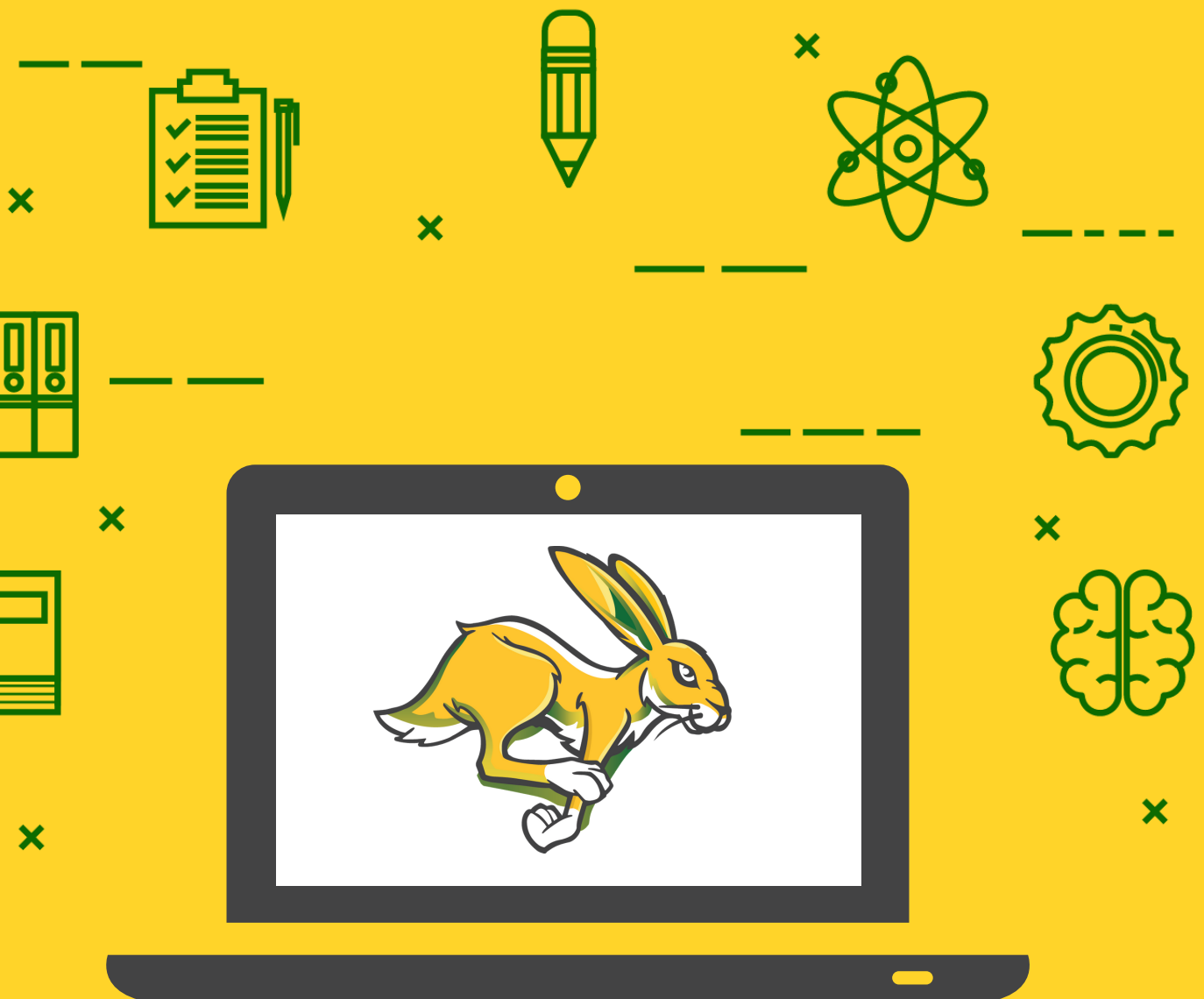




QUINCY SCHOOL DISTRICT

# DIGITAL EDUCATION HANDBOOK FOR STUDENTS





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## **Acceptable Use of Technology Devices**

Devices given out by the school are provided to support education. In order to use a school device, students must agree to use it appropriately as listed below:

I agree to take care by:

- Telling my family if my device becomes broken, stolen, or lost.
- Coming up with a plan with my family about the consequences if I lose or break a device, and I understand those consequences.

I agree to stay safe by:

- Keeping my passwords private, or only sharing them with my family.
- Keeping personal information off the internet, including my full name, date of birth, address, phone number, or photos of myself — unless I have my family's permission to share it.
- Telling a family member if anyone or anything makes me feel uncomfortable or seems inappropriate when I am online.

I agree to think first by:

- Staying positive and kind online. I will not bully, humiliate, or upset anyone by sharing photos, videos, screenshots, rumors, gossip, or fake profiles.
- Giving proper credit to the authors or artists whose work I use, reference, or share.
- Using my school district device for education purposes only (not for political or personal gain).
- Only accessing safe and approved websites and activities. If I find a loophole in the security system on my school device, I will let my teacher know.

I agree to stay balanced by:

- Helping my family set media time limits that make sense, and then I will follow them.
- Continuing to enjoy the other activities — and people — in my life.

I agree to communicate openly by:

- Talking to my family openly and honestly about what media I use and what I do online.
- Telling my family if I'm struggling with media use, have made a mistake, or need help.

If I do not follow these terms, it may result in discipline according to QSD school board policy.



## **District-Owned Equipment Checkout for Students**

This form is also available digital by clicking on your school below:

[QIA](#) [Monument](#) [QMS](#) [QHS](#) [Mt. View](#) [George](#) [Pioneer](#) [Ancient Lakes](#)

The Quincy School District realizes that there may be times when students would benefit from the use of district-owned devices at home. To allow students this opportunity, they must agree to use the device appropriately as listed in the Acceptable Use Guidelines for Students (see above).

The District will repair accidental damage or damage due to normal wear and tear to devices. Students and/or guardians will be responsible to repair or replace devices for issues of intentional damage, loss, or theft.

**Circle Device(s) being checked out**

Chromebook

Hotspot

District Tag Number(s): \_\_\_\_\_

Note any defects or surface damage: \_\_\_\_\_

**By signing below, I acknowledge that I have read and fully understand the Acceptable Use Guidelines for Students. I accept responsibility to repair or replace devices that are intentionally damaged, lost or stolen.**

Student First and Last Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian First and Last Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## **Quincy School District** **Optional Media Release Authorization**

Grades K-5: Please mark the boxes below to opt-in to photo and video permissions.

Grades 6-12: Students will have the option to opt-out of video recording at any time.

<b>Photo Release</b>	____ Yes, my student's photo may be taken for use in District publications, District websites, or other District-related websites; local newspaper articles, magazine articles and/or letters relating to school activities.
<b>Video Release</b>	____ Yes, my student's image or likeness may be included in videos related to school or classroom activities.



