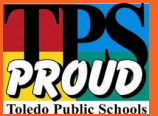

Parents Guide to Working Remotely

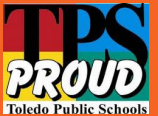
TPS Educational Technology Department



Help Desk

**419-351-8658 or
419-351-0485**

TPS Educational Technology Department



Topics

Click on a topic to go directly to that section



[Chromebooks](#)



[ClassLink](#)



[iReady and Lexia](#)



[Google Classroom and](#)

[Google Meet](#)



[Google Apps](#)



[Sora](#)



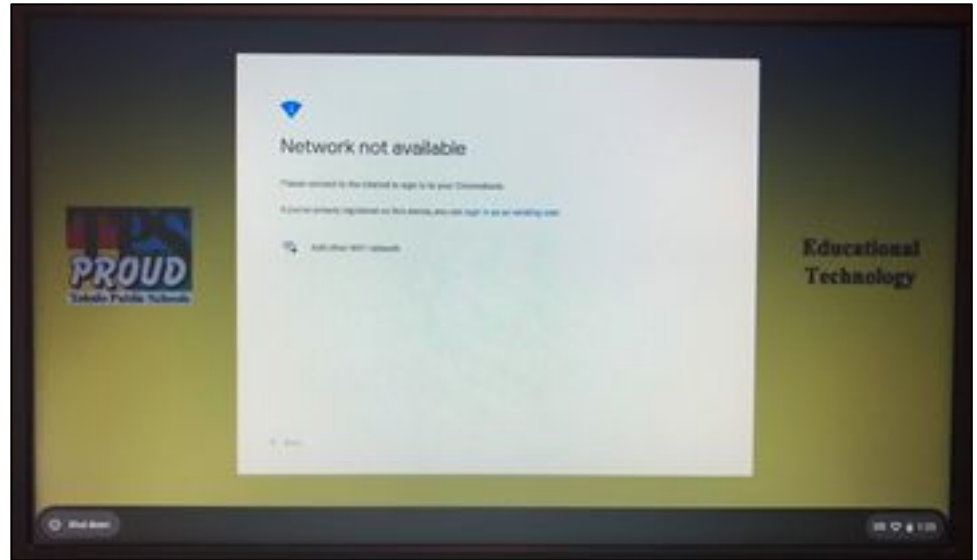
[Online Safety](#)

Chromebook Information

Connect Chromebook to home Wifi

Step 1

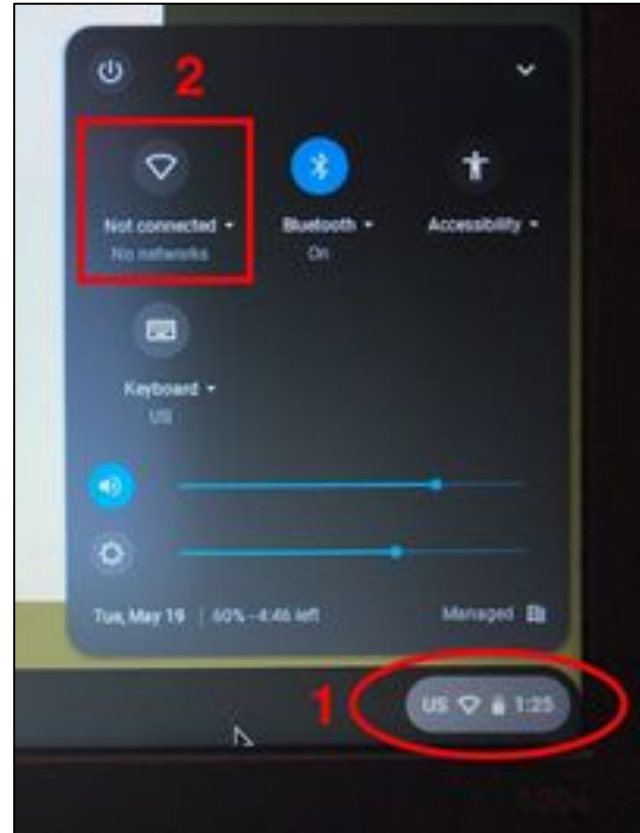
When turning on the Chromebook, the device must be connected to the internet in order to use it.



