IT READINESS PACKET - STUDENT

TABLE OF CONTENTS

ClassLink

1. Log In

Sign in by clicking the "Please Click Here To Sign In" button. MySDMC SSO is connected to your computer sign in on a district device and will automatically sign you in. On a personal device, go to mysdmc.manateeschools.net and enter your login credentials.

2. My Profile

Click the drop down arrow next to the profile picture in the upper right, then click "My Profile" button. You can add a profile picture, as well as customize other aspects of your profile in this section.
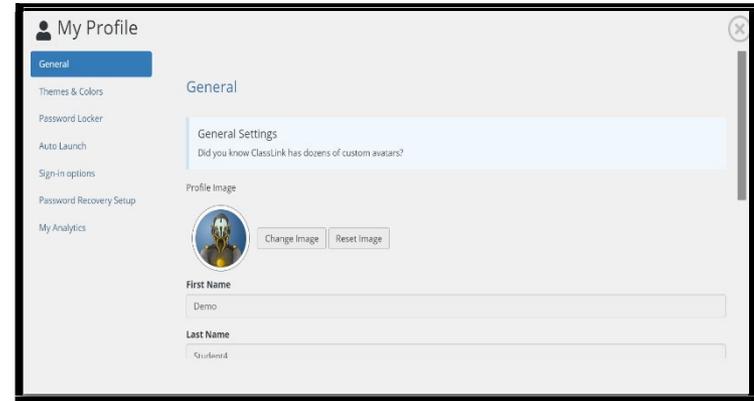
3. Password Recovery Setup

You can setup your password recovery questions in case you need to reset your log-in password in the future. Just pick 3 questions and provide the answers then click "Save Questions".
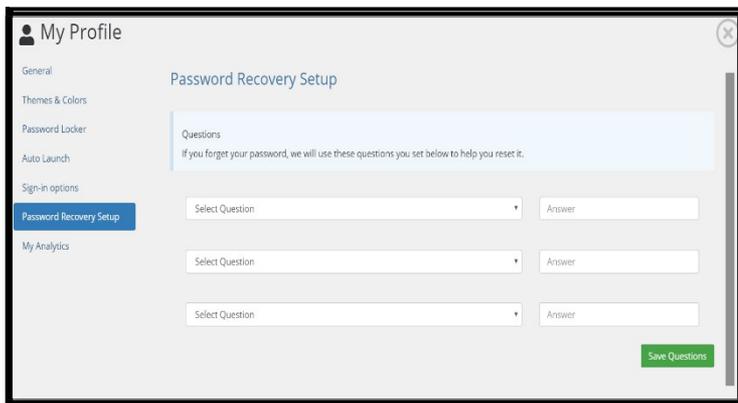
4. Launchpad

This is where all your district applications reside. You can use the search box to look for an application, click on the pencil icon to go into edit mode, click on the bell icon to see notifications and access helpful resources by clicking on the question mark icon.

ClassLink

5. My Apps

Your online resources are located in the "My Apps" screen. These are preselected by the district for your location. However, you may find that there is an App that you do not have which you have seen. In that case, look in your App Library screen shown next in #6.

6. App Library

To add an App to the "My Apps" screen, click the Plus (+) on the top left nav bar. Browse the App Library or use the Search field to find an App. Click the "Add" button to add the App. Click "Remove" to remove an App. Click the top right "x" to close the Library.
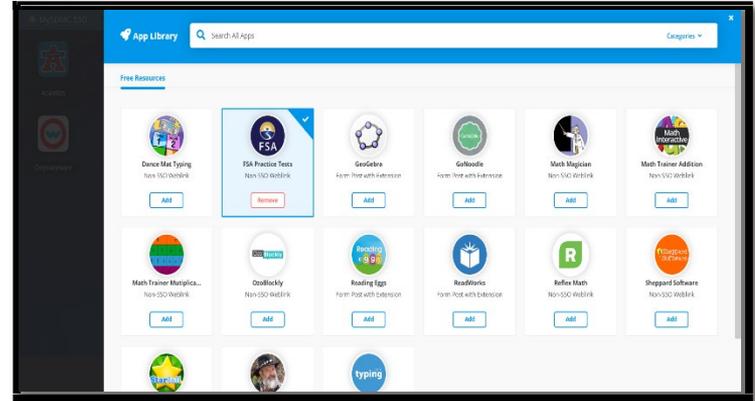
7. Edit Mode

Click the "Pencil" in the upper right nav bar to customize your appearance. You can change your colors, themes, icons, font and organize your apps by changing their order or creating folders for them.
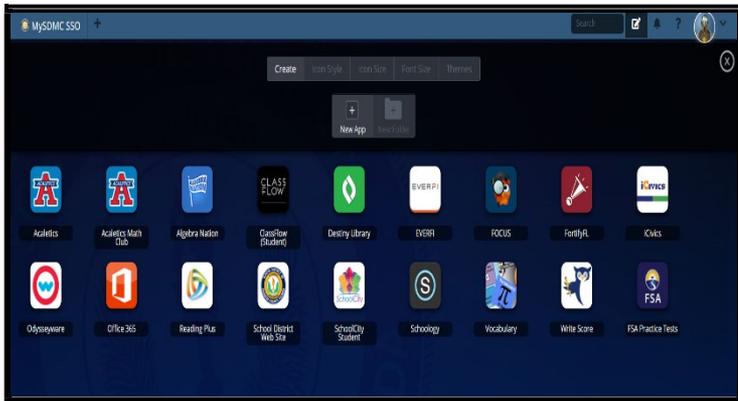
8. Online Help

Find videos, screenshots and directions on how to use the MySDMC SSO ClassLink Portal. Click on the "?" on the top right of your screen and click on the green "Online Help" button.

How to Reset your Password

> **Please Note:** *Students who need a password reset and have not setup the password recovery options can contact their Teacher or their school to request a password reset.*

Setup Password Recovery

- When logged into MySDMC SSO (mysdmc.manateeschools.net), click on your Avatar in the top right-hand corner.

- Click on 'My Profile'.
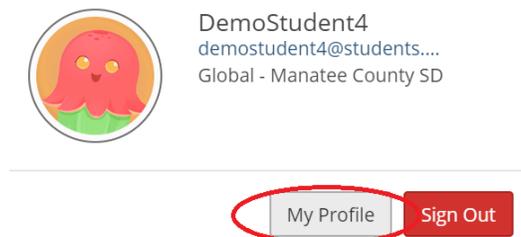
- On the left click 'Password Recovery Setup'.
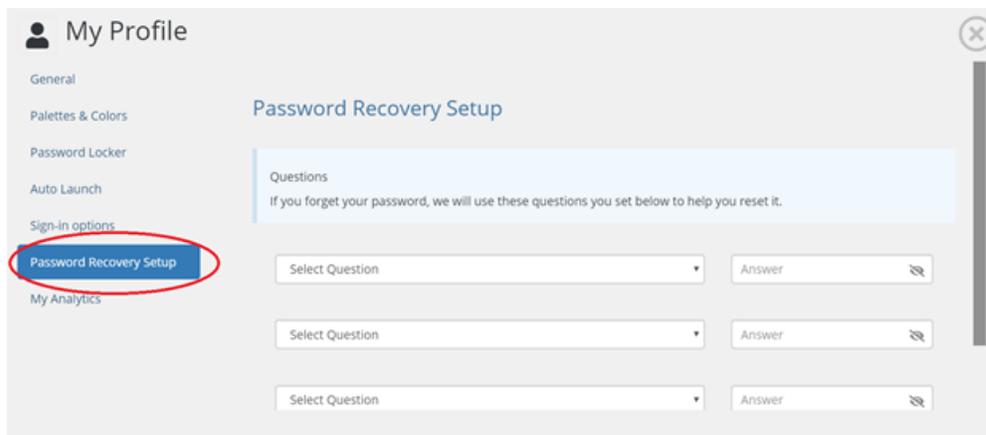
- Select each question and answer it.
- Click 'Save Questions' and close out the window.

Reset Password on MySDMC SSO

After setting up the Password Recovery questions you can use the password recovery link to create a new password.

- In your browser type in the MySDMC SSO web address: mysdmc.manateeschools.net.

- On the splash page, click on the 'Help, I forgot my password' link.
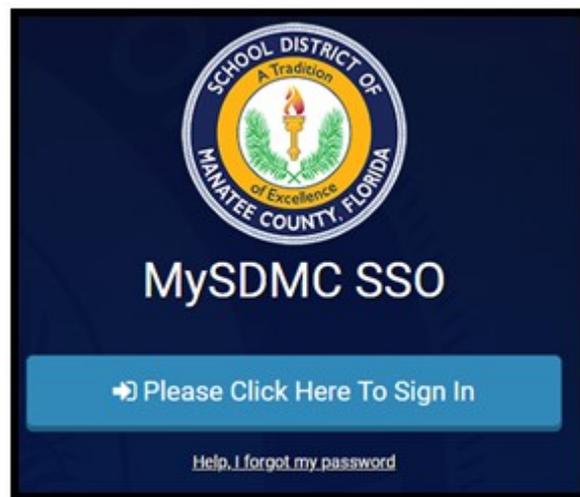
On the next page type in your student ID number as the Username. 'manatee' should populate in by default. Click the checkmark to proceed.
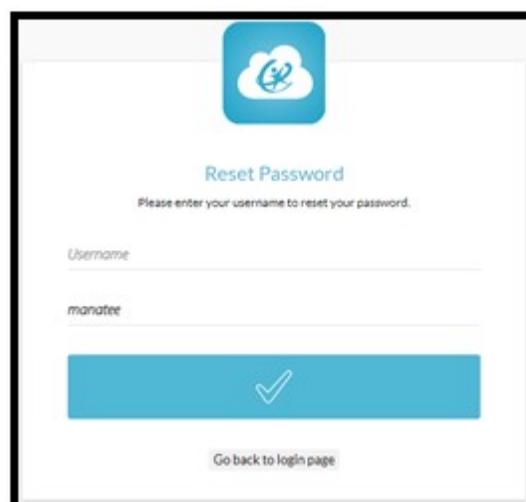
- After answering the questions choose a new password and enter it twice. Click the checkmark to save the new password.
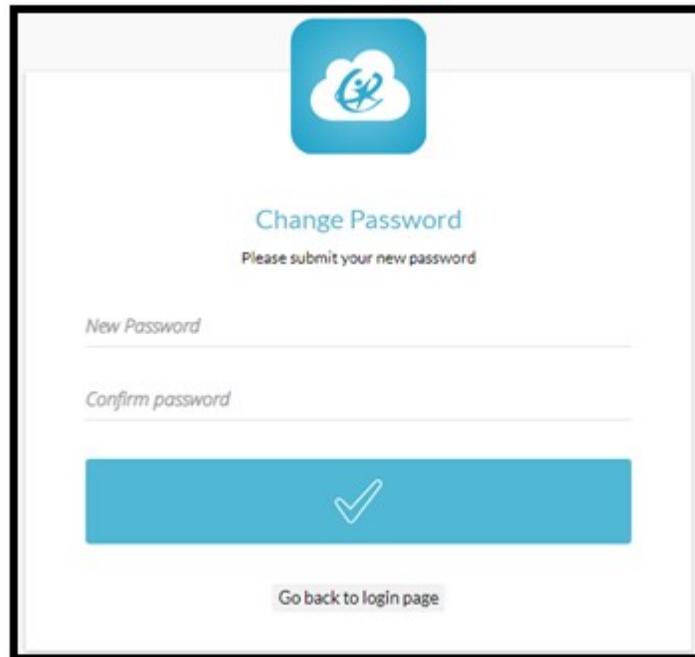
SDMC Students: You can install the Office Suite on 5 of your Devices!

