Overview of SPS-Provided Technology

Student-Parent Orientations

2020-2021

Topics Covered

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.
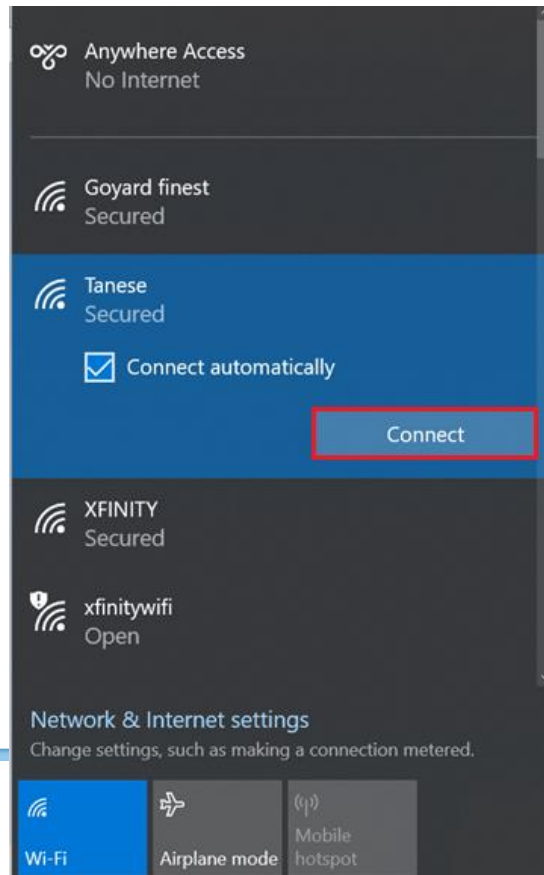
Connecting after you log in

- 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)
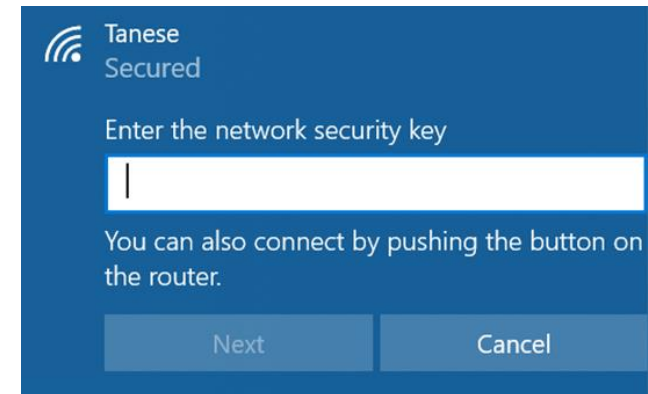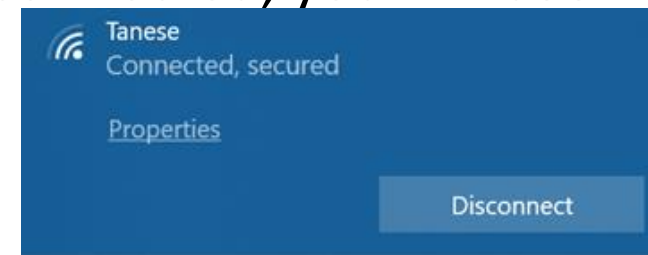
Connecting to a network

