# How to use Clever

Our school uses Clever as an easy way for students to access all the learning applications they use at school in a single location: the Clever Portal.

To assist any students in your household with continuing their learning at home, simply have them log in to the Clever Portal using the directions provided below.
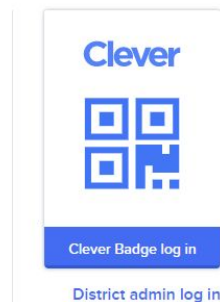
## How can I help my child log in?

**1** Go to clever.com/in/caledonia

**2** Click the "Clever Badge log in" if you wish to sign in via QR Code provided by your student's teacher. (Must have a webcam via computer, this will not work from a smartphone)

If not, click on "School Email Address"
Your student's email address should follow the form
([firstname)(lastname)@calschools.org](mailto:firstname)(lastname)@calschools.org)
([johnsmith@calschools.org](mailto:johnsmith@calschools.org))

Your student's password should follow the form (capital first initial)(studentID) (J1110000)

**3** Once into the Clever Portal, students will have the ability to sign into several applications
(Google Classroom, IReady, etc)
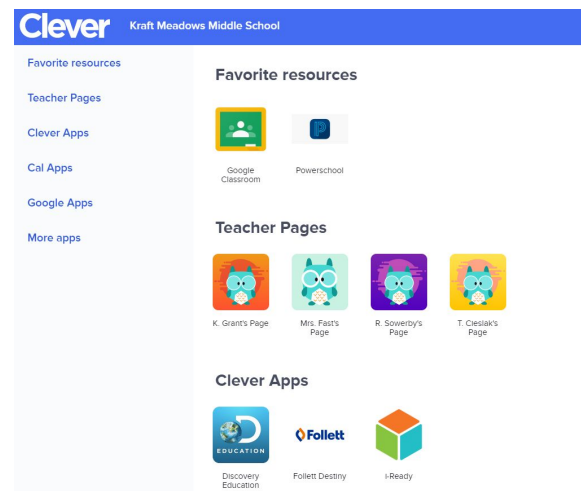
# Accessing Google Classroom

Google Classroom is a digital platform in which teachers can post links and assignments for students.Students should already be added to any classrooms for classes they are enrolled in.

If they are NOT added and are Face-To-Face students, please have their teacher or building administrator submit a helpdesk ticket.

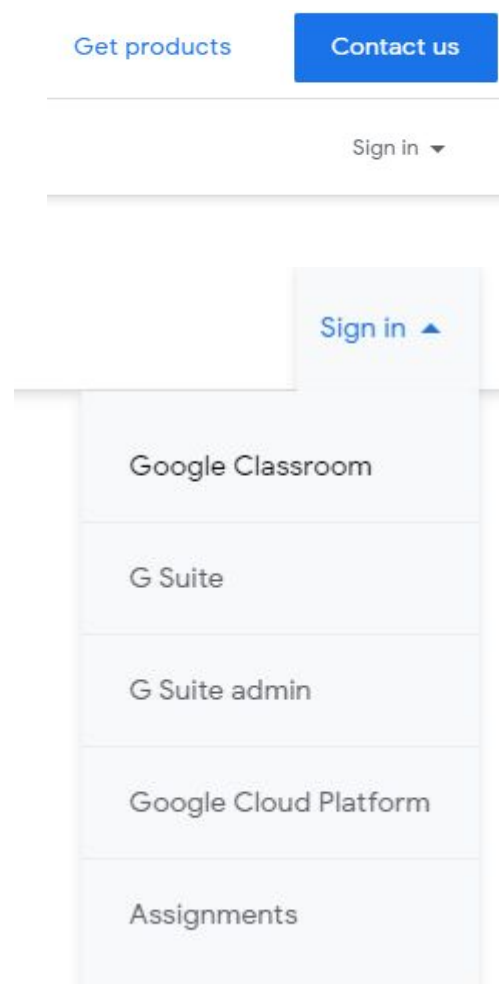## How can I access Google Classroom?

**1** Go to clever.com/in/caledonia and follow the directions from Page 1.

**2** Google Classroom can also be accessed directly.

Go to classroom.google.com
Click the Sign In drop down at the top right

**3** Then select Google Classroom

From there, click on the classroom for whichever class they may need to do work on.

# Google Classroom Tips

## Quick Tips:

**1** If you click on the 3 lines at the top left -
You can view a list mode of your classes

≡ **Google** Classroom

You can also view a "To-Do" list which will list all the work they have for all their classes, along with due dates in the To-Do tab, and can see all completed work in the "Done" tab at the top.

Also from the 3 Lines you can click Settings
If you'd like to enable Email Notifications there is an option to do so here.

≡ To-do

To-do | Done

**2** Once in a specific classroom, there are 3 tabs to note.
Stream, classwork, and people.

Stream | Classwork | People

Stream is typically used by teachers for announcements.
Students can comment on announcements if the teacher has that enabled. This allows them to ask their teacher any questions they may have.

Also on the left hand side there is an "Upcoming" tab.
This will show a short list of assignments

Upcoming

No work due soon

View all

If you click the View All prompt in the box, you'll get a detailed list of assignments. You can filter based on Assigned, Returned with Grade, or Missing assignments.

Filters

Assigned

Returned with grade

Missing

# Google Classroom Tips

## Quick Tips Cont:

**3**    Classwork will have a list of any assignments the teacher creates.
This can typically be separated into Subjects, or Units.

The assignment listed at the top is the most recently assigned assignment.
In order to view assignments, just click on the assignment you want to view, and then select View Assignment.

Once in the assignment, you can view the Title, Due Date, and any resources the teacher attached to the assignment.  Here you can also view any class comments (public comments), or leave a private comment for the teacher to go through.

## For parents signing in as guardians:

Teachers can invite guardians to their Google Classrooms assigned to a student.

They will invite the parent's personal email address.
They will receive an email to participate in guardian summaries.

You can adjust the frequency of notifications you receive between Daily, Weekly, or No Notifications.

Daily (every afternoon)
Weekly (every Friday afternoon)