

OKEMOS PARENT GUIDE

**Created by: CMS
Staff**

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This handbook is to provide the basics for frequently used technology at CMS. This will not cover all technology used, however will guide users through the essential.

PowerSchool

What is it?

Powerschool is an online program that tracks students' grades and progress throughout the school year. Teachers enter student data (grades, attendance) and use the system to monitor/document student progress. Parents/guardians and students can have their own sign-in for PowerSchool to monitor this data. PowerSchool is used throughout the district buildings and grade levels. The PowerSchool platform is free and can be downloaded on the computer and/or mobile device (there is an app for PowerSchool to download).

When is it used?

It is recommended that parents/guardians and students are checking their PowerSchool accounts weekly throughout the school year. By doing so, grades/missing work/attendance can be more closely and accurately monitored. Frequency of PowerSchool updates will vary between teacher to teacher.

How to set up a PowerSchool Account

PowerSchool username and passwords are assigned by the guidance office for both students and parents. If you are unsure of your username or password or are new to the district and do not have one, please call the Chippewa Middle School guidance office at **517-706-4806**.

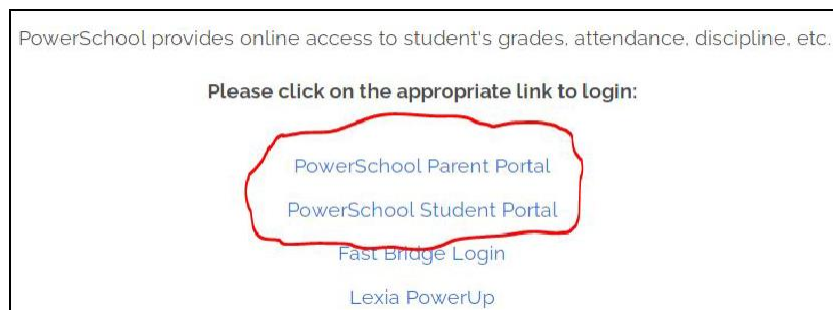
How to Locate PowerSchool

If using a mobile device, the PowerSchool app can be downloaded for free. If using PowerSchool on the computer, the PowerSchool portal can be found on the Okemos Public Schools district website at www.okemosk12.net.

- Once on the district website, click on the POWERSCHOOL portal button located in the middle of the homescreen.



- Next, a prompt will appear for either the Parent or Student PowerSchool login. Select the desired portal, followed by entering in the correct username and password.



How to Find Grades on PowerSchool

Once logged into PowerSchool, make sure your screen is on the QUICK LOOKUP option (the button is located in the upper left-hand corner of the screen). On the Quick Lookup, grades and a current course schedule will appear.

Exp	Last Week					This Week					Course	T1	T2	T3	Y1	Absences		Tardies	
	M	T	W	H	F	M	T	W	H	F						T2	19-20	T2	19-20
	1(A)																PE7-2 KARKKAINEN, KARI - Rm: GYM	A 99 V	A 98.1 V
2(A)											YEARBOOK CHRISTENSEN, STACY - Rm: C103		A 92.9 G			2	2	0	0
3(A)											SCIENCE 7 WHITTICO, AMANDA - Rm: C110	A+ 102.4 V	A+ 100.3 V	A+ 100	A+ 102.4	0	1	0	0
4(A)											SOC STU 7 STEWART, KARA - Rm: A104	A 95.5 G	A 97.8 V	A+ 104.9	A 95.5	0	1	0	0
5(A)											MATH 7 BAKER, SARA - Rm: C108	A 92.9 G	A 96.3 V	A 93.9	A 92.9	1	3	0	0
6(A)											SPANISH 1A WILD, AMY - Rm: A118	A 97.4 V	A 95.9 V	A 97	A 97	0	2	0	0
7(A)											LANG ARTS 7 RAWLINS, JENELLE - Rm: B118	A+ 100.3 V	A+ 101 V	[I]	A+ 100.3	0	2	0	0
8(A)											BASE BAKER, SARA - Rm: C100	[I]	[I]	[I]	[I]	0	0	0	0
Attendance Totals															5	14	0	0	

To view grades, select a desired course and trimester. PowerSchool Quick Lookup allows for users to view grades in the first, second, and third trimester (make sure you're looking at the right one!) in addition to the cumulative yearly grade average (Y1).