Connect Chromebook to home Wifi

Step 2

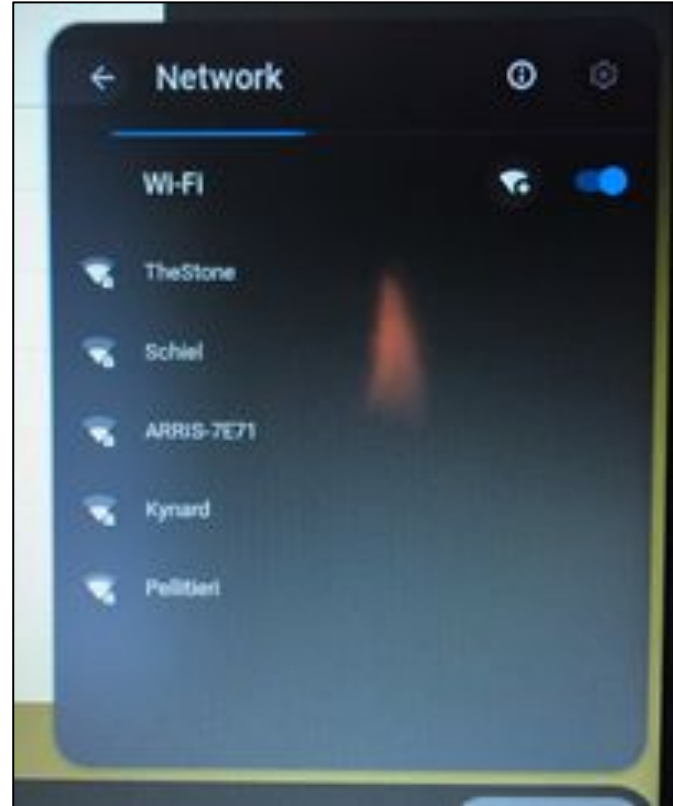
Click the clock area in the lower right-hand corner. Click the WiFi symbol dropdown to select your home network.



Connect Chromebook to home Wifi

Step 3

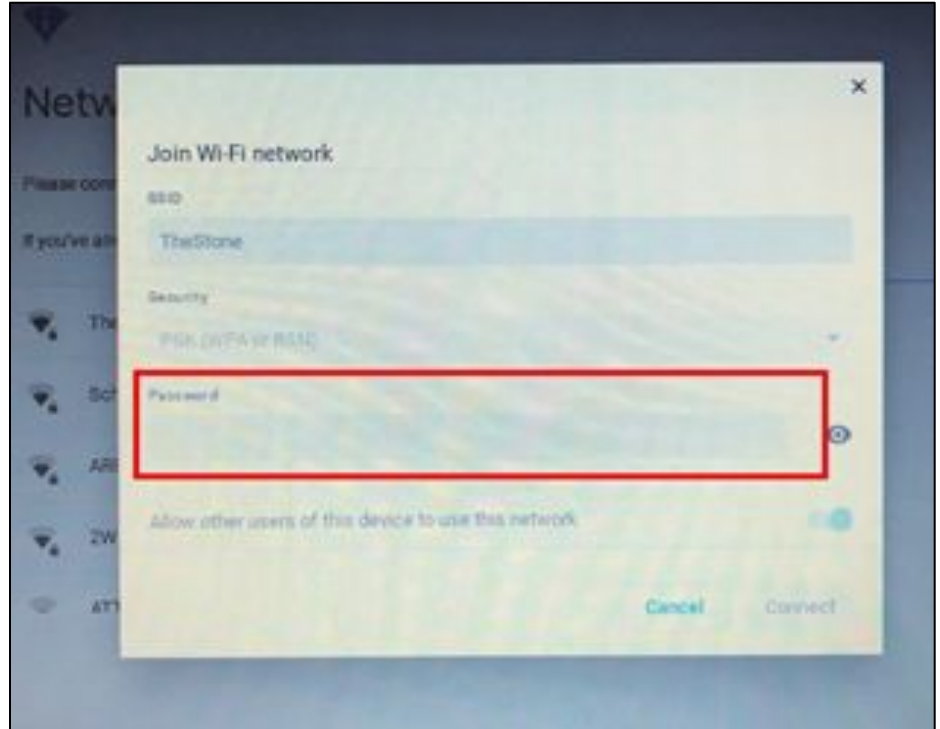
Select your home WiFi network from the list.



Connect Chromebook to home Wifi

Step 4

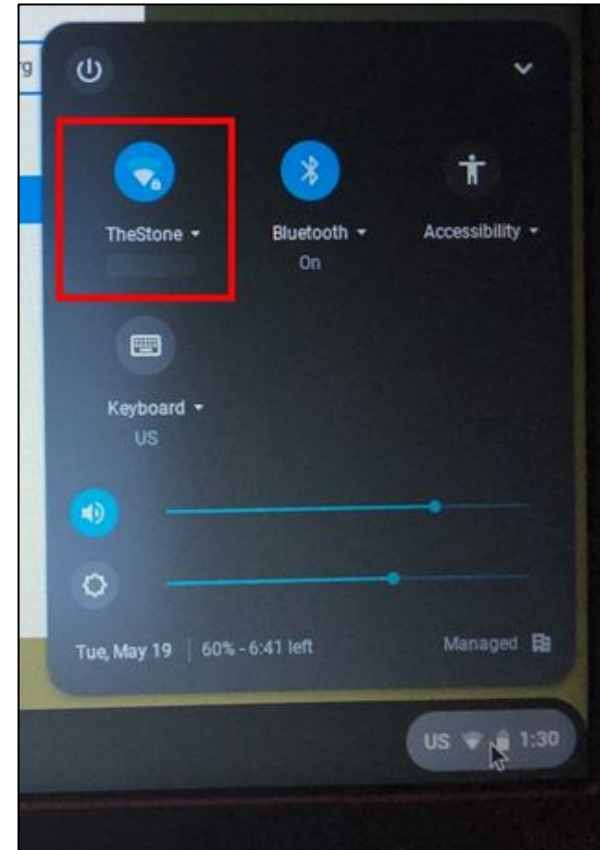
Enter the password or network key for your home WiFi network.



