

## Carthage Primary School Guide to Remote Learning

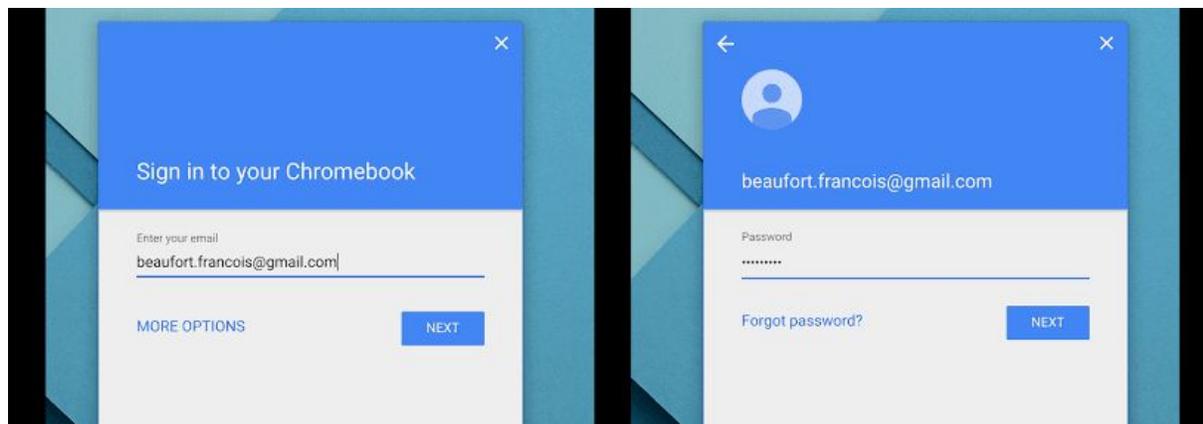
Hello and welcome to the Carthage Primary School 2020-2021 school year! We are excited to get this year underway! In this guide you will find a quick “how to” on accessing your school Gmail account, Google classroom, and anything else that you may need for remote learning.

If you have received a Chromebook from the school please handle it with care and return it in its original condition. If you have any trouble with your school provided device please call the school office at (217)357-9202.

If you are using your own device, please make sure *Google Chrome* is installed. This is the best web browser to use for remote learning. If you do not have Chrome installed on your device, go to whichever internet browser you have and type in [www.google.com](http://www.google.com) This will bring you to the Google homepage. In the search bar type *Google Chrome* and click the very first result that is shown. This will take you to another page where you will need to follow the directions to download Chrome.

Once you have received your chromebook please make sure it is fully charged. You can then proceed to turn it on by pressing the power button on the right side of the keyboard at the top. It will then ask you to choose a network. Please choose your **home network** and type in the password for your home network. The network password is **NOT** something the school will know. This is the password for your **HOME** network. You must have access to the internet to be able to access your Gmail, Google classroom, Google docs, etc.

Pictured below is the login screen. This is where you will enter your school provided email address. Your email address is your firstname.lastname@cesd317.org. (For Example: [john.smith@cesd317.org](mailto:john.smith@cesd317.org)) After you have entered your email address it will then ask you for your password.



**Important:** Write your new password down! If you forget your password you will have to call the school office to have your password reset.

After you have logged into your chromebook you will be taken to the main screen. Please do not change any of the settings that have been put in place. You may adjust volume or screen brightness as needed. At the bottom of the screen you will see two

icons please click on the Google Chrome icon. It looks like this . Once you have opened google chrome it will take you to the home page. To access your gmail, Google classroom, or Google docs you will click the “cube” in the upper right corner of the

webpage. It looks like this . Once you have clicked this icon, it will drop down a menu with many applications (apps for short). The main apps that will be utilized during remote learning are as follows, Gmail, Google classroom, Google docs, Google sheets, Google slides and Google meet. We know this sounds like a lot, but they are very easy to use! Google docs and google sheets are equivalent to Microsoft word and excel. See below for each icon. Again, these are just some of the main applications that can be used. However, this may not be all of them.

Gmail Icon: 

Classroom Icon: 

Google Docs: 

Google Sheets: 

Google Meets: 

Google Slides: 

**Gmail:** When you click the gmail app your email will automatically pop up and there will be no need to login. Please have your student check their email a few times every day. This is how teachers will communicate with your student!

**Apps:** Please feel free to open the other apps to see how they work. You will not need to save anything in Google applications. They automatically save every couple of minutes. You can click out of them at any time and return to it later and everything you created will still be there.

**Google Classroom:** When you click on the classroom icon you will be taken to a blank page unless you have used google classroom before. In the upper right hand corner there is a plus sign (+), this is where you will add your classroom codes. Please see the

last page of this document for classroom codes. When you click the plus sign you are given two options. The only option you will need to select is “**Join class.**” A screen will appear and ask you for a class code. **Please note** each class has a different classroom code. **For example:** Mr. Knicl’s Music class code is not the same as Mr. Edris’s PE class. Once you have entered the class code please take some time to look at each classroom page. Make sure to check the “classwork” tab at the top of each Google Classroom to see every assignment. Feel free to email the teacher for any questions you may have. Classroom codes and email addresses have been included in this guide.

**Outside Sources:** If teachers send you any other links such as youtube, discovery, Spelling City, online textbooks, etc. you are able to access these as long as you are connected to the internet.

**Sharing documents:** Google chrome has made this very easy to do. While using google docs there is a big blue share button in the upper right hand corner. When you click on this it will ask you for an email address. You will just need to type in the teacher’s email address and it will automatically send it to him/her. Again, there is no need to save with google docs. It automatically saves itself. This goes for any other Google applications.

**Care of Device:** Please remember to take care of your Chromebook, charger, and anything else the school provides you will so we are able to use it in the future. Please take time leading up to the first day of school to familiarize yourself with the chromebook, applications and Gmail. Please feel free to make contact with your teacher.

We are excited for remote learning days. Please make sure you are ready to start this school year prepared and with a positive attitude.

### **CPS Email Addresses:**

**Mr. Snowden (Principal):** msnowden@cesd317.org

**Mrs. Snodgrass (Secretary):** jsnodgrass@cesd317.org

**Mrs. Fisher (Preschool):** rfisher@cesd317.org

**Mrs. Peuster (Kindergarten):** lpeuster@cesd317.org

**Miss Twaddle (Kindergarten):** ttwaddle@cesd317.org

**Mrs. Bavery (1st Grade):** mbavery@cesd317.org

**Mrs. Carlisle (1st Grade):** jcarlisle@cesd317.org

**Mrs. Dawson (2nd Grade):** adawson@cesd317.org

**Mrs. Shuman (2nd Grade):** jshuman@cesd317.org

**Mrs. Biery (3rd Grade):** ebiery@cesd317.org

**Mrs. Huston (3rd Grade):** rhuston@ced317.org

**Miss Harmon (4th Grade):** mharmon@cesd317.org

**Mrs. Maag (4th Grade):** mmaag@cesd317.org

**Mr. Knicl (Music):** sknicl@cesd317.org

**Mrs. Dixon (Special Education):** ddixon@cesd317.org

**Mrs. Talley (Special Education):** stalley@cesd317.org

**Mr. Edris (PE):** jedris@cesd317.org

**Class Codes:** If you have trouble accessing the google class please contact the teacher for that class via email.