## Getting Started with your Chromebook

When students log into their Chromebook, they will have direct access to the applications they use on a regular basis.

### Logging In

1. Make sure the Chromebook is fully charged.
2. Press the power button to turn it on.
3. From the sign in screen, select Next.
4. Select your wireless network and enter the password if prompted.
5. From here, log in one of two ways:

Clever Badge Login	Active Directory Login
<p>Hold the QR Code in front of the camera on your device. Wave it around slowly until the green check mark appears.</p> <p>You may need to move around the room if it is not logging in from your current position.</p>	<p>Enter your student's school email address and password. Your child may know what this information is, but below is some guidance to help you.</p> <p><b>Username Format:</b> <u>studentid#@qsd.wednet.edu</u></p> <p><b>Username Example:</b> 900900@qsd.wednet.edu</p> <p><b>Password:</b> If your child cannot remember their password, please contact their teacher. If additional help is needed, please see the <a href="#">Help and Support</a> section of this document.</p>

### After Logging In

Google Classroom will be the first screen students see after logging in to their Chromebook. From there they can select their class and access their live lessons on Google Meet, recorded lessons from their teachers, activities, assignments, and assessments, as well as class news and announcements.

### How to Use Google Classroom

The information on the following pages will explain everything you need to know to use Google Classroom. The Google Classroom Cheat Sheet for Students by Kasey Bell, ShakeUpLearning.com was used to develop this guide for you.

All of these instructions are available as videos in English and Spanish on the Classwork tab inside Google Classroom and on the Quincy School District website.



## Google Classroom User Guide

### First Login for Students

Go to [classroom.google.com](https://classroom.google.com).

The first time you arrive at the Google Classroom website (if you have never logged in) you will see a screen like the one to the right.

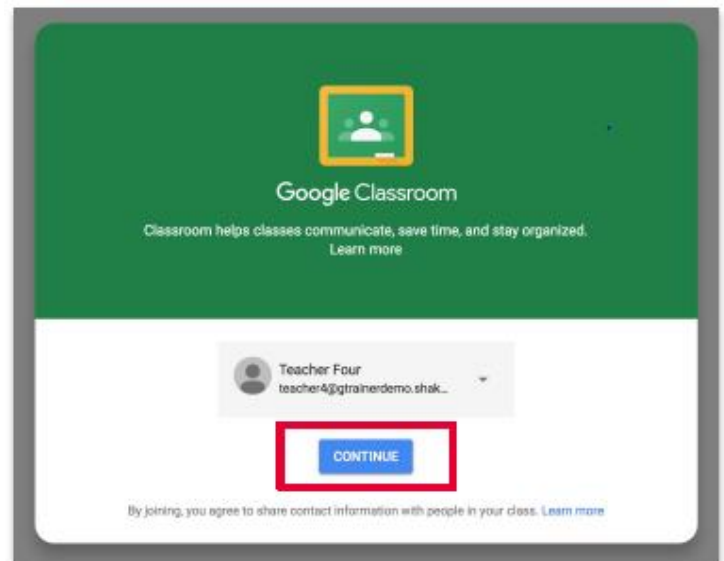
**CLICK “Go to Classroom” button.**



### LOGIN

You will then be prompted to login with the email and password that were issued by your teacher or school.

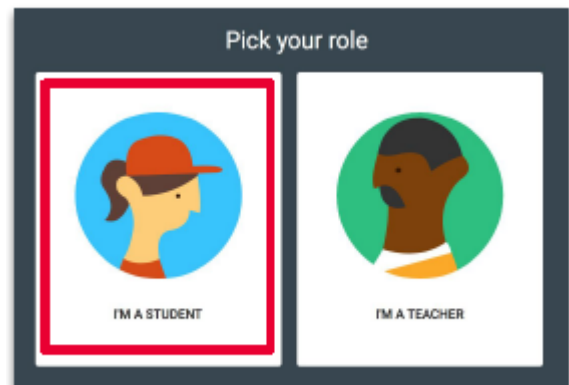
After you enter your email and password, **CLICK “Continue”**.



### SELECT YOUR ROLE

Click on the **“I’M A STUDENT”** button as your role so you can join your teacher’s class.

*Note: You cannot change your role later, so be sure to select the correct role.*



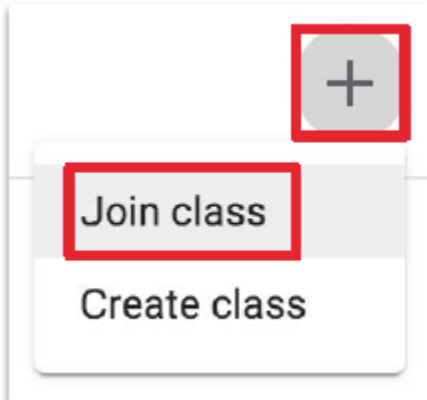


## Join a Class as a Student

1

### Create and Name Your Class

Click the + (near the top-right of the page) and select **"Join class"** to join your teacher's class.



