

JUNIORS

ACT Testing

Tuesday, February 28, 2017

How to prepare for the test

- Take a free practice test at <http://bit.ly/IrmoACT>
- Get an approved calculator (<http://bit.ly/ACTCalculators>)
- Answer the ACT Question of The Day (<http://bit.ly/ACTQOTD>)



<http://bit.ly/IrmoACT>

The day of the test

Before arriving

- Put new batteries in your calculator, or charge it
- Bring a spare set of batteries
- Eat a good breakfast
- Get plenty of rest

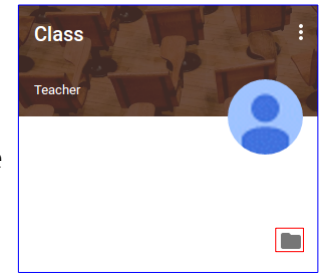
When you arrive

- Wear your school ID
- Go to your assigned testing room
- Sit quietly and wait for testing to begin
- Do your best, because this state-sponsored test is free (\$56.50 normally)

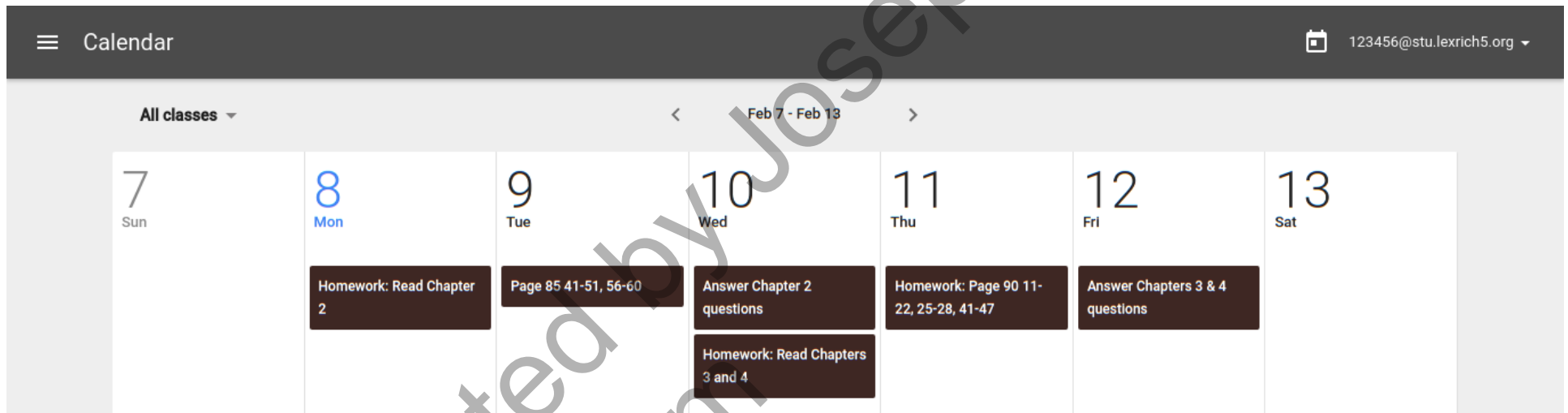
Advanced Features of Google Classroom

Opening a Class Folder

To open the class folder containing all documents, both from the teacher and attached to submitted assignments, click the folder icon(📁) on the class card on the home screen



Calendar View



In any screen of Google Classroom, click the Menu button (☰), and click the “Calendar” link. Assignments are shown on the day they are due. The color of the assignment shows what class it is.

Work View

The screenshot shows the 'Work' view in Google Classroom. At the top, there is a dark header with a menu icon, the word 'Work', and two tabs: 'TO-DO' (selected) and 'DONE'. On the right side of the header, the email address '123456@stu.lexrich5.org' is displayed. Below the header, there is a dropdown menu labeled 'All classes'. The main content area is divided into sections based on due dates. The first section is 'No due date', which contains two assignment cards: 'Extra Credit Reading' (English) and 'Test Review' (Science). The second section is 'Due Tomorrow', which contains one assignment card: 'Chapter 5 Assignment' (Science - Due Tomorrow).

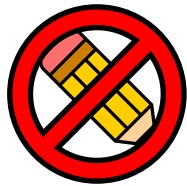
In any screen of Google Classroom, click the Menu button (☰), and click the “Work” link. Assignments are sorted based on due dates, with late assignments on the top, followed by assignments with no set due date. Click “All Classes” to only show work from one class

The screenshot shows the 'Work' view in Google Classroom, similar to the previous one. The header is the same, but the 'DONE' tab is selected. The 'All classes' dropdown is still present. The 'No due date' section contains two assignment cards: 'Read Chapter 1' (English) and 'Read Chapter 2' (English). Both cards show a grade of '100/100' on the right side. The 'Due Tomorrow' section is empty.

Click the “Done” link to view work that has been completed. The grade is displayed next to the assignment.

