For all technology issues, please email technology@opschools.org

To login to the Chromebook:

Username: 9digitstudentnumber@mail.opschools.org
(ex. 900123456@mail.opschools.org)

Password: password was established in school. If your child does not know the password or you need to have it reset please email technology@opschools.org

If you need assistance please email technology@opschools.org

For tutorials and videos from the Technology Department, please visit www.opschools.org/technology and click on Tech Help at Home.
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Parent Portal

*Did your phone number or email change? Want to be notified when schools are closed due to a snow storm?*

*When does the bus come? Where is my child’s Report Card? How do I email my teacher?*

Your Parent Portal account is the place for all of the above and much more depending upon the grade level.

https://powerschool.opschools.org/public/

To keep Emergency & Communication contact information up to date, click on **VIEW/CHANGE CONTACT INFO**.

Student email addresses and usernames consist of the student’s ID number (often referred to as the “900 number”). If you or your child do not know your 900 number, it can be accessed in the Parent Portal:

If you need help with Parent Portal, please contact Pam Shannon pshannon@opschools.org or click here to request help.

Connect your school issued, 1:1 Chromebook to Wi-Fi

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

**Step 1: 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.

**Step 2: Pick a network and connect**

1. Select the secure Wi-Fi network.
2. Type the network password.
3. Select Connect.

For more information please consult the person who configured your wireless network or this support article: https://support.google.com/chromebook/answer/1047420
Automatically connect to a network

If you have multiple Wi-Fi networks in your area, you can choose to automatically connect to a specific one:

1. Make sure you’re connected to a Wi-Fi network.
2. At the bottom right, select the time.
3. Select Settings.
4. In the "Network" section, select Wi-Fi, then select your network.
5. Turn on Automatically connect to this network.

Forget a network

Your Chromebook saves network information when you connect to a network. If you are experiencing difficulty connecting to a wireless network, please try forgetting that network and try to connect again.

To delete that info:

1. At the bottom right, select the time.
2. Select Settings.
3. In the "Network" section, select Wi-Fi.
5. Find the network you want to forget, then select More Forget.

Sign In to a School Chromebook

Your school-issued Chromebook only allows you to sign in with a @mail.opschools.org email address.

1. Your username is the student number@mail.opschools.org (ex: 900100200@mail.opschools.org)
2. Each student has a unique password. If your student does not know their password, please email technology@opschools.org for a password reset.

Add a User to a Chromebook

You can have multiple OPCSD users logged into one Chromebook (ex: siblings sharing a device).

1. To add a user, click on Add User in the bottom left hand corner of the Chromebook sign in screen.
2. Sign in with the new user’s information.
3. Now you will see all users as an option when you are on the sign in screen.
Remove an account from a Chromebook

If someone no longer uses your Chromebook regularly, you can remove their account.

1. On the Chromebook sign-in screen, select the profile you want to remove.
2. Next to the profile name, select the Down arrow.
3. Select Remove this user.
4. In the box that appears, select Remove this user.

When you remove an account, it’s only removed from the Chromebook. The Google Account itself, including its data and settings, will still exist.
Clever

On a Chromebook

The Orchard Park CLEVER application portal provides access to many of our commonly used educational resources. Once logged into Google Chrome, students can login instantly to Clever by selecting the “Clever Login” bookmark in the Chrome bookmark bar (pictured below)

Then click on the colorful “G- Log in with Google” to access Clever

On a personal computer

1. On your computer, open an internet browser.
   a. If you experience any difficulty, please try Google Chrome in Incognito Mode.
2. Type in clever.com/in/opschools
3. Click Log in with Google
4. Log in with your OP Schools account.

Student, Parent & Guardian Technology Support
For technology support, email technology@opschools.org to open a Help Desk ticket or call 716-209-6330
Setup Google Classroom

School issued 1:1 Chromebook - Access Google Classroom

1. Log in to your Chromebook.
2. Select Google Classroom 📧.
3. If there is a welcome message, read it and click Accept.
4. If you are prompted, click I’m A Student.

