



# Welcome to the K-4 Parent Academy!

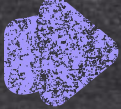
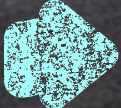

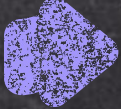
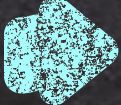


Presented by Amanda Gilbert, Jessica Shaffer, & Amy Simmons



# Overview of Topics

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-  What is Google Classroom?
-  How do I Access Google Classroom?
-  Navigating Google Classroom
-  Assignments
-  Google Meets



# What is Google Classroom?

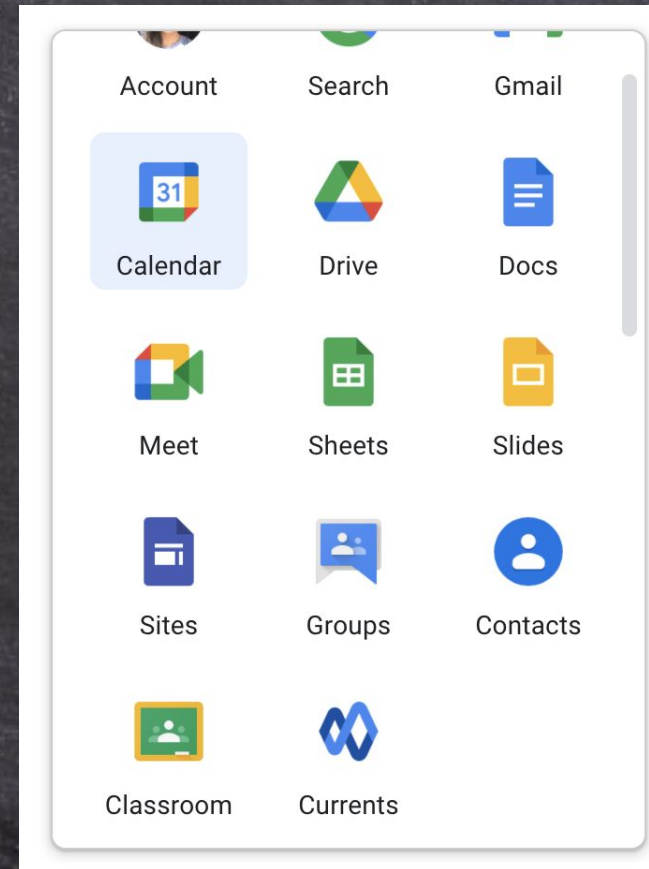
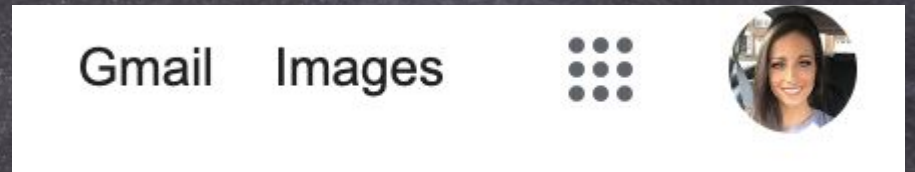
- Google Classroom is a platform developed by Google for schools that aims to simplify the creation, distribution, and grading of assignments.
- The primary purpose of Google Classroom is to streamline the process of sharing paperless files between teachers and students.
- It is a great way for students and teachers to communicate and keep assignments organized.



# How do I Access Google Classroom?

There are a few ways you can easily access Google Classroom.

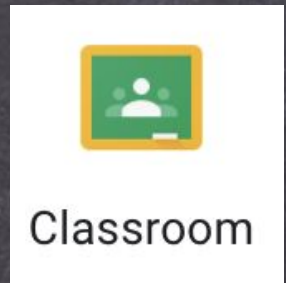
- Go to [www.google.com](http://www.google.com), click on the array at the top right of the screen, then choose the app. You will be prompted to login with an email account. (Use your child's school email.)





# How do I Access Google Classroom?

- When using a school issued chromebook, simply click on the Google Classroom App at the bottom of the chromebook.

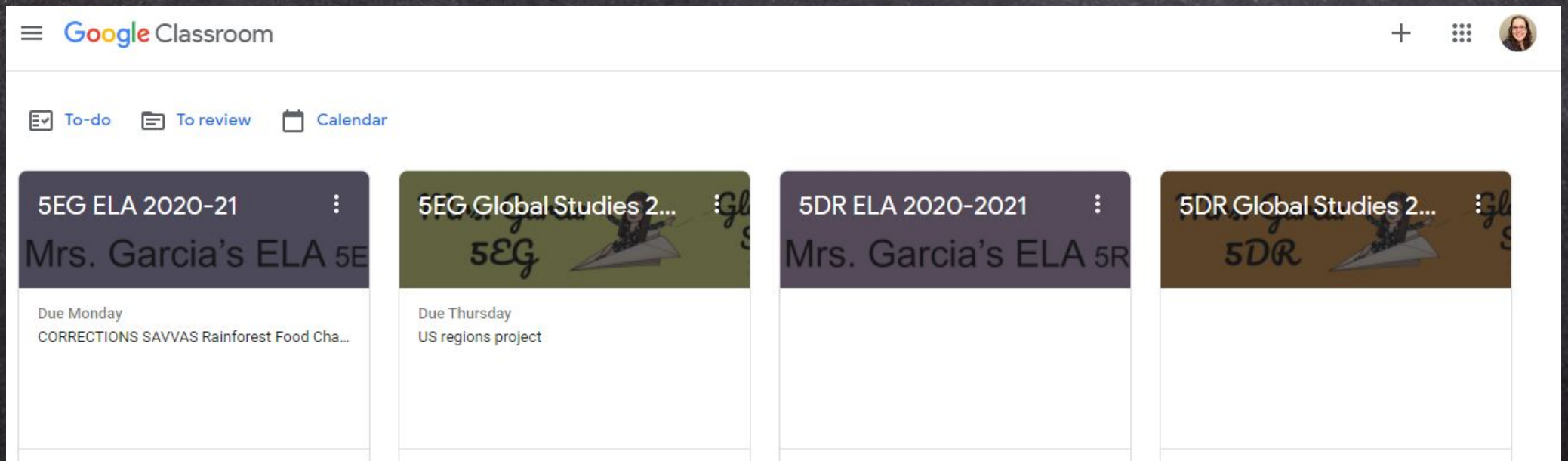


- Go to [classroom.google.com](https://classroom.google.com), then sign in with your child's school email. EX: [smithjohn@laceyschools.org](mailto:smithjohn@laceyschools.org)
- Download the Google Classroom App on your smartphone, ipad, tablet, etc.



# Navigating Google Classroom

- You will start on the Classes page (Home page).
- Then select the classroom that you would like to enter.
- You will find a to-do list for all classes and assignments here.



The screenshot displays the Google Classroom interface. At the top, the "Google Classroom" logo is visible on the left, and a user profile picture is on the right. Below the header, there are three navigation tabs: "To-do", "To review", and "Calendar". The main content area shows a list of four class cards. The first card is for "5EG ELA 2020-21" by "Mrs. Garcia's ELA 5E", with a due date of "Monday" and an assignment titled "CORRECTIONS SAVVAS Rainforest Food Cha...". The second card is for "5EG Global Studies 2..." by "Mrs. Garcia's ELA 5E", with a due date of "Thursday" and an assignment titled "US regions project". The third card is for "5DR ELA 2020-2021" by "Mrs. Garcia's ELA 5R". The fourth card is for "5DR Global Studies 2..." by "Mrs. Garcia's ELA 5R". A large, textured arrow points from the left towards the "To-do" tab.



# Navigating Google Classroom

The array at the top right of the screen allows you to quickly access different Google Apps.

To return to the home/classes page, click on the three lines on the top left of any page. Then select the Classes button.