Outlook   OneDrive   Word   Excel   PowerPoint   OneNote   SharePoint   Teams
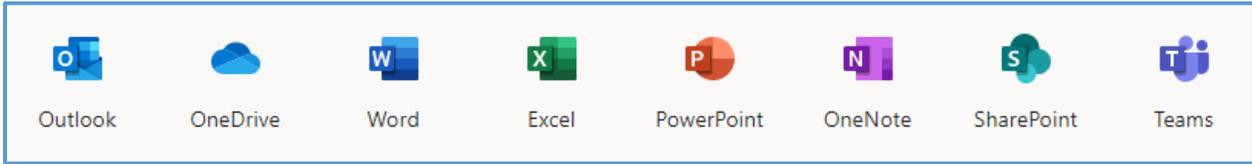
Downloading the Office Suite and Using Office Apps

Login to MySDMC SSO

- Go to: https://launchpad.classlink.com/manateeschools
- Click *Please Click Here to Sign In*
- Enter the Username and Password used to login to MySDMC SSO
    - For assistance with a Student Username or Password please contact the School.
- Choose the Office 365 tile:

Office 365 offers two ways to use the Office apps:

① Install Office

Select Office 365 to launch the Office apps page.

Select Install Office apps to launch the installation of the full Office Suite and follow the prompts. The license is active for current Staff members and Students currently enrolled in a Manatee County School.

② Use the Office 365 Apps

These Apps open in the browser and do not require the installed version of Office. Automatically saves to OneDrive.
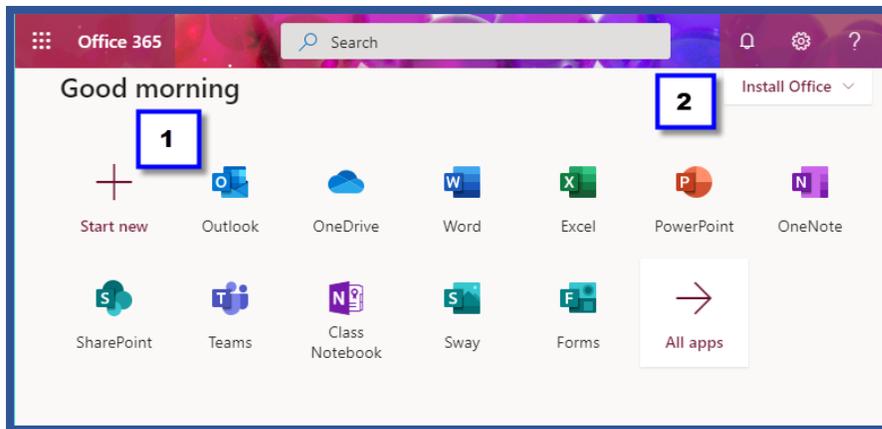
How to Request eLearning Tech Support

1. Log into MySDMC SSO: mysdmc.manateeschools.net

2. Click on the eLearning Tech Assistance App on your MySDMC App page

3. Click "Students & Parents: Request eLearning Tech Support" button

4. Fill in the Subject and Description with information of how we can assist you
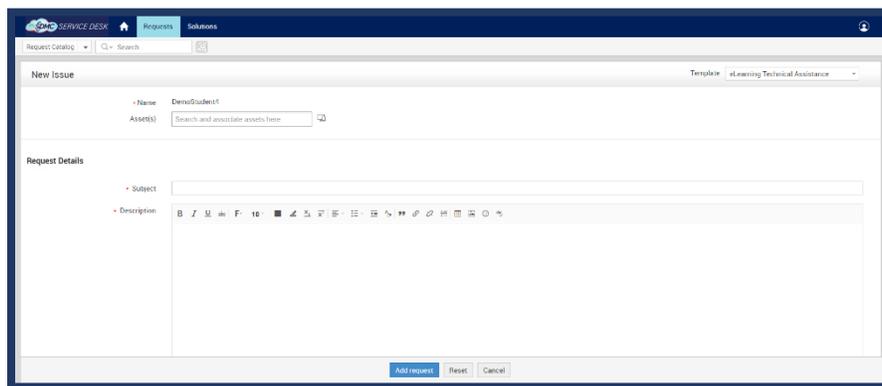
5. Click Add Request to submit the ticket

Student Guide on how to Mark yourself Present for the day

To begin log into **mysdmc.manateeschools.net**
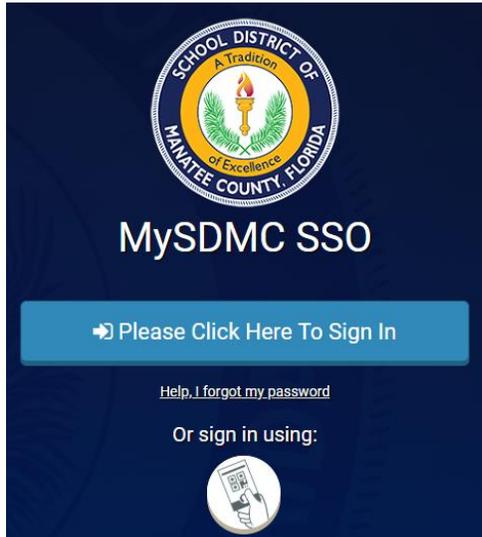
1. Click on

2. Enter your Student ID number and Password

3. Click on the Focus Tile, this will take you to the Focus Student portal page.

Student Guide on how to Mark yourself Present for the day

On the Student portal page, scroll down to the **Check In** Portal block

Click on the (I'm Present) button to mark yourself present for all the courses that you are scheduled to take throughout the school day.

Once you selected the (I'm Present) button, the button will be grayed out for the remainder of the school day.

Note: The (I'm Present) button will change back to green, once a new school day has started.

Student Guide on how to Mark yourself Present for the day

Be sure to log out of the student portal to allow another sibling to mark themselves (I'm Present).
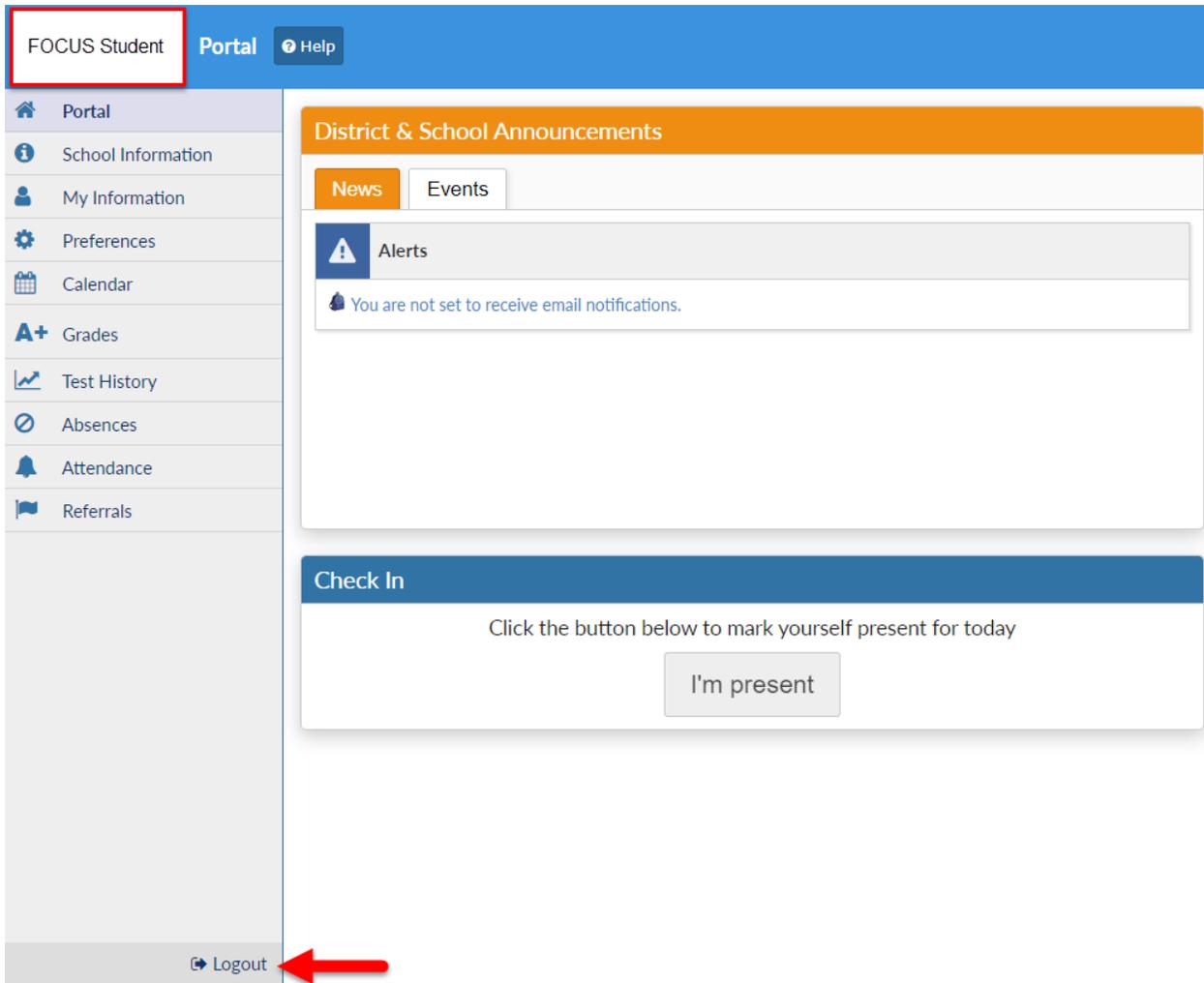
How to Join a Teams Meeting in Schoology

1. Click the meeting link in Schoology. It will be in the course materials, updates, or on the course calendar.
2. If you see this screen, click the name or the icon in the upper right.
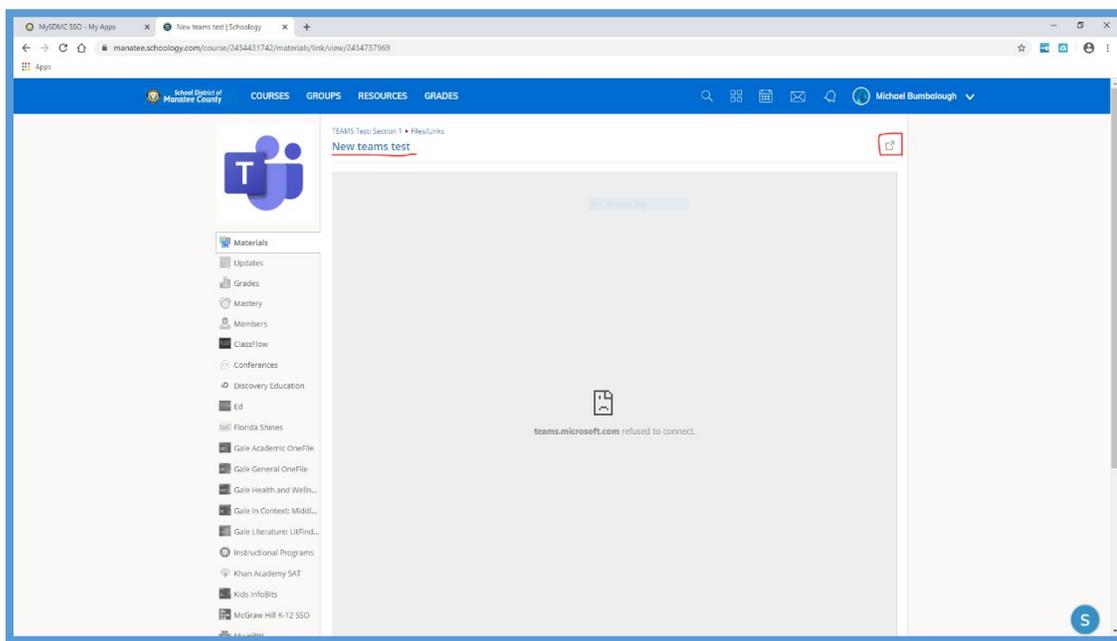
3. When you get this window, click **Join on the web instead**.
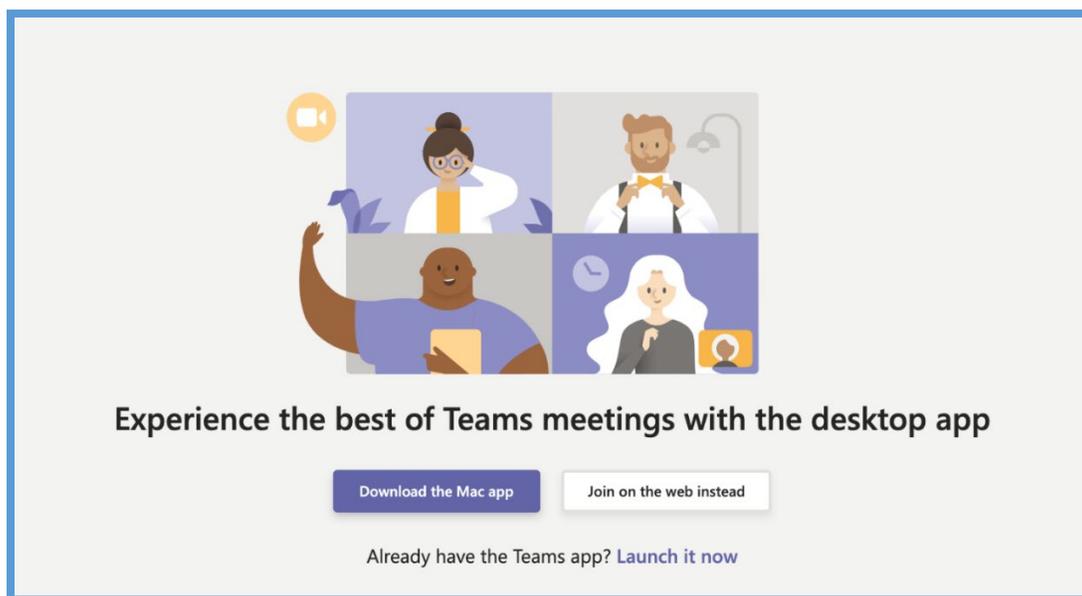
4. Teams should open in separate tab in your browser and automatically sign you in.

