

Southern Wells Elementary School

eLearning

General Technology Rules:

- Make sure to have the Chromebook fully charged when coming to school
- Bring your Chromebook to school every day
- Do not access other Apps or delete existing Apps
- Do not alter any settings other than connecting to home WIFI

Contacting Office:

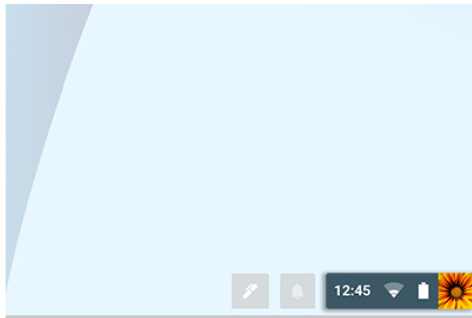
Phone - 765-728-2121

Unless under a snow emergency, the school office is open on eLearning days.

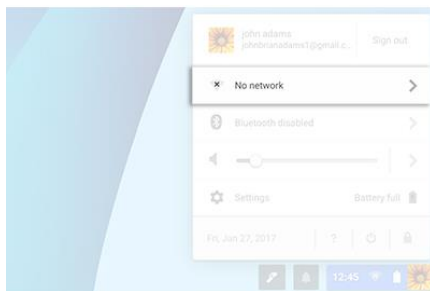
Contacting Teachers – Email

Join your home WIFI –

- 1.) Click on the settings – bottom right corner of the screen



- 2.) Scroll through the list and select home WIFI network



- 3.) Login with password as necessary

Locations with free WIFI – many area fast food restaurants, a friend or relative, and Public Libraries – Bluffton, Markle, Warren, Montpelier, and Pennville

Southern Wells Elementary School will be open and available for use – however, students must be supervised by a parent/adult

IXL Login Website –

<https://www.ixl.com/signin>

IReady Login Website –

<https://login.i-ready.com/>

Spelling City Login Website –

<https://www.spellingcity.com/Log-yourself-in.html>

Troubleshooting Chromebooks

Sound is not working properly –

Make sure sound isn't muted:

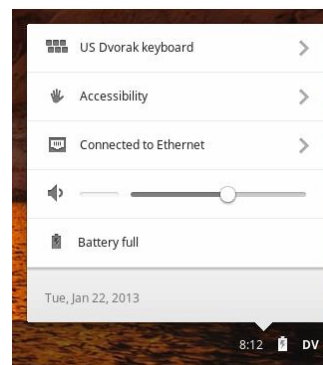
At the bottom right, select the time.

Adjust the volume using the slider.

Unplug audio devices (like headphones or speakers) from your Chromebook

Replug in and try again

Reset your Chromebook



Chromebook freezes –

Turn off your Chromebook, then turn it back on

– hold power button for 3 seconds

Close all your apps and browser windows

If a specific tab in your browser causes your Chromebook to crash or freeze, hard refresh the page: Ctrl + Shift + r.

Reset your Chromebook



Chromebook is slow –

Check for system updates

Go to settings – bottom right corner

Select menu

If any updates are available, install them.

Charging problems –

Unplug and replug the power cord

Unplug and replug the charging port

Orange light – charging

Green light – charged

No light – not charging

Leave plugged in for at least 10 minutes

If still not charging, bring cord and Chromebook to school to be checked



Battery indicator

Google Classroom

Log into Google

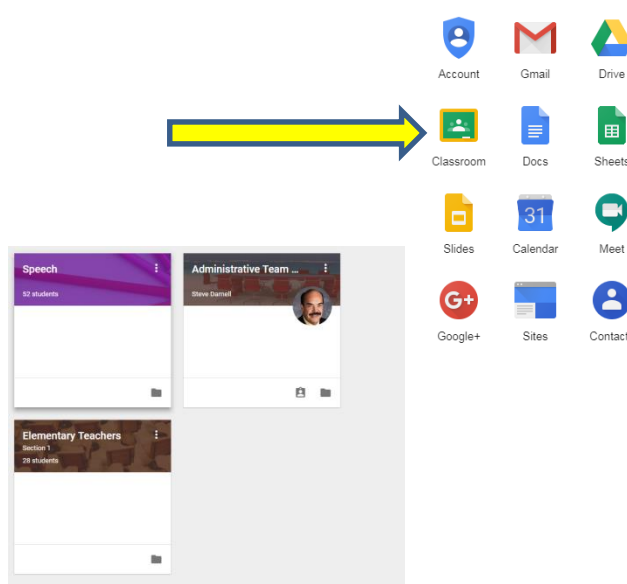
www.google.com

Select Google Classroom from drop down menu
Upper right hand corner

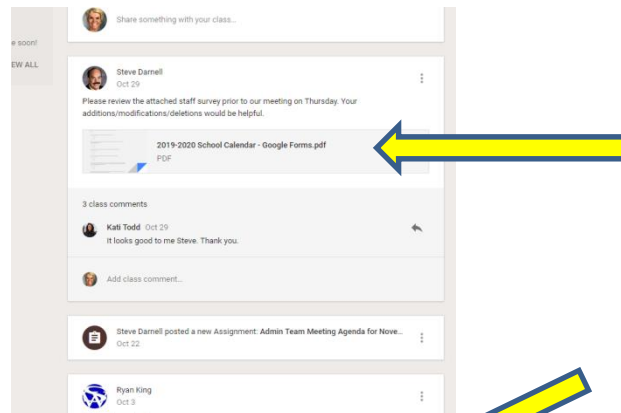


View Courses

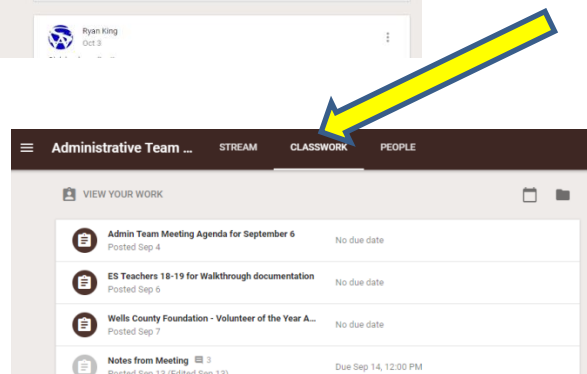
Click on course
title to view
assignments



