



# Hutchison's Technology Manual for Families

This manual is available in other languages. Please call the office to ask for a different language.

[Este manual está disponible en otros idiomas.](#)

Llame a la oficina 703-925-8300 para solicitar otro idioma.

Hutchison Elementary School  
13209 Parcher Avenue  
Herndon, VA 20170

703-925-8300

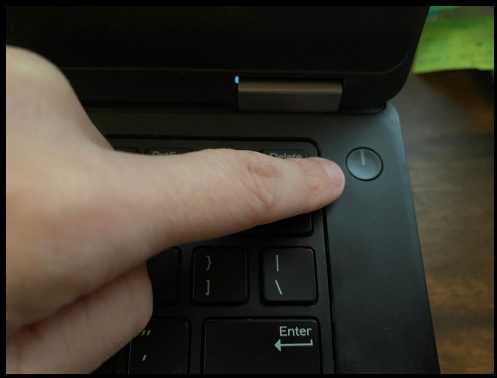
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# Intro to Laptops

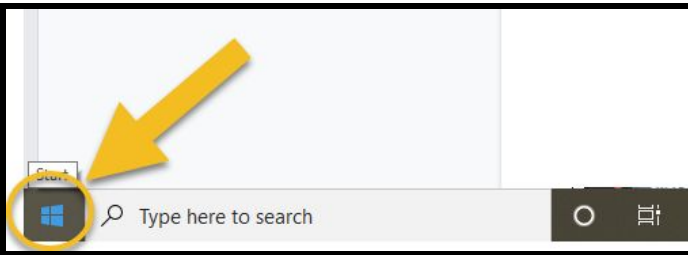
## Turning Your Computer On and Off

### TURN ON THE COMPUTER

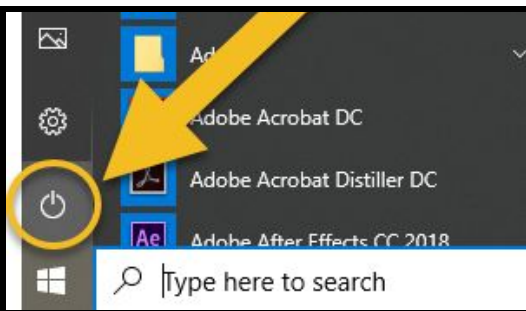


1. Plug in your power cord to the back of the laptop and into the wall
2. Push the power button. The light will turn on
3. Wait for the computer to turn on

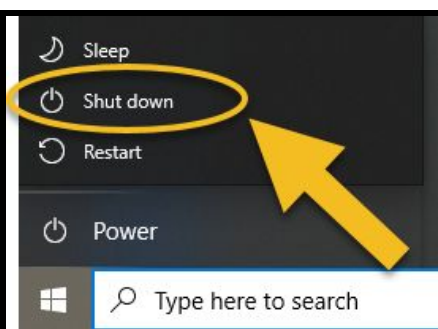
### TURN OFF THE COMPUTER



1. Click the Window (Start) button:



2. Click Power button:

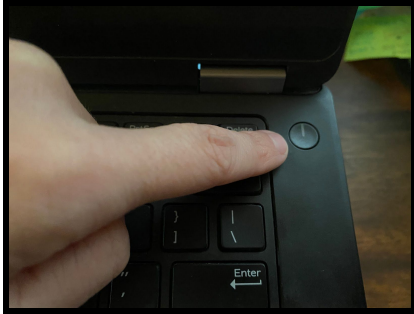


3. Click on Shut down

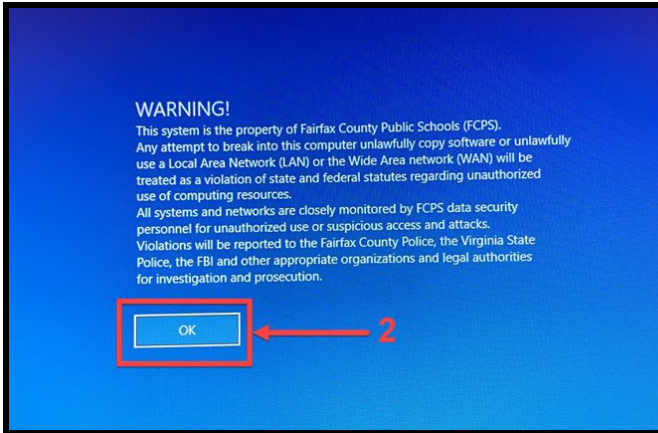


4. Wait for the light to turn off and close the laptop

# Logging on to a Computer

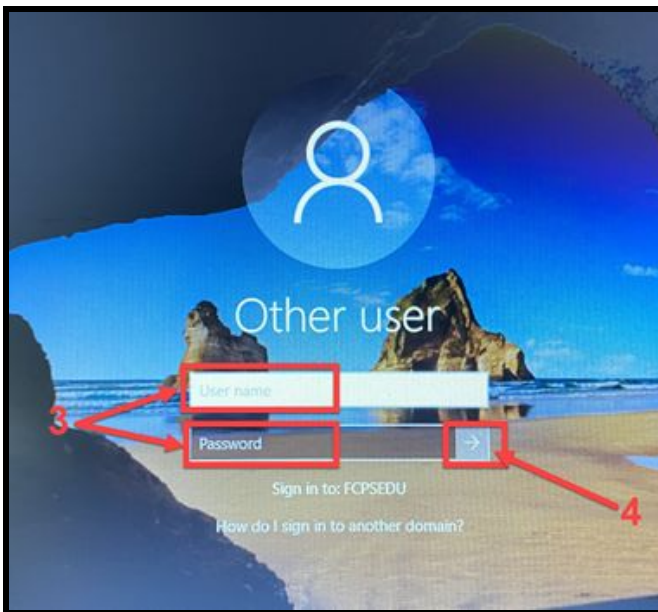


1. Turn on the Computer



2. After the computer turns on, click "OK"

If the screen is blue with a white "Updating..." message, please leave the computer alone and come back in 15-30 minutes.

