



Welcome to Springfield High School, Home of the Millers!

To begin learning how to use our Comprehensive Distance Learning tools, Google Classroom and Google Meet, complete the following steps. See the bottom of this document for contact information should you find yourself stuck! We are here to help!

1. Register for Springfield High School if you haven't already

Patty.Ellis@springfield.k12.or.us, 541-744-4787

2. Wait for a call from your counselor

> 9th Grade, all last names

Robyn Eicks, robyn.eicks@springfield.k12.or.us, 541- 744-4797

> 10th - 12th Grade, last names A - Gi

Sue Ann Shih-Rangeloff, sueann.rangeloff@springfield.k12.or.us, 541-744-4796

> 10th - 12th Grade, last names Go - N

Erik Lansdon, erik.lansdon@springfield.k12.or.us, 541-744-4346

> 10th - 12th Grade, last names O - Z

Matt Adams, matthew.adams@springfield.k12.or.us, 541-525-0279

3. Access Technology (Chromebook) pick-up and Textbook pick-up.

- a. Your Chromebook will be ready within two days of registering.
- b. You will receive a call from a school secretary when your materials are ready for pick-up.
- c. You may follow the tech steps below on a personal device while you wait, if one is available to you (i.e. your own smartphone, tablet or laptop).

4. Review your schedule with your counselor.

- a. Familiarize yourself with the bell schedule, below (also on SHS website).
- b. You will be in the AM/RED cohort if your last name begins with A - K, and in the PM/BLUE cohort if your last name begins with L - Z.
- c. Notice your first class of the day is a bit longer than the others. During that extra time, you'll be given important "advisory" information.

Springfield High School Bell Schedule 2020-2021

Go Millers!

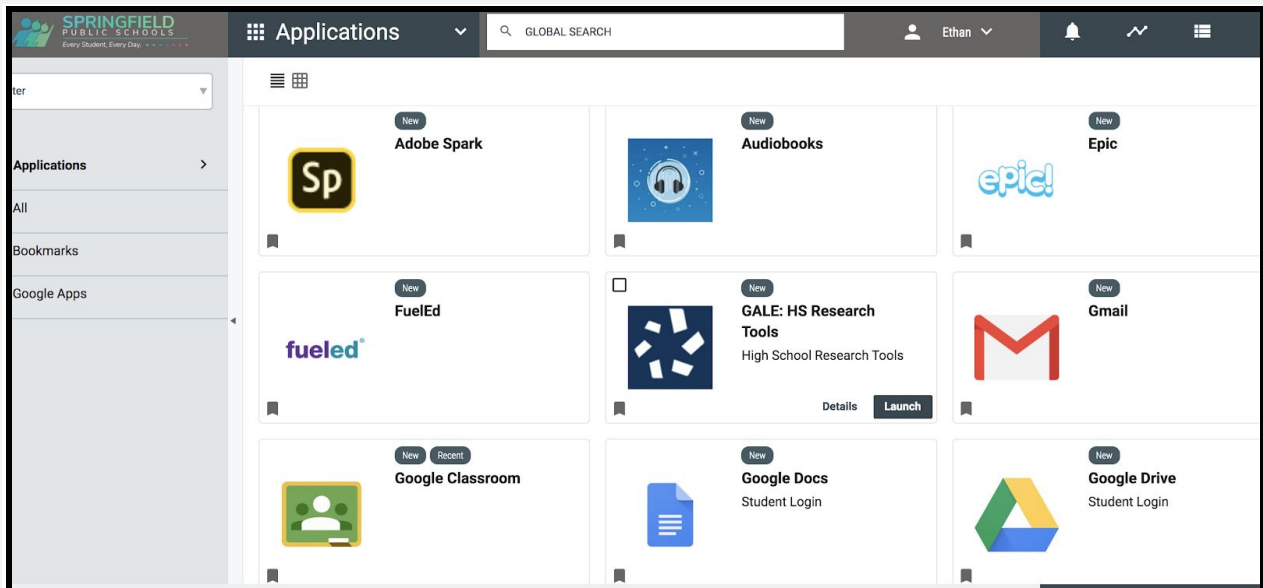
RED COHORT (A-K)	Monday (A)	Tuesday (B)	Wednesday	Thursday (A)	Friday (B)
8:00 – 9:15	Period 1	Period 3	Applied Learning* *Applied Learning may be completing coursework, learning modules, practicing an instrument, or editing a group project. This will look different in each course. It is "asynchronous," or done on the student's own time.	Period 1	Period 3
9:15 – 9:20	Break	Break		Break	Break
9:20 – 10:20	Period 2	Period 4		Period 2	Period 4
10:20 – 10:40	Student Lunch	Student Lunch		Student Lunch	Student Lunch
Afternoon Hours	Applied Learning	Applied Learning		Applied Learning	Applied Learning
BLUE COHORT (L-Z)	Monday (A)	Tuesday (B)		Thursday (A)	Friday (B)
Morning Hours	Applied Learning	Applied Learning		Applied Learning	Applied Learning
12:10 – 1:25	Period 5	Period 7		Period 5	Period 7
1:25 – 1:30	Break	Break		Break	Break
1:30 – 2:30	Period 6	Period 8		Period 6	Period 8
2:30 – 3:30	Office Hours	Office Hours	Office Hours	Office Hours	