For technology support, email technology@opschools.org to open a Help Desk ticket or call 716-209-6330.
5. Click Get Started.

6. Locate any Classrooms that have a Decline or Join options.

7. On the class card, click Join.
Personal Computer - Google Classroom Setup

Chromebook, Windows, macOS or Linux

1. On your computer, open an internet browser.
2. Navigate to [http://classroom.google.com](http://classroom.google.com)
3. Enter your student’s username and click Next. This will be an email address issued by the school that ends with @mail.opschools.org.
4. Enter your students password and click Next.

5. If there is a welcome message, read it and click Accept.
6. If you are prompted, click I’m A Student.

7. Click Get Started.

8. Locate any Classrooms that have a Decline or Join options.

9. On the class card, click Join.

10. [Image of Google Classroom interface with options to Decline or Join a class]

For technology support, email technology@opschools.org to open a Help Desk ticket or call 716-209-6330.
Google Classroom Guardian Summaries

As a guardian, you can get email summaries about your student’s activity in Classroom. Email summaries do not include grades. For grades, ask your student or contact the teacher.

In email summaries, you can review:

- Missing work—Work not turned in when the summary was sent.
- Upcoming work—Work that’s due today and tomorrow (for daily emails) or that’s due in the upcoming week (for weekly emails).
- Class activities—Announcements, assignments, and questions recently posted by teachers.

If there’s no activity to report or if a teacher turns off email notifications, you might not get an email summary.

Get email summaries

To get email summaries of your student’s work, you must accept an email invitation from a teacher. You have 120 days to accept an invitation before it expires. You can unsubscribe from summaries or remove yourself as a guardian at any time.

1. The teacher emails you an invitation to join your student’s class.
2. In your email program, open your email invitation.
3. Click Accept.
   If you’re not the guardian, click I’m Not The Guardian.
4. Click Accept to confirm.

When you accept an invitation, you and your student get an email confirmation.

Below is an example of a weekly guardian summary email. Please note that due to each individual teacher's grading and classwork policies, guardian summaries may not include all information about a child's class. Parents should reference PowerSchool for all grades and missing assignments.

![Weekly summary for Felix](image)

**Student work**

**Missing from last week**

**U.S. History – due July 26**

My top five influential figures in American History

Create a top 5 list of the most influential figures in American history from the people listed in the handout. For each figure, write a brief explanation (in your own words) on why they are on your list. We will be going over this in class so make sure you are ready to justify your choices.

**English and American Literature – due July 27**

What is the Harlem Renaissance? Who started it?

**Due next week**

**U.S. History – due Aug 9**

"The Price of Free Speech" Reading and Questions

Read the handout attached and answer the questions listed in the Google Doc. All answers should be in your own words.

**Marine Biology – due Aug 13**

Aquarium Investigation Project

Select three aquatic animals you would like to learn more about this semester. Answer the questions in the Google Doc. These facts will be used as the basis for your end of year presentation.

**Class activity from last week**

**U.S. History**
Quickly see upcoming work and latest announcements

1. Go to classroom.google.com.

   On each class card, you can review up to 3 assignments that are due in the next week.
2. (Optional) To see details, click the title of the work.

3. Click a class to see the latest assignments, questions, or announcements.

See work for all classes

1. Go to classroom.google.com.
2. At the top, click To-do and choose an option:
   - To see work assigned by your teacher, click Assigned.
   - To see work that you didn't turn in, click Missing.
   - To see work that your teacher graded or returned, click Done.
3. Click a title to see details of the work.
4. (Optional) To see or hide work for a specific time period, click the Down arrow or Up arrow.

See all your work for a class

You can see a list of all your work for a class. You can check your grades, review assignments and due dates, and see any work that’s late or missing. You can also filter your work by class.

1. Go to classroom.google.com.
2. On a class card, click Your work.

You can also click the class > Classwork > View your work.

