K KENEDY
INDEPENDENT SCHOOL DISTRICT

Kenedy ISD Home Technology Guidance Document

All information contained in this document can be found at
www.KenedyISD.com

This guidance document has been created as a resource to support staff members, students and parents as we begin to incorporate various models of online learning for students into our remote instructional plan for students in grades 2-12. I encourage parents to read through this with your children so that you can see what information is available within this resource. Please use this document to troubleshoot any technical issues you may have with Chromebooks before asking your child's teacher or before submitting a question to our technology staff. We have AMAZING staff members who are ready to support you. However, our goal with this document is to build capacity within staff, students and parents.

Tech Support

We have a tech support chat set up at http://kenedyisd.com/remote_learning
If no one is available in the chat at that time, please email us at **techs@kenedyisd.com**
We will get back to you as soon as possible.

You will be able to access all of this information and any updates regarding remote learning on our dedicated page at: http://kenedyisd.com/remote_learning

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Using a Kenedy ISD issued Chromebook

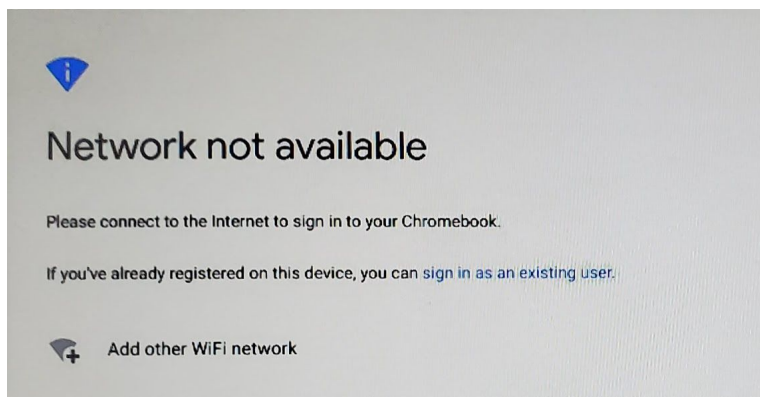## Connecting Chromebook to School Network (school parking lot)

If you need to use the Kenedy ISD school network, you may park in the secondary parking lot near the building. When you open your chromebook, the chromebook will automatically connect to the internet. Please stay in your vehicle and avoid congregating.

Turning Your Chromebook On (at home)

- Turn on your chrome book (opening sometimes automatically turns on chromebook)

- *if it does not power on, please make sure it is charged or has a charger plugged in

- If this is your first time logging in from home or on a mobile hotspot you will see the following screen

- Click **Add Other WiFi Network**
- Find your home WiFi network Connect to your home Wifi Network or Hotspot **(instructions on setting up a hotspot on next page)**

Connecting Chromebook to Wifi (home internet, mobile hotspot)

To connect to the Internet, use a compatible Wi-Fi network.

Turn on Wi-Fi

1. At the bottom right, select the time.
2. Select Not Connected ▽ .
   Note: If you see your Wi-Fi network name and a signal strength, your Chromebook is already connected to Wi-Fi.
3. Turn on **Wi-Fi**.
4. Your Chromebook will automatically look for available networks and show them to you in a list.
5. Choose the name of your desired network and, if prompted, enter your router/hotspot username and password to connect.
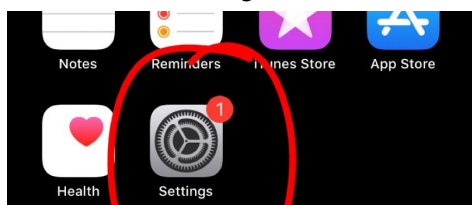
Mobile Hotspots (Personal)
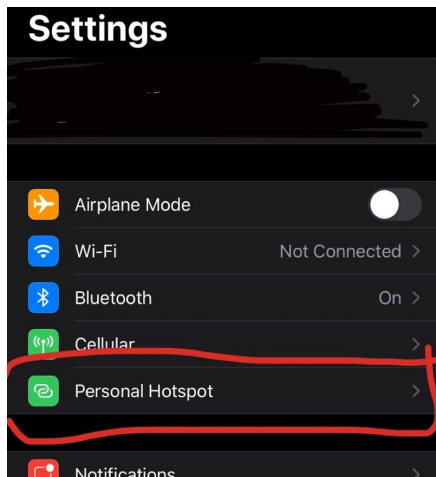
Turning on Mobile Hotspot (iPhone)

