



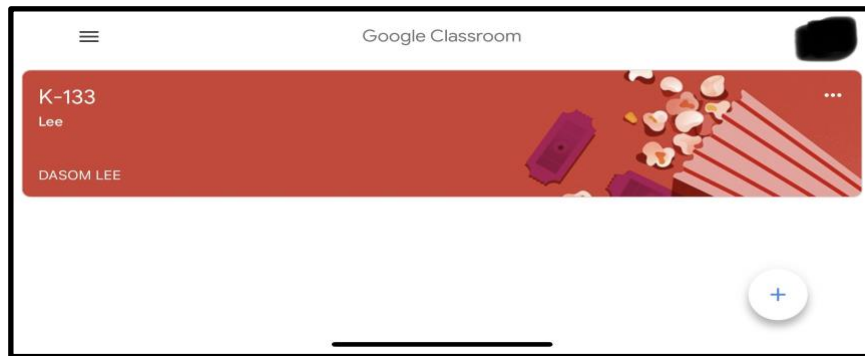
Technology Guidance for Families

Summary:

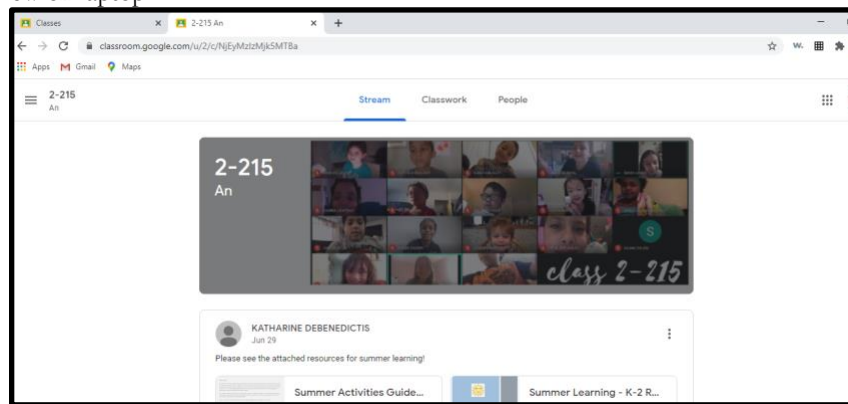
1. **Welcome to Google Classroom** - what it will look like
2. **Getting started** - gather IDs (OSIS and NYCSA creation code) and create accounts
3. **Configuring Google Classroom** - set up Alerts and Notifications
4. **Video Conferencing** - use of NYCDOE Zoom and Google Calendar
5. **Student Classwork and Resources** - look no further for URLs and passwords
6. **Communicating with Teachers**
7. **Reference websites**

1. Welcome to Google Classroom

a. Example view on iPad



b. Example view on laptop



Click on the class banner, and you will see 3 categories - Stream, Classwork, People.

- Stream - will show announcements and any notifications.
- Classwork - will have daily assignments arranged in their 'Topics'
- People - will list the teachers and students that are in that particular class.

To toggle in between multiple classes (for students sharing devices) - click the student circle in the upper right hand corner and select the designated student.

2. **Getting Started** with new student login accounts for (1) **NYCDOE student email**, (2) **Google Classroom**, (3) **NYCDOE Zoom**
(1) **NYCDOE student email account** requires that you know your child's student **OSIS number** and your **student's NYC Student Account creation code** (if you do not have this, contact Parent Coordinator, Danielle Santana).

