How to Prepare for Remote Learning At Hadley

A guide for students & families

Step 1(for families):
Go to
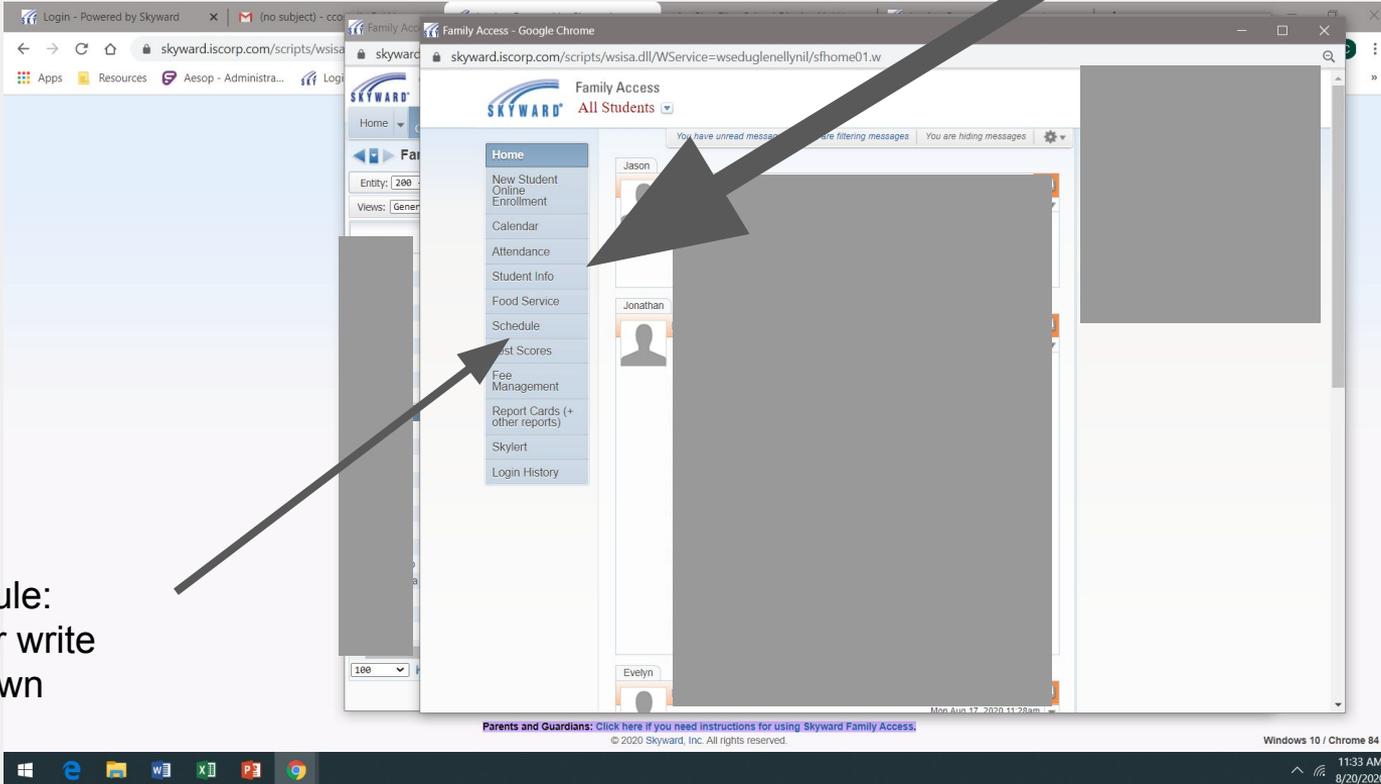https://www.d41.org/hadley and
click on "Skyward Family
Access (student)"

Step 2 (for families):
Log in to your
account. If you forgot
your login/password
click this first.

Step 3 (for families): Print or write down your student's schedule.
Step 4 (for families): On the home page, click on Student Info

Where to get students usernames and passwords

Schedule:
Print or write
this down
1st!