If you do not have internet (wifi) at home, and want to activate the hotspot on your phone to connect to the internet, please follow these instructions.
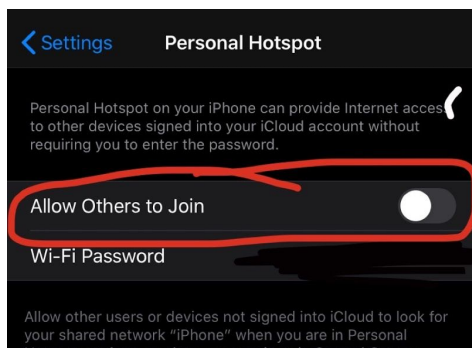*Data rates with your mobile provider will apply*

- Click on the Settings icon

- Click on Personal Hotspot

- Turn on Allow Others To Join

- You hot spot is now active and your hotspot password is displayed in the section "WiFi Password:"

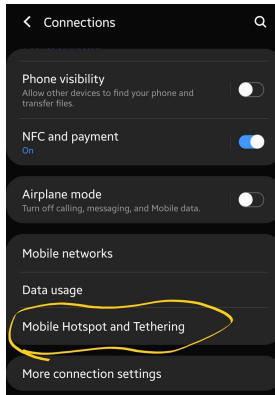## Turning On Mobile Hotspot (Android)

If you do not have internet (wifi) at home, and want to activate your phones hotspot to connect to the internet, please follow the instructions below.
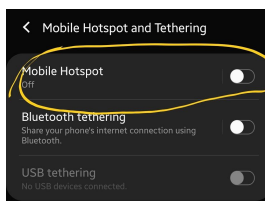*Data rates with your mobile provider will apply*

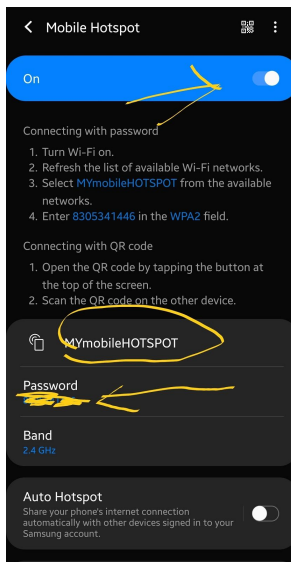- Open your phone settings
- Select "Connections"
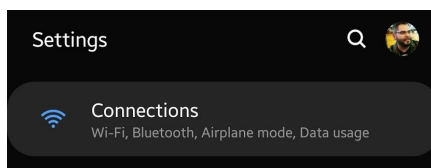
- Next Select Mobile Hotspot and Tethering


- Turn Mobile Hotspot ON

- Your mobile hotspot is now on. You will be able to see what your hotspot name is and the password to connect to it.
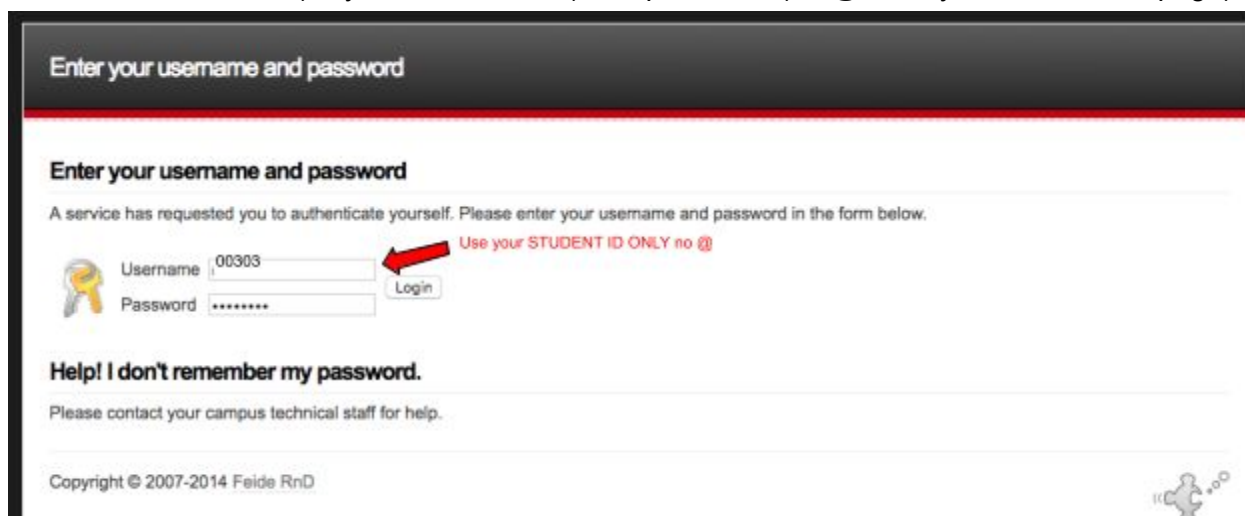
Logging into Your Kenedy ISD Chromebook