5. You will be prompted to allow access to your microphone and camera. Click **Allow**.

teams.microsoft.com wants to ✕

🎤 Use your microphone

📹 Use your camera

Block   Allow
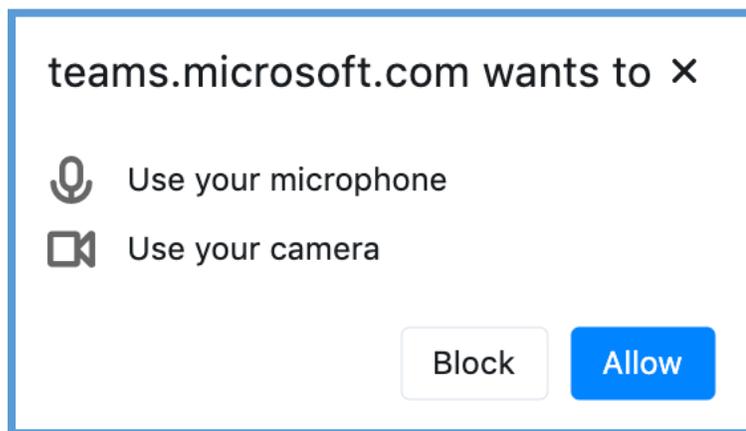
6. Click **Join now** to enter the meeting.

How to Clear the Cache in Chrome

1. Open the browser

2. In the top right click the three stacked dots

3. Go down to 'More Tools -> Clear browsing data...'
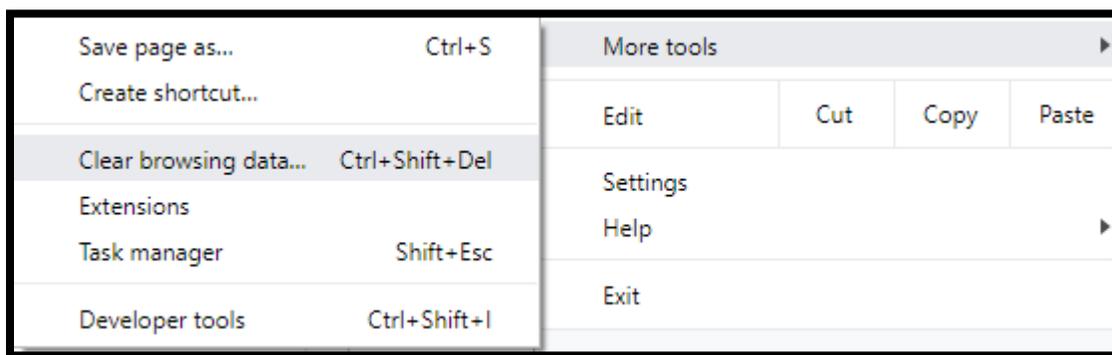
4. It will open a new tab

5. Click 'Advanced'
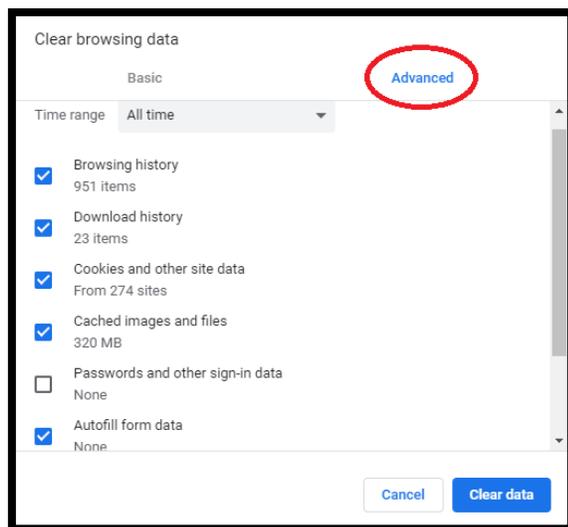
6. Change the Time Range to All Time and put a check mark in all the boxes and click 'Clear data'
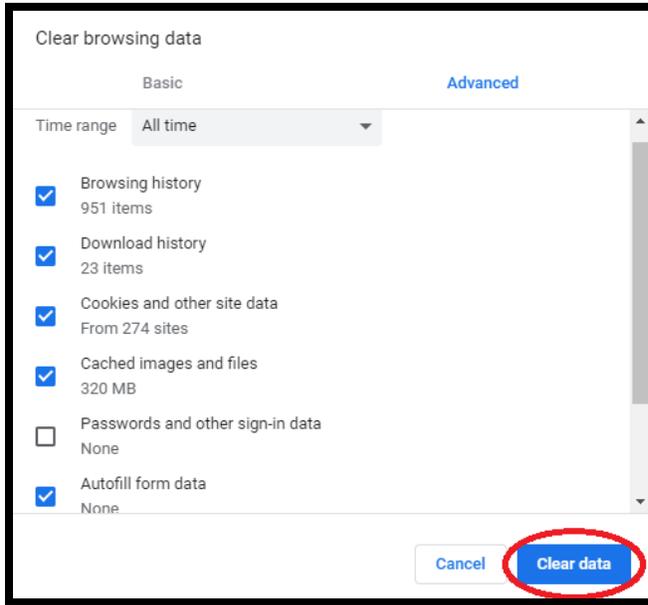
7. Close the browser, and then reopen.

MySDMC Focus app

To access secure student data, users must have an active FOCUS Parent Portal or Single Sign On account issued by the School District of Manatee County. The MySDMC Focus Mobile app provides parent and students a streamlined way to access student information from grades, attendance, school events, and social media.

Available for Download from the Apple App Store and Google Play Store!

Parents Login

- On the login screen enter your Focus Parent Portal username credentials

Students

- On the login screen enter your Single Sign On credentials

Parent and Student View of the Community App

If a parent is linked to more than one student, all their students will display on the Overview screen. Students will be directed to their Summary screen.

Parents View

Students View

- By selecting the More Info button, parents will see the Overview of each child individually.

MySDMC Focus app

❑ **Summary Tab**

The **Summary** tab will provide the parent and students with an overview of the student's courses, attendance and grade summary for the current quarter.

❑ **Student Info Button**

As a **Parent**, click on the **Student Info** button will take the parent to the student's **Demographic** information.

- The **Student Info** screen will reflect the same information that is displayed from the Focus Portal. Use the arrow to expand the **Student Fields** bar and **Search Options**.

MySDMC Focus app

❑ Addresses and Contacts

On the **Address and Contacts** field, parents and students can click on a contact and be provided with their information.

- Click the **gray X** at the top right-hand corner of the screen to return to the **Summary** screen.
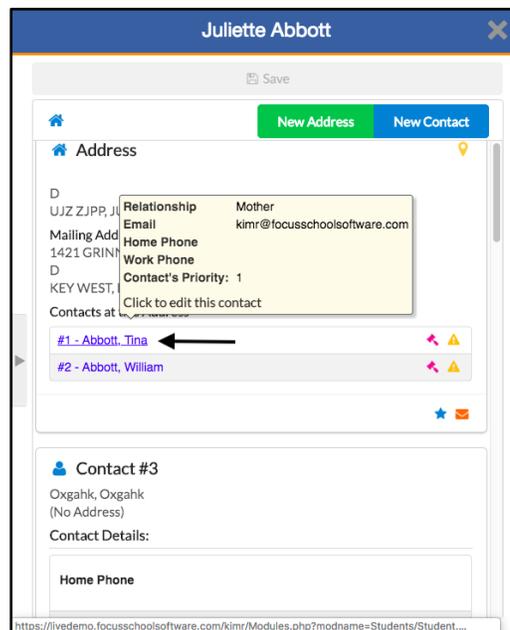
❑ News Tab

The **News** tab will provide parents and students with information about the student's **Attendance** and **Assignments news** feed.

- Click the **gray X** at the top right-hand corner of the screen to return to the **Summary** screen.

MySDMC Focus app

❑ Planner Tab

The **Planner** tab provides an overview of the assignments that the student has for the upcoming week and when they are due.

- Click the **gray X** at the top right-hand corner of the screen

- to return to the **Summary** screen.

- As a Parent, click the **gray X** again to return to the **Overview** screen.
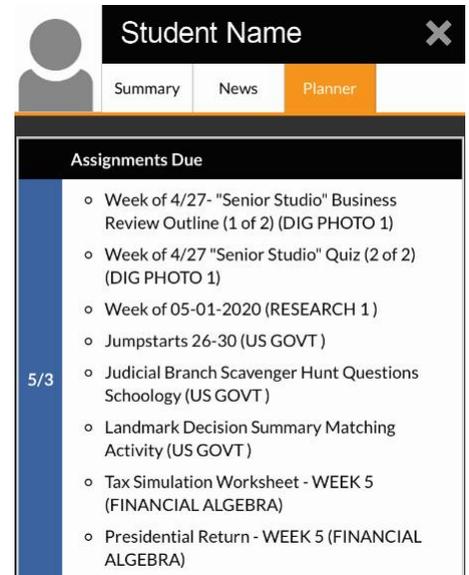
❑ Additional Options