Step 5 (for families) : Follow the below directions to find your students google accounts username & password.

Google Accounts & Google Classroom

Parents can view the student account info in Skyward Family Access. Here's how:

1. In Skyward Family Access, click the *Student Info* button in the menu on the left.
2. Next to their child's picture, the "School:" field has the student's Google account username.
3. Under the child's picture the "Other ID:" field has the student ID number, which is also their Google password.

Sandy Z. Student

Username

School: 19sstude@d41.org

Call: (630) 123-4567 (Sue Student)

234 Anywhere St
Glen Ellyn, IL 60137

View Sandy's Family

Gender:

Age (Birthday): 15 (01/01/2005)

Language: English

Graduation Year: 2025

Other ID: 208016185

Password

Students have camera access on their Chromebooks. Students can only send or receive email to/from D41 staff members. They cannot send or receive email with each other or with addresses outside our D41 network.

Step 6 (for students): Sign into Google Classroom

On Friday, August 21st you will know where to go first because it will be period 1 on your schedule.

To sign in to Google Classroom:

1. **Sign in to Classroom at classroom.google.com**
   There is also a mobile app if you're interested.

2. **Click on** [Go to Classroom]

CLASSROOM

Enter the username and password

Google

Sign in to add another account

Email **username@d41.org**
Password **2080#####**

[Sign in]
Need help?

*don't forget to type @d41.org!

Create an account

One Google Account for everything Google

Google Privacy & Terms Help

Now when signed in, you should automatically see your child's classrooms. Click on the title of the class to open the Classroom.

Digital Media: Thomas PM
Digital Media: Salach PM
Digital Media: Spratt PM

Gmail Images ⋮⋮⋮

Top right corner

Bradley Lands
textchirp@gmail.com
Account — Privacy

[View profile]

[Add account] [Sign out]

Don't forget to sign out of your child's account.
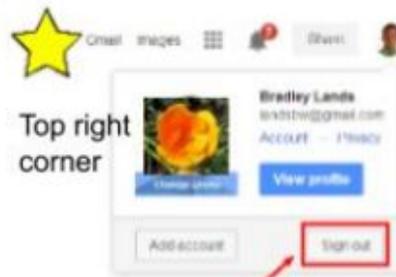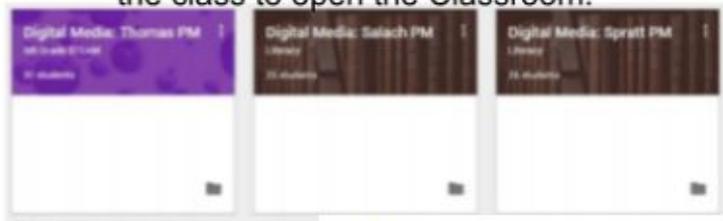
If your child is signed into Google he/she can also get to Google Apps, including Google Classroom, Google Drive, and Gmail by clicking the Apps Grid (9 dots). You will find this at the top right corner next to the profile icon.

In the upper left corner click the three lines for the Main Menu.

