



Technology Day

Great Oaks Workshop for Parents



Agenda

- Introduction
- Purpose/Objective
- Attendance
- G Suite Overview Overview
- Google Form Information
- Google Application Presentation
- Students daily use of G Suite Tools
- Additional Resources - Parent Portal



Technology @ Great Oaks

At Great Oaks we integrate a number of web-based applications to provide a meaningful and effective learning experience in-person and/or virtually. Some of the tools that you may hear about are Attendance, Powerschool, Edmentum & Google Suite. Our focus today is to provide information about accessing, using and supporting your child in using Google Suite for education.

Attendance Information

How are we tracking attendance?

1 - Visual presence

2 - Submission of work

3 - Signing onto the platform

4 - Time in class virtually

Synchronous Attendance

When a student is “Synchronous”, they are participating in class at the same time as others. For our purposes, this means the following:

- 1 - Students who come into the school building
- 2 - Students who sign into their Google Meet at the normal class time

Synchronous Attendance is taken by the teachers and fellows in the school and are reported in real time at the time of class.

Asynchronous Attendance

When a student is “Asynchronous”, they are participating in class on their own time and not necessarily interacting with classmates and teachers during their scheduled meeting time. They are still responsible for the same work, but are doing more on their own.

1 - Students MUST log into their Google Classroom between 7:30 AM and 6:00 PM for attendance to count for that day, but do not need to attend in Google Meets.

Asynchronous Attendance is updated the following day and may result in a lag in reporting. Students are expected to log in to at least ½ of their classes to receive credit for a full day attendance.

Google Suite - G Suite

G Suite for Education is a suite of tools that help to increase opportunities for critical thinking, communication, collaboration, and creativity, all while supporting the learning objective. G Suite for Education helps teachers challenge their students with real-time, flexible, secure and easy-to-use tools that are built for education.

G Suite for Education Applications

G Suite is a cloud based service that provides a number of applications used within the classroom. A few of these Applications are utilized daily at Great Oaks.



Docs



Slides



Sheets



Drive



Jamboard

Collaborate



Gmail



Meet



Chat

Communicate



Classroom



Assignments



Forms

Manage



Keep



Calendar

Organize

GO Support









Please complete the attached form to provide us with information to better support you and your child with accessing all the applications needed to be successful. The link is provided in the chat.

[Parent Information Form](#)

Google Applications “101”



Google Icons - Primary G Suite Tools

Icons	Application	Icons	Application
	Gmail		Google Drive
	Google Classroom		Google Doc
	Google Calendar		Google Slide
	Google Meets		Google Sheet

Gmail

What is it?

- Gmail is a form of email service that provides easy access for students to use google classroom, google calendar, google meets, and many other helpful tools!
- It is primarily used for sending and receiving emails.
- Gmail is an ESPECIALLY helpful tool for contacting teachers/fellows!
- Students will receive emails reminding them of what the teacher is posting in google classroom, it will also remind them of tests, quizzes, and homework assignments that are due in the upcoming week!

How does the student access it?

1. Go to gmail.com
2. Log in with Great Oaks gmail account



First Step! Go to: www.gmail.com



Sign in

to continue to Gmail

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.

[Learn more](#)

[Create account](#)

Next



Hi Paul



[pmorin@greatoakscharter.org](#) ▾



[Forgot password?](#)

Next

Second Step! After you log in, you will see this screen:

The screenshot displays a Gmail inbox interface. On the left, the navigation sidebar includes 'Compose', 'Inbox' (highlighted), 'Starred', 'Snoozed', 'Sent', 'Drafts' (with 8 items), 'More', 'Meet' (with 'New meeting' and 'My meetings'), and 'Hangouts' (with contacts like Paul, Carlos Zambrano, and Cry'Shana Nichols). The main area shows a list of 524 emails. The first email is from 'Yiwene, me 2' with the subject '(no subject) - Hi, So for today it's a very different schedule, just go to the classes that you have invites for. Every...'. The second email is from 'Karen Francis-Barne.' with the subject 'Technology Day - Invitation to edit - kfrancis-barnes@greatoakscharter.org has invited you to edit the following p...'. The third email is from 'Zerajah Mann' with the subject 'tomorrow - Hello teachers, i'm not in the right state of mind right now but as far as work goes can you tell me th...'. The fourth email is from 'Angelina Cardoso' with the subject 'Tuesday Schedule - Good evening all, Tomorrow you are following your assigned invites. High school fellows will...'. The fifth email is from 'Christopher Pellegr.' with the subject 'New announcement: "Please see announcement with an update..." - Hi Paul, Christopher Pellegrino posted a new ...'. The sixth email is from 'Angelina Cardoso' with the subject 'Updated invitation: Parent Tech Day Setup @ Wed Oct 14, 2020 8:30am - 10am (EDT) (pmorin@greatoakscharter...'. The seventh email is from 'Christopher Pellegr.' with the subject 'New announcement: "Good Afternoon Everyone, I hope that..." - Hi Paul, Christopher Pellegrino posted a new ann...'. The eighth email is from 'Ricky Soto' with the subject 'I need more time to do my work because I don't have a chrome book but pelagrino is giving me a chrome book o...'. The ninth email is from 'Emalee Juchniewich' with the subject 'Fwd: This Week's Schedule - A copy of the email I sent to all of my classes about what is happening this week a...'. The tenth email is from 'Kiaira Elliott' with the subject 'Google Classroom - Hi all! I hope your day is going well so far. I'm going to remove you all as students from my c...'. The eleventh email is from 'Paul Blake' with the subject 'Answer for today's worksheet - Good morning Team, I do hope all is well with you. This week from Tuesday-Thur...'. The twelfth email is from 'Stefanie Vargas' with the subject '10.14 - Hey guys, In case you were curious about MAP. See below. Final webinar orientation for AmeriCorps me...'. The thirteenth email is from 'Latoya Hubbard (via.' with the subject 'GOBPT Weekly Staff Memo - Week of 10.12.2020 - Invitation to view - lhubbard@greatoakscharter.org has invite...'. The fourteenth email is from 'Kiaira Elliott' with the subject 'Biology 10/13-10/16 - Hi everyone! I was so excited for the long weekend that I forgot to send this out. My bad y'...'. The interface includes a search bar at the top, a '1-50 of 524' indicator, and a right sidebar with a calendar and a 'P' icon.

