

COMMUNICATION &
ONLINE LEARNING
TOOLKIT



FOR PARENTS

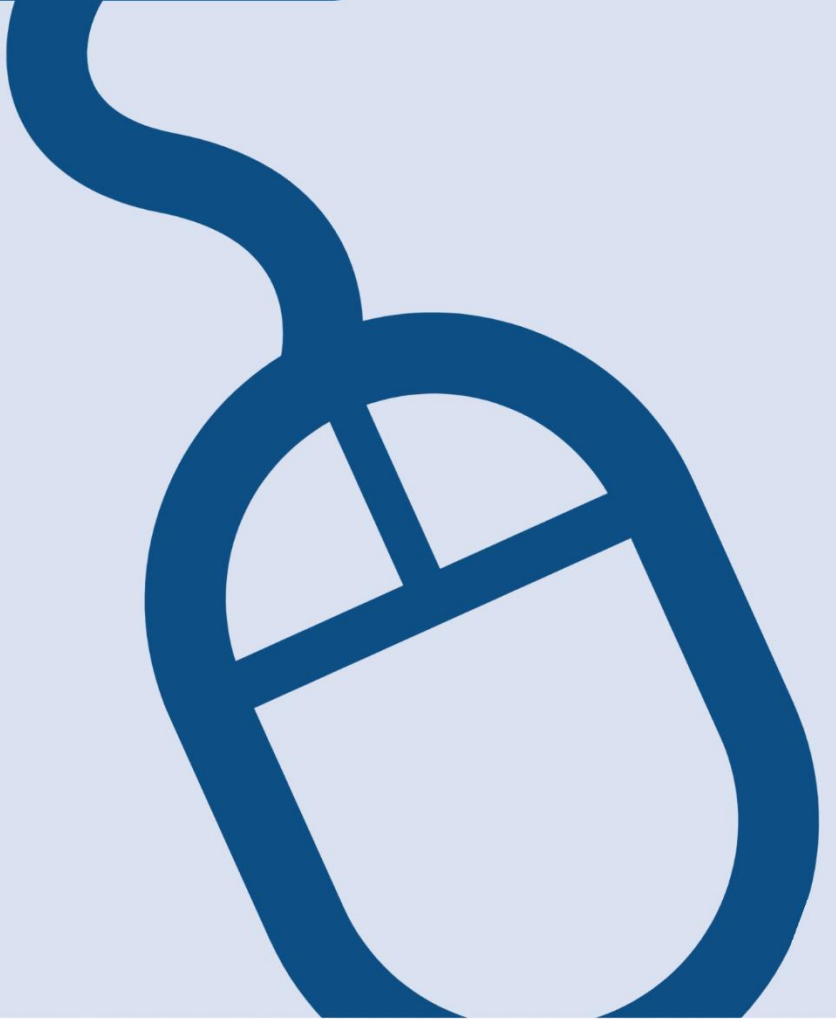


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Exceeding Your Expectations

First, we want to say thank you! Thank you for entrusting the education and wellbeing of your children to us. We, in no way, take this responsibility lightly. We, as educators, have dedicated our lives to bettering OUR children in any way by any means. I typed “OUR” because we see your babies as OUR babies. We operate under the simple principle, if it is not good enough for OUR kids, it is not good enough for any kid. Here are a few things to expect as we teach and grow OUR children:

Expectations for our Teachers

- You should expect our teachers to love our kids unconditionally
- You should expect our teachers to OVER communicate with you, the parent.
- You should expect our teachers to provide engaging, relevant instruction to our kiddos.
- You should expect our teachers to protect the emotional, physical, and mental wellbeing of our students!

Expectation for our Students

- Students are expected to login each weekday and complete assignments. If the school is closed for a holiday, students are not expected to login to complete assignments.
- Students are expected to reach out to their assigned teachers and ask questions if needed.
- Students are expected to attend any scheduled meetings that are planned by the teacher(s).
- Students are expected to be learning for 6.5 hours daily in grades 1st – 12th and 4 hours daily for students in Kindergarten.

