

Technology Help Guide:

Middle School



Contact the
HELPdesk for
additional
assistance:
785-330-4357

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iPad Basics



Connecting to WiFi

1. Find Settings



2. Find Wifi in the left panel- tap it

3. Find the Wifi network you would like to connect to

4. If a password is required, enter the password.

5. You will know it is connected when the Wifi icon appears in the upper right corner.



Logging into Mosyle Manager

In order to access all the features of the iPad, you will need to log into Manager.

Logging into Manager:

1. Find the Manager icon and tap it-



2. Enter your student number as your “activation information”

3. Tap “CONFIRM” when your name comes up

4. Tap (Re)install/Update to download the app

The Technology Department recommends downloading the following apps:

Webex Teams

Google Classroom

Google Drive

Gmail

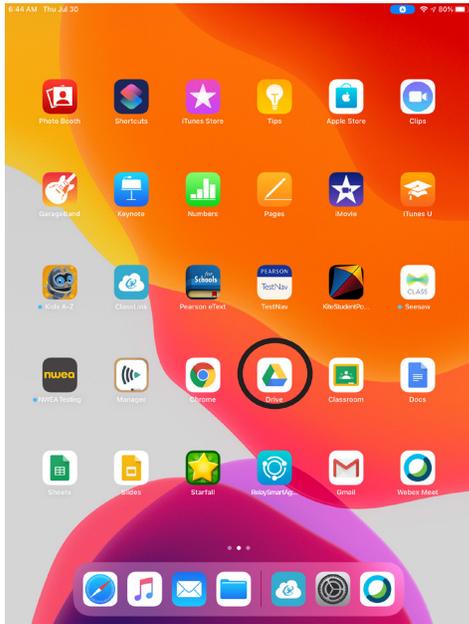
Google Docs

And all GSuite apps

Teachers may request other apps be downloaded.