Exp	Last Week					This Week					Course	T1	T2	T3	Y1	Absences		Tardies	
	M	T	W	H	F	M	T	W	H	F		T2	19-20	T2	19-20				
	1(A)												PE7-2 KARKKAINEN, KARI - Rm: GYM	A 99 V	A 98.1 V	A 98	A 98	2	3
2(A)											YEARBOOK CHRISTENSEN, STACY - Rm: C103		A 92.9 G			2	2	0	0
3(A)											SCIENCE 7 WHITTICO, AMANDA - Rm: C110	A+ 102.4 V	A+ 100.3 V	A+ 100	A+ 102.4	0	1	0	0
4(A)											SOC STU 7 STEWART, KARA - Rm: A104	A 95.5 G	A 97.8 V	A+ 104.9	A 95.5	0	1	0	0
5(A)											MATH 7 BAKER, SARA - Rm: C108	A 92.9 G	A 96.3 V	A 93.9	A 92.9	1	3	0	0
6(A)											SPANISH 1A WILD, AMY - Rm: A118	A 97.4 V	A 95.9 V	A 97	A 97	0	2	0	0
7(A)											LANG ARTS 7 RAWLINS, JENELLE - Rm: B118	A+ 100.3 V	A+ 101 V	[I]	A+ 100.3	0	2	0	0
8(A)											BASE BAKER, SARA - Rm: C100	[I]	[I]	[I]	[I]	0	0	0	0
Attendance Totals															5	14	0	0	

Break Down of Grades and Missing/Late Work

To find a breakdown of individual assignment grades, late work, and missing work, click on the desired grade.

T1	T2	T3	Y1
	C 76.2 G		
A- 92.7 G	A- 91.9 G	A 100	A- 92.7
A 98.2 G	A 94 G	A+ 100	A 98.2
C- 71.6 V	C 75.6 S	D- 61.6	C- 72.1
D 65.5 S	C- 69.6 N	C 73.4	D 65.5

After clicking on the grade, a view of the assignments for that class and trimester will appear.

Due Date	Category	Assignment	Flags	Score	%	Grade	
02/28/2020	Classwork	Do Now 2/24-2/28	!	--/6			
02/28/2020	Classwork	Extra Credit		--/0			
02/21/2020	Classwork	Do Now 2/19-2/21		6/6	100	A+	
02/19/2020	Classwork	Characteristics of Seed Plants	!	0/5	0	F	
02/14/2020	Classwork	Do Now 2/10-2/14		8/10	80	B-	
02/14/2020	Classwork	Flower Structure and Reproduction		9.5/10	95	A	
02/11/2020	Classwork	Lima Bean Germination		4.5/5	90	A-	
01/31/2020	Project	Shedding Light on Photosynthesis		20/25	80	B-	
01/31/2020	Classwork	Do Now 1/27-1/31		10/10	100	A+	
01/24/2020	Classwork	Do Now 1/21-1/24		6/8	75	C	
01/23/2020	Classwork	Photosynthesis Guided Reading		10/10	100	A+	
01/17/2020	Classwork	Do Now 1/13-1/17		8/10	80	B-	
01/16/2020	Classwork	The Cell in its Environment		10/10	100	A+	
01/14/2020	Classwork	Plant Vocab		10/10	100	A+	
01/14/2020	Classwork	Plants!		10/10	100	A+	
01/10/2020	Classwork	Do Now 1/6-1/10	!	0/10	0	F	
01/08/2020	Classwork	Ted-ed Virus Videc Questions		10/10	100	A+	
12/20/2019	Classwork	Do Now 12/16-12/20	!	0/10	0	F	
12/19/2019	Test	Simple Organisms Test Mult. Choice		18/25	72	C-	
12/19/2019	Test	Simple Organisms Test Short Ans.		15.5/25	62	D-	View
12/19/2019	Test	Binder Check 12/19/19		17/20	85	B	

Here, students and parents/guardians will be able to see grades for assignments, missing work, and/or comments from teachers. An orange exclamation mark means that assignment is missing.

Do Now 2/19-2/21				6/6	100	A+
Characteristics of Seed Plants	!			0/5	0	F
Do Now 2/10-2/14				8/10	80	B-
Flower Structure and Reproduction				9.5/10	95	A

Teachers can also leave comments in PowerSchool when they enter assignment grades. If a teacher has left a comment, a small blue comment icon will appear next to the grade, along with a blue “view” button. To see the teacher’s comment, **click on the “view” button**.

12/19/2019	Test	Simple Organisms Test Mult. Choice								18/25	72	C-	
12/19/2019	Test	Simple Organisms Test Short Ans.								15.5/25	62	D-	View
12/19/2019	Test	Binder Check 12/19/19								17/20	85	B	
12/16/2019	Classwork	Malaria/Red Tide								10/10	100	A+	
12/13/2019	Classwork	Astaxanthin Video Assignment								10/10	100	A+	

Absences/Tardies on PowerSchool

PowerSchool shows the number of absences and tardies a student has for the trimester and for the year.