Compose

Inbox

Starred

Snoozed

Sent

Drafts 8

More

Meet

New meeting

My meetings **New**

Hangouts

Paul +

Carlos Zambrano
hola me puede ayedar

Cry'Shana Nichols
can you send me the link to the test?

Search mail

1-50 of 524

	From	Subject	Time
<input type="checkbox"/>	Yiwene, me 2	(no subject) - Hi, So for today it's a very different schedule, just go to the classes that you have invites for. Every...	8:42 AM
<input type="checkbox"/>	Karen Francis-Barne.	Technology Day - Invitation to edit - kfrancis-barnes@greatoakscharter.org has invited you to edit the following p... Technology Day	8:40 AM
<input type="checkbox"/>	Zerajah Mann	tomorrow - Hello teachers, i'm not in the right state of mind right now but as far as work goes can you tell me th...	9:58 PM
<input type="checkbox"/>	Angelina Cardoso	Tuesday Schedule - Good evening all, Tomorrow you are following your assigned invites. High school fellows will...	Oct 13
<input type="checkbox"/>	Christopher Pellegr.	New announcement: "Please see announcement with an update..." - Hi Paul, Christopher Pellegrino posted a new ...	Oct 13
<input type="checkbox"/>	Angelina Cardoso	Updated invitation: Parent Tech Day Setup @ Wed Oct 14, 2020 8:30am - 10am (EDT) (pmorin@greatoakscharter...	Oct 13
<input type="checkbox"/>	Christopher Pellegr.	New announcement: "Good Afternoon Everyone, I hope that..." - Hi Paul, Christopher Pellegrino posted a new ann...	Oct 13
<input type="checkbox"/>	Ricky Soto	I need more time to do my work because I don't have a chrome book but pelagrino is giving me a chrome book o...	Oct 13
<input type="checkbox"/>	Emalee Juchniewich	Fwd: This Week's Schedule - A copy of the email I sent to all of my classes about what is happening this week a...	Oct 13
<input type="checkbox"/>	Kiaira Elliott	Google Classroom - Hi all! I hope your day is going well so far. I'm going to remove you all as students from my c...	Oct 13
<input type="checkbox"/>	Paul Blake	Answer for today's worksheet - Good morning Team, I do hope all is well with you. This week from Tuesday-Thur... Scanned_16025...	Oct 13
<input type="checkbox"/>	Stefanie Vargas	10.14 - Hey guys, In case you were curious about MAP. See below. Final webinar orientation for AmeriCorps me...	Oct 13
<input type="checkbox"/>	Latoya Hubbard (via.	GOBPT Weekly Staff Memo - Week of 10.12.2020 - Invitation to view - lhubbard@greatoakscharter.org has invite... GOBPT Weekly ...	Oct 12
<input type="checkbox"/>	Kiaira Elliott	Biology 10/13-10/16 - Hi everyone! I was so excited for the long weekend that I forgot to send this out. My bad y'... Unit 2 LP 1 Unit 2 LP 2 Unit 2 LP 3	Oct 11

Lastly: don't forget! You have THESE helpful tools at your disposal!

The image shows a Gmail interface with a list of emails in the inbox. An orange arrow points from the top right of the inbox to a tooltip that displays various Google Workspace applications. The tooltip includes icons and labels for Account, Gmail, Drive, Classroom, Docs, Sheets, Slides, Calendar, Chat, Meet, Sites, and Contacts.

Gmail Interface Elements:

- Header:** Gmail logo, Search mail bar.
- Left Sidebar:**
 - Compose
 - Inbox
 - Starred
 - Snoozed
 - Sent
 - Drafts (8)
 - More
 - Meet
 - New meeting
 - My meetings (New)
 - Hangouts
 - Paul
 - Carlos Zambrano (hola me puede ayedar)
 - Cry'Shana Nichols (can you send me the link to the test?)
- Email List:**
 - Yiwene, me 2 (no subject) - Hi, So for today it's a very different sche...
 - Karen Francis-Barne. Technology Day - Invitation to edit - kfrancis-barnes@... Technology Day
 - Zerajah Mann tomorrow - Hello teachers, i'm not in the right state of...
 - Angelina Cardoso Tuesday Schedule - Good evening all, Tomorrow you a...
 - Christopher Pellegr. New announcement: "Please see announcement with...
 - Angelina Cardoso Updated invitation: Parent Tech Day Setup @ Wed Oct...
 - Christopher Pellegr. New announcement: "Good Afternoon Everyone, I hop...
 - Ricky Soto I need more time to do my work because I don't have...
 - Emalee Juchniewich Fwd: This Week's Schedule - A copy of the email I sent...
 - Kiaira Elliott Google Classroom - Hi all! I hope your day is going well so far. I'm going to ... Oct 13
 - Paul Blake Answer for today's worksheet - Good morning Team, I do hope all is well w... Oct 13
 - Stefanie Vargas 10.14 - Hey guys, In case you were curious about MAP. See below. Final we... Oct 13
 - GOBPT Weekly Staff Memo - Week of 10.12.2020 - Invitation to view - lhub... Oct 12

Google Workspace Tools (from tooltip):

- Account
- Gmail
- Drive
- Classroom
- Docs
- Sheets
- Slides
- Calendar
- Chat
- Meet
- Sites
- Contacts