Connect Chromebook to home Wifi

Step 5

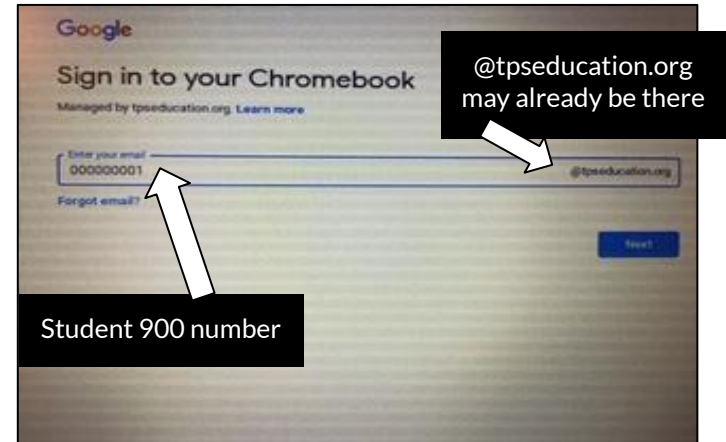
Once the Chromebook is successfully connected to the internet, the name of the network will appear under the WiFi symbol



Sign in to the TPS Chromebook from home

Step 1

Use your 900 number as the username. @tpseducation.org may already be in the in the field. If it is not, type it in after the 900 number. No spaces and all lowercase. If your child does not know their 900 number or password, contact the teacher.



Sign in to the TPS Chromebook from home

Step 2

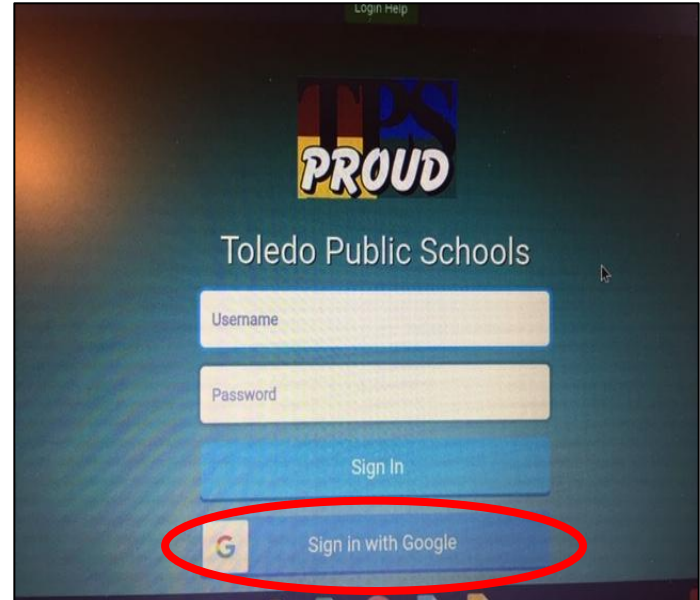
Enter the password. It begins with 2 capital letters and ends with 7 numbers.



Sign in to the TPS Chromebook from home

Step 3

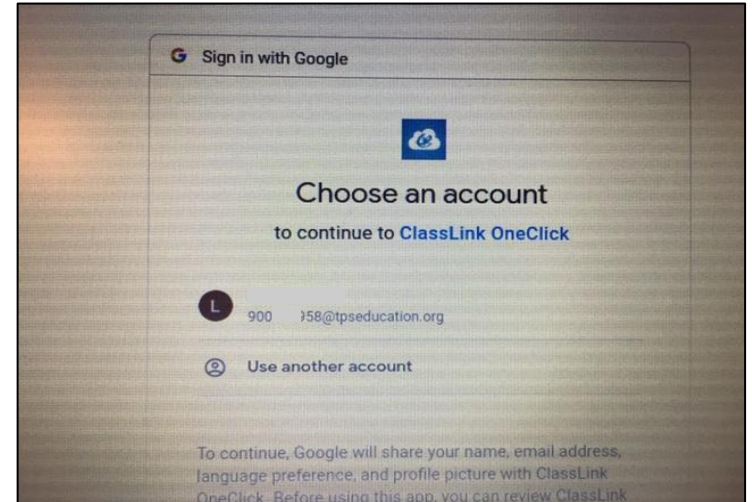
Click Sign in with Google.