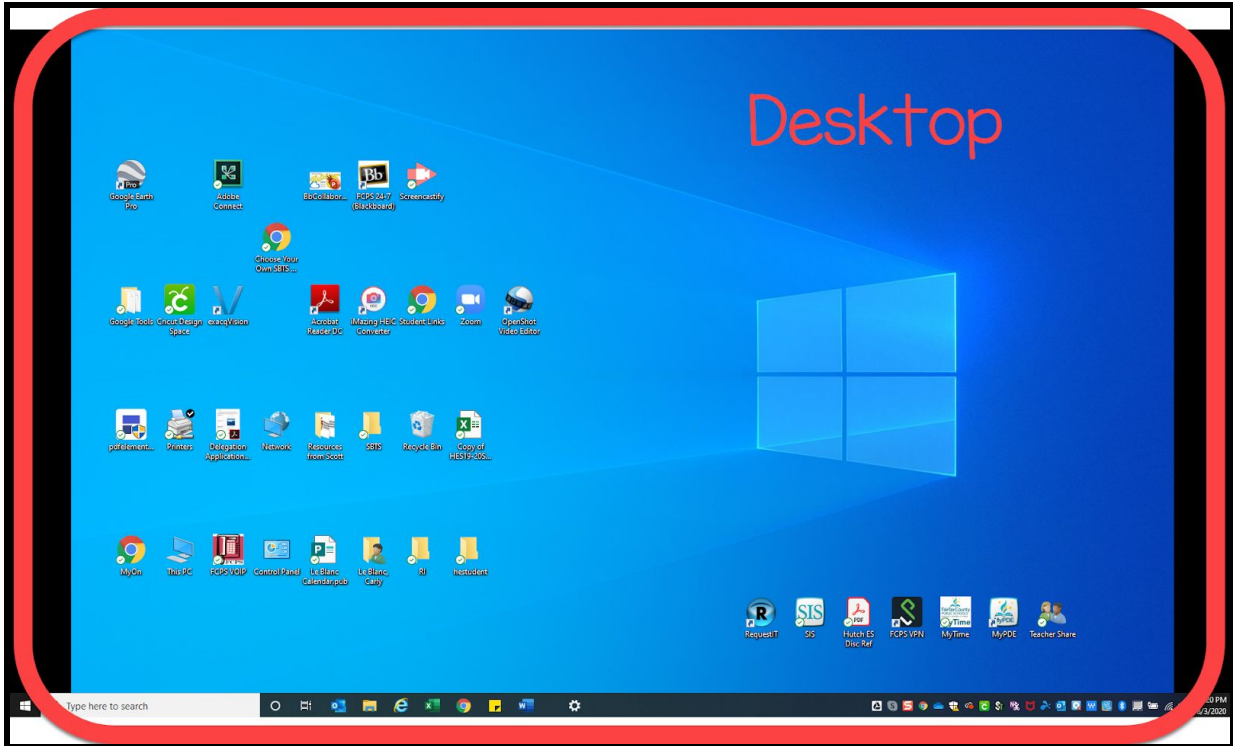


3. Type in the student username and password

4. Click arrow to sign in

# Navigating Laptop Screen

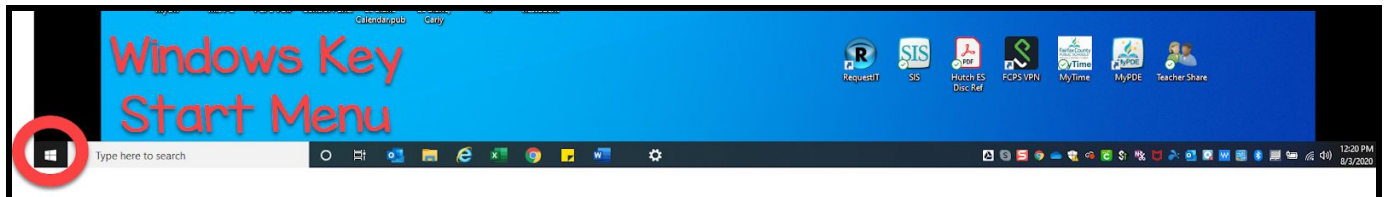
## DESKTOP



## TASK BAR



## WINDOWS KEY / START MENU



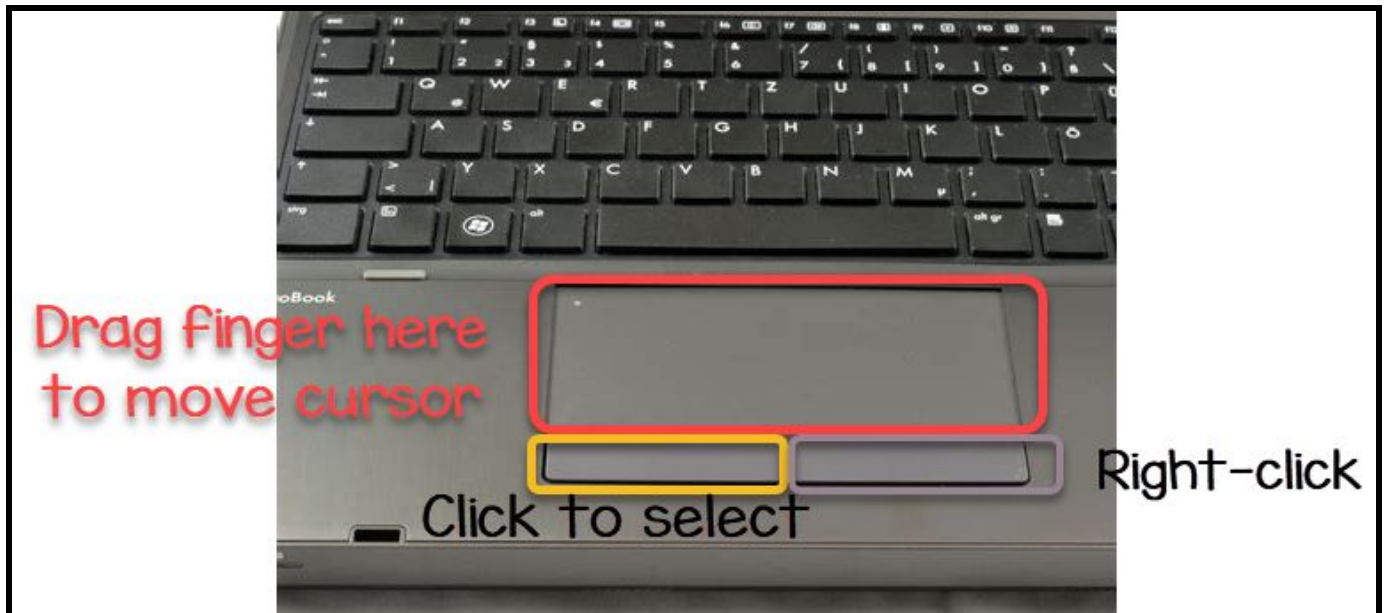
WIFI



VOLUME/volumen

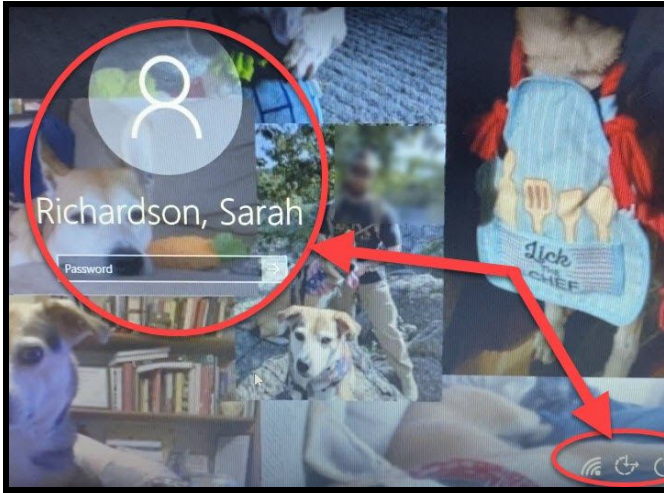
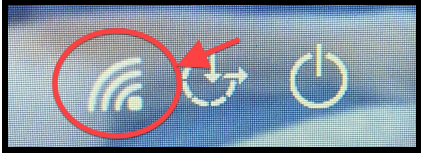
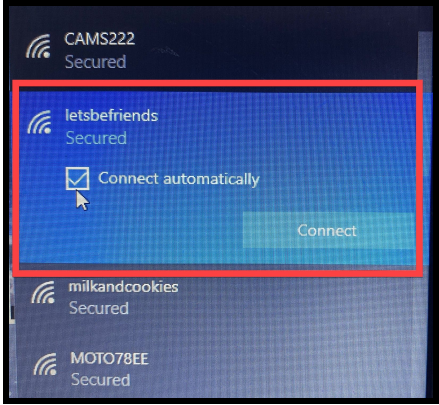
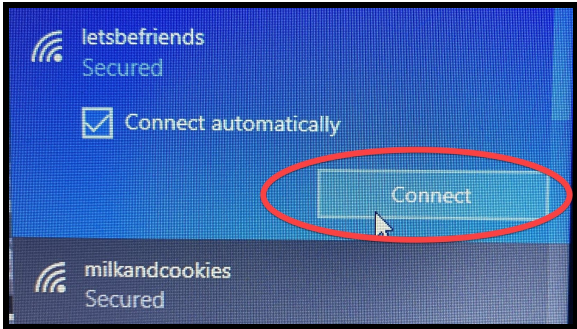


