



## INTERACTIVE GUIDE TO REMOTE LEARNING

Learning will look a little different this year as we deliver instruction to our students in person and virtually. Students will meet with their class each day using Microsoft Teams, access their assignments using Schoology or Seesaw, and create and save their work using Office 365. Whether you are in-person, following a hybrid schedule, or fully remote, you will receive the same instruction from your classroom teacher through the Bridger Virtual Learning Academy (BVLA).

For a preview of the BVLA, you can view some of these promotional videos created by our AASD teachers.



Videos: [HS English](#), [HS Calculus](#), [HS Algebra](#), [MS English](#)



Videos: [Elementary Promo](#), [BVLA Elementary Overview](#)

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## Account Information

### What is my username and password?

All K-12 students will have a network account on our server. All student network accounts follow the same pattern. The first two characters are the intended graduation year (this could possibly change year to year). The next two characters are the first two letters of the student's first name. The next string of characters is the student's entire last name. The last two characters are the last two digits of the student ID number. The student email address is the student's network username followed by the student email domain (@ambridgearea.org). The network password starts with a capital A and a lowercase a, followed by the student ID number, and lastly an exclamation point. All of the devices have a sticker applied that displays the student email address and student ID number.

#### SAMPLE

Name: Lori Heim

Graduation Year: 2022

Student ID: 221234

Network Username: 22loheim34

Network Password: Aa221234!

Student Email Address: [22loheim34@ambridgearea.org](mailto:22loheim34@ambridgearea.org)

*Note: Sometimes a student will have an ID that starts with a different number than their graduation year. This is a carry-over from our old SIS. For example, if the student ID is: 870001, the username will **not** start with 87, it will start with the graduation year.*

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## How do I log in?



On the Dell laptop, press and hold the **Ctrl – Alt – Delete** keys at the same time. The student username should already be displayed. Enter your password. If the username is not displayed, choose the other user option and type in the username and password as explained above.



On the Apple iPad, the students are assigned to the device using our Mobile Device Management application. The student will not need to log in to access programs on the device.

## Day 1: What do I do?

Here are two videos that explain what the students need to do to be ready on the first day of school.



Day 1: [Accessing my email on my laptop to find the link to my Teams Meeting](#)



Day 1: [Accessing my email on my iPad to find the link to my Teams Meeting](#)

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## DISTRICT APPLICATIONS

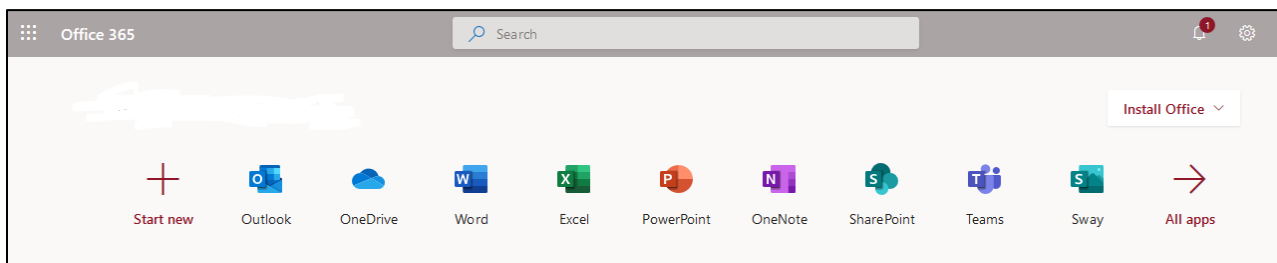
### **Office 365** Office 365

Office 365 provides email, cloud storage, and collaboration for all students. Office 365 also provides access to the Microsoft Office Suite: Word, Excel, PowerPoint and OneNote. Students can use the applications in the cloud (in a web browser) or on the desktop through the installed application. Students are encouraged to save all of their files in OneDrive. Both the laptops and the iPads have the Office Apps installed on the devices.