You may see several different login screens on your Kenedy ISD issued Chromebooks. We have issued out two different brands: Lenovo and Asus. Each has a different model number and they automatically update the operating system software. Your screens may look different than the images you see in this guidance document.

- Once you connect to your home wifi, mobile hotspot, or school wifi, you will see a login screen as follows.
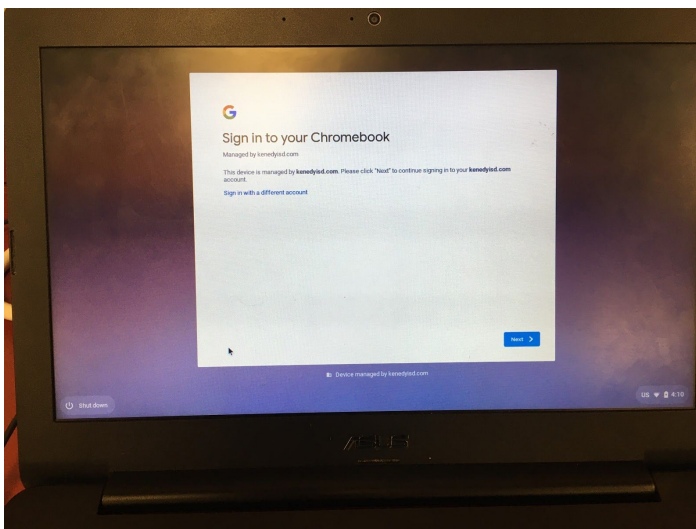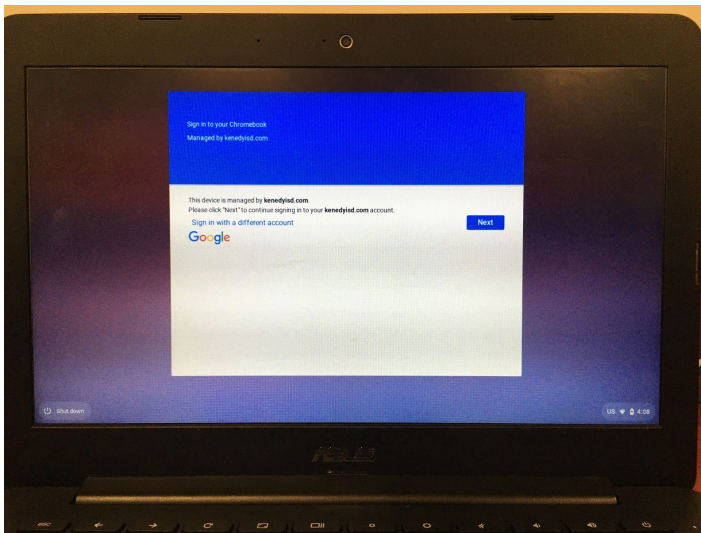
- Click Next (sometimes you will be required to sign in multiple times)
- Login into your chromebook with your Student ID @kenedyisd.com
  (ie #####@kenedyisd.com)

- At the next login screen you will have to log into our system using just your student ID as the user name (only numbers #####) and password (no @kenedyisd.com on this page)


*TIP: IF YOU SEE THIS TYPE OF LOGIN SCREEN, YOUR USERNAME IS JUST YOUR STUDENT ID. IF YOU SEE A GOOGLE LOGO ON THE LOGIN SCREEN YOU MUST PUT @KENEDYISD.COM AFTER YOUR STUDENT ID.

- Then press Login
- You are now officially logged into your google apps account.

Logging Into Google Using A Personal Computer.