Computer Lab Rules

Respectful



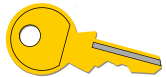
Do not vandalize the computers.
Keep them clean



Listen to all instructions

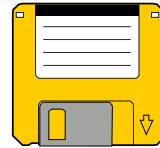


Use headphones

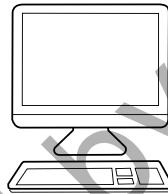


Log off when done

Responsible



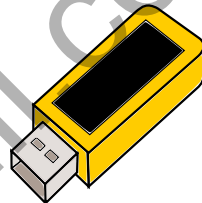
Save work early and often



Keep your workstation organized

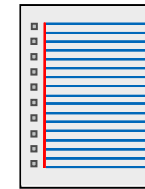


Make frequent backups



Save all work to a flash drive, not directly on the computer

Reputable



Do your own work



Stay on task, use your time wisely



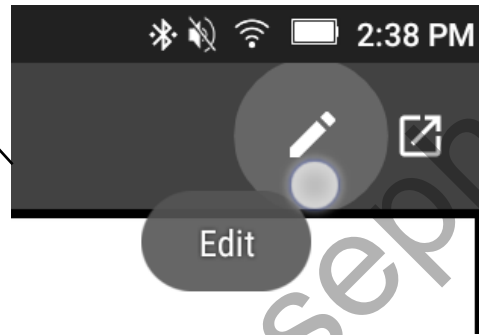
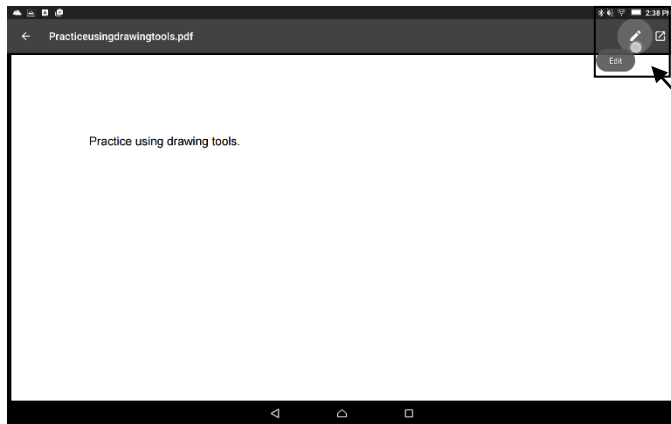
Never share your password with anybody



Only visit relevant websites

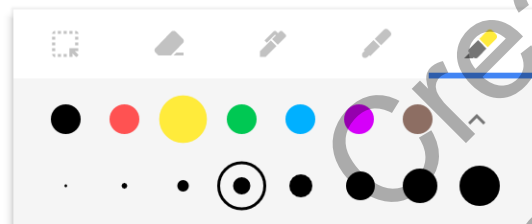
Drawing In Google Classroom

Select the "Edit" pencil in the upper left hand corner of the window.



Note that drawing tools are only available on the mobile device (iPad, iPhone, and Android) version of Google Classroom. Laptops, desktops, and Chromebooks CANNOT use the drawing tools.

This brings you to the editing screen, where you can annotate the document with a pen, felt tip markers, or a highlighter

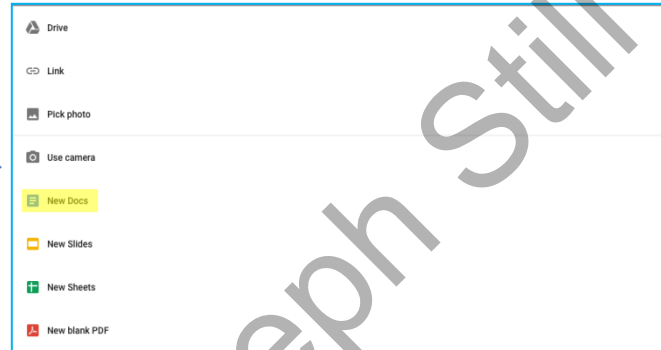
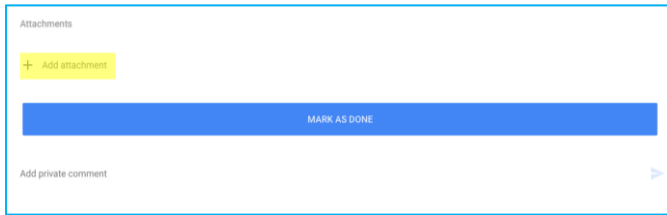


Tap on a selected tool to open up an options menu, where you can select the color and size of the brush

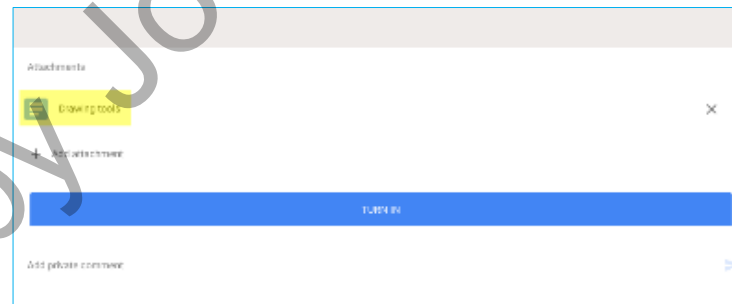
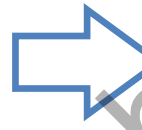
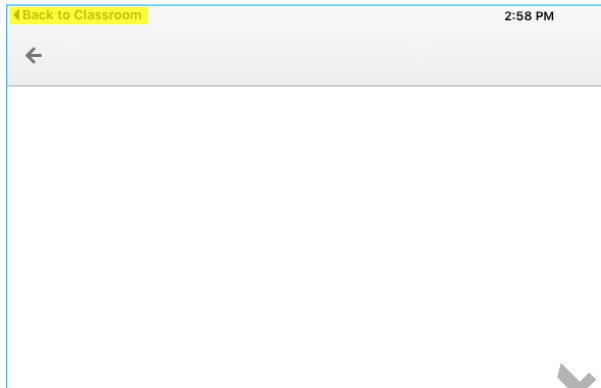


Use the selection tool to move and scale drawings, or draw a text box with the text tool

Creating and Turning In Documents



In the Google Classroom app, select the assignment, and select the “+ Add attachment” button. Tap “New Docs”, with the blue paper in the menu that opens.