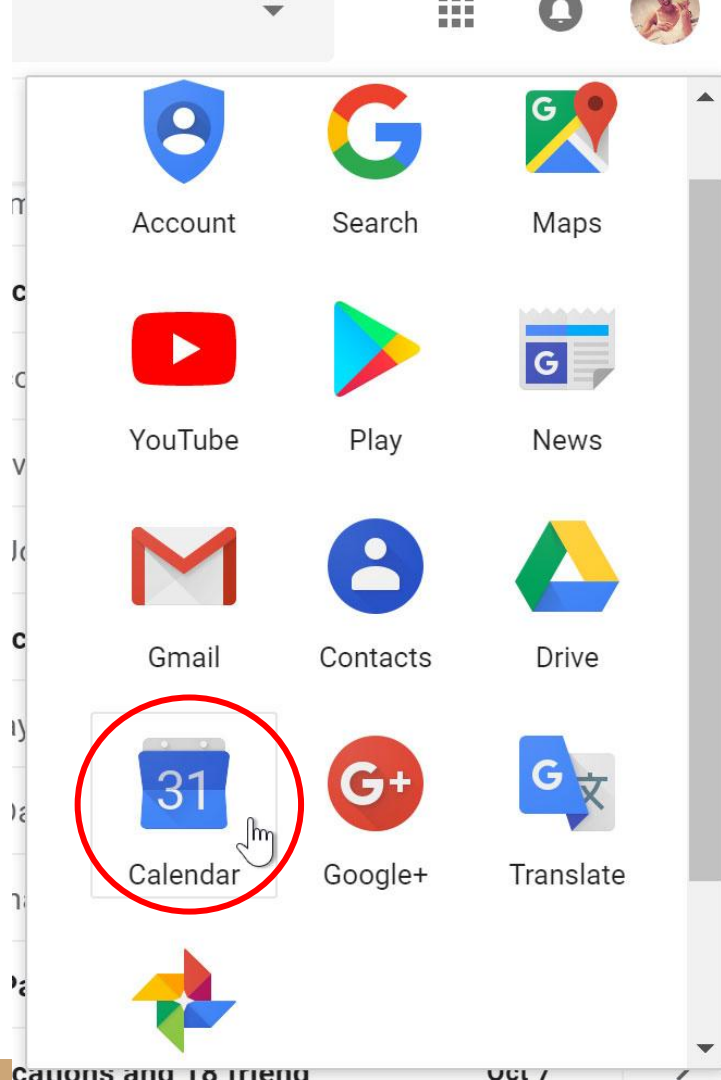
https://myaccount.google.com/?utm_source=OGB&tab=mk&utm_medium=app

Google Calendar: How to access

You'll need to be signed in to your Google account to access Google Calendar.

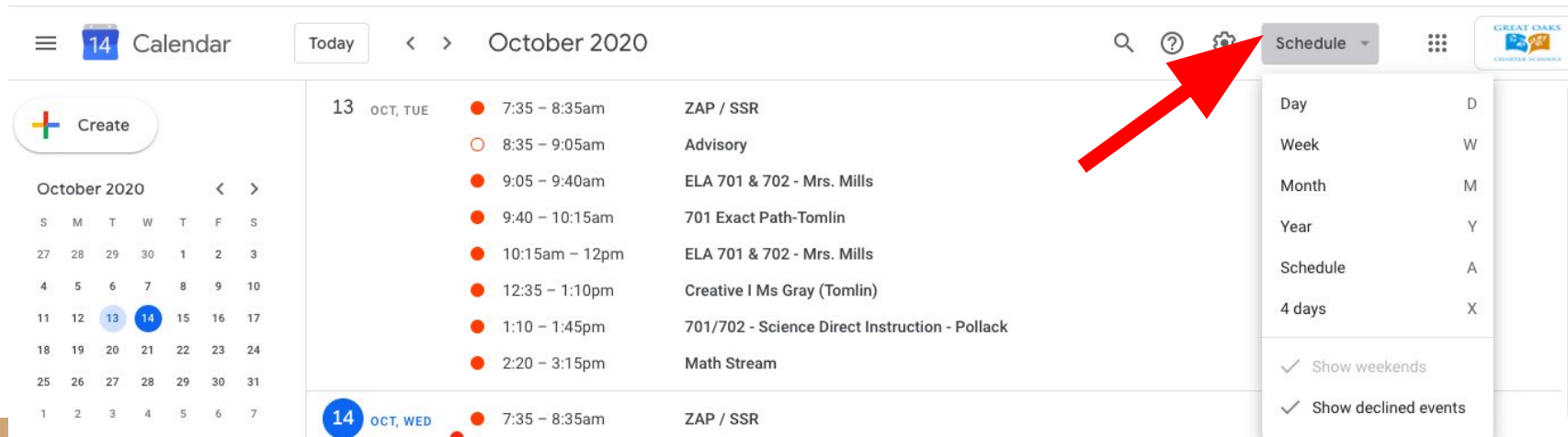
You can get to Google Calendar by visiting calendar.google.com. If you're already on another Google page, click the menu button at the top-right, then click the Calendar icon.

<https://edu.gcfglobal.org/en/google-tips/getting-started-with-google-calendar/1/>



Google Calendar: What is it?

- Google calendar organizes students' invites to class
 - Students receive different invites to each class
 - For example: students have invites of advisory, ELA, Math...
- The image below shows google calendar in “Schedule” view



Google Calendar: Access Invites

13 OCT, TUE

7:35 – 8:35am

ZAP / SSR

8:35 – 9:05am

Advisory

9:05 – 9:40am

ELA 701 & 702 - Mrs. Mills

9:40 – 10:15am

701 Exact Path-Tomlin

10:15am – 12pm

ELA 701 & 702 - Mrs. Mills

12:35 – 1:10pm

Creative I Ms Gray (Tomlin)

1:10 – 1:45pm

701/702 - Science Direct Instruction - Pollack

2:20 – 3:15pm

Math Stream



Advisory

Tuesday, October 13 · 8:35 – 9:05am
Weekly on Monday, Tuesday, Wednesday, Thursday



