

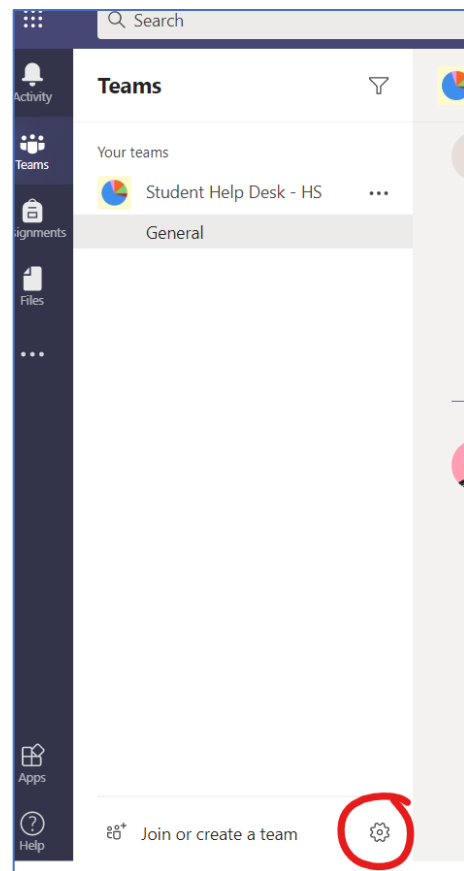
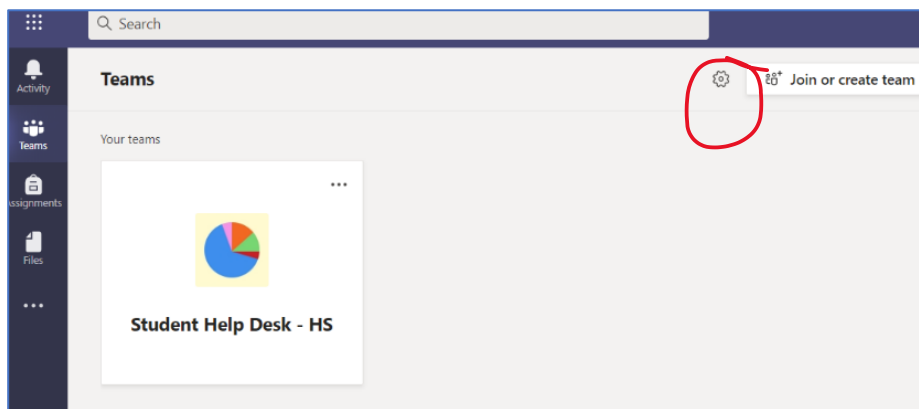
Checklist of things you should do ASAP to make sure you're all set for Tuesday

You should be able to complete all of the **GREEN TASKS** on the list. If there is anything that you can't do, or that doesn't look right, you can reach out to your homeroom teacher or your counselor for help.

First, let's check your hardware and access to the Help Desk

1. **Make sure you have an SPS issued laptop and charger that both work.**
2. **Make sure that you have reliable internet access.** SPS will provide access if you don't have it.
3. **Login to Microsoft Teams to make sure you have access to the student help desk.**

- a. Go to Office.com, and login with your id@springfieldpublicschools.com, and your regular password (SpMMDDYY).
- b. Click the icon to access Teams. When you get to Teams it should look like the image below or to the right.
- c. **If you don't see Student Help Desk – HS in your list of teams, please contact your homeroom teacher.** That's where you'll be able to access Tech Support if you need help with anything on your computer.
- d. If you prefer one view better than the other in Teams, you can click on the settings wheel (circled in both pictures), and change the view settings.



Any problems so far? Ask your homeroom teacher! We can help you find solutions!

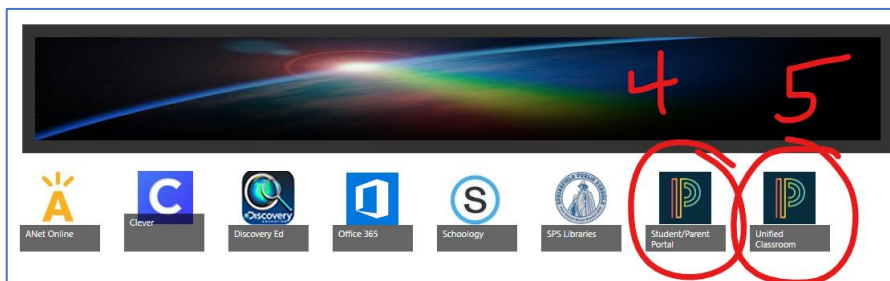
Now let's check your schedule:

4. **Login to the PS Student/ Parent Portal.**

(Student id, Sp laptop password).