Exp	Attendance By Class														Absences		Tardies		
	Last Week					This Week					Course	T1	T2	T3	Y1	T3	19-20	T3	19-20
	M	T	W	H	F	M	T	W	H	F						T3	19-20	T3	19-20
1(A)											PE7-2 KARKKAINEN, KARI - Rm: GYM	A 98 V	A 98.1 V	A 98	A 98	1	3	0	0
2(A)											STUDIO ART CHRISTENSEN, STACY - Rm: ART A100			[I]		1	1	0	0
3(A)											SCIENCE 7 WHITTICO, AMANDA - Rm: C110	A+ 102.4 V	A+ 100.3 V	A+ 100	A+ 102.4	1	1	0	0
4(A)											SOC STU 7 STEWART, KARA - Rm: A104	A 95.5 G	A 97.8 V	A+ 104.9	A 95.5	1	1	0	0
5(A)											MATH 7 DAKER, SARA - Rm: C100	A 92.9 G	A 96.0 V	A 93.9	A 92.9	2	3	0	0
6(A)											SPANISH 1A WILD, AMY - Rm: A116	A 97.4 V	A 95.9 V	A 97	A 97	2	2	0	0
7(A)											LANCARTS 7 RAWLINS, JENELLE - Rm: B116	A+ 100.3 V	A+ 101 V	[I]	A+ 100.3	2	2	0	0
8(A)											BASE BAKER, SARA - Rm: C108	[I]	[I]	[I]	[I]	0	0	0	0
											Attendance Totals				10	13	0	0	

Absences and tardies are documented per class period. If looking at the diagram above, the “T3” under ABSENCES indicates information for “Trimester 3”. The “19-20” under the same column indicates the cumulative totals for the 2019-2020 school year. Attendance totals are stated at the bottom. The same goes for information found under TARDIES.

Google Classroom

What is it?

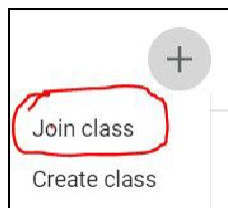
Google Classroom is a class-organization platform that allows teachers to use all Google functions (i.e. Google Drive, Google Sheets, Google Docs) in one location to teach their materials. Teachers run the Google Classroom and invite students to join the classroom. Essentially, it is an online classroom to provide students with an authentic learning environment with opportunities to communicate with students and provide them with the materials they need to be successful. Each teacher in the building uses Google Classroom with distance learning as a way to present their teaching, lessons, homework, and other important information. Google Classroom can be accessed through a computer or can be downloaded as an app on a mobile device.

When is it used?

For distance learning, students should be checking Google Classroom daily (for Face to Face learning it is still checked frequently, but not as often). Students will have a Google Classroom for each one of their classes. Therefore, if a student has seven classes on their schedule, they should be signed up for seven Google Classrooms.

How to set up Google Classroom

Begin by going to google.classroom.com and have students log in with their student username and password. Once logged in, there will be a small “plus” sign in the upper right-hand corner. Click on this plus sign and select “join class”. If you are unsure of your username or password or are new to the district and do not have one, please call the Chippewa Middle School guidance office at **517-706-4806**.



Next, type in the **Google Classroom code** that will be emailed to students by their classroom teachers. These codes are unique for each class and case sensitive.