## Using the Trackpad and/or Mouse

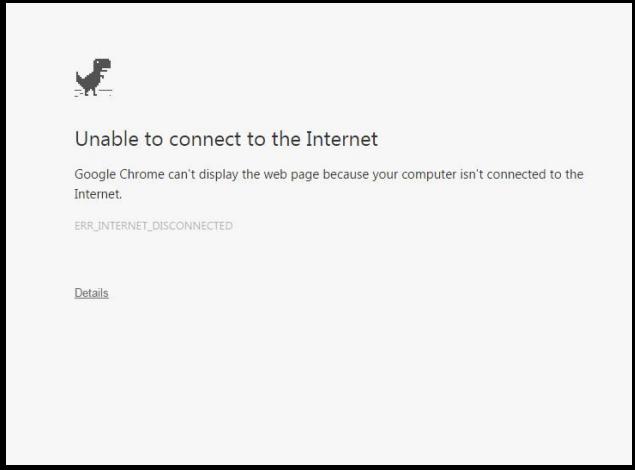
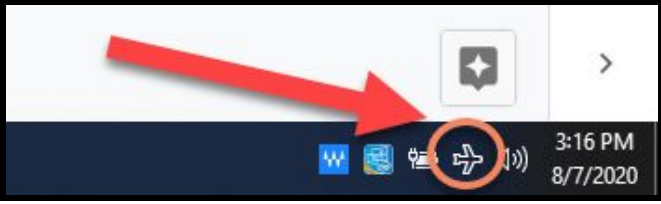
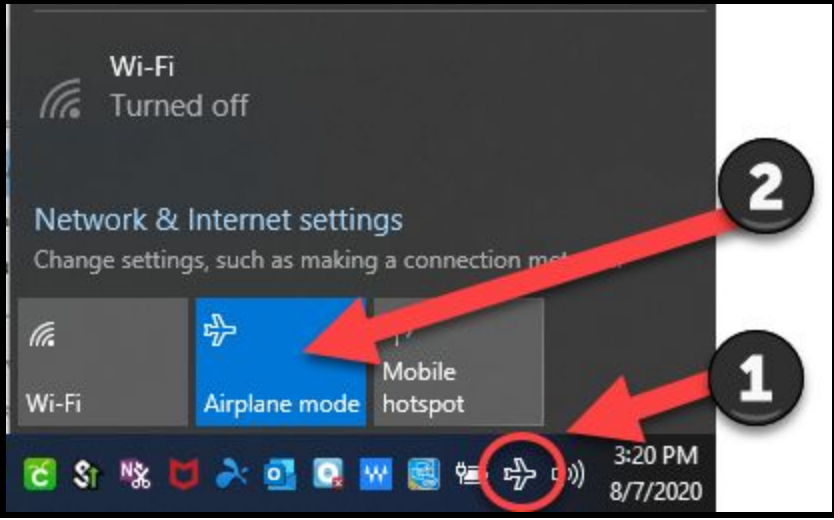
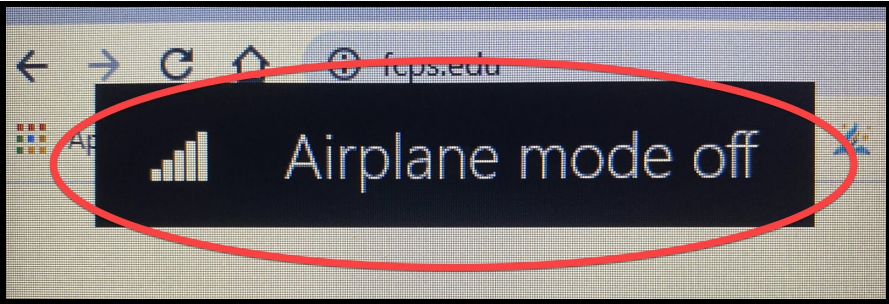


# Connecting to Wifi

To follow these steps, you will need to know the name of your WiFi service. Directions for a Mifi device from school are in the mifi case.

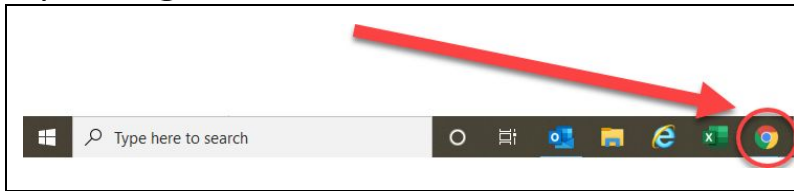
	<ol style="list-style-type: none"><li>1. Turn on your computer.</li><li>2. Go to the login screen.</li></ol>
	<ol style="list-style-type: none"><li>3. Look at the bottom right of your computer screen and click internet button</li></ol>
	<ol style="list-style-type: none"><li>4. Find your Wifi. Click the Connect automatically box</li></ol> <p>If you do not know the name of your wifi, look on the side of the router. The router is a black rectangular object plugged into the wall.</p>
	<ol style="list-style-type: none"><li>5. Click Connect:</li></ol>

# Airplane Mode Fix

	<p>If your internet is not working and you see this screen...</p>
	<p>If you see this icon, you are in airplane mode</p>
	<p>To fix it: 1. Click on the airplane 2. Click on airplane mode</p>
	<p>You should see this sign and the internet will start working.</p>

