Technology Help Guide

Teachers and Staff

Contact the HELPdesk for additional assistance:
785-330-4357
Macbook Basics: Manager & GO

Mosyle Manager contains frequently requested app. You will find Manager in your Launchpad.

• Open Self Service - My apps
• Click Reinstall/Update

Apps will appear in your launchpad or finder after they have downloaded

• **Updating from Manager can often fix app issues.**

The GO button leads to your personal Classlink page.

Icons with a lock icon connect to a password protected webpage. Your district password is automatically saved for these pages.

You can add personalized apps and weblinks with the edit icon.

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3 easy ways to find and attend your WebEx meetings:

1. Open your WebEx desktop app. All upcoming meetings are listed and can be joined with the 'Join' button.

2. Open your Google calendar. Any meeting you have accepted will show up here. Click on the event and open the ‘Join WebEx Meeting’ link.

3. On the right hand side of your Gmail page, you will see the WebEx icon. Click the icon and you will see all of your upcoming meetings. Click the word ‘JOIN’.

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Creating a WebEx meeting from Gmail:

1. Click the WebEx icon on the right hand side of Gmail. The WebEx portal will open. Click Schedule a meeting.

2. If you have an email open, WebEx will suggest a meeting with the author of that email. You can check or uncheck that person and invite more participants if needed. Click ‘Create meeting’.

3. Your meeting information is now saved. When it is time, you can start your meeting from here.

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Creating a WebEx meeting from the Cisco WebEx Desktop App:

1. Open your WebEx desktop app. Click ‘Schedule’

2. WebEx will open a page in your web browser. Choose the time and date of your meeting.

3. Enter meeting attendee emails in the Attendees box. WebEx will autofill USD497 emails. Out of district emails can also be added. When everyone is added, click schedule.

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Webex: Google Calendar

1. Open Google Calendar and click Create.

2. A window will pop up, allowing you to name your meeting and add attendees. Google will autofill USD497 contacts. You can invite attendees from outside the district as well.

3. Click ‘Add video conferencing’. Choose WebEx meeting.

4. Your WebEx meeting information will now show up. Click Save. This calendar event can now be used to join/start the meeting.
Webex: Teams

The main page of Webex Teams shows all of your recently opened teams and spaces.

Click on the Teams icon to begin creating a Team. Teams are a large group (a class for example). You can create Spaces within that team for breakouts and small groups.

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Webex: Teams

Click the PLUS icon to create a new Team.

Now you can give your team a name. This should be general enough to include all of the people and uses of the Team. Space names should be more specific.

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Webex: Teams

Now you can give your Space a name. This name will be specific to that small group.

All Teams begin with a General space. This is where all team members can communicate as a group. Spaces can be created by clicking the plus within the TEAM.
You can now add people to the Space. USD 497 members will fill autofill. All members of Spaces are also members of the Team. You do not need to add them to both.

You can type messages to people this Space here. Messages for the whole team will be typed in the General space.
Webex: Teams

You can schedule a meeting for the people in this Space or use Meet to meet with them instantly.

General Webex Tips and Tricks:

- If possible, use hard wired internet instead of Wifi
- Make sure you have good lighting. The light should be in front of you, not behind.
- Use a wired headset instead of your computer audio.
- Even a cheap headset can provide better quality.
- Quit unnecessary programs and close unused tabs. Your computer will quickly become overtaxed if you have too many items open. This will cause issues with both video and audio.

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**Student View in Seesaw**

- When students post to Seesaw, their teacher must approve the post.
- Students click the green add button to post to their journal.
- Posts from all students will show in the class Journal.
- Each student has a Journal. Students can click on their name and see their posts.

**Teacher View in Seesaw**

- When students post to Seesaw, teachers must approve the post before it gets added to their Journal.
- Teachers click the green add button to post student work to the Journal, assign activities, and send announcements.
- Posts from all students will show in the class Journal.
- Teachers see messages from families in the Inbox tab.
- Each student has a Journal. Teachers can click on a student’s name and see their posts.
- Teachers see announcements from their teacher in the Inbox tab.
- When teachers assign activities, students see them in the Activities tab.
1. Create a teacher account at app.seesaw.me on Chrome, Edge or Firefox or download the Seesaw Class app. Select “I’m a teacher” to get started!

2. Create your class and give it a name and grade level. We’ll suggest a sign in mode for your students based on their grade level.

Try out some features in your class by using Sample Student! You can assign Sample student an activity, add posts as Sample Student, and more!
3. **Help students sign in to Seesaw.** You can add up to 150 students in each Seesaw class.

- **Class Code Sign In:** Finish adding your students’ names by tapping + Students. Then, Print your Class QR Code poster for students to use to sign in. To find this Tap “+ Students” (bottom right, under the class list) > tap Print student sign in poster. Students will choose “I’m a student” from the Seesaw Class App, then the blue “scan code” button and then scan your class QR code.

- **Email / Google Sign In:** Tap “+ Students” (bottom right, under the class list). Share your Join Code with your students. They will type it in, create student accounts, and connect to your class from their devices using the Seesaw Class App.

- **Google Classroom Rostering:** When creating your class, tap ‘import from Google Classroom’ to select a class to import into Seesaw. If new students are added into Google Classroom, you can tap the wrench icon, then tap ‘import from Google Classroom’ to re-sync the class to Seesaw. Any new students in your Google Classroom will be automatically added into your Seesaw class. No students will be removed from your Seesaw class when importing from Google Classroom.
Assignments

Main Resource Pages
Hover over the resource thumbnail to display the Assign button.

