Know Your Tools

STUDENT ORIENTATION FOR ONLINE LEARNING
Welcome, Students!

In this orientation, you will learn how to use these tools to access class materials, instructions from your teacher, and check your grades! These skills are important to help you be a successful learner at East Valley.

Instructions: Each slide introduce a new tool. Click on the links to watch videos and read carefully.

Show what you know! After you review each slide in this orientation, take the quiz to check your knowledge. The quiz will not be graded.

We are here for you! Talk to your teachers if you need help on an assignment.
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1. Student Portal
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I CAN:

• Bookmark important websites

• Keep track of all my important apps in the Classlink Student Portal
Teams

Microsoft Teams is the “hub” for your online class! This is where you will find and turn in assignments and join video meetings with your teacher!

1. Teams overview
2. How to access assignments
3. Join a Teams Video Meeting

I CAN:
- Locate assignments in Teams
- Use Teams for video meetings with your teacher
I CAN:

• Explain why it is important to watch videos from my teacher to be successful in class.

• Use questions or guided notes from my teacher to help me stay on track.

VIDEOS

Screencasts and videos can help you learn at your own pace. Your teacher will use videos to teach you important class content.

1. How to learn from videos
I CAN:

• Locate my email on my computer desktop and online
• Write an email to my teacher

OUTLOOK

Outlook is the program you use to receive and reply to email messages from your teacher.

1. How to open Outlook and compose an email

2. Tips for emailing your teacher
Otus is where you will view grades on essential standards for your classes.

1. Getting Started with Otus

I CAN:
• Login to Otus with my NSD Microsoft account
• Complete an assessment in Otus
• Locate my grades in Otus
SHOW WHAT YOU KNOW! QUIZ

LINK TO QUIZ

(you will be prompted to log in with your NSD email and password)

REMEMBER:

This quiz will not be graded, it’s just to help you know if you understand the learning tools.

If you don’t do well on the quiz, you can practice and try again! You can take the quiz as many times as needed.