≡ Google Classroom

In the upper right corner.   + ⦂⦂⦂ k

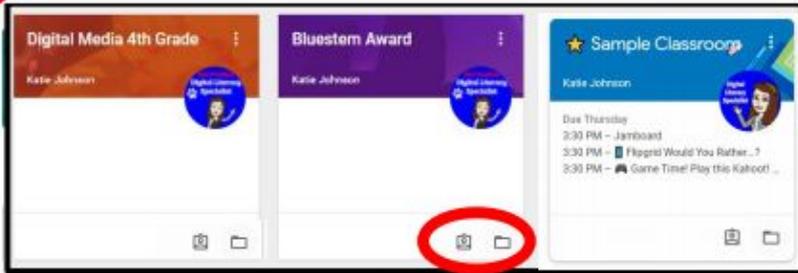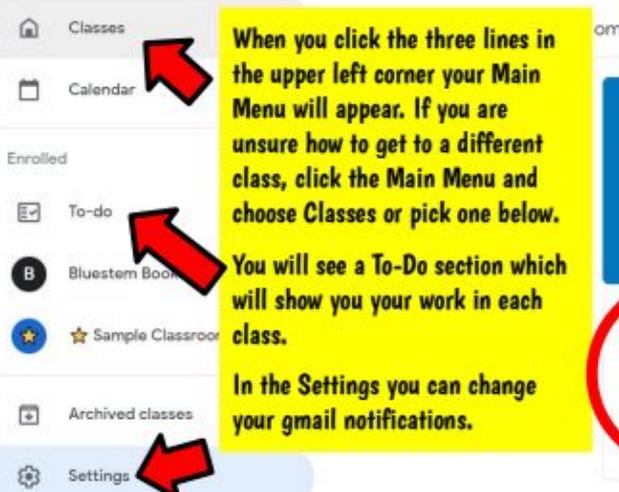| Digital Media 4th Grade ⦂	Bluestem Award ⦂	⭐ Sample Classroom ⦂
Katie Johnson	Katie Johnson	Katie Johnson
		Due Thursday
		3:30 PM – Jamboard
		3:30 PM – Flipgrid Would You Rather...?
		3:30 PM – Game Time! Play this Kahoot! ..

The + sign allows you to join a class by a code.

The 9 dot grid will show your other Google Apps. It's a quick way to get to other apps like Gmail.

The circle profile shows who is logged into Classroom. Your D41 school profile should be in the upper right corner. If not, switch accounts to be able to view your classes.

Step 7 (for students) : Open up Google Classroom to View Classes.

These are your Class icons. To enter a class simply click on the class name (white text). The 🖾 icon will show you your work. The 🗀 icon will bring you to your Google Drive.

⌂ Classes

📅 Calendar

Enrolled

📝 To-do

B Bluestem Book

⭐ Sample Classroom

📥 Archived classes

⚙ Settings

When you click the three lines in the upper left corner your Main Menu will appear. If you are unsure how to get to a different class, click the Main Menu and choose Classes or pick one below.

You will see a To-Do section which will show you your work in each class.

In the Settings you can change your gmail notifications.

Stream   Classwork   People

⭐ Sample Classroom
Meet link ▮▮▮▮▮▮▮▮▮▮ ⊙

Upcoming
Due Thursday
3:30 PM – Jamboard
3:30 PM – Flipgrid Woul..
3:30 PM – Game Time..

Katie Johnson
Aug 9
Today at 1:30 Class Meeting

When you open a class you will see Stream, Classwork and People at the top.

Stream will show you announcements.
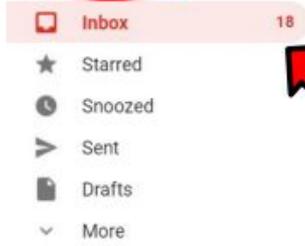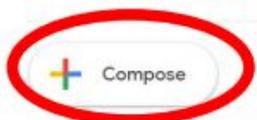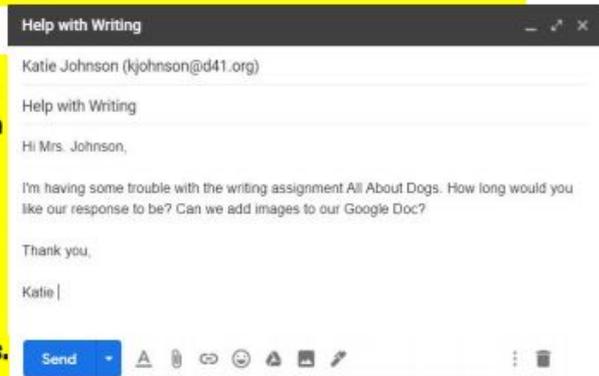**Classwork** will show you your assignments, announcements and materials.
People will show you participants in the class and from there you can also click to email your teacher which will open up gmail.