The screenshot shows the Google Classroom interface for a class named "Mrs. Gilbert (2) 5G 2020-2021". The page has a top navigation bar with "Stream", "Classwork", and "People" tabs. On the left, there is a hamburger menu icon. The main content area features a "Stream" section with a video player showing a classroom scene with a whiteboard that says "WELCOME 5G ELA". Below the video, there are sections for "Upcoming" (with a due date of Friday for an RFFC Study Guide) and an "Announce something to your class" button. A "y isn't it working" message is visible below the announcement section. On the right side, the app menu is open, displaying icons for Account, Gmail, Drive, Classroom, Docs, Sheets, Slides, Calendar, Meet, Sites, and Contacts. A white arrow points to the hamburger menu icon, and another white arrow points to the app menu icon.



# Stream

The stream is located on the main page of a Google Classroom. It has a few different purposes.

- ★ Teachers can post a message to students and students can comment back
- ★ Teachers can share links and assignments in a post.
- ★ When teachers post assignments, they will appear in the stream.

Announce something to your class

Amanda Gilbert ▶ 11 students  
9:39 AM

Join link!

Quizlet Live | Quizlet  
<https://quizlet.com/live/2801...>

Add class comment...

Amanda Gilbert ▶ 14 students  
8:58 AM

Cohort A and Remote students, you should be on the Meet right now. Please join if you are not!

Amanda Gilbert posted a new assignment: Reading Log ▶ 21 students  
8:49 AM

Amanda Gilbert posted a new assignment: Cause and Effect- Burgess Shale ... ▶ 7 students  
8:43 AM



# Classwork

The classwork tab is located at the top of the page in the center.

- ★ Classwork is the tab where all assignments can be found.
- ★ Teachers can organize the work in topics.
- ★ The "view your work" button is on the left.

Mrs. Gilbert (2) 5G 2020-2021  
5G

Stream **Classwork** People

View your work Meet Google Calendar Class Drive folder

All topics

- Weekly Schedule...
- 2/1-2/5 ELA
- RFFC
- 2/1-2/5 Global S...
- February Mor...
- Bathroom Sign O...
- 1/25-1/29 ELA
- 1/25-1/29 Globa...
- Weekly Schedule...

Weekly Schedule (February)

- 2/1-2/5 Weekly Assignment Overview & Goo... Posted Feb 1
- 2/1-2/5 ELA
- Comma Rules 1-4 Practice (Cohort A & Rem... Due Today
- RFFC Vocabulary Quiz (Cohort A & Remote) Due Today
- Text Feature Challenge (Cohort A and Remo... Due Today
- Cause and Effect- Red or Green (Cohort A ... Due Feb 2



# Assignments

When you choose "view your work", you will be taken to a list of your current assignments. It will let you know what work is turned in and what is missing.

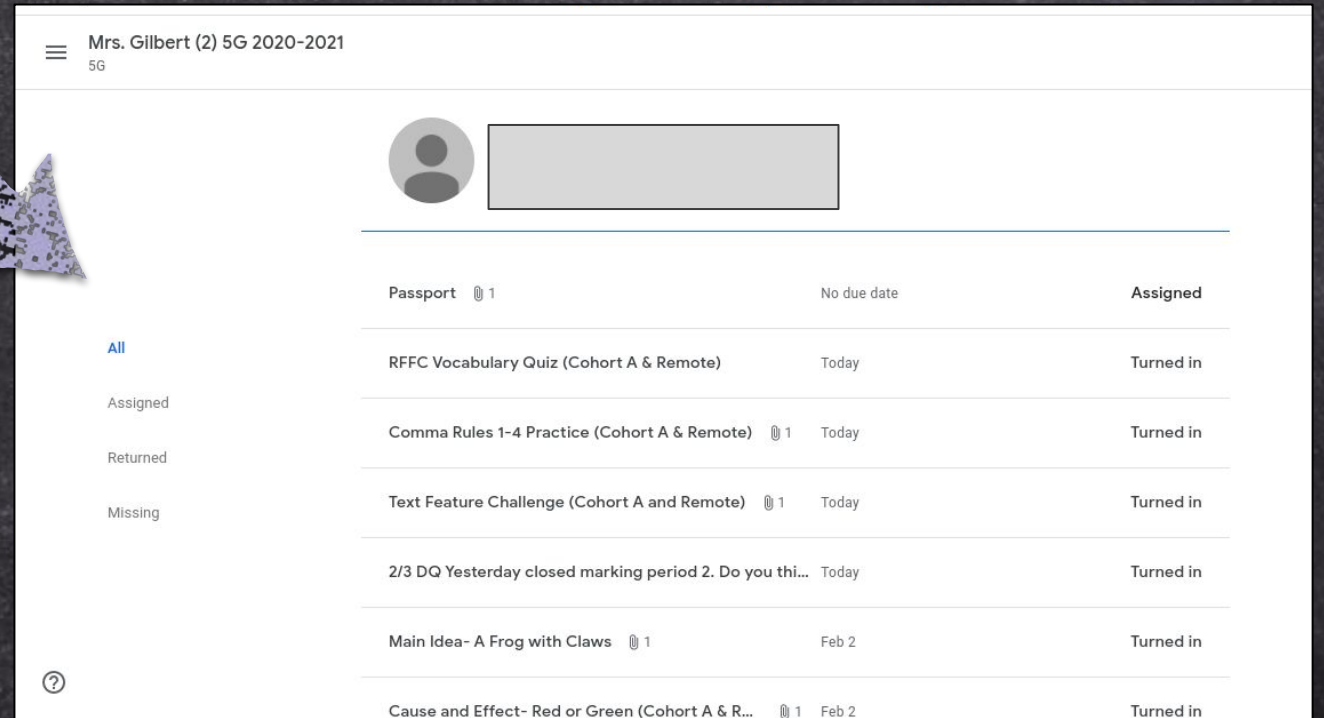
The assignments are further broken down into four categories:

**All**- list of all assignments

**Assigned**- current work to be done

**Returned**- this means it has been graded or needs to be fixed and resubmitted

**Missing**- never turned in



Mrs. Gilbert (2) 5G 2020-2021		
5G		
[User Profile]		
<b>All</b>	Passport @ 1	No due date Assigned
Assigned	RFFC Vocabulary Quiz (Cohort A & Remote)	Today Turned in
Returned	Comma Rules 1-4 Practice (Cohort A & Remote) @ 1	Today Turned in
Missing	Text Feature Challenge (Cohort A and Remote) @ 1	Today Turned in
	2/3 DQ Yesterday closed marking period 2. Do you thi...	Today Turned in
	Main Idea- A Frog with Claws @ 1	Feb 2 Turned in
	Cause and Effect- Red or Green (Cohort A & R... @ 1	Feb 2 Turned in



# Assignments

- ★ Upcoming assignments (within the week) will also be posted in a small window on the main page of the Google Classroom.

The screenshot shows the Google Classroom interface for a class named "Mrs. Gilbert (2) 5G 2020-2021". The top navigation bar includes "Stream", "Classwork", and "People". The main content area features a header image with a whiteboard that says "WELCOME 5G ELA" and a Meet link: <https://meet.google.com/lookup/gkwqwmtly25>. Below the header, there is an "Upcoming" section with a card for "Due Friday RFFC Study Guide- Test Fri..." and a "View all" link. To the right, there is an announcement box with a user icon and the text "Announce something to your class". Below the announcement, there is a comment box with the text "y isn't it working" and a "3 class comments" indicator. A purple arrow points to the "Upcoming" section.



# Submitting Assignments

## How do students submit an assignment?

- ★ First click on the assignment and select "view assignment".
- ★ Then, students should complete any work in the "your work" section on the top right.
- ★ Once work is completed, students should select the "turn in" button.
- ★ Any private comments are found just below the turn in button.

The image shows a screenshot of a Google Classroom assignment page. The assignment is titled "November Current Event" by Erin Garcia, dated Nov 18, 2020, and is worth 3 points. The instructions are: "Choose ONE article from a link below. Read the article. Then, complete the current event page in the Google Slide link." There are three article links: "Kid Reporters' Notebook | S...", "TIME for Kids | Articles", and "DOGO News - Kids news art...". Below the links is a "Class comments" section with an "Add class comment..." input field. On the right side, there is a "Your work" section, which is highlighted with a yellow box. This section shows the assignment is "Assigned" and lists the student's work: "Erin Garcia - Curr... Google Slides". Below the work list are buttons for "+ Add or create" and "Turn in". Below the "Turn in" button is a "Private comments" section with an "Add private comment..." input field and a submit button.