Join with Google Meet

meet.google.com/fqi-zqho-afm



Join by phone

(US) +1 414-909-5756 PIN: 360 371 161#



41 guests

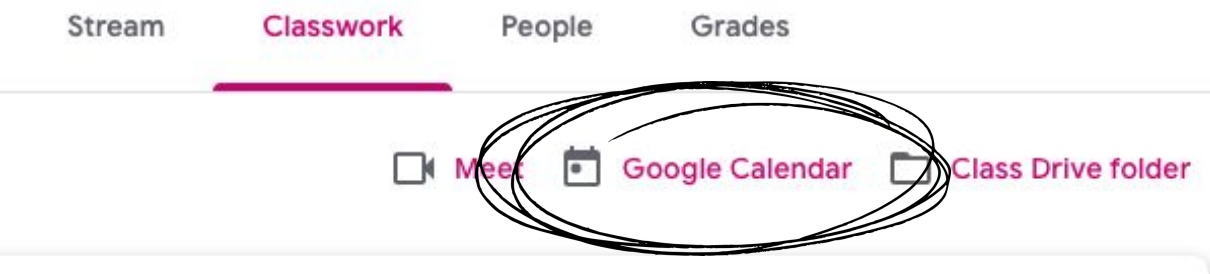
3 yes, 38 awaiting



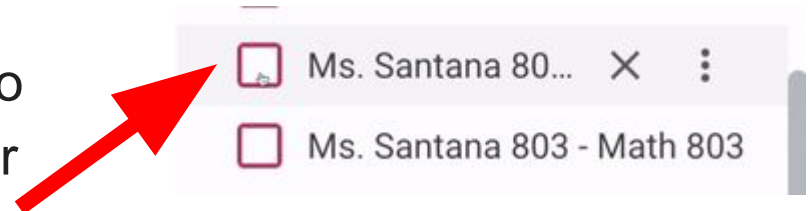
Sheldon Tomlin

Google Calendar: Organize Assignments

- **Assignments** from Google Classroom can also appear on Google Calendar
- In Google Classroom click on Google Calendar to add classwork to Calendar




- Click on classes on the left-hand side to have them appear as tasks on calendar




Google Calendar: Viewing Assignments

- Assignments will either be listed at the **top of the day they are due**



MON 28	TUE 29	WED 30	THU Oct 1	FRI 2
Assignment: Metric Co Assignment: Metric Qu 7:30am 803 Morning 13 more	Assignment: Student S 7:30am 803 Morning 9:05am 803 KCWC Cl 11 more	Assignment: Measurur Assignment: Metric Co Assignment: Motivatio 10 more	Assignment: Graphing Assignment: Metric Co Assignment: Decision I 12 more	Assignment: Graphing 8am 803 Advisory/Sc 9:30am 804 Science I 12 more
5	6	7	8	9
7:30am 803 Morning 9:40am 803, 804, 805 10:50am 803/804/80 10 more	Assignment: Bar Grap Assignment: Bar Grap Assignment: MAP 11 more	7:30am 803 Morning 9:40am 803, 804, 805 10:50am 803/804/80 11 more	Assignment: What is th 7:30am 803 Morning 10:50am 803/804/80 10 more	Assignment: Waste To 8am 803 Advisory/Sc 9:30am 804 Science I 9 more





TUE 13
GMT-04
12 PM
1 PM Pace 803 + 804 - ELA 12:35 - 1:45pm
2 PM 803/804/805 - Social Studies - Alix 1:45 - 2:55pm
3 PM
4 PM
5 PM
6 PM
7 PM
8 PM
9 PM
10 PM
11 PM Assignment: Classwork 10/13, 11:58pm


- Or at the very **end of the day they are due**


Google Meets


- Google meets is the video-communication tool that teachers use to host their virtual classes
 - When teachers setup a google meet invited students receive an email and the meeting shows up on their google calendar


 701 ELA - Lauer
Wednesday, October 14 • 9:30 – 10:30am


 **Join with Google Meet**
meet.google.com/bck-eeub-dus


 **Join by phone**
(US) +1 413-526-7756 PIN: 356 665 253#

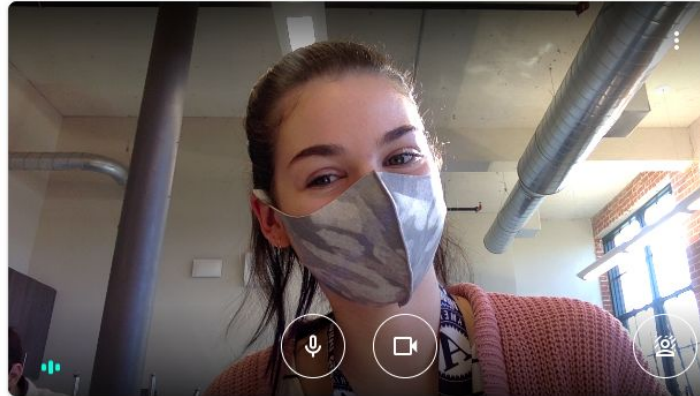
 2 guests
1 yes, 1 awaiting

 mlauer@greatoakscharter.org
Organizer

 Emily Kotulak

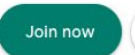
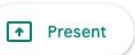
 10 minutes before

 Meghan Lauer




701 ELA - Lauer

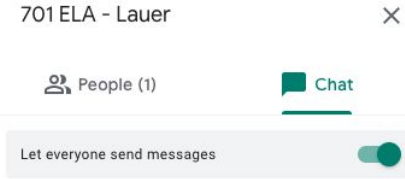
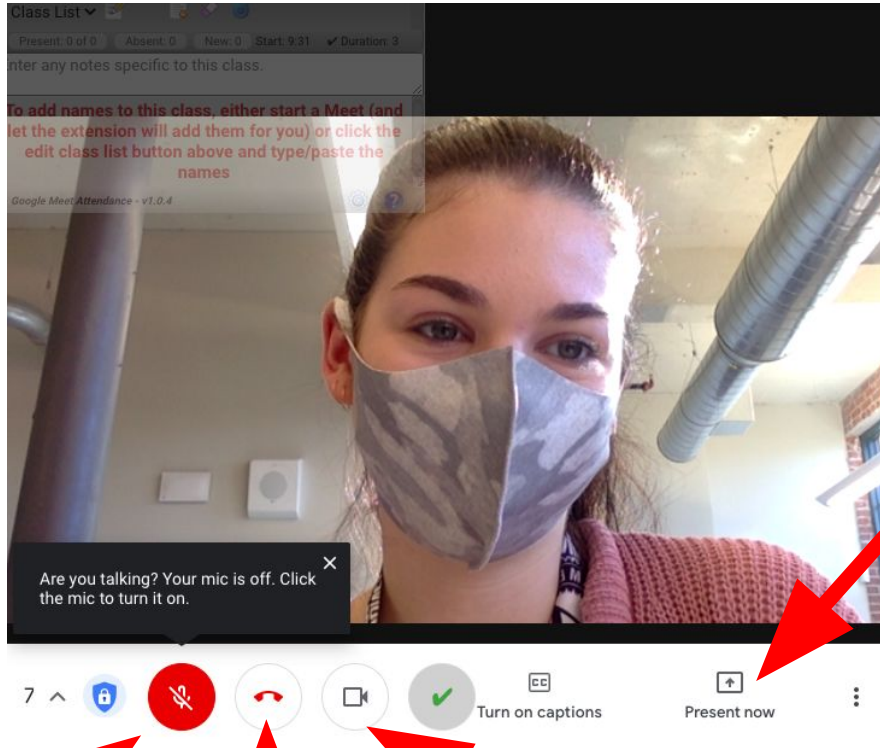
No one else is here