Sign in to the TPS Chromebook from home

Step 4

Choose the TPS account.



Chromebook FAQ

What can I do if my child's account does not log them into a Chromebook?

You will need to reach out to your child's teacher. The list of teachers and their emails can be found here: <https://www.tps.org/CARES>

Am I able to use another account on the Chromebook?

No. The only accounts that will work on TPS Chromebooks are TPS Google accounts.

What should I do if the Chromebook does not power on even after charging it?

You may call 419-351-0485 or 419-351-8658. There will be sites in which you can schedule a date and time to switch out the non-working device.

When should the student log out of the Chromebook?

To get to ClassLink each student will need to log out of their Google Account so the next student in the household is able to connect.

What should I do if I need more help with non-account issues?

You may call 419-351-0485 or 419-351-8658 and your call will be forwarded to support.

What to do when the screen is spinning after entering login information?

On the spinning screen, click the "Back" button in the lower left-hand corner of the white box. Re-enter the information and the Chromebook will complete logging in and the desktop should appear.

ClassLink Information

What is ClassLink?

ClassLink is a single sign on platform (SSO) where students will find and be logged into many of the online apps they use at school.

Once students log into the Chromebook, they will be prompted to log into Classlink.

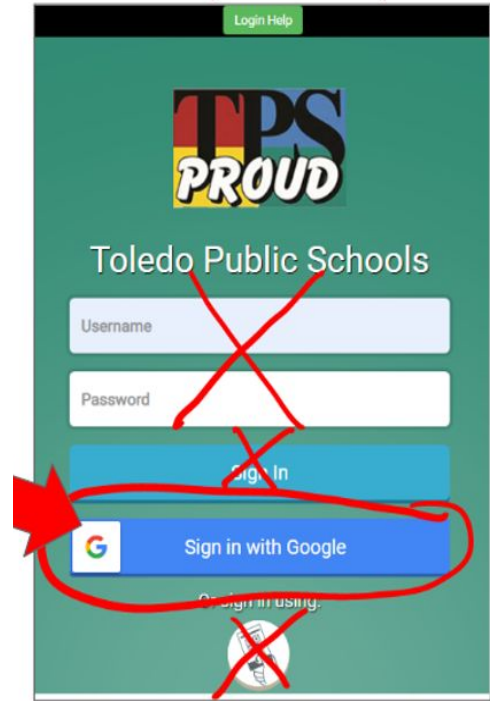
After log in, students will have access to their personalized launchpad and will not need to log in again to each individual program.

How do I log into ClassLink?

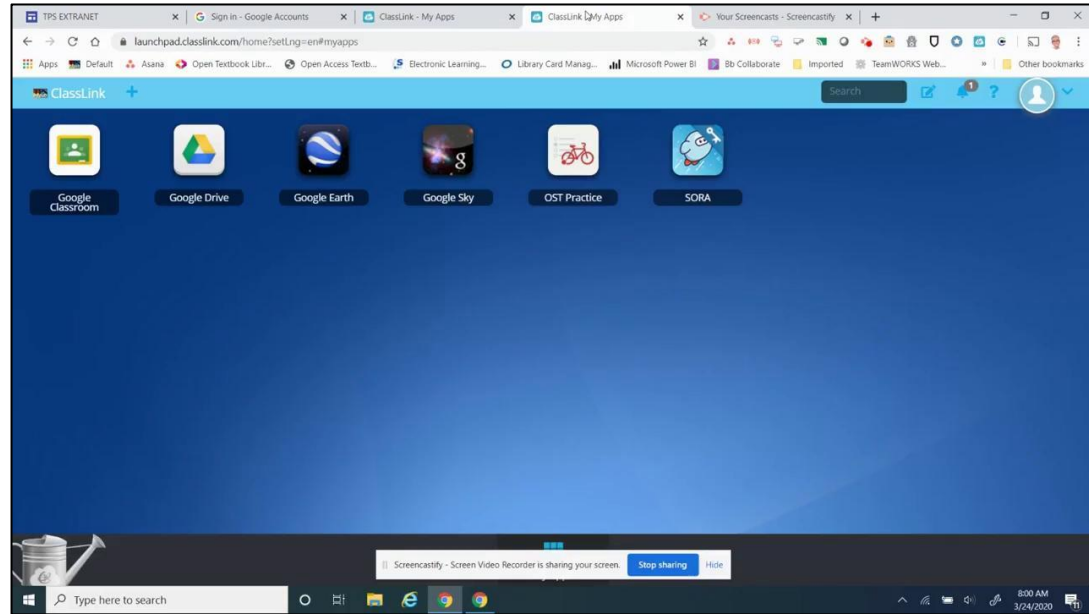
If you are not using a TPS Chromebook,
use the URL:

launchpad.classlink.com/toledo

Then click **Sign in with Google**

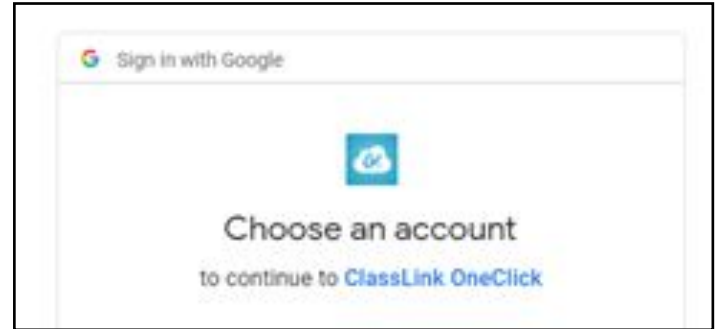


How to Log into ClassLink From Home



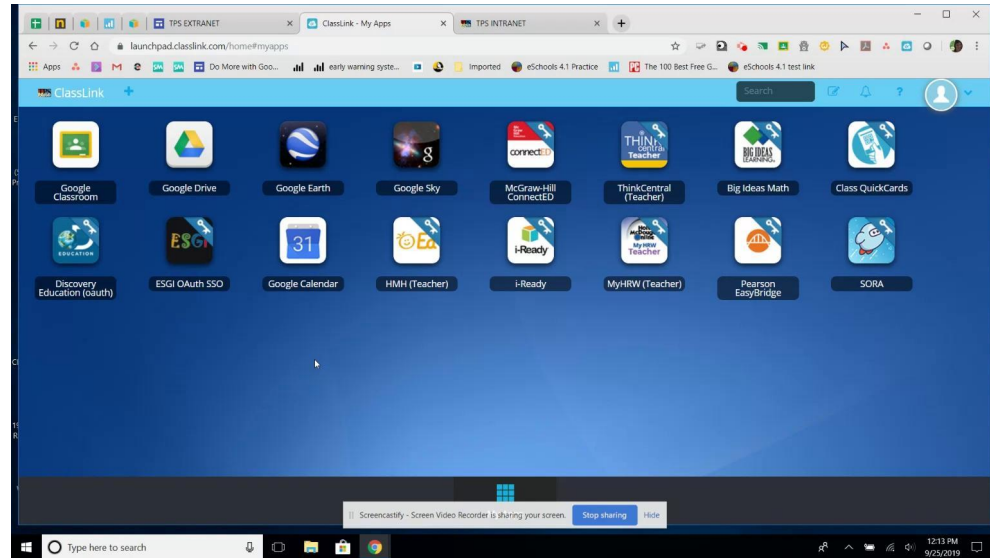
How do I log into ClassLink?

Choose the TPS student account



ClassLink Launchpad

The students will see the icons that are available to them based on the courses/classes they are scheduled for. Each student has a personalized launchpad



iReady and Lexia Information

What is iReady?

i-Ready is an online reading and math program that will help us determine your child's needs, personalize his or her learning, and monitor progress. *i-Ready* allows us to meet your child exactly where he or she is and provides data for us to increase your child's learning gains.

Where are the programs?

iReady Math - All K-8 Buildings

iReady Reading - All K-8 Buildings except Harvard, Hawkins, and Old West End Academy

Lexia Core5 and PowerUp - Harvard, Hawkins, and Old West End Academy

iReady

Students will take a diagnostic test in iReady 3 times during the school year. After the first diagnostic is complete, the students will begin the instruction portion of the program. Parents and Partners **will not** administer the diagnostic.

How much time should a child spend on iReady courses?

Students should be on iReady 30-49 minutes per week per course (math and reading). Students should work about 15-20 minutes per day. More than that could be detrimental. TPS will be tracking the time on and help with lessons when needed.