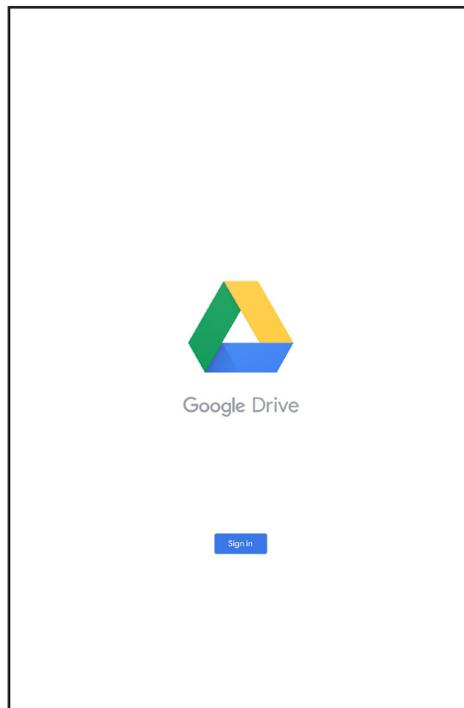
Logging into Google Apps

1. Download app from Manager (see previous page)

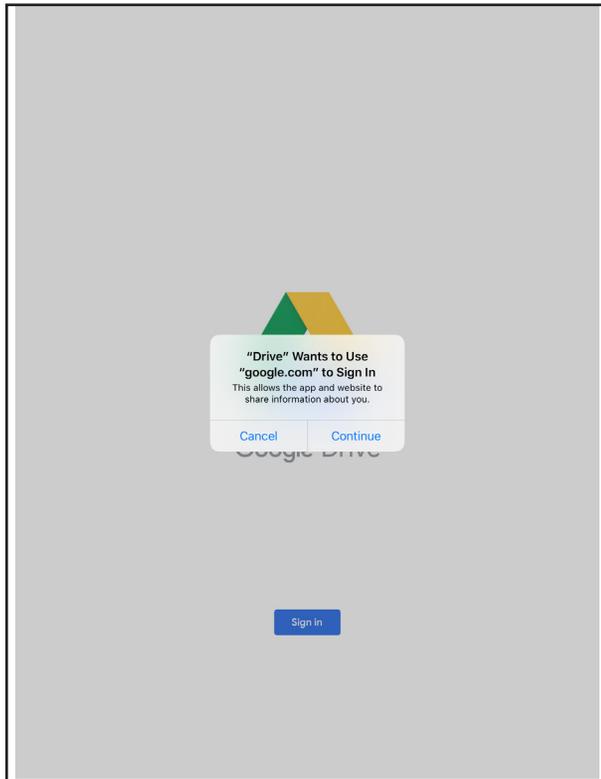


2. Tap the app you want to sign into

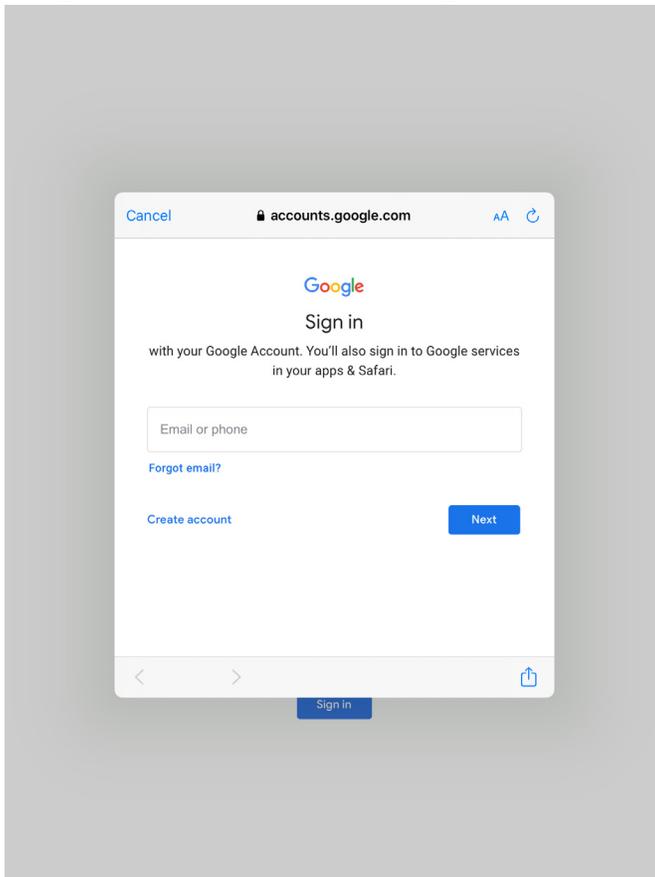
3. Tap Sign in



4. Tap Continue



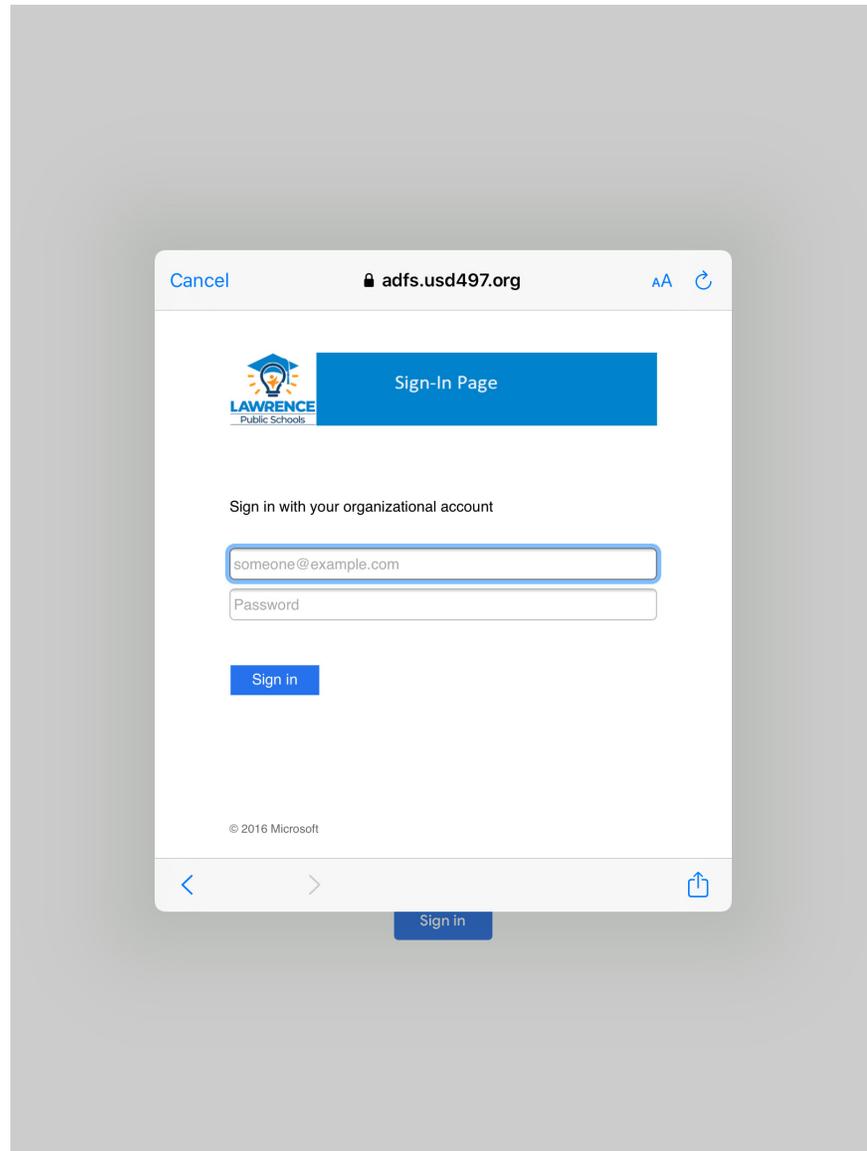
5. Enter the email. All student emails use the format, Student#@students.usd497.org.



6. Tap Next

7. The district log in page will open.
In the top box enter JUST the student number.
Please refer to the info sheet sent through the mail for
default password information.

