

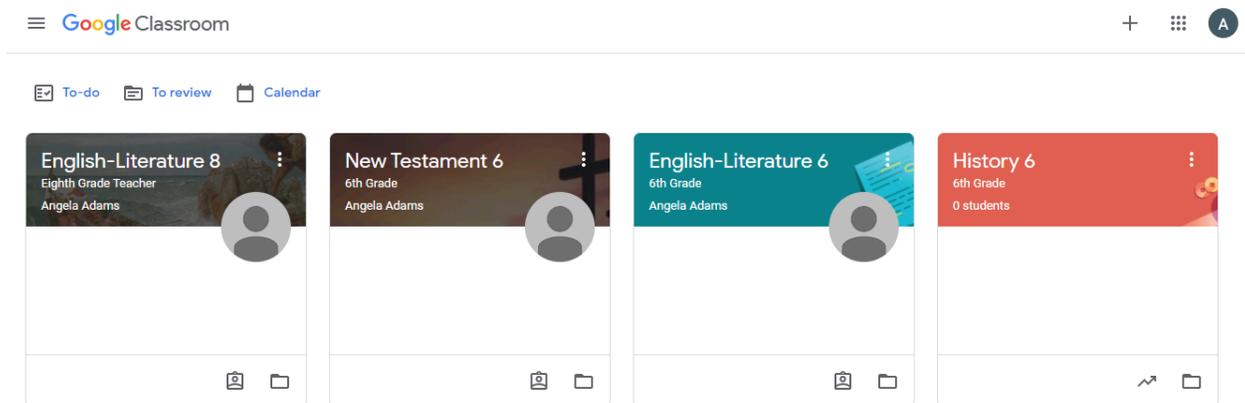
## DCA Home Technology Guide

### Google Classroom

Why we chose Google Classroom: Google classroom was selected as our main learning management system (LMS) at DCA for a number of reasons. The main one being that it functions as an excellent addition to in-person learning but can also function as a virtual replacement should that ever be necessary. It is also the most up-to-date learning platform and is still being iterated on with new features and capabilities and integrates well with the other Google services and hardware that we use, such as Chromebooks.

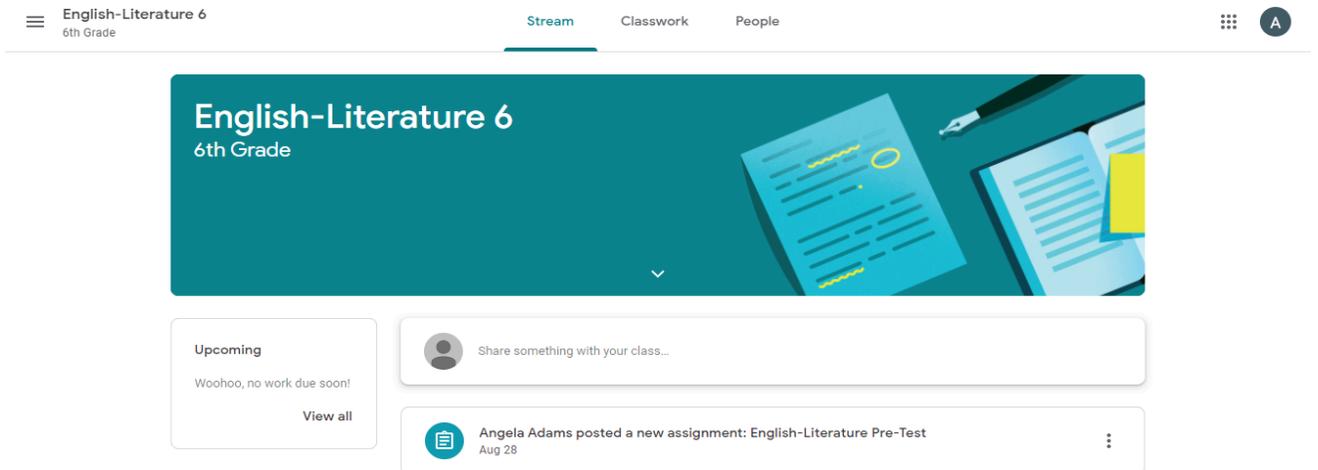
### Accessing Google Classroom:

- 1) Use a web browser (Chrome, Safari, Edge, FireFox) to navigate to the web address [classroom.google.com](https://classroom.google.com)
- 2) Use the student's login information to log in
  - a) Student login information can be provided to parents upon request. Please email [agregory@dayspringchristian.com](mailto:agregory@dayspringchristian.com) to make a request. The students themselves have been provided with their login information.
  - b) If there is a need to manage multiple students within Google Classroom, that can be accomplished by clicking the circle on the top right of the screen (the screenshot below has an "A" in it, though it could have a different letter or a custom picture depending on the student) and then selecting "Add another account". Once multiple accounts are added, they will appear in that menu whenever the circle is clicked in the top right. This will allow for switching between multiple students just by clicking on the added account(s)
- 3) A list of the student's classes will show up, similar to this one:



Each student's layout for this page will be different depending on which courses and teachers they have. From this page, it's possible to go to any of the student's classes by clicking on the name of the class.

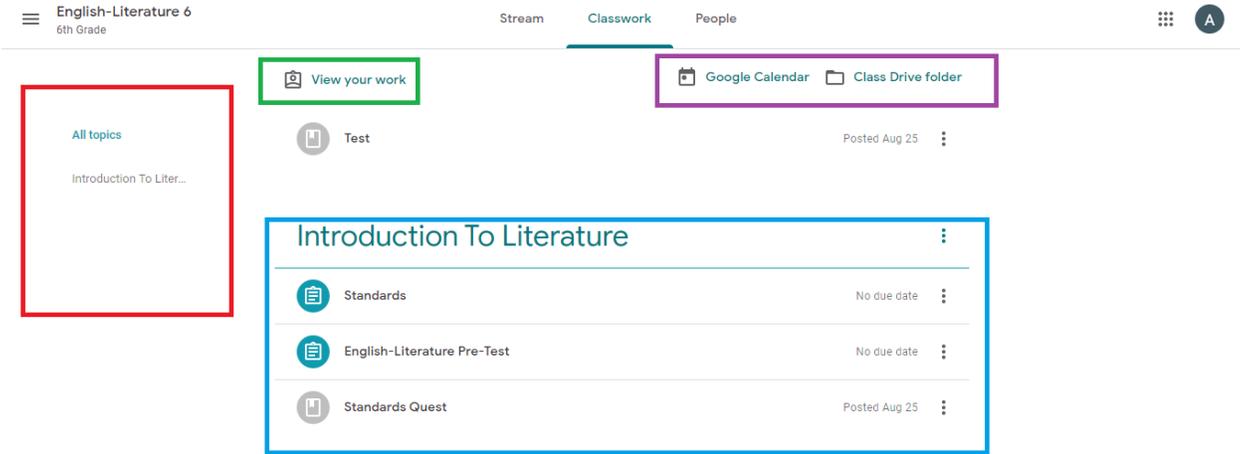
- 4) Once a particular class is selected, the Stream for that class will be displayed. This is the "main page" of the class - everything that is posted or can be interacted with will appear in the Stream.



There are three main ways in which to interact with Google Classrooms: Stream, Classwork, and People. We will be going over the Classwork section next.

**Assignments, Tests, and Reference Materials:**

- 1) The main way to view course content and submit assignments is through the Classwork section.

