

Helping Your Middle School Student Succeed!

Christy Mock-Stutz (HMS)

Erin Hunt (CRA)

HSD Remote Learning Tools

Accessing Clever

- District Device (managed bookmarks)
- Personal Device (from CRA & HMS websites)
- These programs sync with PowerSchool.
- clever.com/in/helenaschools

Clever

- Single Sign On (SSO) program that allows students to access curricular programs without entering multiple passwords
 - TCI, Amplify, etc.

Office365

- Cloud-based suite of apps (Word, Outlook, PowerPoint, Excel, Teams, etc.)
- Online and Desktop versions (free!)

Microsoft Teams is our Learning Management System (LMS).

- Communication (Chat, Calls, Meetings)
- Assignments

Clever



2 of your pages have new teacher announcements

[See announcements](#)

Teacher Pages



J. Loomis's Page



M. Anderson's Page



Mrs. Brower - Library



Mrs. Dramstad's Music Class



Ms. Hayes' Page

HSD Resources



Helena Schools Website

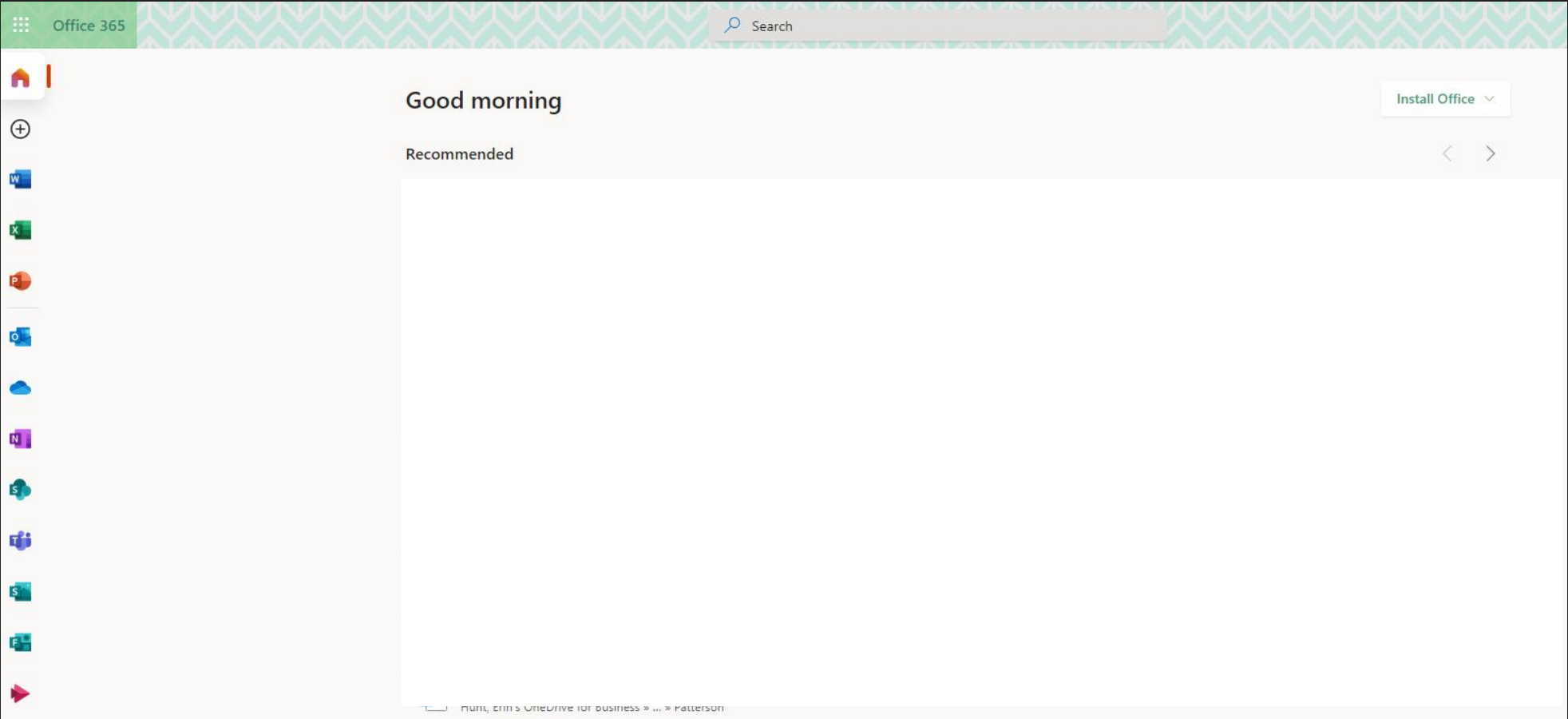


i-Ready



PowerSchool

Office365



Microsoft Teams- (Chat, Calls, Assignments)