Select “Back to Classroom”, and select the new document. The document can now be edited using the “Edit” pen in the corner



When finished creating the document, select the Save icon to save the document, and return to the assignment screen. The original document (with the blue icon) can now be deleted by tapping the “X”, and clicking “Remove”.

Select the blue “Turn In” button at the bottom of the screen to submit the assignment

Installing Follett Discover

Open the App Catalog (📱), and search for “Follett BriteWave” (🔍) and install it. When it is installed, it will appear on the Home Screen as “Discover” (📖).

When opening the application for the first time, it will download an update. After the update is installed, select the location (South Carolina) and school (Irmo High School), and log in with your username and password. (Student number for username, birthday for password). (Figure 1)

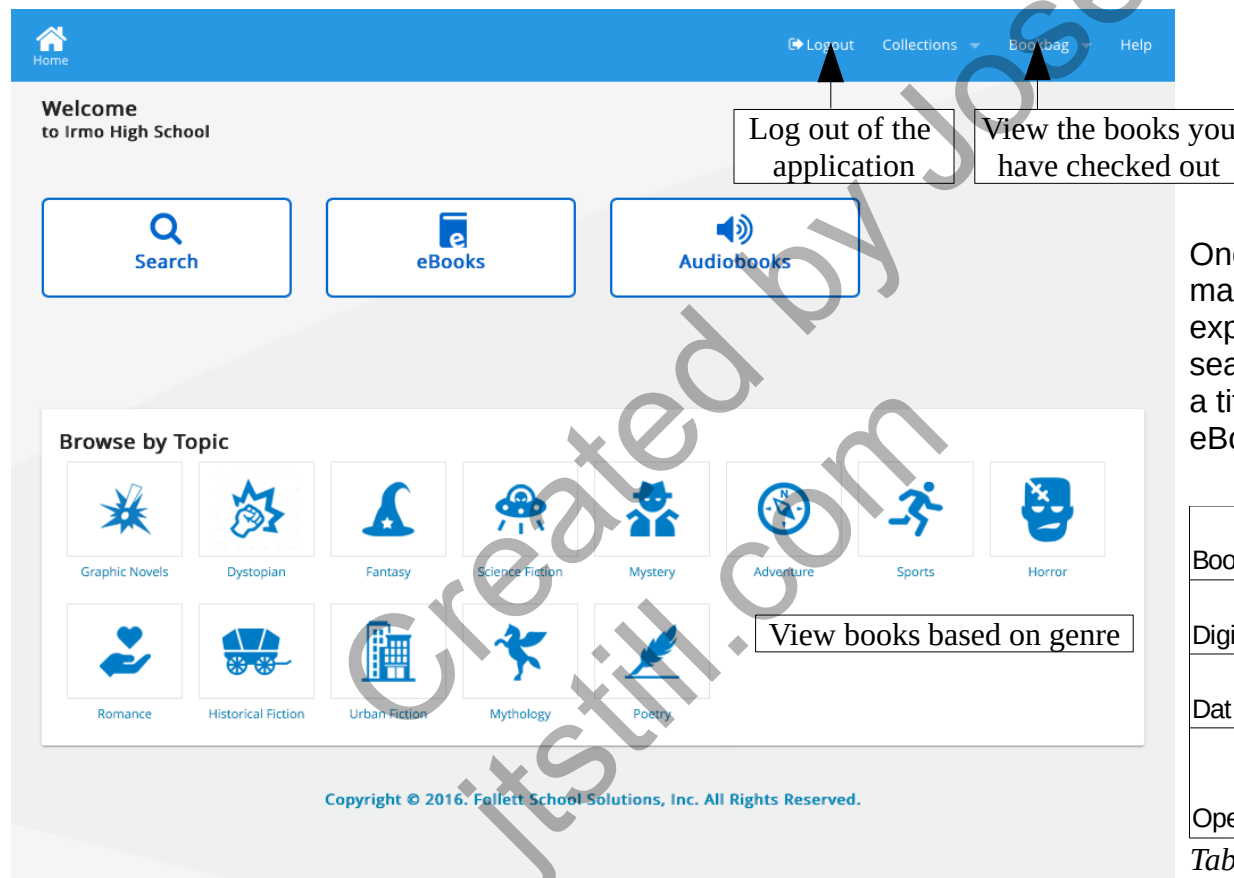


Figure 2: The main screen



Figure 1: The login screen

Once signed in, the application will show the main screen (Figure 2). Click a category to explore books, or click the Search button to search for a specific title. When searching for a title, several categories will be displayed. eBooks are categorized as “Digital” (Table 1)

Books	Shows books available In the library
Digital	Shows eBooks available For download
Databases	Searches websites based on your search terms
Open Educational Resources	Shows articles and multimedia that can be used For research.

Table 1: The categories offered through the Search page

Checking Out A Book

Tap the book to bring up the information page (Figure 1). Tap the “Open” icon to read a sample of the book, or tap the green “Checkout” to add it to your Bookbag.

When the book is checked out, the “Checkout” button will turn blue and say “Return”. Tap the button to return the book. The book will also be returned 3 weeks after checking it out.

Books can also be returned from the Bookbag, which can be accessed at anytime by tapping the “Bookbag” link at the top of the screen.