8. Tap sign in

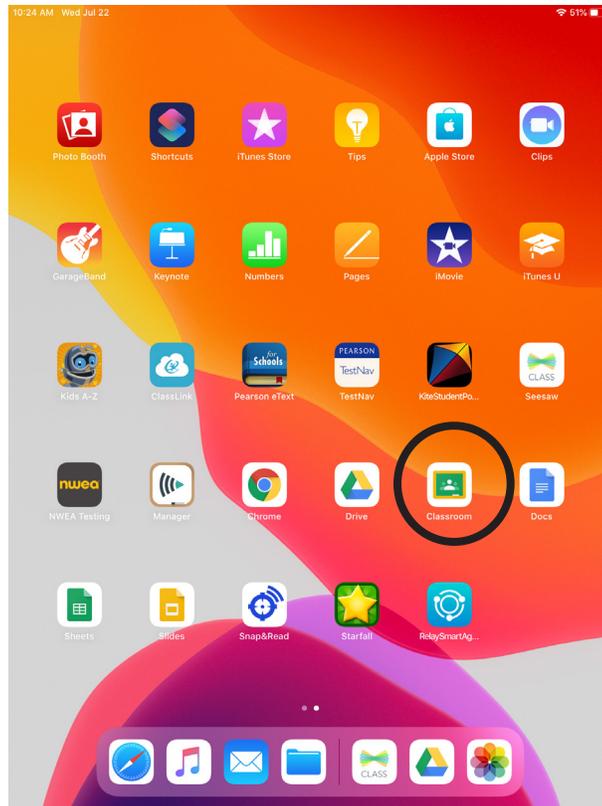


Google Classroom



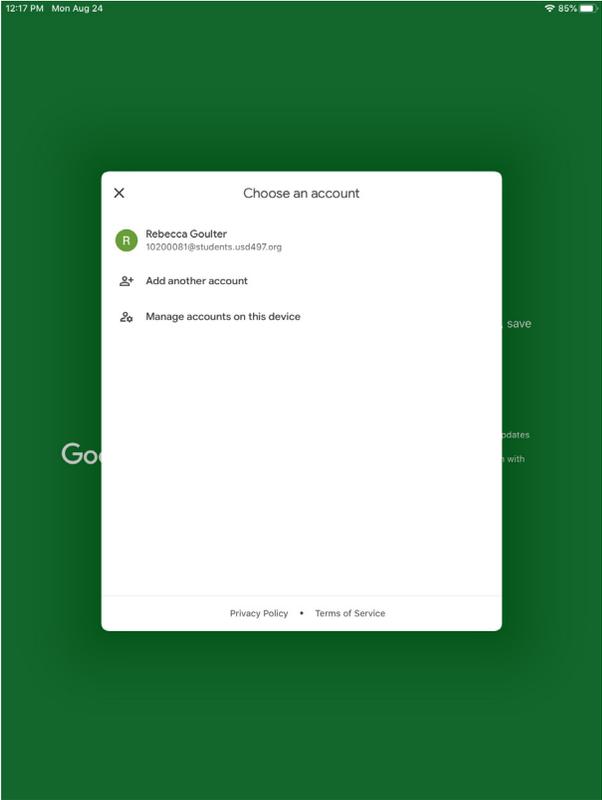
Download Google Classroom from Manager if it is not already on your iPad.

Tap to open



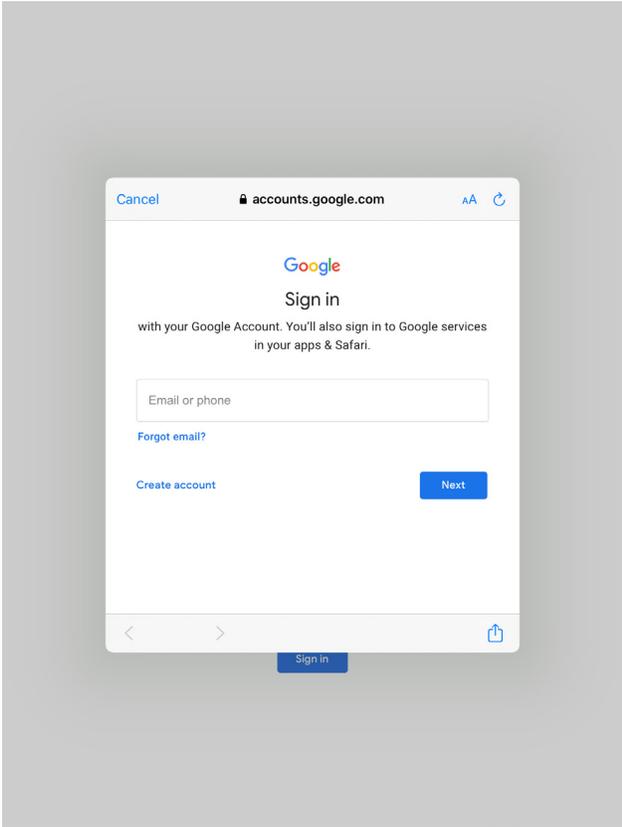
Tap- GET STARTED

Tap your Google Account



OR

Enter your school email account information:
Student#@students.usd497.org



Sign in with your district credentials.