November Current Event  
Erin Garcia • Nov 18, 2020 (Edited Nov 20, 2020)  
3 points

Choose ONE article from a link below. Read the article. Then, complete the current event page in the Google Slide link.

Kid Reporters' Notebook | S...  
<https://kpcnotebook.scholastic.c...>

TIME for Kids | Articles  
<https://www.timeforkids.com/g5...>

DOGO News - Kids news art...  
<https://www.dogonews.com/>

Class comments

Add class comment...

Your work Assigned

Erin Garcia - Curr...  
Google Slides

+ Add or create

Turn in

Private comments

Add private comment...



# Assignment Grades

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## A FEW THINGS TO KNOW!

- ★ Please make sure your child has completed the assignment before hitting "Turn in". It is very common for teachers to receive blank assignments.
- ★ Although teachers have the option of grading assignments through Google Classroom, that does not mean the feature has to be utilized.
- ★ If the teacher chooses to use it, they will return the assignment and you will be able to view the grade.
- ★ If they do not grade the assignment through Google Classroom, the grade will be posted in the gradebook on Parent Portal.
  - You need to have your login and password to access this site.



# Google Meets

There are a few different ways a student can access their Google Meet with their teacher.

One way is to simply click on the "Meet link" at the top of the classroom page. Each classroom has its own meet link.

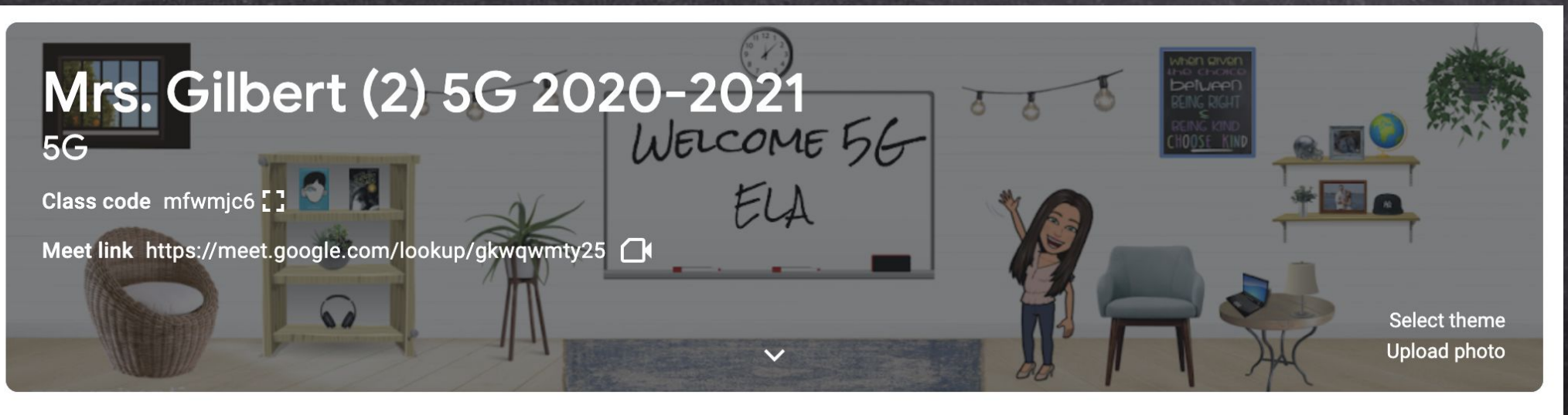


**Mrs. Gilbert (2) 5G 2020-2021**

5G

Class code `mfwmjc6`

Meet link <https://meet.google.com/lookup/gkwqwmtly25>





# Google Meets

Teachers might also post the meet link in the classroom stream, or within an assignment. Students will just click on the link and it will bring them to the meet.



Amanda Gilbert

10:05 PM



Join the meet!



Class video meeting

<https://meet.google.com/hm...>



Add class comment...

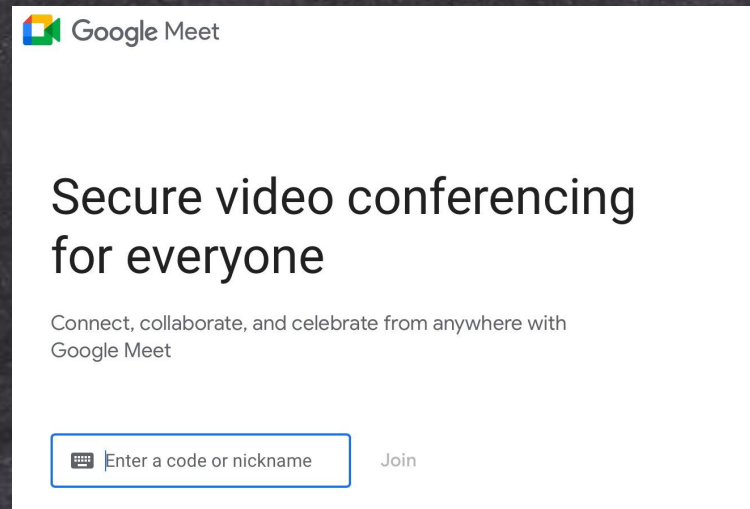




# Google Meets

Teachers may also choose to use a nickname to start a class meet.

1. Go to [meet.google.com](https://meet.google.com) or click on the meet icon.
2. Click on "Using a meeting code" and type in the meeting name provided by your teacher.



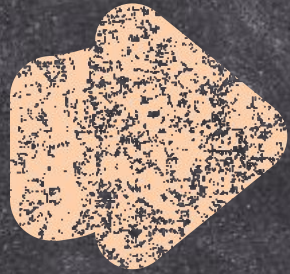


# **\*IMPORTANT\***

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Every teacher uses Google Classroom differently! Take time to learn how your child's teacher utilizes the Google Classroom to best help your child at home.





# Q & A

What questions do you have for us about Google Classroom?



Please email us with any questions you may have!

- [agilbert@laceyschools.org](mailto:agilbert@laceyschools.org)
- [jshaffer@laceyschools.org](mailto:jshaffer@laceyschools.org)
- [asimmons@laceyschools.org](mailto:asimmons@laceyschools.org)



# Lacey Township School District

200 Western Blvd, Lanoka Harbor, NJ 08734  
Main Office: 609-971-2000

## Welcome to the Parent Portal

Username  
Password

**Sign in**

Remember Me

[Forgot Password?](#)

Translate:  
 Select Language ▼

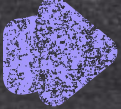
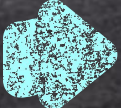

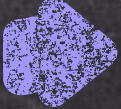
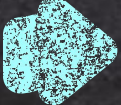
© Realtime Information Technology

# Parent Portal



# Overview of Topics

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-  What is Parent Portal?
-  How do I Access Parent Portal?
-  Navigating the Portal
-  What can I find on the Portal?
-  How often should I log on?



# What is Parent Portal?

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- Parent Portal is a platform developed by Realtime for schools to use to give parents digital access to a variety of valuable information.
- The primary purpose of Parent Portal is to streamline the process of sharing paperless grades between teachers and students. **(This feature is not available until 5th grade.)**
- It is a great way for students and parents to access their child's report cards.



# How do I Access Parent Portal?

Go to your child's school homepage from [www.laceyschools.org](http://www.laceyschools.org). Then click on the white check mark in the red banner across the top of the page.

The screenshot shows the website header for Cedar Creek Elementary School. At the top, there are navigation links: "District Home", "Select a School <", "Translate <", and "User Options <". Below this is a dark blue navigation bar with "HOME", "About CCS", "Students", "Parents", and "Staff". The main header area features the school's logo (a paw print) and the text "Cedar Creek Elementary School" and "A Tradition of Pride - A Tradition of Excellence". A search bar labeled "Search Our Site" is on the right. A red banner at the bottom contains several service icons: "New Student Registration" (A+), "Staff Directory" (people), "Newsletter" (speech bubble), "Parent Portal" (checkmark), "Google Classroom" (G), "Savvas" (apple), "Gmail" (envelope), and "Alumni" (person). A white checkmark is placed over the "Parent Portal" icon, and a white arrow points to it from the bottom. Another white arrow points to the "Select a School" link in the top navigation bar.