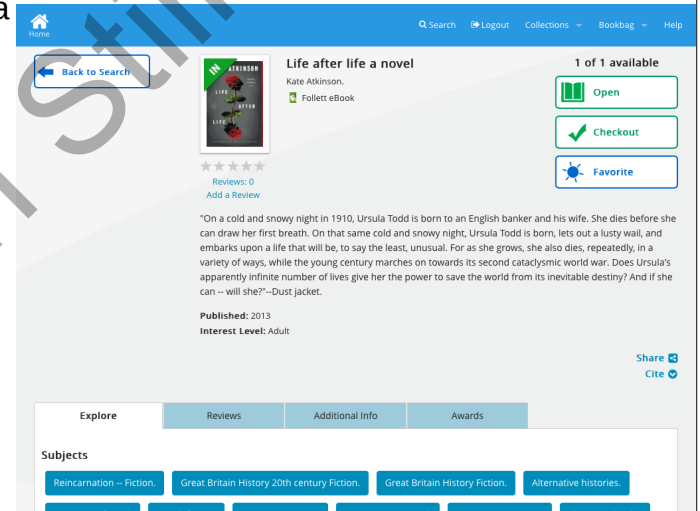
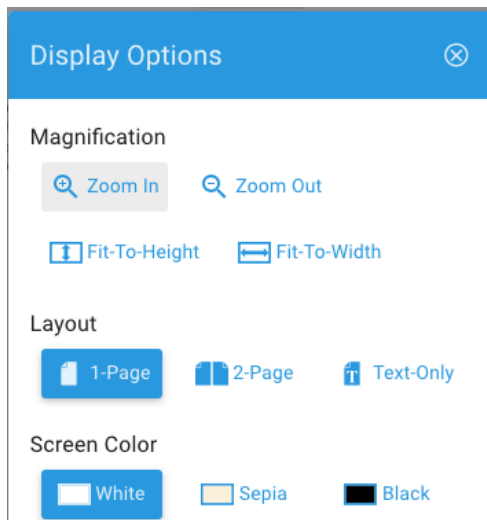


Figure 1: The book information screen.



When reading a book, tap the “Aa” icon at the top of the screen to change the font size, zoom, and page layout of the book. (Figure 2)

To improve performance, and read the book without an internet connection, tap the “Download” link at the top of the screen.

Use the arrows at either side of the screen to turn pages when reading.

Tap the “Notebook” (📖) link at the top of the screen to view notes and annotations. (Figure 3) Tap the “Add Note” (📝) button to add a new note. The note is added to the page was shown when the Notebook was opened. Tags can be added to

Figure 2: The Display Options dialog

notes to aid in organization.

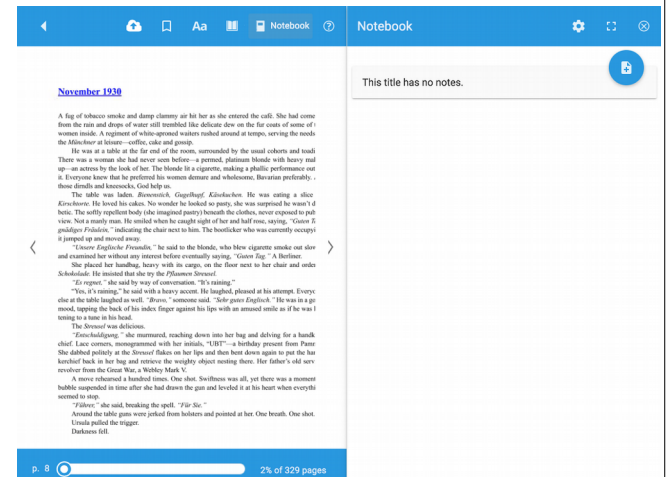


Figure 3: The reading view, with the Notebook open





Using Google Hangouts




To make sure the camera and microphone work

On an iPad:	On a laptop:
1. Open the Camera app	1. Click the Start button
2. Record a short video with sound (It only needs to be a second or two)	2. In the Search box, type "Camera"
3. Listen and make sure the sound was recorded	3. Record a short video with sound, then play it back to make sure the sound was recorded.

How to start a Hangout

On an iPad:	On a laptop:
1. Install the Hangouts application from the App Store, and sign in with your Gmail account	1. In the Google Chrome browser (), go to hangouts.google.com
2. Tap the name of the person you want to call	2. Click the "Video Call" button in the middle of the screen
3. At the top of the screen, tap the "Video Call" button ()	3. Type in the email address of who you want to call, and click "Invite"
4. Invite more people using the menu button at the top right of the call window (), and selecting "Invite"	4. Invite more people using the "Invite" button at the top right of the call window ()

How to join a Hangout

On an iPad:	On a laptop:
1. Install the Google Hangouts application from the App Store, and sign in with your Gmail account	1. Open hangouts.google.com in the Google Chrome Browser ()
2. When the call is received, the Hangouts application will start to ring.	2. When the call comes in, the webpage will begin to ring, and a prompt will appear in the lower right hand corner of the screen
3. Accept the call	3. Click the "Answer" button to accept the call

Tools

Muting

To mute the microphone, click the "Mute Microphone" button in the bottom-middle of the call window, to the left of the "Hang Up" button. To stop showing your camera, click the "Mute Camera" button, to the right of the "Hang Up" button.



Mute
Microphone



Hang Up




Mute
Camera

Using Google Hangouts




Screensharing (Laptop)




Screensharing allows you to share your laptop’s screen with other participants in a Hangout, for instance, to show a presentation.

