Hello and welcome back to the 2020-2021 School Year. My name is Ms. Ledbetter and I am one of the Data & Assessment Coaches here at Arsenal Technical High School. As you are aware, IPS has decided to begin the school year virtually. This video will review some of the main websites that you will use for your virtual learning. So, let’s get started.
Today's topics will include Clever, PowerSchool, Schoology, Microsoft Teams, Google Drive, as well as how to set up your homepages to make your experience virtually easy. As we navigate this presentation, you will note that I do not give the website addresses of any of these sites. Don't worry, they will be provided during the final topic.
Clever is a single sign-on portal. From here you will be able to access the other sites in this presentation as well as apps, texts, and reference resources to help you with your course work.
For most of your IPS logins you will use your student ID and DOB with backslashes, except for Clever. Clever requires your student email address which is studentsid@students.myips.org. Please pause the video and write this down in a secure location.
Again, once you are logged into Clever, you will be able to access other websites, apps, and educational resources.
Next up is PowerSchool, which is your student portal.
Here you will find your schedule, grades, and attendance. You will also be able to email your teachers through this system.
Except for New Tech students using Echo, all course materials will be in Schoology. I know last spring, some teachers opted to use Google Classroom, but for this fall, IPS has mandated that all course material be in Schoology.
There are various features in Schoology. I am going to cover a few essential ones for you to get started. On the reference page of this presentation is a link to a video that goes into greater detail about student navigation in Schoology that you may want to review later. Today, we are going to look at four features – Recent Activity, Course Dashboard, Course Page, and Email.
The recent activity page is the first page that you will see when logging into Schoology. On this page you will find postings from your teachers and the school. This is a great page to review before the start of your day.

On the right side of the page you will notice a list of assignments under the Upcoming heading. This is a reminder board. These are assignments that teachers have given a specific due date. While you can click on assignments from this page, do not assume that this list contains all your course work. Check each course’s homepage for a list of all activities, assignments and resources.
The Course Dashboard lists the courses you are registered in. You will click on a course to access that course's homepage.

Again, on the right side of the page you will notice a list of assignments under the upcoming heading. These are assignments that teachers have given a specific due date. While you can click on assignments from this page, do not assume that this list contains all your assignments. Check each course's homepage for a list of all activities and assignments.
Notice that clicking on the course homepage, then the weekly folder gives me more materials than what was accessible from the previous two pages. Here you will find a link to Team meetings, assignments, activities, and other materials. Therefore it is important to navigate to each course’s homepage.
The final item I wanted to show you is a second option for communicating with your teachers. You can email directly from Schoology by clicking on the email icon, then typing the teacher’s name in the to box. Before emailing your teacher, you should ask them if they have a preference between PowerSchool and Schoology.
You will not need a web address to this site. Teachers will provide a link from the course homepage.
MS Teams Basics

- Teacher Link
- Toolbar Functions

There are two main topics for Microsoft Teams, the Teacher Link and the Toolbar functions. There is a link to a video for students on navigating Teams on the resource page of this presentation that provides more instruction on using Teams.
The link for each course’s meeting or class will be found on the course’s homepage in Schoology. You will need to click on that link at the beginning of each class. Your attendance will be taken at this time.
There are 4 main functions that you will need during Team meetings, or class. The first two need to be completed before/as you join the meeting. Your camera should be on and your mic should be muted and remain muted until you are instructed to unmute. The 3rd function, raising your hand, should be used during the meeting to participate. Your mic should remain muted until you are called on. Once you have been called on, click the hand icon again to lower your hand. The final function is the chat function. To see what your teacher or classmates have written or to ask/answer a question, select this icon and the chat will show on the right-hand side of your screen.
Some of your assignments in Schoology will be Google Drive Assignments. To access these assignments, you must be logged into your IPS Google Account because Schoology is restricted to IPS staff and students. Your drive is also a great place to create and save assignments. In a later video, we will discuss organizing your drive for all of your classwork. In the meantime, there is a brief video lined on the Resource page of this presentation.
To log into your drive you will need to go to Google Sign In and use your IPS login information.
Let’s organize your start pages so that you will not have to spend time logging into various websites each morning.
I recommend you set three pages to automatically open each time you launch Chrome: Clever, your Google Drive, and Schoology. While you may be able to access these last two through Clever, you will need them so much that it is best to go ahead and have them automatically open.
You will want to open a new Chrome window and open each site on a separate tab. Pause the video while you do this.
Once you have each tab opened, on the far-right side of your toolbar, click on the three vertical dots, then select Settings.
Scroll down the settings page until you find the section called On startup. Choose Open a specific page or set of pages. Check that the three pages are listed. If any other pages are listed, you can delete them by clicking on the three vertical dots and selecting remove. Once you are satisfied with your list, select Use current pages. This means that every time you launch Chrome, these three pages will automatically open.
For additional reference on using Schoology, Teams, or Google Drive, check out these video links.
THANKS!

Any questions?

You can find me at:
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Well that wraps up this video presentation. I hope you found this very useful. Be on the lookout for more videos to come.