

Basic Web Class & Conference Etiquette

Learning in a distanced online environment presents a new set of challenges (and opportunities) both for the teachers that are teaching and the students that are learning. Please review these basic etiquette steps with your student(s) to ensure that all participants are provided with an optimal opportunity to both learn and teach.

1. Follow the instructions of teacher.
2. Do not engage in other apps/programs on your device while a web conference is active, unless instructed by the teacher.
3. Please mute your microphone upon entering the web conference.
4. If a teacher has muted your microphone, do not unmute it unless instructed.
5. Please do not interrupt the teacher while they are speaking. If you have a question, post the question in the chat bar.
6. Reminder that the chat window should not be used to send messages to friends, post funny emoji's or other non-class related info. Everyone in the class, including teachers, can see all messages.
7. Smile! You're on camera. Students should have proper attire during online classes.
8. Please do not make funny faces or exhibit any other behavior that may be distracting to your classmates.
9. As with any class instruction or assignments, if after the online teaching is complete, if you still have questions or are struggling with the content/concepts, please don't hesitate to reach out to your teacher for further instruction or information.

Guide To Student and Parent Success

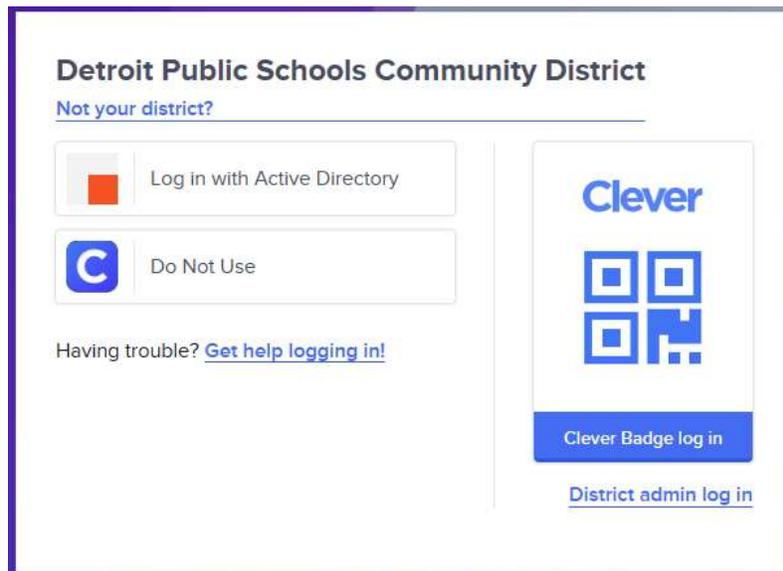
Students can login into their accounts by a simple click of the **CLEVER** icon that is located on their homepage or home screen. Look for this image and click for access:

STEP 1



The box directly below should by now have appeared on your screen. If you are using the 'Log in with Clever' button, enter your district username and password. Your username and password have been set up by your school district. They may be your student number, ID, or email address.

