

NTMS Tech Tips for Remote Learning



Schoolology:

- This app will be used by teachers to post daily instructions, including assignments, tests, and quizzes.
- Students will be required to submit assignments via Schoolology.
- You can access from a device other than an iPad but MUST use www.nt.schoolology.com
- We encourage you to sign up for a parent account using the information provided. We will be sending out emails using Schoolology.

Student Log in Information:

- Click on the APP.
- It must say **North Tonawanda Middle School** when you open the app.
- If it doesn't then click on the box and search for North Tonawanda Middle School. **(It has a blue dot next to it.)**
- Select
LOG IN Screen: (It will have a white background and say North Tonawanda Middle School at the bottom.)
User name: 1st initial of 1st name & last name: (ex: mwatson)
PW: Student ID #
- Students **SHOULD NOT CHANGE** usernames or passwords.

Accessing Daily Assignments:

- When the students open Schoolology, the daily announcements and other updates will be posted in the center of the page.
- Click on the 3 lines in the upper left corner to open the drop-down menu to access their courses and the calendar.
- Select Calendar to see the daily assignments. It opens to UPCOMING. Student assignments are posted under the date. Students should **read & follow ALL directions**. You can also access daily assignments by switching the tab to Calendar and selecting the date.
- A **pencil** is an assignment that will need to be submitted.
- A **puzzle piece** (blue or green) is a quiz or a test.

Once students have their assignments for the day. They may be directed to various places to complete their work (For example, the Materials folder in Schoolology, OneNote, ClassKick, or IXL.) Directions to access these platforms/websites should be provided in the teacher directions.

Materials Folders (Schoolology):

- From the Calendar screen, click on the 3 lines in the upper left corner.
- Select **Courses**

- Select your course. (English, math, science...)
- **Open the GREEN folder.** The current unit is green.
- Click on the folder or assignment to which your teacher has directed you.
- Get to work 😊

Submitting Assignments to Schoology:

Apps may vary. However, most will have you submit in the following way:

- Click on the arrow in the upper right corner.
 - Select "Send a Copy of the Page"
- Select "Send with another App"
- Select SCHOOLGY
- Submit to Assignment
- Select the subject (English, math, science) & Find the assignment
- Click "UPLOAD"

*** Teachers may provide alternate directions for their assignments when needed. ***

Messaging Teacher via Schoology:

- Click on the **3 lines in the upper left corner** of the page.
- Select **Messages**
- Click on the **+** in the upper right corner
- TO: Type in the teacher's name (A drop down will appear if you spelled his/her name correctly.)
- Fill in the Subject
- Type the message
- Click on the **green** ✓



OneNote

- OneNote is a digital, interactive online notebook.
- The notebooks are teacher created and students can write or type in the notebooks to complete various activities.
- It saves work automatically.
- Teachers can view student notebooks in real time & these activities can then be shared to the teacher via Schoology.
- Students can access OneNote via other devices at www.office.com.

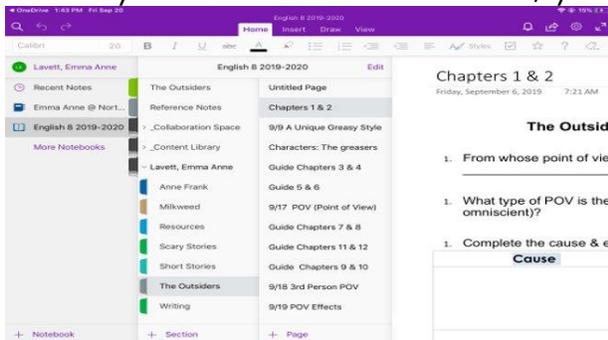
Student Log in Information:

- Open the app
- **Username:** 1st initial of 1st name and last name + @ntschoools.org (ex: mwatson@ntschoools.org)
- **PW:** Student ID
- Students **SHOULD NOT CHANGE** usernames or passwords.

Opening Your Notebooks:



- To open your notebook the first time, you must log in to OneDrive using the log in information above.
- Click on shared at the bottom of the page
- Select the notebook. *sometimes it requires multiple sign-ins as you move through these steps.
- Once you are in the notebook, you will see 3 columns:



- Select the class you will be working in from the 1st column.
- Click on YOUR NAME at the bottom of the 2nd column.
- Open the section of the notebook where you will be working.
- Select the page you will be working on for the assignment.
- You can write or type on the page, depending on the assignment and teacher directions.