You will see Upcoming on the left side showing work that is due.
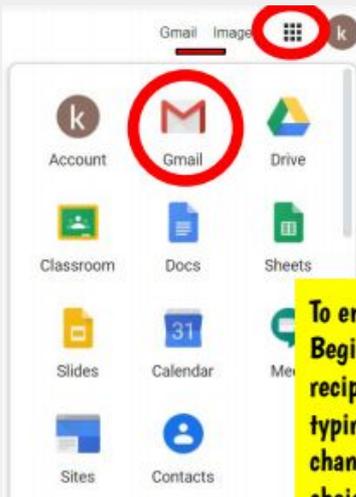
When you sign into your Chromebook with your school account you can click on Chrome 🌈 (colorful circle) and then find the Google Apps Grid (9 dots in upper right corner). There you will see all your Apps. On a Chromebook you will also see them on the Apps Launcher or if you have pinned some of the apps they will be on the Chromebook shelf.

Gmail Image

Account   Gmail   Drive

Classroom   Docs   Sheets

Slides   Calendar   Me

Sites   Contacts

To email a teacher click on the + Compose. Begin typing your teacher's email address in recipient box. Add a subject then begin typing your email. You can attach a file or change the font settings with the menu choices at the bottom. When finished click Send at the bottom. If you just close it without hitting Send it will be in your drafts.

☰ M Gmail

+ Compose

📭 Inbox   18
★ Starred
🕐 Snoozed
➤ Sent
📄 Drafts
⌄ More

Help with Writing   — ↗ ×

Katie Johnson (kjohnson@d41.org)

Help with Writing

Hi Mrs. Johnson,

I'm having some trouble with the writing assignment All About Dogs. How long would you like our response to be? Can we add images to our Google Doc?