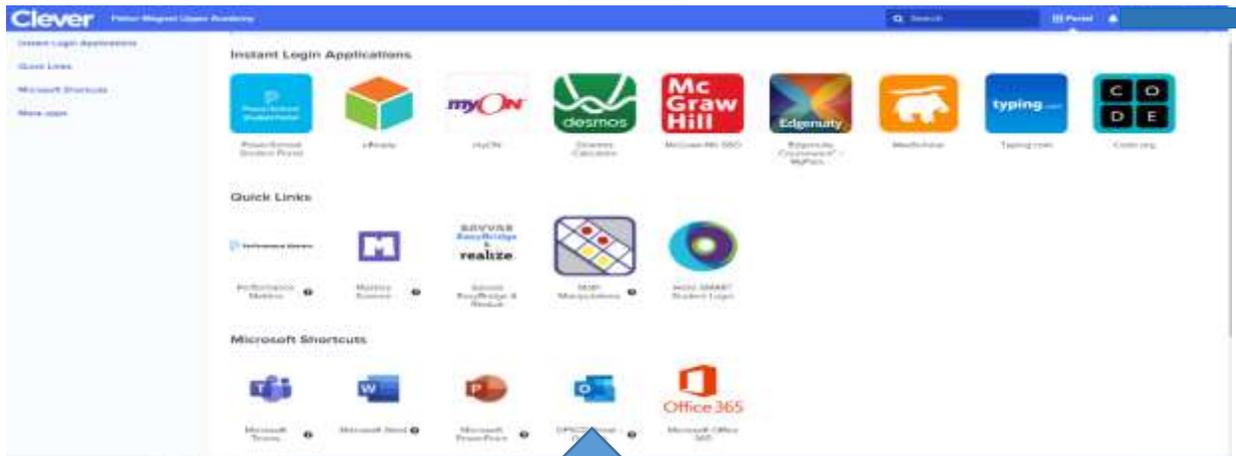
STEP 2

The image is a screenshot of a login page for the Detroit Public Schools Community District. At the top, it says "Detroit Public Schools Community District" and "Not your district?". Below this are two login options: "Log in with Active Directory" (with a red square icon) and "Do Not Use" (with a blue 'C' icon). There is a link "Having trouble? Get help logging in!". On the right side, there is a "Clever" logo, a grid of four blue squares, and a blue button labeled "Clever Badge log in". Below the button is a link "District admin log in".

From this app students will have access to Microsoft Teams, Word, PowerPoint, Excel and so much more. From this **Clever** home base, students can open Office apps in their web browser.

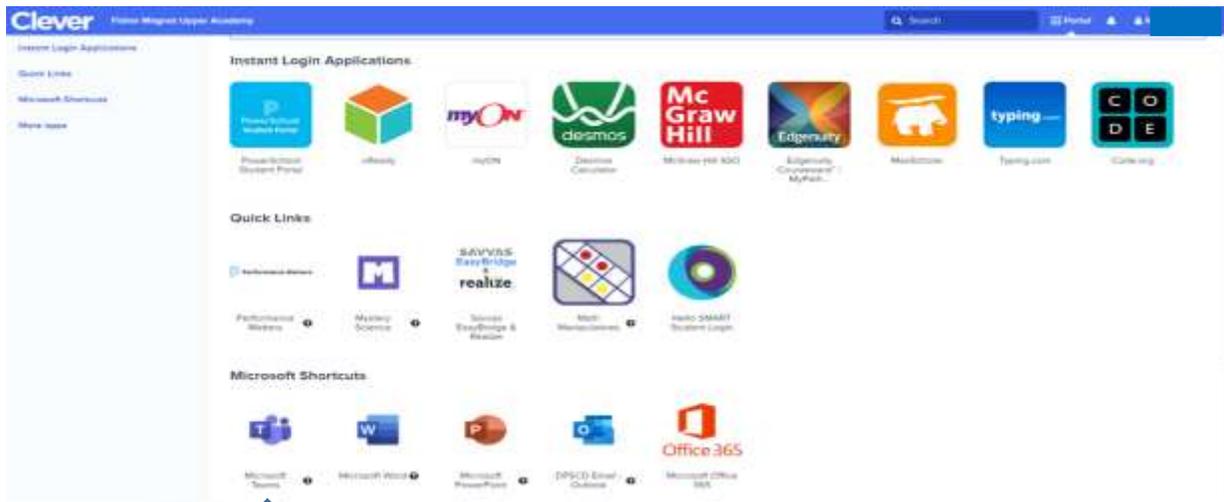
Below is the screen that should now be on:

STEP 3



STEP 4

Click the app for DPSCD Email-Outlook. This will access your student's email. Scroll and look for an email for your student's teacher. Within this email you will find links or invites to join their teacher's classes for the 2020-2021 school year.