Swipe left to view the **School News and Social Media** feeds that are set by the district.		Swipe left again to view any **Links** and **Folders** that are tied to the parent and student's profile.
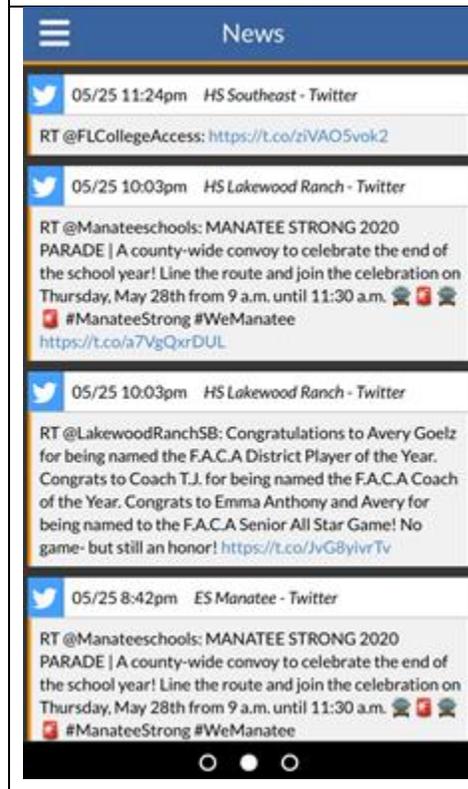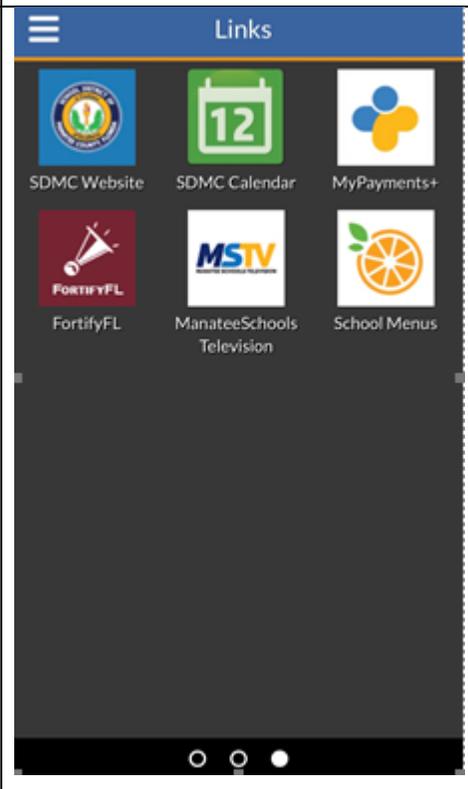
MySDMC Focus app

Additional User Options

❑ Disabling School News and Social Media feeds

Users have the option disable **News** feeds and **Social Media** feeds that they are linked to on the

Community App.

1. Sign into the Community App.

2. Click the **Menu** button (3 lines in the top left).

3. Click on **Settings**.

4. Click on the **School News** tab or the **Social Media** tab.
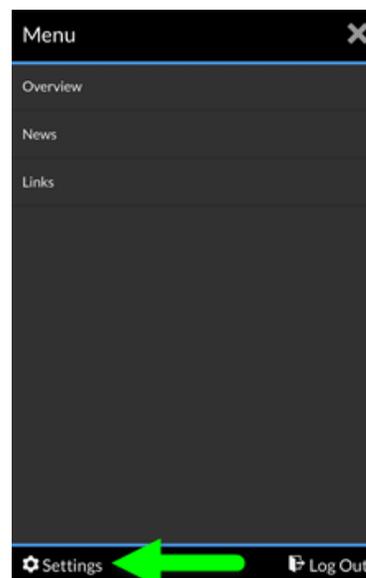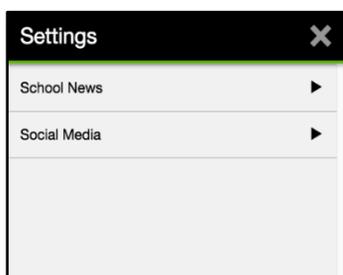
School News - Using the slide bars, parents and students

can enable or disable the **School News** of available schools

 in the list.
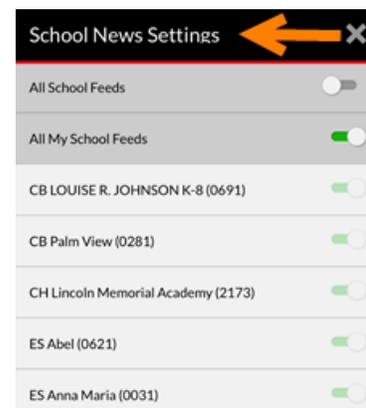
Social Media - Using the slide bars, parents and student

can enable or disable the available **Social Media** feeds.
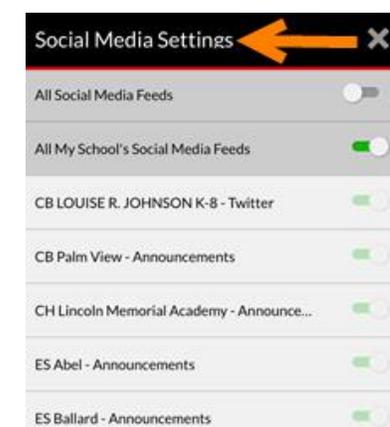
5. To log out click on the Log Out button on the bottom of the

Screen.

Connect to a Wi-Fi network in Windows 10

Applies to: Windows 10

Whether you're at home, work, or out and about, chances are you'll find a Wi-Fi network that you can connect to for Internet access.

1. Select the **Network** icon on the taskbar. The icon that appears depends on your current connection state. If you don't see one of the network icons (or a similar one) shown in the following image, select the **Up arrow** to see if it appears there.
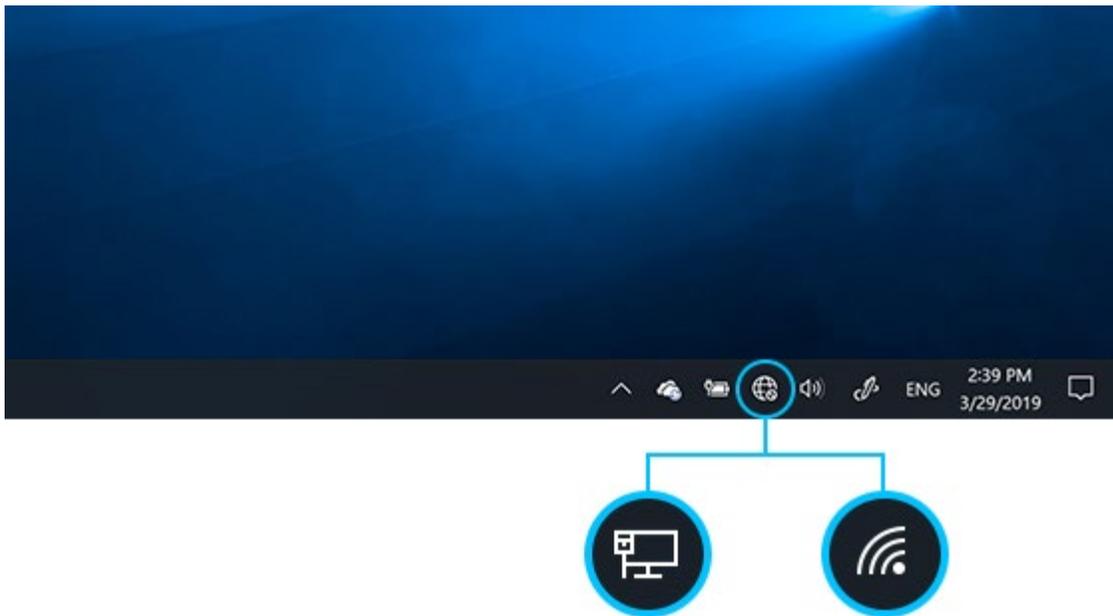
2. Choose the Wi-Fi network you want, then select **Connect**.

3. Type the network password, and then select **Next**.

4. Choose **Yes** or **No**, depending on the type of network you're connecting to and if you want your PC to be discoverable by other PCs and devices on the network.

HP-How to Connect to a HotSpot

① Log on Computer with student ID number and password.

② Open notifications on computer lower left-hand corner of screen.

Or select the wireless icon in the bottom right hand of the screen. If you

don't see it click the up arrow to show all options as pictured below.

③ Make sure the Wi-Fi is on. If not, click to turn on.

④ Select the name of the Hotspot you are connecting to, check the box to connect automatically if you want it to remember this HotSpot, and then click Connect. In the picture below, we are connecting to 24205's iPhone.

Welcome to Your

New

Chromebook

2/3/20

School District of Manatee County

Around the Keyboard
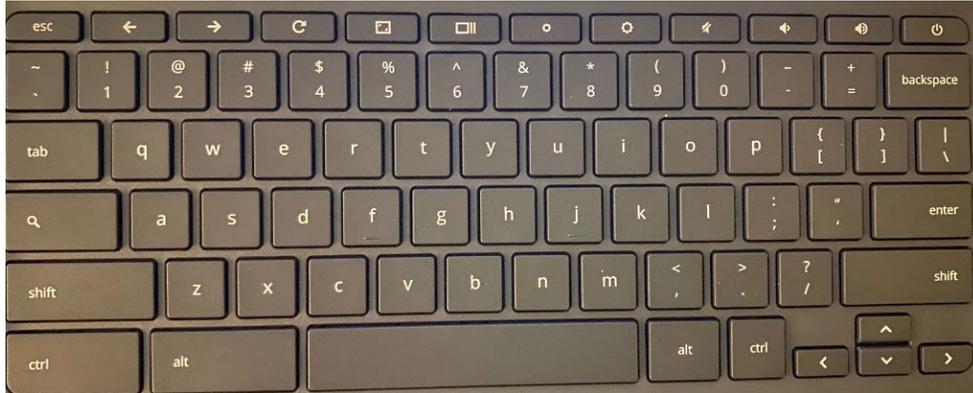
<u>Unique keys on your Chromebook keyboard</u>

← Go to the previous page (F1)

→ Go to the next page (F2)

⟳ Refresh your current page (F3)

▱ Hides tool bar and Shelf / Page full screen (F4)

▢▥ Switch Window - Shows all open windows/Add additional desktops (F5)

☼ Decrease screen brightness (F6)

☼ Increase screen brightness (F7)

🔇 Turn off/mute audio(F8)

🔉 Lower the volume (F9)

🔊 Raise the volume (F10)

🔍 Search your apps and the web
To turn Caps lock on or off, press Alt + Search

⏻ Power button

School District of Manatee County

Chromebook Login

Kiosk Mode (use of apps with no login necessary)

Kiosk mode allows the user access to apps without logging in to the Chromebook with their district credentials. The kiosk app list may expand over time and currently includes the TestNav and FSA Secure Test apps.
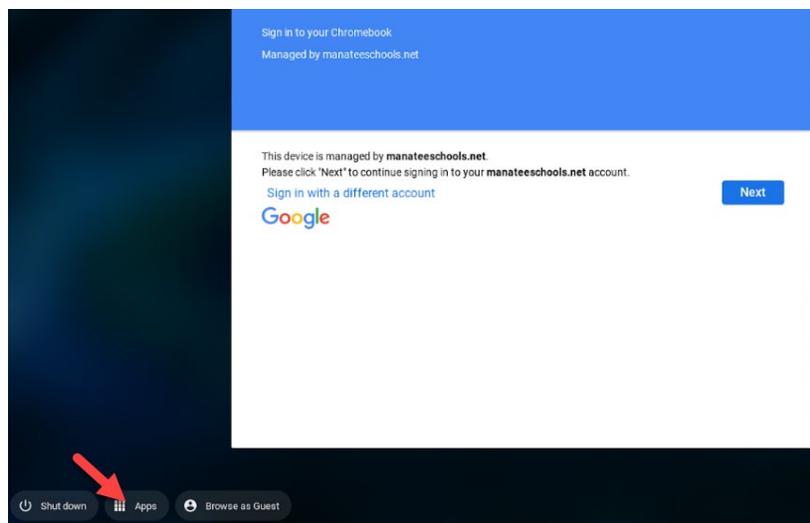
To access the app list click on "Apps" to view the applications available in Kiosk mode:

School District of Manatee County
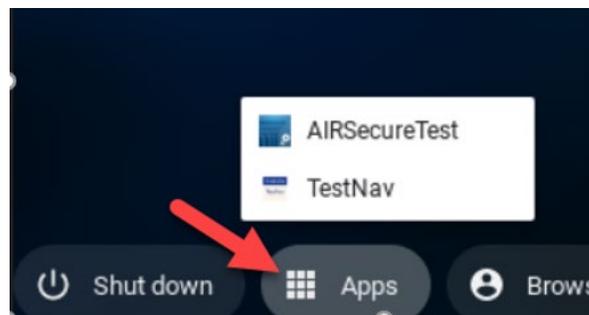
User Mode - Login