Thank you,

Katie |

Send ▾   A 📎 🔗 😊 △ 🖼 ✏   ⋮ 🗑

Get started with Gmail

⚙ Customize your inbox   🖊 Set a signature

☐ ☆   a

☐ ☆ K   Ka

☐ ☆ Katie Johnson (Clas.   New material: "🐾 Google Meet Today at 10:00-10:30" - Hi kjohnson,
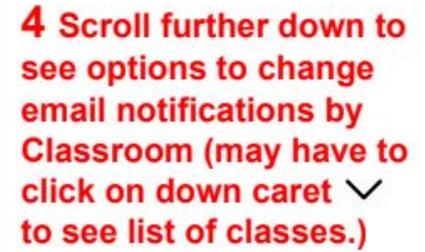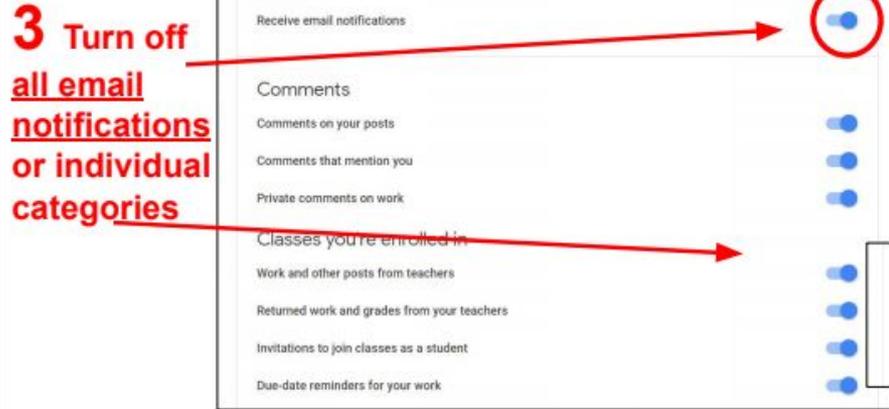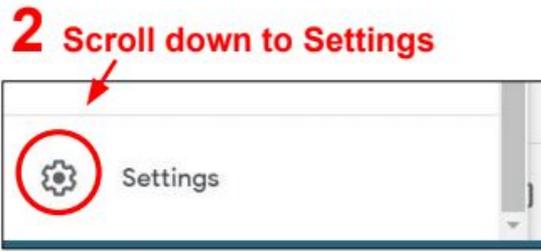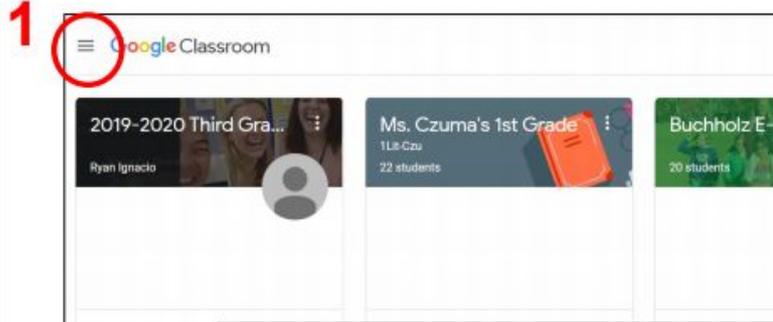
Your Inbox shows mail you have received. See the left side to find your sent mail, drafts, starred, etc.
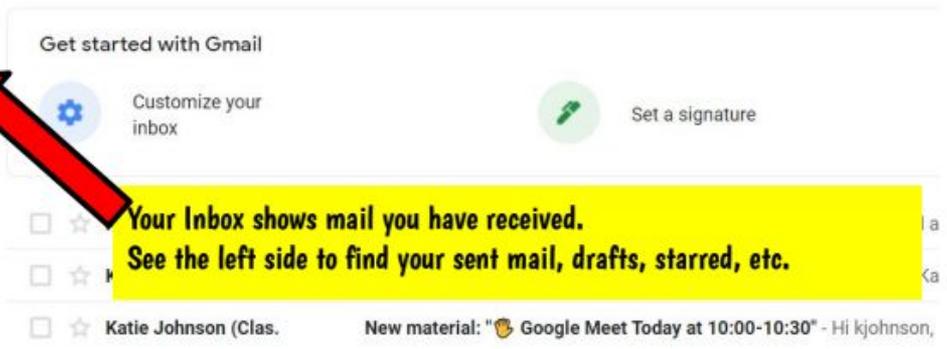
Step 8(for students): Open up Gmail to View It.

Change Google Classroom email notifications

1
☰ Google Classroom

2019-2020 Third Gra...
Ryan Ignacio

Ms. Czuma's 1st Grade
1 Lit-Czu
22 students

Buchholz E-
20 students

2 Scroll down to Settings

⚙ Settings

3 Turn off all email notifications or individual categories

Notifications

Email
Receive email notifications

Comments
Comments on your posts
Comments that mention you
Private comments on work

Classes you're enrolled in
Work and other posts from teachers
Returned work and grades from your teachers
Invitations to join classes as a student
Due-date reminders for your work

4 Scroll further down to see options to change email notifications by Classroom (may have to click on down caret ⌄ to see list of classes.)

Class notifications
Turn email and mobile notifications on or off for a class
2019-2020 Third Grade
Ms. Czuma's 1st Grade 1 Lit-Czu
Buchholz E-Learning