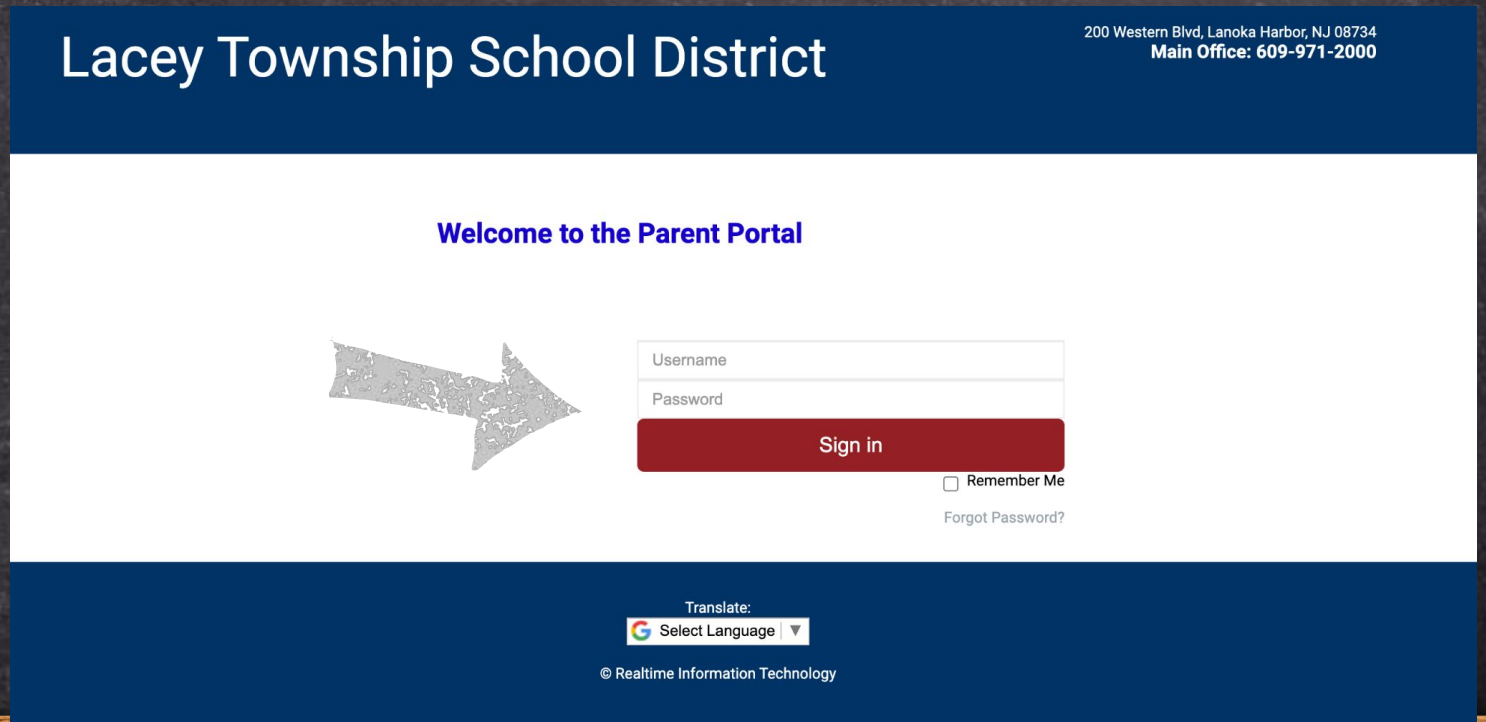


# How do I Access Parent Portal?

Next, you will type in your username and password.

\*You were given an initial username and password from the school. You are able to change both the username and password after you first login.

\*If you ever forget your login information, you must contact the secretaries in the main office. The teacher can not assist you with this.



The screenshot shows the login interface for the Lacey Township School District Parent Portal. At the top, the district name and address are displayed. The main heading is 'Welcome to the Parent Portal'. A large grey arrow points to the login form, which includes fields for 'Username' and 'Password', a red 'Sign in' button, a 'Remember Me' checkbox, and a 'Forgot Password?' link. At the bottom, there is a 'Translate:' section with a 'Select Language' dropdown menu and a copyright notice for Realtime Information Technology.

Lacey Township School District

200 Western Blvd, Lanoka Harbor, NJ 08734  
Main Office: 609-971-2000

Welcome to the Parent Portal

Username

Password

Sign in

Remember Me

[Forgot Password?](#)

Translate:  
Select Language

© Realtime Information Technology



# Navigating the Portal

-This is your welcome screen.

-The list on the left breaks down the information that you are able to access through Parent Portal.



The screenshot shows the Cedar Creek Elementary School Parent Portal. At the top, the school name is on the left, and the address and phone number are on the right. Below this is a navigation bar with a 'MENU' button on the left and user information on the right. The user information includes 'Grade: 02', 'HR Teacher', and 'Student ID'. A green notification bar indicates 'Changed Student Successfully'. The main content area features a welcome message and a list of menu items.

**Cedar Creek Elementary School** 220 Western Blvd., Lanoka Harbor, NJ 08734-0313  
Main Office: 609-971-5850

**MENU**

- Homepage
- Daily Attendance
- Grades
- Food Services
- Meal Application
- Parent Questions
- Contacts
- Documents
- District Info
- Transportation
- Correspondence

Counselor: [ ] Grade: **02** Student ID: [ ]  
HR Teacher: [ ] Attendance: Present

Changed Student Successfully

**Welcome to the  
Cedar Creek Elementary School  
Parent Portal**

Parents,  
Welcome back to the 2021-22 school year! Please check back regularly for information and updates which will be made available once ready.  
Thank you!



# Daily Attendance

-The Daily Attendance tab keeps you up-to-date on your child's attendance.

**Cedar Creek Elementary School** 220 Western Blvd., Lanoka Harbor, NJ 08734-0313  
Main Office: 609-971-5850

**MENU**

- Homepage
- Daily Attendance
- Grades
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- Meal Application
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- Documents
- District Info
- Transportation
- Correspondence

Counselor: [ ] Grade: **02** Student ID: [ ]  
HR Teacher: [ ] Attendance: Remote

**ATTENDANCE** 2021-2022

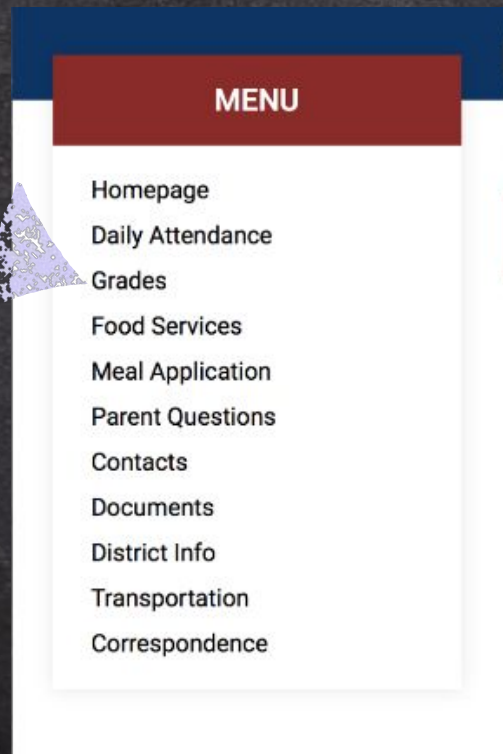
Attendance Code	Summary
Remote	7
Absent-Unexcused	2

Attendance Date	Day	Attendance Description	Time
09/30/2021		Remote	
09/29/2021		Remote	
09/28/2021		Remote	
09/27/2021		Remote	
09/24/2021		Remote	