Sign-In Page

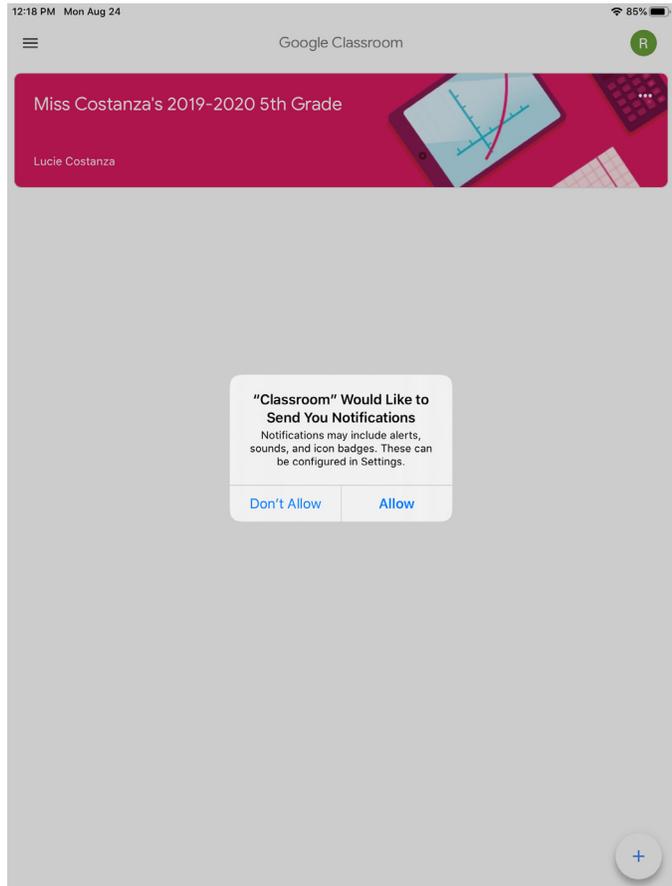
Sign in with your organizational account

Student Number

Password

Sign in

Allow "Classroom" to send notifications. This will let you know when your teacher adds a new assignment.



Google Classroom

- Classes
- Calendar
- To-do
- Miss Costanza's 2019-2020 5th Grade
- Classroom folders
- Settings
- Send Google feedback
- Help



You will see all of your current classrooms on the left.

Check your email for new classroom invitations!

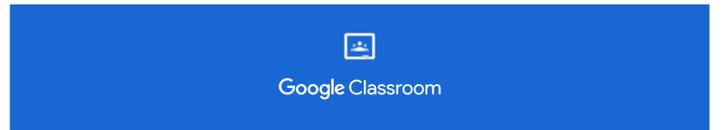
Tap the 'Join' button in your email to add the class to your Google classroom.

10:21 AM Tue Aug 25

< [Icons: Download, Delete, Mail, More] 77%

Class invitation: "Professional Skills- Oct.- Nov. Ms. Goulter" Inbox ☆

Ceridwen Goulter (Classroom) 10:21 AM
to me ▾ ↩ ...



Hi Rebecca,

Ceridwen Goulter (cmgoulte@usd497.org) invited you to the class [Professional Skills- Oct.- Nov. Ms. Goulter](#).



Ceridwen Goulter
Professional Skills- Oct.- Nov. Ms. Goulter

[JOIN](#)

If you accept, your contact information will be shared with the class members and applications they authorize to use Classroom. [Learn more](#)

If you don't want to receive emails from Classroom, you can [unsubscribe](#).

