

# Overview of SPS-Provided Technology

Student-Parent Orientations

2020-2021



# Topics Covered

- About your student's username and password – page 3
- Connecting to a wireless network – page 4
- Logging into your computer – page 7
- Restarting a computer – page 8
- What are windows updates – page 10
- Getting help through the Student Help Desk on MS Teams – page 11
- How do I sign into Schoology? – page 15
- How do I sign into Unified Classroom? – page 16







# Student username and password

- A student's "Username" is their SPS Student ID number also called the lunch number
- A student's "Password" is an uppercase letter S, a lowercase letter p, and their birthdate in mmddyy format (for example, a student whose birthday is March 15, 2012 would have a password of Sp031512)
- When logging into an SPS computer, the student enters their username and password
- When logging into Office 365, Schoology, or Unified Classroom (or whenever being asked for an email address to log into software) a student enters their username@springfieldpublicschools.com and their password

# Connecting to a wireless network

Before entering your username and password, click on the network icon, (circled in red), to display the available wireless networks.

You might see the below icons:

-  Not connected to a network
-  Connected wirelessly (good signal strength)
-  Connected wirelessly (poor signal strength)
-  Connected via ethernet (wired)
-  Issue with connection. May need authentication for normal connection
-  Not connected

- **NOTE:** After connecting to a network once, you may still see  on future startups. Continue logging in and it should change to if within network's range.




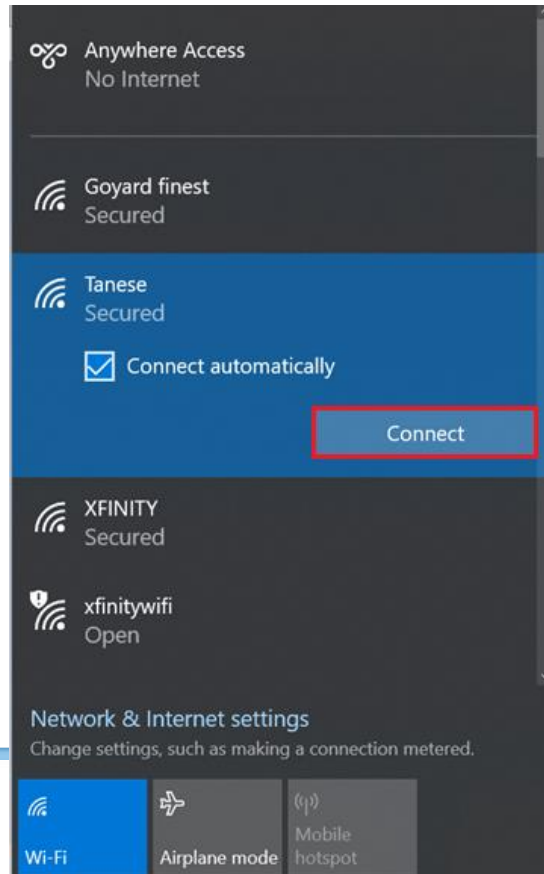
# Connecting after you log in

- If you have already logged in, the network icon can be found in the lower right corner of the screen (left of the time and date)