### **How do I access Office 365?**

Go to [www.office.com](http://www.office.com)

Log in with your student email and network password



## How do I access my school email?

**Microsoft Outlook** is the application that the students will use for district email. The Technology Department configured the Outlook application for each student prior to device distribution. Students can use the installed app or use the link available from their Office 365 dashboard. The videos listed below are the same videos from the Day 1 links above.



[Accessing my email on my laptop](#)



[Accessing my email on my iPad](#)

## Where do I save my documents?

**OneDrive** is the application for students to use to save any files they may need. This includes documents, photos and/or videos. Files saved in OneDrive are accessible from any device with an internet connection and a browser. Each student has 1TB of storage space available. We are recommending that students save all of their school files on OneDrive.

## Where can I learn more about Office 365?

[Getting Started at Office 365](#)

[Distance Learning with Office 365: Guidance for Parents and Guardians](#)

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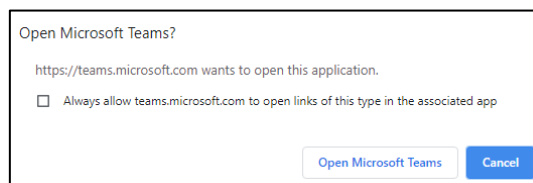
## Microsoft Teams



Microsoft Teams is a digital hub that brings conversations and content together in one place, letting educators create vibrant learning environments for their students. Students can collaborate in real time with their teacher and classmates using video, audio, and chat. AASD will be using Teams as our video conferencing and collaboration tool. Instructional materials will be distributed through Schoology or Seesaw.

## How do I access Microsoft Teams?

Students can join their scheduled classes on Teams from their Outlook calendar. Each class will have a scheduled meeting that corresponds with their student schedule. Students can also see their meetings from the Teams Calendar. Both calendars are synced to display the same meetings. Click on the **Join Microsoft Teams Meeting** link in your calendar invite to attend class. When prompted, always choose to open the application by clicking **Open Microsoft Teams**. The installed application provides a better experience than the online web application.



The Microsoft Teams application is installed and configured on the laptops. Launch the application from the desktop shortcut or search for “teams” in your search bar.



The Microsoft Teams App is installed on the iPad and configured for student use. It will ask you to sign in using your district account. Choose your account, no password needed. Please give the iPad access to your microphone and Bluetooth so your teacher and classmates can hear you.

## How do the controls work in Microsoft Teams?

The meeting controls panel can be found inside the bottom portion of the meeting video window or sometimes pinned to the top depending on your settings. Some advanced features are not available or have limited functionality when joining a Teams meeting on the web. We recommend using the Teams desktop application to access all of the Teams features and functionality.



[How to use the Teams meeting controls to join a meeting and participate in a meeting](#)

## Where can I learn more about Teams?

[Interactive Guide: Learn how to support your student's learning in Microsoft Teams](#)

[Microsoft Teams for Education Experience](#)

[Signing Into Teams for the First Time](#)

[Microsoft Teams Video Training](#)

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## Schoology

### What is Schoology?

Schoology is a learning management system that allows students in grades 3-12 to access online curriculum and materials posted by their teacher. Teachers share links to videos, handouts, and other online resources to their students. Students can submit assignments online and receive feedback on the work they submitted. Quizzes and tests can be administered and graded right inside the application. Schoology has an easy-to-use intuitive dashboard that students can manage easily. Students are connected to Schoology through a data sync with our Student Information System, Tyler. The courses and enrollments are automatically populated and sync with our server.

### How does a student access Schoology?



Students using the laptops will log into Schoology here: <https://ambridge.schoology.com>  
Student will use the network username and network password to access Schoology.



Students using the iPads will open the Schoology app on their iPad. When prompted, choose the Ambridge Area School District. Log in with your network username and password.

### Student Schoology Guides

[Schoology Guide for Students](#)

[Student Home Page](#)

[Student Course Materials](#)

[Student Account Settings](#)

### How does a parent access Schoology?

Parents can sign up for a free account on the Schoology website. Once you create an account, your child's teacher can send you a code to join the class.