 **Join now**  **Present**

Other options

 and use a phone for audio

Google Meets: Features



Share Computer Screen

Chat Feature

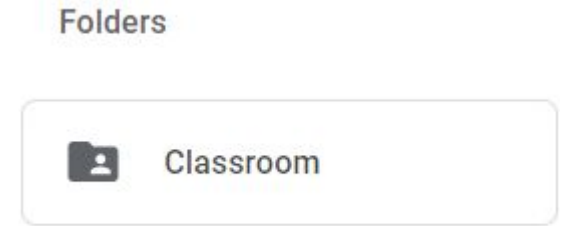
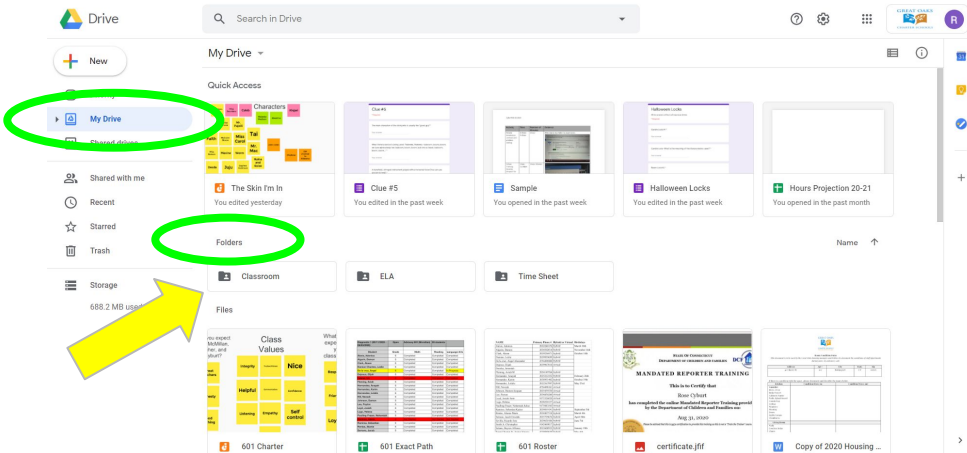
Mute Button

Hang Up Button

Video on/off

How to access Google Classroom from Google Drive

- When on Google Drive, click on the icon listed as “My Drive” on the left portion of the page
- Listed directly under “Folder” you will see a folder called “Classroom”
 - This will show all your scholars classes and assignments they have for them



Google Classroom

What is it ?

A blended learning platform that integrates Google Suite to allow teachers/fellows to assign and collect work from students.

Classroom creates a paperless environment and saves time providing a way for teachers and students to easily communicate and stay organized.

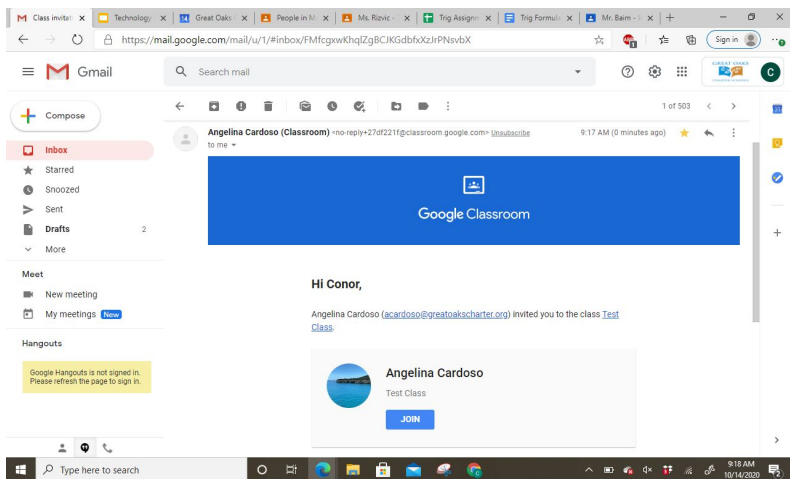
Parents can get update emails about the work going on in Google Classroom.

How do I access it?

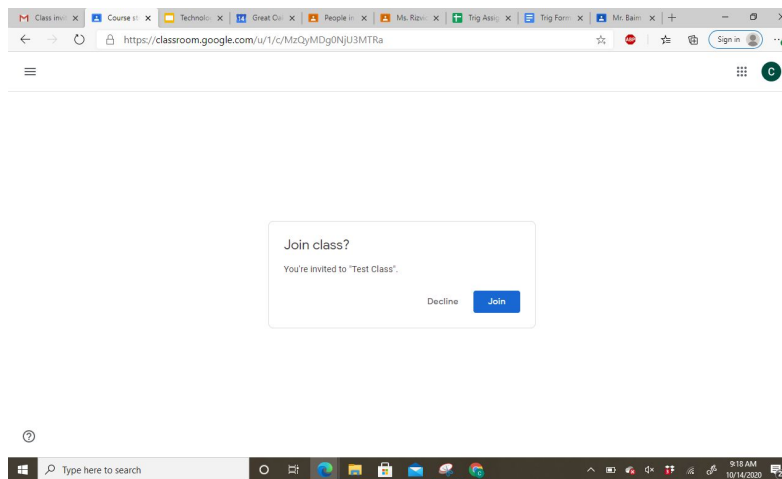
<http://classroom.google.com>

How students join a Google Classroom!