Google

Google Inc.
1600 Amphitheatre Pkwy
Mountain View, CA 94043 USA

↩ Reply ↪ Forward

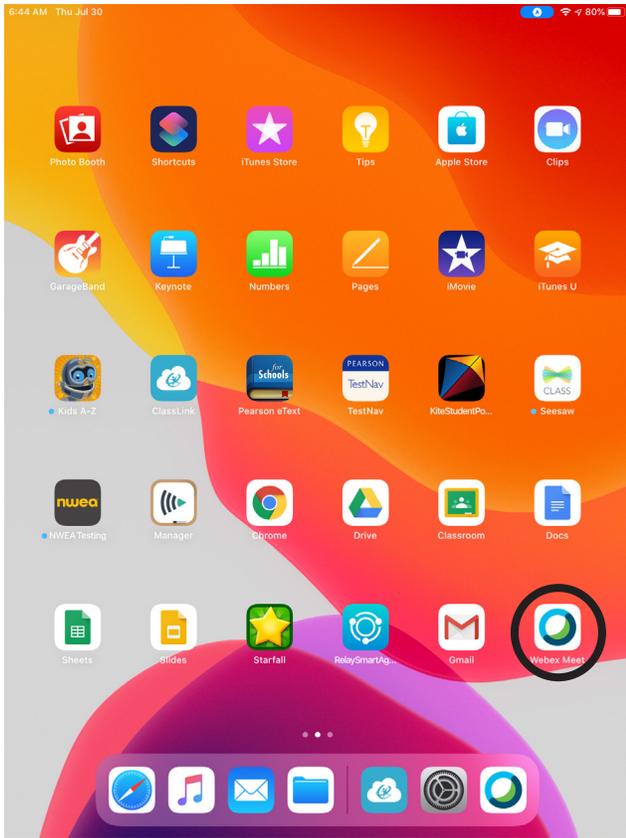
Mail

Meet

Signing into Webex



1. If Webex is not already on the iPad, download it from Manager (see previous pages)



2. Tap to open Webex

11:14 AM Sun Aug 16

92%

3. Tap Sign in



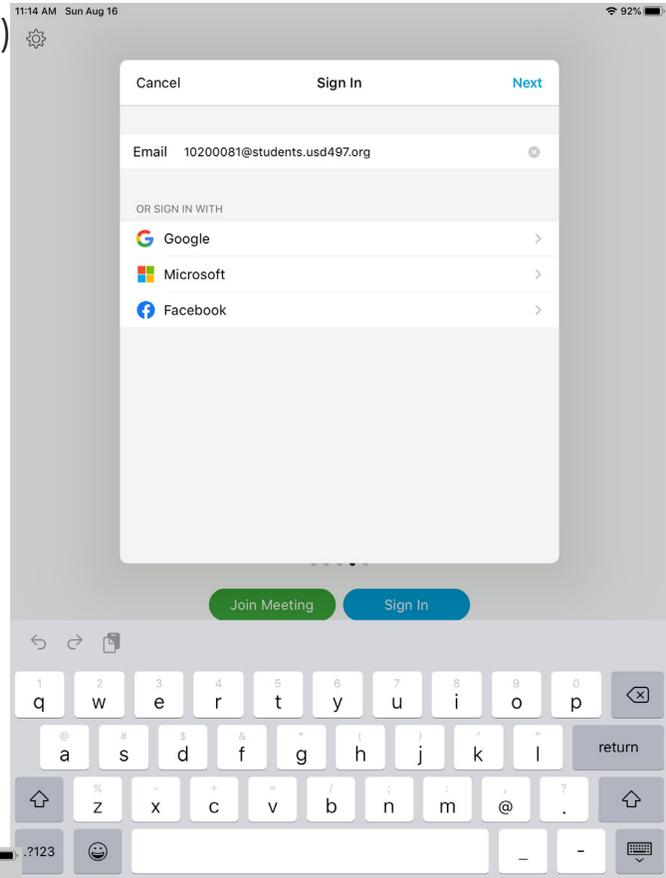
Sign in to see all of your upcoming Webex meetings or to schedule a new meeting.



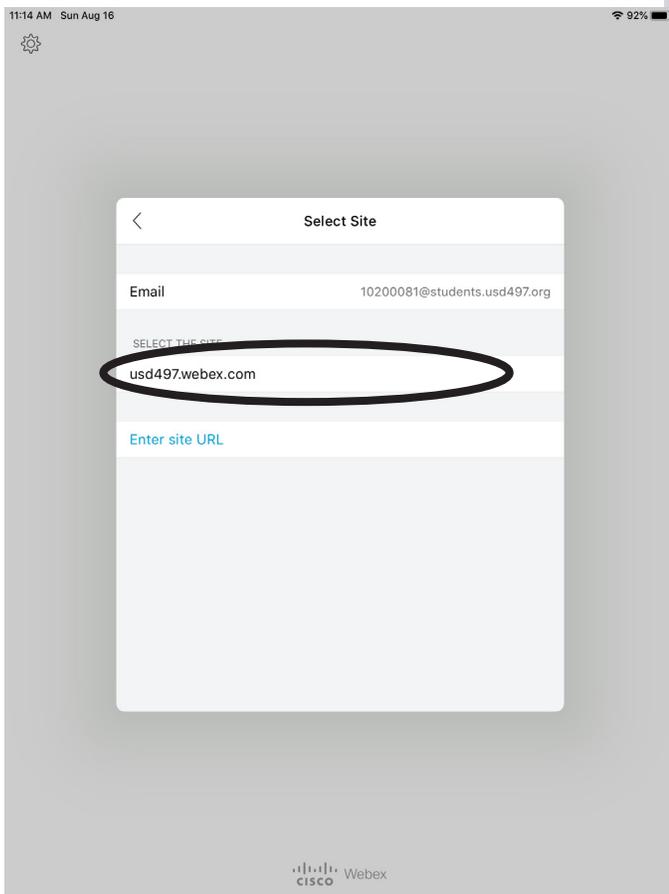
Don't have an account? Sign up



4. Enter the student email
(Student#@students.usd497.org)

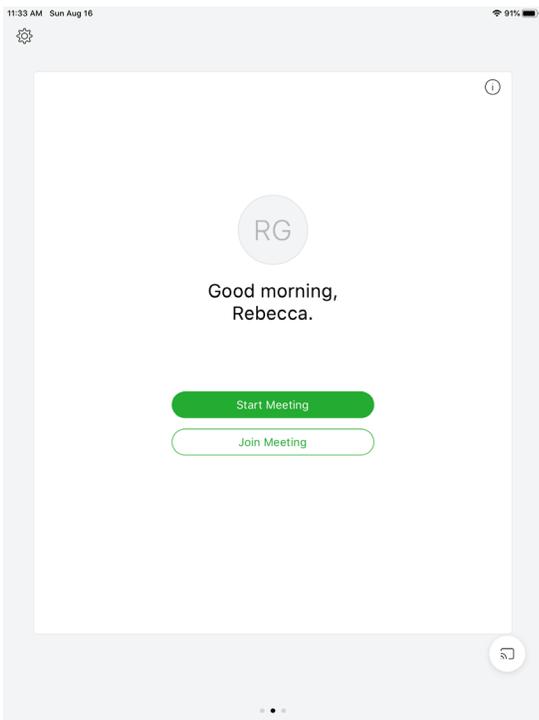
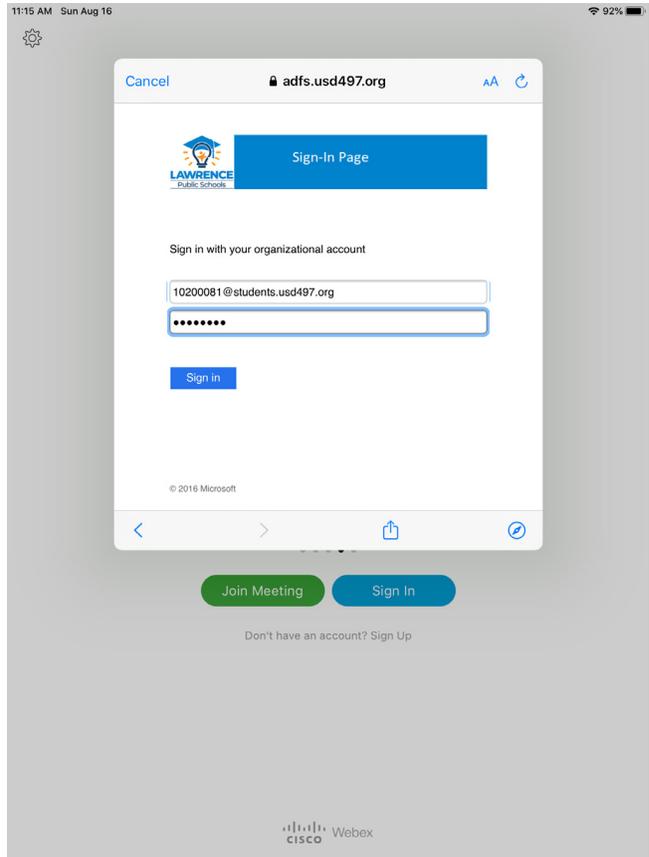


