

Digital Tech & Text Survival Kit

www.mscarreyslearninggateway.com

Student Name: _____

My Assigned Laptop is # _____

My Assigned Book is # _____



Purpose of this tool:

- To access district-administered Google and Microsoft applications
- To access district-administered membership access to academic databases (i.e. Ebsco)
- To access school server folder (both at school and from home/elsewhere)
- To access school digital devices

My student number is _____

Rapid Identity (and device log on) is: student@yesnet.yk.ca so MINE is:

_____ @ yesnet.yk.ca

YOUR PASSWORD IS YOURS ALONE. TEACHERS CAN RESET IT BUT CANNOT FIND IT OUT FOR YOU.
 IF MS. CARREY RESETS YOUR PASSWORD IT WILL BE WHITEHORSE AND YOU WILL BE PROMPTED TO CREATE A NEW
 PERSONAL PASSWORD THAT YOU WILL REMEMBER. BELOW PUT A HINT - NOT THE ACTUAL PASSWORD - THAT WILL
 REMIND YOU OF YOUR PASSWORD.

Hint to my password: _____

From School	From Home / other location with internet access
<p>Log on to your assigned laptop (or iPad) using your studentID#@yesnet.yk.ca</p> <p>Find the Rapid Identity Icon in the dock (bottom right of the screen):</p>  <p>This will take you to: https://portal.yesnet.yk.ca/</p> <p>When prompted, type in your Rapid Identity log in (as above) studentID#@yesnet.yk.ca</p> <p>When prompted, type in your password (see notes above)</p>	<p>Google "yesnet"</p> <p>Select YESNet Yukon Education Student Network</p> <p>That will take you to: https://v2yesnet.wordpress.com/ (A grey background with a picture of a fox)</p> <p>Select the tab "Single sign-on"</p> <p>This will take you to: https://portal.yesnet.yk.ca/</p> <p>When prompted, type in your Rapid Identity log in (as above) studentID#@yesnet.yk.ca</p> <p>When prompted, type in your password (see notes above)</p>

When you sign in to your Rapid Identity portal, you will see your “landing page”, which defaults to the applications to which you have access. Clicking on any one of the application icons will open a new window for that site/application.

Icon	Application & Brief description
	<p>Google Suite (a collection of apps) including Google Drive (storage), Docs, Sheets, Slides, Sites, News, Calendar, and Classroom. (Please see below for more detail).</p>
	<p>Microsoft Office 365 Suite including Word, Excel, PowerPoint, One Note etc.</p>
	<p>Each student has a personal storage file on the school server. This is the student’s file cabinet for their work, which they can access from any computer from which they can get on to Rapid Identity, and which is the default when they use their Rapid Identity to log on to school devices (desktops, laptops and iPads).</p>
	<p>This icon allows students to access the Yukon Education Libraries catalogues on Destiny.</p>
	<p>This icon allows students to access the district-paid membership to the Ebsco database of academic sources. Ebsco host includes grade-level targeted sub-databases for kids in primary/elementary, junior and secondary, as well as upper-level academic databases.</p>
	<p>This icon allows students to access the district-paid membership to the online WorldBook encyclopedia.</p>

There is a second ‘page’ to your Rapid Identity where you can change your password, should you so choose. Please keep in mind that when you create your password, teachers have no way of discovering it for you later. The only solution is for us to reset it to something general and then have you create another password.

Consider using a password keeper app that you can easily access to keep track of your passwords. There are several available on various platforms that are free and reliable. Barring that, consider saving the information on the ‘notes’ function on your smartphone, but protect it with a password.

Google Suite



Purpose of this tool:

- ❑ To access a set of applications for the creation of data products (documents, websites, images, audio files etc.)
- ❑ To store a variety of school-related data products that can be worked on collaboratively or shared with educators
- ❑ To access Google Classroom, online assignment and announcement platform.

PLEASE NOTE: YOUR YUKON-EDUCATION-ADMINISTERED GOOGLE ACCOUNT IS BASED ON YOUR RAPID IDENTITY, AND IT IS **NOT** RELATED TO - OR LINKED TO - ANY PERSONAL GOOGLE ACCOUNTS YOU MAY HAVE. SHARING BETWEEN EXTERNAL GOOGLE ACCOUNTS AND YKED ACCOUNTS IS, AT BEST, LIMITED IF NOT IMPOSSIBLE. THIS IS TO PROTECT YOUR PRIVACY AND SAFETY ONLINE WHILE USING DIGITAL TOOLS FOR ACADEMIC PURPOSES.

DO NOT USE YOUR YUKONEDUCATION DIGITAL ACCOUNTS FOR PERSONAL CORRESPONDENCE/SOCIALIZING/SOCIAL MEDIA-TYPE BEHAVIOUR. ANY BEHAVIOUR OR LANGUAGE THAT WOULD BE INAPPROPRIATE IN A CLASSROOM SETTING IS **ALSO** INAPPROPRIATE IN THE DIGITAL CLASSROOM AND WILL BE DEALT WITH ACCORDINGLY.

Some Intro terminology:

Google **Apps** = software,

Google **Suite** = collection of software,

Google **Drive** = online storage server attached to a particular individual's acct.