Expectation for our Parents

- Ensure that students do all the above-mentioned tasks and activities.
- Communicate with teachers and staff when needed.
- Provide ample time, resources and comfortable/quiet environment in which students can complete their schoolwork

MCCHS Virtual School Support

- Virtual Problem Solver = Ms. Szalay | sszalay@millingtonschools.org
- Virtual Problem Solver = Assistant Principal Rollins | brollins@millingtonschools.org
- Algebra 1 = Mrs. Boswell - rboswell@millingtonschools.org
- Geography/Bridge Math/Pre-Cal = Mr. Winkler – mwinkler@millingtonschools.org
- Algebra 2 = Dr. Smith | msmith@millingtonschools.org
- English 9th Grade = Mr. Horton | jhorton@millingtonschools.org
- English 10th Grade = Ms. Cupp | lcupp@millingtonschools.org
- English 11th Grade = Mr. Dechant | adechant@millingtonschools.org
- English 12th Grade = Ms. Nollette | ahumenollette@millingtonschools.org
- Environmental Science = Mrs. Pugh | spugh@millingtonschools.org
- Biology = Ms. Stewart | mstewart@millingtonschools.org
- Chemistry = Ms. Sprunger | ssprunger@millingtonschools.org

Millington Middle Virtual School Contacts

- Virtual Problem Solver – Janet Pyland | jpyland@millingtonschools.org
- 6th grade- Mr. Hunter Steele- Math / Science | hsteele@millingtonschools.org
- 6th grade- Mrs. Jessica Cartwright RLA / SS | jcartwright@millingtonschools.org
- 7th grade- Mrs. Sharron McAnally Math / Sci | smcanally@millingtonschools.org
- 7th grade- Mrs. Rebecca Raburn RLA / SS | rraburn@millingtonschools.org
- 8th grade- Mrs. Di Di Ross RLA/ SS | dross@millingtonschools.org
- 8th grade- Mrs. Christina Eskew Math / Sci | ceskew@millingtonschools.org

E.A. Harrold Virtual School Support

- Virtual Problem Solver = Audrey Poston | aposton@millingtonschools.org
- Kindergarten = Andrea Granderson | agranderson@millingtonschools.org
- 1st Grade = Lizzie Archer | aarcher@millingtonschools.org
- 2nd Grade = Lajuana Kledzik | lkledzik@millingtonschools.org
- 3rd Grade = Lauren Mabry | lmabry@millingtonschools.org
- 4th Grade = Meron Ticer | mticer@millingtonschools.org
- 5th Grade = Heather Chalker | hhinshawchalker@millingtonschools.org
- 5th Grade = Melissa Joyner | mjoyner@millingtonschools.org

Millington Elementary Virtual School Support

- Virtual Problem Solver = Tiffany Kost | tkost@millingtonschools.org
- Kindergarten = Kela Brown | kbrown@millingtonschools.org
- 1st Grade = Robin Michael | rmichael@millingtonschools.org
- 2nd Grade = Lauren Turner | lturner@millingtonschools.org
- 3rd Grade = Danielle Kinningham | dkinningham@millingtonschools.org
- 4th Grade = Melissa Williams | m3williams@millingtonschools.org
- 5th Grade = Tiffany Kost | tkost@millingtonschools.org

Hybrid and Virtual School Toolkit

Audience for this document: Parents/Students

Based on parent feedback, we are working to standardize and streamline teacher, parent, and student access to online educational resources. We know that there are a billion websites and apps out there that are great resources, but we want to avoid this:

Teachers: Just log into Zablezoot, scroll down to the Zork! app and have the kids work through the assignments sent through Kracklezam or check the links posted in Drumblekick.