How to log in to iReady

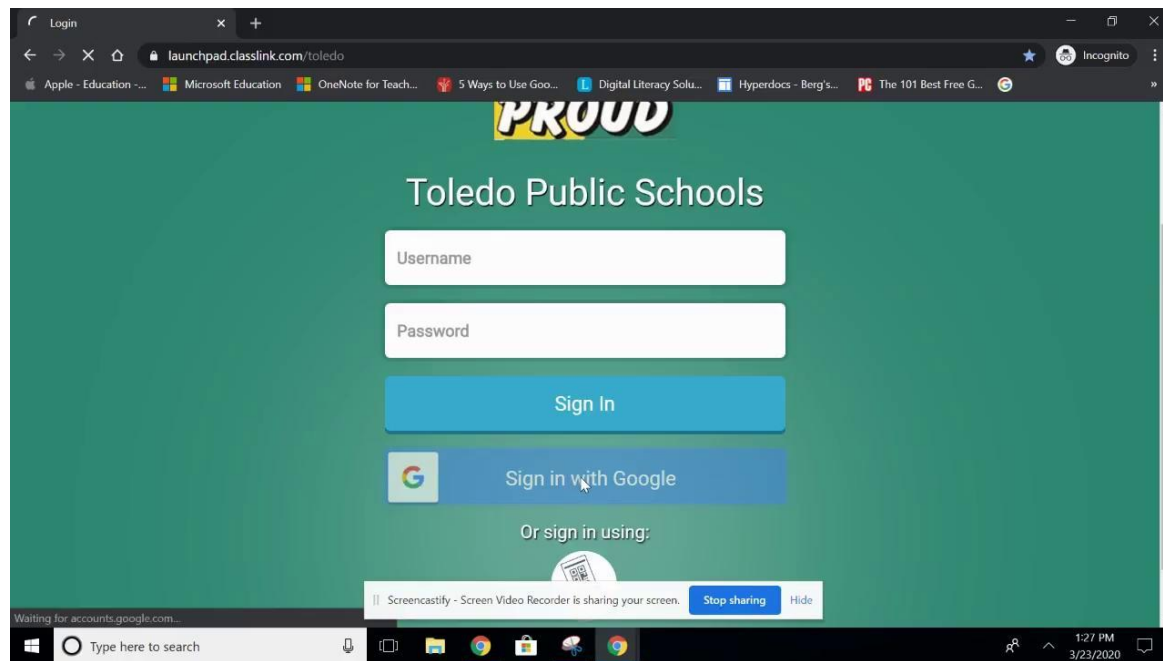
Each student should log into ClassLink and click on the iReady app on their personalized launchpad.

To get to ClassLink from a non-TPS device:

Open the Chrome browser and type the URL into the address bar.

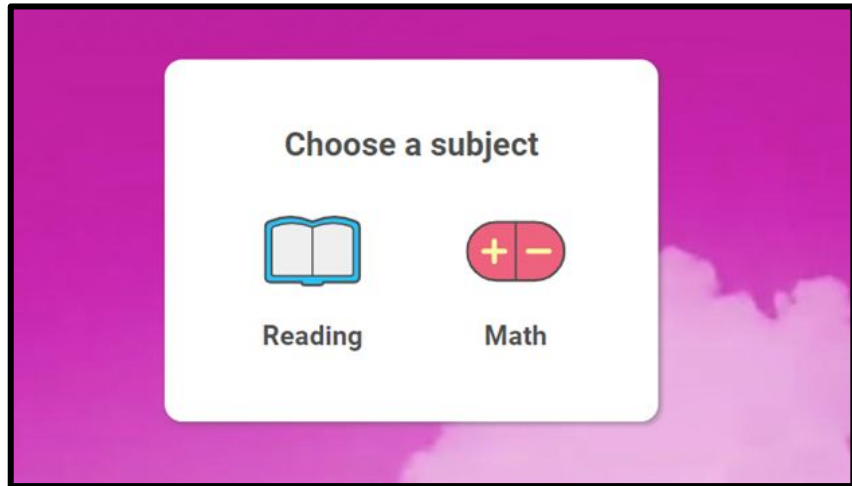
launchpad.classlink.com/toledo

How to Log in to iReady



Using iReady

After students log into iReady they will choose either Reading or Math.



Teacher Assigned vs. My Path

After school programs will use ***Teacher Assigned Lessons***. Partners should monitor students to make sure they are choosing the correct path. ***My Path*** should be used during school hours.



How can I help my child?

- ✓ Talk to your child about what they did on iReady
- ✓ Sit with your child while they are on i-Ready if they need help with the lessons
- ✓ Look at “My Progress” with your child and discuss

Browser tabs: C Over: Portal | I-Ready - Break Up Words with T | +

Address bar: <https://login.i-ready.com/student/dashboard/home>

Phonological Awareness: Break Up Words with Two or More Syllables - Level AA

Nice Work!

Score: **100%**

You passed your lesson!

Seen by student at the end of each lesson

The screenshot shows a web browser window with two tabs. The active tab is titled 'I-Ready - Break Up Words with T'. The address bar shows the URL 'https://login.i-ready.com/student/dashboard/home'. The main content area has a blue background. On the left, there is a cartoon robot character with a grey head, large eyes, and a red collar. On the right, there is a white rounded rectangle containing a book icon, the text 'Phonological Awareness: Break Up Words with Two or More Syllables - Level AA', a speaker icon, and a large 'Nice Work!' message. Below this, it says 'Score: 100%' with a blue progress bar, and 'You passed your lesson!'. A large grey arrow points from the text 'Seen by student at the end of each lesson' to the 'Nice Work!' message. In the bottom right corner, there is a green circular button with a white right-pointing arrow. The bottom of the screen shows a taskbar with various application icons and a system tray with a 'Sign out' button, 'US' flag, and the time '9:56'.