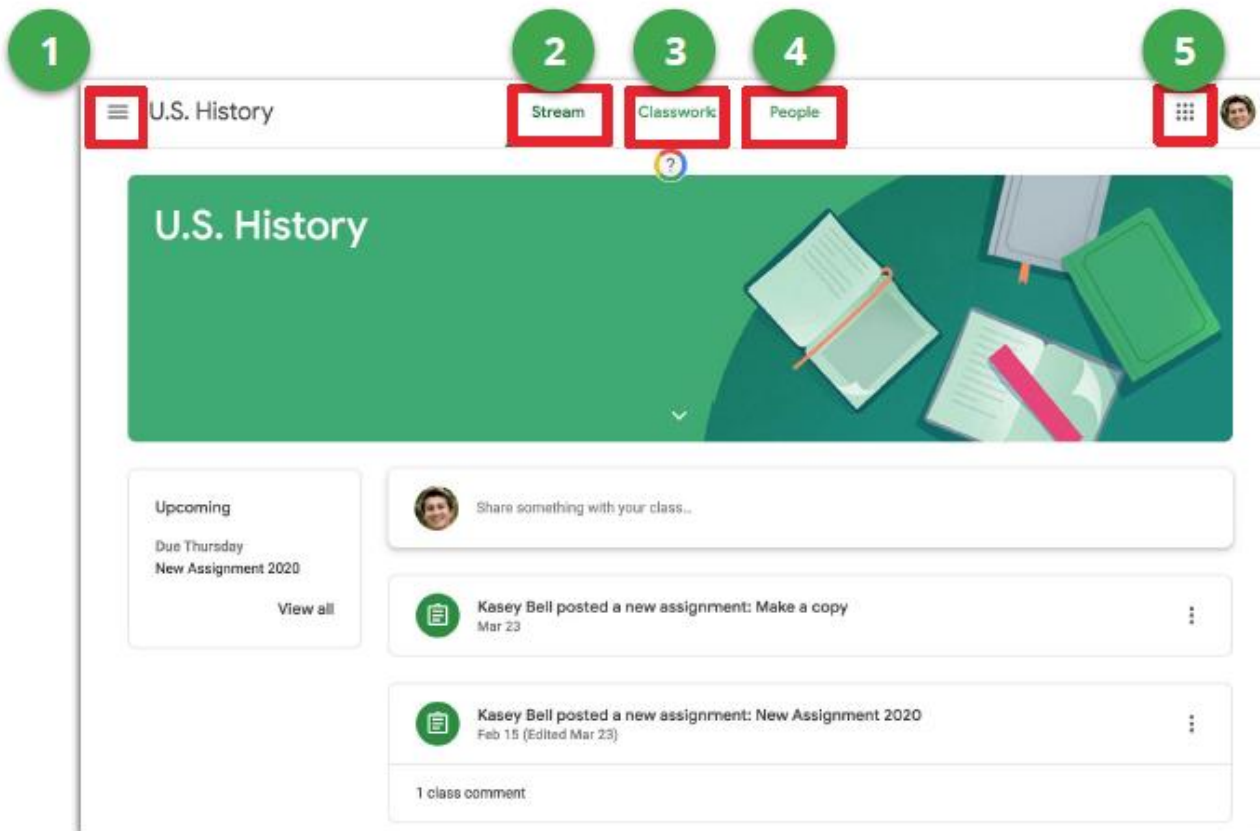
2

Enter the class code given to you by your teacher.  
Then, **CLICK "Join."**



## Student Navigation

- 1 Main Menu (3 lines):** Access all of your classes, calendar, student work, and settings.
- 2 Stream:** The stream is where you will find announcements from your teacher, upcoming deadlines, and where you can post and comment (if your teacher enables this for you).
- 3 Classwork:** The Classwork page is where you will find your assignments and class materials.
- 4 People:** The People page is where you can email your teacher and classmates.
- 5 Google Apps:** This icon represents your Google apps. You can click on this icon to open other Google applications.





## Main Menu

The main menu



will always be available in the top-left (three lines).

The diagram illustrates the Google Classroom main menu with the following sections and callouts:

- 1** View all Classes: Points to the 'Classes' section, which includes a home icon and the text 'Classes'.
- 2** View Calendars: Points to the 'Calendar' section, which includes a calendar icon and the text 'Calendar'.
- 3** View all your work for all your classes.: Points to the 'To-do' section, which includes a clipboard icon and the text 'To-do'.
- 4** Each of your classes will be listed here.: Points to the list of enrolled classes, which includes:
  - U** U.S. History
  - G** Getting Started with Google C...
  - B** Bell ELAR 1st Period
- 5** Your archived classes.: Points to the 'Archived classes' section, which includes a folder icon and the text 'Archived classes'.
- 6** Your Google Classroom settings. This is where you can turn on/off your notifications.: Points to the 'Settings' section, which includes a gear icon and the text 'Settings'.



## Student Stream

The Stream is where you will find announcements from your teacher, upcoming deadlines, and where you can post and comment (if your teacher enables this for you).

1

Upcoming assignment deadlines will appear to the left sidebar.

2

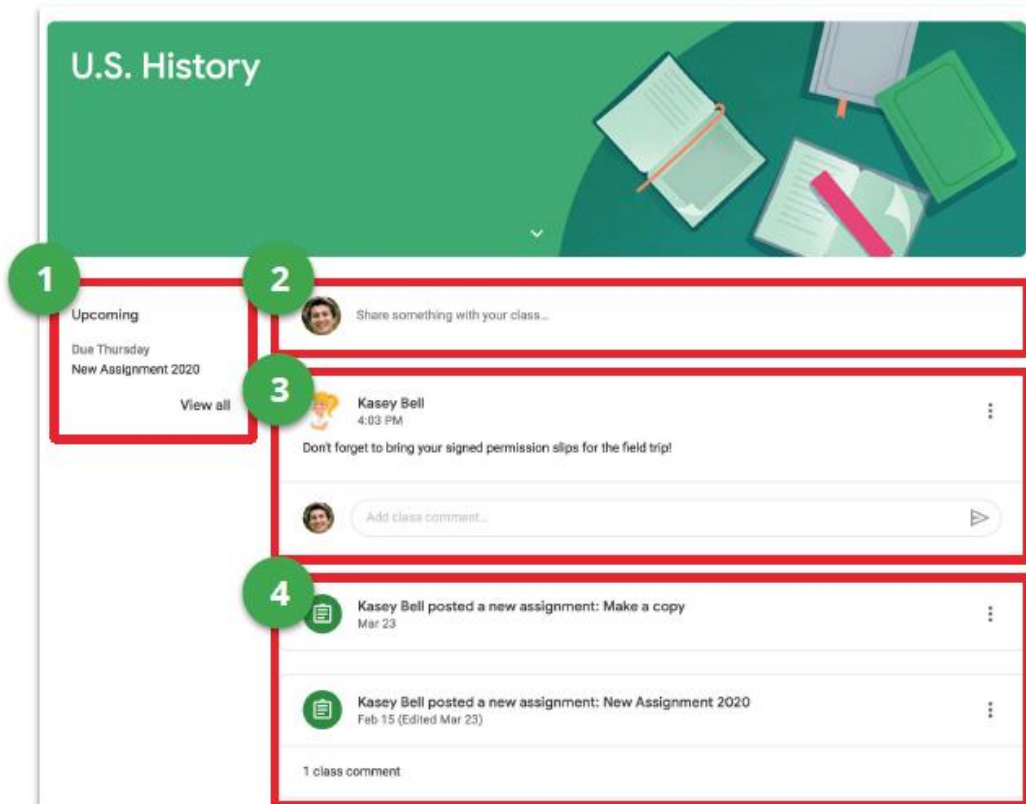
If your teacher allows you to post, you will see a box like this at the top of the stream. Click in the box to share something with your class. Keep it appropriate!

3

Your teachers may also post announcements like this in the Stream.

4

Your teachers may also post notifications of new assignments in the stream. But you can always see your assignments on the Classwork page.





## Student Classwork

The Classwork page is where you will find your assignments and class materials.

- 1 View your work, turn in status, due dates, and grades for your class.
- 2 View your class calendar, including due dates for assignments.
- 3 View your Class Drive folder in Google Drive.
- 4 Your teachers may organize your assignments by topics, materials, units, modules, type of work, by day, or any way they choose. Those topics will appear to the left. Click on a topic to see all the assignments for that topic. You will also see topics as headings over your assignments and materials.