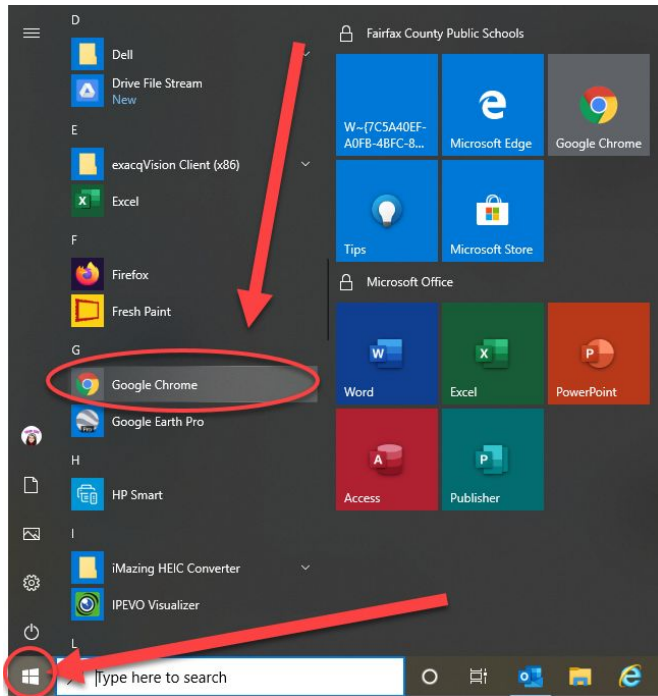


# Opening a Chrome Browser

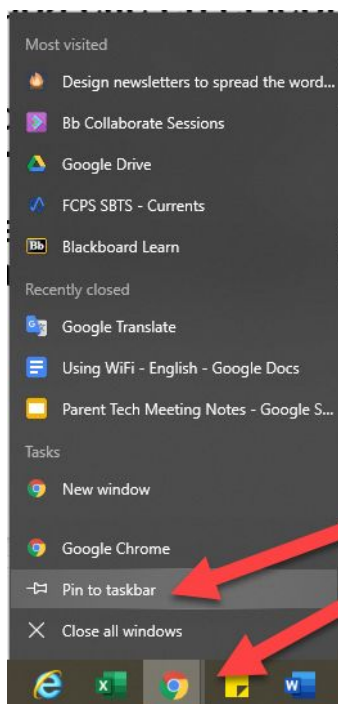


1. Look at the task bar at the bottom of the screen. Click on the chrome icon

## If you do not see the Chrome icon in the task bar...

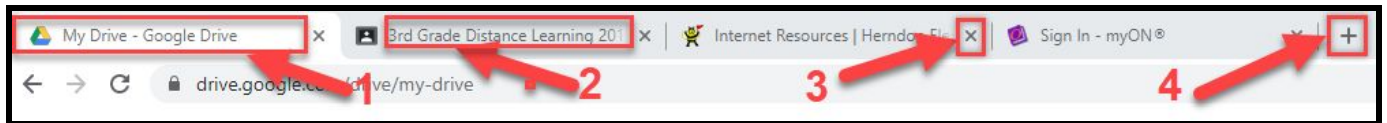


1. Click on the windows icon at the bottom-right
2. Scroll down until you find Google Chrome under G



3. Right-click on the Chrome icon
4. Click on Pin to taskbar



# Using the Chrome Browser



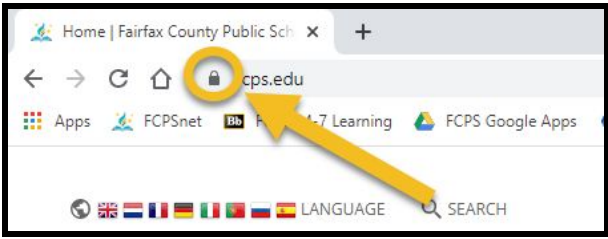

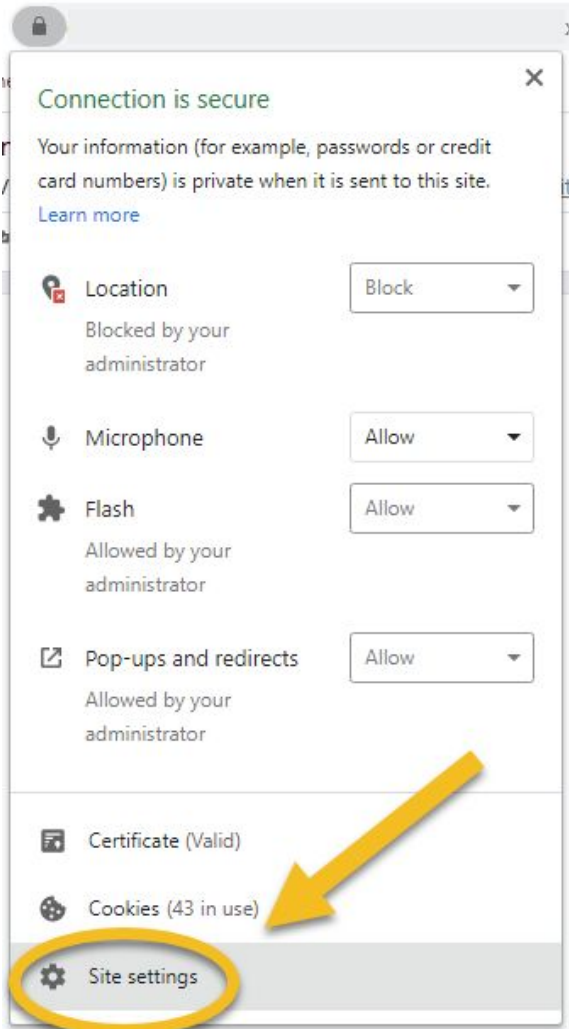

<p>1. The white tab is the tab that is open on your screen.</p>	<p>2. To see a different tab, click on the words.</p>	<p>3. To close a tab, click on the "X".</p>	<p>4. To open a new tab, click "+".</p>
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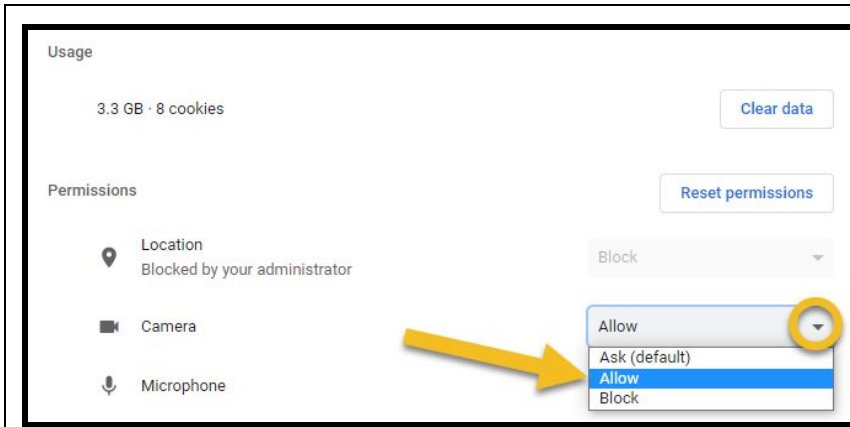
## Move Between Screens

The teacher might ask the student to open a new link or program during the video chat. When the student clicks on the link, it will cover up the video chat with the teacher. Students need to know how to move between the screens.

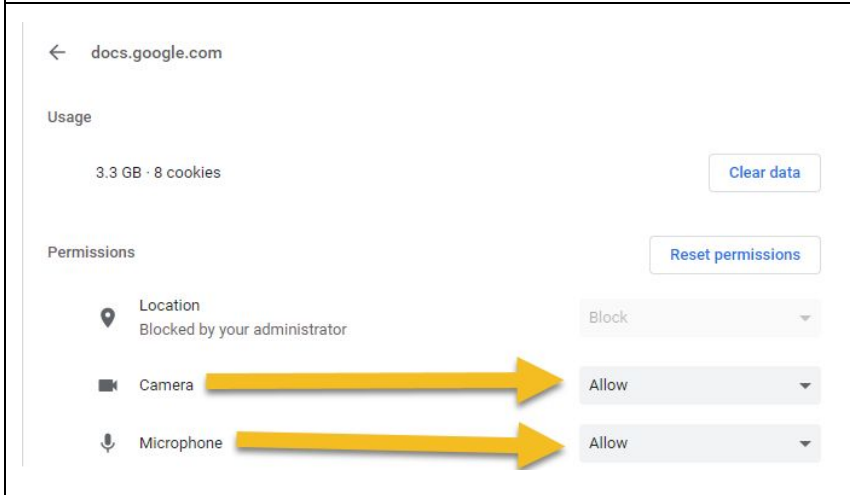
	<p>If the teacher has posted a link...</p> <ol style="list-style-type: none"> <li>1. Click on the link from the teacher in the chat.</li> </ol>
	<ol style="list-style-type: none"> <li>2. Hold the Alt key  </li> <li>3. While holding the Alt key, press the tab key  </li> <li>4. Keeping holding the Alt key</li> </ol>
	<ol style="list-style-type: none"> <li>5. Click on the box you want to see.</li> </ol> <p>Use the Alt and Tab keys to move between programs on the computer.</p>

# Camera and Microphone

	<p>1. Click on the Lock: </p>
	<p>2. Click Site Settings </p>



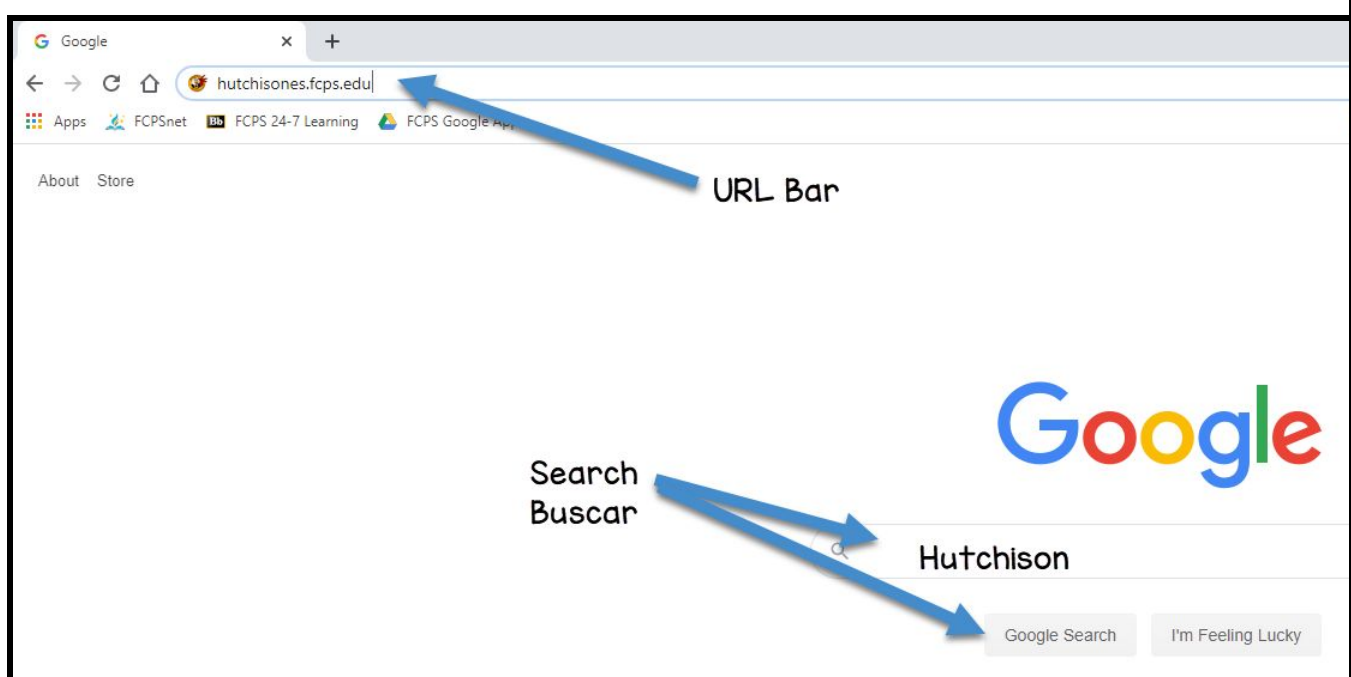
**3. Click Allow for Camera and Microphone:**