Individual Resource Pages
Go to the resource detail page to display the Assign button.

or anywhere else you see the Assign button.
Google Drive File Stream

- Google Drive File Stream allows you to save items from your computer, directly to your Google Drive. File stream can be downloaded from Manager.

- You will need to sign into your Google account once it is downloaded.

- Your Google Drive will appear in your finder.

- Your drive and shared drives will be available.

- The technology department recommends saving ALL files to your Google drive in case of computer failure.
Google Sites

Create a site

1. On your computer, open new Google Sites.
2. At the top, under “Start a new site,” select a template.
3. Edit your site.
4. To publish your changes, at the top right, click Publish.

Add, delete & organize pages

You can add or delete pages, insert a table of contents, edit headers and footers, and update site info settings in Google Sites.
Tip: This section is for new Google Sites. Get help with classic Google Sites.

Add a page

1. On a computer, open a site in new Google Sites.
2. At the right, click Pages.
3. Point to Add.
4. Click New page.
5. Enter the page name.
6. Click Done.
7. To publish your changes, at the top right, click Publish.

Add text, headings, or titles to your site

1. On a computer, open a site in new Google Sites.
2. On the right, click Insert > Text box.
3. In the menu, click the Down arrow > choose the text, heading, or title style you want.
4. Add your text to the box.
5. To publish your changes, at the top right, click Publish.
**Google Sites**

**Add collapsible text**
You can add a collapsible text box to save space on your Google Site.

1. On your computer, open a site in new Google Sites.
2. On the right, click Insert ➤ Collapsible text.
3. To add heading and body text, click the text boxes.
4. To publish your changes, at the top right, click Publish.

**Add a section layout**
You can change how part of a page looks by using a layout template.

1. On your computer, go to a site in new Google Sites.
2. On the right, click Insert.
3. Under "Layouts," drag the layout you want to your page.
4. Add text, images, docs, or videos.
5. At the top right, click Publish.

**Add Google Docs, Slides, Sheets, Forms & Charts**

1. On a computer, open a site in new Google Sites.
2. At the right, click Insert.
3. Select the type of file you want to add, e.g. Docs, Slides, Sheets, Forms, or Charts.
4. Choose a file ➤ Insert.
5. To publish your changes, at the top right, click Publish.

Tip: If you anticipate high traffic to your site, first publish your document in Google Docs, Sheets or Slides. In Google Sites, go to Insert ➤ Embed ➤ insert the link to the published document.

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Google Sites

Publish & share your site

You can publish your site and decide who can see it.

Note: This section is for new Google Sites (at the bottom right, you'll see Create). Get help with classic Google Sites.

Step 1: Preview your site

1. On a computer, open a site in new Google Sites.
2. At the top, click Preview.
3. At the bottom right, choose an option.
4. To exit, at the bottom right, click Exit.

Step 2: Publish your site

1. On a computer, open a site in new Google Sites.
2. At the top, click Publish.
3. Enter the web address for your site.
   - Terms that violate our Acceptable Use Policy won't be allowed.
   - Learn how to use a custom URL for your site.
4. Click Publish.
5. Optional: Visit your site's web address to make sure it's published correctly.

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### Classlink or App?

**Classlink (GO)** is a portal to the internet:
- Use QR Code
- Stores student password

**Apps** are downloaded directly to the iPad:
- May require login
- Downloaded from Manager

Some learning resources are accessible on both a website and an app:

<table>
<thead>
<tr>
<th><strong>ALWAYS CLASSLINK</strong></th>
<th><strong>ALWAYS APP</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Street</td>
<td>Seesaw</td>
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<tr>
<td>Pebble Go</td>
<td>ABC Mouse</td>
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<tr>
<td>Think Central</td>
<td>Chatter Pix</td>
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<tr>
<td>Quaver</td>
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<td>Mackin</td>
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<tr>
<td>Kids A-Z (Raz Kids)</td>
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<td>Type to Learn (4th &amp; 5th)</td>
<td>epic!</td>
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</tbody>
</table>

**BOTH WORK**

- Teach your Monster to Read
- Aims Web
- TestNav
Trouble Shooting

Mosyle Manager

Download isn’t showing up
- Check in your launch pad
- Restart your computer

Can’t find an App
- Student and teacher app libraries are different. Not all student apps will be there.
- Log into your App store and download from there.

Printing

Adding a home printer:

Computer is asking for administrator access
- Open and refresh Manager
- Restart your computer
- If it still doesn’t work, call the Helpdesk

Printing isn’t showing up on a school Printer
- Make sure your Wifi is on LPS
- If it still doesn’t work, call the Helpdesk

WiFi

- Make sure you are using LPS
- Forget LPS Data
- Switch browsers

Student Passwords

- The default password for students is either their birthdate or initials (Capital first name, lowercase last name) and birthdate.
- EX: MMDDYYYY
- or
- FIMMDDYYYY

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Helpful Links

- Technology Help: http://usd497.technology/
- Technology YouTube: https://www.youtube.com/channel/UCXiO0l6PwlwROm96VjBdZWg?view_
- Seesaw Help: https://help.seesaw.me/hc/en-us

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