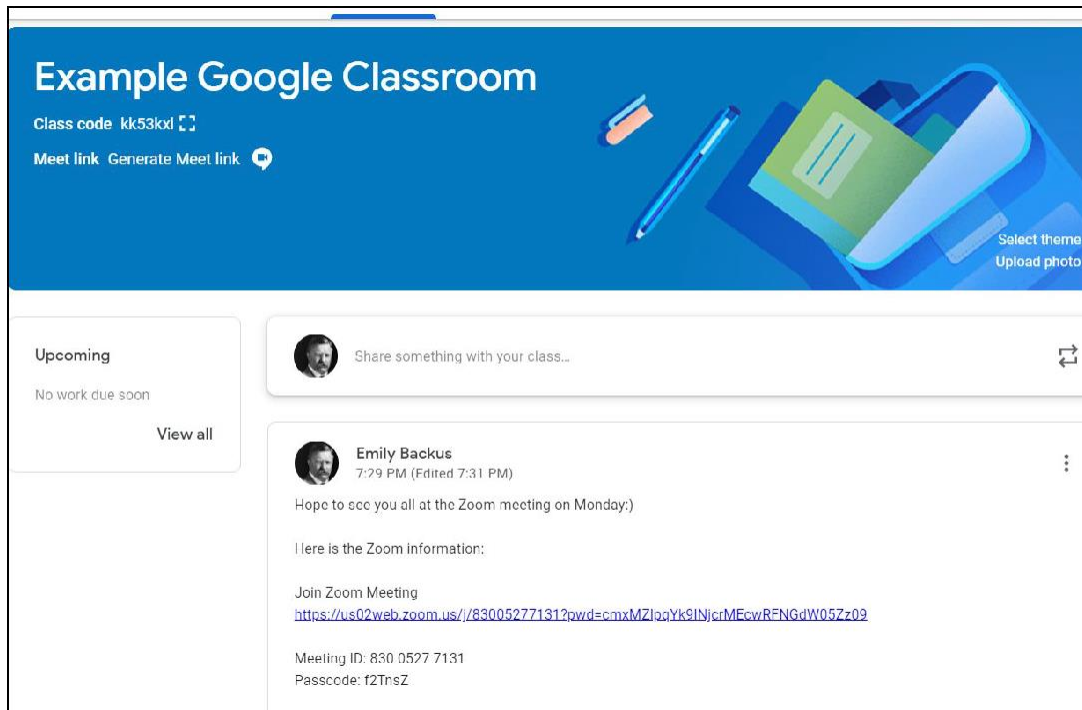
How to Navigate Google Classroom

Once in a Google Classroom, there are three main tabs that will appear at the top of the page: Stream, Classwork, and People. These four tabs will guide a student through their Google Classroom.



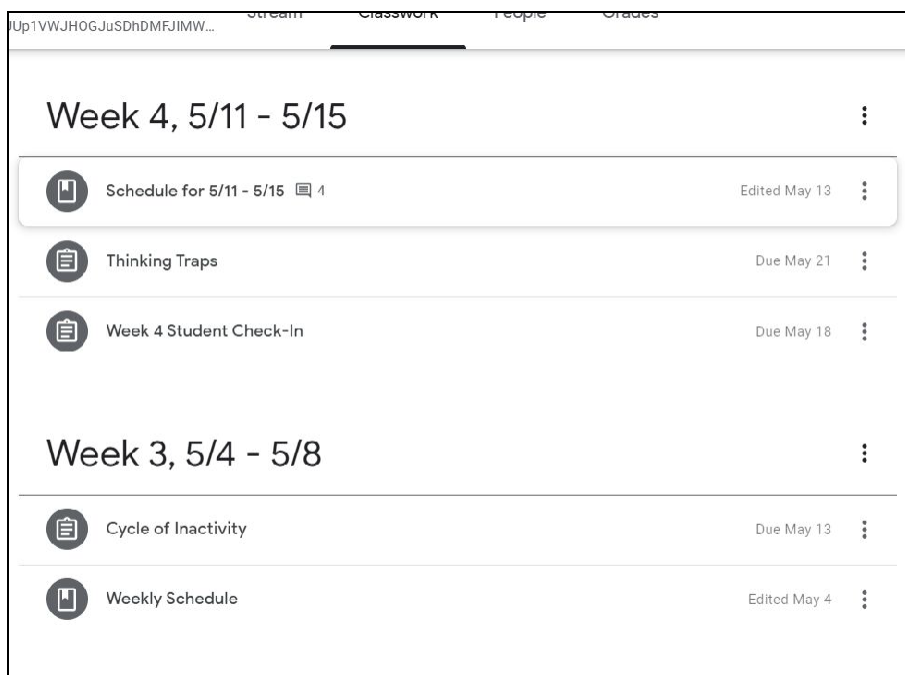
❖ **Stream**

- The stream tab takes a student to the main page of the Google Classroom. Here, teachers may post announcements, reminders, and other important information. Additionally, students can see reminders of when work is due.



