

KHS Student Technology Directions-2020-2021

Now that I have a Chromebook, where do I go from here?

Logging Into the Chromebook

1. Students' usernames will be their student id number with the "s" followed by @student.knoxschools.org (Example: s123456@student.knoxschools.org)
Passwords will be the same as last year if a student has not changed it since March. If you are a new student, the default password will be your first and last initial capitalized followed by the last four digits of your student id number then kcs at the end.
(Example: KL1234kcs) Most students will have this password if they haven't changed it.
2. A student doesn't have to login to the chromebook if they are just using the apps. They can skip the login screen and find the apps on the lower part of the screen.

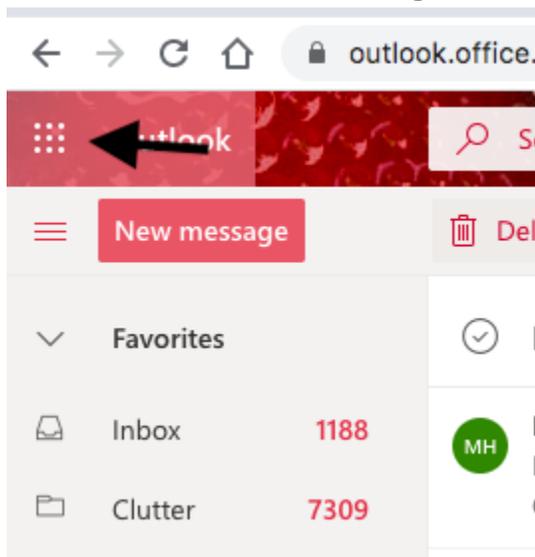
Accessing Knoxschools Student Email Account

1. One way to access your student email account is to go to the knoxschools.org website.
2. Once there click on the Staff tab at the top then select "Email" under the Online Services heading. (This link isn't just for staff.)
3. Once you select the email link, a student will need to enter the same username that they do for their chromebook, (s123456@student.knoxschools.org). The password should be the same as well. If the password doesn't work, then try just your student id number.
4. This should take you to your Microsoft Outlook account.
5. You can also download the Microsoft Outlook app on your phone or computer to have access to your email.

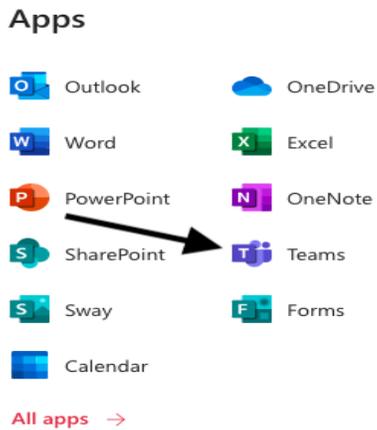
Accessing Microsoft TEAMS

****(This is your main source for live, virtual instruction if you are a virtual student or for when we are on RED days if you are an on-campus student.)

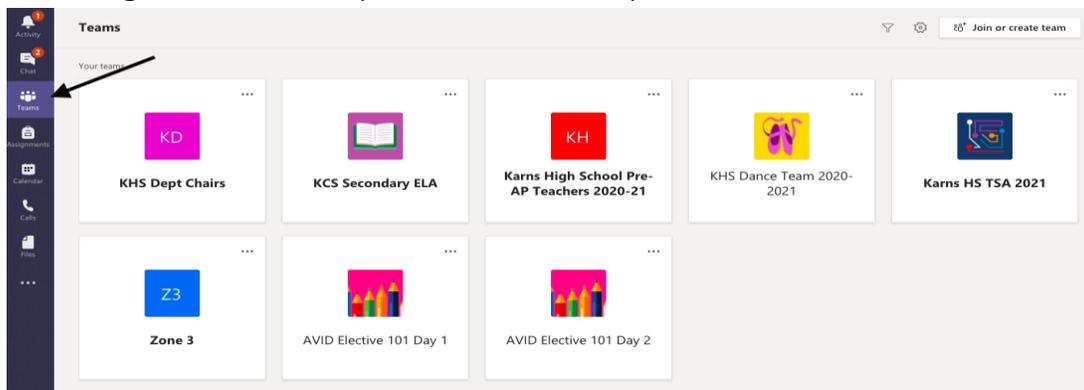
1. The first way to access your TEAMS account is to download the Microsoft Teams app on your phone and computer (unless it has already been downloaded by the district), or go to www.microsoftteams.com to login
2. When asked to login, it is the same login information as you used for your email account and chromebook login.
3. Another way you can access your TEAMS account is through your email. The image below shows where to click to find your Microsoft apps in your email. (Click on the white, dotted grid.)