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

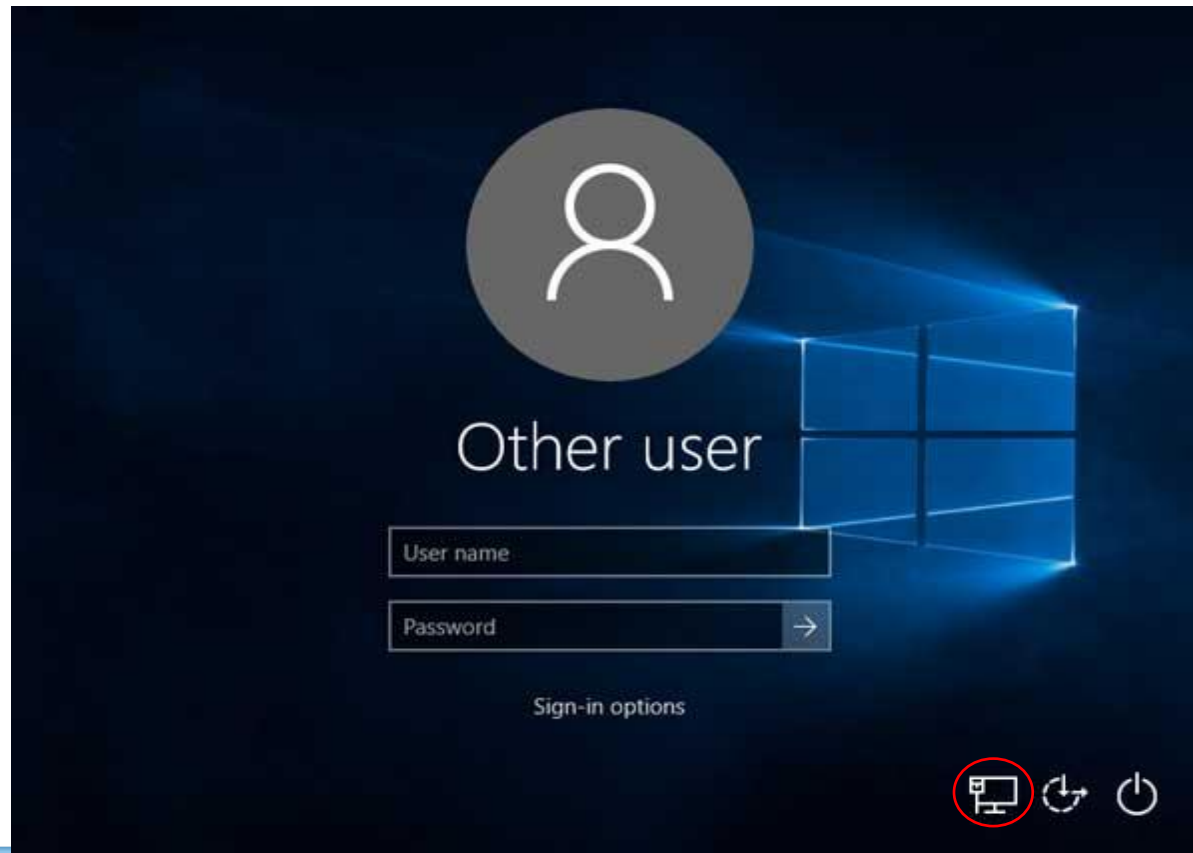- Enter the password for the network and then click "Next"

- 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)
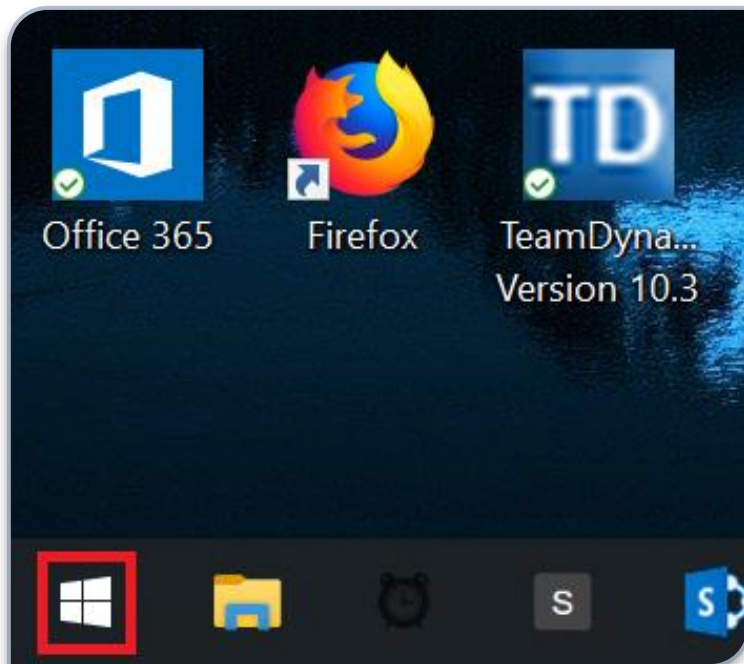
Restarting your computer

- 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

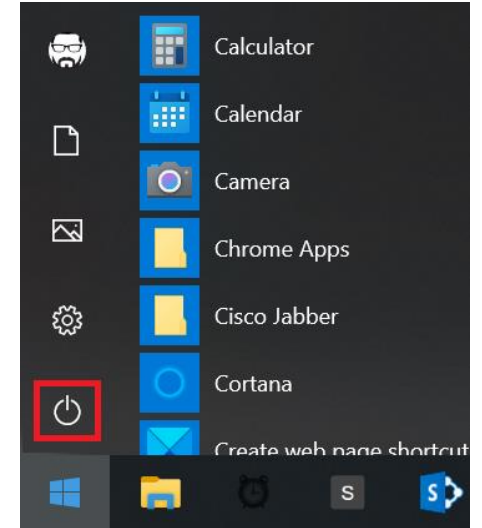- The next slides will show you how to restart your computer
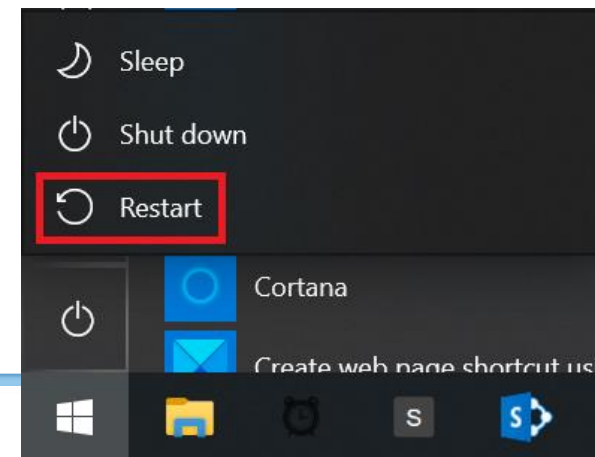
How to restart your computer