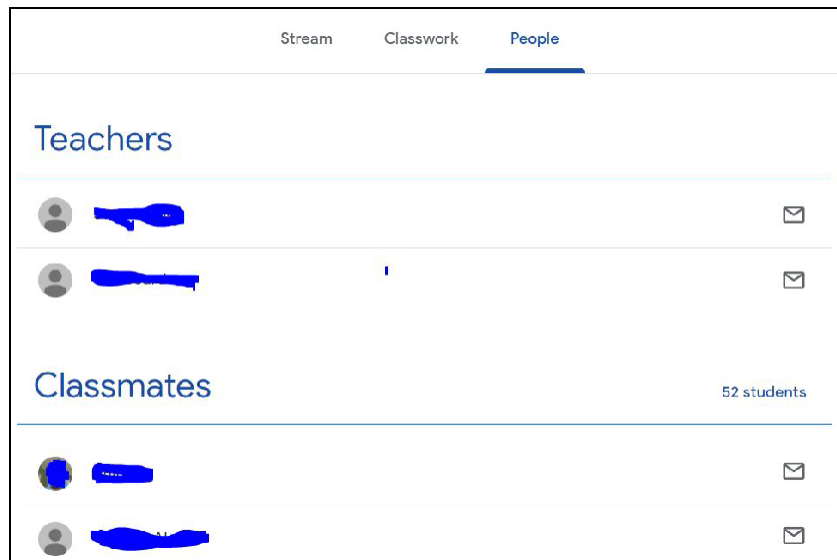
❖ **Classwork**

- The classwork tab is where students will find links to homework assignments, descriptions, due dates, teacher feedback, lessons, and other resources for learning.



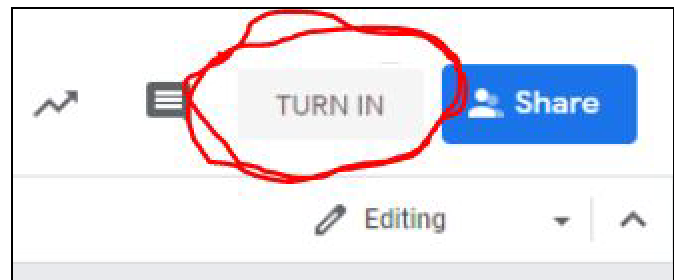
❖ People

- This tab lists other students in the class as well as the classroom teacher.



Submitting Work and Teacher Feedback in Google Classroom

Through the classwork tab, students will be able to access, complete, and turn in work. After a student has completed class work, **MAKE SURE TO HIT THE “TURN IN” BUTTON** in the upper right hand corner of the page.



❖ Teacher Feedback

- Once an assignment has been turned in and graded, teachers have the option to provide feedback with their grade (or, teacher comments).
- Teacher feedback alerts are notified to students through Google Classroom and their student emails.
- Students can either access this feedback through Google Classroom by clicking on the comment icon next to the grade OR they can click on the link sent through their email by the teacher.

Additional Resources for Google Classroom

❖ **Parents Ultimate Guide to Google Classroom:**

<https://www.common sense media.org/blog/parents-ultimate-guide-to-google-classroom>

- This site answers many common questions asked about Google Classroom by guardians and addresses concerns with students using Google Classroom.

❖ **Google Classroom Tutorial for Parents and Students:**

<https://www.youtube.com/watch?v=xfgqtCi7hdo>

- This YouTube video goes over the basics of Google Classroom and the best approaches to navigating it.

❖ **BCSTECH Google Classroom for Parents and Students:**

<https://bcstechnology.org/2020/03/24/google-classroom-for-parents-and-students/>

- This site offers a variety of podcasts and videos to better understand Google Classroom through the eyes of a guardian or student.

Google Drive

What is it?

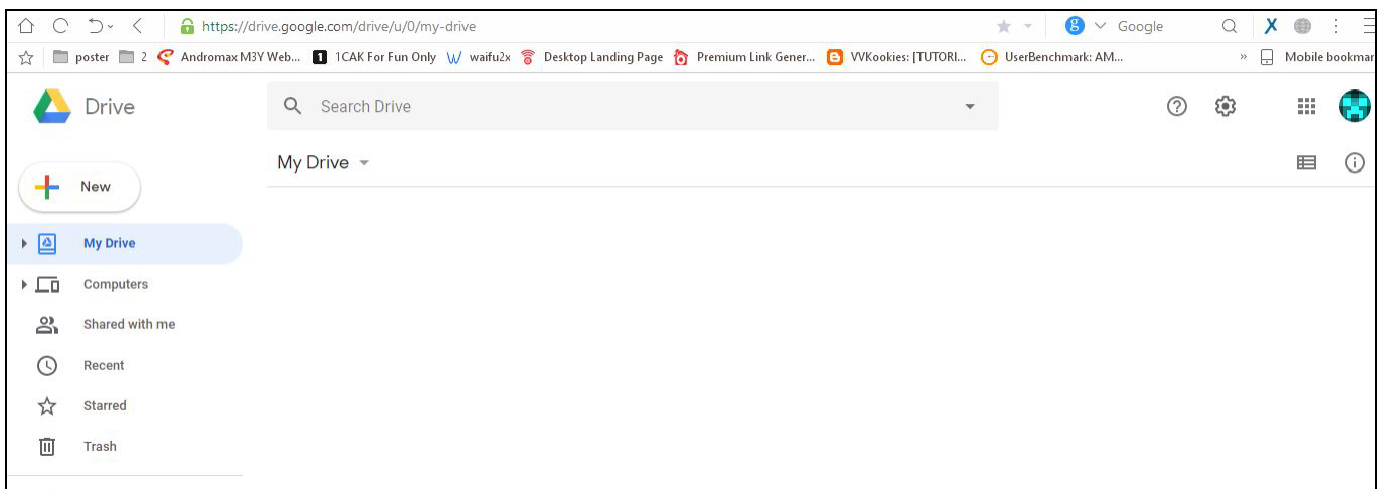
Google Drive is an online platform that holds all of the Google functions (Google Docs, Google Slides, Google Sheets, etc.). Think of Google Drive as an online organizer for folders, papers, and access to information. Google. Google Drive is connected to your Google email account, therefore it is important when students are logging into their Google Drive they use their student email address and password.

