

DCA Home Technology Guide

Topics covered in this guide:

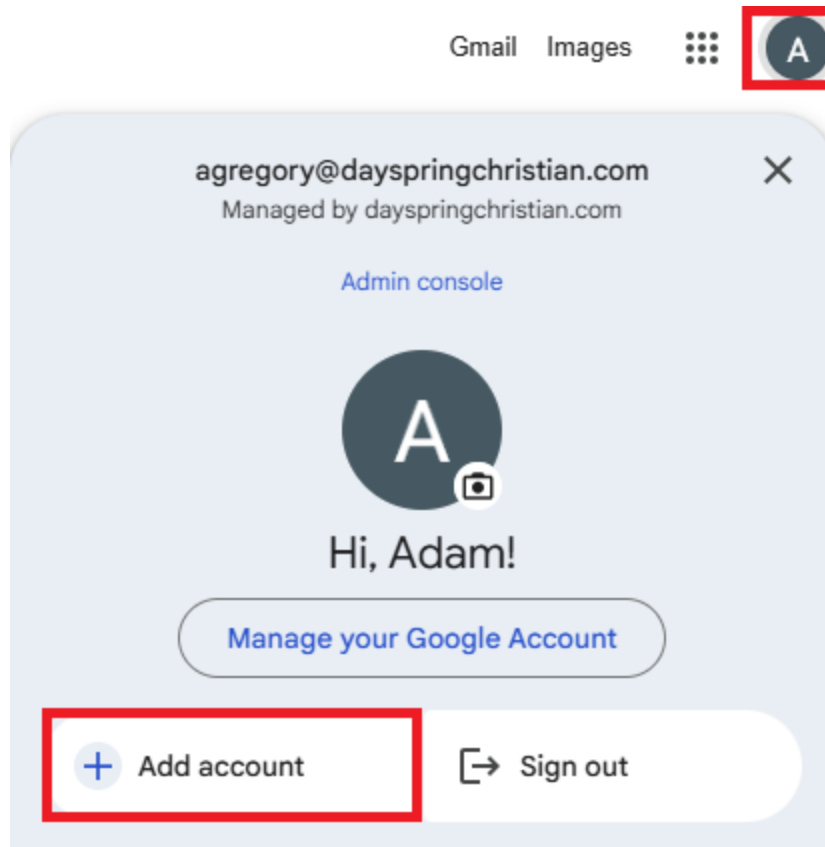
- Logging into and using Google Classroom
- Using Google Meet
- Adding a home printer and printing from a student Chromebook
- Creating a FACTS Family Portal account as a new family
- Logging into FACTS Family Portal as an existing family
- Setting up and using the SchoolPass app
- Logging into IXL as a student using a home computer

Google Classroom

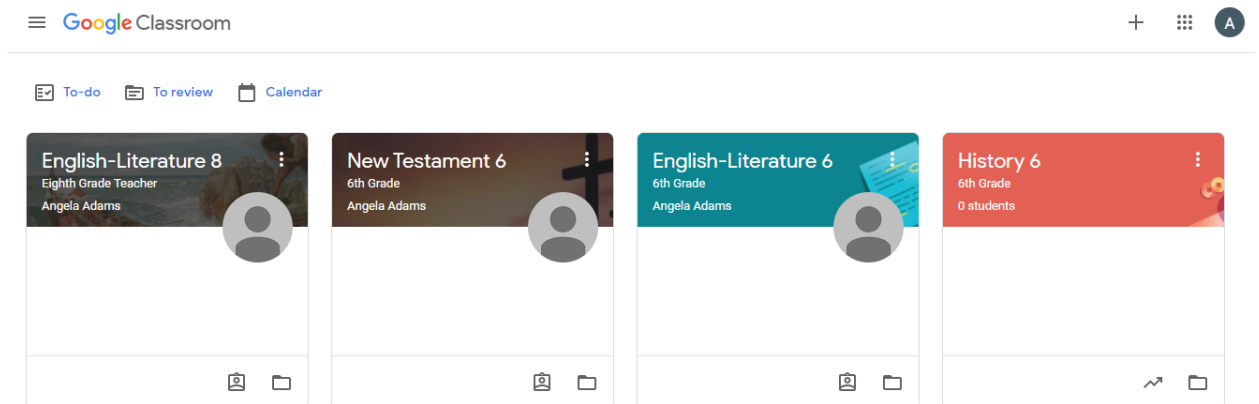
Why we chose Google Classroom: Google classroom was selected as our main learning management system (LMS) at DCA for a number of reasons. The main one being that it functions as an excellent addition to in-person learning but can also function as a virtual replacement should that ever be necessary. It is also a modern, up-to-date learning platform that 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
- 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 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)