5. Tap Next



6. Tap the box under, 'select site'.
It should say 'usd497.webex.com'

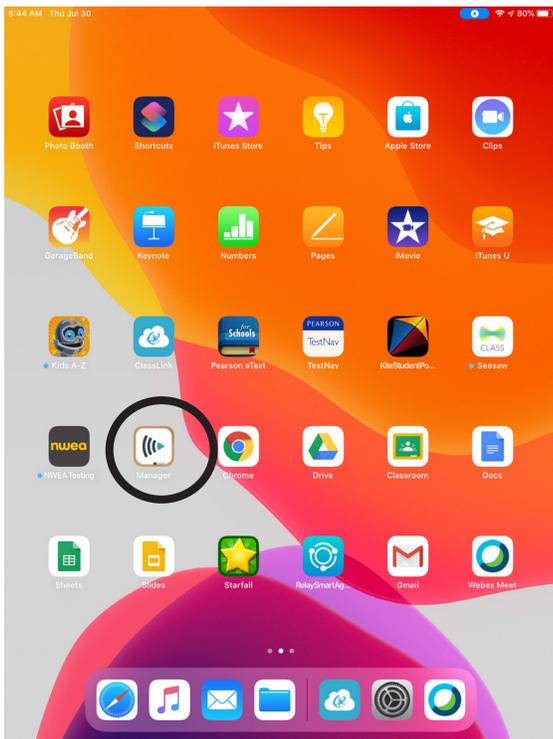
7. The district log in page will open.
Enter the student number and password. (see previous pages for more info on passwords)



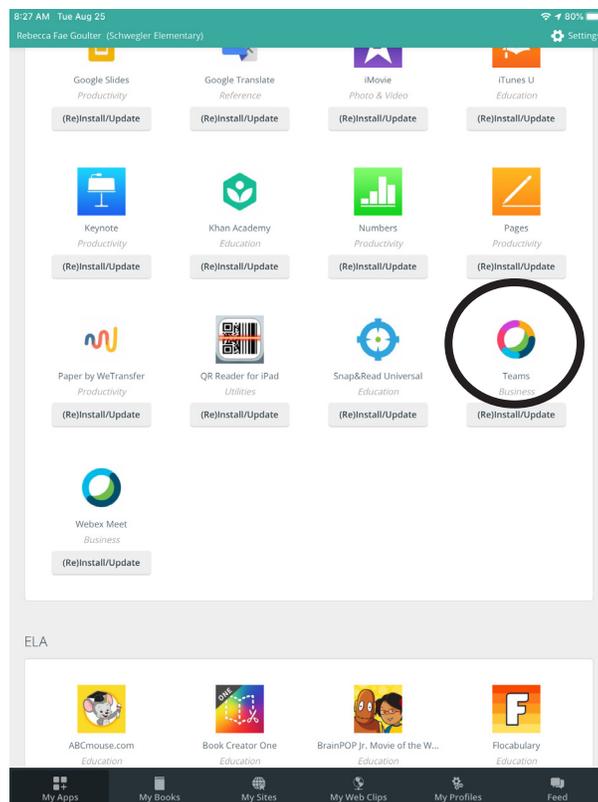
8. You are now logged into your Webex account. Teachers will share meeting URLs or schedule meetings.