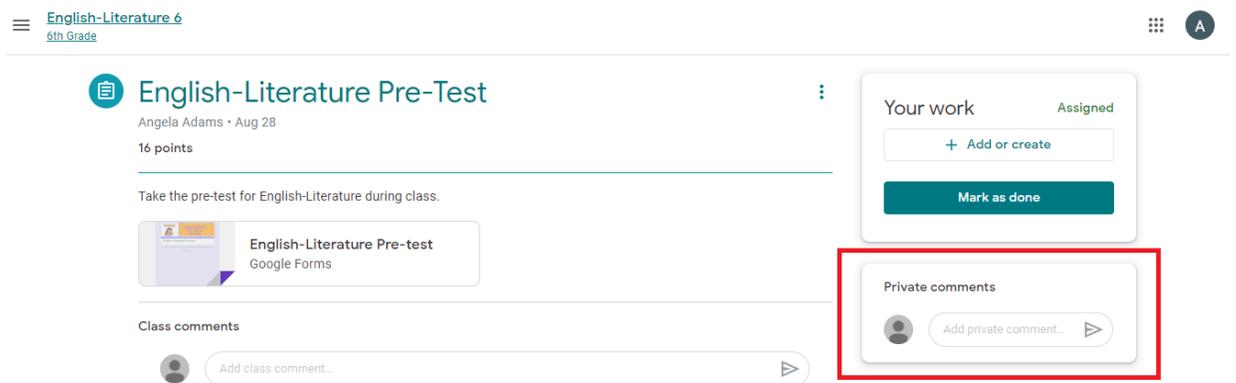


- 2) In the above screenshot, colored boxes are drawn around important areas to note.
  - Red:** This is where all “materials” will post once the teacher has posted them. Materials are mostly used for reference items such as notes, informational slides, or other non-graded exercises and practice sheets
  - Blue:** This is the main feed of all assignments, tests, quizzes, and materials that the teacher assigns, along with their due date, if applicable.

**Green:** This is where past assignments or ones that have been started but not completed yet can be viewed. Once in this section, there will be options on the left to sort the assignment types by which are currently assigned, those that have been graded and returned, and those which are missing (the due date has passed and a submission was not received).

**Purple:** This is where the Google Drive folder for the current class can be accessed. Documents that the student creates for this particular class get automatically saved to this folder. Additionally, the Google Calendar can be accessed from this area. Clicking this will open the main Calendar page for the student. All upcoming assignments that were assigned using Google Classroom can be viewed on this calendar. Assignments with due dates get automatically added to the calendar. The calendar serves as a good “at-a-glance” for all upcoming scheduled activities within the Google Classroom ecosystem. While this calendar can be an effective tool, the full assignment calendar can always be found on the [FACTS Family Portal](#) website, which includes the complete list of assignments - both those in Google Classroom and otherwise.

- 3) Another valuable feature of the assignments section is the ability to send private comments on the assignment to the teacher if the student needs clarity on a certain aspect of the instructions or if they just have a question about what was presented. Private comments go only to the teacher(s) of the class. In the below screenshot, the private comments section has a red box drawn around it.



### **People Section:**

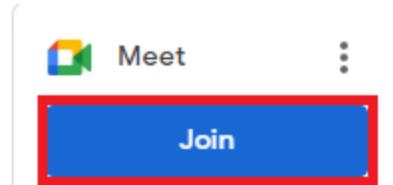
- 1) This is likely to be the least-used section of Classrooms as its function is fairly straightforward. It is a listing of all of the students along with the teacher(s) for that class.

### **Using Google Meet:**

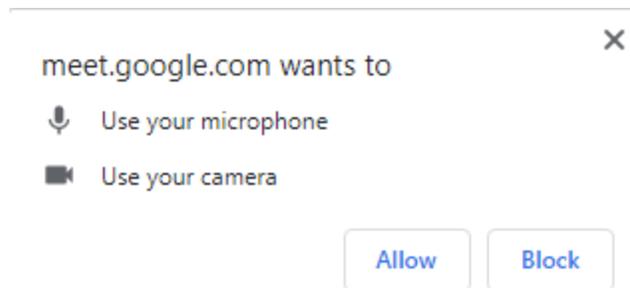
- 1) The meeting platform that we use is Google Meet. It is web-based and is launched directly from within Google Classroom. The following instructions apply to using Google Meet on Windows and Mac computers as well as the student Chromebooks. Classroom and Meet do also work on mobile devices, however a precise walkthrough on how to

access them is not provided here as the modes and methods of access and what to tap on can change from device to device.