The screenshot displays the Microsoft Teams application interface. At the top, there is a dark blue header with the text "Microsoft Teams" on the left and a search bar in the center. On the right side of the header, there is a user profile icon with a "TAP" label and a "Join or create team" button. Below the header is a vertical sidebar on the left containing navigation icons for Activity, Chat, Teams (highlighted), Assignments, Calendar, Calls, Files, and Help. The main content area is titled "Teams" and features a "Your teams" section. This section contains seven team cards, each with a unique icon and name: "C.R. Anderson PLC Leadership Team" (purple square with 'CA'), "C.R. Anderson Teacher Leadership Team" (blue square with 'CA'), "Amplify Teaching Resources" (blue square with 'AT'), "COVID-19 Digital Learning Bridge" (green square with a globe), "CRA Technology Committee" (orange square with a microscope), "Online Assessments Training Team" (orange square with 'OA'), and "Fall 2020 Planning Team" (dark blue square with a circuit diagram). Below these is a "Hidden teams" section which is currently empty.

Communication

- Students should check email (Outlook) and Microsoft Teams (Activity tab) daily.
 - Also check Teams calendar for meetings
- Students can advocate for themselves by being the communicators.
 - Use email (Outlook) or Teams
 - Be as specific as possible
- Students should utilize Office Hours for quickest feedback.
- Provide teachers with constructive feedback.
 - What's working well? What might work better?
 - Notice and Name the "Good"
 - Give yourself, students, and teachers some grace. This is hard!



Getting (And Staying!) Organized

- ✓ Use a planner or notebook to stay organized
 - ✓ Make list of daily assignments- and check it off!
 - ✓ Write exact name of the assignments
- ✓ Create a daily schedule with breaks
 - ✓ Move for 10-15 minutes every 60-90 minutes
- ✓ Healthy home habits
 - ✓ Healthy lunch- take a break!
 - ✓ Screens off and stored away for non-screen time and bedtime
 - ✓ Teens need 8-10 hours of sleep
- ✓ One task at a time- don't jump from assignment to assignment
 - ✓ If you find your attention wandering, set a timer for every 10 minutes to check in and make sure you are still focused on the task at hand

PowerSchool

- Access from HMS and CRA school websites
- There's an App, too!
- Student login info:
 - First part of school email (Example: ehunt)
 - Password is same as all login credentials
- Parent login info:
 - Personal email address

PowerSchool Online

Anthony 🔍 ⬇️ ! 🖨️

Navigation

- Grades and Attendance
- Missing Assignments
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Schedule
- School Information
- Account Preferences
- Returning Student Registration (2020-2021)

Grades and Attendance: [REDACTED]

Grades and Attendance

Exp	Last Week					This Week					Course	T1	T2	T3	Y1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F							
	HR1(A)																
HR2(A)											PM Attendance 📧 Email Hayes, Melody - Rm:	[i]	[i]	[i]	[i]	0	0
P1(A)	Elementary Library 📧 Email Brower, Rochelle - Rm:	[i]	[i]	[i]	[i]	0	0
P1(A)	Elementary PE 📧 Email Loomis, Jennifer - Rm: GYM	[i]	[i]	[i]	[i]	0	0
P1(A)	Elementary Music 📧 Email Dramstad, Sarah - Rm:	[i]	[i]	[i]	[i]	0	0
Attendance Totals															0	0	

[Show dropped classes also](#)