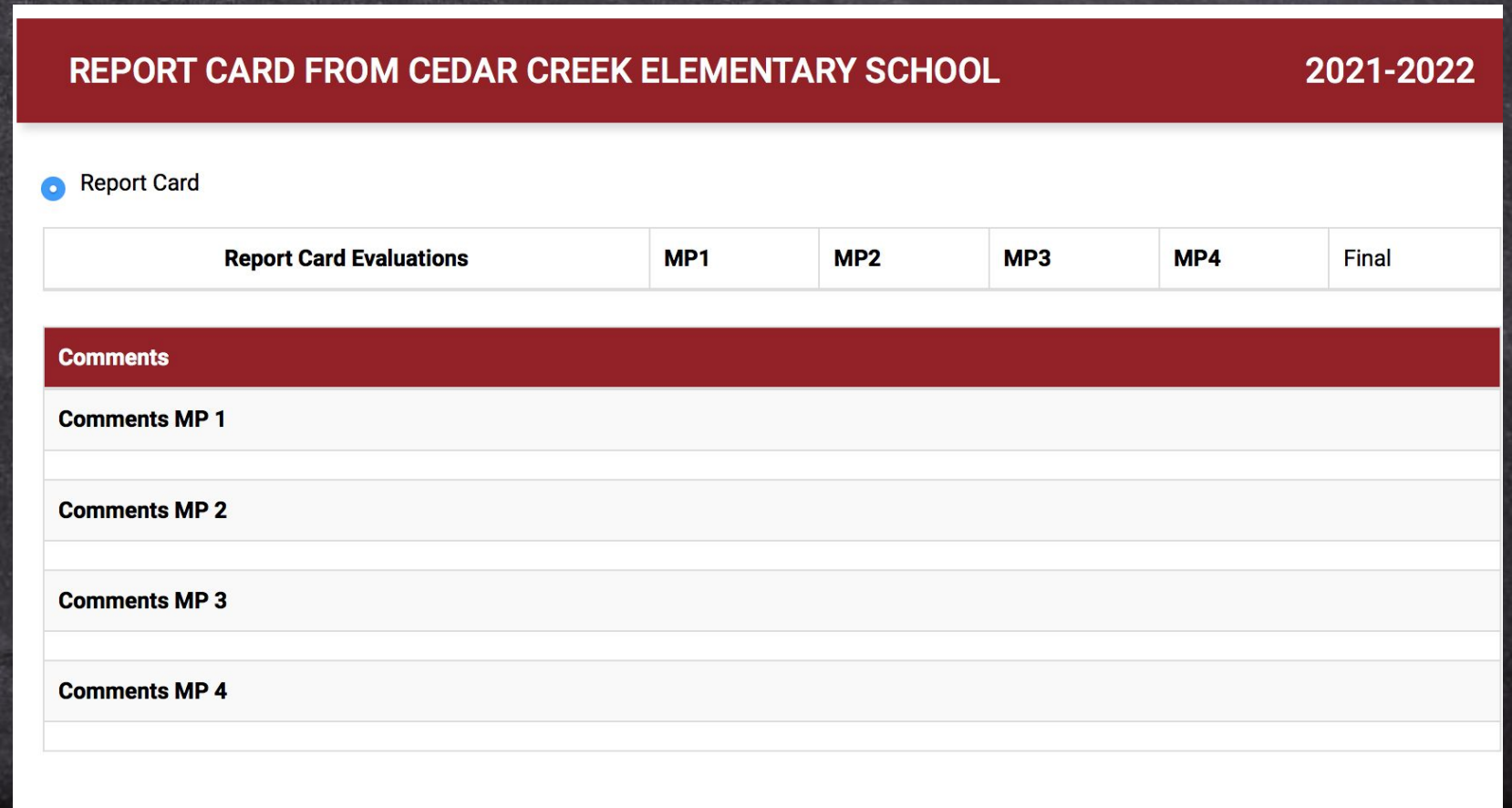
# Grades

-The **Grades** tab is where you can find your child's report card grades at the end of each marking period. You can click on the course/class to view the teacher's comments.



**MENU**

- Homepage
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**REPORT CARD FROM CEDAR CREEK ELEMENTARY SCHOOL** 2021-2022

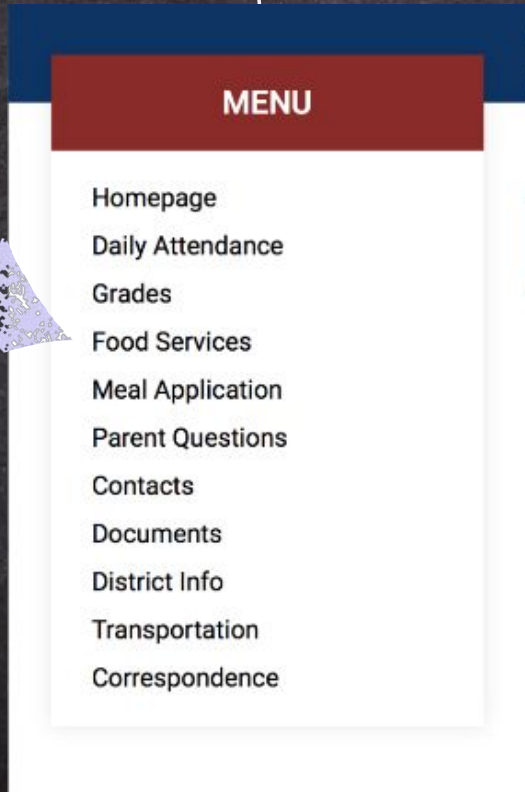
Report Card

Report Card Evaluations	MP1	MP2	MP3	MP4	Final
<b>Comments</b>					
<b>Comments MP 1</b>					
<b>Comments MP 2</b>					
<b>Comments MP 3</b>					
<b>Comments MP 4</b>					