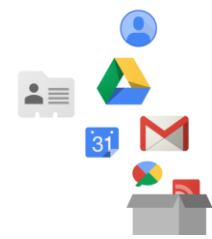
1. Click the menu icon in the upper right hand corner
2. Click “Share Screen” ()
3. If asked for permission, click “Allow”

Switching Camera (iPad)

1. Tap the camera preview labeled “You” in the lower right corner of the call window
2. Tap the “Switch Camera” button () in the upper right corner to switch between the front and back cameras of the iPad


Troubleshooting Common Problems

Problem	Solution											
Microphone/camera does not work	1. Make sure that Hangouts has permission to access the Microphone and Camera. <table border="1" data-bbox="578 926 1398 1436" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="578 926 954 968">On an iPad:</th> <th data-bbox="954 926 1398 968">On a laptop:</th> </tr> </thead> <tbody> <tr> <td data-bbox="578 968 954 1073">1. Open the Settings () application from the Home Screen</td> <td data-bbox="954 968 1398 1073">1. In the upper right corner of the call window, click the microphone</td> </tr> <tr> <td data-bbox="578 1073 954 1146">2. In the left-hand pane, select “Privacy”</td> <td data-bbox="954 1073 1398 1146">2. When asked to give Hangouts permission, click “Allow”</td> </tr> <tr> <td data-bbox="578 1146 954 1251">3. Select “Camera”, and make sure Hangouts is turned on (green)</td> <td data-bbox="954 1146 1398 1251">3. In the upper left corner, click the camera</td> </tr> <tr> <td data-bbox="578 1251 954 1325">4. Select “Back” in the top right of the screen</td> <td data-bbox="954 1251 1398 1325" rowspan="2">4. When asked to give Hangouts permission to access the camera, click “Allow”</td> </tr> <tr> <td data-bbox="578 1325 954 1436">5. Select “Microphone”, and make sure Hangouts is turned on (green)</td> </tr> </tbody> </table>	On an iPad:	On a laptop:	1. Open the Settings () application from the Home Screen	1. In the upper right corner of the call window, click the microphone	2. In the left-hand pane, select “Privacy”	2. When asked to give Hangouts permission, click “Allow”	3. Select “Camera”, and make sure Hangouts is turned on (green)	3. In the upper left corner, click the camera	4. Select “Back” in the top right of the screen	4. When asked to give Hangouts permission to access the camera, click “Allow”	5. Select “Microphone”, and make sure Hangouts is turned on (green)
	On an iPad:	On a laptop:										
1. Open the Settings () application from the Home Screen	1. In the upper right corner of the call window, click the microphone											
2. In the left-hand pane, select “Privacy”	2. When asked to give Hangouts permission, click “Allow”											
3. Select “Camera”, and make sure Hangouts is turned on (green)	3. In the upper left corner, click the camera											
4. Select “Back” in the top right of the screen	4. When asked to give Hangouts permission to access the camera, click “Allow”											
5. Select “Microphone”, and make sure Hangouts is turned on (green)												
Low video quality or framerate	2. Make sure that your microphone and camera are not muted. For more information, see the Tools section <ul style="list-style-type: none"> • Make sure your device has a strong internet connection. If outside, try moving inside. • Try turning off any microwaves and other wireless devices (cell phone, etc.). • If using a laptop, try connecting to the wired Ethernet network • Close all other applications other than the Hangouts app (iPad) or the Chrome browser (laptop) 											



Exporting Data from the District Gmail Account

Creating the Archive

1. Go to <https://takeout.google.com/settings/takeout> in the Google Chrome browser () on a computer or Chromebook, or Safari on an iPad.
2. Sign in with your district Gmail account.
3. Select the Google services that you wish to export (Table 1, next page). Please note that the more services are selected, the longer it will take to create the archive, and the archive will be larger. Click the arrow next to a service to configure options for the export
4. Click the blue “Next” button at the bottom of the page.
5. Under Delivery Method on the next page, click the combo box labeled “Send download link via email”. In most cases, this is the best option. However, you can choose to have the archive sent to a personal Dropbox or Microsoft OneDrive account. Don’t choose to send the archive to Google Drive.
6. You will receive an email when the archive is finished being created.

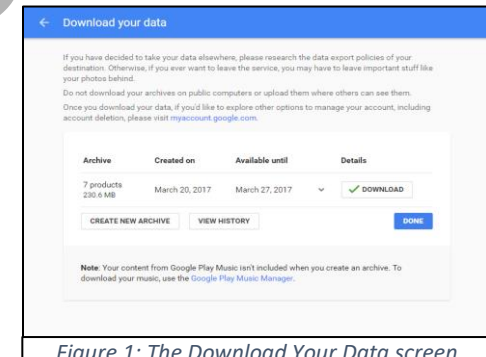


Figure 1: The Download Your Data screen

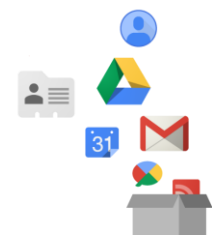
It is not recommended to change any other settings on this page

Downloading the Archive

After you get the email, click the link in your email, or visit <https://takeout.google.com/settings/takeout/downloads> on a computer (**NOT AN iPad!**) to download the archive. You must be logged into your district Gmail account to download the archive. However, you will not have to be signed in to view the archive

Notes:

- It is recommended to download the archive on a personal device at home. The archive is a zip file, so use your choice of application to view the zip file.
- The archive will be available for 7 days after creation. After 7 days has passed, the archive will be deleted from Google. To redownload the archive, you will need to recreate it. However, any archives that you download will not expire.
- The archive will not be viewable on an iPhone or iPad.
- Although measures were taken to ensure the safety of application downloads, Lexington Richland School District 5 is not responsible for the safety of applications downloaded from the Internet. All applications are downloaded at your own risk.