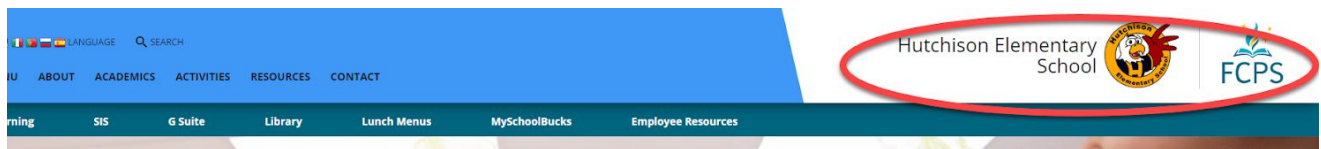
**It should look like this**

# Hutchison Website

## Finding the Hutchison Website



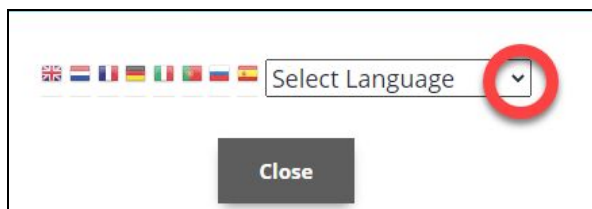
1. Go to the URL bar and type in [hutchisones.fcps.edu](http://hutchisones.fcps.edu)
  - a. Or you can type **Hutchison** into the search



2. If you see "Hutchison Elementary School" in the top-right corner, you are on the right site.



3. If you want to change the language, click on the flags
4. Click on the down arrow to see a list of languages
5. Click on your language


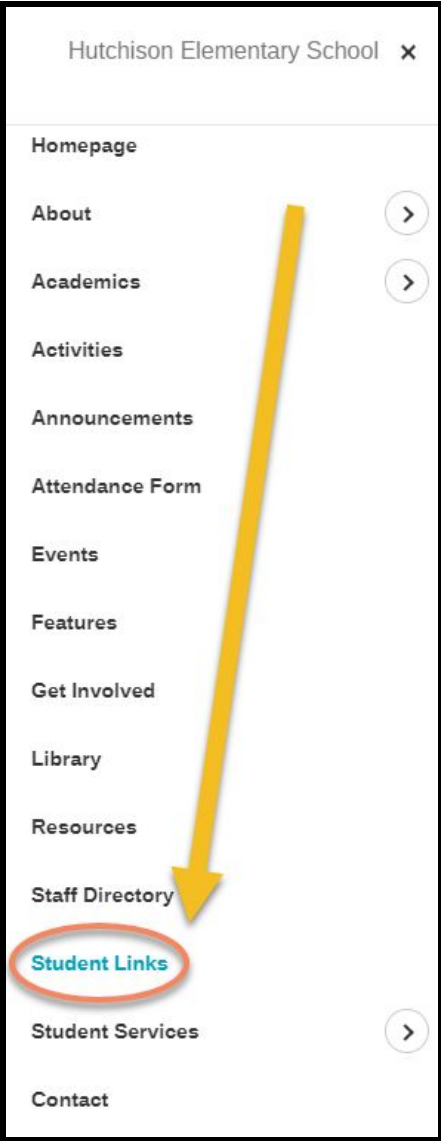



\*parent help "Learning at Home" site

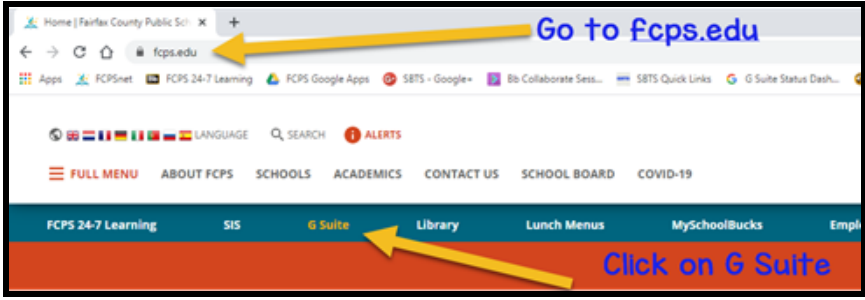
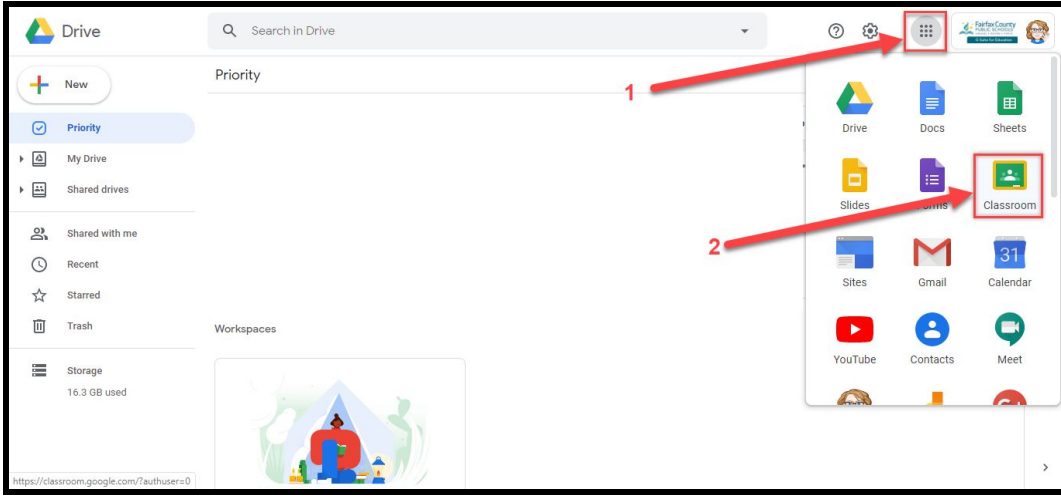
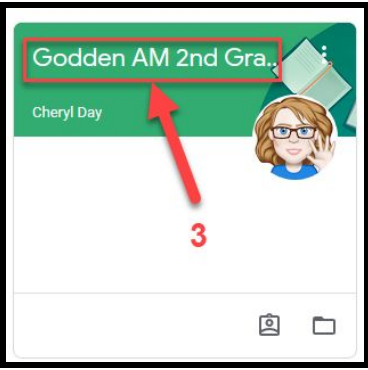
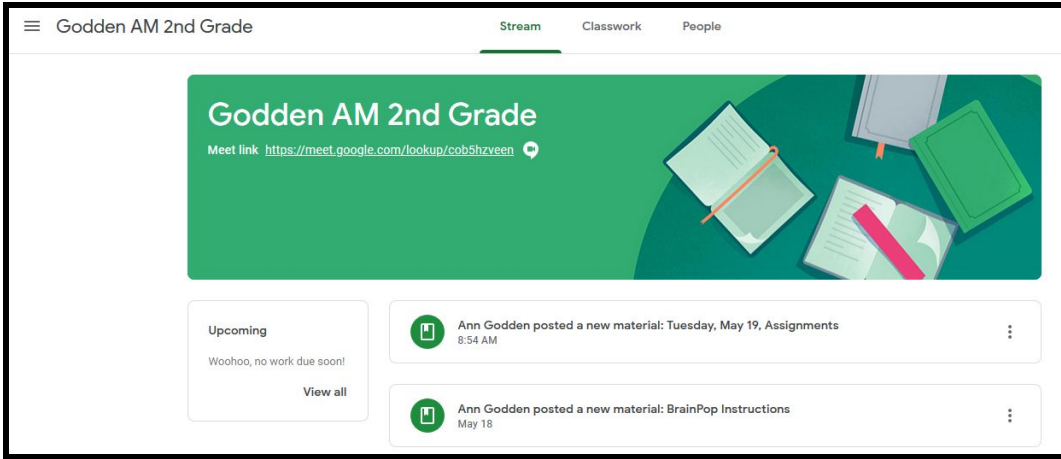
Find student links on the next page