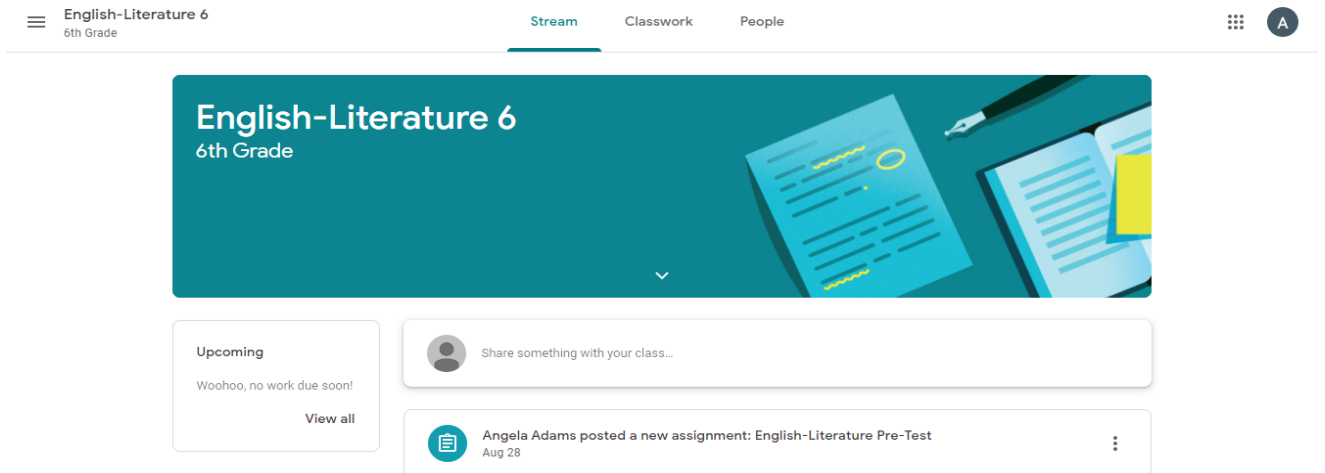


3) A list of the student's classes will show up, similar to this one:



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 access any of the student's classes by clicking on the name of the class.

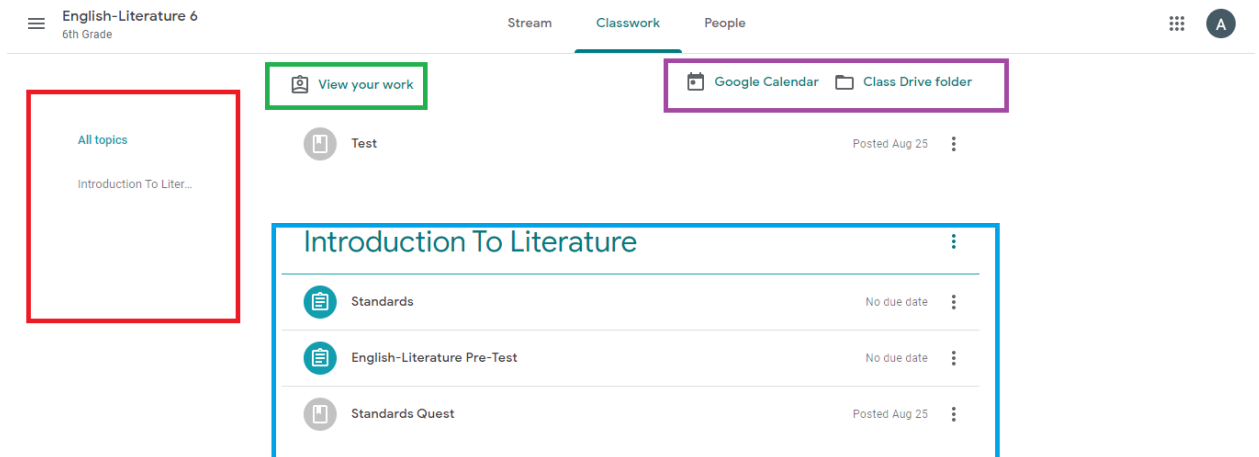
4) Once a particular class is selected, the Stream for that class will be displayed. This is the "main page" of the class - everything that is posted or can be interacted with will appear in the Stream.