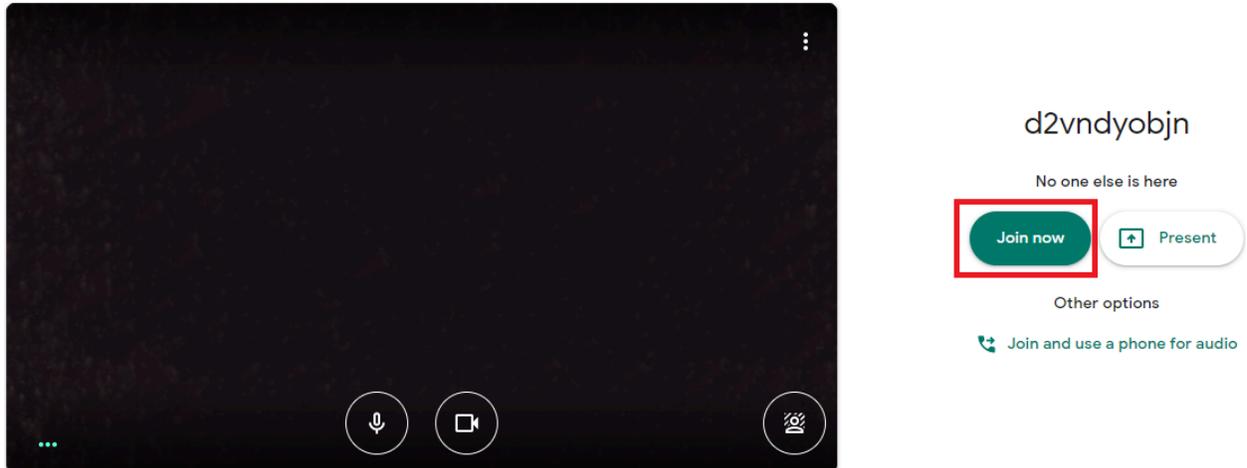
- 2) Google Meet can be launched by clicking on the link provided in each Google Classroom that the student is a part of. The link for the meeting room can be found on the left side of the “Stream” section of each Google Classroom.



- a) Please note that this link should **always** be clicked from within Google Classroom. Please do not use links that have been sent to you in another format as you will likely be met with an error that the meeting you’re trying to access does not exist.
- 3) Upon clicking the link, a new page will open which will be the page for Google Meet.
  - a) If this is your first time using Google Meet, or the first time you’re using it in the particular web browser you’re accessing it with (Chrome, Firefox, Edge, Safari), then you will very likely be asked to give Google Meet access to your camera and microphone. Please allow access to each device or Google Meet will not work properly. Each web browser’s dialog box looks a little different when making the request for access, but the way they are interacted with is the same. Here is an example of the dialog box popping up in Chrome:



- 4) After allowing microphone and camera access (if needed), you will be met with a preview screen where you can verify that your camera and microphone are working. You will then need to click the “Join now” button to join the meeting.



5) After pushing that button you will arrive in the meeting. There are several ways to interact with the meeting from here. I will cover three especially important ones here.

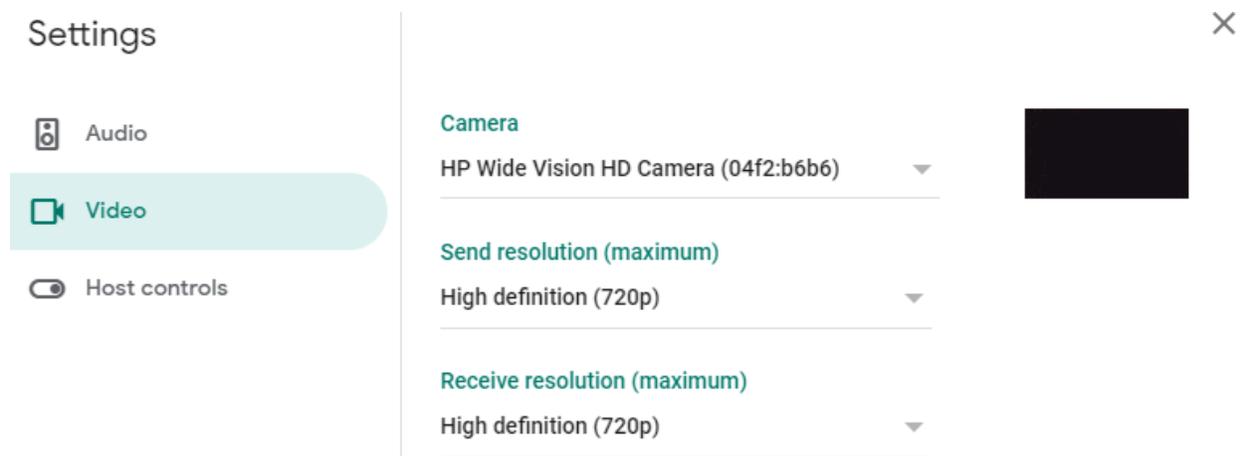
- a) Chatting: Beyond using your voice and face to communicate, Google Meet also has a text chat room system. To access the chat room, click on the text-bubble icon near the bottom right of the screen.



