



Family Instructions for K-5 Virtual Learners [rev 8/31/21]

All families should be prepared for virtual instruction “just in case”. Follow the guidelines below. Students/families will need:

- Shen Google username and password
- Google Meet nickname provided by teacher OR Meet link in Google Classroom
- *Optional* for K-3: Clever Badge (QR code) provided by teacher

1. ALL students should be signed into their Shen Google account.

Chromebook users only need to complete the initial device login. For other types of devices, start at the Google login screen (tinyurl.com/startgoogle) and/or watch [these videos](#) for [PC](#) or [iOS](#). ALL Shen Google usernames are standardized:

2-digit graduation year + **1st 4 letters of last name** + **1st 4 letters of first name** + **@shenschools.org**

Example: 29sanczoe@shenschools.org

If first/last name has fewer than 4 letters, all available letters are used.

Gr K-3 (+ new to district 4th/5th graders) standardized student passwords:


first + last initial + **last 6 digits of student ID#*** Example: zs014575

**Student ID# can be found in the Parent Portal*

Gr 4-5: Most Gr 4-5 students use passwords they self-selected last year. Most new-to-the-district students for 2020-21 were assigned a standardized password according to the system described above for K-3.

2. Clever is the portal through which most student applications are found.

Access Clever by going to clever.com/in/shen (bookmark for easy access).

 **Shen Bookmarks** Alternatively, students signed in to their Shen Google account *and* using the Chrome browser should see **Shen bookmarks** in the upper left corner. Clever, as well as other applications, is accessible from **Shen bookmarks**.

From the Clever login screen, either click **Log in with Google** OR K-3 students whose teachers have sent home a **Clever Badge** (personalized QR code), can click **Clever Badge log in** (use device's camera to scan the QR code). Once in Clever, students can access Seesaw, ThinkCentral, Google Meet and other resources.

3. Google Meet (live, synchronous learning)

Previously, teachers may have provided K-5 families with a direct link to a Google Meet. Due to enhanced security, that will no longer be the case. Google Meets should now be accessed either through **Google Classroom** OR a **Meet nickname** provided by the teacher.

Google Classroom Users (Gr 4-5 and some Gr 3):

Click Meet link in upper left corner of Google Classroom banner.



OR

Meet Nickname (K-2 and some Gr 3): Go to

meet.google.com and type nickname provided by teacher.

4. Seesaw and Google Classroom: Teachers will provide assignments and resources through either Seesaw (K-2 and some Gr 3) or Google Classroom (Gr 4-5 and some Gr 3).