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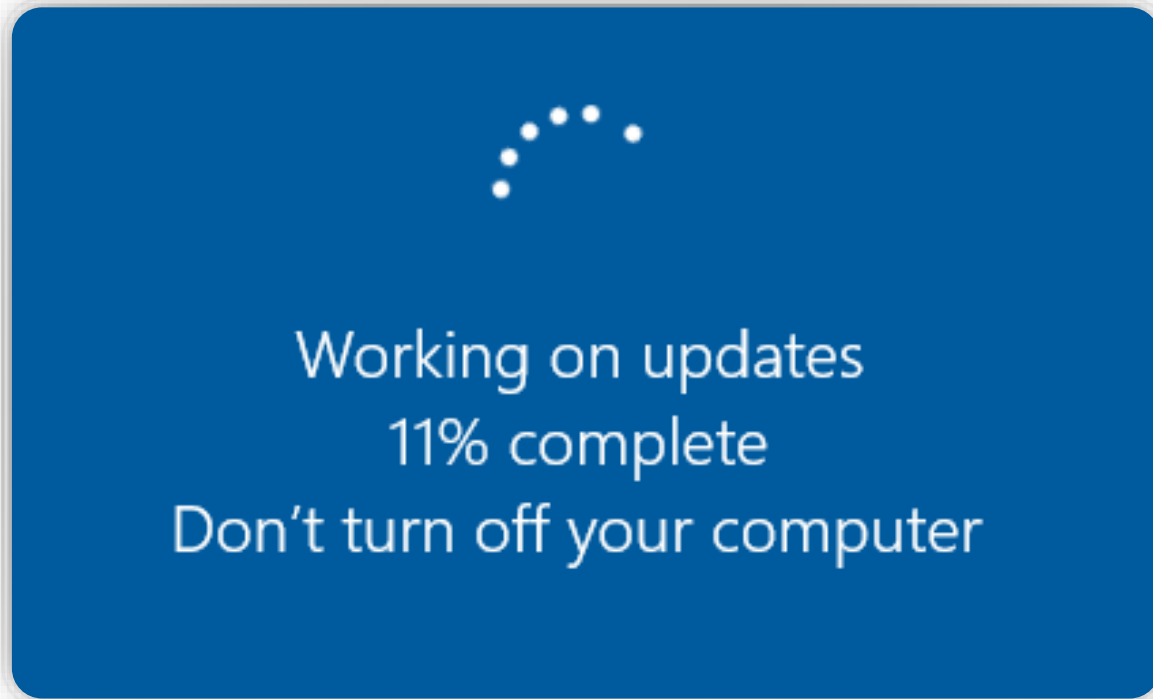

- Select the power button

- Select Restart

What are windows updates

Working on updates
11% complete
Don't turn off your computer

- 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
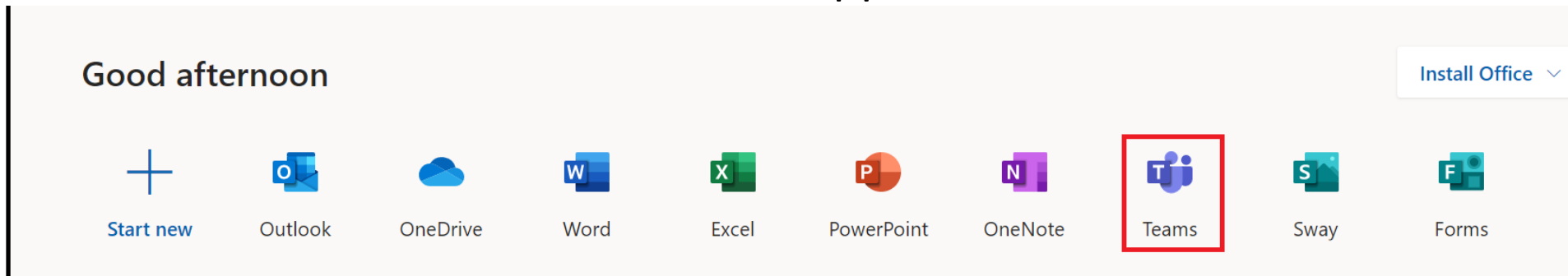
GET IT ON Google Play