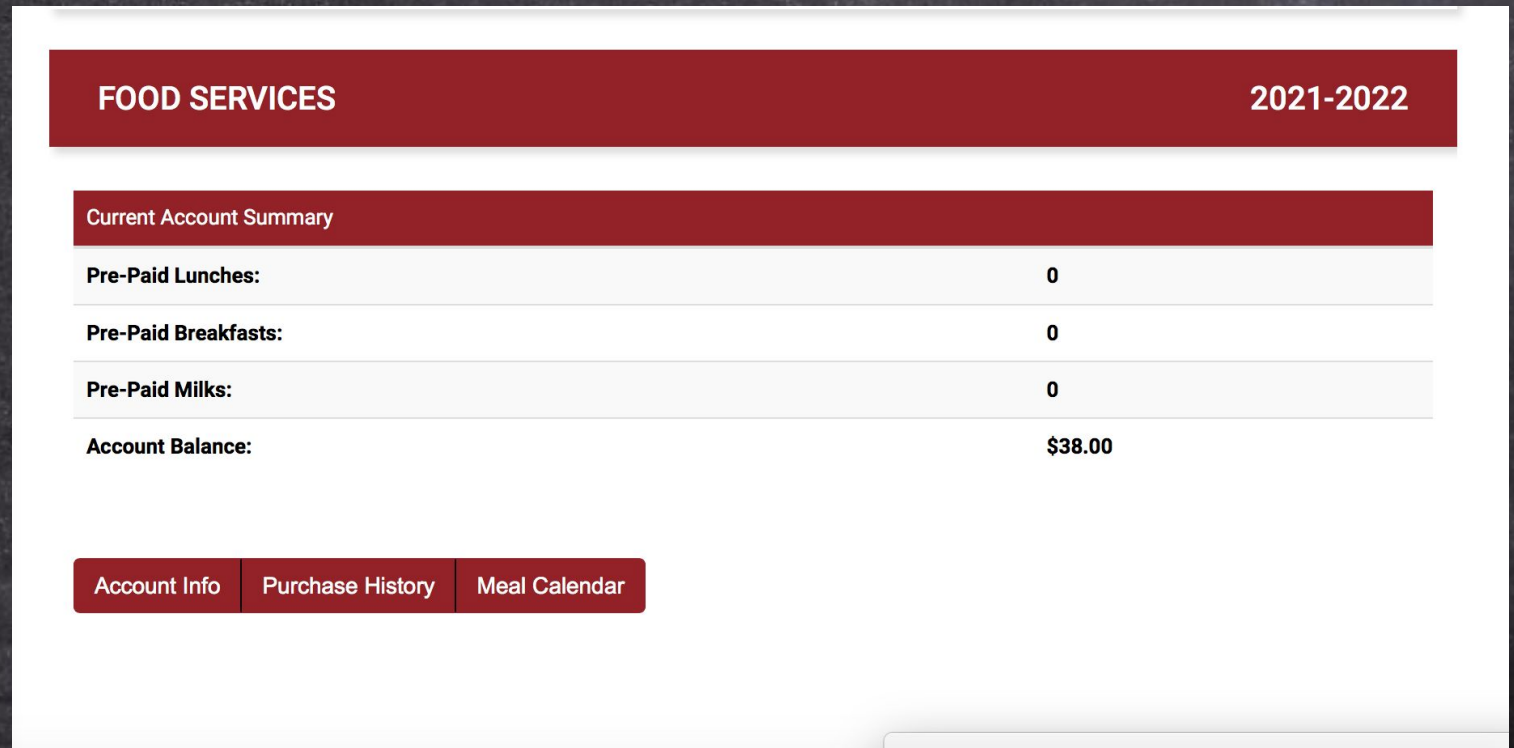
# Food Services

-The **Food Services** tab is where you can find your child's lunch account information, purchase history, and meal calendar.



MENU

- Homepage
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**FOOD SERVICES** 2021-2022

Current Account Summary

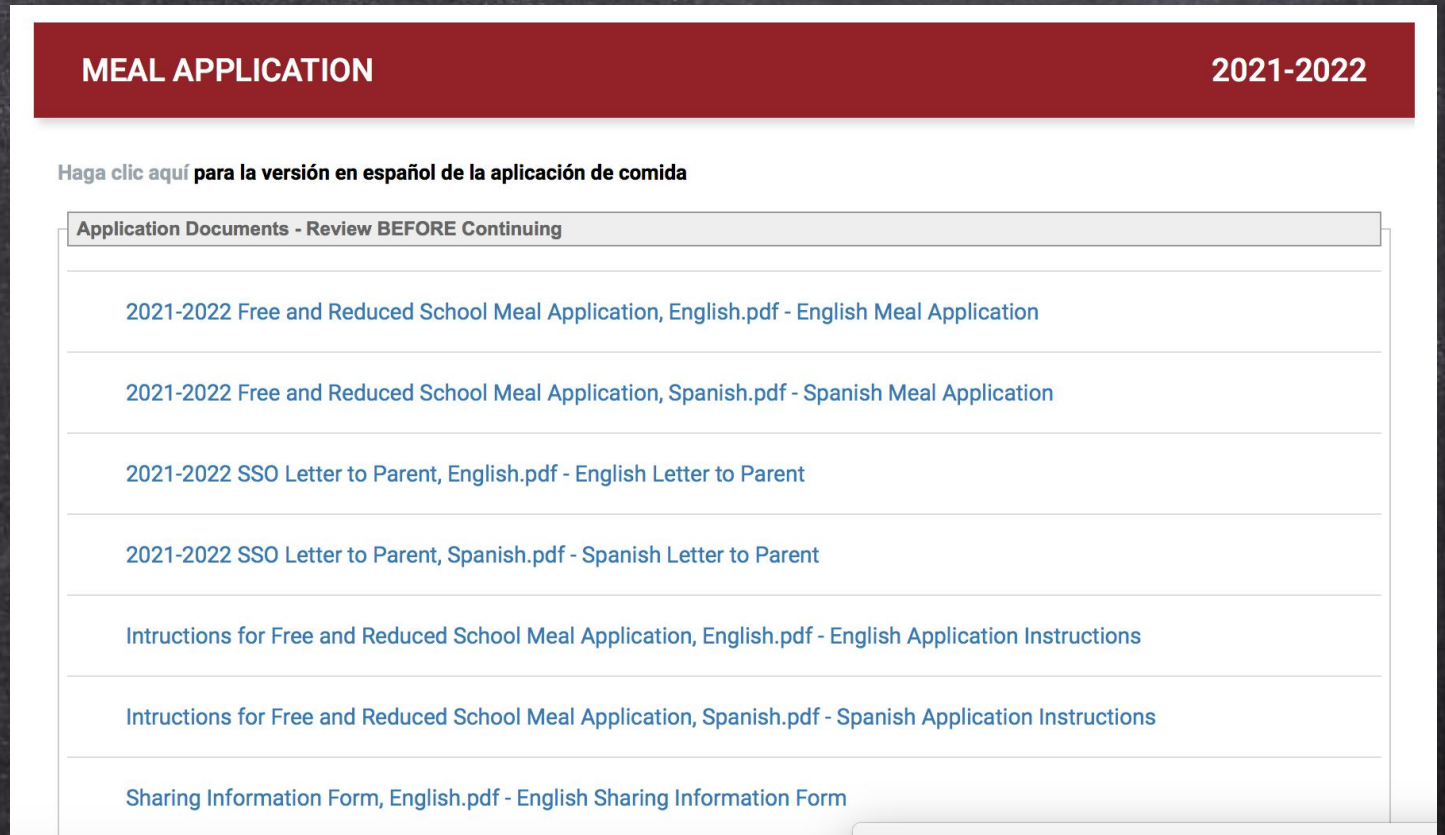
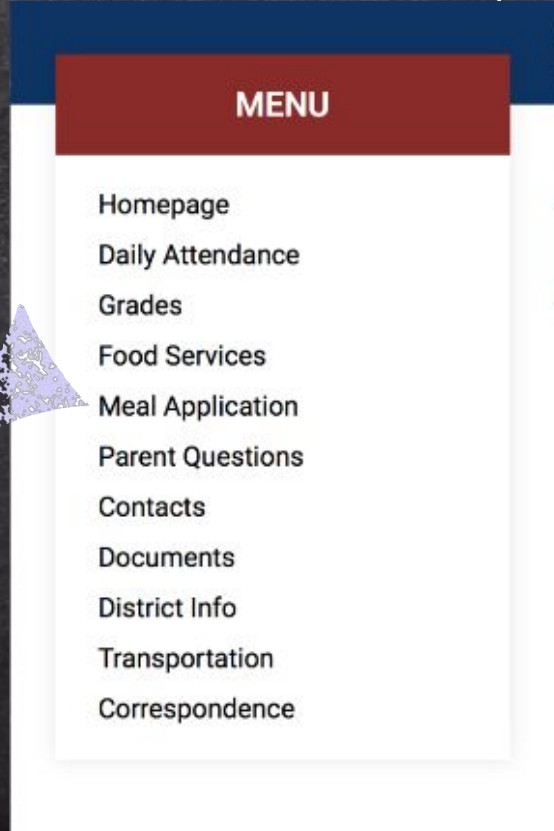
Pre-Paid Lunches:	0
Pre-Paid Breakfasts:	0
Pre-Paid Milks:	0
Account Balance:	\$38.00

Account Info | Purchase History | Meal Calendar



# Meal Application

-The Meal Application tab is where you can find the document to apply for free and reduced lunch for your child.