[Parent Overview Video for Schoology](#)

## Where can I learn more about Schoology?

[Schoology for Parents](#)  
[Parent Overview Video](#)  
[Parent Sign-Up](#)  
[Parent Login](#)  
[Parent Home Page](#)  
[Add Child Associations](#)  
[Linking Accounts](#)  
[Parent Notifications](#)  
[Settings](#)

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## **Seesaw**

### What is Seesaw?

Seesaw is a simple way for teachers and students to record and share what is happening in the classroom. Seesaw gives students a place to document their learning, be creative and learn how to use technology. Each student has their own journal and will add things to it, such as photos, videos, drawing, and notes. It allows family members to use the Seesaw Family app to keep up to date with their child's learning, and easily communicate between school and home.



[Introduction to Seesaw for Families](#)

### How do I access Seesaw?

Student in grades K-3 will access Seesaw through the Clever app. Clever allows the student to scan a badge to access some of their applications. This eliminates the need for these young learners to remember and type usernames and passwords.

### Where can I learn more about Seesaw?

[Learning at Home Tips for Families](#)  
[Frequently Asked Questions about Seesaw](#)

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## **Clever**

### What is Clever?

With Clever, everyone has a personalized portal with a single login for all of their online programs and resources. Clever does not support all district application but we will use it when we can to make student access to applications as easy as possible. The Clever username is the student email address and the password is the student ID number. The district has apps linked inside the Clever portal. Some of these apps include Seesaw, Discovery Education, Xello, Accelerated Reader, Connect ED, eHallPass, Tyler 360, and more. You can use Clever to gain quick access to various applications or you can log directly into the website or app without using Clever. Clever makes things easier to find and access.

## How do I access Clever?



Students in grades 6-12 using the laptops will log into the Clever website: <https://www.clever.com/in/aasdssso>. The username is the student email address and the password is the student ID.



Students in grades K-5 will access Clever through the app on their iPad. Your teacher will print a badge that will allow you to scan the QR code rather than using a username and password. This provides quick and easy access for our young learners.

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## **Tyler 360**



### What is Tyler 360?

Tyler 360 is our online academic portal, which allows students and parents to access grades, attendance, assignments, schedules, bus information, and more. Both students and primary contacts have accounts to access Tyler 360.

### How do students access Tyler 360?



Students using the laptops will log in here: [https://tyler.ambridge.k12.pa.us/TSI Live 360](https://tyler.ambridge.k12.pa.us/TSI_Live_360). The username is the student email address. The password is the Student ID number.



Students using the iPads can access Tyler through the Tyler 360 app, which is installed on all of the district iPads. When using the app you will search for your district by name or by ZIP code. The username is the student email address. The password is the Student ID number.

### How do parents access Tyler 360?

All primary contacts will have an account to access the Tyler 360 portal. The username for the Tyler 360 PARENT Portal is the parent's first name and last name separated by a period. For example, if my name is Bob Smith, then my username is bob.smith in the Tyler 360 portal. If there is a duplicate contact name or user in the database, the username may be followed by a "1". For example, bob.smith1. The password for the Tyler 360 portal will be your child's 6-digit student ID number. (It is usually the oldest child, but sometimes the system assigns a different child.) Once you log in for the first time, the system will prompt you to change it. If at any time, you forget your username or password, you can contact the helpdesk to reset it, by sending an email to: [tylersis@ambridge.k12.pa.us](mailto:tylersis@ambridge.k12.pa.us). Please include your name and the student name associated with your account in your email.

### Where can I learn more about Tyler 360?

There are several guides available on the district website on the [student](#) and [parent](#) links. There is also additional information on the [technology](#) department page.

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# DEVICE INFORMATION



## **iPad**



### [Apple's iPad User Guide](#)

#### **What model are the district issued iPads?**

The district has currently issued three different models: The 5<sup>th</sup> and 6<sup>th</sup> generation iPads were removed from the classroom carts for distribution. These devices were purchased in 2018 and 2019. The devices purchased this spring are 7<sup>th</sup> generation iPads.