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.

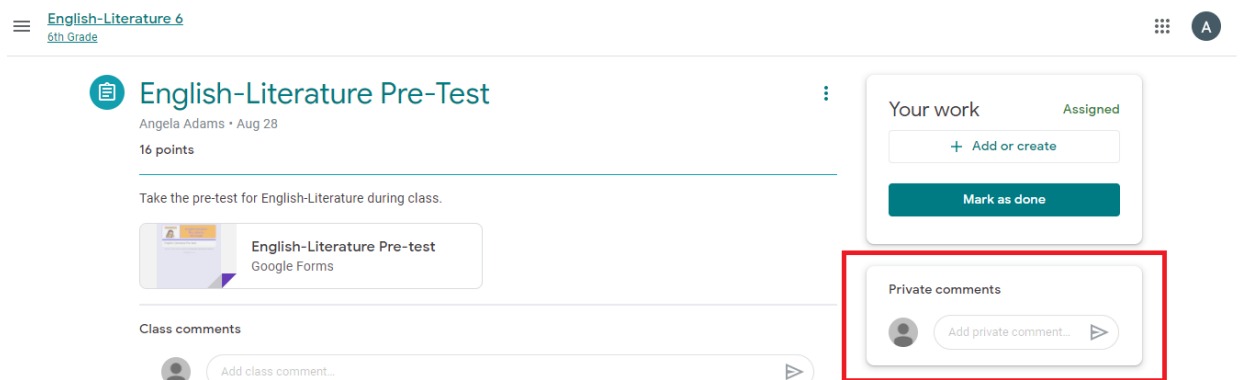
Red: Teachers can organize their assignments and materials by topics (ex: Unit 1, Unit 2, World War 1, World War 2, etc). After the teacher starts categorizing things under topics, they will become clickable links that students can use as a table of contents to quickly jump to specific sections of the classroom.

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 currently assigned, those that have been graded and returned, and those that 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:

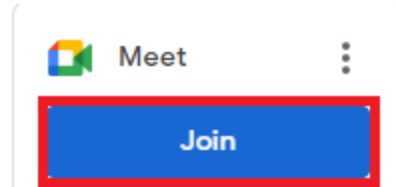
- 1) This is likely to be the least-used section of Classrooms as its function is fairly straightforward. It is a listing of all of the students along with the teacher(s) for that class.

Using Google Meet:

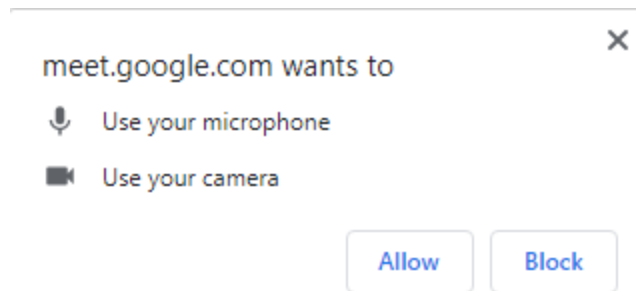
- 1) The meeting platform that we use is Google Meet. It is web-based and is launched directly from within Google Classroom. The following instructions apply to using Google Meet on Windows and Mac computers as well as the student Chromebooks. Classroom and Meet also work on mobile devices, however a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