Basic introduction into logging into your Google Apps for Education (GAFE) accounts:
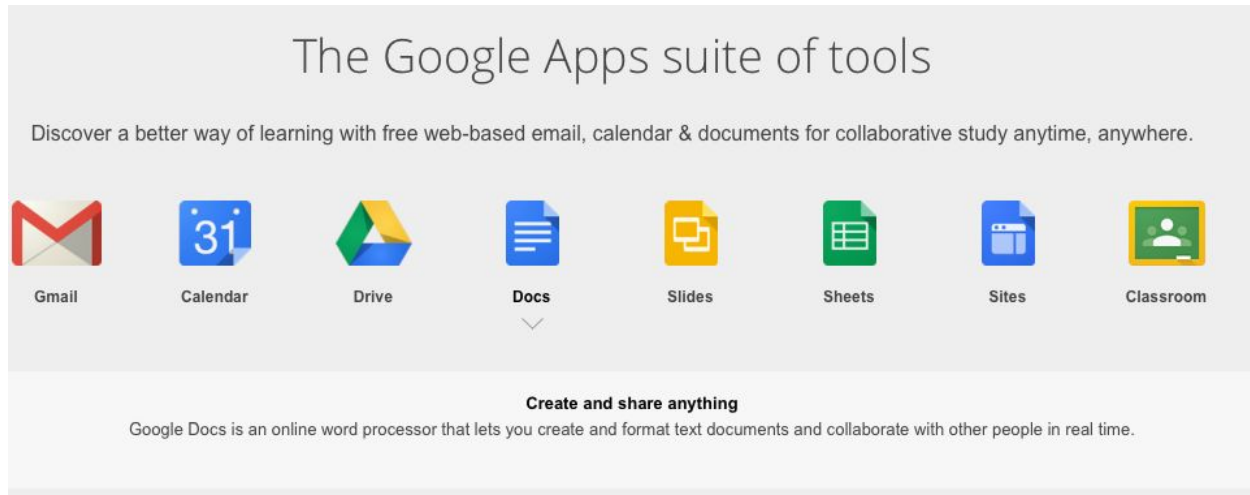
Quick glance links
- gmail.com
- calander.google.com
- drive.google.com
- docs.google.com
- classroom.google.com

All will use similar log in methods, but once you log into one (email) you will log into all associated apps.

Email:
Open your web browser (preferably google chrome) and type in www.gmail.com
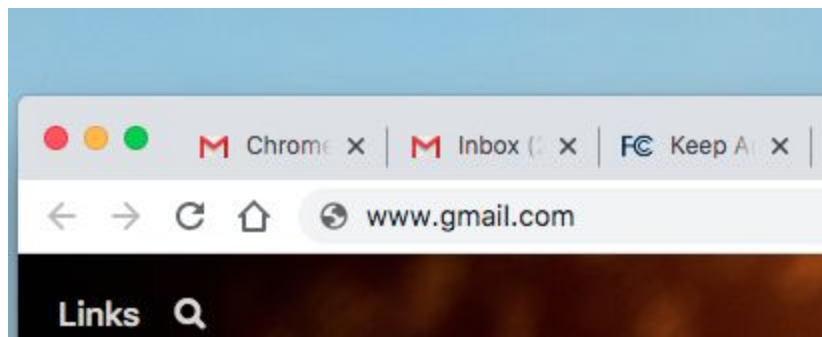
You will arrive at the following login page
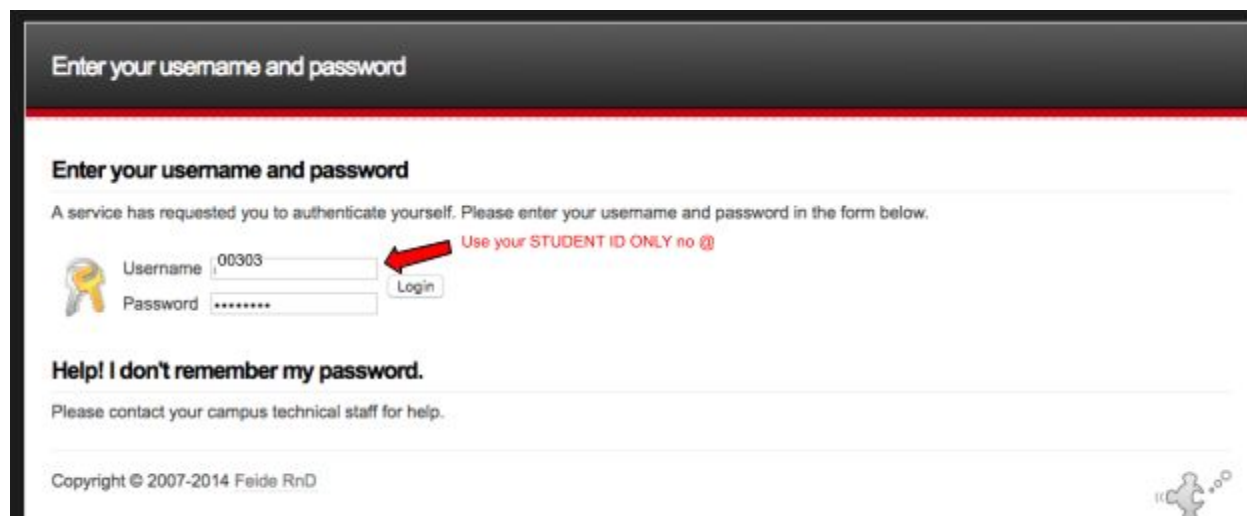
FOR STUDENTS:
The Login is your your Student ID @kenedyisd.com
(ie #####@kenedyisd.com)