Start i-Ready Lesson



20

Blend Sound Parts In Words

You have a lesson!
Select the button to start.



Click here to view progress
(found on student screen)



Sign out

US 10:01



Home

My Progress - Reading

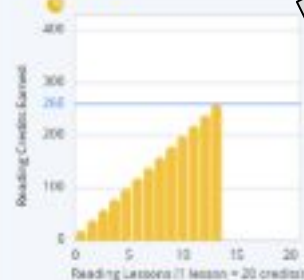
Time on Task
This Week

3 minutes



Lessons Completed

13 lessons passed

Goal - 45 minutes
per week

Domains

Lessons passed to date

Phonological Awareness

You passed 10 out of 10 lessons

Phonics

You passed 2 out of 4 lessons

High-Frequency Words

You passed 6 out of 8 lessons

Vocabulary

You passed 6 out of 8 lessons

Comprehension

You passed 6 out of 8 lessons

Fluency Reading

You passed 6 out of 8 lessons



Sign out

US 10:02

Additional Information for using iReady at home

[Family Guidance](#)

What is Lexia?

Lexia helps students work independently to improve critical reading skills. The paths are individualized and allows the student to work at their own pace. Core5 is the Lexia program for students in K-5 and PowerUp is the program for students in grades 6-8

Lexia

Students new to Lexia will autoplace. All students that have worked in the program, will continue where they ended the previous year. Parents and Partners **will not** administer the auto placement.

How much time should a child spend on Lexia?

Students are prescribed a weekly target time based on their placement in the program. These target times can range from 40-120 minutes per week.

How to log in to Lexia

Each student should log into ClassLink and click on either the Core5 or PowerUp app on their personalized launchpad.

How can I help my child?

- ✓ Talk to your child about what they did on Lexia
- ✓ Encourage your child to put forth their best effort and take their time as they work on Lexia

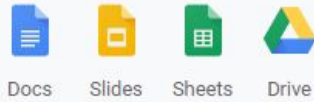
Google Apps

What is GAFE?

Google Apps for Education is a safe online workspace that supports learning anytime, anywhere. All of the apps synchronize together to integrate into course materials

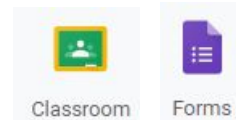
What Apps are available?

Collaborate -



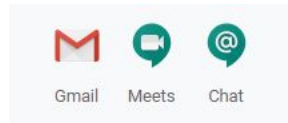
Docs Slides Sheets Drive

Manage -



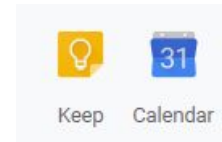
Classroom Forms

Communicate -








Gmail Meets Chat

Organize -



Keep Calendar

The following apps can be created and shared on Google Drive

- ▶  **Documents:** For composing letters, flyers, essays, and other text-based files (similar to Microsoft Word documents)
- ▶  **Spreadsheets:** For storing and organizing information (similar to Microsoft Excel workbooks)
- ▶  **Presentations:** For creating slideshows (similar to Microsoft PowerPoint presentations)
- ▶  **Forms:** For collecting and organizing data
- ▶  **Drawings:** For creating simple vector graphics or diagrams



Google apps can be accessed through the ClassLink launchpad, the Chromebook taskbar, or from the 9 boxes in the upper right corner of an app that you are in

ClassLink Launchpad

Chromebook Taskbar




Google Classroom and Google Meet

What is Google Classroom?

Google Classroom is a web based Learning Environment. When your child logs into the Google Classroom, they will have access to what the teacher has posted. These can include assignments, announcements, quizzes/tests, links, and videos. Students will be able to collaborate with their teachers and peers digitally.

[Click for Video](#)

How do we access Google Classroom

1. Your child will log into their Google account.
2. Click on the 9 squares in the upper right corner of the screen.
3. Click on the Google Classroom app. The icon for the Google Classroom app, which is a green square with a white border, containing a white silhouette of a person.
4. Click on the Class you would like to view. Each teacher will have their own.
5. Teachers are able to send you an invitation to your email to get weekly summaries that will include upcoming assignments, missing work and new posts.
 - a. Be sure that the teacher has your valid email address.
 - b. You will need to Accept the invitation in your email.

What is Google Meet?

Google Meet is a video-communication service. It allows for live streaming and collaboration among users. Google Meet can be accessed from all mobile devices. It is free to use with a gmail account.

How do we access Google Meet

1. Log in to ClassLink (launchpad.classlink.com/toledo) by selecting **Sign in with Google**



2. Click on the Google Classroom icon
3. Select the Google Classroom you want to work in. If your teacher has created a new Google Classroom, you may need to select join before the classroom opens.

Classwork

4. At the top of the Classroom window, click on the **Classwork tab**.
5. Click on a question that says Meet in the title. This will indicate that your teacher has set up a live session for you to log in to.

