

Quick Tech Reference FOR STUDENTS

Contact Mrs. Eichenlaub if you have additional questions
iris.eichenlaub@fivetowns.net

Self-Service Portal - Your in-school app store	https://youtu.be/3j5FEIv2YBY
Student ID Card - Access to pretty much everything - getting into the building, getting lunch, getting your prints! Swipe in and out at any door!	https://youtu.be/v2IDoStyJ28
School email/password - What's my email and password again?	https://youtu.be/5--XAA4UwM4
How to Print at CHRHS - Super easy! Use your ID card and print to any printer in the building. They are all called FindMePrint!	https://youtu.be/S5yaJH44n6k
Gmail Overview - How often should you check your email and what is school email for?	https://youtu.be/MkNqXzAGlcc
Gmail Etiquette - tips for a courteous email and when will a teacher reply to my email?	https://youtu.be/yC9kHt-Zuj0
3 Easy Ways to Manage Your Email - 1. Delete 2. Unsubscribe 3. Make Labels/Folders	https://youtu.be/NkYvFR9qUPw
Google Drive Overview - Why organize and why name my files?	https://youtu.be/PUI6wXgnU4s
Google Drive - Make an archive and stay organized, move docs into folders.	https://youtu.be/kxFPF5QYqds
Name and Rename Files - So important that I will repeat this a few times. Also, make colorful folders!	https://youtu.be/CgPgTLJyNtE

Google Docs Overview - Reasons why we love Google Docs	https://youtu.be/FXPKT4u7leQ
Trouble with Accessing a Google Doc? Make sure you're logged in with your school account!	https://youtu.be/dHvrlfloQCI
Docs vs. Pages - Choose the best tool for the job!	https://youtu.be/yyezMPZZWhw
Schoology Overview - Why Schoology?	https://youtu.be/xqFTBu3CN64
Mini Schoology Tour - Updates vs. Materials - how to access the info you need!	https://youtu.be/JQ3V5aXiqQU
Log into the Schoology App - Make sure you're in the right CHRHS ... WITH THE GREEN DOT! Log in with school email/pw	https://youtu.be/87p5cuqyYcg
Schoology App Vs. Browser View - If you want clickable assignment links, to find overdue and missing assignments quickly, choose the browser view	https://youtu.be/djHqzQ6wlJ8
Make a Schoology Homescreen Button for Easy Access to the Browser - Make it quick and easy for yourself to get to the Schoology browser view	https://youtu.be/RWla2C-XooE
Set Your Schoology Notifications - So you don't get a tidal wave of useless emails.	https://youtu.be/L83AxObVW14
Discussion Board Overview - Ins and outs of using the discussion board on Schoology	https://youtu.be/_Za1wkWO7XU
Find Your Grades TWO WAYS	https://youtu.be/9Jtbs0DtAXA
Find Feedback from Your Teachers - Teachers spend a lot of time giving you feedback and they want you to find it and USE It!	https://youtu.be/IC72wmnY_IU

Find Overdue and Missing Assignments - Better on the browser view	https://youtu.be/psr98lmnvr0
Submit Pages Doc to Schoology Assn - Make it a PDF first using EXPORT	https://youtu.be/s2uoGP7ahAk
Submit a Notability Doc to a Schoology Assn - As a PDF forever and always.	https://youtu.be/s_O5_3NKeQ4
Submit Google Doc to Schoology Assn - Two Ways	As a PDF: https://youtu.be/YRbLquxcBGI As a link: https://youtu.be/WEFackW7uIU
Notability Toolbox Tour - All the good stuff like highlighting and writing, text, adding and annotating images, and the awesome scissors tool to “move” or “resize” something!	https://youtu.be/6N9PkHOU2TA
Get Set Up with Notability - Link your Google Drive to Notability and make subjects (like folders)	https://youtu.be/DC6IHM5iCv4
Zoom Expectations	https://youtu.be/MnV-uTiMu6o
Create/Use a Virtual Background in Zoom	https://youtu.be/wbbkT-WYTO4