

Parent/Guardian Technology Guide

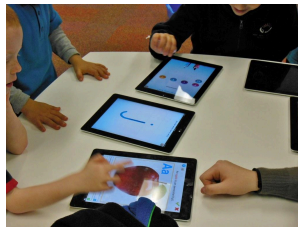


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Get Help

MPS Tech Team

The Methuen Public Schools Tech Team is made up of:

Nancy Lopez	Director of Technology
Christopher Lane	Technology Operations Manager
Yassine El Andaloussi	Network Administrator
Joseph Wyman	Systems Administrator
Mathew Cerqua	Data Systems Administrator
Joseph Laferriere	District IT Technician
Matthew Persing	District IT Technician
Gerard Gravel	District A/V Technician

Access to Technology (for Staff and Students)

All MPS students in grades K-8 are provided with Chromebooks. Students in PK and grades 9-12 are provided with iPads.

All students PK-12 will have a Methuen gmail account (students in grades PK-8 will not have the ability to email to or receive email from outside our domain). Communications will be through Gmail and Google Classroom.

Google Classroom will be the Learning Management System (LMS) for storing, organizing, and accessing content for all grade levels and teachers (Clever remains the district's single sign on solution) for the entire school year.

- [Parents Guide to Google Classroom in 2020](#) (video)
- [2020 Parents' Guide to Google Classroom](#) (pdf)
- [Google Terms Glossary for Families](#) (pdf)

Troubleshooting Hardware

Chromebooks

- Logging in - Opening the Chromebook will power it on and automatically connect it to the wifi.
- The **first time** you log in at home, you will have to **select your home wifi name and enter your home wifi password**.
- **Students will then use their MPS Google account to log on.**

If a Chromebook gets lost or stolen, please report it to the Tech Team as quickly as possible so the device can be tracked!

- [MPS Chromebook Expectations Slideshow for Students](#) (slideshow)
- Loaner Chromebook Agreement ([English](#)) ([Spanish](#)) (doc)
- [Chromebook Tricks](#) (doc)
- [Connect Chromebooks to WiFi at Home](#) (doc)
- [Comcast Information For Families with no WiFi](#)

Check for Chrome Updates

Sometimes updating Chrome can solve many issues including lagging Meets, being unable to share your screen, present or open files. Here is a how-to that might help solve some of the problems.

1. Go to the 3 dots in the top right corner of your web browser
2. Click Help
3. Scroll down to Help
4. Click About Google Chrome
5. Click "Chrome OS Settings" where it says "To see if your device is up to date, go to [Chrome OS Settings](#)"
6. If there are updates they will begin to install
7. When updates finish installing you should restart the Chromebook or Computer

Chromebook Tutorial Docs & Simulator

- [Taking Screenshots on Chromebooks](#)
- [Making a Video with the Chromebook Camera](#)
- [Chromebook Keyboard Shortcuts and Touchpad](#)
- [Chromebook Simulator](#)

Cleaning Your Chromebook

- Please clean the Chromebook screen with a damp microfiber cloth or any cleaning cloths that are linen free.
- Use bleach-free disinfectant wipes for the keyboard or a solution of 70 percent rubbing alcohol and 30 percent distilled water.
- Using full-strength rubbing alcohol can damage the oil-repellent coating that helps to keep smudges off the screen.



iPads

1:1 iPads in 9-12

Students in grades 10-12 were allowed to keep their assigned iPads for use during the summer. Incoming grade 9 students will be issued an iPad during the first day of school.

Documents to review:

- [Methuen HS 1:1 iPad Program FAQ](#) (doc)
- [iPad Policies and Procedures](#) (doc)
- [Best practices for cleaning and disinfecting Apple products](#)

Account Information Usernames and Passwords

Students log in using their MPS Google account

- Student usernames-
 - Student ID number + @methuen.k12.ma.us
 - Ex: Ramon Ruiz, ID number 12345, = [12345@methuen.k12.ma.us](#)
- [How to Log into Google Apps](#)
- [Click Here for Google Account Troubleshooting](#) (doc)



Infinite Campus

What is Infinite Campus?

Infinite Campus is our districts' student information system. The Infinite Campus Parent Portal allows parents to see students' schedules, their grades, and announcements from teachers. Campus Parent and Campus student are available as mobile apps which can be accessed at any time.