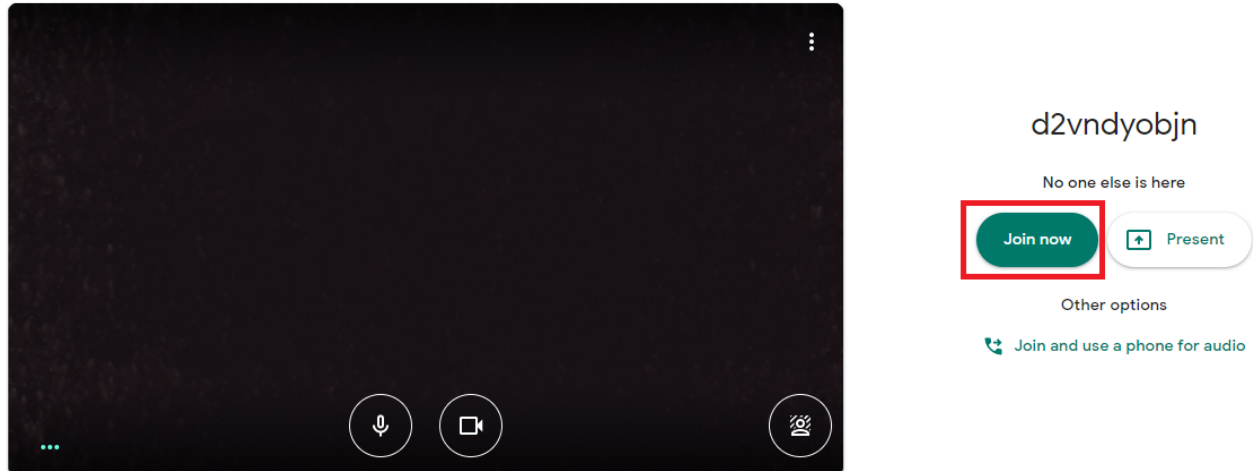
- 2) Google Meet can be launched by clicking on the link provided in each Google Classroom that the student is a part of. The link for the meeting room can be found on the left side of the “Stream” section of each Google Classroom.



- 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.
 - b) This meeting link may not be present in all classes. Teachers have the ability to toggle it on or off depending on their preference.
- 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.

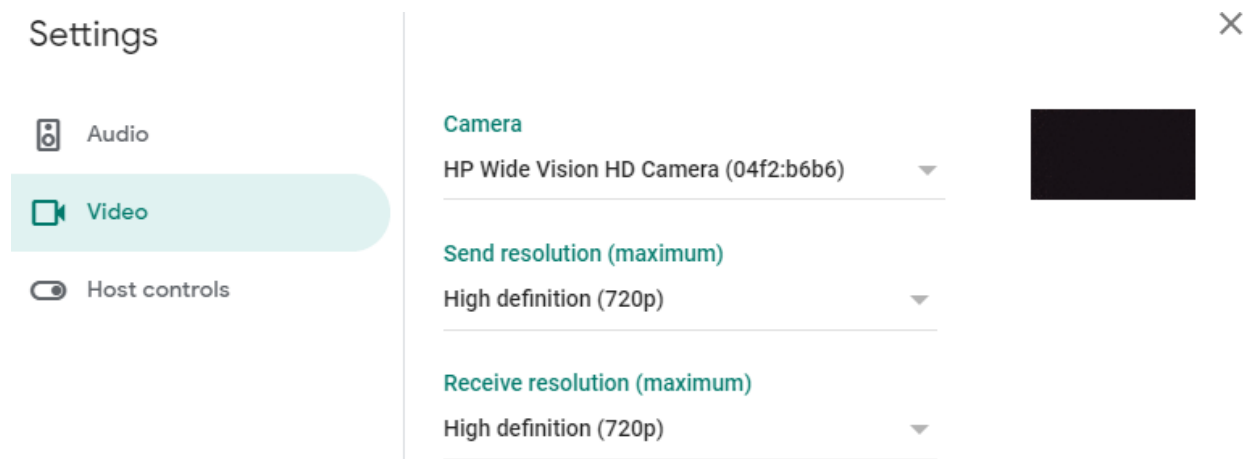
- a) Chatting: Beyond using your voice and face to communicate, Google Meet also has a text chat room system. To access the chat room, click on the text-bubble icon near the bottom right of the screen.