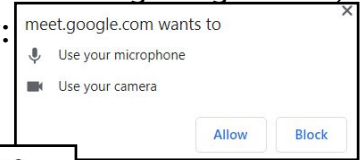


Class video meeting
<http://meet.google.com/vue-...>

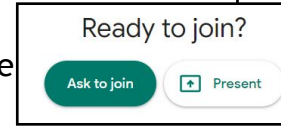
6. Once you've opened the question, look for and click on that link.

How do we access Google Meet cont.

7. A new tab will open on your computer. If this is your first time using Google Meet, you may see the following prompt in the upper left corner: please select Allow.



8. On the right side of the screen, you will see to join.



9. Please select Ask

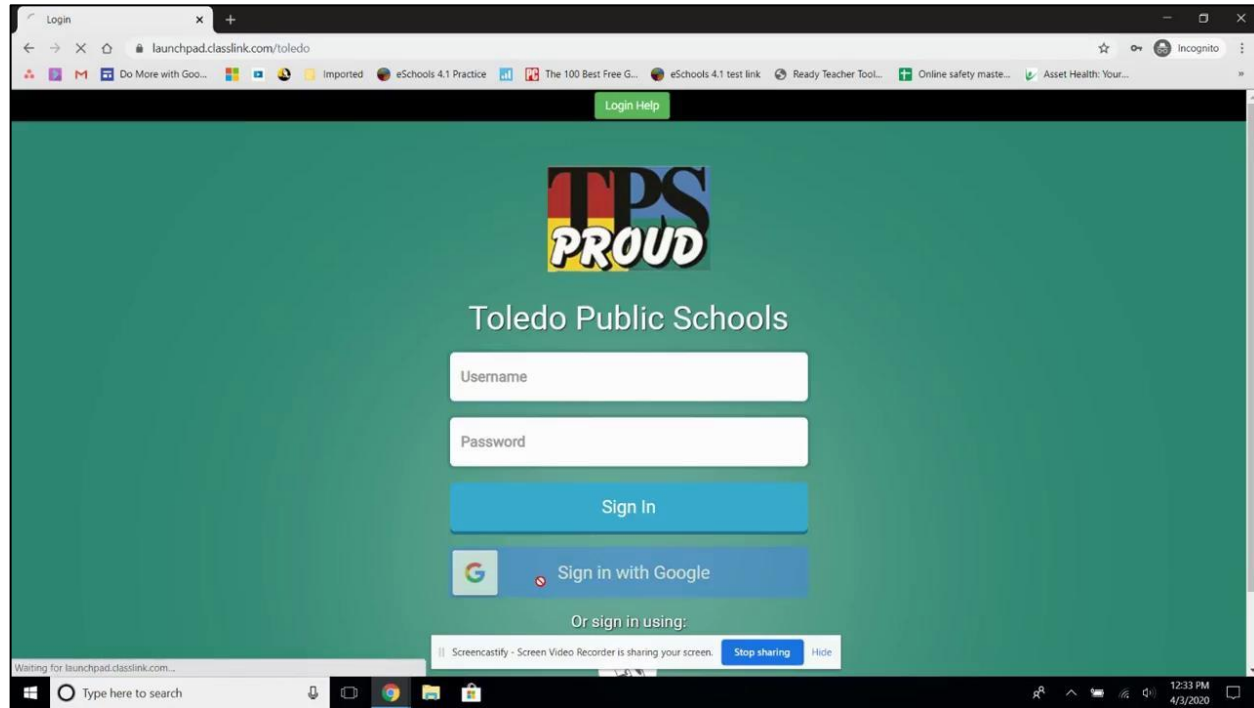
9. Once you click on Ask to join, you should see the following message:



Your Google Meet session will begin with your teacher as soon as he/she admits you to the live session.

10. After you have finished with your Google Meet live session, you can select the phone icon at the bottom of the screen to leave the session. You may need to hover over the bottom or top of the screen to see this icon.

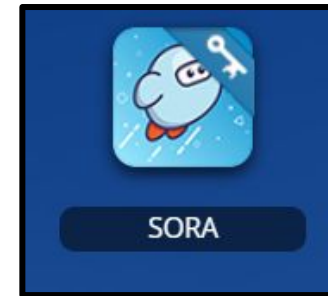
Access Google Meet



Sora

What is Sora?

Sora is an app found on each students' ClassLink personalized launchpad. It offers eBooks from the school library as well as the Toledo Lucas County Public Library. Students are able to checkout and read ebooks on their TPS Chromebook or a personal device.



Online Safety

Common Sense Media Presentations

Use the following links to view presentations in regards to online safety while working remotely.

[Cyberbullying and Digital Drama](#)

[K-8 Online Safety](#)

[Social Media, Gaming and Mental Health](#)