Now you will have to log into our system using just your student ID as the user name (only numbers #####) and password *(no @kenedyisd.com on this page)*

Then press Login

You are now officially logged into your google apps account.

Google Classroom Help

Logging into Google Classroom on iPad, Tablet, or mobile device

1. Download the Google Classroom app. It is available on iOS and Android devices.

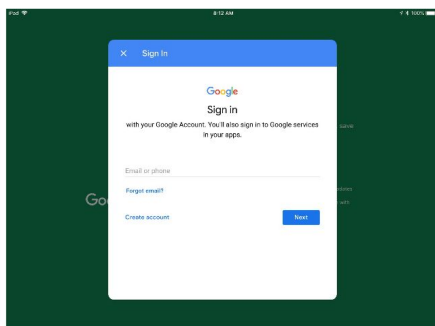2. Open the app and click Get Started button

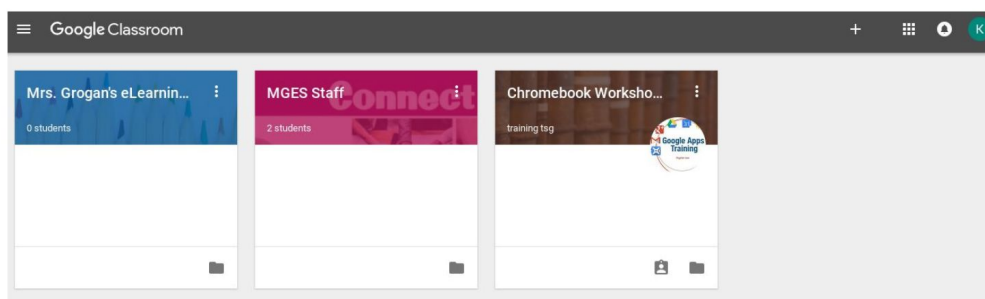3. Sign in OR if other users are logged in already, click "Add account"
   Your email address is:
   xxxxx@kenedyisd.com
   (xxxxx = your student ID)

4. The class icon is visible in your Classroom. Your child will now be logged into their Google Classroom. You may see multiple classrooms, like this window here. Click on the classroom to access your child's assignments.

Sign In and Join a Classroom (Website or Chromebook)

1. Ways to get to Google Classroom:
    A) Open internet browser.
    Type https://classroom.google.com OR

    B) If already logged into Google or your Chromebook, click on the "waffle" at the top right corner to open the Google apps

2. Log in with your @kenedyisd.com (Siblings sharing a computer will have to log out siblings account)

TIP:

If you are already signed into Google, click the Apps menu and choose *Classroom* from the list of apps.Enter your credentials and sign into your account.