#### **iPad (5th generation)**

- Capacity: 32GB
- Model number (on the back cover):
- A1822 on the iPad (5th generation) Wi-Fi
- 9.7-inch Retina display
- Lightning connector
- 8 MP camera and FaceTime HD camera
- Touch ID

#### **iPad (6th generation)**

- Capacity: 32GB
- Model number (on the back cover):
- A1893 on the iPad (6th generation) Wi-Fi
- 9.7-inch Retina display
- Lightning connector
- 8 MP camera and FaceTime HD camera
- Touch ID
- Apple Pencil (1<sup>st</sup> generation) support

#### **iPad (7th generation)**

- Capacity: 32 GB
- Model number (on the back cover):
- A2197 on the iPad (7th generation) Wi-Fi
- 10.2-inch Retina display
- Smart Connector
- Lightning connector
- 8 MP camera and FaceTime HD camera
- Touch ID
- Apple Pencil (1st generation) support

# Laptop



## **What are the dimensions and specifications of the laptops?**

There are two models of laptops assigned to students. The Dell Latitude 3380 and Dell Latitude 3190. The Dell 3380 were removed from the classroom carts. The Dell 3190 were purchased in the spring. The specifications for each are listed below:

### **Dell Latitude 3190**

- Win10 Pro 64bit
- Intel Celeron N4120 Processor w/ Intel UHD Graphics 600
- 4GB 2400MHz DDR4
- 64GB eMMC Hard Drive
- 11.6" HD (1366 x 768) Anti-Glare Non-Touch, Camera & Microphone

### **Dell Latitude 3380**

- Win10 Pro 64bit
- Intel i3-6006U Processor, Intel HD Graphics 520
- 4GB 2400MHz DDR4
- 128GB SATA Class 20 Solid State Drive
- 13.3" HD (1366 x 768) Non-Touch LCD, Camera & Microphone

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## **FREQUENTLY ASKED QUESTIONS**



### **How will the devices be used in classes?**

- Accessing online versions of textbooks and other documents;
- Accessing web-based tools and using the Internet to complete research;
- Using dedicated software/applications to complete subject tasks (e.g. Schoology, Microsoft Teams);
- Creating audio and/or video presentations;
- Using Microsoft Office applications to create and edit documents;
- Downloading documents, such as homework and/or reading passages; and
- Using collaborative spaces to enhance communication among students and educators.

### **Why are we using devices?**

In addition to the devices giving us the ability to be fully remote during the global COVID-19 pandemic, there are many other benefits to the use of 1:1 technology for students:

- **Critical thinking and Reasoning:** Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.
- **Information Literacy:** Students apply digital tools to gather, evaluate, and use information. Students demonstrate a sound understanding of technology concepts, systems, and operations.
- **Collaboration:** Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.
- **Self-direction:** Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.
- **Invention:** Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.



### **How and where should devices be stored/cared for at home?**

With our extreme temperatures, please *never* leave the Laptop/iPad in a vehicle. Families need to develop a convenient, safe place to charge the Laptop/iPad each night. Students are expected to arrive at school each day with a fully charged Laptop/iPad. Encourage your child to treat the Laptop/iPad with extreme care. Laptops/iPads should not be left on the floor or near heating sources. The laptop/iPad can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Laptop/iPad. Avoid getting any liquids on the Laptop/iPad. If liquid is spilled on the Laptop/iPad, immediately power down the device and contact the technology department.

### **Will all teachers be expected to use the laptop computers or iPads with students every day in every class?**

All teachers have a laptop computer and/or iPad and the training to support its use as a learning tool. It is also important to realize that some subjects lend themselves more to the use of technology than others. As the Bridger Virtual Learning Academy continues to grow, the District recognizes that teachers will develop new strategies and skills to best determine when and how to use technology. The expectation is not to use the device as often as possible, but to use it when it enhances or improves the learning process. The District expects to see increased, appropriate use of technology from both teachers and students. Teachers and administrators will continue to participate in professional development to further their understanding of effective use of technology in teaching and learning.

