

TECHNOLOGY TOOLKIT

An illustration of two hands holding a tablet. The tablet screen is light gray and contains the text 'Guide for using your tablet as a learning tool' in a black, monospaced font. The hands are light-skinned and positioned at the bottom corners of the tablet. The entire scene is framed by a thick black border, which has a small white circle on the left side and a white square on the right side, resembling a tablet's physical design.

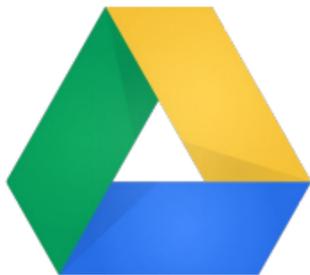
Guide for using
your tablet as a
learning tool

Getting Started:

1. Make sure that your tablet has been plugged in and fully charged before using.
2. If tablet is off, press and hold the small power button (located on the side) until the screen turns on.
3. If the power is on, double tap the screen to “wake up” the tablet.
4. Swipe your finger upwards on the screen to bring you to the menu of applications.
5. These tablets have been preloaded with all the applications your child needs to begin.
6. ***If your screen goes black, double tap on the screen to bring it back on.



Understanding your Applications



Accessing Google Classroom:



Purpose: This is the main location where you will find classroom assignments, communication, and resources.

Steps:

1. Once you turn on and swipe right to unlock your screen, you will see the full menu of applications.
2. Select the application with the logo at the top of this page and it will take you to Google Classroom.
3. Click on the class that you want to enter.
4. You may have more than one classroom set up. (ex. Math and All other subjects)

School Gmail:



Purpose: Feedback on assignments and other school related email from Google Classroom will go to the student's gmail account. Please check this daily.

Steps:

1. Go to application home page and select the gmail icon at the top of this page.
2. Click on emails to open and read
3. To write an email, click the plus icon on the bottom right of the screen. Make sure to type the email address of who you are sending "To" and the subject. Then you hit the paper airplane icon in the top right corner to send your message.

Google Drive:



Purpose: This application will store all documents created and shared with the student.

Steps:

1. Once you are on the home screen, select the drive icon located at the top of this sheet.
2. Once in Google Drive, you can view your assignments.
3. Click on the assignments to open them.

Google Meet: Classroom instruction



Purpose: This application will allow you to meet virtually with your class.

Steps:

1. When joining your teacher for a lesson, open Google Classroom.
2. Select the class you want to join.
3. Click on the video camera icon in the top right corner of your tablet.
4. Select “Join meeting”
5. Make sure that your microphone is muted and your camera is on when you join.

Google Meet: Small group or individual with teacher



Purpose: This application will allow you to meet virtually with your teacher.

Steps:

1. If you are instructed to have an individual or small group meeting, open up gmail.
2. Look for the email with the invitation from your teacher.
3. Click the Google Meet link in the email at the correct day and time of the scheduled meeting.
4. Select “Join meeting”
5. Make sure that your microphone is muted and your camera is on when you join.

How to find your assignments in Google Classroom:



1. Once you turn on and swipe right to unlock your screen, you will see the full menu of applications.
2. Select the application with the logo at the top of this page and it will take you to Google Classroom.
3. Click on the class that you want to enter.
4. Select “Classwork” at the bottom of the screen
5. You will see your assignments listed by date
6. Click on an assignment to open it and begin working.

How to turn in an assignment in Google Classroom:

After you have read instructions and completed the assignment, you are ready to turn in your work.

There are two options for turning in work:

- 1) For assignments that are to be done digitally, complete the attachment, you **MUST** click the save icon  next to the 3 dots in the upper right corner. Next, it will return you to the assignment. Swipe the arrow up from the bottom of the screen and select "Turn In".
- 2) For hard copy assignments, you will attach a photo of your work. When you slide up with the arrow at the bottom, select "Add attachment". Then select "Take photo". Take a picture by pressing the dark circle button and then retry or press "ok" to choose that picture. Then choose "Turn in".