On startup the Chromebook will display the Google sign in prompt. If not using kiosk mode, choose next to continue to the district login prompt:
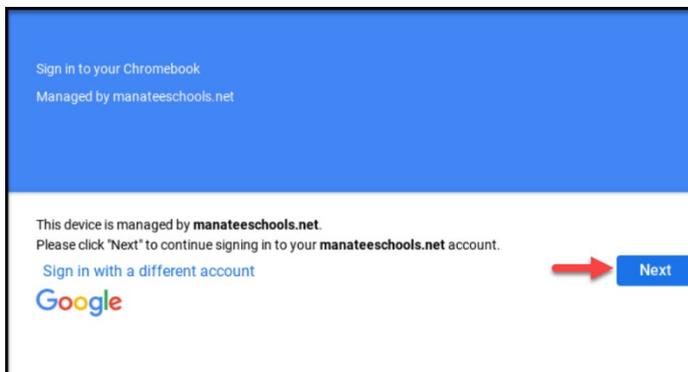
Choose "Please Click Here to Sign In" to sign in to MYSDMC SSO:
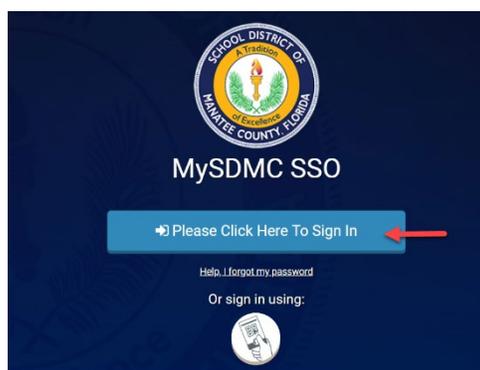
Enter district login credentials using **student/staff ID number**/password:

School District of Manatee County
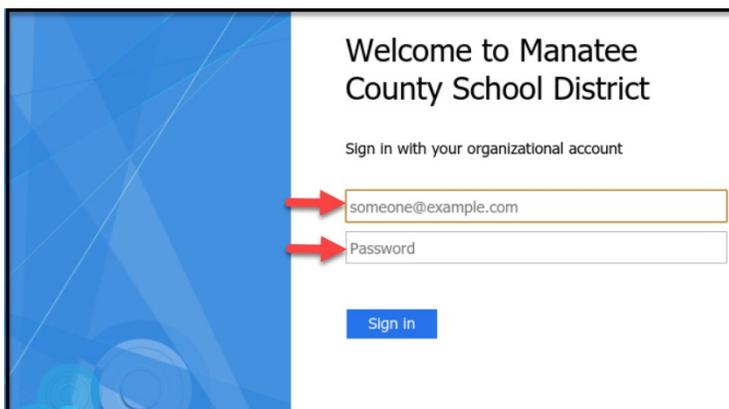
Chromebook Desktop

Accessing Apps

To access the Chromebook apps, click on the App Launcher in the lower left of the desktop display. This will display the search bar and "Shelf".

The Shelf

The "Shelf" functions similar to the windows "task bar" and the Mac "dock".
1. Apps can be added to the shelf by clicking and dragging to the shelf
2. Apps can be removed by clicking and dragging the app icon off the shelf
3. Apps can be rearranged on the shelf by clicking and dragging to the desired location on the shelf
4. The shelf position can be relocated to the left, right or bottom of the desktop by holding the <Alt> key and right clicking on the shelf to display the position options

School District of Manatee County
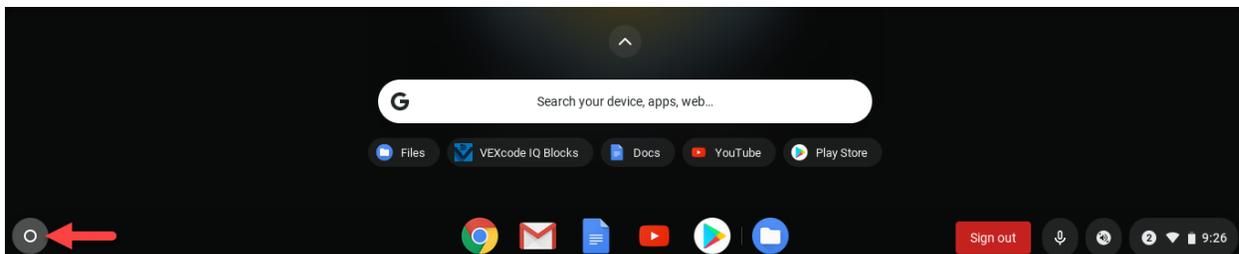
Chromebook Apps

To view the desktop and installed apps, click on the arrow above the search bar:
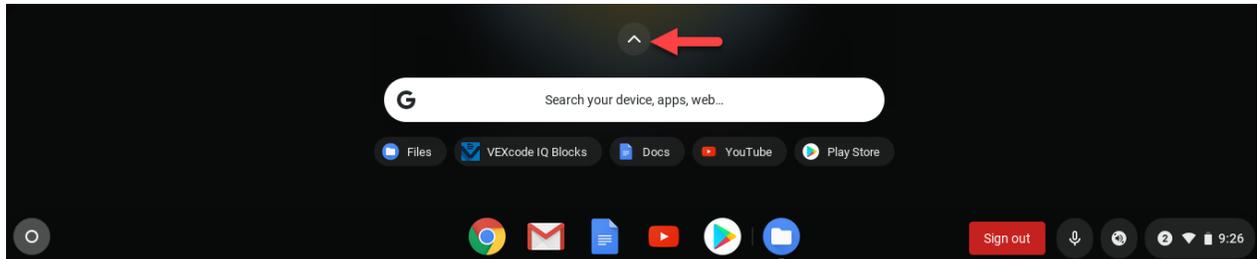
To page through available apps click on the paging icon on the right side of the desktop:
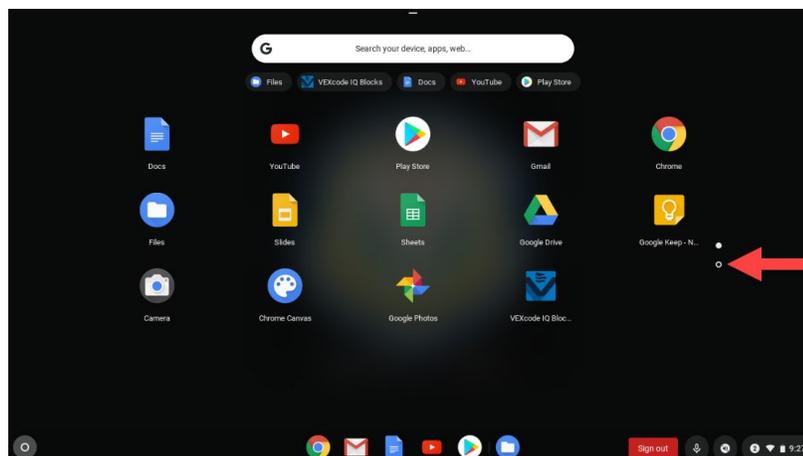
Paging can also be done with a two finger scroll on the track pad.

All apps, whether launched from the app launcher or the shelf, will **open in the Chrome browser**.

School District of Manatee County

Chromebook Apps (cont'd)

Chromebook apps are also available within the Chrome browser. To view, select the waffle icon in the upper right corner of the browser window:
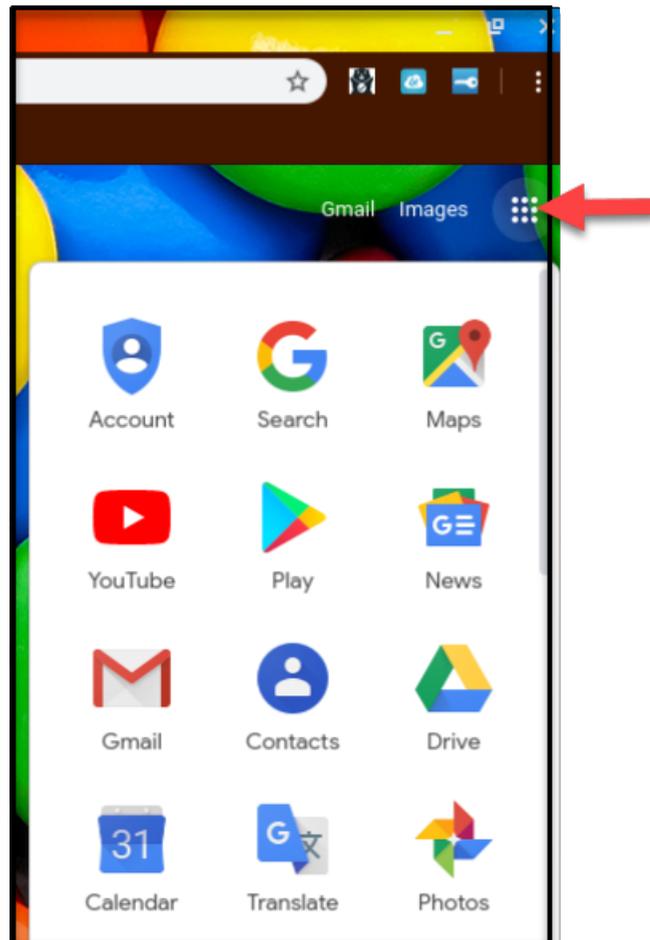
- Note: Not all apps displayed are enabled for district access
- Enabling apps will be determined by curriculum in conjunction with the IT department

School District of Manatee County

Apps from the Chrome Web Store

Ways to access the Chrome Web Store:

1. Click on the "Web Store" icon in recently used items
2. Click on the "Web Store" icon on the desktop (keep in mind the desktop may have multiple pages)
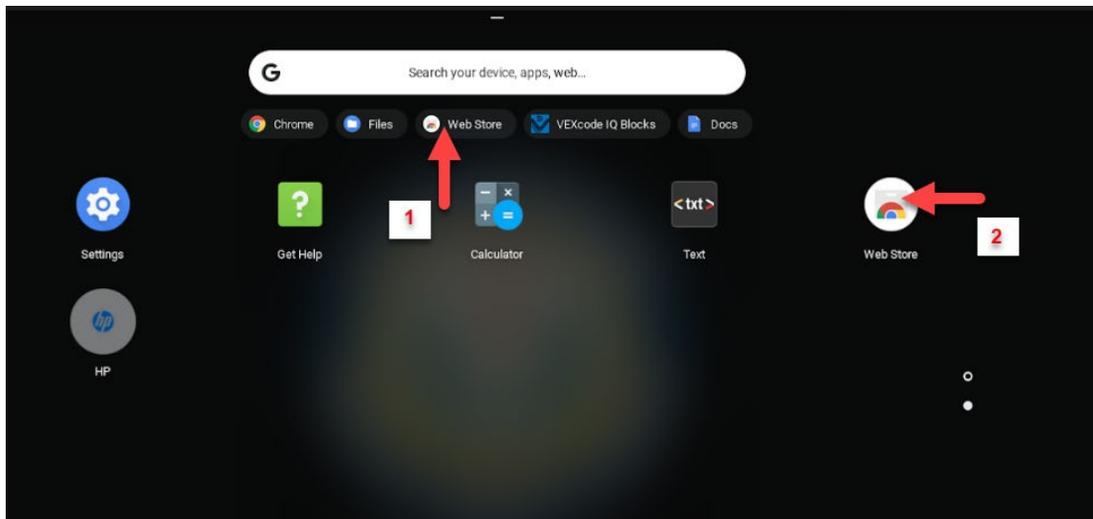
District Approved Apps will be available for download in the *Manatee Schools Web Store*
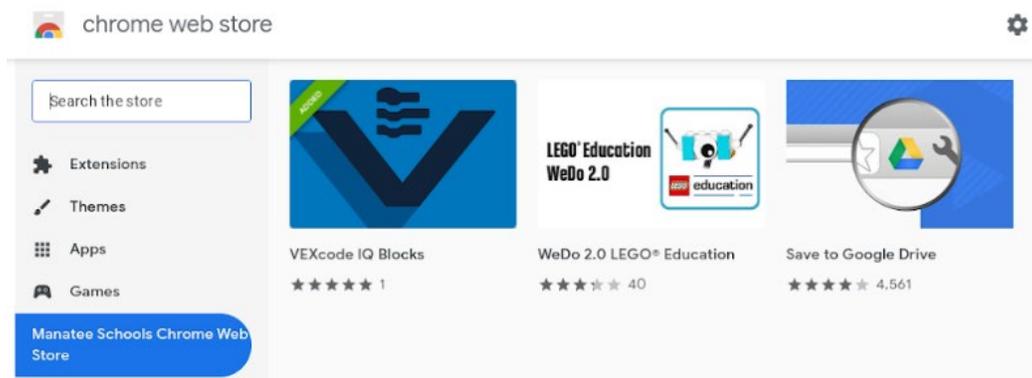
Accessing Chromebook Settings