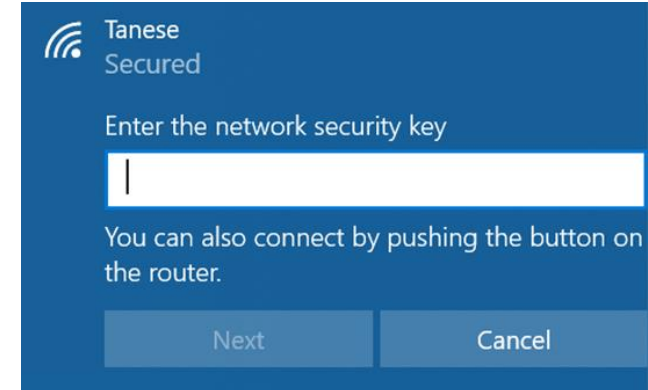


# Connecting to a network

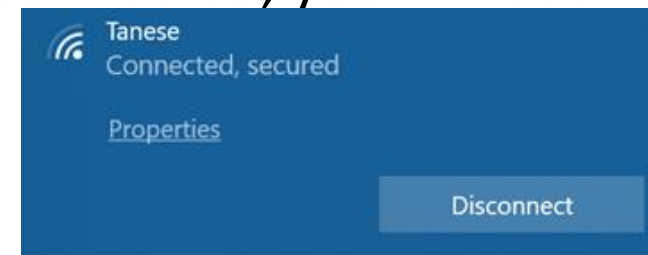
- After you click the network icon , find the network you want to connect to in the list of available networks and select “Connect”



- Enter the password for the network and then click “Next”

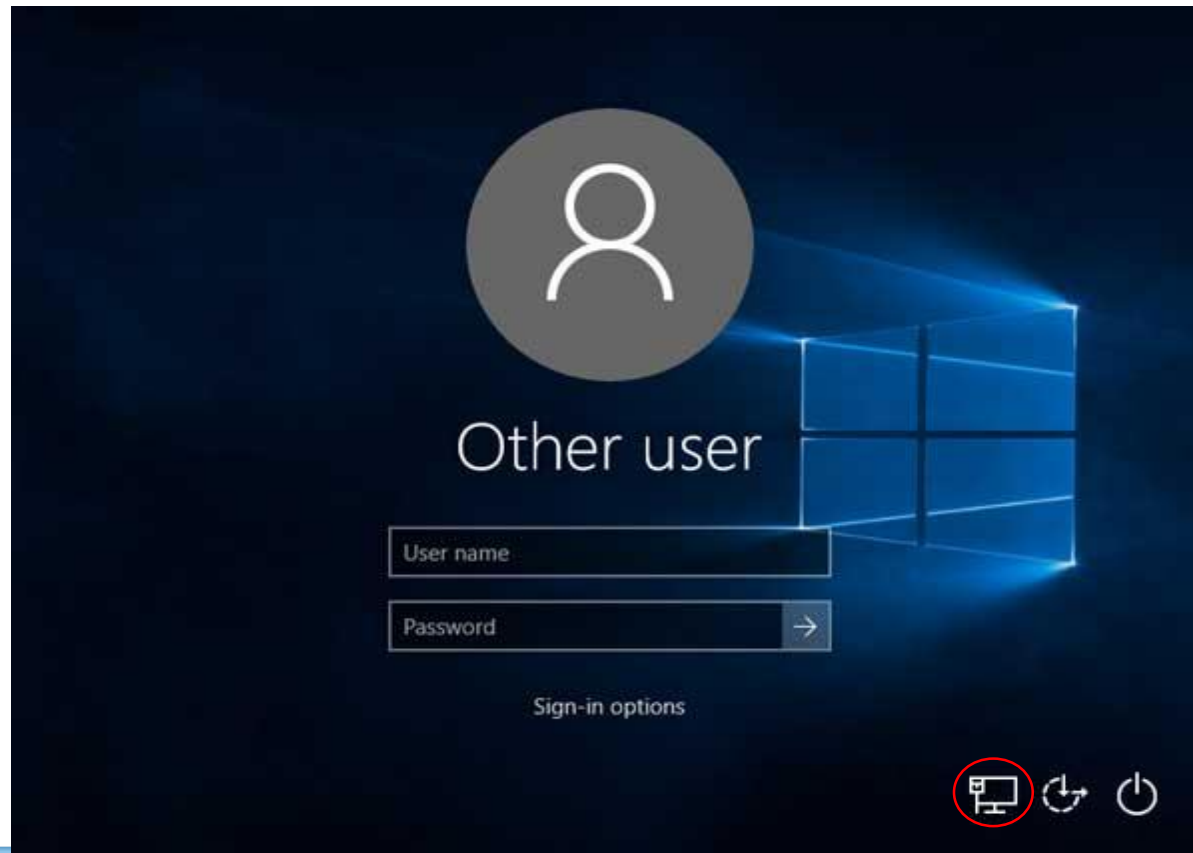


- If you are connected, you will see this.