STEP 5

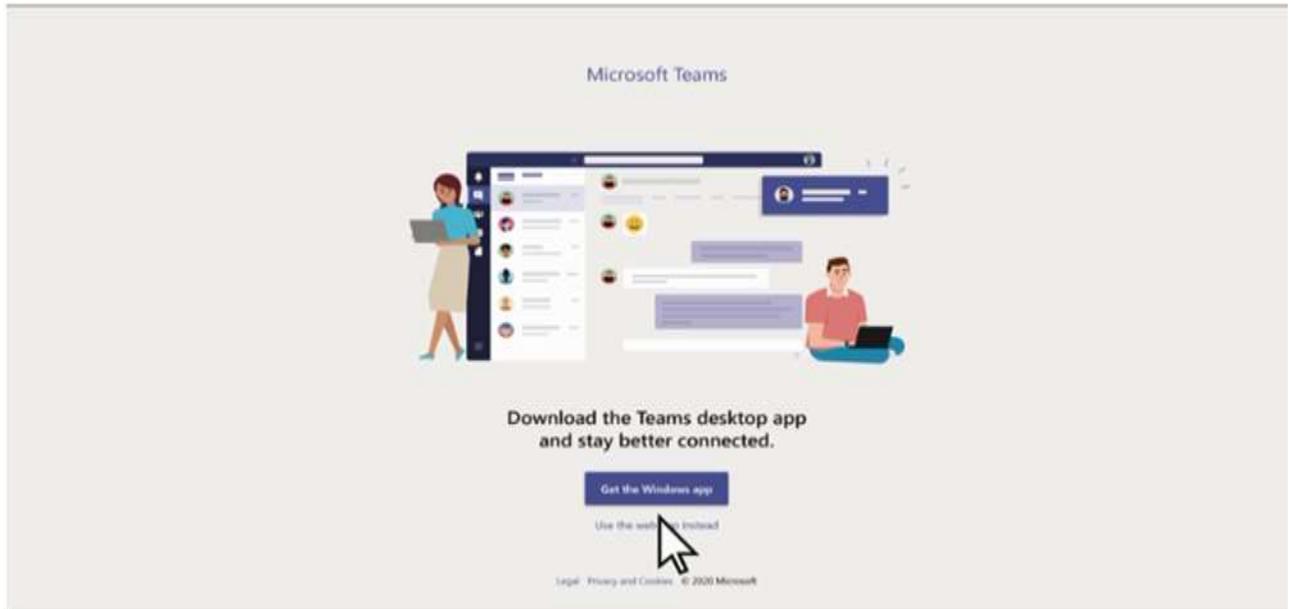
After your student(s) have joined their classes for the 2020-2021 school year, they will now use Microsoft Teams for their virtual online classes. These classes will automatically be inserted by your student's teacher into a daily calendar that is preloaded on your student's Microsoft Teams app.

For more information or assistance please contact your student's school.

MICROSOFT TEAMS (for any device)

Microsoft Teams can be accessed online or downloaded to a home or mobile device. Simply login to teams.microsoft.com and you can also download the “Teams App” to your mobile device. You will then need to obtain your student(s) login information to access all of their class information.

STEP 1



After you have successfully downloaded the “Teams” app to your home device or phone. You will now input your student’s username and password following steps for STEP 2 and STEP 3.



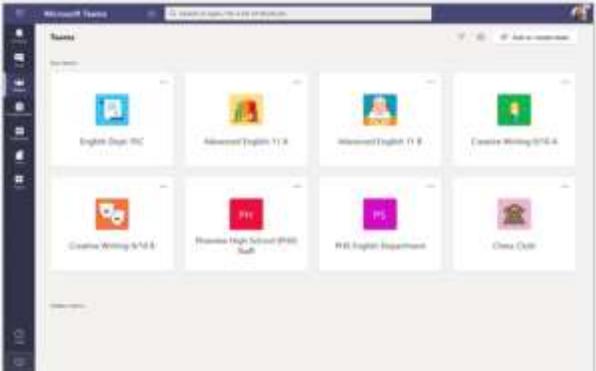
Section overview:

The below gives you a brief overview of each section:

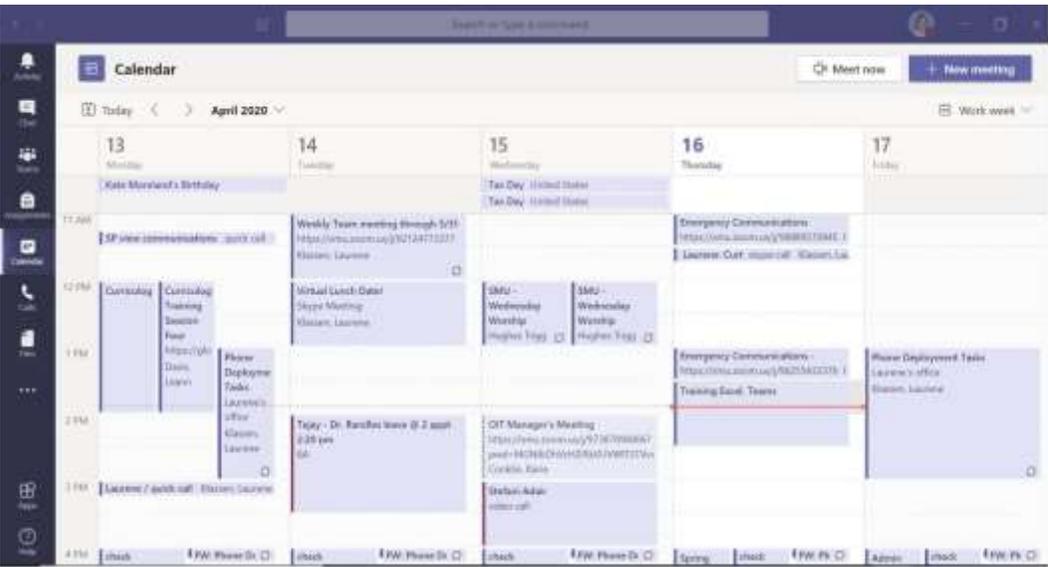
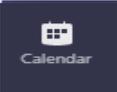
<p>TEAMS</p> 	<p>Once logged in, you will see one or more modules that represent grade level classes. (i.e. 7th Grade Team). Click on the box for your class.</p>
<p>ACTIVITY</p> 	<p>The activity section will show all new activity taking place within your team. This could include:</p> <ul style="list-style-type: none"> • Files uploaded • New calendar events • Recorded video sessions • Chat conversations
<p>CHAT</p> 	<p>The chat section will allow you to have real-time conversations with others within this team. The primary intention of this function is to communicate with your student’s teach if there are questions about assignments, schedules, etc. <i>Note: In some teams, teachers have opted to disable this function. If this is the case, please communicate with your student’s teacher via email.</i></p> <p>Student’s should not be using the chat function to send private messages to their friends during instruction. We ask for the parent’s help in help to monitor this feature and your student’s communication.</p>
<p>ASSIGNMENTS</p> 	<p>Teachers may choose to use this function to post upcoming assignments for the class.</p> <p>Students should submit completed assignment through this section, unless instructed otherwise by the teacher.</p>
<p>FILES</p> 	<p>Documents related to class activity will be accessible in the Files folder. Please note:</p> <ul style="list-style-type: none"> • Files found in the “class materials” folder are read-only instructional files and students cannot edit them • Files found outside of the “class materials” folder can be used collaboratively, and students have the ability to edit them at the teacher’s direction.
<p>CHANNELS Note: Not all grades/classes may be setup with channels. If they are not, you will see a “general” channel.</p>	<p>This is a list you may see on the left-hand side in the white section, beneath the Team/Class name. The channels may be a breakout of individual class subjects (spelling, Bible, math, etc) or broken out by category of class (assignments, worksheets to download, etc). The setup of this section will be dependent upon the preference of each individual grade level and/or teacher. Within these channels you will find important information related to that topic. This information could include the following:</p> <ul style="list-style-type: none"> • Posts and communication from the teacher and/or other students. This is also where a teacher may request that you upload any assignments that are due. • Files (i.e. worksheets to download, instructional materials, etc)

- Notebook for shared notes
- Access to previously recorded instructional sessions for later review

Once you have completed the login process you should see this screen below. However, after your student(s) has joined their classes through the email invite from their teacher they will see their class teams.



Students will also have access daily to join their classes by clicking on the calendar icon. Students should then move the cursor to that class and click to “Join”. All classes will become accessible during their allotted days scheduled and time periods.





1. Click "Join " and you will be immediately connected.
2. Make sure the audio/microphone is turned off upon entering.

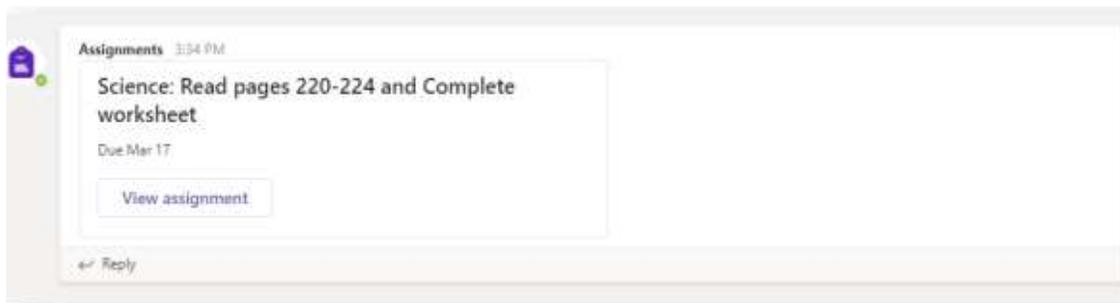


3. When hovering over the video, a tool bar will appear giving you various options. This will allow you turn on/off the microphone and web cam. In most cases, it shouldn't be necessary to change any of these settings.
4. Note: All students will be muted upon entry (either by your direct setting, or the teachers have the ability to mute all attendees). Please instruct your student that they should not unmute themselves, unless specifically requested by the teacher.
5. Upon completion of the class, click the red phone icon on the tool bar to exit the video conference.