To view Chromebook settings, click in the settings area in the lower right corner or use shortcut keys Alt + Shift + N
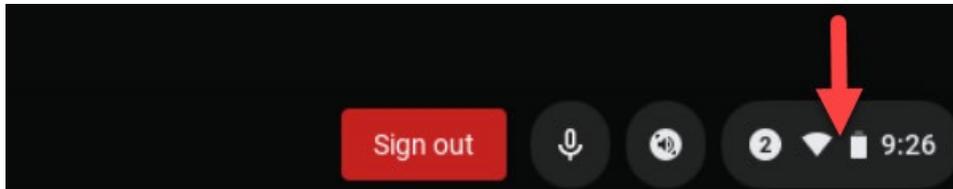
The settings window displays general setting information and allows access to additional settings within the specific categories.

1. Click on the gear icon to enter the full settings menu or
2. Click on the down arrow to display additional settings in a category

The basic settings window will display basic settings of date and time, battery level, audio and brightness levels and allows access to additional settings within specific categories (keyboard, network, Bluetooth, etc.)

Sign out and/or power off options are also available here

School District of Manatee County
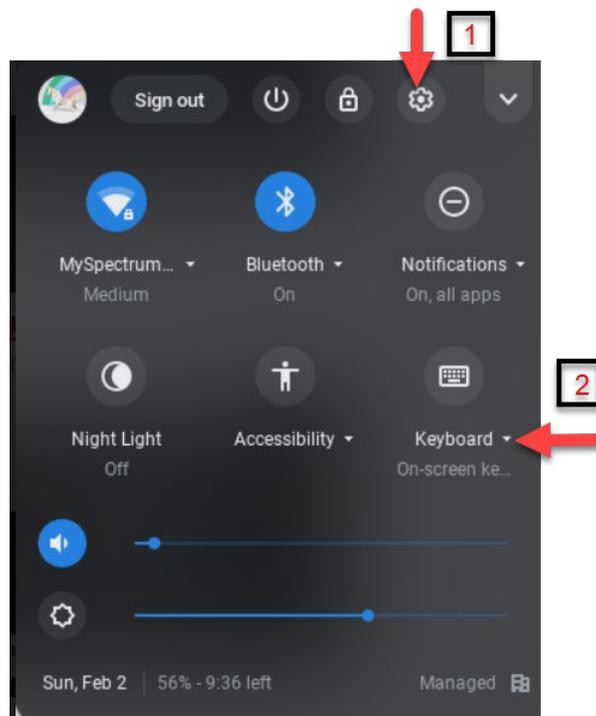
Full Settings Menu allows access to numerous settings:
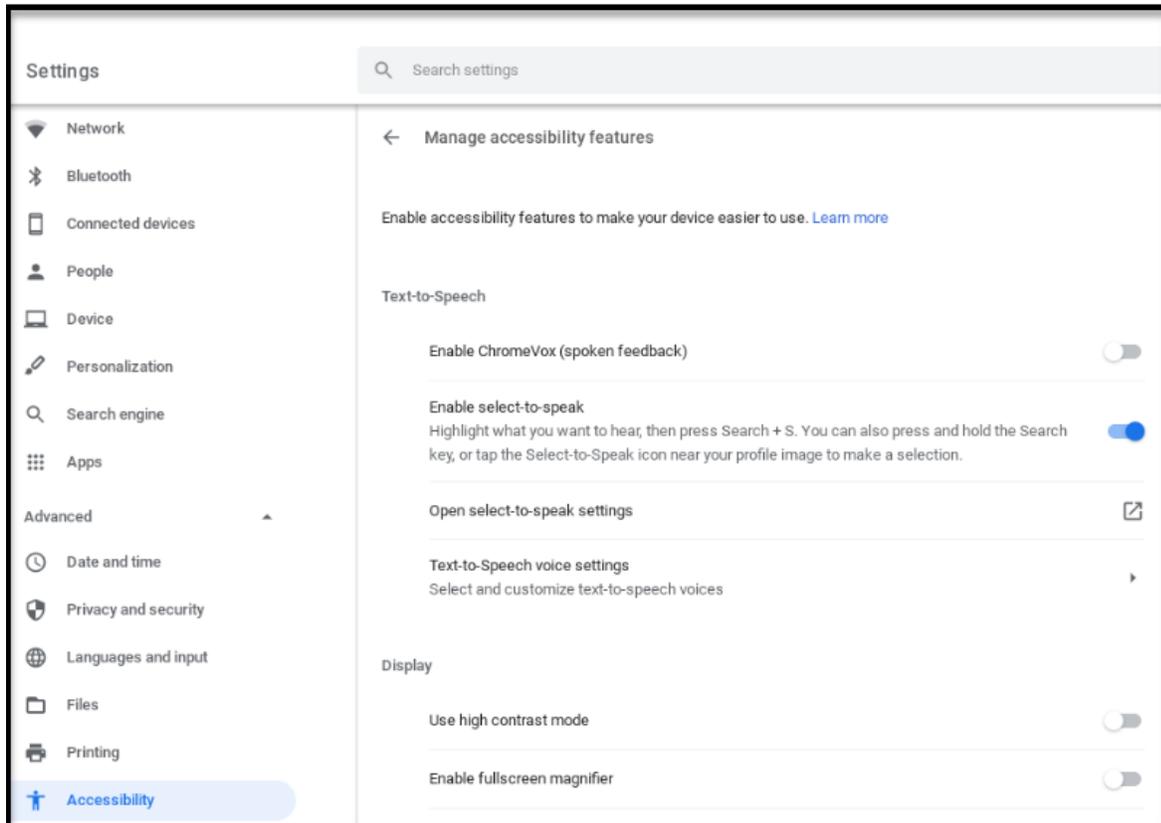
Accessibility settings provide options for text to speech and dictation as well as enlargement of the mouse cursor, high contrast mode and full screen magnification

Display multiple windows/Desktops

1. Click on the switch window key on the keyboard to display open windows
2. Click on "+ New Desktop" to display and work on an additional desktops
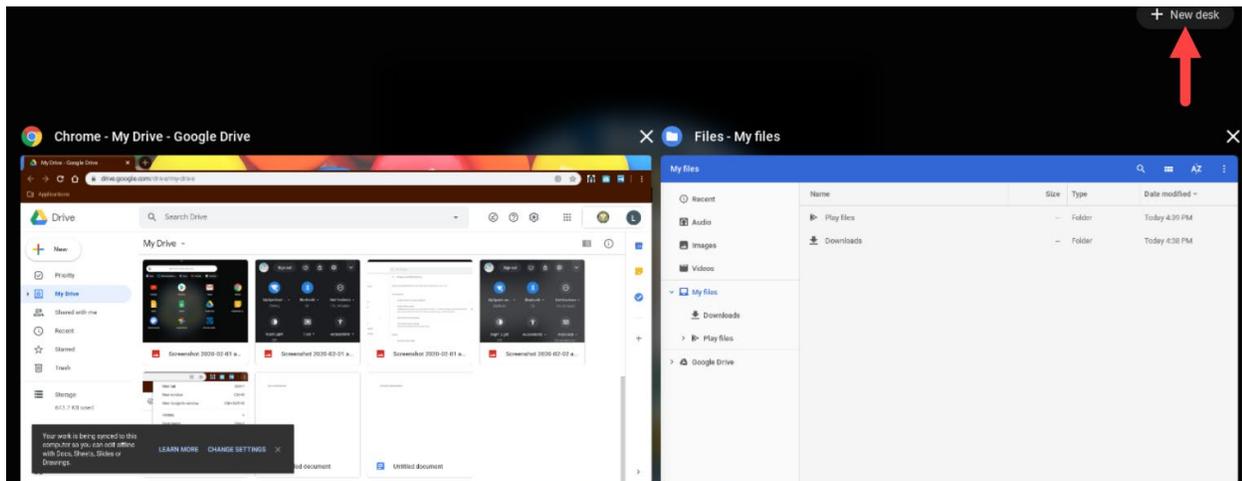
Screen Capture

1. Screen capture the full window displayed: <Ctrl> <Switch Window>

2. Screen capture a selection: <Ctrl> <Shift> <Switch Window>

    Screen captures will automatically be saved to Google Drive

School District of Manatee County

Access the "Task Manager"

1. Click the <Search> + <Esc> keys :
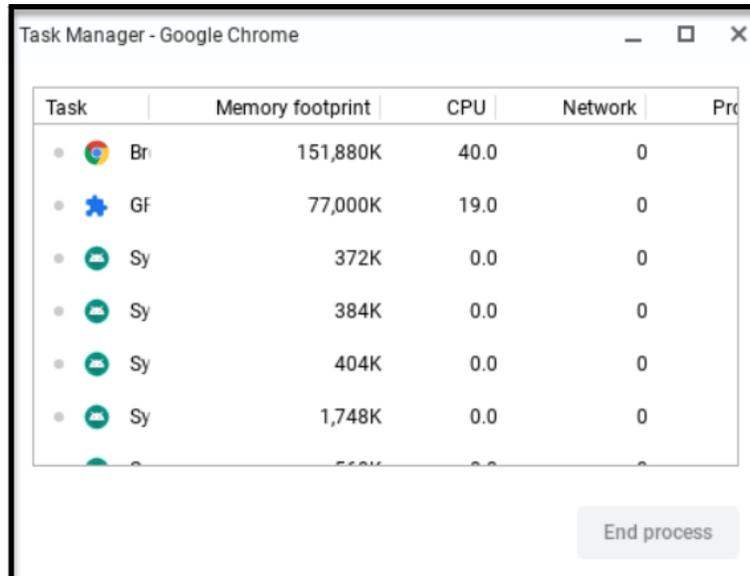
Cast the Chromebook display

1. Click on the 3 vertical dots near the end of the browser address line
2. Choose "Cast" to choose from available displays
3. *The Samsung displays that we have tested within the district are not compatible with the "Cast" (mirroring) feature at this time*

School District of Manatee County
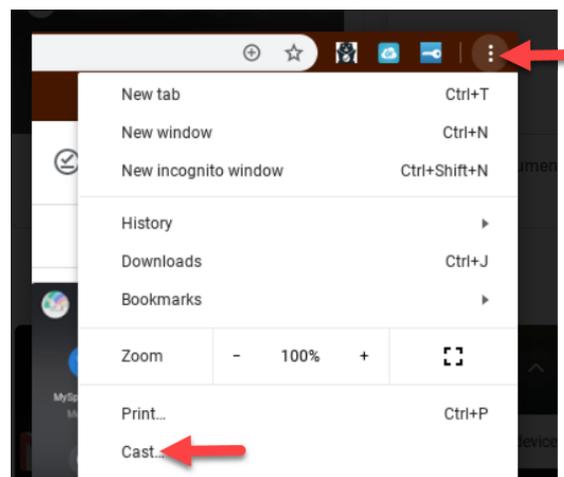
Access User Files

