
In Progress	View work that you have begun but not completed.
Not Mastered	View mastery tests you've taken but haven't mastered yet.
Complete	See all your completed work and mastered mastery tests to date.

1. To quickly look for activities you still need to complete, filter by **Not Started**. Then select the activity you want to work on.

74.29% (C) Current Grade 7.43% (F) Course Grade 8/27 (30% Complete) On Pace 00:24:16 Total Time On Task

10A English

ALL WEEKLY TARGET PAST TARGET **NOT STARTED** IN PROGRESS NOT MASTERED COMPLETED

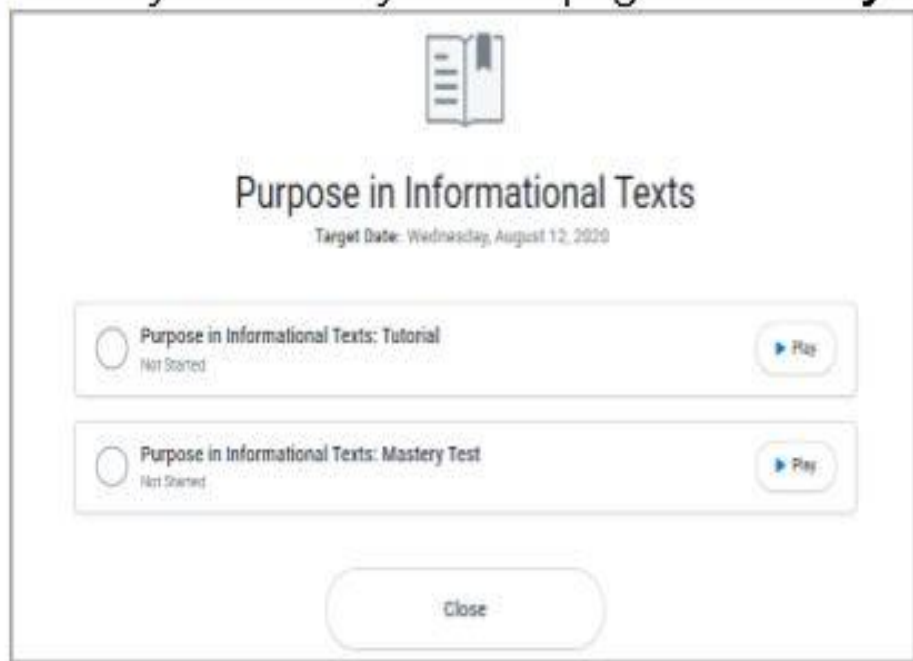
Unit 1: Literary Devices in Fiction In Progress Show

Unit 2: Elements of Informational Nonfiction In Progress Hide


MON JUL 27	Pretest: Elements of Informational Nonfiction <input type="radio"/> Not Started (0 of 1)	--
WED JUL 29	Discussion: Elements of Informational Nonfiction <input type="radio"/> Not Started (0 of 1)	--

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.



The image shows a screenshot of an activity launch page. At the top center is an icon of an open book. Below the icon is the title "Purpose in Informational Texts" in a large, bold font. Underneath the title is the text "Target Date: Wednesday, August 12, 2020". There are two activity options listed below, each in a rounded rectangular box. The first option is "Purpose in Informational Texts: Tutorial" with a radio button on the left and a "Play" button on the right. Below the title is the text "Not Started". The second option is "Purpose in Informational Texts: Mastery Test" with a radio button on the left and a "Play" button on the right. Below the title is the text "Not Started". At the bottom center of the page is a rounded rectangular button labeled "Close".



Purpose in Informational Texts

Target Date: Wednesday, August 12, 2020

Purpose in Informational Texts: Tutorial
Not Started [▶ Play](#)

Purpose in Informational Texts: Mastery Test
Not Started [▶ Play](#)

[Close](#)

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.

The screenshot displays a dashboard with five course cards. Each card shows the course name, current grade, course grade, and completion progress. The pacing status is indicated by a colored bar and a label:

- 10A English** (English 10A SD 2020-2021): Current Grade: D (47.50%), Course Grade: F (7.71%). Completion: 1/27 (38%). Pacing: Ahead of Pace (Due: 07/25/20).
- 10A English** (English 10A SD 2020-2021): Current Grade: C (74.29%), Course Grade: F (7.42%). Completion: 5/27 (30%). Pacing: On Pace (Due: 07/25/20).
- PLATO Course Biology, Semester A v4.0** (Biology A Thompson): Current Grade: B (84.10%), Course Grade: F (34.17%). Completion: 1/33 (48%). Pacing: Slightly Off Pace (Due: 06/17/20).
- PLATO Course Algebra 1, Semester A v4.0** (Algebra 1A v4): Current Grade: B (80.07%), Course Grade: F (14.12%). Completion: 6/44 (14%). Pacing: Off Pace (Due: 10/10/20).
- PLATO Course Ed American Sign Language 1, Semester A** (Sign Language 1A): Current Grade: A (91.25%), Course Grade: F (7.84%). Completion: 3/31 (10%). Pacing: No Due Date.

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.

PLATO Course Biology, Semester A v6.0
Biology Semester A

Current Grade: **A (100.00%)**



Introduction to Biochemistry

Introduction to Biochemistry: Tutorial

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Continue 



All Activities

Completion: 2/33 (6%)



Ahead of Pace
Due: 05/03/19