3. (Optional) To see attachments, comments, or additional details for an assignment or question, click the title of the work View details.

4. (Optional) To filter your work, under Filters, click Assigned, Returned with grade, or Missing.

Check for late or missing assignments

Your teacher sets the late-work policies for your class. However, Classroom doesn’t prevent you from turning in work after the due date.

When your teacher assigns work, it’s marked Assigned. If you don’t turn in your work on time, it’s marked Missing or Done late as soon as the due date or time arrives. For example, if work is due at 9:00 AM, turn it in by 8:59 AM. If you turn it in at 9:00 AM, it’s late.

1. Go to classroom.google.com.
2. On a class card, click Your work.
3. On the left, click Missing.
4. (Optional) To review more details, click an item View details.

See work arranged by topic

1. Go to classroom.google.com.
2. Click the class.
3. At the top, click Classwork.
4. On the left, click a topic.
5. (Optional) To see any instructions or feedback, click the post. View assignment or View question.

Turn in an assignment

You can attach one or more files to your work. You can also open new files in Google Docs, Slides, Sheets, and Drawings, work in them, and then attach them to your assignment. However, you can't attach a file that you don't own.

1. Go to classroom.google.com.
2. Click the class > Classwork.
3. Click the assignment >View assignment.
4. To attach an item:
   - Under Your work, click Add or create> select Google Drive, Link, or File.
Select the attachment or enter the URL for a link and click Add.

5. To attach a new document:
   - Under Your work, click Add or create Docs, Slides, Sheets, or Drawings.
     A new file attaches to your work and opens.

6. (Optional) To remove an attachment, next to the attachment’s name, click Remove.

7. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post.
8. Click Turn In and confirm.
   The status of the assignment changes to Turned in.

   ![Turn In button](image)

   Important: If you get an error message when you click Turn in, let your instructor know.

**Turn in a quiz assignment**

1. Go to [classroom.google.com](http://classroom.google.com).
2. Click the class > Classwork.
3. Click the assignment > View assignment.
4. Click the form and answer the questions.
5. Click Submit.
   - If the form is the only work for the assignment, the status of the assignment changes to Turned in.
6. If there’s more work to do for the assignment, click Open assignment.

**Turn in an assignment with a doc assigned to you**

If your teacher attached a document with your name in the title, it’s your personal copy to review and edit. As you work, your teacher can review your progress before you click Turn in.

1. Go to [classroom.google.com](http://classroom.google.com).
2. Click the class > Classwork.
3. Click the assignment > View assignment.
4. Click the image with your name to open the assigned file.
5. Enter your work.
6. On the document or in Classroom, click Turn in and confirm.

The status of the assignment changes to Turned in.
Important: If you get an error message when you click Turn in, let your instructor know.

Mark an assignment done

Important: Any assignment turned in or marked done after the due date is recorded as late, even if you previously submitted the work before the due date.

1. Go to classroom.google.com.
2. Click the class > Classwork.
3. Click the assignment > View assignment.
4. (Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post >.
5. Click Mark as done and confirm.
   The status of the assignment changes to Turned in.

Unsubmit an assignment

Want to make changes to an assignment that you already turned in? Just unsubmit the work, make the changes, and turn it in again.

Important: Any assignment turned in or marked done after the due date is marked late, even if you previously submitted the work before the due date. If you unsubmit an assignment, be sure to resubmit it before the due date.

1. Go to classroom.google.com.
2. Click the class > Classwork.
3. Click the assignment > View assignment.
4. Click Unsubmit and confirm.
   Note: This assignment is now unsubmitted. Turn it in again before the due date.

How to Adjust Google Classroom Email Notifications

You can choose which notifications you receive for all of your classes. For example, you can turn off invitation notifications for all classes but keep assignment notifications on.

1. Go to classroom.google.com.
2. At the top, click Menu  .
3. Click Settings.  
   (You might need to scroll down.)

4. (Optional) Next to Receive email notifications, click the switch to On. 
5. Click any notification to turn it on or off. 
   Read the tables below for a description of each notification type.

