COMMUNICATION &
ONLINE LEARNING
TOOLKIT

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TOOLKIT
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GRADES 4TH - 8TH
FOR TEACHERS

Table of Contents

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Communications and Educational Apps Toolkit
Grades 4th – 8th

Audience for this document: Teachers

For ease of use, this toolkit will be broken down into grade bands. Based on parent feedback, we are working to standardize and streamline teacher, parent, and student access to online educational resources. We know that there are a billion websites and apps out there that are great resources, but we want to avoid this:

Teachers: Just log into Zablezoot, scroll down to the Zork! app and have the kids work through the assignments sent through Kracklezam or check the links posted in Drumblekick.
Parents:

Student Help and Troubleshooting

- *Student Login Method: Clever*
- *Who has access: All teachers, students, and Instructional Staff*
- *How to access: https://clever.com/in/millington*

Students and parents will need help logging into systems, remembering usernames and passwords, opening apps on their tablets and computers, remembering where to go to get assignments…. this is guaranteed. You (the teacher) are the first line of help for students and parents when it comes to their instructional technology. The hierarchy of student and parent support is this:

- Classroom Teacher (You)
- Designated Virtual Liaison (If you are not sure, ask your Principal)
- Asst. Principal
- In-Building Tech Support (Jonathan, Arthur, Tracy, and Wendy)
- District Supervisor (Matt and Jeremy)
- Superintendent
- Board of Education

Student Help and Troubleshooting Resources

- Have them restart their computer.
- Submit Help Desk ticket via Clever portal after following appropriate steps above.

Teacher Help Requests and Training

- *Teacher Login Method: Microsoft Active Directory (email address and email password)*
- *Who has access: All teachers, students, and Instructional Staff*
- *How to access: https://clever.com/in/millington*

There is a lot going on and a lot of the "a lot" that is going on is brand new. Teachers will need help. The IT department is here to help, but remember we are very small compared to the army of educators we serve. This said, gone are the days that we as educators can utter the words, "I don't know how to use…<insert app or technology here>." Or "No one showed me how to use…<insert app or technology here>. We as educators must become self-sufficient. YouTube and Google are our friend. With a 15 second Google or YouTube search you can find a tutorial that outlines every application we use as a district.

Wendy, Tracy, Jonathan, Arthur, Jeremy, and Matt are here to help you, but you must first attempt to help yourself. We know that you can figure out 99% of any problem you run in to. We are here to support you in that.

If you do feel that you need support or training, please submit a support ticket at the link below.

Teacher Help and Training Resources

- MMSD IT Help Desk: https://helpdesk.millingtonschools.org/portal

Requesting Additional Apps

- *Teacher Login Method: Microsoft Active Directory (email address and email password)*
- *Who has access: All teachers, students, and Instructional Staff*
- *How to access: https://clever.com/in/millington*

We know that there a million apps out there and one may do a bit more than another. We already have a large offering of educational apps for teachers and students to use, but if you find yourself needing another app or chrome extension, we ask that you do the following:

- Discuss this app or extension with the team of teachers you work with. Not everyone may want this app or extension pushed out to the kid's devices. Make sure you come to some consensus as a group before going to the next step.
- Discuss this app or extension with your administrators to get feedback from them.
- Do not enter any student names, email addresses, nicknames etc. into any system or website that has not been approved by your building level admin **and** the IT department.
- Submit a help desk ticket outlining the app or extension you want. Include the URL to the site.

Accessing Online Resources

Clever

- *Teacher and Student Login Method: Microsoft Active Directory (email address and email password)*
- *Who has access: All teachers, students, and Instructional Staff*
- *How to access: https://clever.com/in/millington*

Rule of Thumb: Always have students log in to education apps through Clever. If the district does not have an app setup in Clever that you want to use, **you** can set up an app in Clever **after** receiving approval from Wendy or Tracy. DO NOT require kids to log in to apps with differing usernames and passwords. We are working very hard to streamline the login process to everything via Clever.

To login to Clever, students need to know their email address and student password. As their teacher, you can find both things in Skyward.

In Skyward go to Teacher Access-> My Students->Choose the student and then click Select on the right-hand side.

You will find the student's email and password on this screen. NOTE: In the past we have used birthdate as the student's default password. We now use their Student ID/Lunch Number with MMSD appended to it for their default password. (Example: UN: mabowser27@mmsdstudent.org | PW: mmsd274213) For earlier grades, teachers can print Clever badges for students to streamline the login process. Info around how can be found in the Clever resources section below.