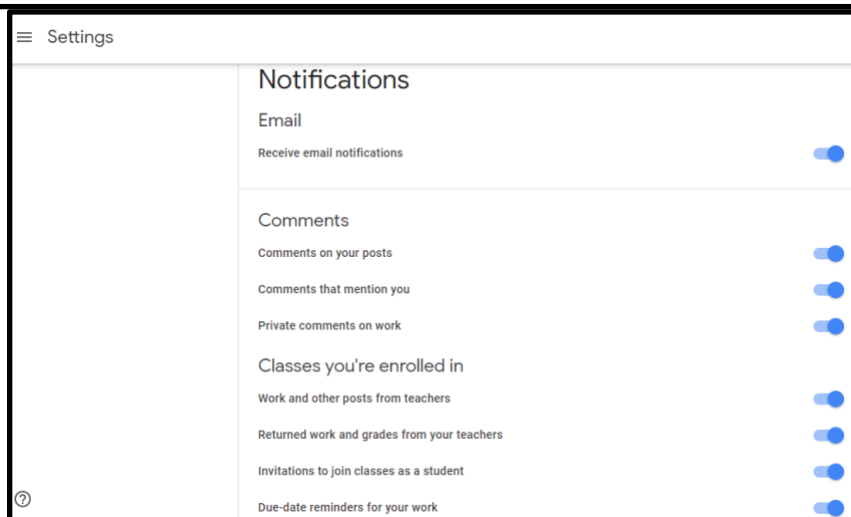
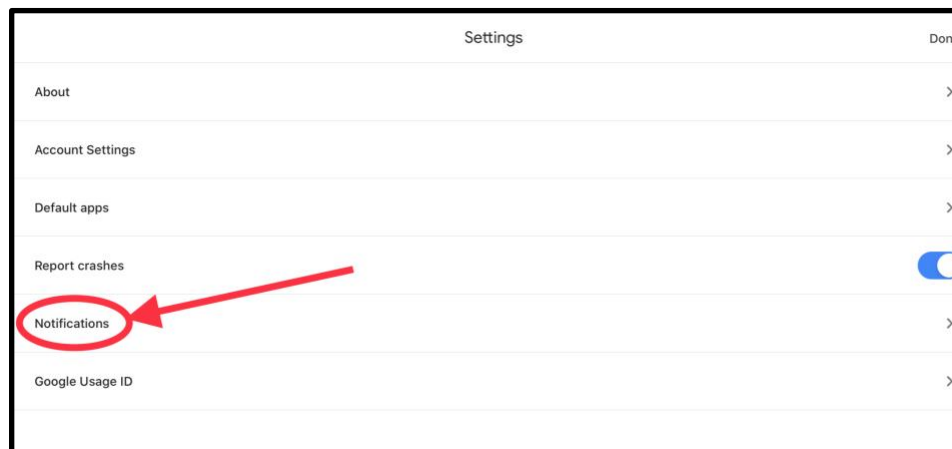
- Go to <https://idm.nycenet.edu/students/start.form>
- Enter your child's OSIS number and date of birth (DOB)
- Change your password if prompted
- Your child can now use this newly generated email address ending in @nycstudents.net for their Google Classroom & Zoom login.

(2) **Google Classroom** (for further Google Classroom technical support, call the DOE Service Desk at 718-935-5100) Students will need their @nycstudents.net email addresses to sign on to Google classroom. **Please do not use personal email addresses (@gmail/@yahoo/etc) to sign on.** To be sure of your Google Classroom login identity, confirm by clicking on the student circle in the upper right hand corner of Google Classroom. First time users: select "Add another account", then use student email address (ending in @nycstudents.net) as login.

(3) **Setting up your child's NYCDOE Zoom login**

- Go to TeachHub (<https://idp.nycenet.edu/>)
- Enter your DOE student account email address (it ends in @nycstudents.net). The directions for accessing your child's student email are listed above in item #1. This information can also be found on this DOE webpage: (<https://www.schools.nyc.gov/learning/learn-at-home/technical-tools-and-support/doe-student-accounts>)
- Enter your password.
- Click Sign In.
- If the username and password entered are valid, you will be signed into the remote learning portal successfully.
- Click on the Zoom icon.
- You're in Zoom!

3. **Configuring Google Classroom:** Alerts & Notifications: This year, we would like for students and teachers to have their communication settings fully utilized. Students are expected to receive e-mail notifications about various Google Classroom activities (i.e., teacher feedback, comments, etc.). **These settings can be controlled by clicking on the Main Menu on the top left corner (look for three horizontal lines) and scrolling down to click the gear icon.** You can then adjust your notifications as needed.