Exporting Data from the District Gmail Account

Service Name	Export Format	Programs that can read this format (Windows)	Programs that can read this format (Macintosh)	Programs that can read this format (Android)
Bookmarks	.html (Webpage)*	Any web browser (Google Chrome, Firefox, Microsoft Edge)	Any web browser (Google Chrome, Safari)	Any web browser (Chrome, HTMLViewer, Firefox)
Calendar	.icl (iCalendar)*	Any calendar application (Google Calendar, Microsoft Outlook, etc.)	Any calendar application (Calendar, Google Calendar)	This type of file cannot be opened on Android devices
Chrome Custom Dictionaries	.csv (Comma Separated Value)	Microsoft Excel, Google Sheets, Notepad	Numbers, Google Sheets, TextEdit	Any text editor
Other Chrome Files	.json	Notepad	TextEdit	Any text editor
Drive	Google Docs: .docx*	Microsoft Word, Google Docs	Pages	Microsoft Word
	Google Sheets: .xlsx*	Microsoft Excel, Google Sheets	Keynote	Microsoft Excel
	Google Slides: .pptx*	Microsoft PowerPoint	Numbers	Microsoft PowerPoint
	Google Forms: .zip	Any file manager/archiving tool	Finder	Any zip file viewer
	Google Drawings: .jpg*	Any picture viewing application	Preview	Gallery
Google Play Books	.html (Webpage)	Any web browser (Google Chrome, Firefox, Microsoft Edge)	Any web browser (Google Chrome, Safari)	Any web browser (Chrome, HTMLViewer, Firefox)
Google Keep	.html (Webpage)	Any web browser (Google Chrome, Firefox, Microsoft Edge)	Any web browser (Google Chrome, Safari)	Any web browser (Chrome, HTMLViewer, Firefox)
Gmail	.mbox (Mailbox)	Any text editor, or other program of your choosing	Mail	This type of file cannot be opened on Android devices

Table 1: The types of files in the archive

There are other file types that can be downloaded, but they are not commonly used. Only the most common types of files are listed.

*These types of files can be imported into a personal Google account from the archive

Using PowerSchool

Go to powerschool1.lexrich5.org & log in using the login provided in your @stu.lexrich5.org email address. Note that if you have lost your login, or have not received one, you will need to go to the Guidance Office to recover it.

The screenshot shows the PowerSchool website interface on an iPad. The browser address bar displays "powerschool1.lexrich5.org". The page header includes the PowerSchool logo and navigation links for "Welcome", "Help", and "Sign Out". A dark blue navigation bar at the top contains the text "View your current grades & attendance records" and a printer icon.

On the left side, a "Navigation" menu lists several options with corresponding icons:

- Grades and Attendance
- Grade History
- Attendance History
- Teacher Comments
- School Bulletin
- IGP Success Viewer
- Curriculum Browser
- My Schedule
- School Information
- Honor Roll

The main content area is titled "Grades and Attendance" and includes a message: "Please check your demographics to ensure the information we have on file is correct. Click Here to see a list of all your past assignments for this term." Below this is a table titled "Attendance By Class".

Exp	Last Week		This Week			Course	Attendance										Absences	Tardies							
	M	T	W	H	F		M	T	W	H	F	Q1	Q2	E1	S1	Q3			Q4	E2	S2	E0	Y1		

Callouts from the navigation menu point to specific features:

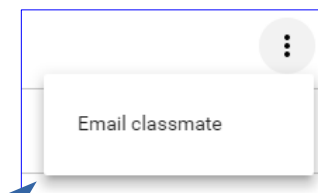
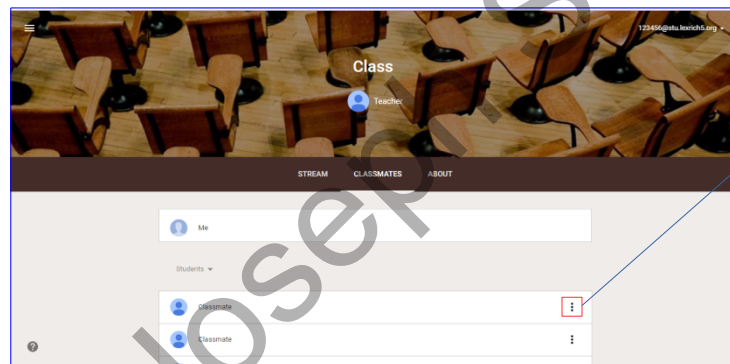
- "View your current grades & attendance records" points to the "Grades and Attendance" menu item.
- "View grades and attendance from previous years" points to the "Grade History" menu item.
- "View your class schedule" points to the "My Schedule" menu item.
- "View administrators contact information" points to the "School Information" menu item.

A callout box points to a blue contact button in the table, stating: "Use the blue Contact button ([icon]) to email a teacher directly from the PowerSchool interface".

Social Features of Google Classroom (Desktop)

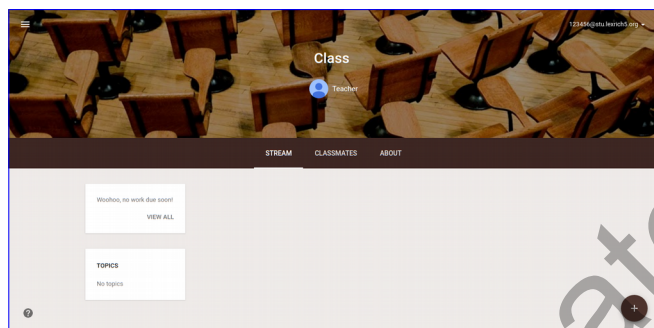
Emailing a Classmate

Classmates can be emailed through the “Classmates” screen. Click the Menu icon next to their name, and click “Email Classmate”



Posting to the Stream

Note: Some teachers may not allow posting



Hover over the “Add” button in the lower left corner of the Stream, and click the “Create Post” button that appears.