- i) Please note, it is at the teacher's discretion whether they enable or disable the chat feature during class time. It is also possible for teachers to selectively enable it only during certain times of the instruction. Please consult with the teacher if you have an inquiry about whether or not they will use the chat room feature in their meetings.

- b) The other two options are both found by clicking the vertical three-dot button located at the bottom of the Meet screen. The button will look like this: 

- i) The first option we will cover from this menu is called "Change layout" and clicking it will allow you to change the way that the video from other participants is presented. Two common options used in a classroom setting would be the "Tiled" and also "Sidebar" layouts, however you are welcome to use whichever you feel is best for you.
    - ii) The other valuable option accessed through the three-dot menu is called "Settings". Through this menu you can adjust which camera/microphone to use (if you have more than one attached to the computer) and also adjust the quality settings. For an optimal experience, I would suggest setting the send and receive resolutions to "High definition (720p)". If you are experiencing stutters, freezes, or otherwise poor performance, a good step to take would be to lower these quality settings to "Standard Definition (360p)" and see if it alleviates the issues. Just be aware that the fidelity of the video will be lessened in Standard Definition mode.



(The name of the camera will vary based on the model in your laptop/connected to your computer)

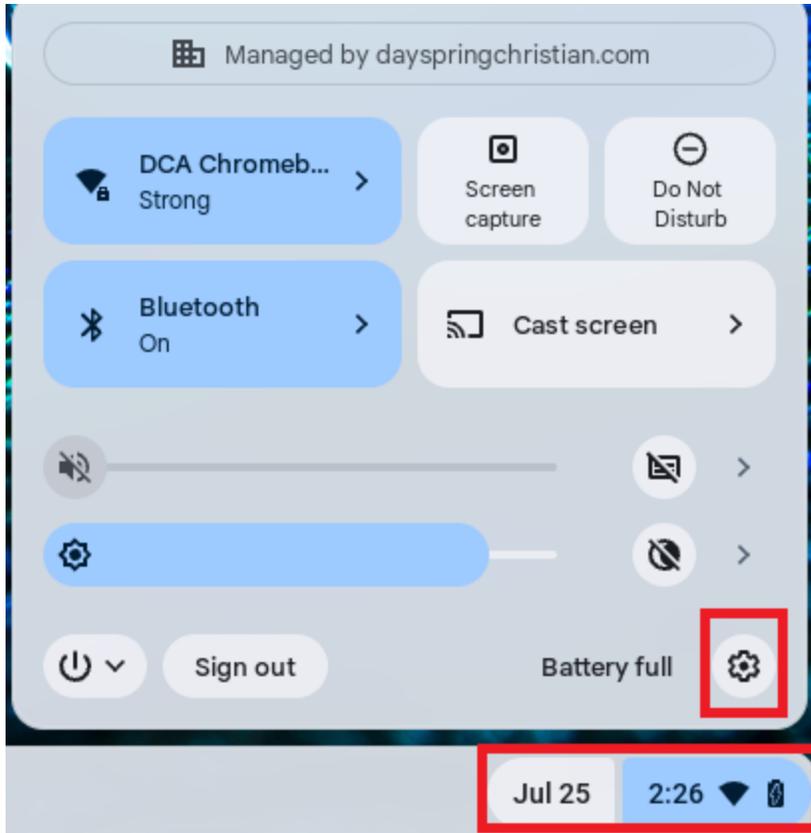
### **Printing from Chromebooks:**

Chromebooks can print from most home printers via a USB connection or a network connection. Depending on the model of your printer, it may or may not be compatible with Chromebooks, although in my experience so far, compatibility between different models has been quite good. Students are not able to print while at school.