The screenshot shows the 'U.S. History' Classwork page. At the top, there are tabs for 'Stream', 'Classwork', and 'People'. Below the tabs, there are three main sections: 'View your work' (callout 1), 'Google Calendar' (callout 2), and 'Class Drive folder' (callout 3). On the left side, there is a sidebar with a list of topics and materials, including 'All topics', 'TODAY', 'Classroom Materials', 'Unit 1: Civil War', 'Unit 2: World War I', 'Unit 3: World War II', 'Daily Work', 'Bell ringers', 'Week of Sept 3-7', 'Week of Sept. 10-14', 'Week of Sept 17-21', 'Sept. 3, 2018', 'Sept. 4, 2018', and 'Sept. 5, 2018'. The main content area is divided into sections: 'TODAY' (with a callout 4 pointing to the 'TODAY' link in the sidebar), 'Classroom Materials' (with a list of items: Syllabus, Teacher Website, Class Rules), and 'Unit 1: Civil War' (with a list of items: #001 The Battle of Gettysburg Digital Story, Explain the Reconstruction period in your o...). Red arrows point from the callouts to the corresponding elements on the page.



### Assignments on Classwork Page

Posted assignments will appear on the Classwork page. You may be asked to refresh the to see the latest updates. Below is an example of an assignment.

- 1 Name of the assignment
- 2 Due Date
- 3 This is the assignment status. It will show Assigned, Turned In, Late, or Missing.
- 4 Instructions for the assignment from your teacher.
- 5 Your teacher may choose to attach a rubric. If so, this is where it will appear. Click to open.
- 6 Any files that your teacher has attached to the assignment will appear here.
- 7 Click here to open the assignment page.

The screenshot shows a classwork assignment interface. The assignment title is "#012 World War II Essay" (1). The due date is "Due Mar 31" (2). The status is "Assigned" (3). The instructions (4) state: "Using the attached template, write a three-page essay summarizing the events of World War II. The rubric is attached, and will explain how you will be graded." A rubric is attached (5) showing "Rubric: 1 criterion • 15 pts". A Google Docs template is attached (6) titled "Student One - [Template]...". A "View assignment" button is at the bottom (7).



## Assignment Page

When you click on “View assignment” from the Classwork page, you will be taken to a new page that gives you more details about your assignment.

- 1 Assignment title and due date
- 2 **Instructions:** Instructions for the assignment from your teacher.
- 3 **Total points:** Total point value of the assignment (the highest grade you can make)
- 4 **Rubric:** Rubric information if your teacher has added a rubric. (Click the down arrow to see more information.)
- 5 **Class comments:** If your teachers allows you to leave class comments, you will see this option. All students can see class comments.
- 6 **Your work:** This will show you any files the teacher created for you, and any files you have created for this assignment.
- 7 **Add or create button:** Click this button to create new files or attach files you have already created for this assignment.
- 8 **Turn in button:** Click this button when you are ready to turn in your work. Once you turn in, you will not be able to edit your files anymore.
- 9 **Private comments:** Use private comments to talk to your teacher and ask questions. You and your teacher are the only ones who can see private comments.

The screenshot shows the assignment page for "#012 World War II Essay" by Kasey Bell, due on Mar 31. The page is annotated with numbered callouts 1 through 9, each pointing to a specific feature:

- 1:** Assignment title and due date (Due Mar 31, #012 World War II Essay)
- 2:** Instructions (Using the attached template, write a three-page essay summarizing the events of World War II. The rubric is attached, and will explain how you will be graded.)
- 3:** Total points (100 points)
- 4:** Rubric (Summarization, /15)
- 5:** Class comments (Add class comment...)
- 6:** Your work (Assigned, Student One - [Te...], Google Docs)
- 7:** Add or create button (+ Add or create)
- 8:** Turn in button (Turn in)
- 9:** Private comments (Add private comment...)



## Turn in Assignments

Depending on the assignment, you can turn in a doc that your teacher assigned to you, create your own, or add files to the assignment.

### TO TURN IN AN ASSIGNMENT

Go to the Class, then the Classwork page, then click on “**View Assignment.**” There are three different ways you can complete your work:

**A**

#### **To use the file your teacher attached for you:**

1. Click on the attachment under Your work with your name on it.
2. Enter your work.
3. Click the “**Turn in**” button on the document and confirm, or click the “**Turn in**” button on the assignment in Google Classroom.

**B**

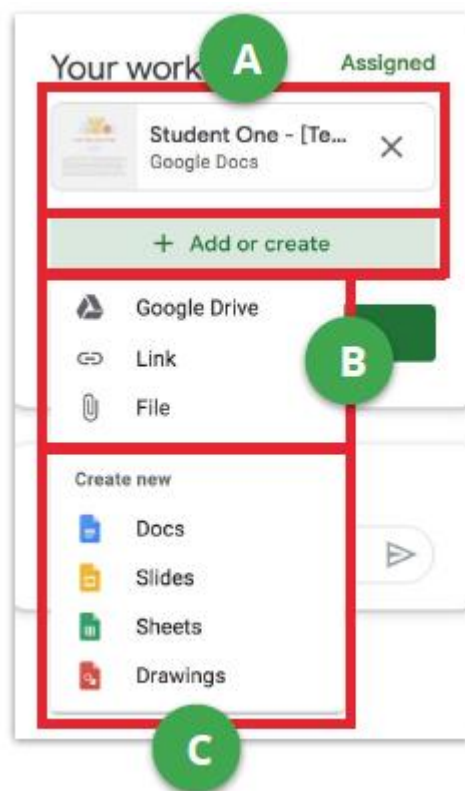
#### **To attach an item that has already been created:**

1. Under Your work, click **Add or create** and then select Google Drive, Link, or File.
2. Add or create your work files.
3. Select the attachment or enter the URL for a link and click **Add**.
4. Note: You can't attach a file you don't own.

**C**

#### **To attach and create a new file:**

1. Under Your work, click **Add or create** and then select Docs, Slides, Sheets, or Drawings.
2. A new file attaches to your work and opens.
3. Add or create your work files.
4. Click the file and enter your information. Note: You can attach or create more than one file.
5. (Optional) To remove an attachment, next to the attachment name, click **Remove**.
6. Click **Turn In** and confirm.
7. The status of the assignment changes to Turned in.





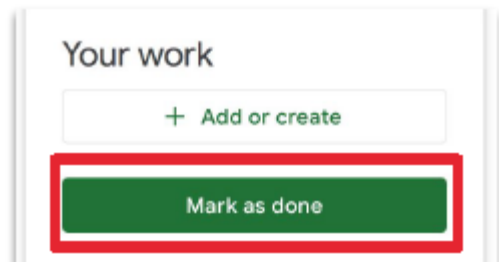
## Mark as Done and Unsubmit

### MARK AN ASSIGNMENT AS DONE

Some assignments will have a **Mark as done** button instead of Turn in.

**Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.**

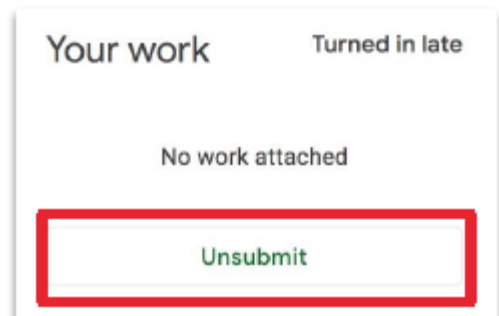
1. Go to the Class, then the Classwork page, then click on “**View Assignment.**”
2. Complete the assignment.
3. Click **Mark as done** and confirm.
4. The status of the assignment changes to Turned in.



### UNSUBMIT AN ASSIGNMENT

After you have turned in an assignment or marked as done, you will see the option to unsubmit. Use this if you need to make changes to your work and resubmit to your teacher. If you unsubmit an assignment be sure to resubmit it before the due date.

1. Go to the Class, then the Classwork page, then click on “**View Assignment.**”
2. Click **Unsubmit** and confirm.
3. Note: This assignment is now unsubmitted. Resubmit it before the due date.





## Answer Question Assignments

When a multiple choice or short answer question has been assigned to you by your teacher, it will immediately appear on the Classwork page. Click “**View question**” to complete the assignment.

- 1 Due date
- 2 The question assigned to you.
- 3 Total points possible
- 4 Directions from your teacher
- 5 **Your Answer:** This box is where you type your answer for short answer questions, or select from multiple choice answers.
- 6 **Add a Class Comment:** Use this space to ask questions or for general comments. This is NOT where you type your answer to the question.
- 7 **Add a Private Comment:** Use this space to leave a comment or question for your teacher.
- 8 **Turn In:** When you have completed your work, click the Turn in button.

The screenshot shows a quiz interface with the following elements highlighted by numbered callouts:

- 1:** Due date (Due Mar 30)
- 2:** Question text (What were the main causes of the Civil War?)
- 3:** Points possible (100 points)
- 4:** Directions (Write in complete sentences.)
- 5:** Answer box (Your answer, Assigned, Type your answer)
- 6:** Class comments (Add class comment...)
- 7:** Private comments (Add private comment...)
- 8:** Turn in button



## Student To-Do: See All Your Work

You have multiple ways to view your work for a class:

- Quickly see upcoming work on the Classes page
- See all your work for a class on the Your work page for that class.
- See work arranged by topic on the Classwork page
- Filter work by class on the To-do page (see screenshot below).

The To-Do Page allows you to see all your work for all your classes. in one place.

1

**To-Do:** Here students can see a list of all of the assignments that are pending, including the title, class name and due date. Click on the assignment name to go directly to that assignment details page.

2

**Done:** Here students can see a list of all of the assignments they have turned in or marked as done.

3

Click the drop-down Arrow next to “**All classes**” to filter your work by each class.

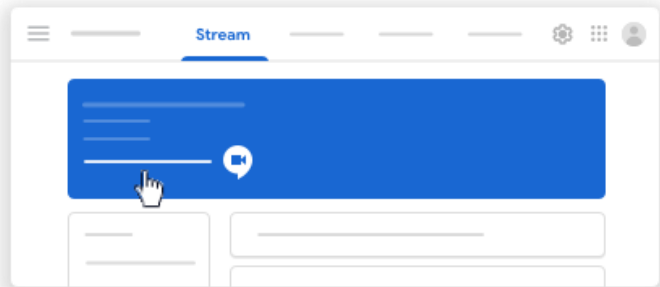
The screenshot shows the 'Student To-Do' interface. At the top, there are two tabs: 'To-do' (highlighted with a red box and callout 1) and 'Done' (highlighted with a red box and callout 2). Below the tabs is a dropdown menu labeled 'All classes' (highlighted with a red box and callout 3). The main content area lists assignments grouped by due date. Under 'Due Monday', there are three assignments: 'Explain the Reconstruction period in your own words. U.S. History — Due Mar 30', 'What were the main causes of the Civil War? U.S. History — Due Mar 30', and 'What year did the Civil War end? U.S. History — Due Mar 30'. Under 'Due Tuesday', there is one assignment: '#012 World War II Essay U.S. History — Due Mar 31'.



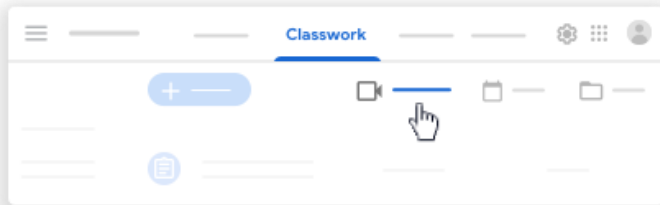
## Join a Google Meet Session with Your Class

To join your class meeting on Google Meet, start by logging in to Google Classroom. From there, there are three different ways you could log in to the meeting:

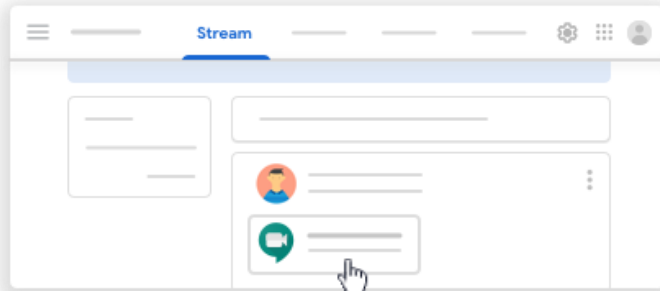
1. At the top of the Stream page, under the class code, click the Meet link.