3. Click *Create or join a class*. Choose **Join class**.

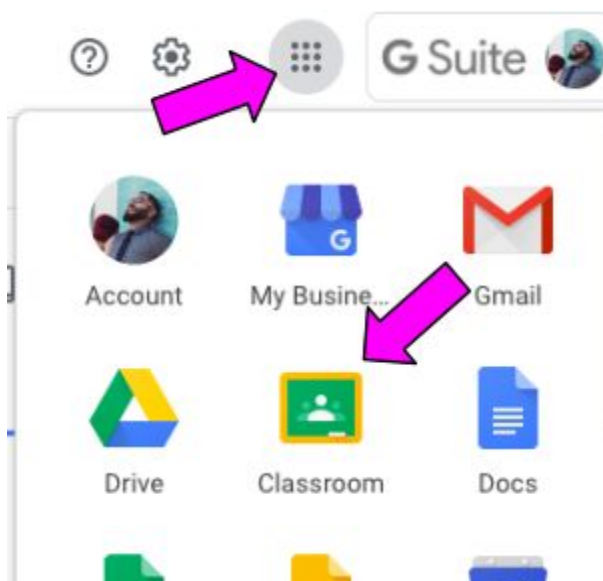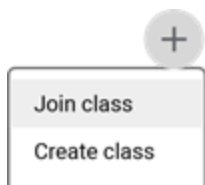4. Enter the code provided by your teacher.
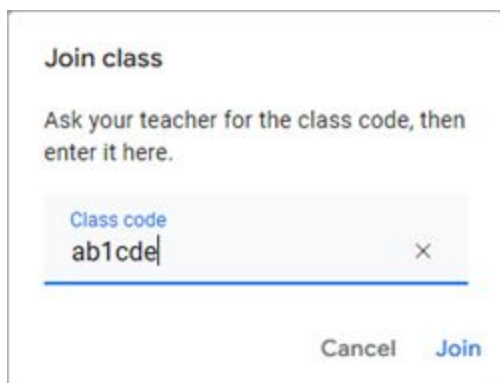
5. Click *Join*.

6. The class icon is visible in your Classroom. Your child will now be logged into their Google Classroom. You may see multiple classrooms, like this window here. Click on the classroom to access your child's assignments.

Resources for remote learning

Chromebook Protection Do's and Don'ts

Protect the Chromebook screen by following the rules below:

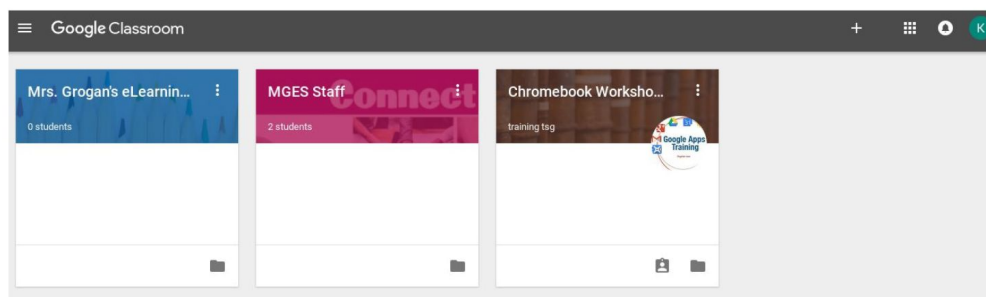- The Chromebook screen can be damaged if subjected to rough treatment. Chromebooks are particularly sensitive to damage from excessive pressure on the screen.
- Close the Chromebook screen before moving it. (Don't walk around with an open chromebook)
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the Chromebook against walls, car doors, floors, etc. as it will eventually break the screen.
- No food or drink is allowed next to your Chromebook while it is in use. This could damage the computer beyond repair.
- To conserve battery life Chromebooks should be shut down before moving them and when finished using the computer.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Kenedy ISD.
- Chromebooks must never be left in an unlocked car or any unsupervised area. Students are responsible for charging their Chromebook's battery

Resource Pages For Kenedy ISD

You will be able to access all of this information and any updates regarding remote learning on our dedicated page at: http://kenedyisd.com/remote_learning

Application Pages For Kenedy ISD

You will be able to access all a full list of our apps and links at this page: http://kenedyisd.com/remote_learning/student_apps

Google Classroom List For Kenedy ISD

You will be able to see a full list of Kenedy ISD teacher google classrooms here: http://kenedyisd.com/remote_learning/teacher_google_classroom_list

Tech Support

We have a tech support chat set up at http://kenedyisd.com/remote_learning
If no one is available in the chat, please email us at
techs@kenedyisd.com
We will get back to you as soon as possible.