Infinite Campus Parent/Guardian & Student Portal

- Please visit our website for resources pertaining to the Infinite Campus Parent Portal

<https://www.methuen.k12.ma.us/parents-and-students/infinite-campus>

Other helpful Infinite Campus resources:

- [Getting Started](#) (doc)
- [Campus Parent & Campus Student Overview](#) (1:00)
- Infinite Campus Mobile App ([English](#)) ([Spanish](#)) (0:32)

Clever

What is Clever?

Clever is a single sign on service which allows the students to sign in once and have access to a variety of digital resources. Students can access Google Tools and all district purchased applications without signing in again if they are accessed through the students' Clever page. Use Clever to access: Lexia, Wonders, Pearson, Eureka Math, NewsELA, Reading Plus, BrainPop, IXL, Typing Agent.

Signing Into Clever

There are two ways to access a student's Clever page, with their Methuen Google username and password or with a Clever badge.

Clever badges are most appropriate for younger students and require a device with a webcam. If you would like a Clever badge for your child, simply email the students' classroom teacher.

- [Logging into Clever with Clever Badges](#) (0:24)
- [Logging into Clever with your child's MPS account](#) (doc)

Troubleshooting Clever Accounts

- [English](#)
- [Spanish](#)

Troubleshooting Clever on Shared Devices

- [English](#)
- [Spanish](#)

Google Classroom

What is Google Classroom?

Google Classroom is an online app that MPS teachers will be using to create and organize assignments, provide feedback efficiently, and easily communicate with their classes. Classroom also helps students organize their work in their Google Drive.

Students [log in to Google Classroom](#) using their Google account. **(*Note - Clever is used in MPS for one click sign on so once students are logged in to their Chromebook, they can click the Clever icon, then Click the Classroom icon. No additional sign in is necessary.)**

- [Google Classroom Cheat Sheet for Students](#) (pdf) (by Kasey Bell @ Shake Up Learning)
- [Parents Guide to Google Classroom in 2020](#) (video)
- [2020 Parents' Guide to Google Classroom](#) (pdf)
- [Google Training Resources](#) (scroll to bottom of page)
- [Google Terms Glossary for Families](#) (pdf)

Joining a Class

Once students join a class, they will be able to receive assignments and messages from the teacher. Students will also be able to communicate with their classmates, if the teacher has allowed this through the settings.

There are three ways to join a class:

- A class link - the teacher sends the link.
- A class code - the teacher sends or tells students the class code.
- An email invite -the teacher sends students the invite. (It will appear on the students' Classroom page - then students click JOIN)
- [Watch this video to learn how to join a class](#) (0:29)

Classwork vs. Stream

The stream is a place where the teacher will post announcements and communicate with the students in the class. Depending on the teacher's discretion, students will also be able to comment and respond on the stream page. The classwork page is where students will locate their daily assignments and resources from their teacher and view feedback on their work.

- [Watch a video on the Difference Between Classwork and Stream](#) (2:33)

How Students Complete and Submit Assignments

Students will complete and submit assignments using Google Classroom. Students will either see Turn in or Mark as Done on the side of their assignments. This depends on the assignment and or attachments provided by the teacher.

[Watch a video on How Students Complete Assignments](#) (4:30)

How Students Submit or Turn In Assignments

Once students have completed an assignment, they will click **Turn In** or **Mark As Done** so the teacher knows their work is complete and ready to be assessed.

[Turning in Assignments on Google Classroom](#) (2:17)

Unsubmit an Assignment

Once the assignment has been turned in, students lose their editing privileges on that document. However, if a mistake has been made or students would like to revise their assignment, simply click unsubmit and changes can be made to the document.

Here is how you unsubmit an assignment:

1. Click the Classwork page of the Class
2. Click the Assignment
3. View Assignment
4. Click Unsubmit and Confirm

Curriculum Resources

[MPS Curriculum, Instruction and Assessment Webpage](#)

Eureka Math

What is Eureka Math?

Eureka Math is the mathematics curriculum that MPS uses in grades K-8. The entire curriculum can be found on [Greatminds.org](#).