Optional Step: by default, students get notification in their Gmail from all Google classrooms. Here are directions to change settings.
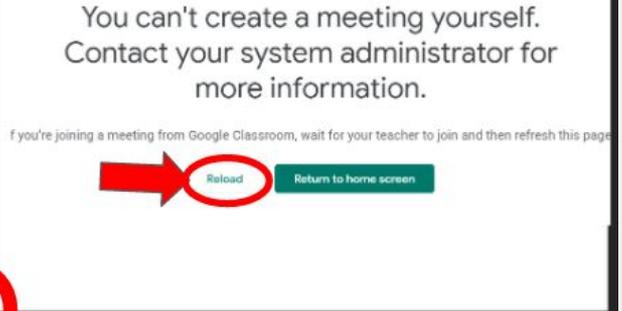
Step 9 (for students): Check out Google Meets
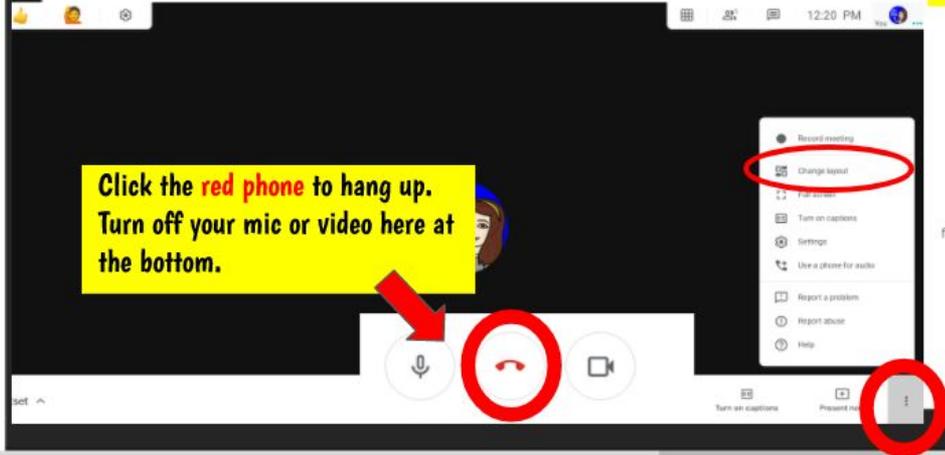
Still Need Answers....

A Tech Guide for D41 Families

Welcome, families, to a new school year! Do you have questions about the technology in remote learning? Use this guide as a helpful resource.

For parents and caregivers:

Q: How will I get information about announcements, assignments, and other classroom news?

A: *Google Classroom is the main platform all students will be using. You can sign into your child's school Google account if you want to view their Classroom or Gmail. Please sign out when finished viewing.*

Q: How/where should my child keep track of their assignments?

A: *Google Classroom includes "Classwork" where your child can view work that the teachers assign. If there is a due date attached to the assignment, then your child will see those due dates. Your child can also set Classroom notifications for emails from Google Classroom.*

Q: How can I contact teachers? How can my child contact teachers?

A: *Teachers all have D41 email addresses that both you and your child can use to contact the teachers. You can find email addresses on the staff directories on each school's website. Students can find the Gmail app by signing into their school account.*

Q: What should we do if we have technical difficulties or our device breaks?

A: *If you are having technical issues, such as connecting to the internet, contact the district Tech Help Desk (https://www.d41.org/techathome). If you have instructional issues, such as accessing your student's Google Classroom, contact your school's Digital Literacy Specialist.*

For students:

Q: How will I access remote learning classes?

A: *Google Classroom is the main platform to access your announcements, assignments and materials. You can find the Classroom app by signing into your school account and going to the 9 dot Google apps grid in the upper right corner. You can also open a new tab and type classroom.google.com. We recommend using the D41 issued Chromebook.*

Q: What should I do if I have remote learning technical difficulties?

A: *If you are having trouble accessing or viewing an assignment your teacher posted in Google Classroom, start with contacting your teacher through Gmail, a private comment in Classroom, or in a teacher scheduled Google Meet. You can also contact your Digital Media teacher (Digital Literacy Specialist) the same way by emailing, commenting in your Digital Media Google Classroom or asking questions in your scheduled Digital Media Google Meet class. If there is something wrong with your Chromebook or Internet, have your family use the Tech Help Desk https://www.d41.org/techathome.*

Q: How should I keep track of my assignments?

A: *In each Google Classroom you will have a "Stream" that will show announcements and "Classwork" that will show your assignments. There is a "View Your Work" button on the Classwork page to see what is due. Google Classroom will be organized by date, so you can see what is expected for each day.*