Parents:



Clever

This year, we are trying to streamline the process for students to login to the different systems they will need for learning. Students will access most of their resources through a service called Clever. This service allows for students to have a “one-stop-shop” for all their websites, usernames, and passwords. When students log in to Clever, they will use the “Active Directory” option and then use their full MMSD email address and password. This info can be found on the sheet that was inside the laptop/iPad when we handed it to you.

Student Help and Troubleshooting

- *Student Login Method: Clever*
- *Who has access: All teachers, students, and Instructional Staff*
- *How to access: <https://clever.com/in/millington>*

Students and parents may need help logging into systems, remembering usernames and passwords, opening apps on their tablets and computers, remembering where to go to get assignments, etc. The teachers is the first line of help for students and parents when it comes to their instructional technology. If the Teacher of Record is unable to help the student and/or parent, this is the hierarchy of support:

- Classroom Teacher
- Virtual Problem Solver: [\(See above for contact information\)](#)
- Assistant Principal
- In-Building Tech Support
- District Supervisor
- Superintendent
- Board of Education

Student Help Requests

- *Student Login Method: Microsoft Active Directory (email address and email password)*
- *Who has access: All students*

- How to access: <https://clever.com/in/millington>

Any issues involving the hardware of the computer should be submitting using the student help desk found in Clever. If a student has an issue with a particular assignment or website, please reach out to the Teacher of Record first.

Student Help and Troubleshooting Resources

Technical/Computer Help:

- Have students restart their computer. This fixes most issues.
- Submit Help Desk ticket via Clever portal after following appropriate steps above OR if they can't because the computer is not working, reach out to the teacher directly.

Instructional Help

- Hybrid model students will contact their scheduled teacher.
- All Virtual model students will contact the teachers listed in the above section:
 - [MCHS Virtual School Support](#)
 - [MMS Virtual School Support](#)
 - [MES Virtual School Support](#)
 - [HES Virtual School Support](#)

Accessing Online Resources

Clever

- *Student Login Method: Microsoft Active Directory (email address and email password)*
- *Who has access: All students*
- How to access: <https://clever.com/in/millington>

Rule of Thumb: Always log in to education apps through Clever.

NOTE: Student Username and Passwords will be sent home with the device. If you have forgotten your Username or Password, please reach out to the Teacher or Technical Assistant for help.

Video Conferencing for Students

- Grades PK-3: Currently in grades PreK – 3rd, students are assigned iPads. Microsoft Teams is installed on the students' iPad and is setup and ready to go. All virtual meetings will go through Microsoft Teams. Students will access all Microsoft Teams meetings through the Microsoft Teams app on the iPad.
- Grades 4-8: Currently in grades 4-8, students are assigned Chromebooks or an iPad. So as to more thoroughly integrate into the Google suite of apps, teachers in grades 4th – 8th can choose between Microsoft Teams or Google Meet. Students will receive an email to their MMSD Student email account with the Google Meet or Microsoft Teams meeting link. Students will connect to the meeting with that link at the appropriate time.
- Grades 9-12: Currently in grades 9-12, students are assigned Windows laptops. So as to more thoroughly integrate into the Microsoft suite of apps, teachers in grades 9th – 12th are expected to use Microsoft Teams. Teams now has the ability to show up to 49 users in the meeting at one time. Students will receive an email to their MMSD Student email account with the teams meeting link. Students will connect to the TEAMS meeting with that link at the appropriate time.

Microsoft Teams

- *Student Login Method: Clever / Active Directory Apps @ www.office.com*
- *Who has access: All Students*
- *Rostering: Syncs with Clever*

Microsoft Teams is the preferred method of communicating with students in a group as it is already integrated with our existing Office365 environment. Most classes should already have a team created and populated with students.