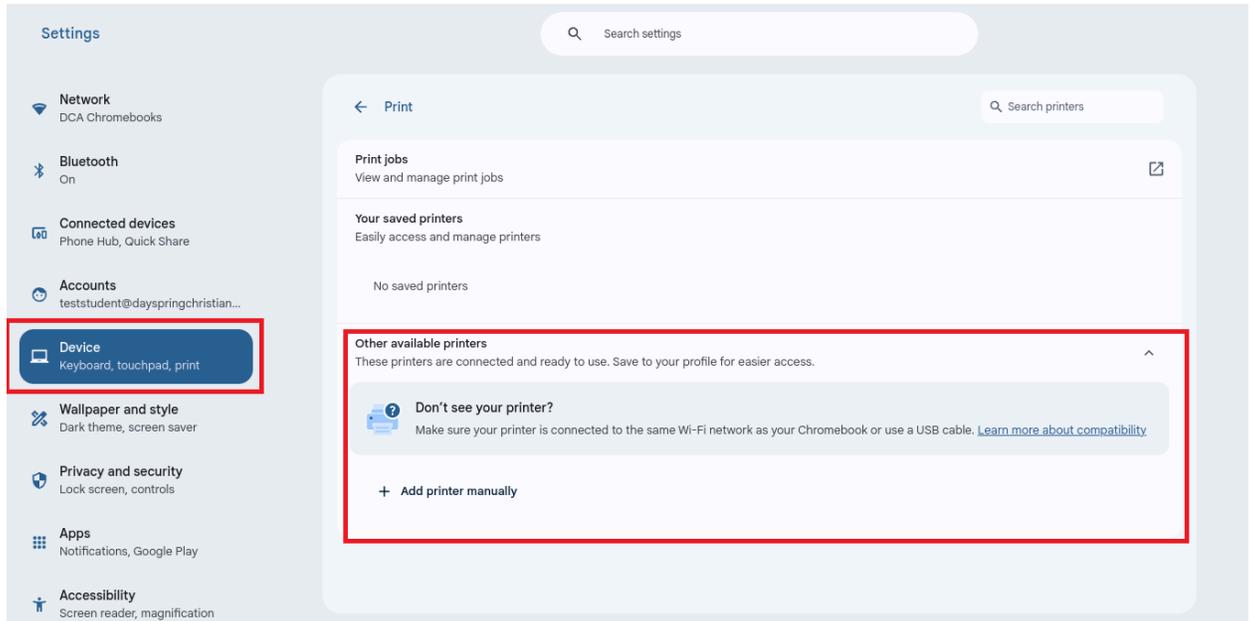
A USB-connected printer will plug into your Chromebook via a USB cable directly. These kinds of printers, while once very popular, are less likely to be in use than a networked printer.

A networked printer is one that connects to your home computer network either via wifi or through an ethernet cable. **Your Chromebook and networked printer must each be on the same network in order to function. Please ensure that you are using the same wifi network as the printer before proceeding. Please consult your printer's manual or manufacturer for details on how to connect your printer to your home network.**

- 1) Ensure that your printer is powered on and not in a sleeping or hibernation state.
- 2) Log in to your Chromebook and ensure that you are connected to the same home wifi network as your printer.
- 3) On the Chromebook, click on the area that has the clock.
- 4) Click on the settings cog.



- 5) On the left, click on "Device"
- 6) Then click on "Print"
- 7) As long as your printer and Chromebook are connected to the same wifi/wired network or, if using USB, the printer is connected directly to the Chromebook then it should show up in the "Other available printers" section of the page

