



## KCS Technology Department - Student Guide

### Connecting to Internet at Home

- Students must log in to Home Access every 24 hours.
- Follow these steps:
  - Tap Settings.
  - Select Wi-Fi.
  - Select your wireless network.
  - Press the home button.
  - Tap on Home Access.
  - Log in using your student Schoology account.
  - Select Authenticate.
  - You are now connected.

### Options for Internet Access

- Altice – Discounted Internet service
  - <https://www.alticeadvantageinternet.com>
  - 1-844-358-3147
- Kanawha County Schools: Schools, Bus Garages, and Buses
- Other Possible Public Locations: Town Halls, Churches, Community Centers, and Restaurants

### Tips for Success - iPads

- Keep the iPad updated.
  - <https://support.apple.com/en-us/HT204204>
- Force Quit and app that is not working properly
  - Double tap Home Button.
  - Swipe out the app.
  - Open the app.
  - Try again.
- If you've tried these things and the device/app is still not working correctly, try a Hard Reset.
  - Hold Home Button and Power Button down at the same time until device goes off.
  - Wait 30 seconds.
  - Turn the device back on.

### Tips for Success – iPad Settings

- Go to settings
  - Scroll down and choose safari
  - Turn OFF “block pop-ups” and turn off “Prevent Cross-Site Tracking”

## Tips for Success - Manager

- There is no App Store on the student iPads.
- KCS uses Manager (by Mosyle) to provide students access to apps.
- This replaces the previous app Self-Service.
- Manager will update apps automatically.

## Tips for Success - Schoology

- Students **USE SAFARI** on iPads. Go to the website Kanawha.Schoology.com.
- You may also go to using the link on the Home Screen.
- The Schoology app is **NOT** recommended.
  - It cannot be used for Conferences or Google Assignments inside of Schoology.
  - Grades shown in the app may not be up to date.
- Log in is as student using 9-digit WVEIS number.
  - *Note: Parents, all features are not shown in the parent account. Even the youngest students need to be logged in to their own accounts to view conferences and submit Assignments, Discussions, Conferences, Assessments, etc.*
- Click on blue words to open Assignments, Discussions, Conferences, Assessments, etc.
- Notifications – Click on the bell at the top of the screen to see notifications.
- Messages – Click on the envelope at the top right of the screen to send or receive messages to or from your teacher. If you reply to a whole class message, everyone can see your response.
- Course Updates – On the left-hand side of the screen, Updates is your class news feed from your teacher. Check this regularly for new information.
- Materials – Also on the left-hand side of the screen, Materials is where you find assignments, discussions, assessments, etc.



## Tips for Success - Schoology Conferences

- Conferences are available on the left-hand side of the screen. This is where LIVE class meetings happen.
- Join with microphone then mute yourself. Wait for directions from teacher.
- Always choose ALLOW when entering a Conference (microphone and camera).
- If you accidentally block the Camera or Microphone, change the privacy settings.
  - Go to the Settings app.
  - Scroll down to Safari.
  - Scroll down to both Camera and Microphone, change to Ask.
- Double tap home button, swipe out to restart the Safari app.
- Be aware of your surroundings.
- Be aware of background noise.

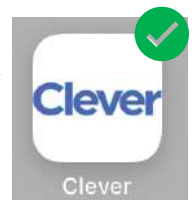
## \*Other Commonly Used Tools

### Tips for Google Accounts

- All students K-12 have access to a Google Account that does not include Gmail.
- Teachers will provide students with log in info.
  - Teachers may provide a username and password that has been created.
  - Or students may get a generic password that must be reset to a password as recommended by the teacher.
- Contact the teacher for username/password help.
- These credentials will work for Google Drive, Sheets, Docs, Slides, and any other Google app provided in Manager. Download and log in to all of these before completing Google Drive assignments in Schoology. Not all teachers give this type of assignment.
- Note: Google Meets, Chrome Browser Log In, Gmail, and Google Classroom are a few applications that are not available with a KCS Google account.

### Tips for Success Clever

- Students **USE SAFARI** on iPads. Go to the website Clever.com. Find your school first.
- You may also go straight to the KCS Clever website using the link on the Home Screen.
- Log in using the same username and password as Schoology.
- Click on the teacher's homeroom icon.
- Programs vary by the teacher, grade level, and content area.



### Tips for WVDE Microsoft Accounts

- All students K-12 have access to a Microsoft 365 Account through the West Virginia State Department of Education (WVDE).
- Teachers will provide a username and password.
- Contact the teacher for username or password help.
- These credentials will work for all Microsoft 365 applications, such as, Word, Power Point, Excel, etc.

### Tips for Success Microsoft Teams

- Download the Microsoft Teams app.
- Log in using the West Virginia Department of Education Microsoft username and password provided by the teacher.
- At the bottom of the screen, choose Teams.
- On the Teams page, choose the Team name (on the left) provided by your teacher.
- Tap on "general" beneath the Team name.
- In the posts on the right, tap on "join."
- Choices are available to join with video, microphone, and audio. Follow directions given by the teacher.
- Tap "Join Now."
- At the bottom of the screen video, microphone, and audio can be changed while the Team meeting is live.

- Other options are available in the three dots. You may prefer some of the features. Teachers may request some of these features.