

Manasquan Virtual Resources Student Guide

August 2020

All district resources use the same login information:

1. Student email address (StudentID@manasquan.k12.nj.us where Student ID is your unique number)
2. District network password (you set this when you first log into your district laptop)



Digital Classroom for Grades 6-12

- Students have 24/7 access to course materials, such as lessons, worksheets, videos, online tools, and websites through Canvas.
- Teachers can create assignments, discussions, and quizzes that student submit online.
- The unified calendar, class announcements, and text notifications help students keep track of work and events.

Three ways to access:

1. Select the Canvas shortcut on your laptop's desktop
2. Go to www.manasquanschools.org and select the Canvas icon
3. Go to manasquan.instructure.com
Login with your district credentials, if prompted.

- Your Dashboard is the home screen of Canvas, where you can see all your courses. (If you do not see any courses, this means they have not yet been published by your teacher for student view)
- Click into any of your courses listed to access the class material
- In the left blue menu, set your personal settings under "Account", view all your enrollments under "Courses", and view your unified calendar under "Calendar"

Remember: You can log into Canvas from any web browser on any device and be sure to download the Canvas Student mobile app!

All new students will be enrolled in a Canvas tutorial course. This course was designed to provide you with the basic information needed to navigate through our Learning Management System. Follow the steps in the course to learn about some key features of Canvas.



Genesis

Student Information System

All students are provided a Genesis Student Portal account upon registration.

Here, you can access:

1. Student schedule
2. Daily attendance
3. Class attendance
4. Official gradebook grades
5. Marking period, exam, and final grades
6. Report cards
7. Discipline information
8. Student fine information

Three ways to access:

1. Select the Genesis shortcut on your laptop's desktop
2. Go to www.manasquanschools.org and select the Genesis icon
3. Go to students.manasquanboe.org
3. Navigate through the different areas of Genesis using the top menu row

Contact:
technology@manasquan.k12.nj.us
with any questions



Microsoft Office 365

Online platform for email, file management and Office resources

Three ways to access:

1. Click the Office 365 shortcut on your district laptop
2. Go to www.manasquanschools.org and select the Office 365 icon from any district website page
3. Go to login.microsoftonline.com and enter your student email address and district network password

Your Office 365 home screen displays popular online programs and your recent files. Selecting the waffle menu in the top left will show you additional web-based apps. You can log into Office 365 from any web browser on any device.

Outlook: Your district email program. Be sure to check each day for important messages from your teachers.

OneDrive: Cloud-based file storage. When saving all files, be sure to save to your OneDrive account.

OneNote and Learning Tools: Digital notebook where you can type and/or handwrite notes. Learning Tools help learners of all abilities.

Additional programs that can be accessed both online in your web browser or as an app on your desktop:

Word – PowerPoint – Excel – Publisher – and more!



Microsoft Teams

Virtual Meetings and Livestreamed Lessons

Teams is a secure virtual meeting platform used by the district.

To access:

- 1) Teams should open automatically as a program on your district laptop
- 2) If it doesn't, you can search for the Teams app in the programs on your computer and login with your school credentials
- 3) You can also access the web version (may have limited features) by logging into Office 365 as described above
- 4) You can install the official Microsoft Teams mobile app on your phone and login with your school credentials

Your teachers can invite you a Teams meeting in several ways:

- 1) Directly invite you – In this case, you will get an email (to your school email account) notifying you of the invitation *and* the meeting will show up on your calendar in the Teams app
- 2) Share a link to the meeting – In this case, your teacher may post a link to the Teams meeting in Canvas, where you can click and choose to join the meeting on the web or in the Teams app

To join a meeting

- View the meeting details, select the Join button, select your desired camera and mic settings, and wait to be admitted into the meeting



Microsoft OneDrive

Cloud-based File Storage

OneDrive is the location to save all your files. Your files will follow you to any computer or smart device.

OneDrive can be accessed:

- 1) From the File Explorer (yellow folder) on your district laptop's taskbar
- 2) From any web browser on any computer by logging into Office 365 (as described above)
- 3) From the OneDrive mobile app for your phone (log into the app with your district credentials)

When working in Word, PowerPoint, etc. on the computer:

- 1) Select File -> Save As -> Browse
- 2) Locate your OneDrive – Manasquan School District and save to the folder of your choice
- 3) Once saved, your file will begin to save automatically with new changes

You can now access your file from any device, view revision history, and collaborate with others.