# Logging into your computer

- On the below screen, enter your student username and password (see page 3)



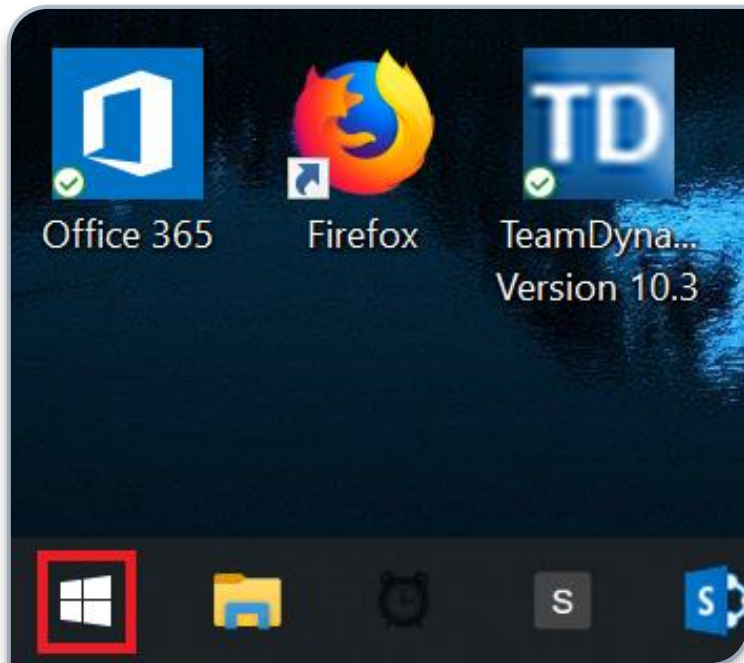
# Restarting your computer

- To ensure your computer downloads important software updates, you should restart your computer at least once per week
- Also, if your computer is not running well or is having problems, restarting will often solve those problems
- Restarting IS NOT the same thing as shutting off the computer and then turning it back on
- The next slides will show you how to restart your computer

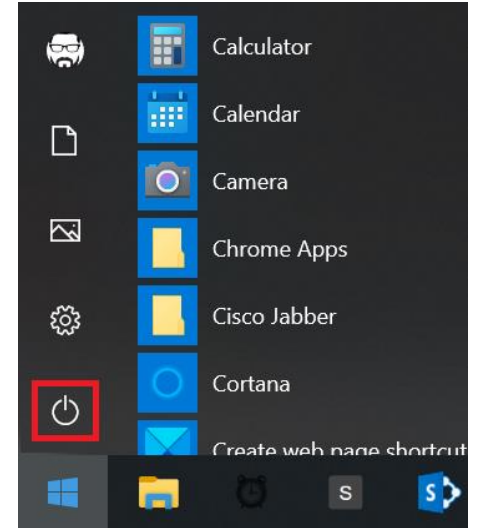


# How to restart your computer

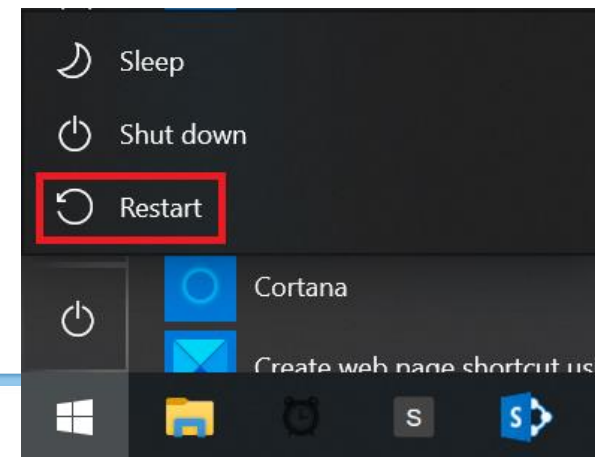
Locate and click on the  (Start Menu) icon that looks like a window and is located at the lower left corner of the screen