Step One: Have your student accept their invite to the Google Classroom in their gmail account.

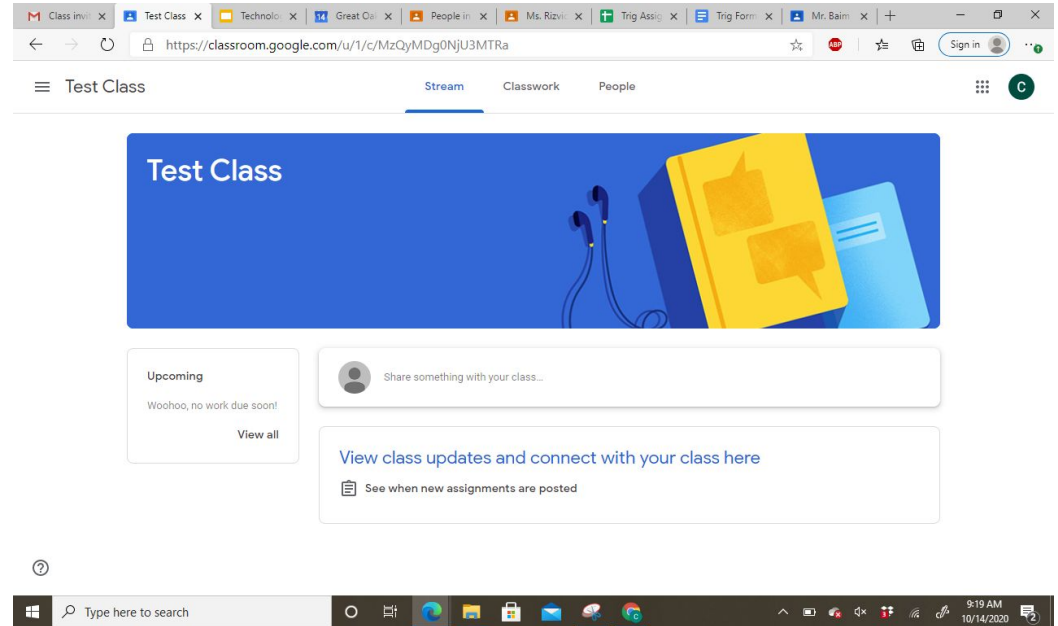


Step Two: Please confirm that your student has access to the Google Classroom.



How students join a Google Classroom Continued

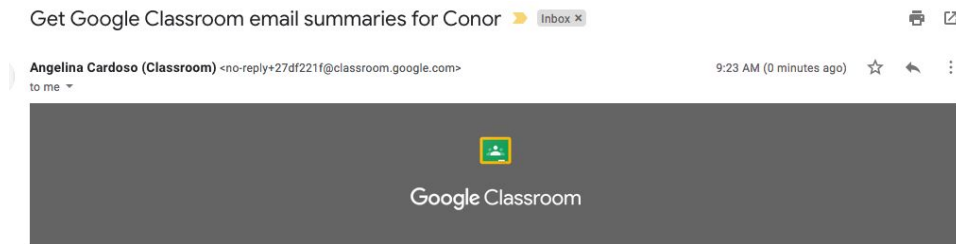
Step Three: Once you have accepted the invite again, you will be in the classroom! This is what the homepage of every classroom should look like.



How Parents can access Google Classroom

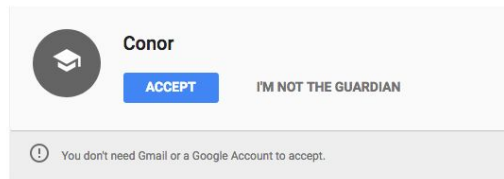
Step One: Check your email account (doesn't have to be a gmail account)

Step Two: Accept the invitation.



Angelina Cardoso invited you as a guardian in Google Classroom

You'll get a weekly summary of Conor's progress with missing and upcoming work, and new teacher posts.



Get Classroom email summaries

You've been invited to get email summaries. You're signed in as Emily Kotulak (ekotulak@greatoakscharter.org).

SWITCH ACCOUNT

ACCEPT

How Parents access Google Classroom Continued

Step Three: Choose how often you would like to receive updates about your student's assignments/quizzes (weekly, daily, no summaries).

Google Classroom email summaries

Email summaries are sent to ekotulak@greatoakscharter.org. [Learn more](#)

Frequency

How often would you like to receive an email summary of your student's activity?



Conor Gill
cgill@greatoakscharter.org



Weekly



Timezone

Daily summaries are sent each afternoon, and weekly summaries are sent on Friday afternoons.

(GMT-05:00) Detroit



Google Classroom email summaries

Email summaries are sent to ekotulak@greatoakscharter.org. [Learn more](#)

Frequency

How often would you like to receive an email summary of your student's activity?



Conor Gill
cgill@greatoakscharter.org



Daily



Timezone

Daily summaries are sent each afternoon, and weekly summaries are sent on Friday afternoons.

(GMT-05:00) Detroit



Google Classroom email summaries

Email summaries are sent to ekotulak@greatoakscharter.org. [Learn more](#)

Frequency

How often would you like to receive an email summary of your student's activity?



Conor Gill
cgill@greatoakscharter.org



No summaries



Timezone

Daily summaries are sent each afternoon, and weekly summaries are sent on Friday afternoons.

(GMT-05:00) Detroit



Google Drive

What is it?

- A comprehensive program used by Google to allow students to access all documents used for school.
- It also allows students to readily access these files and are able to save automatically.
- You can share documents with other scholars and teachers.