Submitting Assignments from OneNote to Schoology:

- Click on the arrow in the upper right corner.
 - Select "Send a Copy of the Page"
- Select "Send with another App"
- Select SCHOODOLOGY
- Submit to Assignment
- Select the subject (English, math, science...) & Find the assignment
- Click "UPLOAD"



eSchool

Logging in to the Portal:

- Go to www.ntschoools.org
- Click on Student Portal Login on the left side of the red tool bar.
- Student username and password should both be the student id.
 - The first time a student logs in the password is welcome1 and will need to be changed to the student id.
- If it is not, then your child has changed it & needs to contact the guidance office and have the account reset.
- Parent Log-in: If you want an account, you must have an email and it must be approved. The benefit of having your own account is if you have multiple children, they are all linked to one account

TEAMS



This is an online platform where teachers may hold class, small group, or individual meetings with students to provide support.

Logging in to Teams:

- Select the Teams app. If you are using another device, you must download the app.

Students may need to sign in again to 365:

- **Username:** 1st initial of 1st name and last name + @ntschoools.org
(ex: mwatson@ntschoools.org)
PW: Student ID
- Students **SHOULD NOT CHANGE** usernames or passwords.

Student should open the calendar to access their meeting. It is located on the bottom tool bar on the left. Click on meeting and join.

Students can access Teams from other devices by logging into www.office.com.



MS WORD

- MSWord is a word processing program.
- Students may be asked to type a document or create a project in MSWord.

Student Log in Information:

- Open the app
- **Username:** 1st initial of 1st name and last name + @ntschoools.org
(ex: mwatson@ntschoools.org)
PW: Student ID
- Students **SHOULD NOT CHANGE** usernames or passwords.

Getting Started:

- Open a new Word document by clicking on the “**New**” icon in the upper left corner.
- Click on “**Blank document**”
- Save it immediately. (*See note below about creating a class folder.)
- Saving on the iPad:
- Click on the **three dots** in the **upper right corner**.
- Select **Save**.
- Select **OneDrive** in the column on the left.
- If you created a **class folder***, select the folder in the column on the left.
- Type the name of your document in the **Name:** box at the top.
- Be consistent use your last names/first initial & assignment. For example: QuinnC Word Notes.
- Click “**Save.**”
- Students can now use Word as they normally would. If they are working in the browser on the iPad, their work saves automatically.
- If they are working in the desktop version, they need to make sure their changes are **saving to the OneDrive**.

***Creating a class folder*:**

- Open **OneDrive**.
- Make sure you are on the “**Files**” page (Click on the icon on the lower left of the screen.)
- Click on the + in the upper right corner of the screen
- Select “**Create a Folder**”
- **Name it** with the **Subject 2020-2021**(For example English 8 2020-2021, Tech 8 2020-2021, Science 7 2020-2021)

Sharing a document for feedback. *(This will probably be used most in English class – almost like a virtual conference.)*

- In the upper right corner of the screen find the **Share Icon**. It is a square with an arrow.
- Type your **teacher’s email address** in the “Enter the name” section. It will pop up if you just type his/her name and spell it correctly.
- Click “Send”
- Now your teacher can send you feedback under the “Review” tab at the top of the page before you turn in the assignment.

Submitting a MSWord Document to Schoology:

- Click on the arrow in the upper right corner.
 - Select "Send a Copy of the Page"
- Select "Send with another App"
- Select SCHOLOGY
- Submit to Assignment
- Select the subject (English, math, science...) & Find the assignment
- Click "UPLOAD"



IXL

This is an online program where student may be directed to complete individualized skill building activities.

Student Log in Information:

- Open the app & login
- Or open the website in your Chrome browser www.ixl.com

Username: first initial and last name @ntcs

Password - student ID #

- Students **SHOULD NOT CHANGE** usernames or passwords.
- Follow the directions as presented on the screen.



Classkick

Student Log in Information:

- Open the app

Username: first initial of first name and last name +@ntschoools.org (ex: mwatson@ntschoools.org)

Password: student ID #

- Students **SHOULD NOT CHANGE** usernames or passwords.
- Select the folder with the teacher's name.
- Select the correct assignment.
- Students can access classkick from other devices by going to www.classkick.com.
 - In the upper right-hand corner select login and student.

Passwords At-a-Glance

APP	Username	Password
Schoology	1 st initial last name	Student ID #
OneNote	1 st initial last name @ntschoools.org	Student ID #
Teams	1 st initial last name @ntschoools.org	Student ID #
MSWord	1 st initial last name @ntschoools.org	Student ID #
Eschool	Student ID #	Student ID #
IXL	first initial and last name @ntcs	Student ID #
Classkick	1 st initial last name @ntschoools.org	Student ID #

In some cases, students may have a number attached to his/her login if it is a common name in the district

Students should not change usernames or passwords