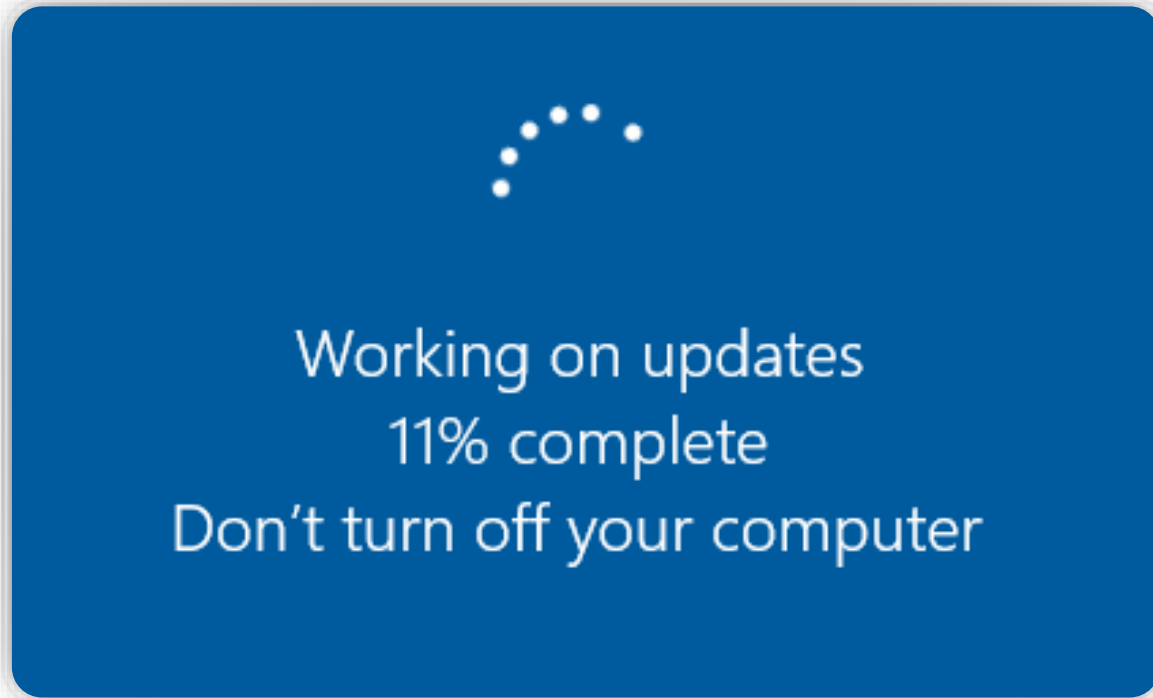
- Select the power button



- Select Restart



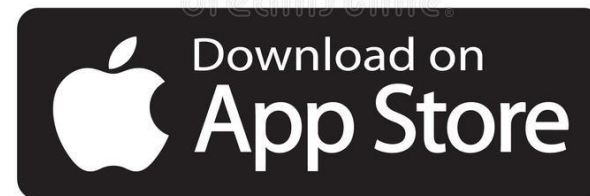
# What are windows updates



- Your computer will automatically download updates whenever new updates are available
- Updates will not install until the computer is restarted
- When updates are installing you will see a message that says “Working on Updates”
- NEVER shut off your computer when updates are being installed

# Getting help from SPS IT through Microsoft Teams

- To get help, access the **Student Help Desk** on Microsoft Teams
- Three ways to access Teams:
  1. MS Teams app on SPS laptops
  2. Web-browser on any computer, go to <https://www.office.com/>
  3. Download MS Teams app for iOS or Android