User files can be accessed from:

1. "Files" app in the recently used items located under the desktop search bar
2. "Files" app located on the user desktop
3. Shortcut Keys Alt + Shift + M
4. "Google Drive" app - Documents created on the Chromebook are automatically saved to Google Drive
5. Access Google Drive files from any device at drive.google.com with district user name and password
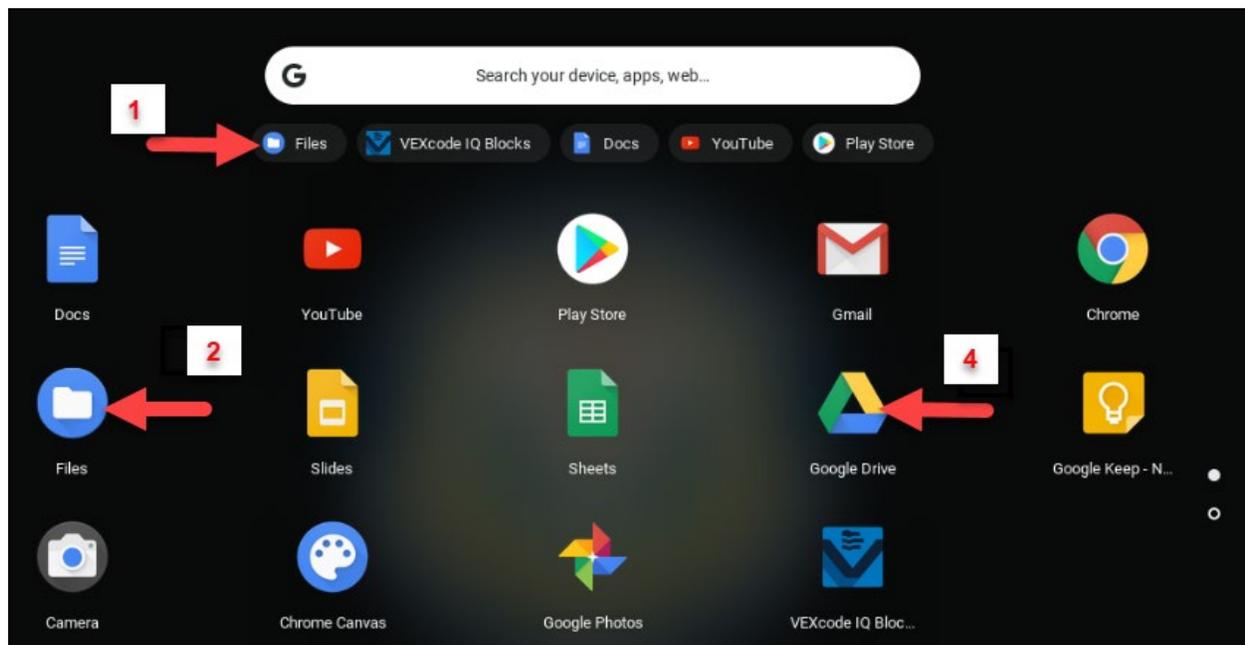
<u>Keyboard Shortcuts</u>

<u>Basic Chrome Functions:</u>

Ctrl + R   *Refresh Page*

Search + Esc   *Open Task Manager*

Ctrl + Shift + I   *Open Developer Tools*

<u>Navigating Windows:</u>

Ctrl + N   *Open New Window*

Ctrl + Shift + W   *Close Current Window*

<u>Web Page Navigation:</u>

Ctrl + Plus (+)   *Zoom In*

Ctrl + Minus (-)   *Zoom Out*

Ctrl + Zero (0)   *Reset Zoom to 100%*

Ctrl + T   *Open New Tab*

Ctrl + W   *Close Current Tab*

Ctrl + F   *Search Current Page*

Alt + up (arrow)   *Page up*

Alt + down (arrow) *Page Down*

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Chrome OS System:

Ctrl + Alt + /	*Show Chrome OS shortcuts reference*
Ctrl + Shift + Q (twice)	*Sign out of Google Account*
Ctrl + Switch window	*Screenshot of entire screen*
Ctrl + Shift + Switch Window	*Take Screenshot selected area*
Alt + Search	*Toggle Caps Lock*
Ctrl + A	*Select All*
Ctrl + L	*Select all text within the address bar*
Ctrl + C	*Copy*
Ctrl + V	*Paste*
Ctrl + X	*Cut*
Ctrl + Z	*Undo*
Ctrl + Y	*Redo*
Alt + Click	*Right Click (also done with two fingers tap on trackpad)*

Accessibility /Advanced Navigation:

Search + Ctrl + H	*Toggle High Contrast Mode*
Search + Ctrl + M	*Magnify entire screen*
Search + Ctrl + D	*Magnify part of the screen*
Ctrl + Alt + Z	*Toggle ChromeVox built in screen reader*

Miscellaneous:

Alt + Shift + M	*Open Files App*
Ctrl + Shift + L	*Lock your screen*

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Connect District Chromebooks to your Home Network

1. Turn on the Chromebook:

2. When powered on at a non-district location (your home) the following window will be displayed on the Chromebook:

   Select your home network:
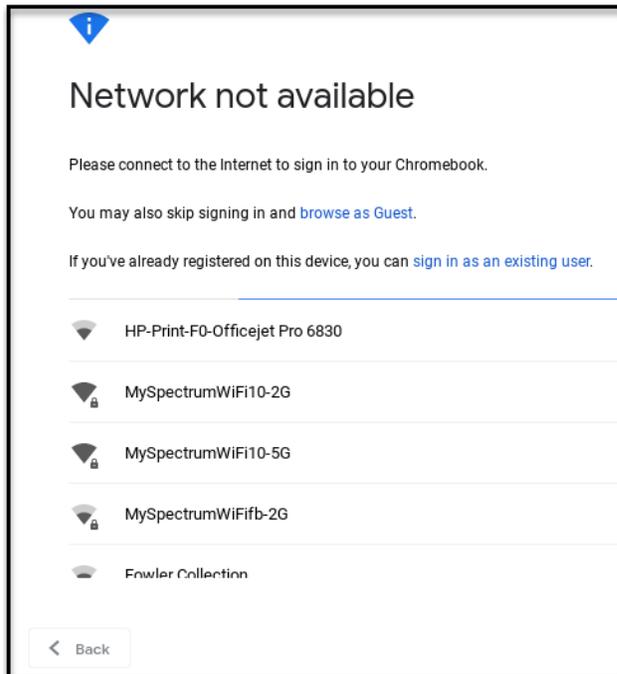
3. Enter the password for the home network chosen in step 2 and select "Connect":

4. Select "Next" on the Chromebook login screen:

5. Select "Please Click Here to Sign In" on the MySDMC SSO window:
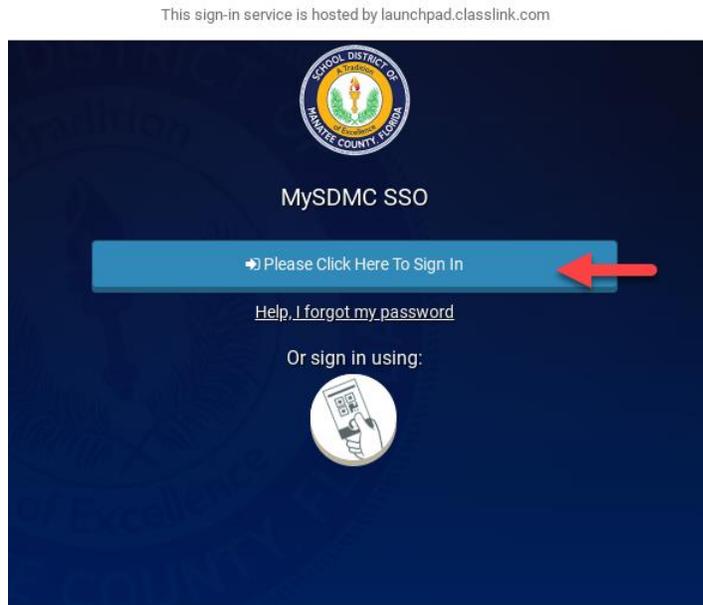
6. Enter your district username and password (*the user name and password that you use to login to computers at school*).
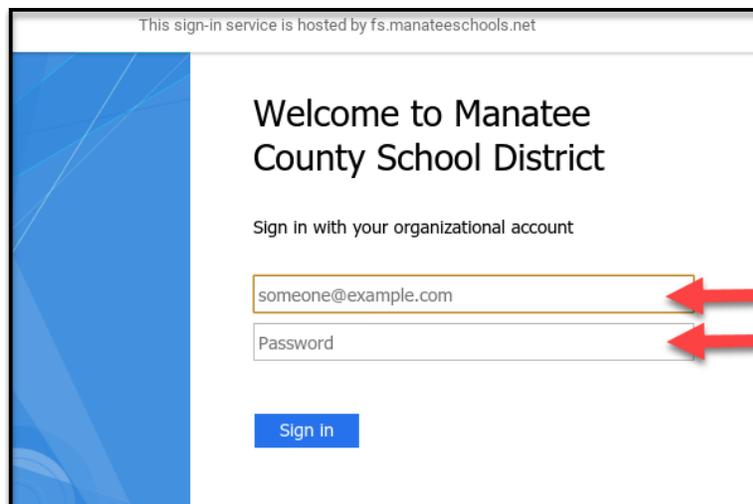
7. Your MySDMC SSO landing page will be displayed and ready to use.