# Student Links

## Finding links and logins to student learning games

	<ol style="list-style-type: none"><li>1. Go to the Hutchison website (look on page 8 for directions)</li></ol>
	<ol style="list-style-type: none"><li>2. Click on <b>Full Menu</b> at the top-left.</li></ol>
	<ol style="list-style-type: none"><li>3. Click on <b>Student Links</b></li></ol>
	<ol style="list-style-type: none"><li>4. Click on the learning program the child wants to play</li><li>5. If the child doesn't know their student ID or password, please contact the teacher or the school 703-925-8300</li></ol>

# Logging into Google Classroom

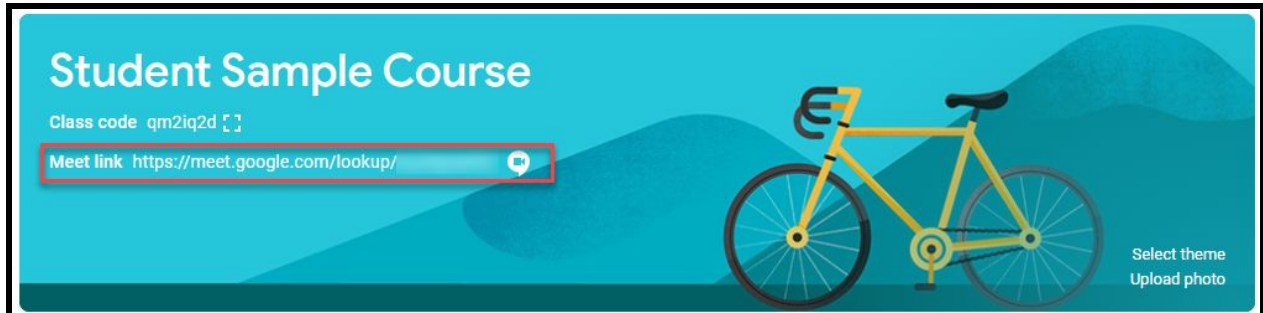
 <p>Go to fcps.edu</p> <p>Click on G Suite</p>	<ol style="list-style-type: none"><li>1. Log into your Google account</li></ol>
 <p>1</p> <p>2</p>	<ol style="list-style-type: none"><li>2. Click on the gray waffle at the top-right</li><li>3. Click on Classroom</li></ol>
 <p>3</p>	<ol style="list-style-type: none"><li>4. Click on the name of the class</li></ol>
 <p>Godden AM 2nd Grade</p> <p>Stream Classwork People</p> <p>Godden AM 2nd Grade</p> <p>Meet link <a href="https://meet.google.com/lookup/cob5hzveen">https://meet.google.com/lookup/cob5hzveen</a></p> <p>Upcoming</p> <p>Woohoo, no work due soon!</p> <p>View all</p> <p>Ann Godden posted a new material: Tuesday, May 19, Assignments 8:54 AM</p> <p>Ann Godden posted a new material: BrainPop Instructions May 18</p>	<ol style="list-style-type: none"><li>5. You are now in Google Classroom</li><li>6. Click on Classwork at the top to find work from the teacher</li></ol>

# Student Directions for Accessing Meet

## Joining a Meet Session - Two Options in Google Classroom

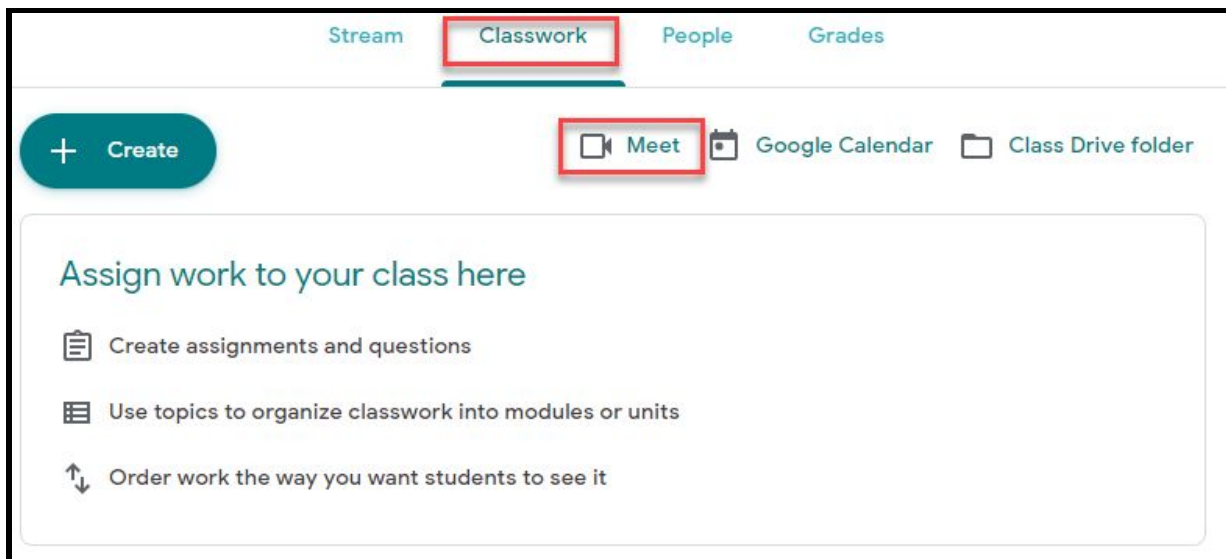
### OPTION 1

Click on the link in the course banner



### OPTION 2

Go to the Classwork tab and click the Meet icon.



If you do not see the above options, ask the teacher for help

### Rules for Tools in Google Meet

#### Audio:

- Enter Meet with your audio turned off.
- Turn on the microphone when called on and turn it off when you finish speaking

#### Chat:

- Use kind and appropriate language and images.

#### Video:

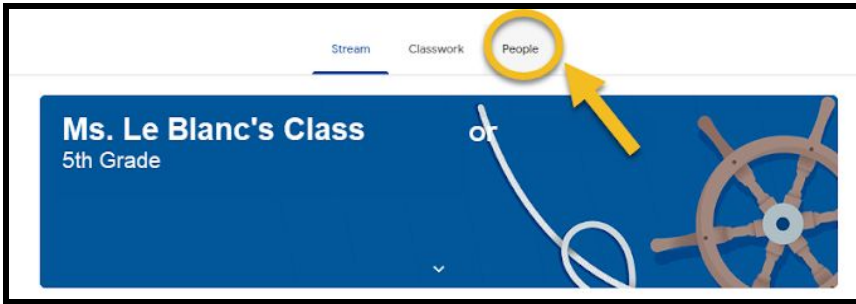
- Enter Meet with your video off.
- Follow your teacher's directions on whether to turn on your video; however, students always have the option to keep their camera turned off.
- Wear appropriate clothing for school.
- Before turning on your camera, look at what is around and behind you.
- Do not take your device into the bathroom with you.

Leaving the Session: Leave the session if your teacher asks you to do so.

Remember that the FCPS SR&R applies to distance learning too.