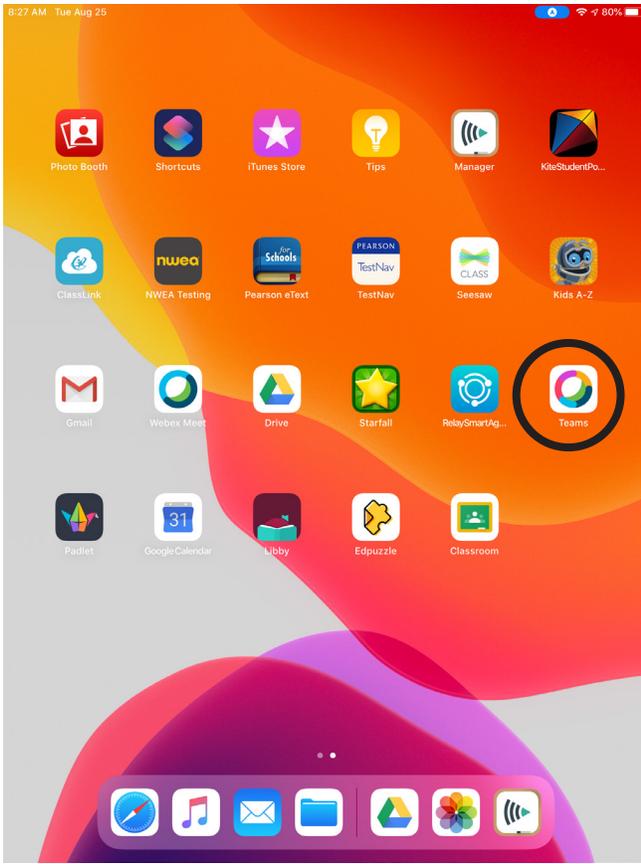
Webex Teams

Webex Teams is an app that allows students and teachers to collaborate and save files in one location.



Download Webex Teams from Manager if needed





Once Teams downloads,
tap to open

Tap Start

11:12 AM Mon Aug 24

88%

Welcome to the **freedom to connect** with your team whenever, wherever.



Start

Sign into Teams with your school email:
Student#@students.usd497.org

1 Mon Aug 24

88



Welcome to Webex Teams.
It's nice to meet you.

Email address

Next

Need help signing in? [Get help](#)

Are you a FedRAMP customer?



Sign-In Page

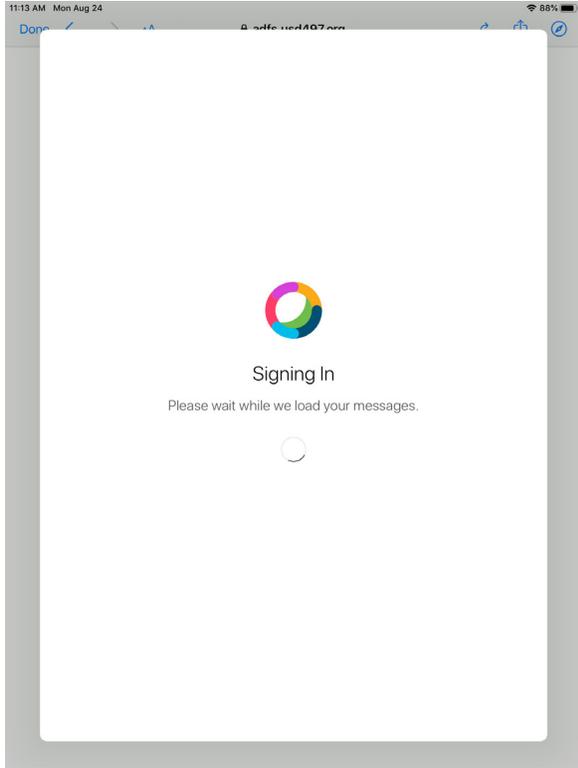
Sign into the district login page

Sign in with your organizational account

Student Number

Password

Sign in



You will be signed in

The Teams and spaces you are a part of will appear on the left.

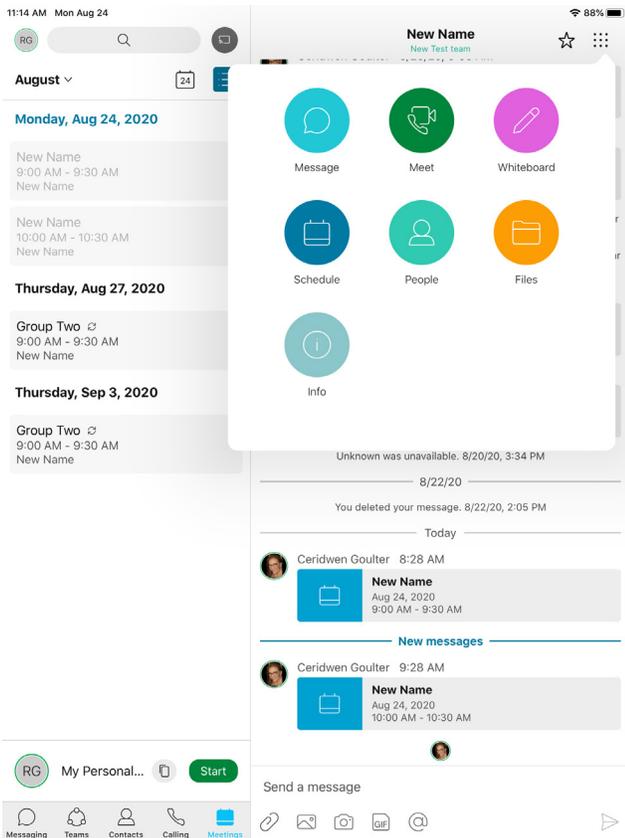
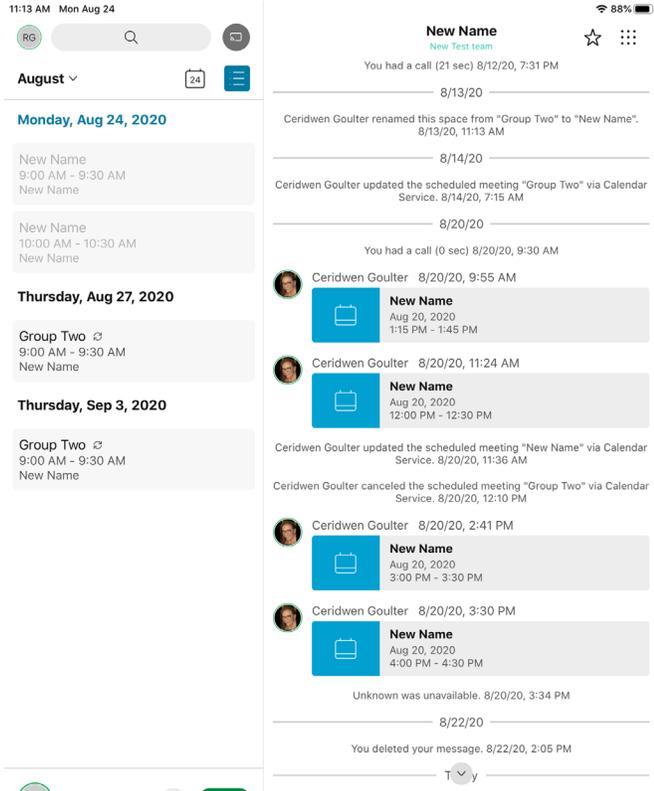
A blue dot indicates that there are new messages in a Space.