Google Apps included in Yukon Education administered Google Suite:

- ★ **DOCS** (Word processor)
- ★ **Sheets** (Spreadsheet)
- ★ **Slides** (Slide show presenter)
- ★ **Sites** (drag-and-drop website creator)
- ★ **Jamboard** (collaborative, interactive whiteboard)
- ★ **Calendar** (online calendar)
- ★ **News** (a location where students can seek news items that may help with research, current event awareness etc)
- ★ **Forms** (a tool for creating surveys, forms etc.)
- ★ **Keep** (a tool that allows users to keep notes, "bookmark" items; it is a collection, curation and sorting tool)
- ★ **Drawings** (a very basic sketch and 'drawing' tool)
- ★ **Classroom** (an online 'classroom' site that allows teachers, students and parents to communicate, to share work/assignments and resources, track due dates etc.)
 - **Please note:** a parent **ONLY** has access that allows them to see their own child's or ward's work and comments, and teacher comments to an entire class or to that parent's particular child/ward. Parents cannot view or comment on the work of other students. ***If you want to have access to your student's Google Classroom, please contact the teacher.***
- ★ **Note:** there is not currently a gmail function attached to the accounts. Students cannot receive or send emails to external accounts from their Yukon Education (yesnet) accounts.

PLEASE NOTE: ALL work should be submitted via Google Classroom (preferred)
or via sharing an item in Google Drive.

PLEASE do NOT email work to the teacher's email address. Large files, particularly files including media data, take up significant storage space and make it difficult for the First Class (Yukon Education's email system) mailbox to function. Notifications go to the teacher's email address that work has been submitted in Google Classroom.

Google Classroom 

This is the online classroom extension of our physical classroom.

It is imperative that students sign-in to accept the invitation to the digital classroom and become familiar with the process of using the online learning space.

**** Parents - you can also be invited to the Google Classroom with the ability to view and comment on your child's/ward's work. You cannot see or comment on other students' work, nor can any other parent or guardian see work provided by your child/ward. IF you want to be added to the Google Classroom for your child/ward, please send an email to Ms. Carrey (robin.carrey@yesnet.yk.ca) to let me know.*

All classroom expectations regarding appropriate, considerate, courteous and respectful language and behaviour that apply in the physical classroom also apply in the digital classroom. For students, learning is their full time job, and students should consider the Google Classroom page a 'work' environment. Comments, posts or materials that in any way violate school or classroom expectations around conduct will be deleted and will be addressed with the student (and parents or school administration as necessary).

Purpose of this tool:

- To access resources that will help students succeed in course learning tasks; some of these may be key texts/materials, some may be supplementary
- To communicate dates/deadlines and updates with students
- To allow students (and parents) a platform on which they can directly send messages to the instructor in regards to specific assignments
- To allow students to access assignments, and to submit assignments for assessment
- To allow students (and parents and educators) to track student progress

To access the YukonEducation managed Google Classroom account for this class you need to follow these steps:

1. Log on to your Rapid Identity.
2. From the Rapid Identity Applications page, select Google Suite (this will bring you to Google Drive)
3. In the top right corner, next to the Yukon Logo, you will see a set of nine dots (they look like a phone keypad). Click them. This will generate a drop down icon menu.
4. Select the Google Classroom icon (green chalkboard with a person on it)
 - a. *** Sometimes, it will ask you to confirm that you are who you say you are. Confirm.*
5. Select the class you are seeking.

Stream vs. Classwork Tabs

Stream Tab / Page	Classwork Tab / Pages
~ Visible to everyone with access to the class (students, parents and educators including EAs and Special Ed support).	~ Visible to everyone with access to the class (students, parents and educators including EAs and Special Ed support).
~ General notices as well as posts informing students about assignments.	~ Only assignments that will be assessed or evaluated.
~ All comments on the stream are visible to all members of that classroom digital community.	~ Comments can only be made under specific assignments. ~ Comments under assignments may be “class” comments - visible to all - or private message comments which are only visible to the specific student, the educators and the parents of the student who have joined the class.
~ Work cannot be submitted	~ Work can be submitted under specific assignments ~ Work can be created from a Google Application (Docs, Sheets, Slides etc), uploaded as a file from a computer/USB etc, or a link can be shared. ~ Students have to confirm that they are submitting work BUT if they need to update a file, change something, or add more, they can un-submit, made edits/additions, and re-submit.

While students can see the grades they have in assignments on Google Classroom, not all assignments or marks are done in Google Classroom, so it does not offer a complete picture. For this students/parents will need to access ThinkWave (see information below).

How To Submit Work to a Google Classroom Assignment:

1. Ensure that you are in the correct Google Classroom (Yukon Education Rapid Identity and Course)
2. Select the Classwork tab from the top of the page (above the heading image)
3. Find the particular assignment to which you are intending to submit work. Click on it.
4. Select View Assignment (at the bottom of the assignment window).
5. On the top right of the Assignment viewer page, you will see an option to add work. You can:
 - 5.1. Create a new file from a Google Suite Tool
 - 5.2. Add a link (url). Copy and paste it from the address bar of your browser.
 - 5.3. Upload a file from your computer.
 - 5.4. A file from your YESNet Google Drive (NOTE: You cannot add a file from a personal Google Drive)
6. Add as many items as you need to demonstrate your evidence of learning.
7. Click the “Submit” button and confirm.

NOTE: If you realize after you’ve submitted items that you need to add more work, you need to select “Unsubmit”, then repeat steps 5,6 and 7 above.

In the assignment view, you can send a message about the assignment to the whole class (Class Message, bottom center/left) or only to your teacher (on the right just below the submit button).