When is it used?

Students should be using their Google Drives daily for work completion and accessing shared lectures/notes from their teachers.

How to set up a Google Drive

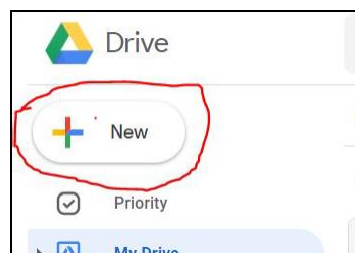
To set up a Google Drive account, begin by going to [google.com/drive](https://drive.google.com/drive/u/0/my-drive) and log in using your email address and email password (for students, this should be their student issued email address and student issued password for the school).



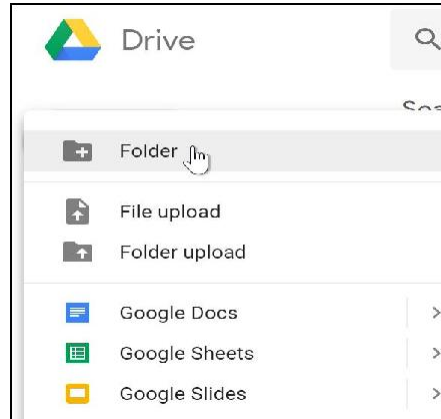
How to set up folders in Google Drive

Students will be using their Google Drive account for all of their school subjects. To keep organized, it is encouraged that students create folders in their Google Drives to keep track of the many documents from their classes.

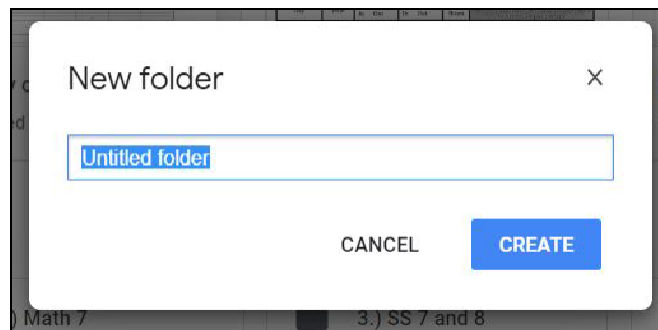
- ❖ To create a folder in Google Drive, begin by clicking on the “New” button in the upper left corner of the Google Drive page.



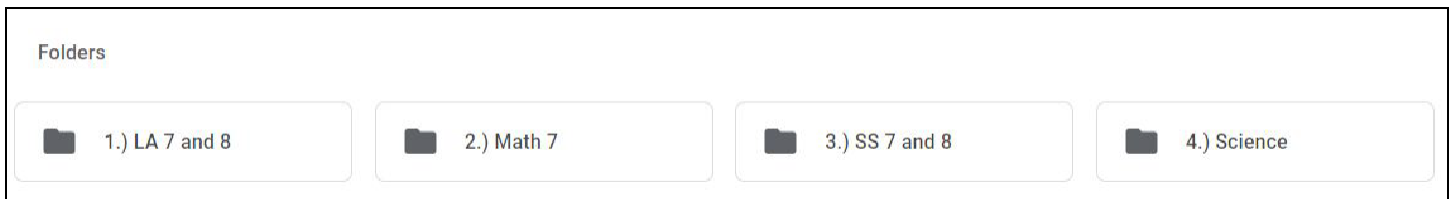
- ❖ Next, click on the first option labeled “folder”



- ❖ After clicking this option, a prompt will appear to title the folder then hit “create”



- ❖ Once a folder has been created, students can put work, notes, and other important Google Docs in the matching folder. Students are encouraged to make a folder for each one of their classes.



zoom

What is it?