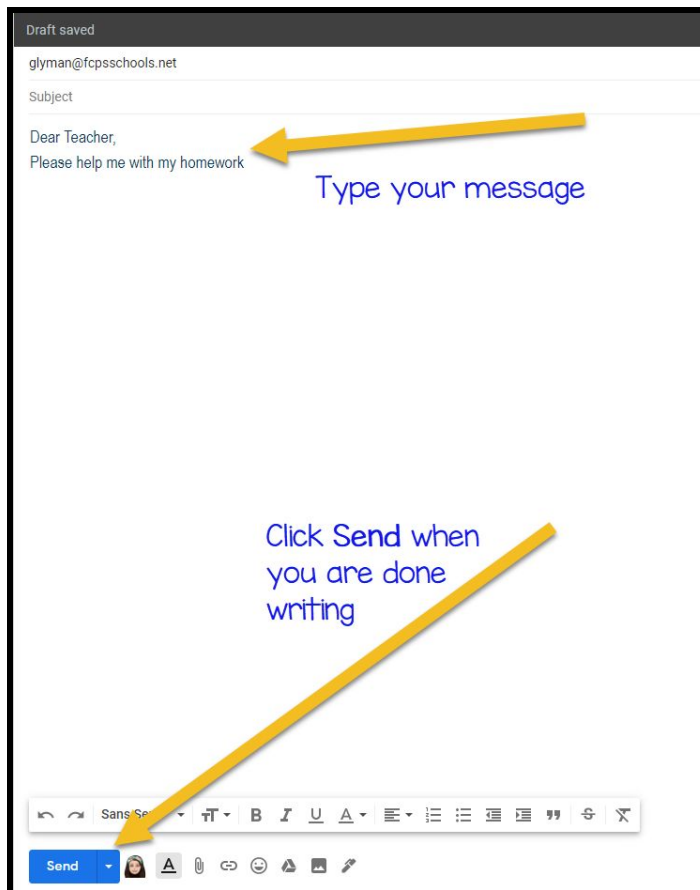
# Messaging the Teacher on Google Classroom



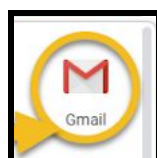
1. Go to Google Classroom
2. Click on People at the top



3. Click on the envelope next to the teachers' name



4. Gmail will open
5. Write your message
6. Click on Send when you are done writing to send it to the teacher.



7. Check Gmail for a response from your teacher.

# Logging into Gmail

	<ol style="list-style-type: none"> <li>1. Go to fcps.edu</li> <li>2. Click on G Suite</li> </ol>	
		<ol style="list-style-type: none"> <li>3. Type in the username (student ID number)</li> <li>4. Click Next</li> <li>5. Type in your password</li> <li>6. Click Next</li> </ol>
	<ol style="list-style-type: none"> <li>7. Click on the gray waffle at the top-right</li> <li>8. Click on Gmail</li> </ol> <p>Clicking on Gmail will take you to the Inbox.</p>	
	<p>Click on messages to read them.</p> <p>Click the star to save the email in Starred folder</p>	

# ST Math and Imagine Programs



Imagine Language & Literacy



Imagine Reading



ST Math

Stream **Classwork** People Grades

Example Classroom

1. Log into Google Classroom (page 12)



2. Click on Classwork at the top

Stream **Classwork** People Grades

+ Create

Google Calendar Class Drive folder

Schedule / Horario

Daily Schedule 1

Posted Aug 15

Specials Schedule

Posted Aug 15

Learning Programs / Programas de aprendi...

Pioneer Valley

Posted Aug 15

Imagine Reading

Posted Aug 15

Imagine Language & Literacy

Posted Aug 13

ST Math

Posted Aug 13

3. Look for Learning Programs

4. Click on the program the teacher has asked the student to use

Fairfax Co Public School Dist

[Not your district?](#)



Log in with LDAP

Having trouble? [Get help logging in!](#)

[District admin log in](#)

5. Click on the **lock**

Next page

## Fairfax Co Public School Dist

[Not your district?](#)

### Login information

This is your FCPS network username.

USERNAME	
Username / nombre de usuario	
PASSWORD	Show
Password / contraseña	

Having trouble? [Get help logging in!](#)

Log in

[District admin log in](#)

6. Write in your username or student ID number
7. Write in your password
8. Press **Log in**

# Pioneer Valley

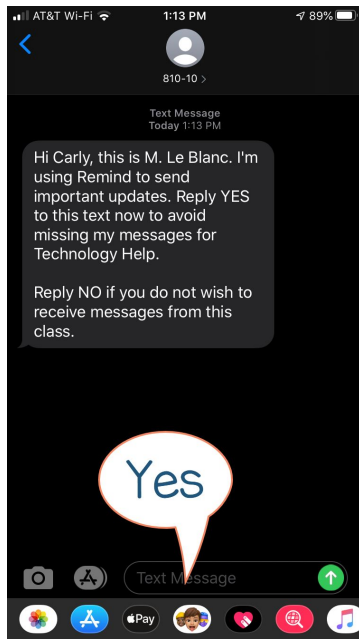
## Logging into Pioneer Valley: Literacy Footprints Classroom Collections

A collection of online books and reading activities to help kids improve their literacy skills.


# Using Remind

## The communication platform for teachers and parents/guardians

If you did not receive an invite from your child's teachers, please call the school 703-925-8300.



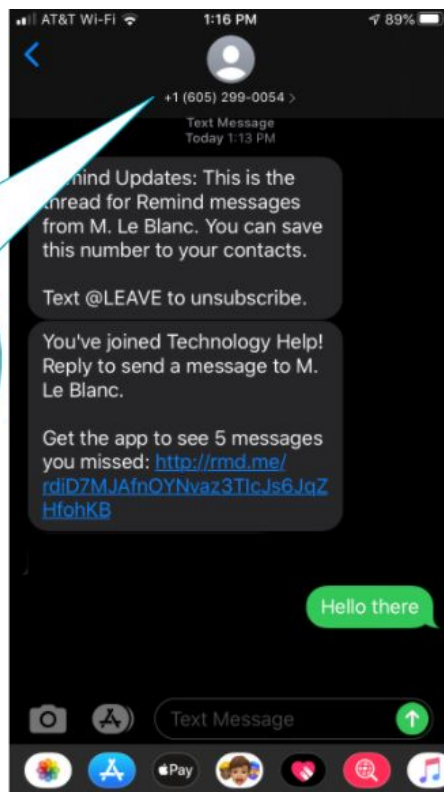
When you get the first message from the teacher, it will look like this:

Quando reciben el primer mensaje de la maestra, se verá así:

1. Reply YES to the message you receive from the teacher.

Responda con YES

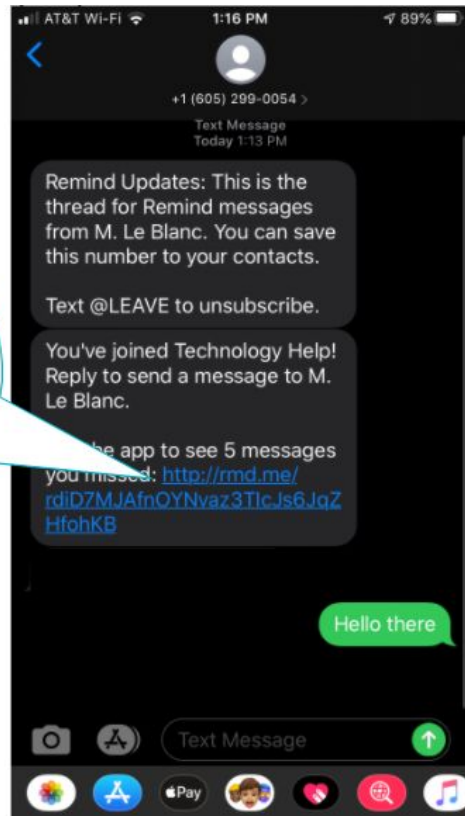
The phone number for this teacher  
El numero de telefono de esta maestra



2. Save the phone number in your contacts. This number will be the same for all the messages from this teacher.

Guarde el número de teléfono en sus contactos. Este número será el mismo para todos los mensajes de este maestra.