2. At the top of the Classwork page, click Meet.



3. In a question or assignment, click the link for the class video meeting.

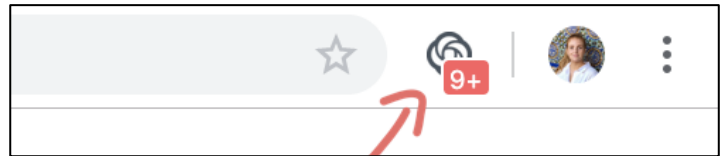




## Use Loom to Record a Video & Send it to Your Teacher

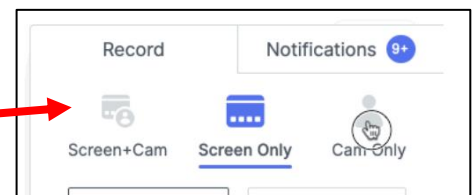
### Record a Video on Loom

1. You can start recording by clicking on the [Loom extension](#) on your Chromebook as shown below.

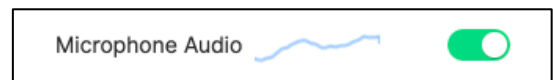


2. Pay special attention to the Recording Settings that will appear, here you can decide what to share in your video:

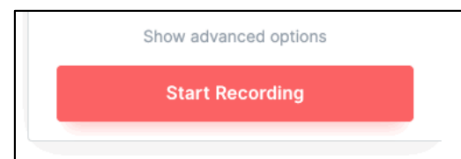
- **Screen + Cam:** Records your screen and camera
- **Screen Only:** Records just your screen with no camera
- **Cam Only:** Records only your camera



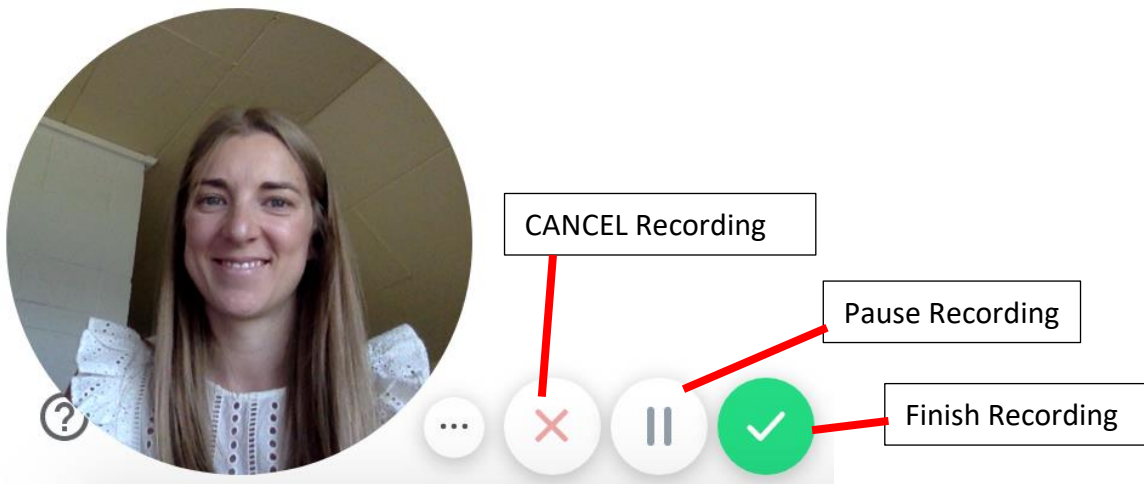
3. You will also see an **Audio indicator** that tells you if your microphone is working. This helps you ensure recordings with sound.



4. Once you're ready, click **Start Recording**.



5. A timer will countdown 3, 2, 1... before the recording begins automatically. You will see a bubble like this at the bottom of your screen:





6. After you click the green button to finish recording, the screen below will come up so you can review or edit your video.

The screenshot shows the Loom interface after a video recording session. The central player displays a 4-minute video of a Google Classroom interface. On the right side, the 'Send Your Video' panel is visible, showing a shareable link and a 'Copy Link' button. Below this is the 'Privacy' section, which is currently set to 'Hide'. At the bottom right, the 'Edit Your Video' panel contains three icons: 'Settings', 'Trim', and 'Call-to-action'. A red arrow points from a box labeled 'Edit Recording' to the 'Trim' icon.

### Send a Loom Video to Your Teacher

7. When you are ready, send the video to your teacher by clicking the blue **“Copy Link”** box.

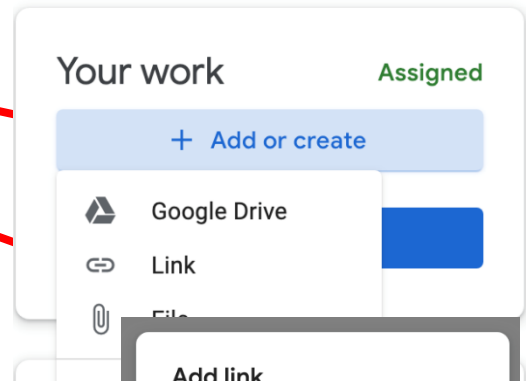
### Send Your Video

<https://www.loom.com/share/0cba5dd56...>

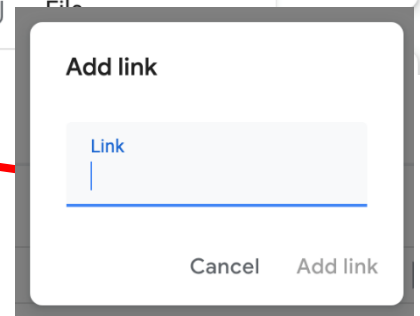
Copy Link



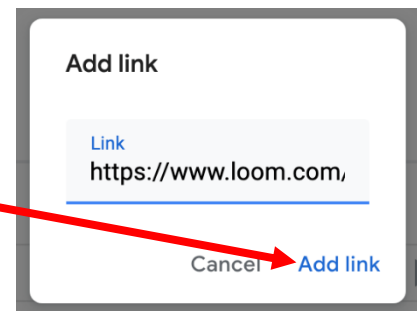
8. After copying the link, return to Google Classroom to paste the link into an Assignment. When you find the assignment the video relates to, click on the blue + **Add or Create** button, then clicking **Link**.



9. Once you click **Link**, the box you see here will open in the middle of the screen. In the box, **you can paste your link by holding CTRL+V** on your keyboard.



10. Finally, when the link is in the box as you see in this picture, click the blue **Add Link** button. You will then need to go on to submit your assignment as shown in the Google Classroom User Guide instructions.