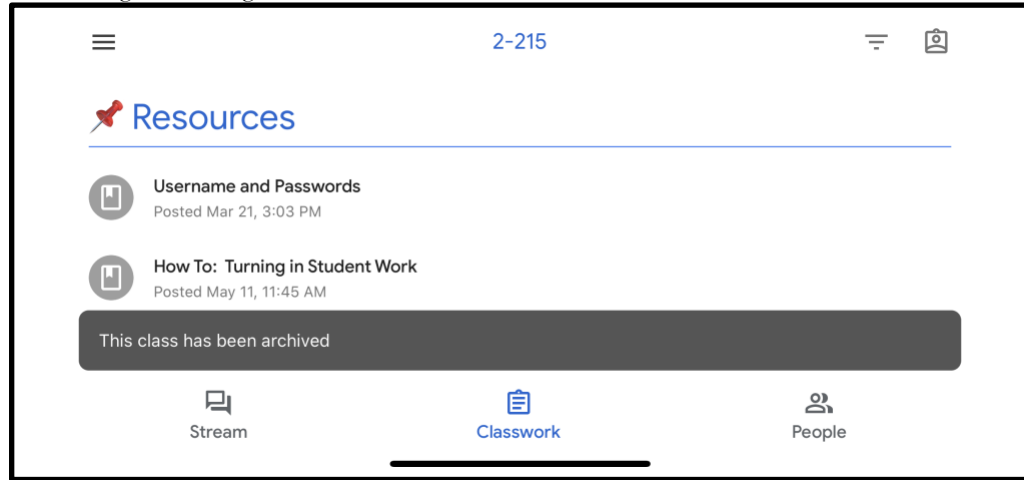
4. **Video Conferencing: Use of NYCDOE Zoom and Google Calendar**

- All meets between teacher and students and meetings with families will be on the Zoom platform. (Other platforms like Google Meet or Microsoft Teams will be not utilized unless an emergency situation presents itself.)
- **All live instruction will be scheduled and added to the Google Calendar.** The Google Calendar will be a central place for families to check in on their student's sessions with each teacher and provider.

- Teachers will do their best to ensure that that schedule is predictable and does not change frequently. In the event of a schedule change, teachers will provide several days notice so that families can adjust accordingly.

5. Student Classwork and Resources on Google Classroom

- **Individual Student Resources:** A list of resources such as passwords, support websites, etc. will be available on each student's Classwork page. This document will be always "pinned" to the top of the page. Please refer to this document for any support you may need with finding website login information, staff zoom links, etc.



- **Assignments:** Classwork will be posted on a daily basis. Students will see one week's worth of classwork/assignments under "Recent Classwork." Older classwork/assignments will be transitioned to "Old Classwork."

6. How to Communicate with Teachers

- **Student Communication with Teachers:** Teachers will give out guidelines on how to best communicate with them. This information will also be provided on the student's "Resources" document.
- **Family Communication:** Teachers will be using Zoom for face to face communication with families, in addition to e-mails and SchoolCNXT messages. Teachers will be having daily afternoon Office Hours by appointment. This time will be shared between meetings with families and meetings with students. **For security reasons, parents/guardians are expected to access the Zoom video conference using the student's NYCDOE Zoom credentials when joining Office Hours, Parent-Teacher Conferences, etc.** If you are using a non-NYCDOE Zoom account, you will be placed in the Zoom meeting's Waiting Room. So, please make sure that your full name or your child's is visible so that the teacher will know who that person is and can grant them access.

Helpful websites: Please use these websites for any technical issues when accessing Google Classroom

- <http://services.google.com/fh/files/misc/googleforeducationtechfaq.pdf>
- <https://support.google.com/edu/classroom/?hl=en#topic=6020277>
- <https://www.schools.nyc.gov/learning/learn-at-home/technical-tools-and-support/getting-started-in-google-classroom>