### **What are the teacher expectations for the devices in class?**

Students will be expected to bring a fully-charged device to school each day. Students are encouraged to use technology to assist with and enhance their learning. Students and teachers need to work together to create a learning environment which is safe for everyone and supports academic achievement and success.

### **Will there be training for students?**

Students and teachers have been using computers in each grade level for many years. Students and teachers are familiar with the devices and many of the software programs. Rather than taking computer classes to learn all of the features of a software program, the District philosophy is for students to learn software as it is needed to complete various projects. Teachers will build short lessons so that students feel comfortable creating projects and communicating with classmates using software. Students are also encouraged to collaborate with their peers and access resources on the internet to learn more about particular software applications.

### **What if we don't want a school-issued device?**

Just as students are required to use classroom textbooks and print material, lab equipment, and other instructional resources, all students will need the laptop or iPad to be a successful and prepared participant in our school. Technology serves as an engaging tool to help students become career and college ready in the 21<sup>st</sup> century. Students may not opt out of the program.

### **What about students who already have a laptop or iPad at home?**

An important component of the 1:1 device rollout is the equal access to technology resources it grants to *all* Ambridge Area School District students in Grade Pre-K through Grade 12. While some students have computers and other digital devices at home, most students do not have the educational software programs that will be included on the school-issued devices.

### **Are students and families responsible for the device?**

Yes. Our students are competent and worthy of our trust; we trust that they will act responsibly and maturely with such important personal learning devices. Students will be responsible for the care, security and safety of the device. Schools that have implemented successful 1:1 programs typically report a deep sense of student technology ownership and stewardship.

### **Who owns the device?**

The device is the property of Ambridge Area School District and on loan to students, just like textbooks and other learning materials. Students will be expected to care for the laptop and/or iPad as they would other district issued school supplies and materials.

**Can students leave their device at school?**

No, students are to transport their devices to and from school daily, as their device will become an integral learning tool both at home and in school. Students are expected to bring their device fully charged at the start of each day.

**Will students be able to use their devices on the school bus?**

No. Use of laptops or iPads on the school bus is a safety hazard and not permitted.

**Will AASD provide service/support for the laptop computers and iPads?**

Yes. The Technology Department and support technicians will provide maintenance on all laptop computers and iPads.

**What is the procedure if a device needs repair?**

The Technology Department will be responsible for the repair of laptop computers and iPads. All repair requests need to be submitted to the Ambridge Area School District Helpdesk by sending an email to: [helpdesk@ambridge.k12.pa.us](mailto:helpdesk@ambridge.k12.pa.us) or calling 724.266.2833 x4357.

**What will students do with their device during Physical Education classes or lunch?**

Students are responsible for the care and security of their devices. The size of the device is appropriate to secure it in the student lockers on a short-term basis. Elementary students should leave their iPads in their desk or cubby. Students should not store the laptop or iPad in a car for any extended length of time, particularly in hot or cold weather. If a device is left in a locked car for a short period of time, it should never be visible. It should be locked in the trunk of the car.

**Will students be able to use their device for Internet access at home?**

The iPads and laptop computers are equipped with wireless capabilities. If parents have a home network, students can connect the laptop computer to the network through the wireless network. While Internet filtering will be enforced on the laptop and iPad regardless of location, parents are advised to monitor student Internet usage at home. Student devices are also able to connect to the Internet using open wireless networks in the community. Parents should determine appropriate use of open wireless networks with their student(s).

**Will the district have schools open after hours in case my student wants to use the wireless to do homework?**

Outdoor wireless access points are located in all of the school buildings. The outdoor wireless network is available to students in the parking lot and surrounding areas close to the building.

**What if I do not have Internet Access in my home?**

Ambridge Area School District is offering the Comcast Essentials program to families who qualify. Letters will be mailed to those families who answered "No Internet" on our parent surveys who qualify under the guidelines of the program. If you do not receive a letter, and you think you qualify, please contact your building principal. More information will be distributed about the program as it becomes available to the district.