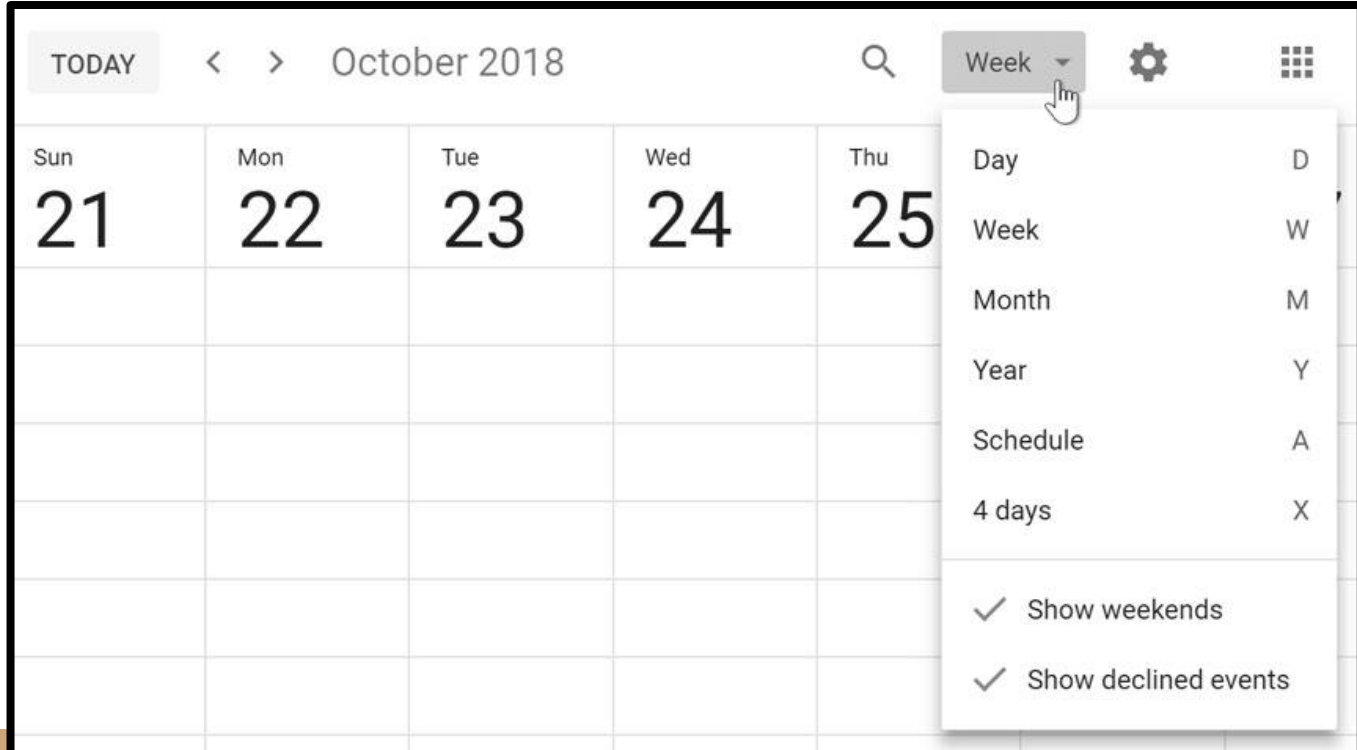
How do I access it?

- Login into your scholar's Gmail.
- Click on the nine circles icon near the displayed email.
- You will then be directed to the opening page of it displaying all assignments.



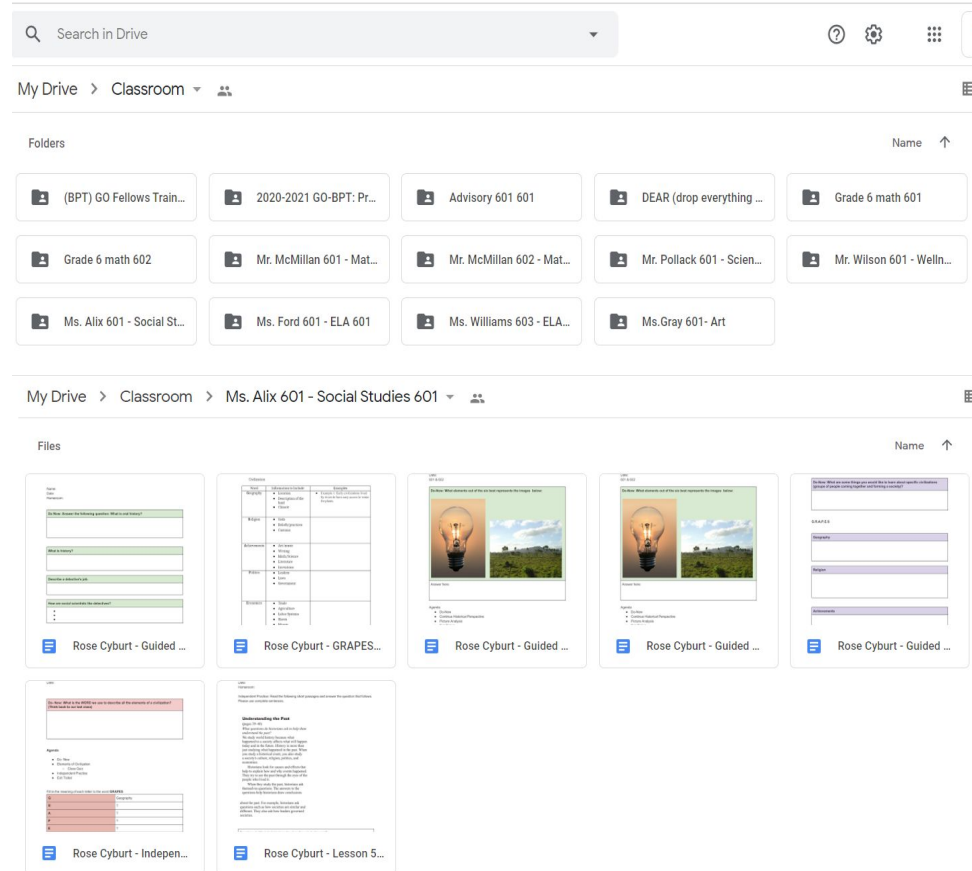
Google Classroom: View Options

Google Calendar offers a lot of viewing flexibility. The button at the top-right will change the scope of the current view, showing a single day or week, an entire month, and other view modes.