Teams Resources

- Teams step sheet for students:
https://www.millingtonschools.org/UserFiles/Servers/Server_90441/Image/Technology/Step%20Sheets/Teams_Step_Sheet_for_Students.pdf

Communicating with Teacher

Remind 101

- *Parent/Student Login Method: No Login Required*
- *Who has access: All parents and students*
- *Rostering: Syncs with Clever*

Teachers will be expected to communicate with parents on a regular basis. Communication will be the key to success during our Hybrid and Virtual School options. All phone numbers and email addresses that teachers will use to communicate with their students will be taken from Skyward. So please make sure your email address and phone number is up to date in Skyward. This can be done by logging in to [Skyward](#) at any time and updating this information. You will receive a text message from your students' teacher. You can save this number and text it back as needed.

Remind 101 Resources

- Getting Started: <https://www.youtube.com/watch?v=1BufFR4Fado>
- YouTube Search of Remind 101:
https://www.youtube.com/results?search_query=remind+101+for+teachers

Skyward and Email

- *Student Login Method: Active Directory Username: (first part of email address, before the @ symbol)
Password: email password. See more info [here](#).*

- *Parent Login: You were assigned your own username and password. If you need help remembering your username or password, please call your child's school.*
- *Who has access: All students and parents*
- *How to Access: <https://sis-millington.tnk12.gov/scripts/wsisa.dll/WService=wsMILStu/fwemnu01.w>*

All student information is housed in Skyward. This is a parent's source of all official grades, discipline records and attendance records. Please ensure that all phone numbers and email addresses are up to date.

Online Content Delivery and Management – LMS

SeeSaw – Grades PK – 5 (Hybrid and Virtual School)

- *Student Login Method: Clever*
- *Who has access: All teachers, students, and Instructional Staff*
- *Rostering: Syncs with Clever*

Teachers are expected to use Seesaw for all management and delivery of remote instruction in both the all Virtual and Hybrid remote learning models. The reason for this expectation is so that parents are not overwhelmed with where to go to find their child's schoolwork.

SeeSaw Resources

- SeeSaw Help Center: <https://help.seesaw.me/hc/en-us>

Google Classroom – Grades 4th – 8th (Hybrid Only)

- *Student Login Method: Clever*
- *Who has access: All students*
- *Rostering: Syncs with Clever*

Teachers are expected to use Google classroom in grades where students are assigned Chromebooks. Teachers in grades 4th and 5th have the option to use SeeSaw or Google Classroom.

Edgenuity – Grades 6th – 8th (Virtual Only)

- *Student Login Method: Clever*
- *Who has access: MMSD virtual students*
- *Rostering: Syncs with Clever*

Millington Middle School will use a platform called Edgenuity for the delivery of virtual content. This content aligns to TN State Standards.

Edgenuity Resources

The Educator Experience: <https://www.youtube.com/watch?v=WXrzn0Jxvo8>

The Student Experience: https://www.youtube.com/watch?v=G_HPDRbV8oU

Thrivist – Grades 9th – 12th (Hybrid Model Students)

- *Student Login Method: Clever*
- *Who has access: MMSD students*
- *Rostering: Syncs with Clever*

MCHS teachers have the ability to integrate all synchronous and asynchronous instruction into Thrivist. It is expected that teachers will use Thrivist for a content delivery method during the Hybrid remote learning days. Thrivist is an LMS or Learning Management System that allows teachers to post assignments for students to access both at school and at home. Thrivist is provisioned with classes and student by Clever.

Edgenuity – Grades 9th – 12th (Virtual School Only)

- *Student Login Method: Clever*
- *Who has access: MMSD virtual students*
- *Rostering: Syncs with Clever*

MCHS will use a platform called Edgenuity for the delivery of virtual content. This content aligns to TN State Standards. The students that opt in to the MMSD all virtual option will have access to this platform.

Edgenuity Resources

- The Educator Experience: <https://www.youtube.com/watch?v=WXrznoJxvo8>
- The Student Experience: https://www.youtube.com/watch?v=G_HPDRbV8oU