**What do I do if we are moving or I have to withdraw my child from the District?**

When a student is withdrawn from school the device and charger must be returned to Ambridge Area School District. If the laptop/iPad and accessories are not returned, Ambridge Area School District will contact the appropriate law enforcement authorities to recover the device.

**Do the devices come with a protective cover, or do parents need to purchase something?**

All of the iPads will come in a case. The case needs to remain on the device at all times. This case is the approved case by Apple and needs to remain on the device for warranty purposes. The laptops (6-12 grade) do not come with a case. If your student attends the middle school, you are able to purchase a case if you choose. However, if your student attends the high school no additional casing is allowed. This is due to the high school's security protocols and the need for students to bring the school year with the issued clear bag.

**Should students bring power cords to school?**

No, students should bring a fully-charged device to school and leave their power cords at home.

**What if my child loses the power cord or case?**

If your child loses the power cord or case, please contact the Technology Department. Replacements cables are available for a fee determined by the manufacturer.

**Can my child upload games or apps on his/her device?**

Only the district can upload software and applications on the student devices.

**Will the devices be filtered?**

Yes. The devices are filtered in the same way both at school and at home as per the Board Approved Responsible Use Policy #815. Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the Internet may include the potential for access to inappropriate materials for school-aged students. Every user must take responsibility for his or her use of the network and avoid these sites.

**How will the devices be labeled?**

Each device will have an identification label, which will include the asset tag number, serial number, student email address, and student ID number.

**Will the district provide insurance for the devices?**

The district is currently exploring insurance options. More information will be sent to the parents as soon as it is available.

**Will students need to create their own Apple ID?**

No, the district has issued managed Apple ID's for elementary students. Students will use their Office 365 credentials (network email address and password) to log into their Apple ID. Although we provide a district issued Apple ID, the district is not currently using any apps that require the students to be logged into the Apple ID.

**Can I use Bluetooth headphones with my iPad?**

Yes. Students should be able to pair their headphones with the iPads.

**Will I have access to Notability?**

Students in grades 4 and 5 will have access to the Notability app.

**Can I download my own apps?**

No. The district manages the app deployment for the iPads. Teachers can request apps to be pushed to the student devices remotely. However, the Self Service portal is available for student to download additional apps that the district already manages.

**Can I use my home printer with the student iPad?**

The District does not have the ability to support home printing; however, you may be able to use Apple AirPrint. More information about AirPrint available on Apple's website: [About AirPrint](#)

**Can I use my home printer with the student laptop?**

The District does not have the ability to support home printing, but if your home printer does not require software or drivers to be installed, then it is possible that the student's device will be compatible.

**How do I connect my laptop to my Wi-Fi at home?**

Here is a support document from Microsoft: [Connect to a Wi-Fi network in Windows 10](#)

## **Troubleshooting the iPad:**



### **Did you connect to the Internet outside of the District?**

Connect to a wireless network: Settings > Wi-Fi.  
Find your home Wi-Fi network and join.

### **Did you close out of all apps?**

Double tap the Home Button and swipe up to close all apps.  
Select the app to try again.

### **Did you reset the iPad?**

If you cannot force quit an app or restart your iPad, try a reset by pressing and holding the power button and the Home button at the same time for at least ten seconds until the Apple logo appears.  
Once the Apple logo appears, you can release the two buttons.  
Note: When resetting an iPad, you should not lose any data; however, if you were in the process of entering data into an app (e.g., typing into an app) that data could become lost by doing a reset.

### **Did you run the update(s)?**

Since updates of apps are unpredictable, you may need to update your device: Settings > General > Software Update.  
Check the Self Service app for specific apps that need to be updated as needed.

### **How do I fix an app that will not load?**

Students can try a few things to fix a broken app.

- 1) You can try pressing the app down until it wiggles, delete it by pressing the X, and then visit the Self Service app to re-download the application.
- 2) Visit the Self Service app to reinstall a previously installed app.

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### **Where can I find more information?**

Please visit the district website: [www.ambridge.k12.pa.us](http://www.ambridge.k12.pa.us) and click on Department >Technology