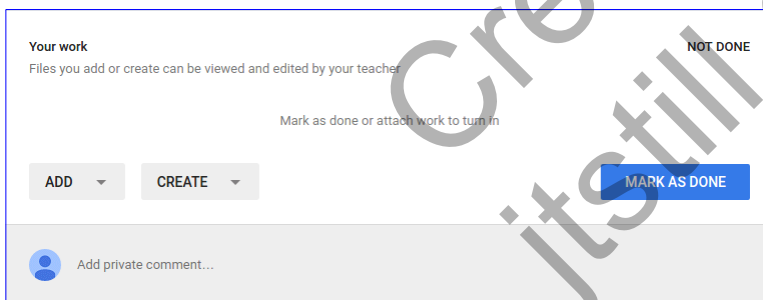
Add an attachment

Insert from Google Drive

Add a web link

Type your message that will be shown to the class, and click

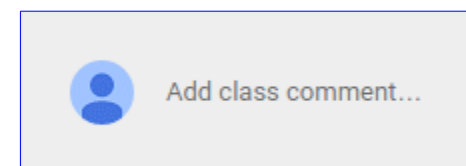
“Post”. Attachments, files from Google Drive, and links to web pages can be added using the buttons at the bottom of the window



Commenting on an assignment

Note: Some teachers may not allow comments

When viewing the class stream, click the “Add a class comment” box to add a comment that the entire class can see.



Open the assignment to add a private comment that only you and your teacher can see

An opened assignment, where a private comment can be added

Troubleshooting Computers

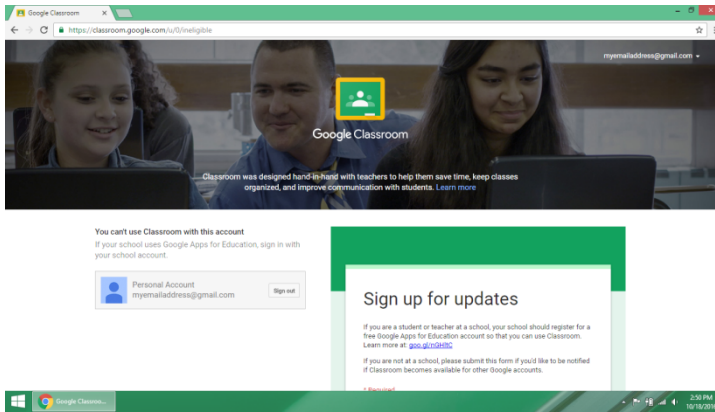


Figure 2: Account Ineligible error

Account Ineligible (Google Classroom)

Cause

This error is caused by being signed into a personal Google account when trying to access Classroom. (Figure 2)

Solution

1. Click the email address in the upper right hand corner, and select the student account from the drop down (Figure 1). If it is not there, click "Add Account". When asked to leave the page, click "Leave"

2. If you are still unable to access Google Classroom, tell your teacher

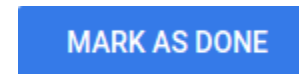
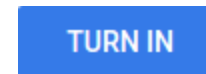
Assignment marked as "Not Done" (Google Classroom)

Cause

This is caused by the assignment not being turned in.

Solution

Always make sure to click the blue "Turn In" button when submitting an assignment



Unable to sign on to a school computer

Cause

This error is caused by either an incorrect user name or password, or the computer being unable to connect to the school network. (Figure 3)

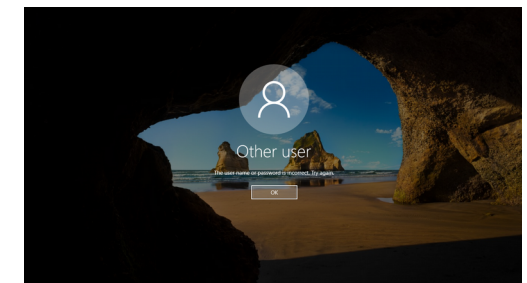


Figure 3: An example of a logon error, caused by an incorrect user name or password

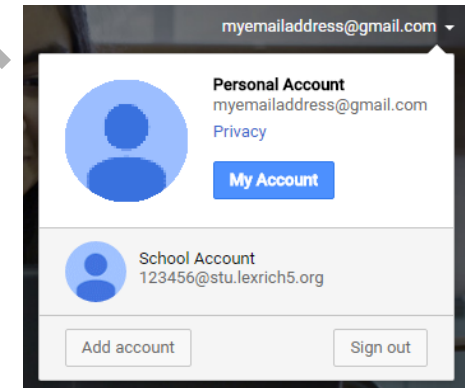


Figure 1: Accounts Drop down

Solution

1. Retype your user name and password. If you do not know, or forgot your user name or password, tell your teacher.
2. Restart the computer. Many times, errors are solved with a simple restart. Click the Power button on the bottom left hand corner of the lock screen (Figure 4) and click "Restart"
3. Check the network connection. If on a laptop, make sure the wireless switch in the front is turned on (INSERT FIGURE AND DIRECTION HERE). If on a desktop, make sure the networking icon does not have a red "X" over it. If so, make sure the Ethernet cable (it may be yellow, blue, purple, or white) is connected.
4. If you are still unable to log on, tell your teacher

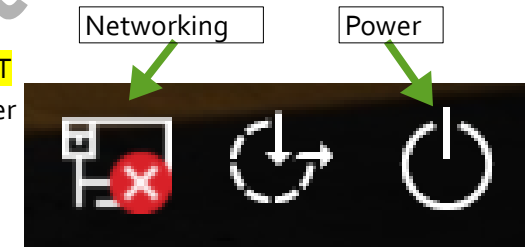


Figure 4: The Power and Networking icons. Note the red X over the Networking icon.