Webex Teams

Taping a Space or Team name will open the space.

You will see all of your upcoming meetings on the left, and can view chat on the right.

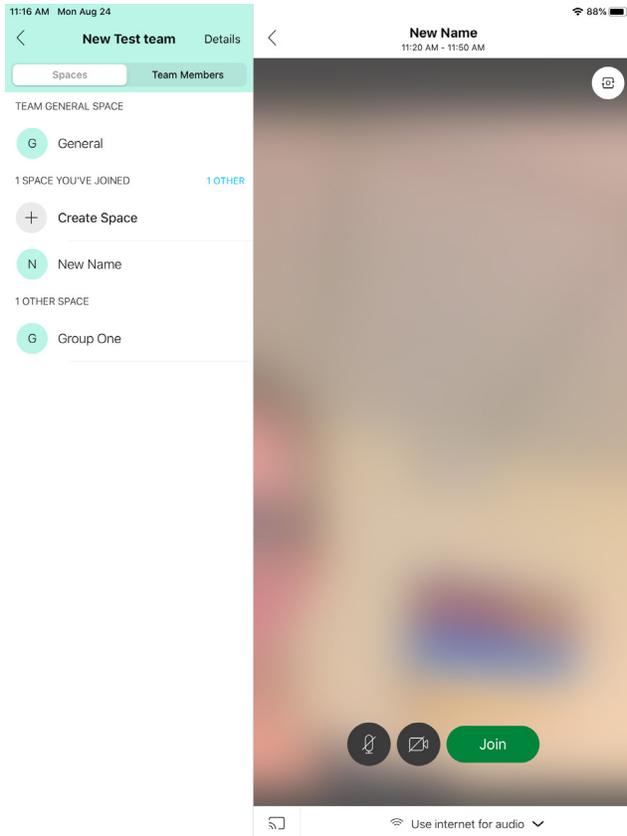
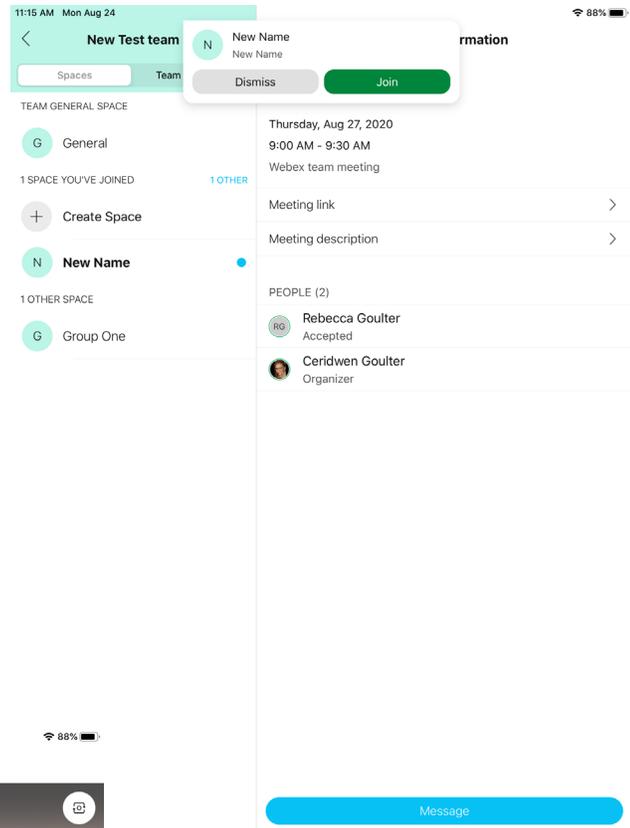


All of the interaction options can be found in the upper right corner.

Tap the 9 dot square to open options.

You will see a pop up reminding you to join scheduled meetings.

Simply tap Join and the video conference will open.



Tap Join in the video window to connect to the meeting.

Helpful Links

- Technology YouTube: https://www.youtube.com/channel/UCXiO0l6PwlwROm96VjBdZWg?view_
- Webex Help: <https://help.webex.com/en-us/>
- Seesaw Help: <https://help.seesaw.me/hc/en-us>



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