Clever Resources

- Clever Video Resources: https://www.youtube.com/c/CleverEdu/videos
- Clever Info and Help Site: https://support.clever.com/hc/en-us/categories/203182048-Teacher
- How to create a Clever Teacher Page: https://support.clever.com/hc/en-us/articles/360001158323-For-Teachers-What-are-Teacher-Pages-
- How to Print Clever Badges: https://www.youtube.com/watch?v=wDyUuqRWP0w

Video Conferencing

Currently in grades 4-8, students are assigned Chromebooks. So as to more thoroughly integrate into the Google suite of apps, teachers in grades 4th – 8th can choose between Microsoft Teams or Google Meet. The choice is yours, but for the parent's sake, don't flip-flop between the two. Choose one and stick to it.

Microsoft Teams

- *Teacher and Student Login Method: Clever / Active Directory Apps @ www.office.com*
- *Who has access: All teachers, students, and Instructional Staff*
- *Rostering: Syncs with Clever*

Microsoft Teams is the preferred method of communicating with your students in a group as it is already integrated with our existing Office365 environment. Most classes should already have a team created and populated with students.

Teams can be accessed through the web (https://teams.microsoft.com) or through the Teams application on Windows 10, MacOS, iOS and Android allowing students to connect using a computer, tablet or smartphone. If you have a student that does not have internet access through home internet or a

smartphone, contact the IT department about the possibility of getting a call-in number for your meetings. This will allow these students to call into class meetings and participate through audio only.

Teams Resources

- Teams step sheet for teachers: https://www.millingtonschools.org/UserFiles/Servers/Server_90441/Image/Technology/Step%20Sheets/Teams_Step_Sheet_for_Teachers.pdf
- Teams step sheet for students: https://www.millingtonschools.org/UserFiles/Servers/Server_90441/Image/Technology/Step%20Sheets/Teams_Step_Sheet_for_Students.pdf
- Teams for Education quick start guide: https://edudownloads.azureedge.net/msdownloads/MicrosoftTeamsforEducation_QuickGuide_EN-US.pdf
- Teams for Education support site: https://support.microsoft.com/en-us/office/microsoft-teams-5aa4431a-8a3c-4aa5-87a6-b6401abea114?ui=en-us&rs=en-us&ad=us#ID0EAABAAA=About
- Teams for Education webinars: https://microsoftteams.eventbuilder.com/TeamsEducation

Google Meet

- *Teacher and Student Login Method: Clever / Active Directory*
- *Who has access: All teachers, students, and Instructional Staff*
- *Rostering: Google Classroom*

Google Meet is a video conferencing app that allows native integration into Google Classroom and the Chrome browser. It is Google's answer to Zoom, Skype, Teams, etc. Since grades 4th -8th are on Chromebooks, the district tech department has set up this Google native app for video conferencing.

Google Meet Resources

- Google Meet A-Z Video: https://www.youtube.com/watch?v=9HV3L9N1s2I
- Google Meet Help: https://support.google.com/meet/answer/9302870#calendar

Communicating with Parents

Remind 101

- *Teacher Login Method: Clever*
- *Who has access: All teachers and Instructional Staff*
- *Rostering: Syncs with Clever*

Teachers will be expected to communicate with parents on a regular basis. Communication will be the key to success during our Hybrid and Virtual School options. Teachers and staff now have access to Remind 101 to text, message, and call parents. Remind 101 is fully rostered through Skyward so all

classes and rosters are already set up. If phone numbers or email addresses are missing in Remind, this means that they are missing in Skyward and should be updated in Skyward to update Remind 101.

Remind 101 is a web service that allows a teacher to send out SMS texts via their cell phone or web portal. Calls can be placed via the web portal, but the teacher must use their home phone or cell phone as a microphone and speaker. All calls and texts have a masked number that parents can see but will not reveal an employee real phone number. Parents can text the "fake" number and the teacher will receive a text on their phone and in the web portal.

Remind 101 is the expected method for all call and text communication with parents. We do not want you to use communal phones in the teachers' lounge any longer.
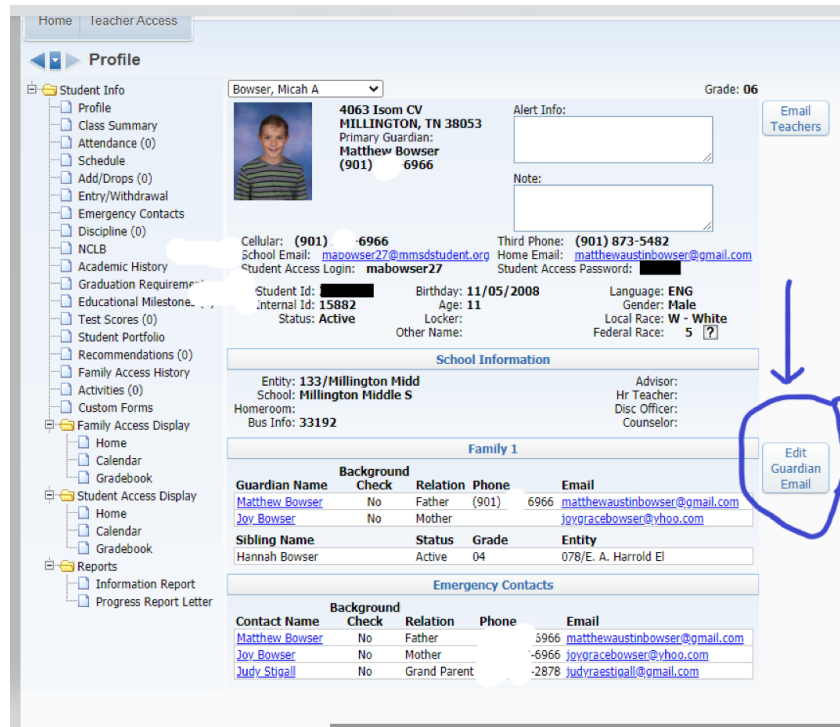
Remind 101 Resources