Legend

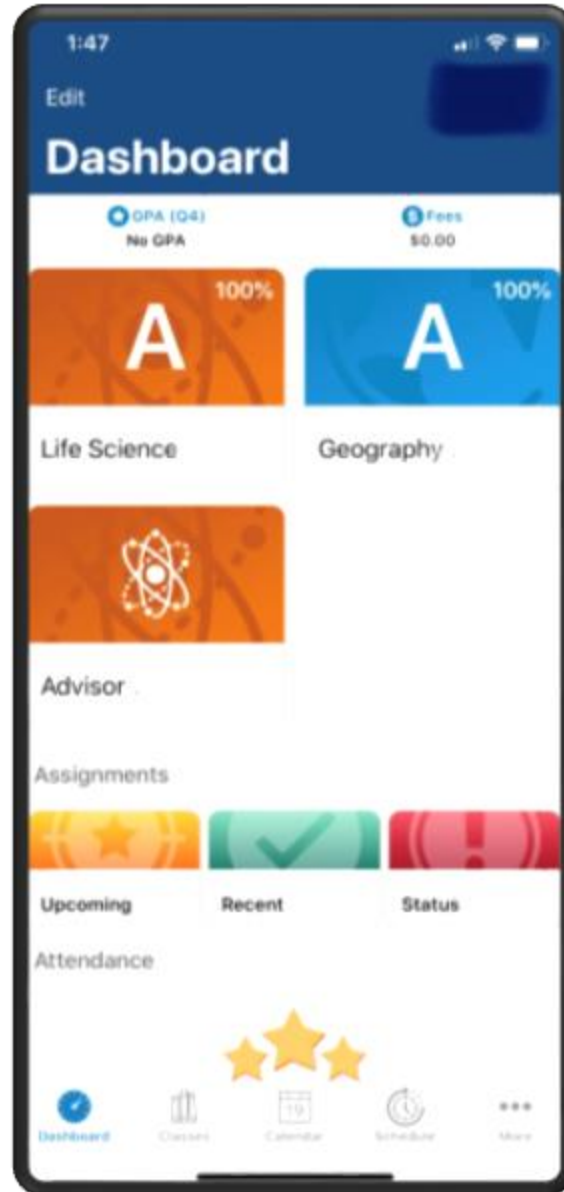
Attendance Codes: Blank=Present | TDY=Tardy | UNV=Unverified | ACT=Activity | HOM=Homebound | Ill=Illness | ISS=In School Suspension | MED=Medical | NUR=Nurse | OSS=Out of School Suspension | ECO=Early Check Out | PTE=Parent Excused | SUS=Suspended | EXC=Excused | UNX=Unexcused | CNS=Counselor | SCH=School Related | BUS=Bus | PEAK=PEAK |

[Email These Teachers \(MS Outlook Users\)](#)

Navigating the PowerSchool App



- Classes
- Upcoming Assignments
 - Calendar
 - Upcoming Assignments tab
- District Code: XKLS



Technology Tips



- Students need to bring their charged device on the days they are in the building.
- Even if it's a personal Chromebook, you still need to create an account on it using your school email.
- If multiple students are using the same device, make sure they are signed into their **own account**.
- Be sure to log out of programs when finished.
- Check updates for your device weekly.
- Restart your device every other day.

Adding Your School Account to a Device (non-Chromebook)

- Settings > Accounts > Email & Accounts
- “Add a work or school account”
- Use school email and password



The screenshot shows the Windows Settings application. The left sidebar is open to the 'Accounts' section, with 'Email & accounts' selected. The main content area displays the 'Email & accounts' settings page. At the top, it says 'Email & accounts' and 'Accounts used by email, calendar, and contacts'. There is a '+ Add an account' button. Below that, it says 'Accounts used by other apps' and 'Add the accounts you use for your apps here, and sign in to your favorite apps easier and faster.' There are two links: 'Add a Microsoft account' and 'Add a work or school account'. At the bottom, there is a Microsoft account icon and the email 'ehunt@helenaschools.org' with the label 'Work or school account'. On the right side of the settings page, there are sections for 'Change app defaults', 'Help from the web', and 'Get help'.

Settings

Home

Find a setting

Accounts

Your info

Email & accounts

Sign-in options

Access work or school

Sync your settings

Email & accounts

Accounts used by email, calendar, and contacts


+ Add an account

Accounts used by other apps

Add the accounts you use for your apps here, and sign in to your favorite apps easier and faster.

[Add a Microsoft account](#)

[Add a work or school account](#)

 ehunt@helenaschools.org
Work or school account

Change app defaults

To choose the default apps that open your files, links, and more, go to Default app settings.

[Open Default app settings](#)


Help from the web

[Signing in to Outlook](#)

[Creating an email signature](#)

[Changing my Microsoft account email](#)


[Unblocking my Microsoft account](#)

 [Get help](#)

Checking a Chromebook for Updates



Check for updates yourself

1. Turn on your Chromebook.
2. [Connect your Chromebook to Wi-Fi.](#)
3. At the bottom right, select the time.
4. Select Settings .
5. At the bottom of the left panel, select **About Chrome OS**.
6. Under 'Google Chrome OS', you'll find which version of the Chrome operating system that your Chromebook uses.
7. Select **Check for updates**.
8. If your Chromebook finds a software update, it will start to download automatically.

Microsoft Teams Troubleshooting



- Log out and back into Teams
- Restart your device
- Check that you're signed into the device with your school login credentials

Q&A

Please type questions or strategies that are working for your student(s) into the Q&A.