Accessing assignments and submitting completed work



1. To access assigned work, click on the “Assignments” icon. The assignment will also appear in your “posts feed”.
2. This will provide you with a listing of all homework assignments, instructions and due dates.
3. Click "view assignment" to review details.



4. If your teacher is using the “Assignments” feature through the platform and also using this feature for submitting completed work, please review the following steps.
5. Open the assignment you are submitting homework for.
6. In the bottom left-hand portion the assignment details, click “Add Work” under the My Work section.



7. Navigate to the file you want to upload, then select “attach”. Click “done”. You should now see the file appear under the “My Work” section.
8. NOTE that the assignment has not yet been submitted yet.
9. The final step is to click the “Turn In” button in the top right corner.

< Back



Turn in

Science: Read pages 220-224 and Complete worksheet

Points
No points

Due March 17, 2020 11:59 PM

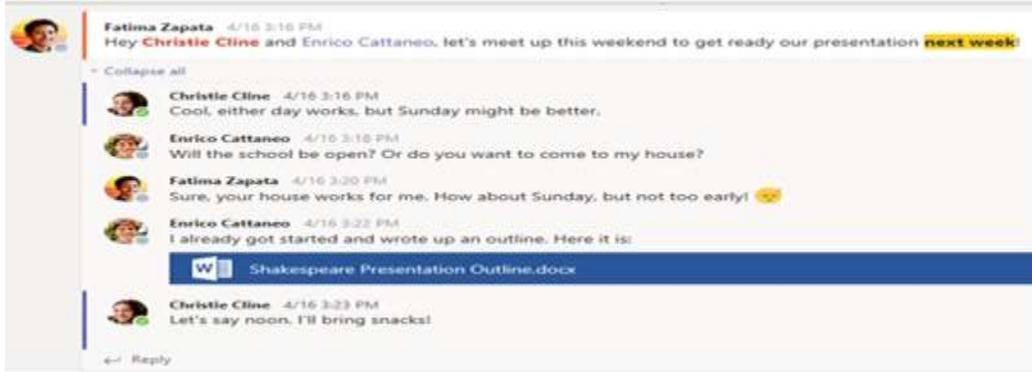
Instructions
None

My work
+ Add work

I Have A Question . . .

How will my student communicate with their teachers and classmates?

Your student can chat with their whole class, in groups with other students, and one-on-one with their teachers.



How is my student's communication and activity monitored in Teams?

It features many ways to support teachers in classroom management. Teachers can mute students who may add distracting or inappropriate messages to group discussions, and they can delete those unproductive messages entirely.

Is Teams simply a chat app, or can my student study, work, and complete assessments there as well?

With the **Assignments** app built right into Teams, your student can see work their teachers have assigned them, submit that work, and see their grades and feedback.



Below is an example of what you should see if a teacher makes corrections and or responses to a students submitted assignment. .

Quotation Marks and Dialogue

Tip: Put quotation marks around a direct quote at the beginning or end of a sentence.
Example: "Very funny," thought Adah.

Tip: Put quotation marks around a direct quote in the middle of a sentence.
Example: The cow said, "Moo!" and walked back into the barn.

Tip: Put quotation marks around a broken quote.
Example: "Because of the unexpected heat wave," the teacher announced, "the annual snowman contest was canceled."

Tip: For every new speaker, begin a new line.
Example: "I can't believe I won!" said Javiera.
Example: "I know! What a shock," replied Guy.

Tip: Put commas and periods INSIDE quotes.
Example: "Waking up early is not easy!" said Adah.

Tip: Capitalize the first letter of spoken dialogue.
Example: Adah said, "My view is great!"

Ms. Juber 4:17 PM
 A few helpful resources for group work can be found here
 Quotation Marks a...
 4:15 PM
 Hey Emma, did you see this one? That's the one I meant.

Can they check their grades in Teams?