5. Log in to your [Portal](#). This link can be found on the [SHS Website](#).

a. Log-in Credentials:

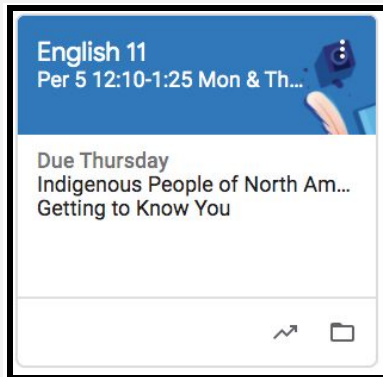
- i. Username: firstname.lastname (ex: [natalie.oliver](#))
- ii. Password: CAPS first letter of last name, lowercase second letter of last name, Student ID# (ex: [OI123456](#))

a. Review the apps you have access to, including your email, Google Classroom, and Google Meet. Your portal looks like this. You may have more or fewer apps than you see here:

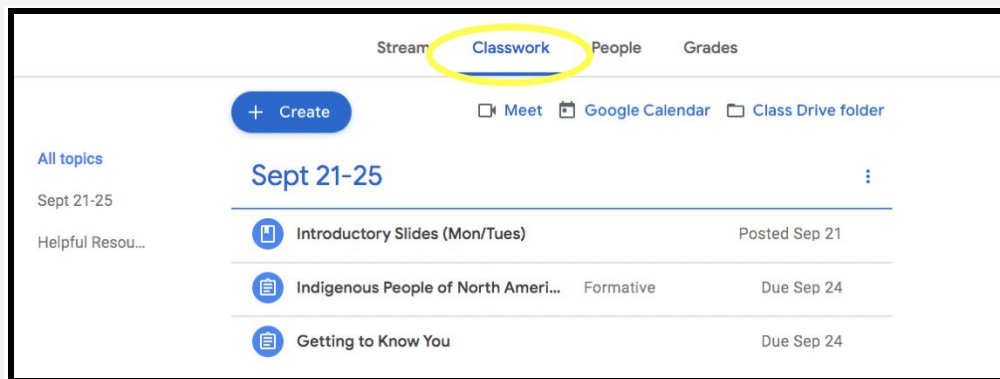


5. Click on Google Classroom.

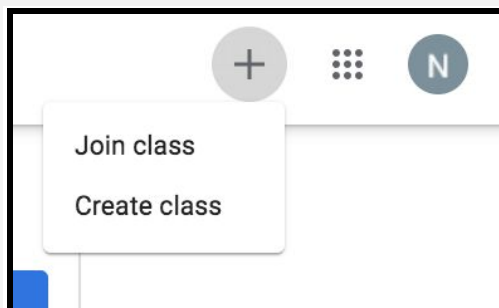
- a. Do you see your classes?
 - i. If yes, “accept” your classes. The class will display the course information right on the home screen, like this:



- ii. Open the class! Here, you can find what’s been happening, including classwork that might be due on the Classwork tab:



- b. If you do not see your classes, email your teacher for the code. Your teacher’s email address is firstname.lastname@springfield.k12.or.us (also, staff directory can be found here: <http://shs.springfield.k12.or.us/staff/>).
 - i. Once you have the code, find the little plus sign in the top right corner, Join Class, and enter the code.



6. Attend virtual class online!

- a. SHS uses Google Meet for live class.
- b. Your teacher’s Google Classroom will have a link right on the home page, like this:

Meet link <https://meet.google.com/lookup/h4bprs45qp> 

7. Still need technology help?

- a. Email familytech@springfield.k12.or.us
- b. Call **541-726-3406**

8. Other Important Contacts for New Students

- a. Athletics: Audrea Shelley, Athletic Director
audrea.shelley@springfield.k12.or.us, 541-744-4791
- b. Attendance: Lisa Knowles, Attendance Secretary
lisa.knowles@springfield.k12.or.us,
- c. 9th Grade: Andrea Smith, Transition Specialist
andrea.smith@springfield.k12.or.us, 541-744-4380

Please do not hesitate to reach out with any questions that remain. Good luck, and welcome!

José da Silva, Principal

Natalie Oliver, Assistant Principal

Calli Dean, Assistant Principal