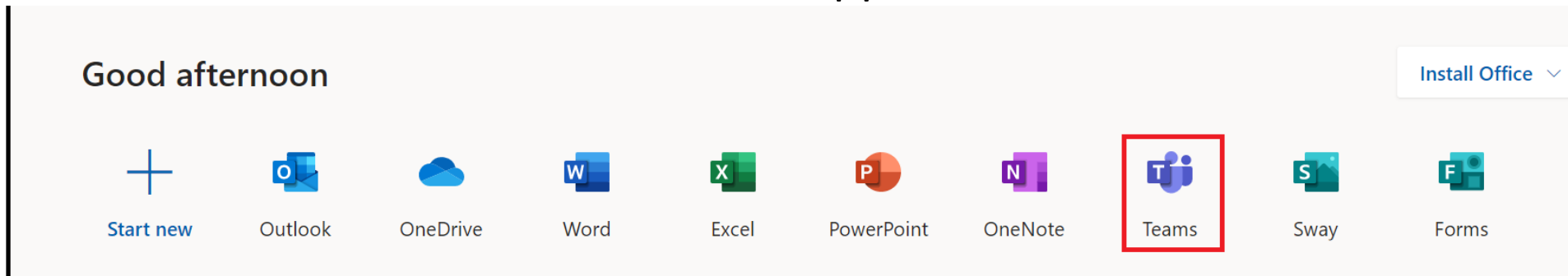


# Logging into MS Teams

If asked to log into office.com or the Teams apps . . .

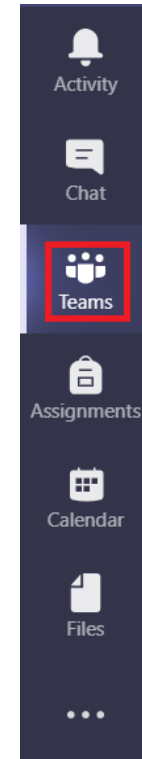
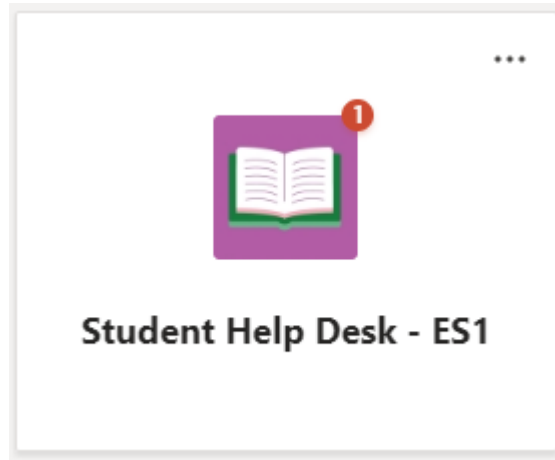
- Use your [Username@springfieldpublicschools.com](mailto:Username@springfieldpublicschools.com)
  - For example 12345@springfieldpublicschools.com
- And your SPS password
  - For example Sp031520

In office.com, select teams from the list of applications



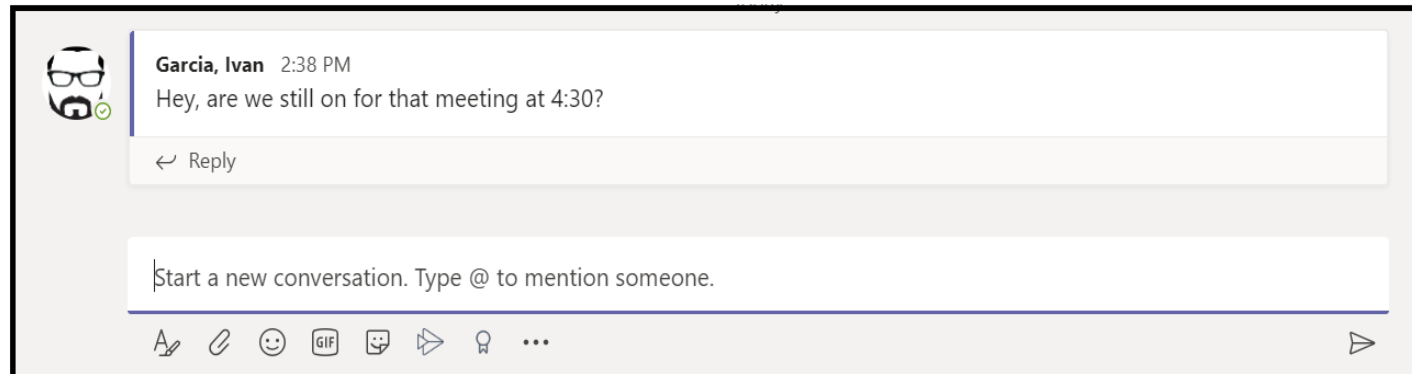
# Finding the Student Help Desk once you are logged into Teams