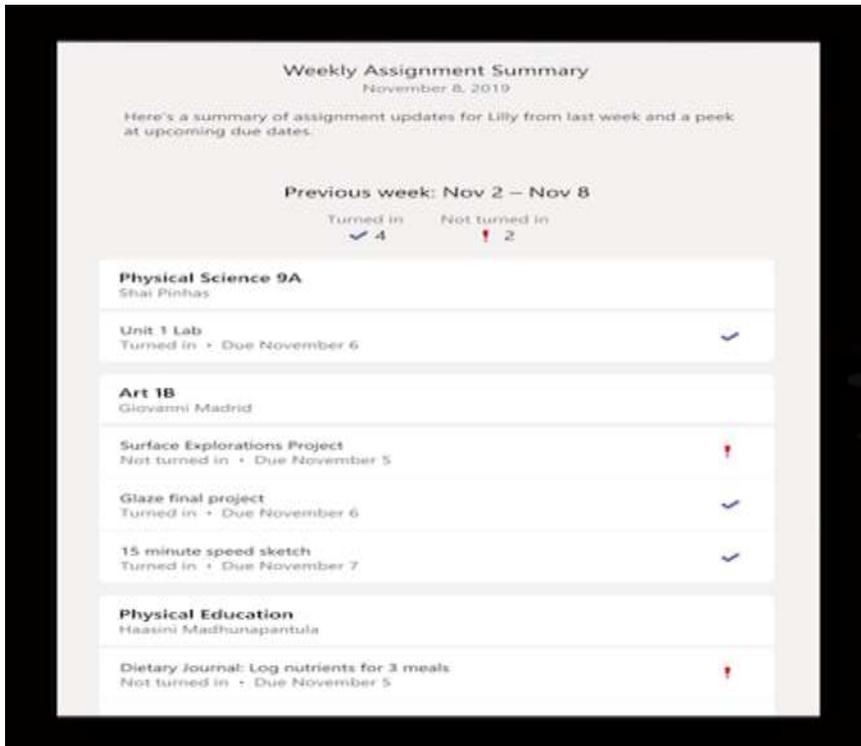
In the same General channel where they'll find their **Assignments** and other essential tabs, your student can select Grades to see their points on past work.

Garcia, Emma
 2 parents/guardians receive weekly summary. [View](#)

Due date	Assignment	Status	Points
Jan 21	Take Home Waves Quiz	Viewed	/30
Jan 13	Watch Waves and Frictio...	Returned	5/5
Jan 9	Essay on space theory film	Returned	28/30
Jan 7	Submit your project prog...	Returned	33/40
Jan 6	Create a study guide for ...	Returned	17/20
Dec 20, 2019	Begin EM Waves project	Returned	39/30 <i>Extra credit!</i>
Dec 19, 2019	Review of Wave introduct...	Returned	26/30
Dec 19, 2019	Complete Wave Frequency	Returned	16/20

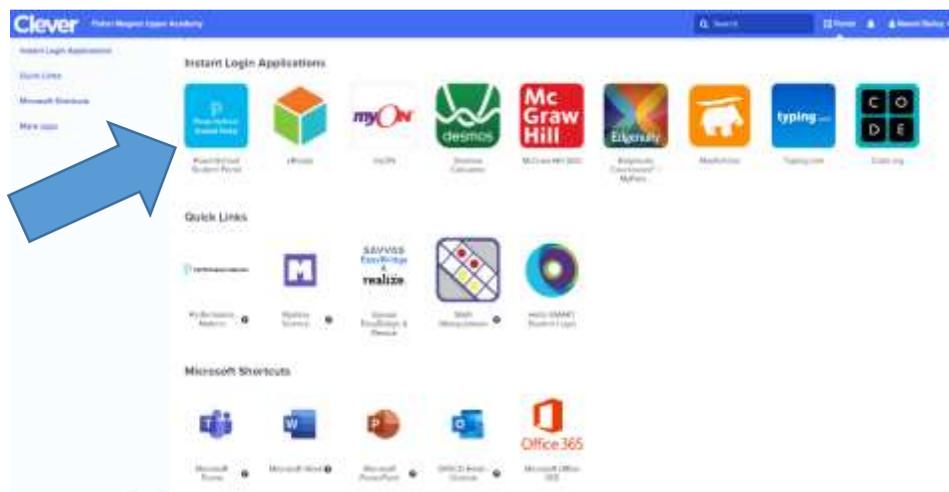
Other than communicating with my student's teachers, how can I get updates on my student's class activity?

Your student's teachers can set up Teams to send weekly emails to be sent to you covering the status of their assignments that week.



Do I have still access to my students PowerSchool to check their grades?

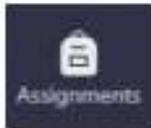
Yes. Login into their CLEVER account and “click on” the PowerSchool Icon.



Will my student still have teacher subject testing, district testing and state testing?

Yes. Student still will have mandated testing from all platforms.

- Teachers subject test will be given as assignments found in the **ASSIGNMENT** tab on teams.



- For all district and state testing student must go to the **CLEVER** homepage and access **Performance Matters** and use their login.