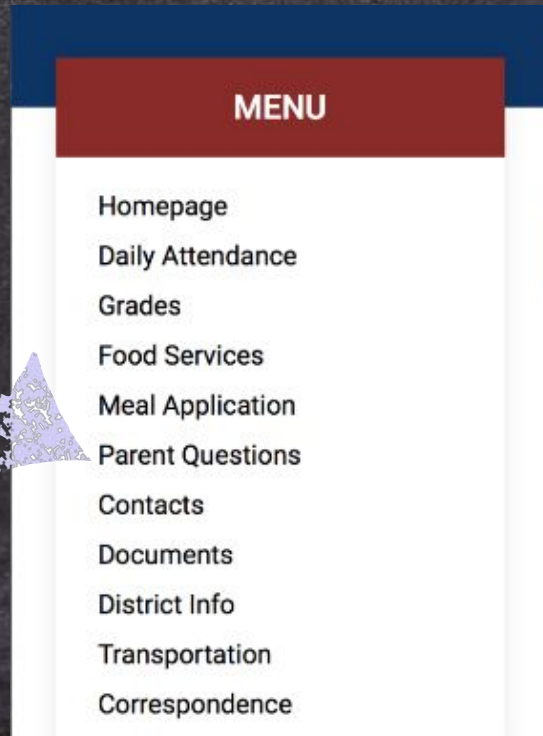




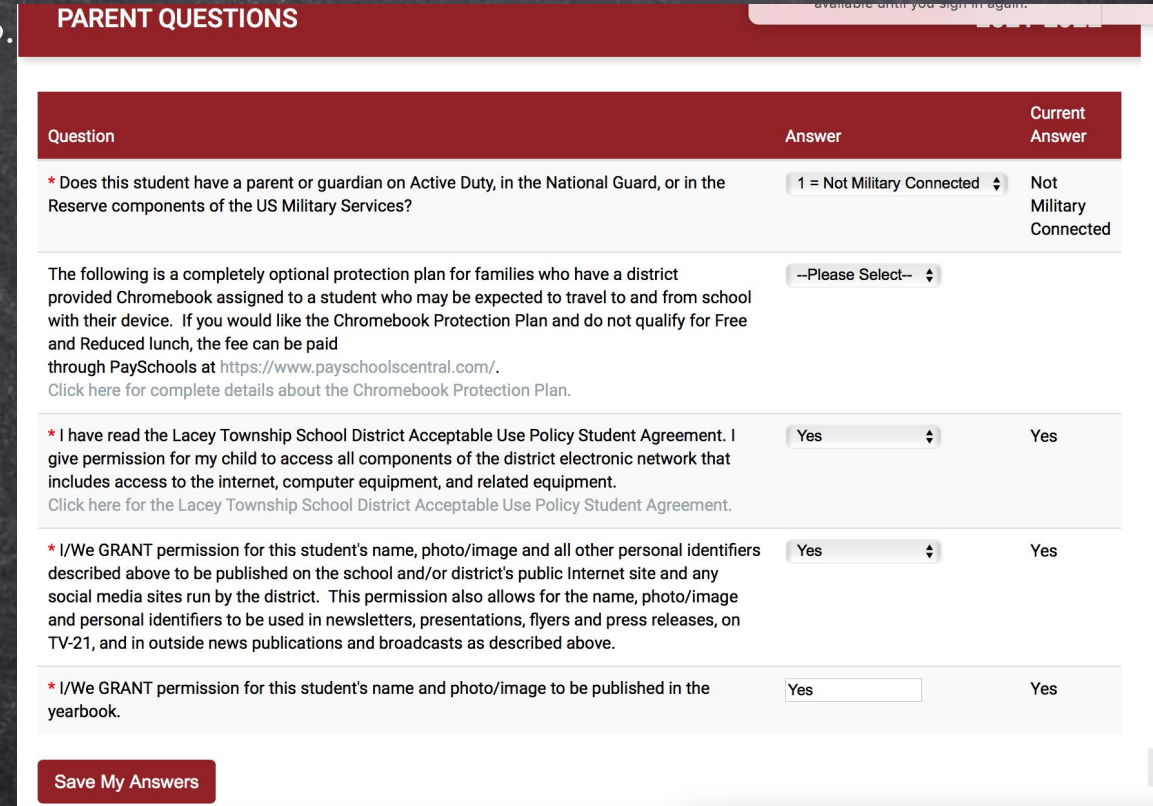
# Parent Questions

-The Parent Questions tab is where you can see documents with information regarding military status, chromebook protection plans, technology agreement, media release, and year book permissions.

The first time you log in to Parent Portal every new school year, it will prompt you to answer questions regarding the information above.



A screenshot of the Parent Portal menu. The menu is titled "MENU" and lists several options: Homepage, Daily Attendance, Grades, Food Services, Meal Application, Parent Questions, Contacts, Documents, District Info, Transportation, and Correspondence. A blue arrow points to the "Parent Questions" option.

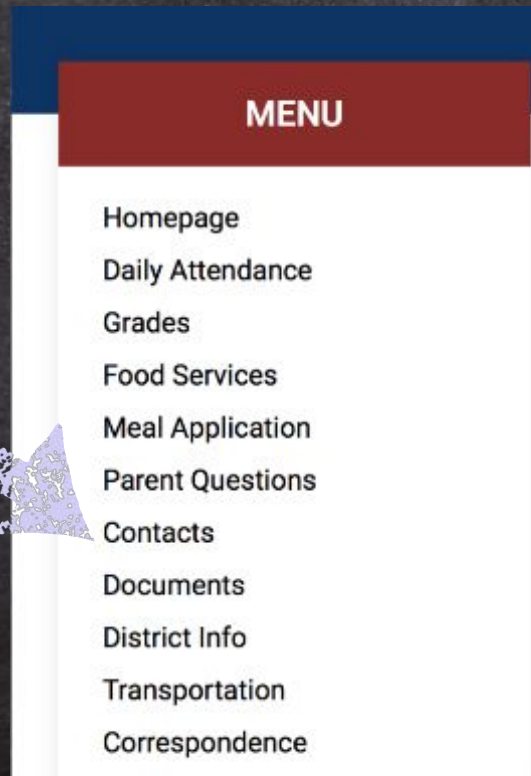


A screenshot of the "PARENT QUESTIONS" form. The form has a red header and a table with three columns: Question, Answer, and Current Answer. The first question is: "\* Does this student have a parent or guardian on Active Duty, in the National Guard, or in the Reserve components of the US Military Services?". The answer is "1 = Not Military Connected" and the current answer is "Not Military Connected". The second question is: "The following is a completely optional protection plan for families who have a district provided Chromebook assigned to a student who may be expected to travel to and from school with their device. If you would like the Chromebook Protection Plan and do not qualify for Free and Reduced lunch, the fee can be paid through PaySchools at <https://www.payschoolscentral.com/>. Click here for complete details about the Chromebook Protection Plan." The answer is "--Please Select--" and the current answer is "--Please Select--". The third question is: "\* I have read the Lacey Township School District Acceptable Use Policy Student Agreement. I give permission for my child to access all components of the district electronic network that includes access to the internet, computer equipment, and related equipment. Click here for the Lacey Township School District Acceptable Use Policy Student Agreement." The answer is "Yes" and the current answer is "Yes". The fourth question is: "\* I/We GRANT permission for this student's name, photo/image and all other personal identifiers described above to be published on the school and/or district's public Internet site and any social media sites run by the district. This permission also allows for the name, photo/image and personal identifiers to be used in newsletters, presentations, flyers and press releases, on TV-21, and in outside news publications and broadcasts as described above." The answer is "Yes" and the current answer is "Yes". The fifth question is: "\* I/We GRANT permission for this student's name and photo/image to be published in the yearbook." The answer is "Yes" and the current answer is "Yes". There is a "Save My Answers" button at the bottom.



# Contacts

-The **Contacts** tab is where you update your personal information and emergency information.



**MENU**

- Homepage
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- Documents
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- Correspondence

## CONTACTS

2021-2022

When selecting the call and/or text option for contacts, please be aware that they will be added to the schools call and text notification system, this includes the attendance notifications.

This is extremely important to keep updated so that the school has the correct information on file.



# Documents

-The Documents tab is where you can find important school policy information and many of the back-to-school forms as the district is trying to go green!