**Link to  
download  
Enlace para  
descargar**



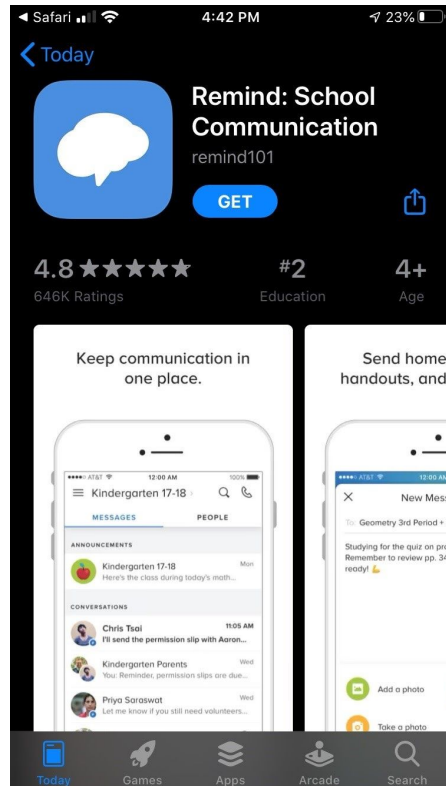
3. Click on the link to download the app.

Haga clic en el enlace para descargar la aplicación.

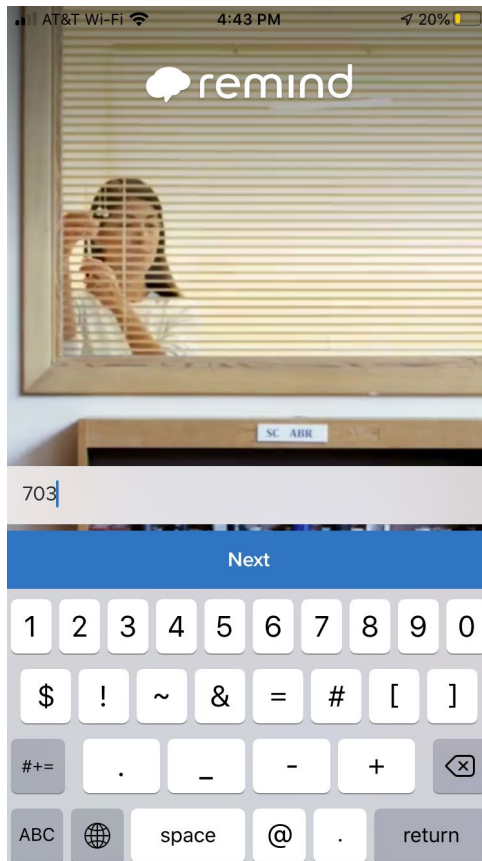
If you do not want the app, you can text to this number.

Si no desea la aplicación, puede enviar un mensaje de texto a este número.

# Using the Remind App / Uso de la aplicación Remind

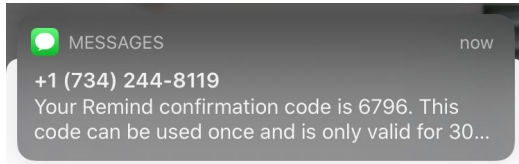


1. Download the Remind app on your phone.  
Descarge el Remind aplicación en su teléfono.



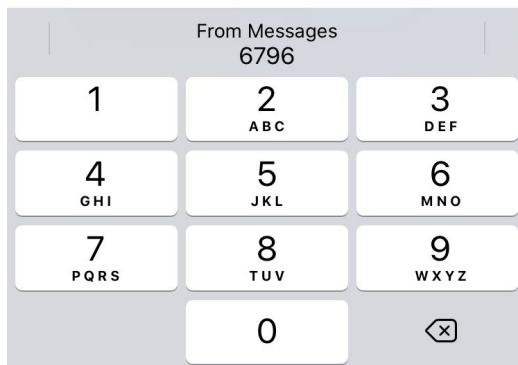
2. Type your phone number  
Escriba su número de teléfono





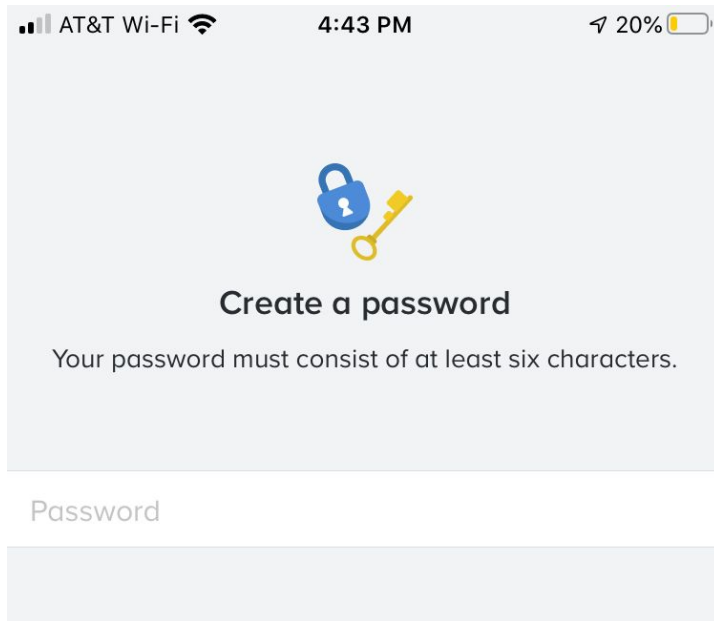
### Check your text messages

To confirm your account, enter the 4-digit code sent to 7033954510



3. Remind will text you a code to type in to make sure you are using the right phone number.

Remind te enviará un mensaje de texto con un código para que lo ingreses y te asegures de que estás usando el número de teléfono correcto.



4. Create a password you will remember.

Cree una contraseña que recordará.



### User agreement

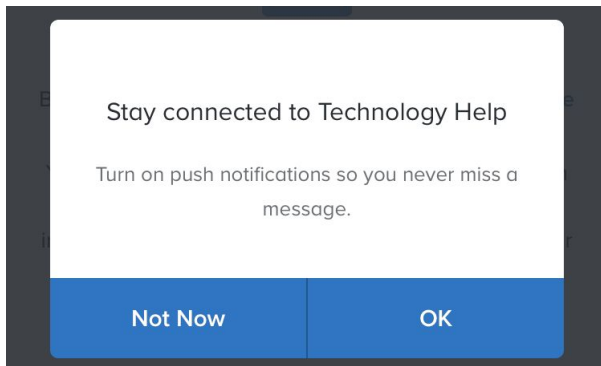
By signing up, you agree to Remind's [Terms of Service](#) and [Privacy Policy](#).

You also agree to Remind collecting information from you in order to provide our service. This information includes your name, your school, your email, and your phone number. [Learn more](#)

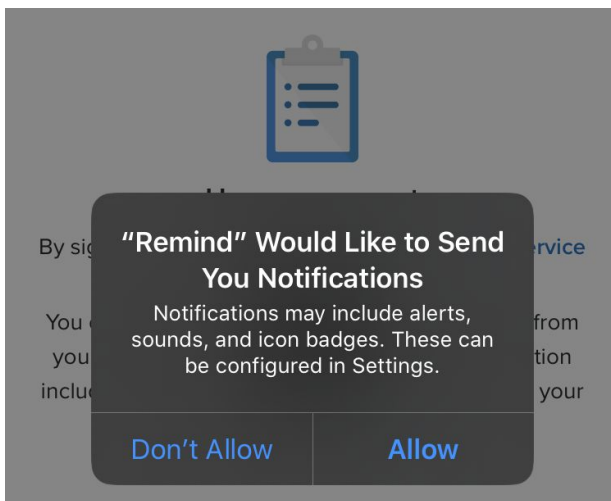
Accept

Decline

5. Click "Accept"  
Haga clic en "Accept"



6. Click on OK  
Haga clic en OK



7. Click on Allow  
Haga clic en Permitir

Remind

Skip



👏 Welcome to Remind, Carly Test! 👏

Start using Remind in 2 easy steps.

Get started

8. Click on Skip  
Haga clic en Skip