---

### Student notifications

<table>
<thead>
<tr>
<th>To know when...</th>
<th>Turn on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Someone comments on your post</td>
<td>Comments on your posts</td>
</tr>
<tr>
<td>Someone mentions you in a post or comment</td>
<td>Comments that mention you</td>
</tr>
<tr>
<td>A teacher sends you a private comment</td>
<td>Private comments on work</td>
</tr>
<tr>
<td>A teacher creates an assignment, question, or</td>
<td>Work and other posts from teachers</td>
</tr>
<tr>
<td>announcement</td>
<td></td>
</tr>
<tr>
<td>A teacher grades or returns work</td>
<td>Returned work and grades from your teachers</td>
</tr>
<tr>
<td>A teacher invites you to a new class</td>
<td>Invitations to join classes as a student</td>
</tr>
<tr>
<td>You have unsubmitted work that’s due within 24 hours</td>
<td>Due-date reminders for your work</td>
</tr>
</tbody>
</table>

---
Submit a Video Recording to an Assignment in Google Classroom on your 1:1 Chromebook

1. In the corner of your screen, select the Launcher.
2. Open Camera.
3. At the left, select Switch camera until you see yourself.
4. Then, on the right side, Select Video Start recording.
5. When you are done recording your response, select Stop recording.
7. Click the class Classwork expand the assignment and select View Assignment.
8. Under Your work, click Add or create File.
9. You will be prompted to Insert files using Google Drive > Select the Upload tab and then select the button for Select files from your device.
10. Select the Downloads folder from the left hand side bar, select your video recording and select the blue OPEN button.
11. Select the blue **Upload** button.

(Optional) To remove an attachment, next to the attachment's name, click Remove X.
(Optional) To add a private comment to your teacher, under Private comments, enter your comment and click Post ‡.

12. Click Turn In and confirm.
The status of the assignment changes to Turned in.

**Post to the Stream page**

To ask a question or to share information with your teacher and classmates, create a post.

1. Go to [classroom.google.com](http://classroom.google.com).
2. Click the class.
3. On the Stream page, click Share something with your class.

Note: If you don’t see Share something with your class, your teacher turned off permissions to post.
4. Enter what you want to say and click Post.

Add an image, file, video, or link to your post

You can attach items to your post, such as images, files, Google Drive items, YouTube videos, or links.

1. Follow the steps above to create a post.
2. Attach an item to your post:

<table>
<thead>
<tr>
<th>Attachment type</th>
<th>Directions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Image or file</td>
<td>• Click Attach. &lt;br&gt; • Drag files to attach or select them from your computer. &lt;br&gt; • Click Upload.</td>
</tr>
<tr>
<td>Drive</td>
<td>• Click Drive and select your file. &lt;br&gt; • Click Add.</td>
</tr>
<tr>
<td>YouTube</td>
<td>Search for a video: &lt;br&gt; • Enter keywords and click Search. &lt;br&gt; • Click the video Add. &lt;br&gt;&lt;br&gt; Attach a video link: &lt;br&gt; • Click URL and enter the URL. &lt;br&gt; • Click Add.</td>
</tr>
<tr>
<td>Link</td>
<td>• Click Link and enter the URL. &lt;br&gt; • Click Add Link.</td>
</tr>
</tbody>
</table>
3. Click Post.
   Note: If you see a message that you don’t have permission to attach a file, click Copy. Classroom makes a copy to attach to your post and saves it to the class Drive folder.
How to Print on a Chromebook/Chrome Browser

Chromebook, Windows, macOS or Linux

Please follow the directions below:

1. On your computer, open an internet browser.
2. Google Drive or Google Classroom.
   a. If the file you are looking to print is in Google Drive, select Google Drive or visit https://drive.google.com/drive/my-drive.
   b. If the file you are looking to print is in Google Classroom, select Google Classroom.
3. Navigate to the file you would like to print and open the file to preview the document or image.
4. Look for the Print function often represented by this icon on a taskbar, by opening a File menu or by selecting More .
5. Follow the on screen prompts to print the file.
Kami and Kami Assignments

Kami is a PDF editing tool that all OPCSD students have access to. It integrates in Google Classroom which allows students to complete assignments digitally without printing them. Some teachers may assign Kami Assignments in Google Classroom.