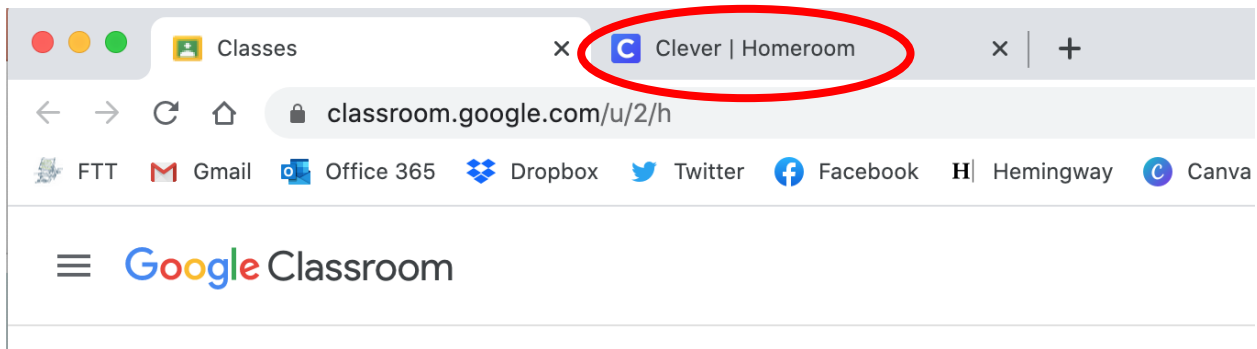




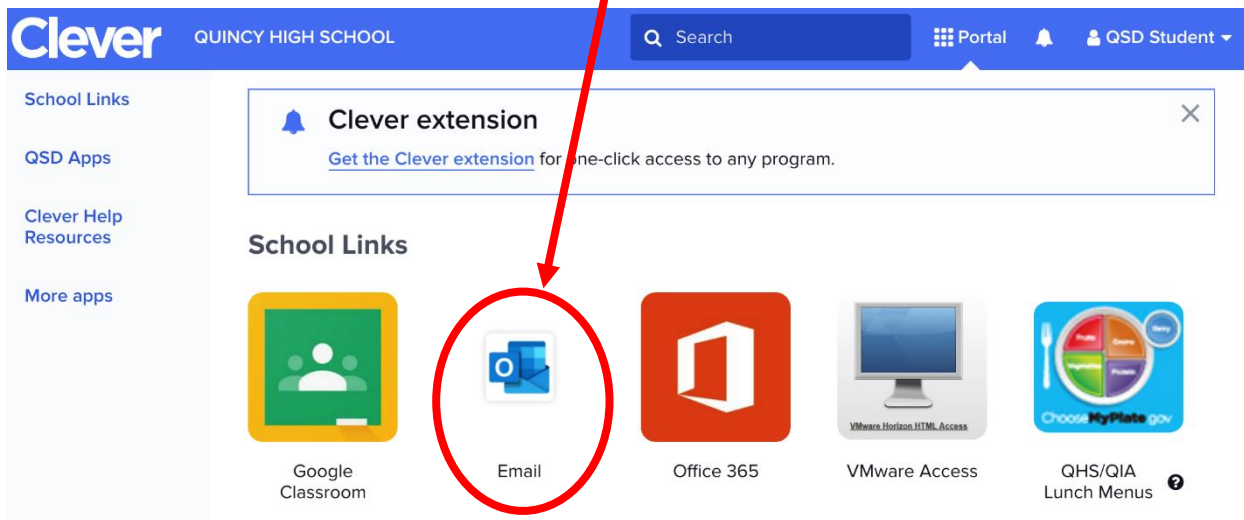
## Find Your Outlook Email on a Chromebook

Outlook email can be used by all students. Students will not have access to Gmail, all email will still take place in Outlook. To find Outlook and access your email on a Chromebook, follow the steps below:

1. After logging in to your Chromebook, there will be two tabs open at the top of your screen. **Click on the second tab for Clever.**



2. From the Clever screen, find the **blue icon labeled Email**. See below.



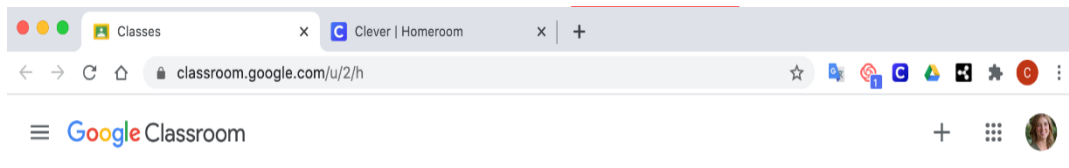


## Use the Google Translate Extension on a Chromebook

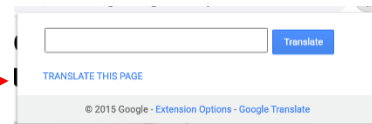
The Google Translate Extension is installed on all Chromebooks. There are two different ways to use Google Translate on a Chromebook, shown below.

### Translate an Entire Webpage

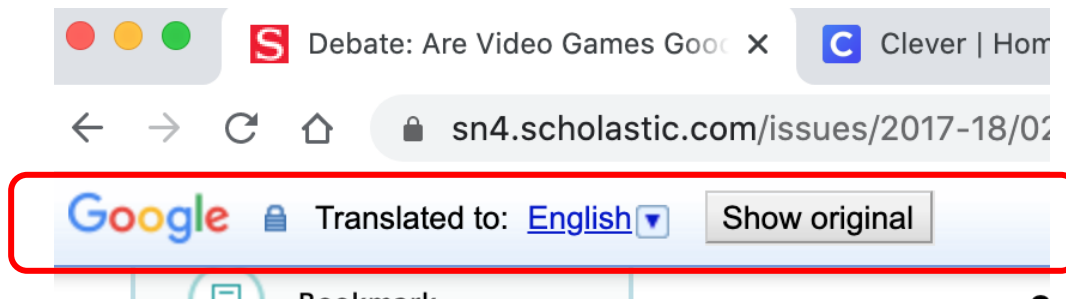
1. From any website, **click on the Google Translate icon** in the top right corner of the screen.



2. When you click on the icon, this box will appear at the top of the screen. **Click translate this page.**



3. The bar below will appear across the top of your screen. **Click the arrow next to English** to switch to a different language. Click the language that you would like to translate the webpage into.



### Translate Selected Text

Currently, you cannot translate the whole Google Classroom page at once. Instead, you can highlight different parts of text that you want to translate individually. To do that, see the steps below.

1. **Select the text you want to translate** by clicking on the screen, right before the first word you want to translate. Hold your finger down on the trackpad and continue holding until you scroll over the last word you want to translate. It should all turn blue, like shown in the picture below.



Practice Class: Sophomores 2015-2016  
5th Period

## Gatsby Essay

JOSEPH ENGLE • Apr 24

100 points

### The Great Gatsby Essay Prompt

Choose one of the prompts below to discuss in depth in a 400-500 word essay (1-2 pages). Be sure to cite evidence from the text as well as add your own thoughts and connections. All answers must be typed, error free, and in MLA format to receive a final score.

What was Gatsby's dream? Was it successful? In your response examine whether it was to achieve wealth and/or status or to rekindle his relationship with Daisy. Include text evidence from the novel in your response.

Is it possible to repeat the past? Is it wrong or misguided to try? Explain why or why not. Relate your explanation to Gatsby's experience. In your answer, use evidence from the text to describe what part of his past he is trying to repeat and whether or not he is successful.