How to add a printer on a Chromebook

1. After logging in click on the App Launcher
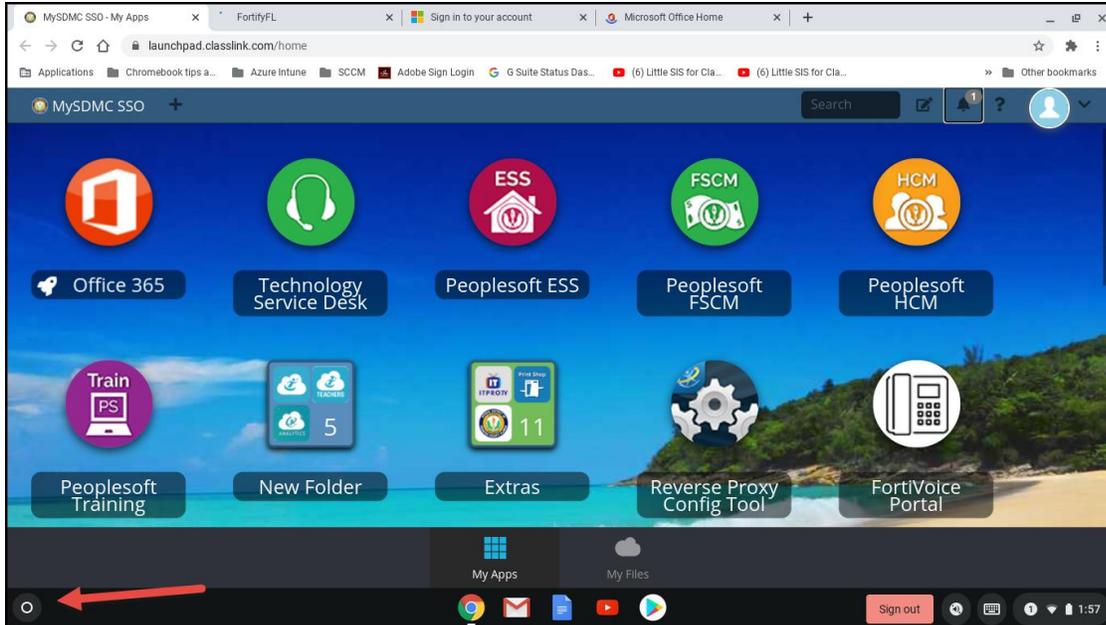
2. Type Settings in the search bar and select Settings
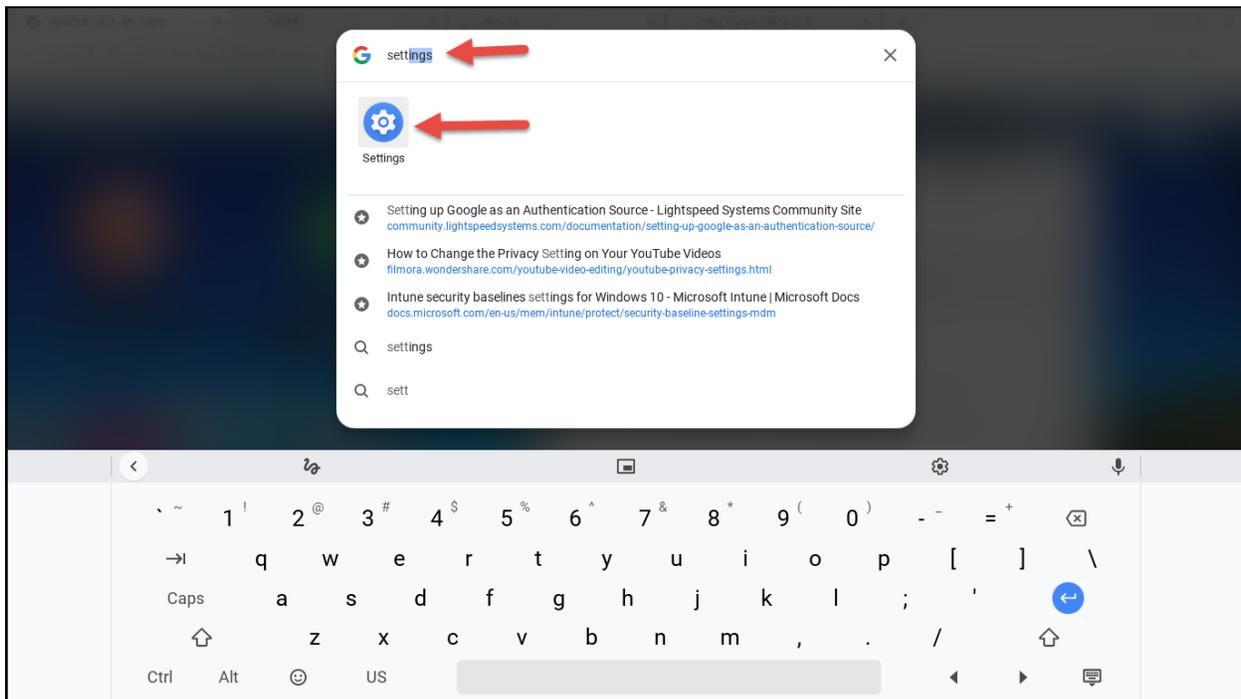
3. Click the dropdown on the left and select Advanced. Then click Printing
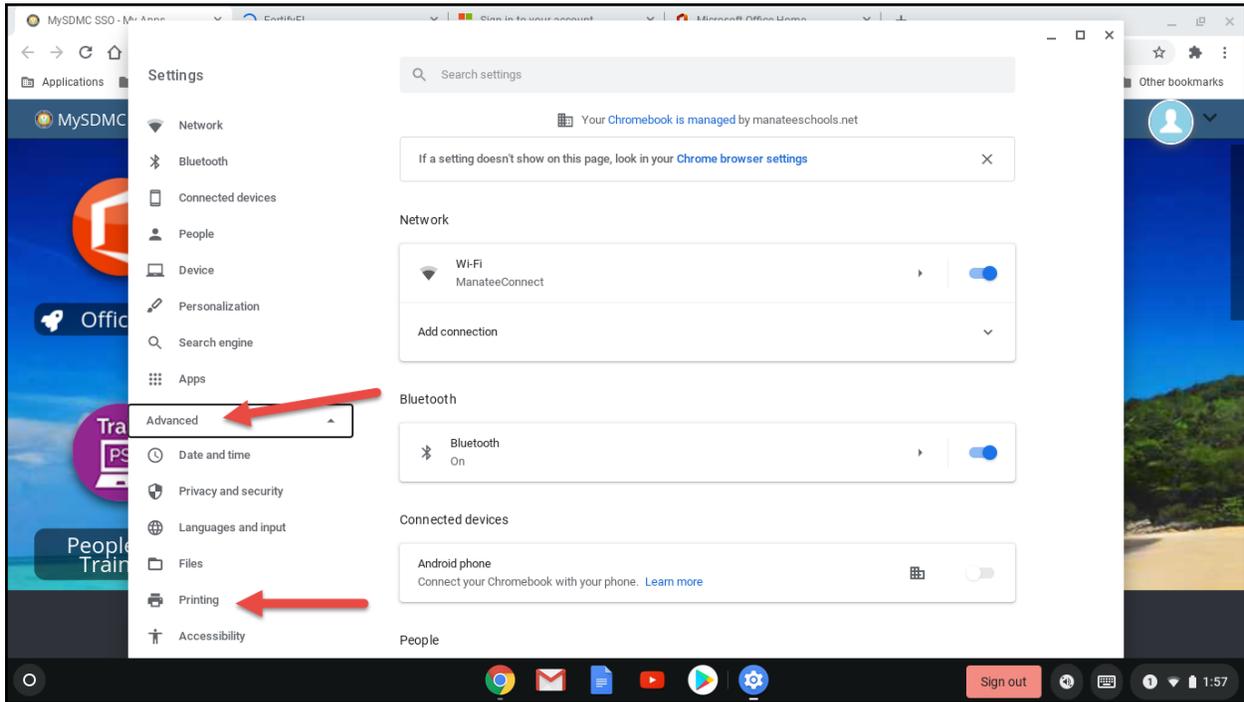
4. Click on Printers
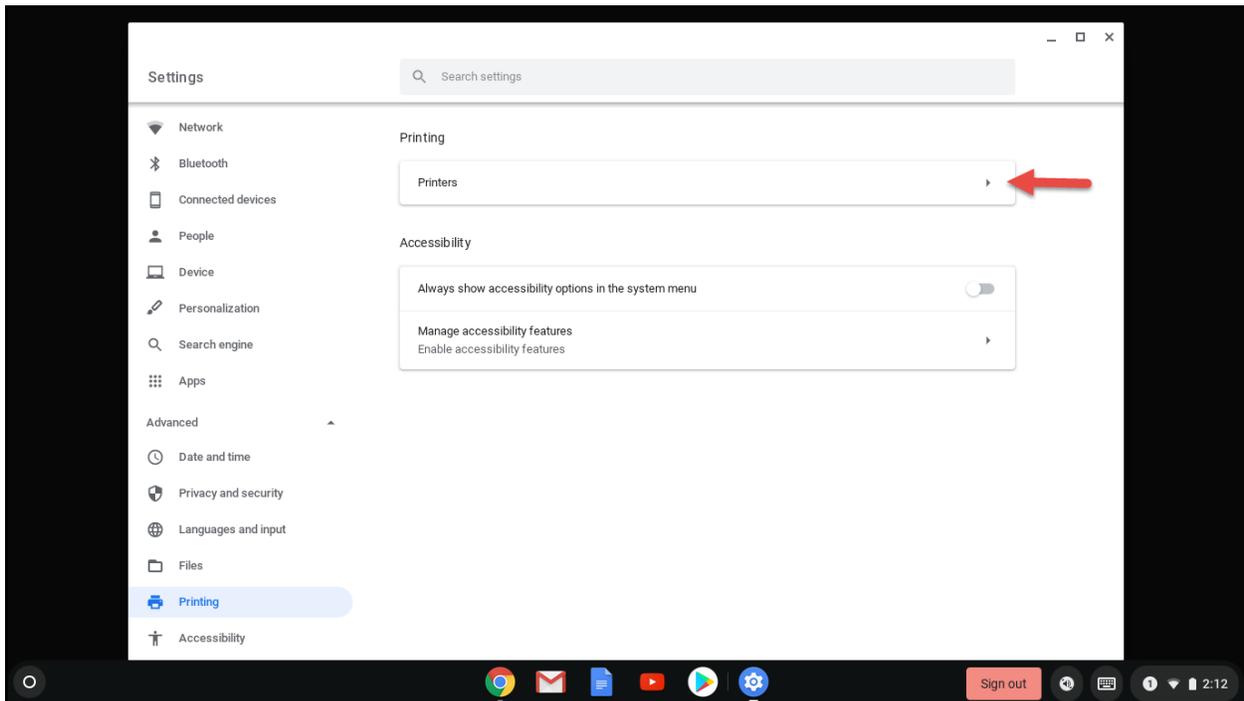
5. If you see the printer click save if not you will need to click the add printer icon and enter information. ***The printer must be compatible with Chromebooks***. If you are not able to setup your printer, click on the link at the bottom of this document to see compatible printers and the setup process.

https://support.google.com/chromebook/answer/7225252?hl=en
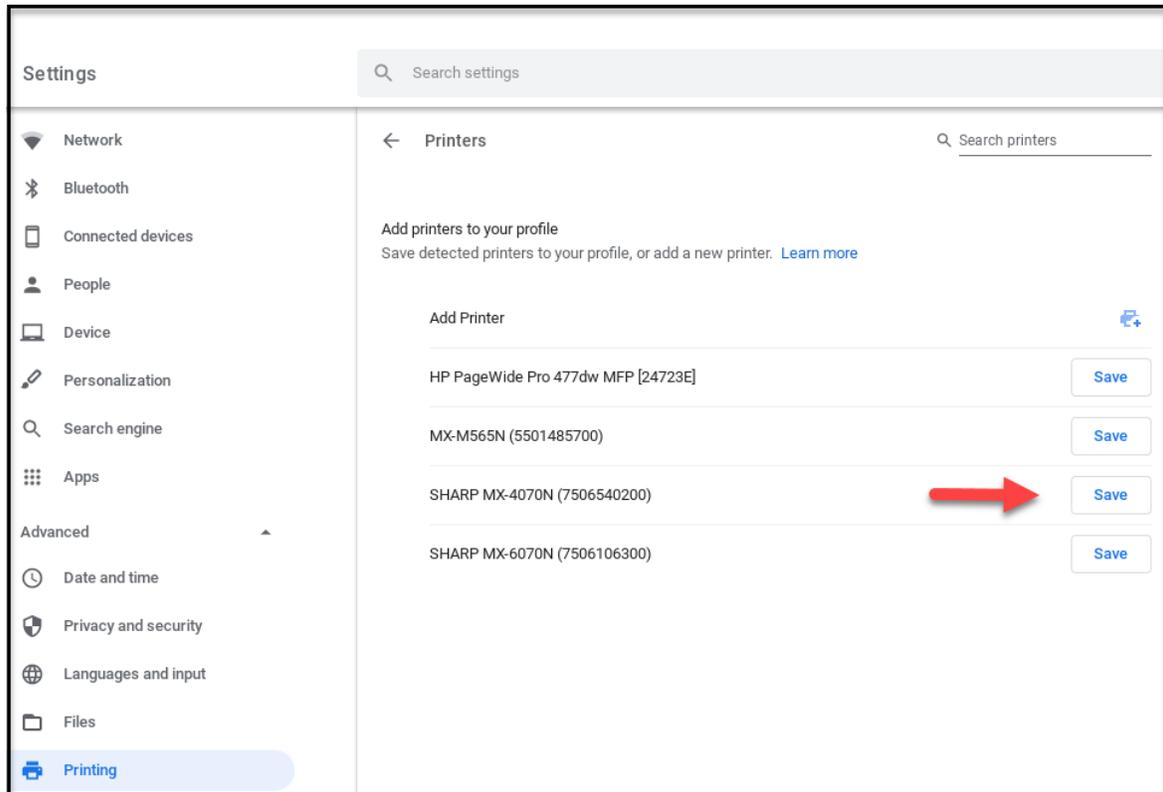
Scroll down on the page and go to check that your printer is compatible.