Classroom & Drive Cont.

- This is the layout of the Classroom folder on Google Drive
- You can access all your scholar's classes and it will display all the assignments that they have worked on and or submitted



Mock Student Daily Expectation

Students are expected to check their emails and calendar daily for google meet invites and announcement. We will walk through a student's day utilizing all the tools above.



How to Access the PowerSchool Parent Portal

Great Oaks Charter School
Bridgeport

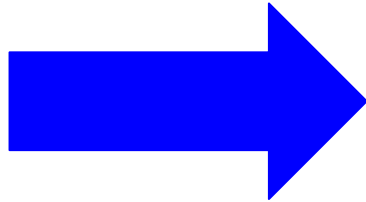


Step 1

Log into the parent portal by using the following address:

<http://greatoaksbridgeport.powerschool.com/public>

This will bring you to this screen, here you will create an account.



 PowerSchool SIS

Student and Parent Sign In

Sign In

Create Account

Username

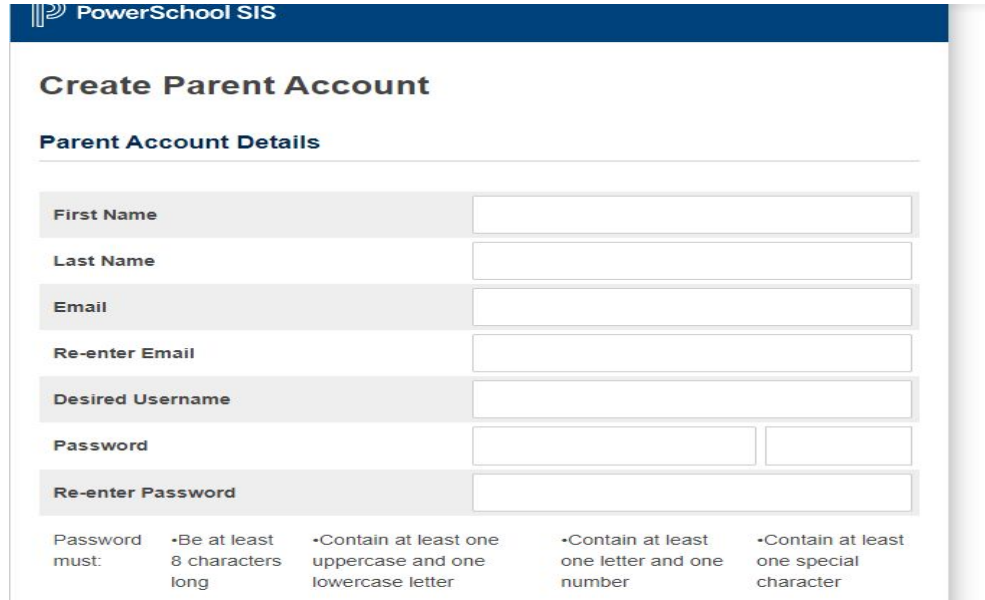
Password

[Forgot Username or Password?](#)

Sign In

Step 2

Once you click on the Create an Account tab it will take you to the below screen where you will be asked to fill out parent information and you will be asked to create a username and password.



The screenshot shows the 'Create Parent Account' form in the PowerSchool SIS system. The form is titled 'Create Parent Account' and is divided into a section for 'Parent Account Details'. It contains several input fields for user information and a password creation section with associated requirements.

PowerSchool SIS				
Create Parent Account				
Parent Account Details				
First Name	<input type="text"/>			
Last Name	<input type="text"/>			
Email	<input type="text"/>			
Re-enter Email	<input type="text"/>			
Desired Username	<input type="text"/>			
Password	<input type="password"/>		<input type="password"/>	
Re-enter Password	<input type="password"/>			
Password must:	•Be at least 8 characters long	•Contain at least one uppercase and one lowercase letter	•Contain at least one letter and one number	•Contain at least one special character

Step 3

In the next section of the Create an account page you will need to enter your students name, the parent access ID and password provided to you, and your relationship to each student. You can add multiple students if you have more than one child.

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name

Access ID

Access Password

Relationship

-- Choose



2

Student Name

Access ID

Access Password

Step 4

Once you have created your parent account and submit your information you will receive an email asking you to verify your account. Once you have verified your account you will then go back to the PowerSchool login page and sign in using the username and password you created. You can access the login page at the below link :

<http://greatoaksbridgeport.powerschool.com/public>

Step 5

Once you have signed in successfully to the portal it will take you to the home screen, where you can click items in the Navigation bar to access grades, attendance, comments from your child's teacher and more!!!

Welcome, **Johnny Great Oaks**
[Help](#)
[Sign Out](#)

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Teacher Comments
- School Bulletin
- Class Registration
- My Schedule
- School Information
- SchoolMessenger

Grades and Attendance: Great Oaks, Johnny

Grades and Attendance

Attendance By Class																	
Exp	Last Week					This Week					Course	T1	T2	T3	Y1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F							
1(FR)	-	-	-	-	-						TEST COURSE Email Great Oaks, Linda - Rm:	1 50	[1]	[1]	1 50	0	0
Attendance Totals															0	0	

Current Simple GPA (T1):
Show dropped classes also

Attendance By Day													
Last Week					This Week					Absences		Tardies	
M	T	W	H	F	M	T	W	H	F	T1	YTD	T1	YTD

PowerSchool Parent Access ID and Passwords

PowerSchool Parent Access IDs and Password letters have been mailed to all of our new families. If you have not received it or if you are a returning family that forgot your username and password, you may call the main office and ask for Mrs. Ramos-Mouning or email us at distancelearning@greatoakscharter.org , and we will provide you with your login information.



Additional Resources

- ❑ PowerSchool Parent Portal Link:
<https://greatoaksbridgeport.powerschool.com/public/home.html>
- ❑ Email Distancelearning@greatoakscharter.org for support
- ❑ Great Oaks Bridgeport Website Link:
<https://bridgeport.greatoakscharter.org/>