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:

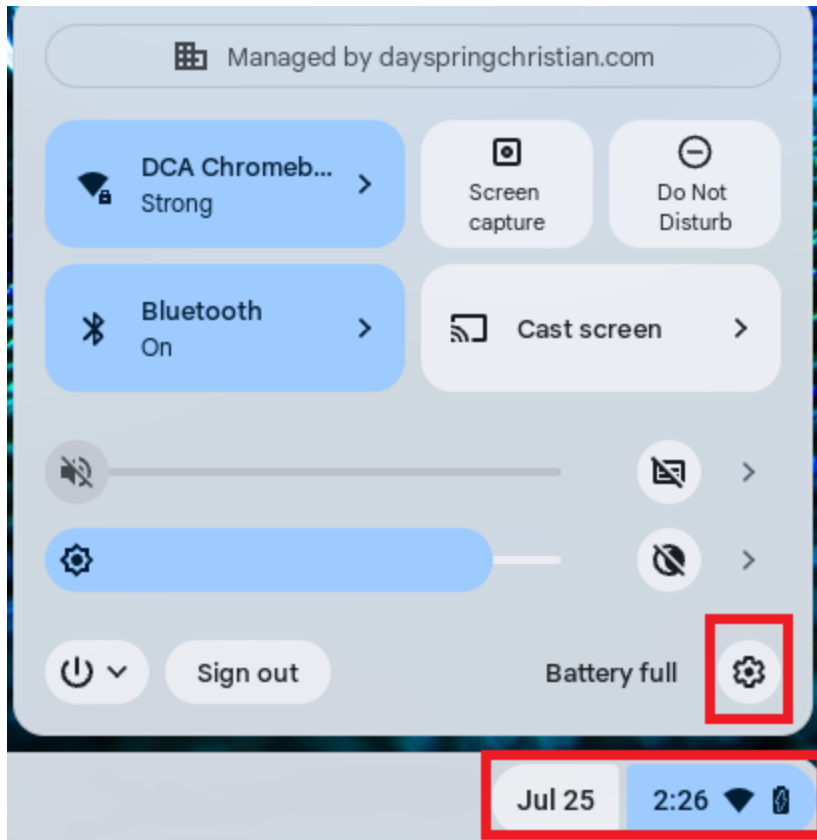
Chromebooks can print from most home printers via a USB connection or a network connection. Depending on the model of your printer, it may or may not be compatible with Chromebooks, although in my experience so far, compatibility between different models has been quite good.

Students are not able to print while at school.

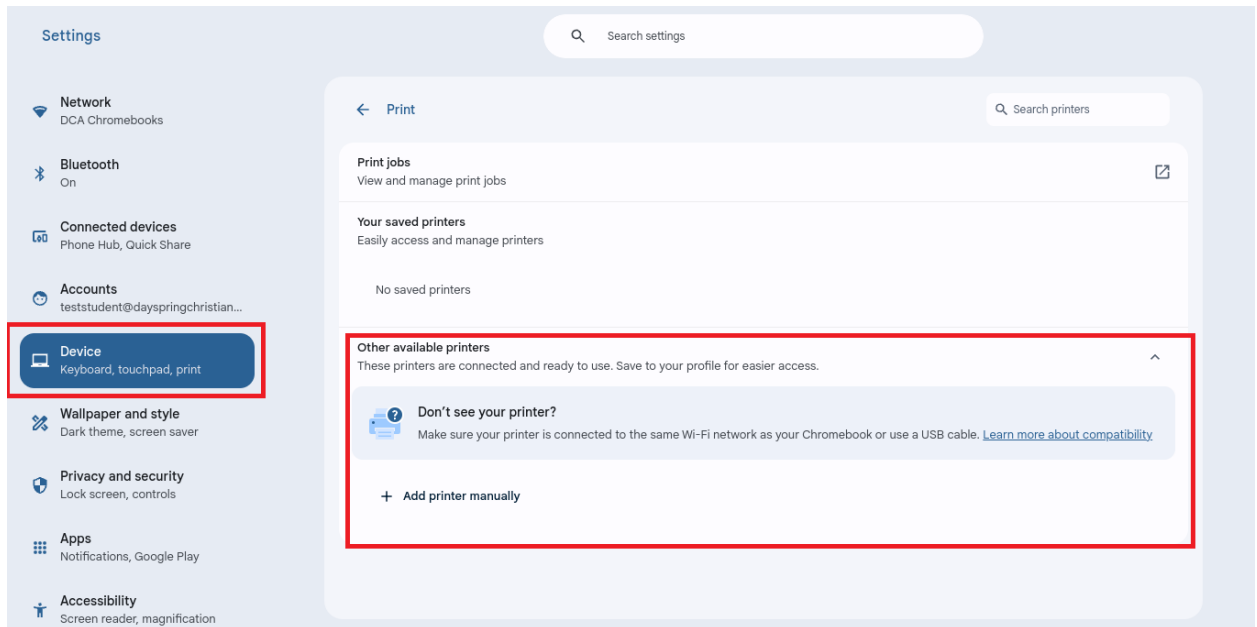
A USB-connected printer will plug into your Chromebook via a USB cable directly. These kinds of printers, while once very popular, are less likely to be in use than a networked printer.