1. Go to Google Classroom, open your class, and go to the Classwork tab.
2. Open your Assignment, and choose the file you wish to work on. You should now see a preview of the file; click Open with Kami to start completing your work in Kami.

3. Sign in using your OPCSD Google account using the Allow Google Drive button.

4. Select K12 School, then Student as your role, then Finish. Now, Kami is set up on your device.
5. Use the tools on the left side of the screen to edit/show your work.

6. Once you’re finished with your work, click the button.

This will submit your work to your teacher.

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**Step-by-Step Tutorial Video:**

[Home Learning with Kami and Google Classroom](#)

**Explore Additional Kami Resources**

[Kami Handbook](#) | [YouTube channel](#) | [Help Center](#)
Video Conferencing Tools

OPCSD utilizes Google Meet and Zoom for video conferencing. Google Meet is built in to Google Classroom and the Google application suite. Zoom is a separate application. Students do not need to sign in or create a Zoom account, but they do need to download and run the Zoom application on the device they are using.

Google Meet

School Issued 1:1 Chromebook: How to Join a Teacher’s Google Meet

1. Log in to your Chromebook.
2. Select Google Classroom.
3. Click the desired class > the Classwork tab at the top of the screen.
   a. If the teacher is using the Google Meet built into the Google Classroom, select meet at the top of the page.
   b. If the teacher is using a different Google Meet, please look for the specific material link that the teacher indicated on the Classwork page.
4. A new webpage for Google Meet will open.
   a. (optional) If you are prompted to allow access to your microphone and webcam please select Allow (pictured below). Failure to press anything other than Allow will result in the microphone and webcam not functioning for Google Meet.
5. Select when you are ready to join the Meet.
6. Use the image below to quickly become acquainted with the simple Meet interface.

![Meet Interface Diagram]

**Personal Computer: How to Join a Teacher’s Google Meet**

*Chromebook, Windows, macOS or Linux*

5. On your computer, open an internet browser.
   a. If you experience any difficulty, please try [Google Chrome](https://chrome.google.com) in **Incognito Mode**.
6. Navigate to [classroom.google.com](https://classroom.google.com)
7. Sign in with your OP Schools account.
8. Click the desired class ➔ the Classwork tab at the top of the screen.
   a. If the teacher is using the Google Meet built into the Google Classroom, select **Meet** at the top of the page.
   b. If the teacher is using a different Google Meet, please look for and select the specific material link that the teacher indicated on the Classwork page.
   a. (optional) If you are prompted to allow access to your microphone and webcam please select **Allow** (pictured below). Failure to press anything other than Allow will result in the microphone and webcam not
functioning for Google Meet.

10. Select when you are ready to join the Meet.
11. Use the image below to quickly become acquainted with the simple Meet interface.
School Issued 1:1 Chromebook: How to Join a Teacher's Zoom

1. Log in to your Chromebook.
2. Navigate to Google Classroom or Gmail, depending on where your teacher has sent the meeting link.
3. Click on the meeting link.

4. If it is the first time you are joining Zoom, you will be prompted to click Install from Chrome Web Store.

5. Next, you will see the Zoom App in the web store. Click the blue Add to Chrome button.
6. When Add Zoom pops up, click the white **Add App** button.

7. The app has not been added to your Chrome account. You will not need to download the Zoom app every time. For any future meetings, you will see the Join a meeting screen (shown below). Type your name in the box and click the blue **JOIN** button.
You are now in the meeting!

Your available settings (such as screen sharing and the chat feature) during the meeting will vary depending on what your teacher has in place.