Your work

Assigned

+ Add or create

Mark as done

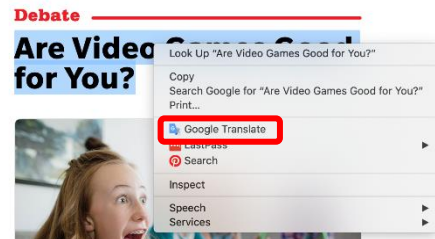
1 private comment



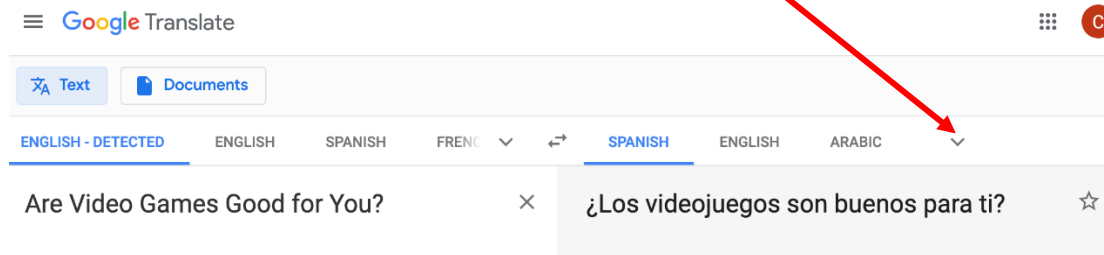
QSD Student Jun 18

<https://drive.google.com/file/d/1ELBfWCQJzDkLLzbqtkiyCahDBTcyXpu/view>

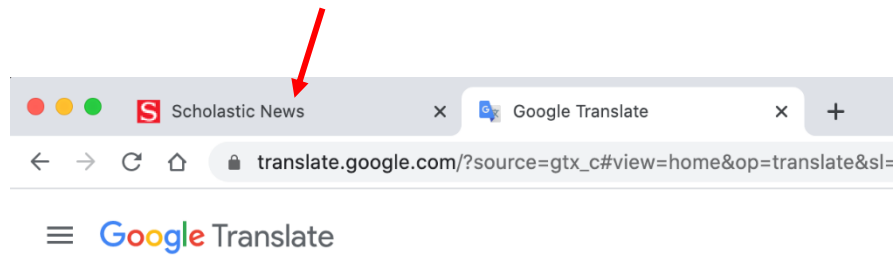
2. Tap the touchpad with two fingers on the text while it is highlighted to see a menu of options. Click on the icon for Google Translate, shown here.



3. After you click **Google Translate** a new tab will open where you will translate the text. The text on the left is the original, the text on the right is where you can translate. Click on your preferred language from the options shown or click the arrow to see more.



4. To return to the original website, click the tab to the left of the Google Translate tab at the top of the screen.












## **Listen to part of a page with Select-to-speak**

To select specific text on a page to be read to you, turn on Select-to-speak.

### Step 1: Turn on Select-to-speak

1. At the bottom right corner of the Chromebook screen, click on the time. Or press Alt + Shift + s.
2. Select Settings .
3. At the bottom, select Advanced.
4. In the "Accessibility" section, select Manage accessibility features.
5. Under "Text-to-Speech," turn on Enable select-to-speak.

### Step 2: Select and hear text




1. To select the text you would like to hear:
  - Press and hold the Search key  and click a line of text.
  - Press and hold the Search key  and drag the pointer over an area of the screen.
  - Highlight the text and press the Search key  + s.
  - At the bottom right, near the time, select Select-to-speak . Then select a line of text or drag the pointer over an area of the screen.
  - On a touchscreen Chromebook: At the bottom right, near the time, tap Select-to-speak . Then tap a line of text or drag your finger over an area of the screen.
2. Your Chromebook will read the section aloud and each word will be highlighted.
3. To stop Select-to-speak while it's reading, press Ctrl. You can also select Stop .



## Speak to Enter Text on a Chromebook

### Use the Chromebook Dictation Tool

You can speak to enter text in most places where you usually type. You can even add common punctuation marks by saying "comma," "period," "question mark," "exclamation mark," or "exclamation point."

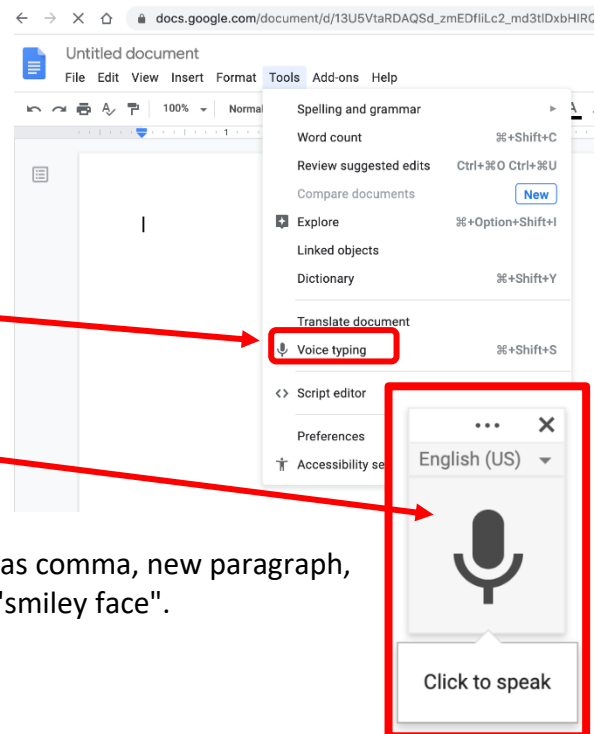
1. At the bottom right of your Chromebook screen, click on the time. Or press **Alt + Shift + s**.
2. Select Settings .
3. At the bottom, select Advanced.
4. In the "Accessibility" section, select Manage accessibility features.
5. Under "Keyboard and text input," turn on Enable dictation (speak to type).
6. Tap or select where you want to type.
7. Select Speak . You can also press Search  + d.
8. Say what you want to type.

### Voice Typing in Google Docs

1. In your Google Docs document, place your cursor where you want the text.
2. Click Tools, then Voice typing.
3. Click on the microphone and speak the words that you want to appear on the screen.

Speak clearly and at a normal volume and pace, noting any punctuation, spacing, or formatting, such as comma, new paragraph, or bold. You can even say words for images, such as "smiley face".

4. When you're finished, click the microphone again.





## **Technology Help and Support**

### **Internet Access**

Hotspots will be available as needed (one per family). Please contact your school directly to check availability. Zply Fiber is also offering reduced cost internet for qualifying families through the Lifeline program for \$9.25 per month. For details, [visit this website](#) or call 866-699-4759.

### **Forgot Your Password**

If your child forgot their password, please first contact your child's teacher. If they are unable to provide you the information you need, please contact the Help Desk (*see below*).

### **Other Concerns or Issues**

For the fastest support, mail [helpdesk@gsd.wednet.edu](mailto:helpdesk@gsd.wednet.edu) (preferred) or call your student's school. You may also call the district office at 509-787-4571. In addition, Google Search, YouTube, and Kahn Academy are all great online websites to help you answer questions on your own.