- Once logged into Teams, from the menu of options select “Teams”
  - The menu will be on the left if using a computer or at the bottom of the screen on a phone
- From the list of available teams, select **Student Help Desk**





# Asking questions of the IT team

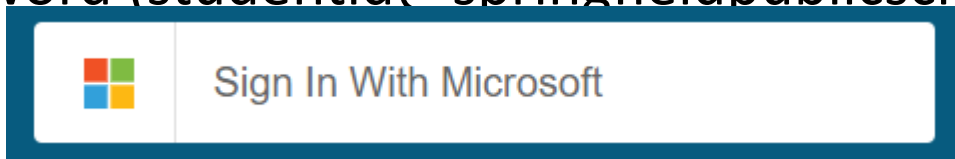
- Under “Posts” where the screen says “Start a new conversation” type in your question or the issue you are having with your computer
- Hit the “Enter” key or the arrow button (  ) to send your message



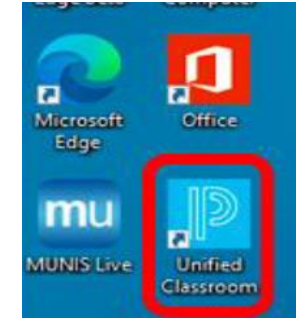
- Staff from the SPS IT Department are responding to questions as quickly as possible from 8:00am to 4:30pm, Monday through Friday

# How do I sign into Schoology?

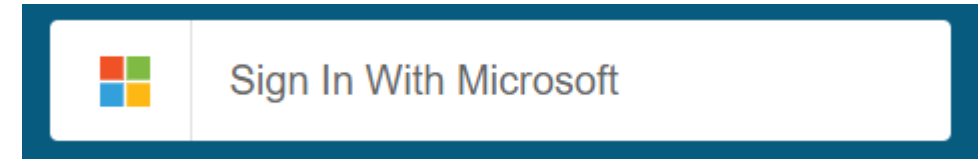
1. Log into your student computer
  2. Open your web-browser (Microsoft Edge ) and go to:
    - <https://students.springfieldpublicschools.com/>
  3. On the Student Application page, click on the Schoology icon 
  4. If you are using your SPS laptop, you should be signed in automatically,
- If you are signing in with another device, first go on your web browser to <https://sps.schoology.com/>
  - You will be taken to a Microsoft sign-in page where you need to enter your SPS email address and password (studentid@springfieldpublicschools.com and SpMMDDYY)



# How do I sign into Unified Classroom?



1. Log into your student computer
2. Double-click on the Unified Classroom icon on the desktop
3. Select Sign-In with Microsoft
4. Enter your SPS email address ([studentid@springfieldpublicschools.com](mailto:studentid@springfieldpublicschools.com)) and your SPS password (SpMMDDYY)



- If you are signing in with another device, first go to <https://classroom.powerschool.com> and select Sign-In with Microsoft
- You will be taken to a Microsoft sign-in page where you need to enter your SPS email address and password ([studentid@springfieldpublicschools.com](mailto:studentid@springfieldpublicschools.com) and SpMMDDYY)