4. Once you have clicked on the grid, you should see the different apps that you have access to through your email. Click on the Teams app.



5. Once you are in the Teams app, you will be able to access all of your virtual classes or "Teams". A screen may come up that gives you two choices, either to use the browser or app. This is up to you. Both will give you access to the live instruction.
6. The image below shows you where to find your "Teams".

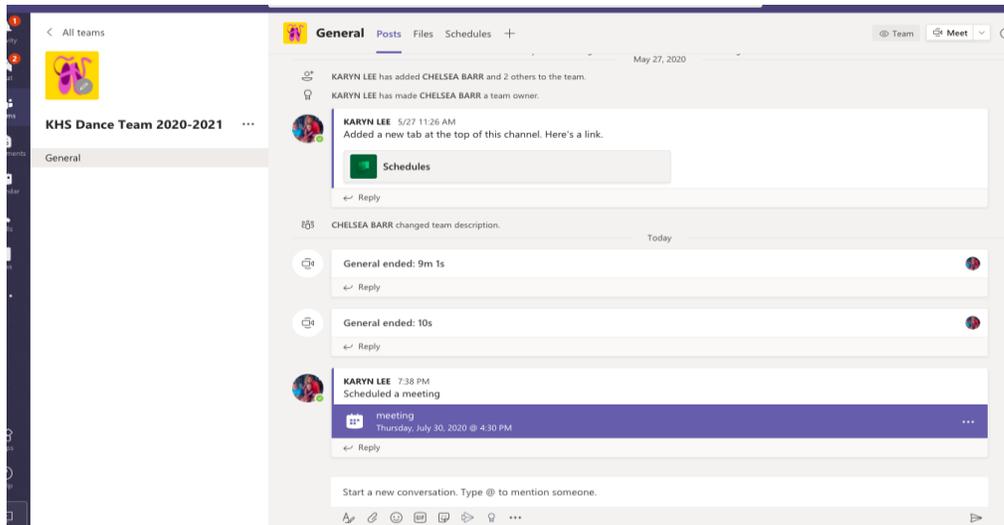


7. When the school day begins, you need to be sure you click on the correct class period or "Team" that matches your schedule. This is how attendance will be taken, so you want to be sure you have all of the teams listed. Click on that team when you are ready to join a meeting or access other information from that class.

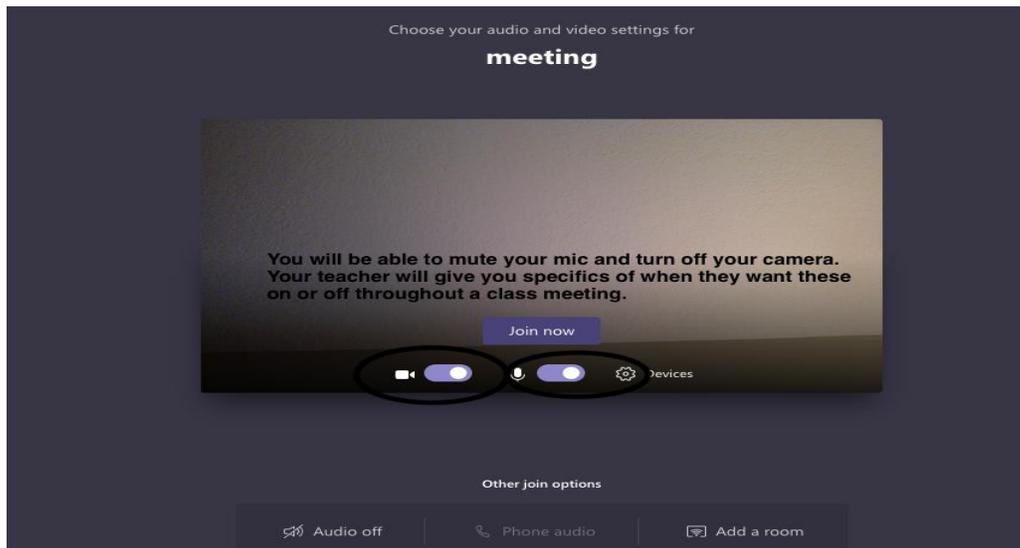
Joining a Live Team Meeting

1. One way to join a live meeting is to click on the dark, purple box as indicated below in the image. This will appear on your General tab if your teacher has

set a scheduled meeting. You may also use the Calendar tab on the left to see this scheduled meeting as well as other scheduled meetings.