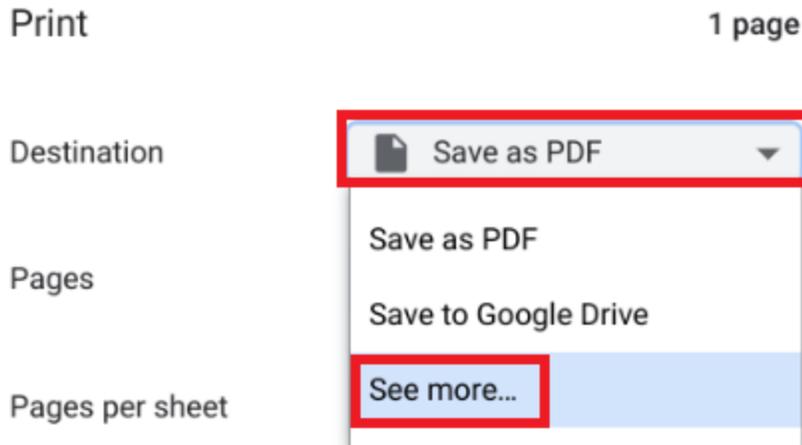


- 8) From here, click on the printer and follow the steps to add it to the Chromebook.
- 9) If your printer is not showing up, make sure that it is connected properly and powered on. Also, ensure that it is not in any kind of standby or hibernation state. Finally, you may have to refer to the user manual or website for your specific printer to see if there are specific instructions that you have to follow with your printer model to connect it to a Chromebook. While a vast majority of printers are Chromebook compatible, you should also double-check to ensure that your model is.

## **Printing**

Now that your printer has been added, try to print something! For this example I will be printing from Google Docs, but the process is similar for anything that you print.

- 1) Click the print button in the application you're using (in Google Docs, you would click on "File" and then "Print").
- 2) Once the print dialog box is up, there will be an area called "Destination". Click on the dropdown box next to "Destination" and select your printer from the list that appears.
- 3) If the printer that you've added is not on that list, click on the "See more..." option on that list.



- 4) Select the printer that you've added from the "See more..." list.
- 5) Click "Print" at the bottom of the dialog to finalize the printing process.

### **Accessing FACTS Family Portal:**

**A note about the FACTS smartphone app:** while this is an option that you are welcome to pursue, it is not one that I recommend for several reasons. Firstly, there is an annual cost to use the app. Secondly, the app experience (especially on Android) is very unreliable. The app frequently has issues with errors during use or in some cases won't open at all depending on the device. Finally, the app doesn't offer any functionality beyond what accessing the Family Portal website through a mobile browser does for free. Part of the instructions below will cover what to do if you'd like to access the website on your phone, which is what I recommend doing instead of using the app itself.

- 1) Open a web browser on your computer or mobile device (Chrome, Edge, Firefox, Safari, etc)
- 2) Go to [www.dayspringchristian.com](http://www.dayspringchristian.com)
- 3) Click on "FACTS Family Portal Login" at the top-right of the web page
  - a) If you are using your phone or other device with a mobile browser, then the "FACTS Family Portal Login" link is located at the very bottom of the [www.dayspringchristian.com](http://www.dayspringchristian.com) website. You will have to scroll all the way down to get to it.
- 4) On the next screen you can either log in to your existing account or use the link to "Create New Account" if you don't already have an account. In the process of creating a new account you will be asked for the district code. The correct district code to use is DCA-PA.
- 5) If you already have an account, you can input your login information and click on the "Log In" button to be taken to the Family Portal

If you are having any trouble with Google Classroom, Chromebooks, Google Meet, or need your student's login information, you can email me at [agregory@dayspringchristian.com](mailto:agregory@dayspringchristian.com) and I'm happy to help out!

### **SchoolPass App**

We use a platform called SchoolPass to report absences and transportation changes. You will receive an email from SchoolPass asking you to sign up and create an account if you do not already have one. That email also has a link to download the app itself on either the iOS or Android app stores. Please sign up for an account and download the app to report attendance changes to the school. If you are having any trouble with using SchoolPass or did not receive an email to sign up, please contact me at [agregory@dayspringchristian.com](mailto:agregory@dayspringchristian.com) and I will certainly help!

Below you will find some instructional videos that go over how to use the various functions of SchoolPass:

- App Download & Login Steps - <https://player.vimeo.com/video/563262139>
- Updating Your Profile in the App - <https://player.vimeo.com/video/563264147>
- Enabling Push Notifications in the App - <https://player.vimeo.com/video/563262835>
- Adding & Removing Drivers in the App - <https://player.vimeo.com/video/563263754>
- Making Carpool Changes in the App - <https://player.vimeo.com/video/563259380>
- Making Bus Changes in the App - <https://player.vimeo.com/video/563261771>
- Making Early Pickup Changes in the App - <https://player.vimeo.com/video/563259864>
- Making Late Arrival Changes in the App - <https://player.vimeo.com/video/563260196>
- Making Absence Changes in the App - <https://player.vimeo.com/video/563261126>