Click on Assignments
to download
and complete



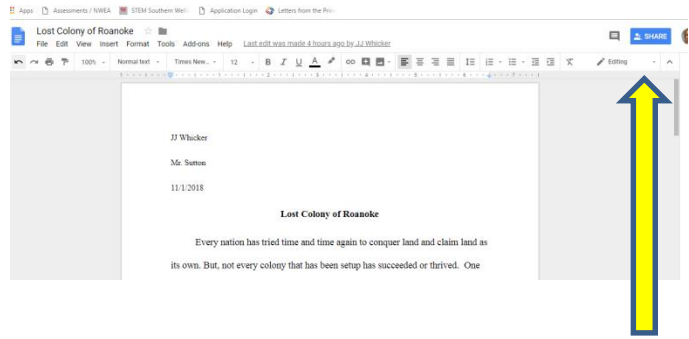
Classwork can also be
listed from the
top selection bar



Sharing a Google Doc (Document)

Open the Google Doc, Slides,
Sheets, or Drive

Upper right corner, click Share
Type in the email of the person
you are sharing doc with



Troubleshooting iPads

My iPad won't turn off/on

Press and hold the home button for 10 seconds
When red slider appears – slide it
Wait one minute
Press and hold the home button to restart

An app won't open or work

Quit and restart the app
Double click on the home button

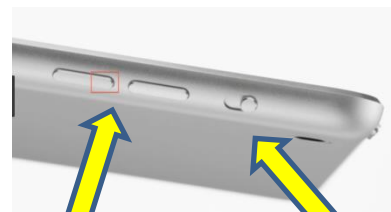


Turning it off and on still doesn't work

Force a restart
Press and hold the home button and the
sleep/wake button at the same time

Sound will not work

Check headphones are fully plugged in
Check that headphone cords are not
damaged
Check mute button on the side of the iPad
Adjust volume with volume buttons
Check volume in Control Center
Go to Settings
Tap Control Center
Slide volume bar

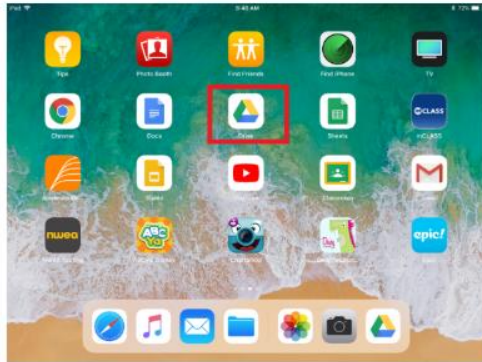


Volume

Mute

Google Drive Folder

Step 1 - Locate and Open the Google Drive Application



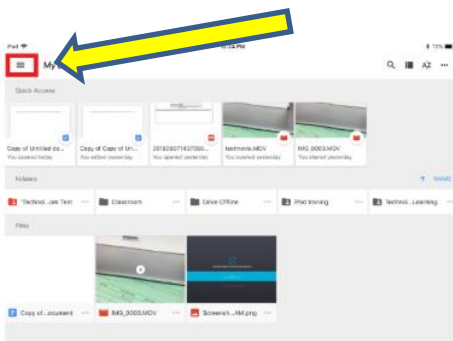
Step 1 – Open Google Drive Folder



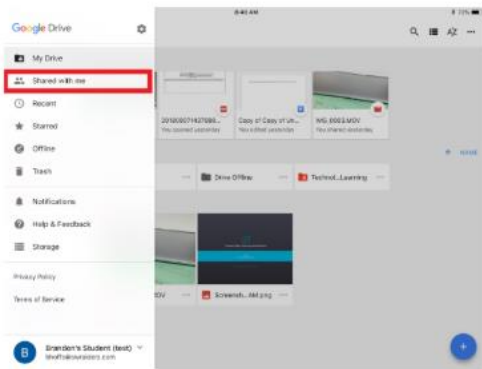
Step 2 – Sign in at the bottom left corner



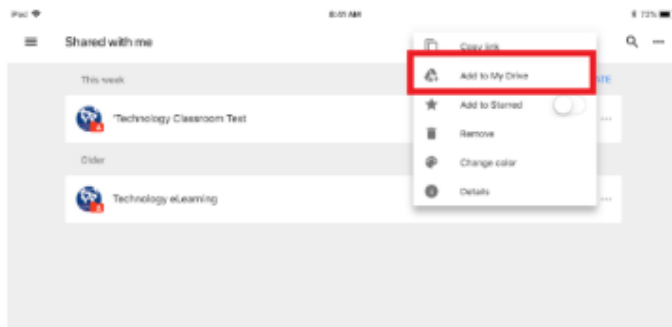
Step 3 – Sign in with password



Step 4 – Select menu in the upper left corner



Step 6 – Select Shared with me



Step 7 – This will show all files shared with students. Find the correct folder – Snow Day #