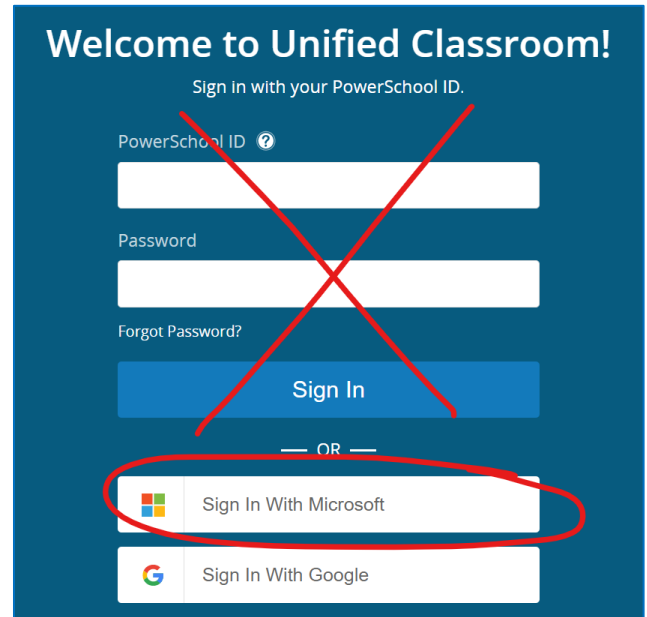
- a. Click on Grades and Attendance.
- b. You should see AT LEAST 10 rows in the list:
 - HR – Your counselor
 - HR – Your asst. principal
 - HR – Your actual homeroom (this one will have a number)
 - Classes A-G (and there might be 2 in a block, if you have half year classes)

- c. **Click on My Schedule on the left, then click on Matrix View to check that you have at least one class assignment for every block.**

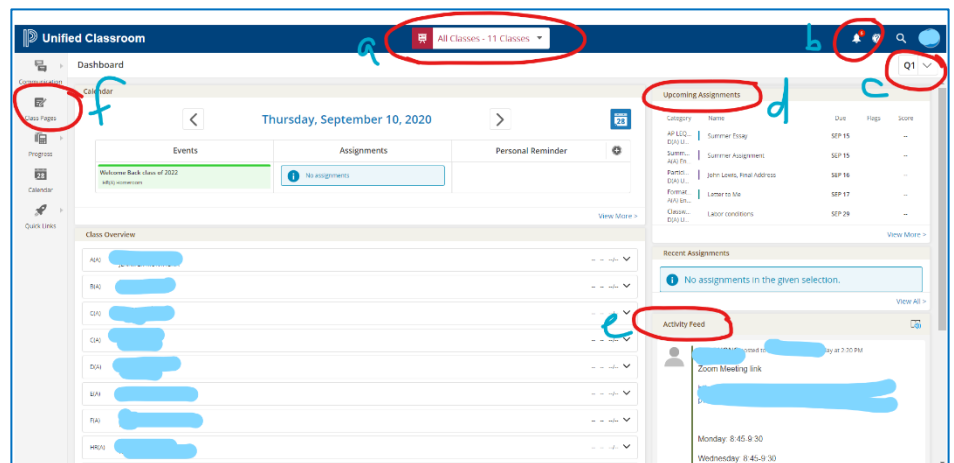


If you are missing any blocks, ask your homeroom teacher. We can help you figure out where you're supposed to be.

5. **Login to Unified Classroom** (click on Login with Microsoft, then it's your ID@springfieldpublicschools.com, with your laptop password). When you login, you'll land on the dashboard (see below).
- a. **Class selector** – you can choose the class you're looking at from this drop down. When you click it, make sure the date says 2020-2021.
 - b. **Notifications** – if there is a red dot on this, you have new messages or assignments. Click the bell to see them.
 - c. **Marking Period Selector** – make sure you're looking at either F0 or the correct marking term (P1-4 are progress reports, Q1-4 are marking periods, X1-2 are midterm and final, F0 is your year grade). Only the assignments for the selected term will show up in your assignments list.
 - d. **Upcoming assignments** – will be listed for all classes displayed in the Course Selector. You can click on these links or the icons next to them to jump to assignments. You can also get to your whole assignments list by clicking on Grades > Assignments.
 - e. **Activity Feed** – announcements from your teacher(s) will display here (for all classes displayed in the course selector). You can also get to the Activity Feed by clicking on Communication > Activity Feed.
 - f. **Class Pages** – This is basically the class website for whichever class you have selected. Some teachers will only use this to post a link to where your class resources are. Some will have all of the resources you need right on that page.



6. **Check that your classes in the list in Unified Classroom match the classes in your PowerSchool Portal.**
7. Teachers will be posting links to live meetings in at least one of three places: the activity feed, the class page, or in an assignment. **Check each one to make sure you know where to go for each class.** All teachers will have those posted by Friday 9/11.



8. **Check your course selector drop-down to make sure that the classes there match the classes in your PS Portal.**

Let's recap. There were 8 tasks – were you successful? Run into any issues? Notice anything that looks wrong or isn't there? If you have questions, you can email your homeroom teacher, or call the school at (413) 787-7085

The first week will probably be a little chaotic, but don't get discouraged. We'll get through it together, and it will only get easier as we get more familiar with it! We'll see you on Tuesday!