Zoom is a free service that allows small or large groups of people to video chat through a computer or mobile device. This virtual meeting platform is similar to Google Meets (see page 15 for details on Google Meet)

When is it used?

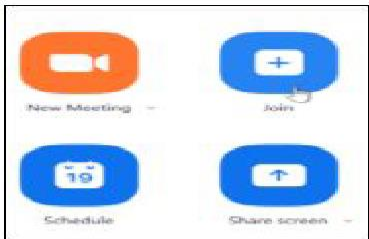
Zoom is often used by teachers to communicate with students “face-to-face” with distance learning. Most often this platform will be used during open office hours and not classes. Teachers will notify students through email or Google Classroom announcements when Zoom meetings occur, along with links and passwords to join meetings.

How to set up Zoom

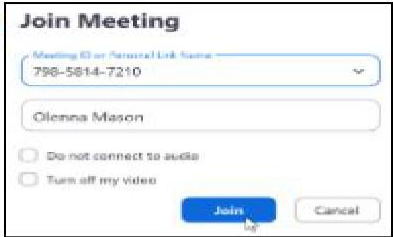
Begin by going to zoom.us and creating an account by setting up a username and password. If downloading Zoom on a mobile device, begin by downloading the app then set up an account. Once an account has been set up, students will be able to join Zoom meetings with their peers and teachers.

Joining a Zoom Meeting


Step 1 - From the Zoom home screen, click JOIN




Step 2 - Enter the MEETING ID and click JOIN



Step 3 - Enter the MEETING PASSWORD, then JOIN MEETING



Step 4 - A prompt will come up asking you to join with video. Click JOIN WITH VIDEO.



Step 5 - Before being able to enter the room, you may be placed in a WAITING ROOM. Wait here until the host (the teacher) allows you in.

Please wait, the meeting host will let you in soon.

Additional Resources for Zoom

- ❖ **Zoom Help Center:** <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>
 - This site offers several different kinds of tutorial videos for parents/guardians and students.

- ❖ **Zoom Tutorial:** <https://www.youtube.com/watch?v=QOUwumKCW7M>
 - This YouTube video provides step-by-step instructions on how to use the basic features of Zoom.

- ❖ **Comprehensive Guide to Educating Through Zoom:**
<https://zoom.us/docs/doc/Comprehensive%20Guide%20to%20Educating%20Through%20Zoom.pdf>
 - This PDF goes over useful information for parents/guardians as well as shows the educators process using Zoom.

GOOGLE MEET

What is it?

Google Meet is a free video conferencing service that allows small or large groups of people to video chat through a computer or mobile device. This virtual meeting platform is similar to Zoom.

When is it used?

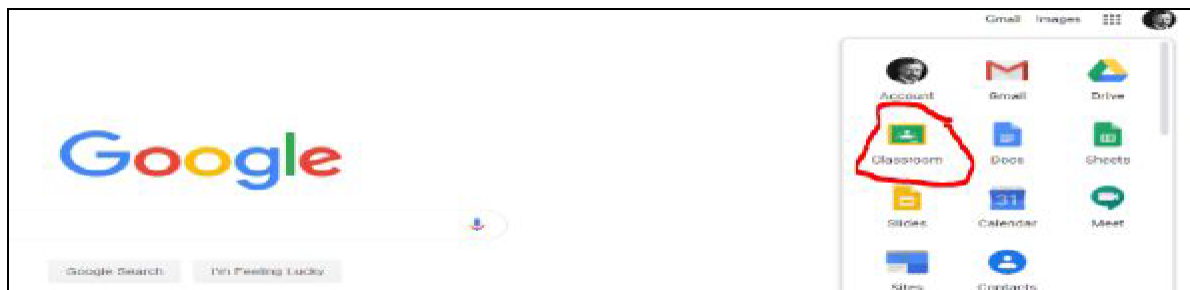
Google Meet is often used by teachers to communicate with students “face-to-face” with distance learning. Most often this platform will be used during open office hours and not classes. Teachers will notify students through email or Google Classroom announcements when Google Meet meetings occur, along with links and passwords to join meetings.

How to Join a Google Meet

Begin by signing into your google account by going to www.google.com and click “sign in” in the top, right corner of the screen. Students should use their school email address and password to sign in.

Next, there are **3 options** to joining/attending a Google Meet session:

- ❖ Option 1: The teacher emails the student the google meet link to access the session.
 - Students click on the link provided by the teacher and join the session
- ❖ Option 2: The teacher posts a link or session name in their google classroom.
 - With the student logged into Google, open the Google Classroom icon in the upper right hand corner of the screen.