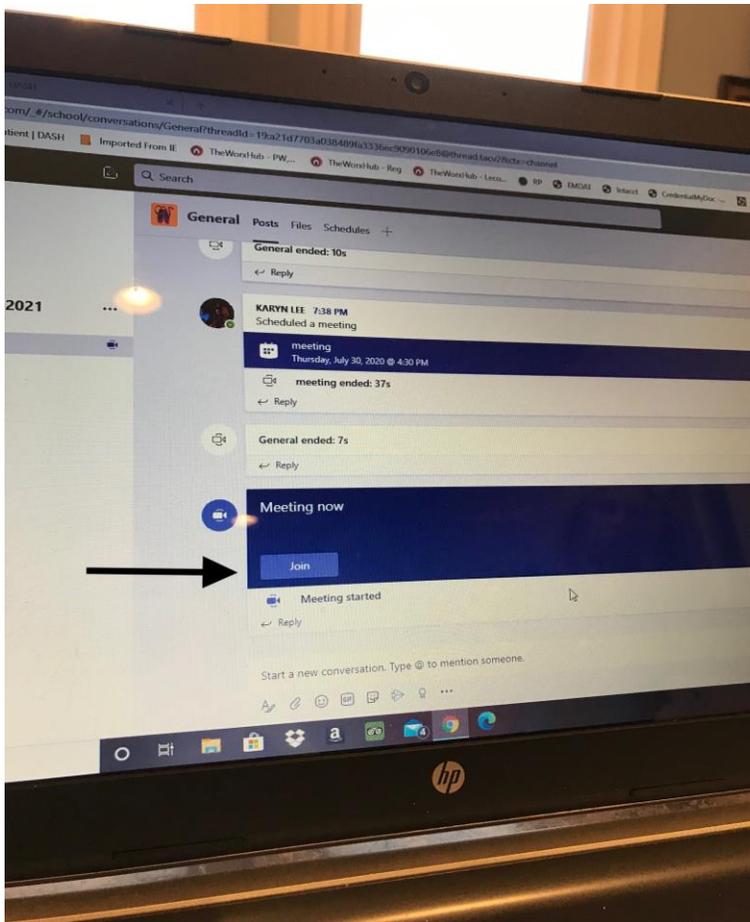
2. Once you have clicked on the purple box, then you will click "Join" in the upper right hand corner of the screen. At this time, you will be taken to a screen that looks like this.



Once you have adjusted your video settings, then hit join now. Once you are in the meeting, you will be able to see and hear your teacher as well as other students in your class. This is still a work in progress, but eventually up to

45 screens will be able to be seen at one time. Depending if you are in the browser or app may limit how many screens you can see at one time.

3. You will also be able to control your settings once in the meeting. There is a "Raise Hand" button that will allow you to notify the teacher if you have a question. Click it again to lower the hand.
4. If you click on the icon of the little people, you will be able to see all of the participants in the meeting. A chat box will pop up on the right hand side of the screen. You may type questions here. Teachers will give specific rules on how these procedures will be per class. You are able to see participants at the bottom of the screen as well.
5. Another way to join a class is simply clicking on your team and looking at the general page. Your teacher may have started a meeting instead of scheduling one. If so, you will simply click "Join" when it says "Meeting Now". See image below.



If you are late logging in or if you accidentally get kicked out of the app, this is where you will go to join back in the meeting. As long as the meeting is still going, you will be able to join.

Canvas

1. The Canvas app should be downloaded onto your Chromebook. Remember you don't have to login to the chromebook to use the apps. You can also access canvas through the Knoxschools website. You will use the same login as your email and chromebook login.

<https://www.knoxschools.org/Page/19038>

2. Canvas will house all of your daily assignments, notes, teacher presentations, quizzes, tests, etc. You will also submit your assignments through Canvas.

Your teacher may have specific instructions on turning in assignments, but this will be the place most often utilized.

Aspen

1. Aspen will house your grades for all of the work that you do in class or on Canvas. Teachers are also able to email students and parents through Aspen as well as post announcements, syllabi, files, etc.
2. A student's login will be their student id only and the same password as their other accounts. (Ex.: s123456)
3. In order to see all of your current classes, you will have to add those pages once the teacher has enabled them. To do this, you will click on the Pages tab. Then click on Page Directory. Once here, you will need to click on the "Add" button for every class that you have. This will allow you to see more information from your teacher's Aspen page.