Unable to access H: (Home) drive

Cause

The computer is unable to fully connect to the network.

Solution

1. Restart the computer
2. If you are still unable to access your H: Drive, tell your teacher.

Uploading to Google Classroom from Notability

Open the document you want to upload, and click the Share (📎) button in the upper left hand corner.

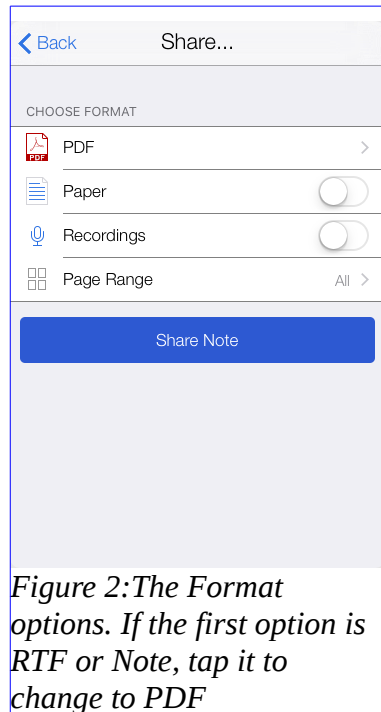


Figure 2: The Format options. If the first option is RTF or Note, tap it to change to PDF

Select "Share" (Figure 1), and make sure the format is PDF (Figure 2). Select "Share Note".

In the dialouge that opens, select Google Classroom (Figure 3).

If you do not see it, scroll to the very right of the middle list, and select More. Turn Google Classroom on.

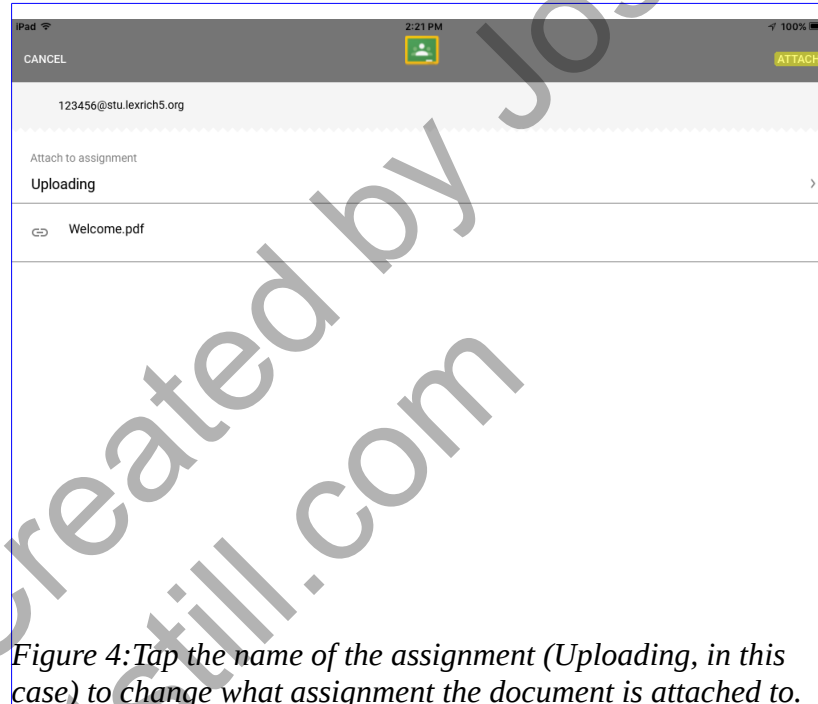


Figure 4: Tap the name of the assignment (Uploading, in this case) to change what assignment the document is attached to.

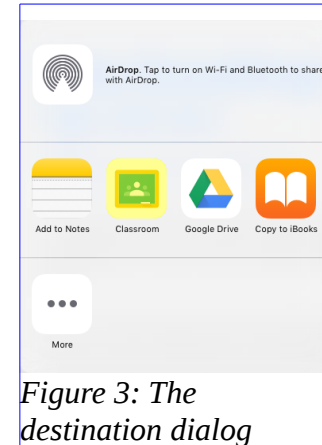


Figure 3: The destination dialog

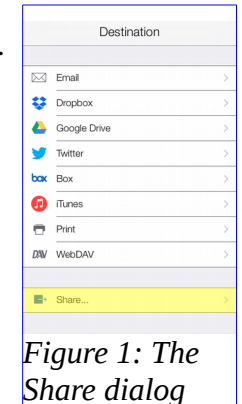


Figure 1: The Share dialog

Select the assignment to attach the document to by tapping the assignment (Figure 4), and select "Attach" in the upper left hand corner of the screen.

Important: The assignment must be turned in manually through the Google Classroom app

JUNIORES

WorkKeys Testing

Wednesday, March 22, 2017 8:20 AM

****No delayed opening****

What is the WorkKeys test?

WorkKeys is a skills assessment system that evaluates students for career readiness. It helps employers select, hire, train, develop, and maintain a quality workforce.

What does the test cover?

WorkKeys assessments measure skills that employers feel are essential to success in the workplace, and covers foundational skills in Applied mathematics, Locating Information, and Reading for Information.

How do I prepare for the test?

The WorkKeys test cannot be prepared for in a traditional sense. However, sample questions can be found at <https://bit.ly/WorkKeysPractice>



Make sure to sleep well the day before the test, and to eat a good breakfast.

Please note that calculators are allowed on the mathematics portion of the test.