Download on App Store
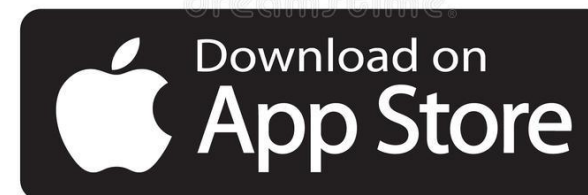
Logging into MS Teams

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

- Use your 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**

Student Help Desk - ES1
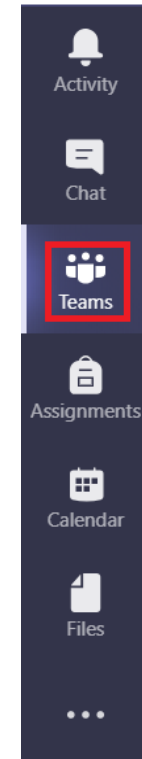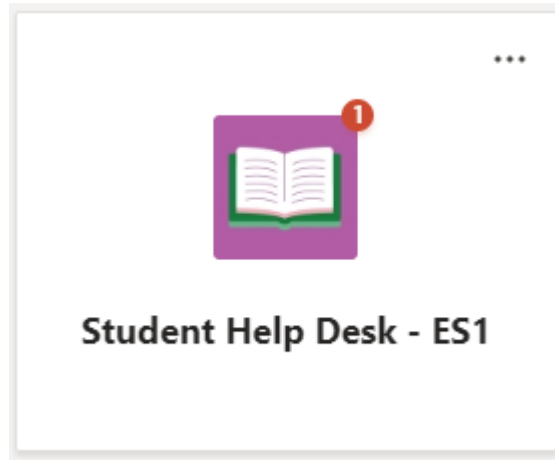
# Asking questions of the IT team

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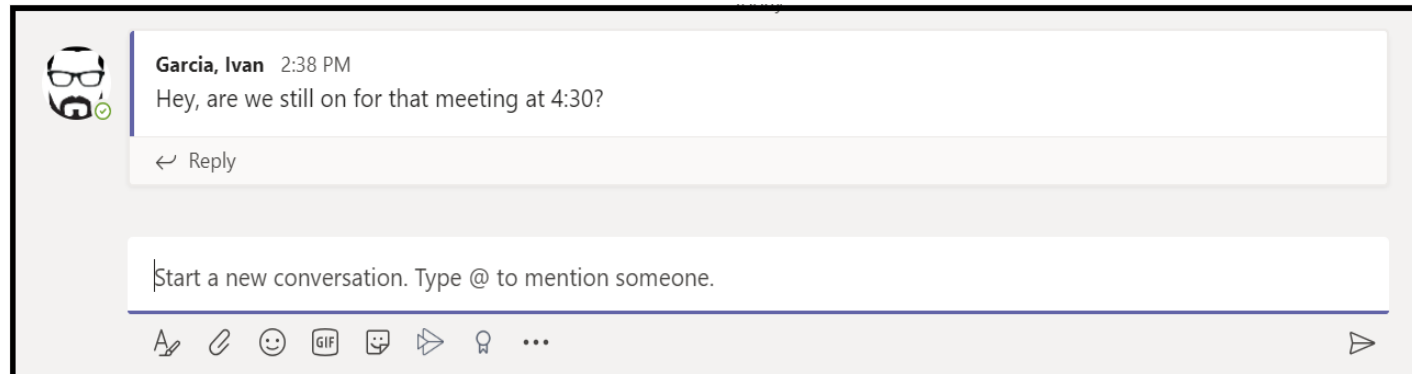
- Staff from the SPS IT Department are responding to questions as quickly as possible from 8:00am to 4:30pm, Monday through Friday

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)
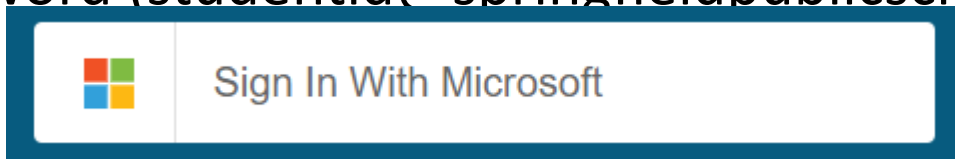
How do I sign into Unified Classroom?

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@sprinfieldpublicschools.com) and your SPS password (SpMMDDYY)
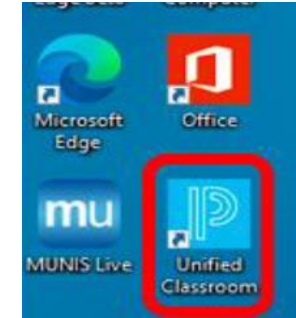
- If you are signing in with another device, first go to https://classroom.powerschool.com and select Sign-In withMicrosoft

- 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)