- Getting Started: https://www.youtube.com/watch?v=1BufFR4Fado
- YouTube Search of Remind 101: https://www.youtube.com/results?search_query=remind+101+for+teachers

Skyward and Email

- *Teacher and Student Login Method: Active Directory*
- *Who has access: All teachers and Instructional Staff*

All parent email addresses, and phone numbers come from Skyward. If you notice that a site like Remind 101, that syncs with Clever, does not have a parent/guardian's email address or phone number, it will need to be added to Skyward to populate across all systems. It is the responsibility of the Homeroom teacher to ensure that all of their students have a parent/guardian that has an up to date email address and phone number in Skyward. Teachers can update a parent's email address in Skyward, but will need to reach out to the front office to change phone numbers. Email communication should be used for any weighty instructional or disciplinary communication that needs a paper trail. In essence, email is a more formal and authoritative means of communication with parents, but it is also not very convenient for parents as most do not check their email on a regular basis. Therefore, we have purchased Remind 101. Email is acceptable for individual communication but Remind 101 is expected for group messages and also quick reminders and updates for parents.

Email Training Resources

- Video Training *around* Outlook: https://www.youtube.com/watch?v=WfSCfBntqPU

Online Content Delivery and Management - LMS

(Both All Virtual and On Hybrid Remote Days)

SeeSaw – Grades PreK – 5th

- *Teacher and Student Login Method: Clever*
- *Who has access: All teachers, students, and Instructional Staff*
- *Rostering: Syncs with Clever*

Teachers are expected to use Seesaw for all management and delivery of remote instruction in both the all Virtual and Hybrid remote learning models. The reason for this expectation is so that parents are not overwhelmed with where to go to find their child's schoolwork.

It would be perfectly acceptable to use other websites other than SeeSaw for Virtual and Remote delivery of instruction, but these additional sites should be linked through SeeSaw. This creates a "one stop shop" for parents.

Example: Let's say that you (the teacher) are going to teach a lesson about habitats of differing ecosystems and you find a really cool activity on the national geographic website. You would create the lesson in SeeSaw and then link to the National Geographic website within SeeSaw.

SeeSaw Resources

- SeeSaw Help Center: https://help.seesaw.me/hc/en-us

Google Classroom – Grades 4th – 8th

- *Teacher and Student Login Method: Clever*
- *Who has access: All teachers, students, and Instructional Staff*
- *Rostering: Syncs with Clever*

Teachers are expected to use Google classroom in grades where students are assigned Chromebooks. **Teachers in grades 4th and 5th have the option to use SeeSaw or Google Classroom, but will need to decide as a grade level what they will use.** We need standardization here for the sake of the parents. All students and classes are rostered through a nightly sync and there is no need to add students manually or have them join classes in which they are scheduled. Teacher can create adhoc classes for other purposes to track student work or group students for something like RTI purposes, but the majority of all assignment and interactions should flow through the classes that are synced nightly.

Google Classroom Resources:

- Getting started with Google Classroom: https://edu.google.com/teacher-center/products/classroom/?modal_active=none

Edgenuity – Grades 6th – 8th

- *Teacher and Student Login Method: Clever*
- *Who has access: All teachers, MMSD virtual students, and Instructional Staff*
- *Rostering: Syncs with Clever*

Millington Middle School will use a platform called Edgenuity for the delivery of virtual content. This content aligns to TN State Standards. MMSD chose this platform so as to not have to recreate the wheel as it relates to curriculum. The students that opt in to the MMSD all virtual option. This platform will not be used for the students who are enrolled in the Hybrid plan.

Edgenuity Resources

The Educator Experience: *https://www.youtube.com/watch?v=WXrznoJxvo8*

The Student Experience: https://www.youtube.com/watch?v=G_HPDRbV8oU