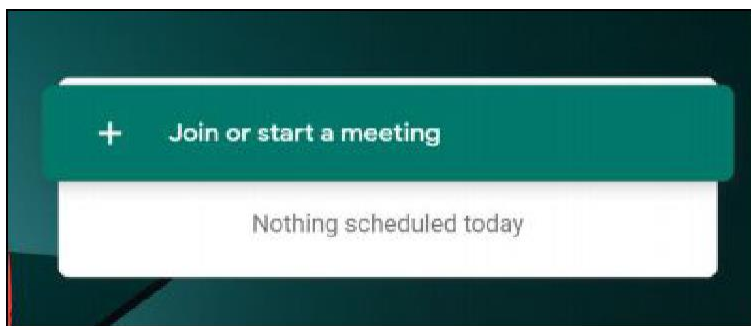


- Once in Google Classroom, select the classroom needed (see additional information on Google Classroom on page 7). From there, click on the link provided in the Google Classroom.

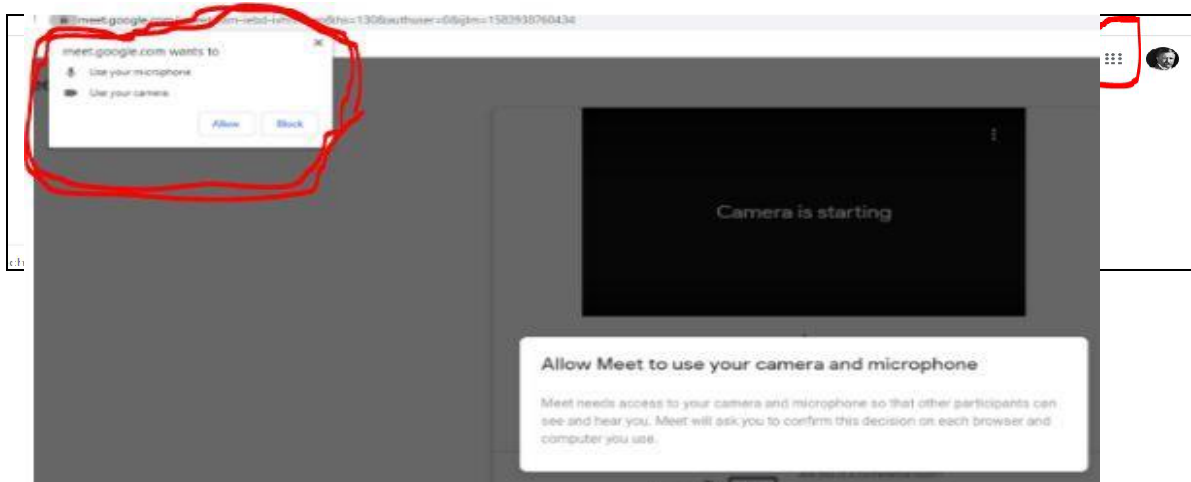
- ❖ Option 3: Teachers email the session name to the student. From here, students will need access to Google Meet and enter the session name to join.



➤ Next, click “JOIN A MEETING”



- Then, enter the meeting session name/nickname provided by the teacher.
- Make sure the camera and microphone are “ALLOWED”. This creates the best communication for teachers/students.



➤ Lastly, select JOIN MEETING once more.

Virtual Meeting Expectations

Whether it is a whole class scheduled meeting or an office hour session, your individual teacher will establish some norms/expectations (similar to what you would see in a face-to-face CMS classroom).

Below are behavior expectations for all CMS participants, regardless of the virtual classroom:

- ❖ **Dress appropriately.** You are on camera. Please dress and wear clothing that would be appropriate to wear in school.
- ❖ **It's still a classroom.** Think of your virtual classroom like being in a teacher's classroom. The same behaviors would be appropriate. Your teachers and classmates are all there to connect and learn. Just like in a classroom, you are not permitted to invite friends. If needed, your teacher can remove you or end the meeting if your behavior is disruptive/inappropriate or violates the code.
- ❖ **Use your name.** Use your real, full name. When you join a virtual meeting, you will go to a waiting room, so your teacher can admit you. If you use a funny or random name, your teacher will not let you in.
- ❖ **Mute upon entry.** When you join a session, enter quietly and mute yourself until your teacher acknowledges you.
- ❖ **Connect with your classmates and teacher.** In addition, follow the specific guidelines of each individual teacher's classroom. Ask for help if you need it. Ask for clarity. Connect with your CMS school community. We miss you, and we look forward to learning with you again!

Note: All expectations outlined in the Student Code of Conduct and Student & Parent Handbook apply.