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 any other item 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.

Print

1 page

Destination

Save as PDF

Pages

Save as PDF

Save to Google Drive

Pages per sheet

See more...

- 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.

If you have never logged in to the FACTS Family Portal before as a parent (students should consult the guide found on their Chromebooks), follow these steps to establish an account:

- 1) Open a web browser on your computer or mobile device (Chrome, Edge, Firefox, Safari, etc)
- 2) Go to www.dayspringchristian.com
- 3) Click on "FACTS Family Portal Login" at the top-right of the web page if you are using a desktop or laptop computer.
 - 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 website. You will have to scroll all the way down to get to it.
- 4) Enter the district code of **DCA-PA** and click on "create account"

Sign in

to continue to FACTS SIS

District Code

DCA-PA

Create Account

Next

- 5) Enter your email address and click on “create account” again. FACTS will match your email address with the information in our system and send you an email with instructions to set up your account. Follow the instructions you receive in your email and then proceed to the next section for instructions on how to log in now that you have an account. **Note: you will be asked to set up a multi-factor authentication method when you create your account, which is required. FACTS will default to using an authenticator app, which you may already be using for other personal accounts (apps like Google Authenticator, Microsoft Authenticator, Authy, etc) but if you are not comfortable using an authentication app, there is also an option to select that says “use email” if you’d prefer to have a code sent to your email address.**

Create Family Portal Account

District Code

DCA-PA

Email Address

The email you provided when enrolling

This allows a user to create a username and password if their email is tied to a person in FACTS SIS

[Back to log in](#)

CREATE ACCOUNT

If you already have a FACTS account, follow these steps to log in:

- 1) Open a web browser on your computer or mobile device (Chrome, Edge, Firefox, Safari, etc)
- 2) Go to www.dayspringchristian.com
- 3) Click on “FACTS Family Portal Login” at the top-right of the web page if you are using a desktop or laptop computer.
 - 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 website. You will have to scroll all the way down to get to it.
- 4) Enter the district code of **DCA-PA** and click “next”

Sign in
to continue to FACTS SIS

District Code

DCA-PA

Create Account

Next

- 5) Enter your username (or email address) and password and click “sign in” to complete the process. If you’re not sure what your correct password is, use the “Forgot Username/Password” link under the sign in box:

Sign In

All fields are required

Sign In

OR

Forgot Username / Password

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 and I will certainly help!

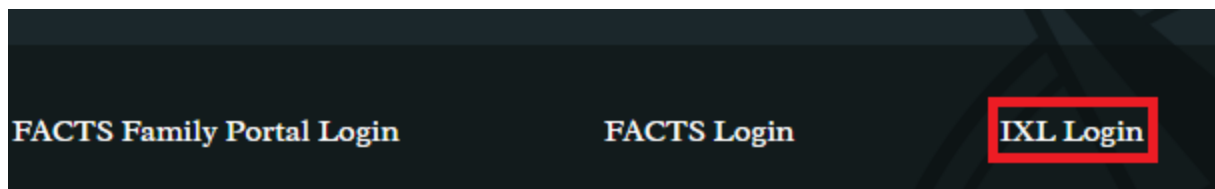
Below you will find some instructional videos that go over how to use the various functions of SchoolPass:

- 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>

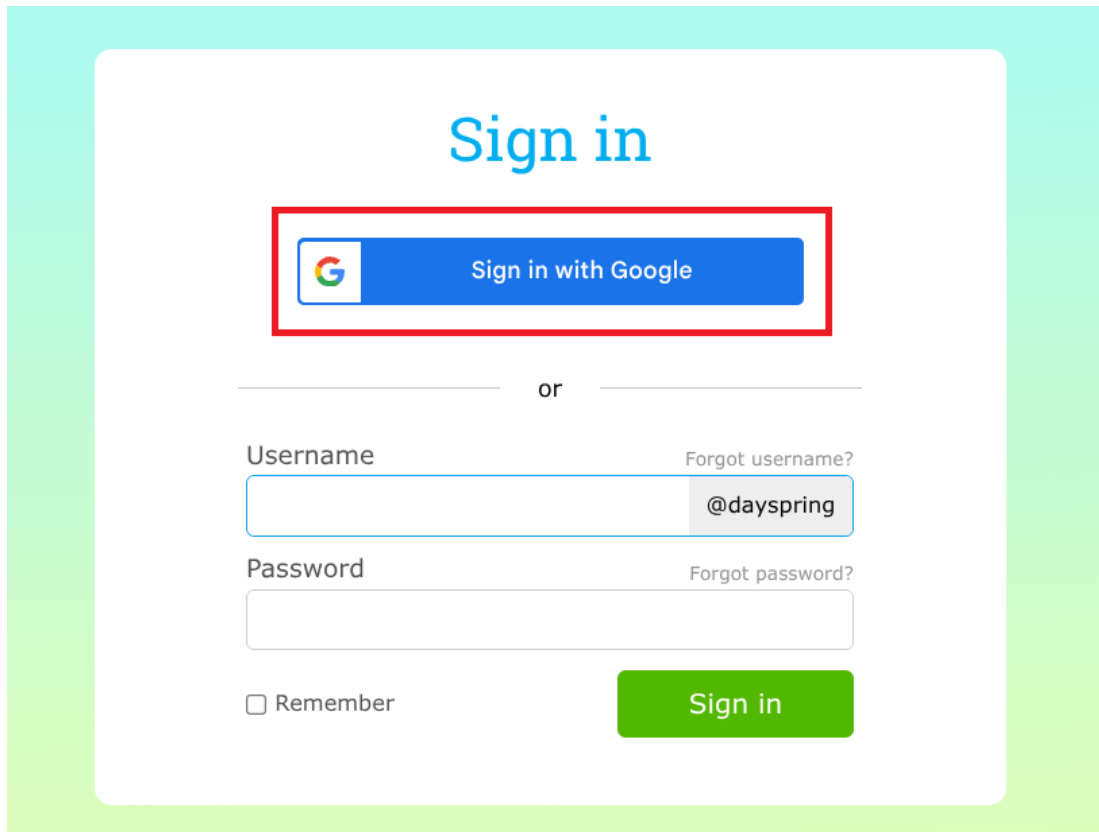
Logging into IXL at Home:

Students may need to access one of our learning apps, IXL, at home. This could be due to IXL being assigned as homework or for use independently as practice. Students in grades 8 and above are allowed to take their Chromebooks home with them and should access IXL on their Chromebooks in the same way that they do at school. Students who can not yet take their Chromebooks home can use the following process to access IXL from any computer connected to the internet:

- 1) Go to www.dayspringchristian.com, scroll to the very bottom and click on “IXL Login”. **It is important to use the link on our website to log in.** Using a bookmark that you had previously used will lead to sign in errors.



- 2) From this screen, click on the “Sign in with Google” button.

The image shows a 'Sign in' form on a website. The form is centered on a white background with a light blue header and a light green footer. The title 'Sign in' is in a large, blue, sans-serif font. Below the title is a blue button with the Google logo and the text 'Sign in with Google'. This button is highlighted with a red rectangular box. Below the button is the word 'or' in a small, gray font. Underneath 'or' are two input fields. The first is labeled 'Username' and has a dropdown menu showing '@dayspring'. To the right of the 'Username' field is a link 'Forgot username?'. The second input field is labeled 'Password' and has a link 'Forgot password?' to its right. Below the 'Username' field is a checkbox labeled 'Remember'. At the bottom right of the form is a green button labeled 'Sign in'.

Students will then be presented with a login screen to put in their school Google credentials. The student's Google credentials are the same as what they use to log into their school Chromebooks. Please reach out to me via [email](#) if you need your child's credentials.

If your web browser is already logged into another Google account when you click on the "Sign in with Google" button, the student will need to select "Use another account" to add their DCA Google account.

If you are having any trouble with anything found in this guide or need your student's login information, please feel free to email me at agregory@dayspringchristian.com and I'm happy to help out!