Parent Resources for Eureka Math

Wondering how to best help your child navigate the Eureka Math assignments? Try using these helpful parent tip guides. They talk about the new math vocabulary and mathematical strategies your child's teacher will be using during their math lessons and how you can help reinforce these strategies with your child at home.

These guides are organized first by grade level, then module, and finally lesson.

[Parent Eureka Math Tip Sheets](#)

Wonders K-4

What is Wonders?

Wonders is the reading and language arts curriculum that MPS uses in grades K-4. This curriculum will help students meet high academic standards while preparing them for future success.

- [Wonders Scope and Sequence for Grades K-4](#) (pdf)

How Wonders Helps Students

Wonders reading and language arts curriculum helps students:

- Master foundational skills of phonics, vocabulary, spelling, and word study
- Engage in close reading of complex text and find text evidence
- Become proficient in academic writing
- Take part in daily academic conversations with peers

Wonders Parent and Student Access

Parents and students can access Wonders digital content online. Students will receive an online account that will give them access to:

- A weekly letter outlining what their child will be learning

- Messages from their child's teacher
- Homework assignments
- Digital copies of all Wonders resources
- Time for Kids® articles, games, and word and spelling list activities to do at home

How to Access Wonders from a Chromebook

1. Log on to Chromebook
2. Username is "student id"
3. Password is "m birthdate m" (ex. m8102015m)
4. At Clever Screen, Click Sign In With Google
5. Scroll down and Click the Wonders tile



Pearson Realize

What is Pearson Realize?

Pearson Realize is our primary ELA curriculum for students in grades 5 and 6. It is also the home of students' Science curriculums in grades 6-8, and the Social Studies curriculum for students in grades K-8.

Once students are logged into the Pearson Easybridge app within Clever, students should be able to see a list of classes that they are enrolled in, along with the books they have access to for these classes.

- [Accessing Pearson- Guide for Students](#)

How to Access Pearson EasyBridge from a Chromebook

1. Log on to Chromebook
2. Username is "student id"
3. Password is "m birthdate m" (ex. m8102015m)
4. At Clever Screen, Click Sign In With Google
5. Scroll down and Click Pearson EasyBridge tile



Lexia

What is Lexia?

Lexia provides differentiated literacy instruction for students of all abilities in grades pre-K–2. Lexia covers the six areas of reading instruction. It targets skill gaps as they emerge and teachers are provided data and student-specific resources necessary for individual or small-group instruction. Lexia is available to students in grades K-2 who have been identified for this intervention

[Lexia Support](#)- they will support Students and Staff directly

How to Access Lexia Core 5 from a Chromebook

1. Log on to Chromebook
2. Username is “student id”
3. Password is “m birthdate m” (ex. m8102015m)
4. At Clever Screen, Click Sign In With Google
5. Scroll down and Click Lexia Core 5 tile



Remote Learning Additional Support

[Supporting Student Learning During School Closures](#) - designed to support the needs of teachers and families amid school closures. Click the Educator tab to view Home Use documents, register for webinars, and more.

Reading Plus

What is Reading Plus?

Reading Plus is our primary literacy intervention tool for students in grades 3-12. Students will be assigned a varying number of reading comprehension, vocabulary, and visual skills. Students can access their ReadingPlus accounts via their Clever page.

How to Access Reading Plus from a Chromebook

1. Log on to Chromebook
2. Username is “student id”
3. Password is “m birthdate m” (ex. m8102015m)
4. At Clever Screen, Click Sign In With Google
5. Scroll down and the Reading Plus tile



Zearn

What is Zearn?

Methuen Public Schools has purchased Zearn Math district wide for grades K-5.. The content is aligned to Eureka Math, but presented in a dynamic platform that students find engaging. Zearn allows students to engage with their math content at their own pace and receive immediate feedback about their progress.

How to Access Zearn from a Chromebook

1. Log on to Chromebook
2. Username is “student id”
3. Password is “m birthdate m” (ex. m8102015m)
4. At Clever Screen, Click Sign In With Google
5. Scroll down and the Zearn tile





More Resources

Use the Translate Feature within a Google Document

To use the translate feature within a Google document:

- Click Tools
- Click Translate Document

All formatting, images, and page setup will be maintained and replicated in the selected language

Use DeepL Translate to Translate

This website allows you to paste or type in text directly to have it translated into a chosen language.

- [DeepL Translate](#)