MENU
<a href="#">Homepage</a>
<a href="#">Daily Attendance</a>
<a href="#">Grades</a>
<a href="#">Food Services</a>
<a href="#">Meal Application</a>
<a href="#">Parent Questions</a>
<a href="#">Contacts</a>
<a href="#">Documents</a>
<a href="#">District Info</a>
<a href="#">Transportation</a>
<a href="#">Correspondence</a>

## DOCUMENTS

2021-2022

District Documents	Date Acknowledged
<a href="#">2021-22 Calendar &amp; Handbook</a>	
<a href="#">School Bus Handbook</a>	8/25/2021
<a href="#">1 to 1 Technology Program</a>	8/25/2021
<a href="#">AHERA Asbestos Notification</a>	
<a href="#">All Schools' Hours</a>	
<a href="#">District Calendar</a>	
<a href="#">HIB Letter</a>	
<a href="#">Integrated Pest Management Plan</a>	
<a href="#">Marking Period Dates Grades 5-12</a>	
<a href="#">Marking Period Dates Grades K-4</a>	



# District Info

-The **District Info** tab is where you can find the address and contact information of the district and school to which your child belongs.

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Food Services
Meal Application
Parent Questions
Contacts
Documents
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Correspondence

## DISTRICT INFO

2021-2022

### District Information

<b>District Name:</b>	Lacey Township School District
<b>District Address:</b>	200 Western Blvd Lanoka Harbor, NJ 08734
<b>Phone:</b>	(609)971-2000
<b>Fax:</b>	(609)242-9406

### School Information

<b>School Name:</b>	Cedar Creek Elementary School
<b>School Address:</b>	220 Western Blvd. Lanoka Harbor, NJ 08734-0313
<b>Main Phone:</b>	(609)971-5850



# Transportation

-The **Transportation** tab is where you can find your child's bus route and times of pick up and drop off.

## MENU

- Homepage
- Daily Attendance
- Grades
- Food Services
- Meal Application
- Parent Questions
- Contacts
- Documents
- District Info
- Transportation
- Correspondence

## TRANSPORTATION

2021-2022

Please disregard the bus number, only pay attention to the route number.

[View PDF](#)

Pick Up

Drop Off

Bus	Stop	Route	Time	Bus	Stop	Route	Time
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# Correspondence

-The **Correspondence** tab is where you can find digital copies of letters sent home by administration.

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CORRESPONDENCE		2021-2022
PARENT PORTAL LETTERS		
Letter Description		Printed Date
<a href="#">View Letter</a>	2020 - CCS Start Up Letter	08/03/2021



# Linking Accounts

-If you have more than one student in the district, you can link the accounts so you do not have two separate accounts when logging into the Portal.

**Step 1-** Click on the 3 lines at the top right of the screen.



**Step 2-** Choose Link/Switch Students

660 Denton Avenue, Forked River, NJ 08731  
**Main Office: 609-242-2100**



**Student ID:**

**Attendance:**

660 Denton Avenue, Forked River, NJ 08731  
**Main Office: 609-242-2100**



 My Student

 My Account

 Link/Switch Students

 Log Out

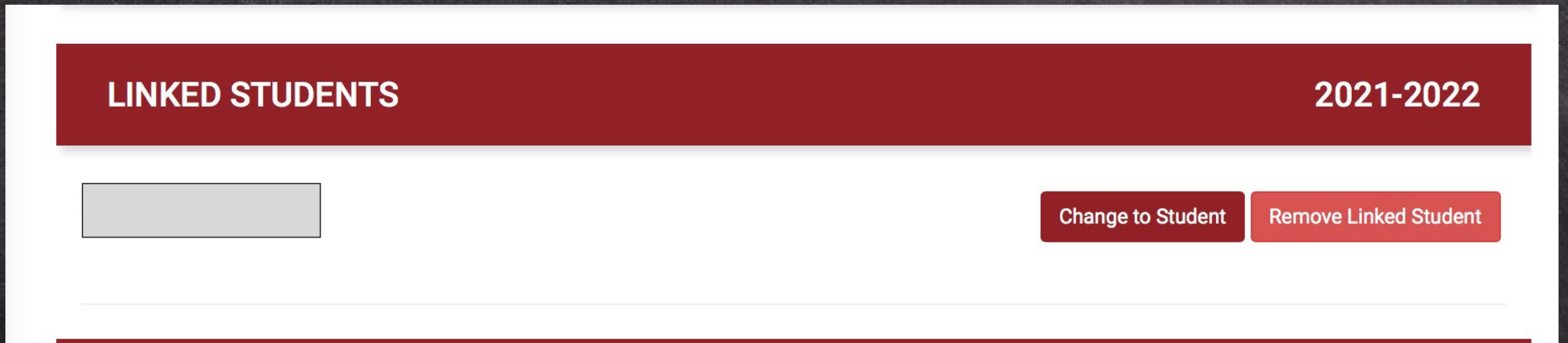
Link/Switch Students





# Linking Accounts

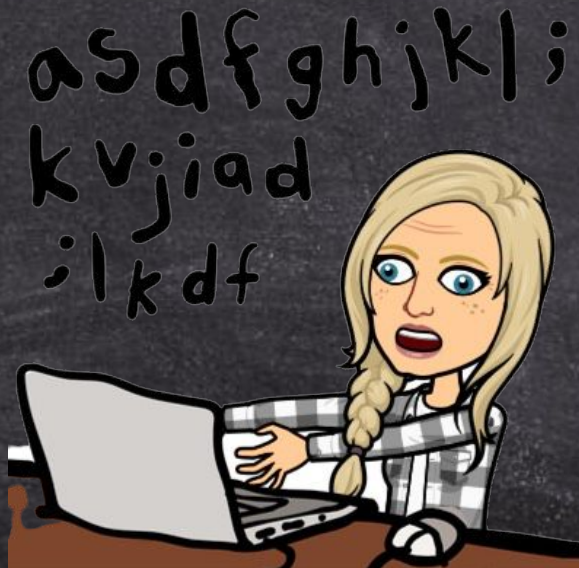
**Step 3-** It will prompt you to sign in with your other child's password. Your children's accounts have been linked when you see the image below.



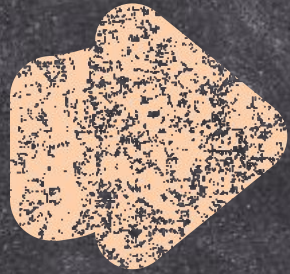


# How Often Should I Log on?

Parents are encouraged to log on periodically to check lunch balances and to update contact information if necessary. You can check the "Correspondence" tab for any of the recent communication sent home from your child's school. Report cards are also available on the Parent Portal at the end of each marking period.

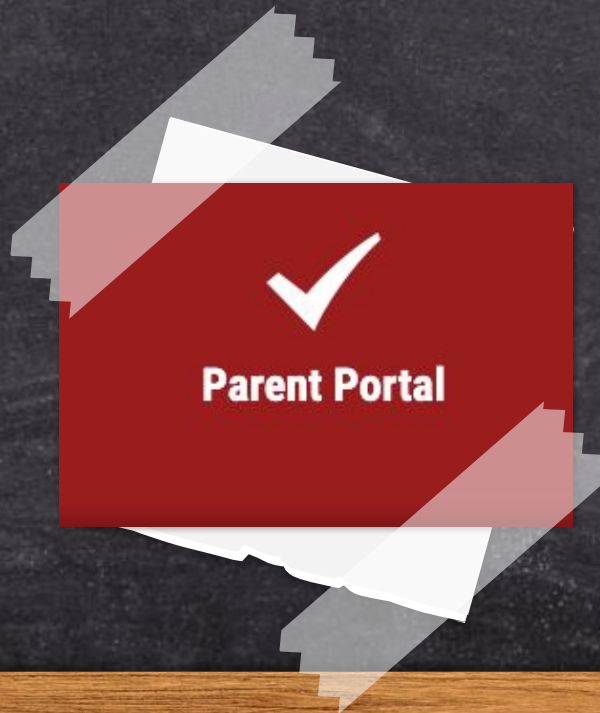






# Q & A

What questions do you have for us about Parent Portal?



Please email us with any questions you may have!

[agilbert@laceyschools.org](mailto:agilbert@laceyschools.org)  
[jshaffer@laceyschools.org](mailto:jshaffer@laceyschools.org)  
[asimmons@laceyschools.org](mailto:asimmons@laceyschools.org)



# Thank you!

We hope you found this slideshow informative. Reach out to your child's teacher with any additional questions!

