
Field Elementary Technology Instructions

2020-2021 School Year



Technology Supports

Field Elementary School’s Instructional Continuity Plan (ICP) follows the Districts Instructional Continuity Plan. The school’s ICP Plan is designed to address the school’s specific aspects of the plan where the school has choices and specific employees are to fill key roles.

Since the ICP Plan is designed to deliver instruction virtually the way the school addresses technology materials are a critical component of the plan. Outside of the district support the School’s Technology Committee will support all aspects of delivering the technology to all stakeholders. Parents, students, and school employees can contact members of the technology committee for assistance.

Support Team

Bertha Polanco (Equipment) – bpolanco@houstonisd.org
Myra Martinez (Login Support) – mmarti19@houstonisd.org
Rebecca Ortiz – Technology Leader - rebecca.ortiz@houstonisd.org

Grade Level Technology Support Team

Hope Mata	PK	hmata@houstonisd.org
Meredith Segovia	K	Meredith.Segovia@houstonisd.org
Vanessa Palomino	1 st	vpalomin@houstonisd.org
Rebecca Ortiz	2 nd	rebecca.ortiz@houstonisd.org
Heidi Loerwald	3 rd – 5 th	hloerwal@houstonisd.org

Technology

Devices

The recommended devices to use during virtual learning are laptops or tablets (iPads) with a working camera and audio to participate in live sessions with the teacher.

Internet Browser

The Google Chrome web browser is the recommended browser to use. It is compatible with all programs being used this school year. Please click the following link to download the program for free. <https://www.google.com/chrome/> for personal laptops. For tablets (iPads) can be downloading in the App Store for free as well.

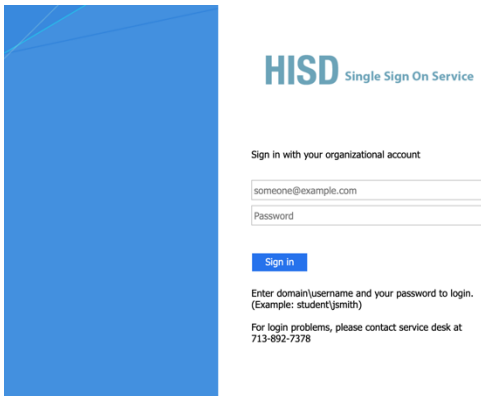
Universal Student Log In

Username: Student\S##### (Student ID number)
Password: MMDDYYYY (Student Birthdate)

Access the HUB (iPad)

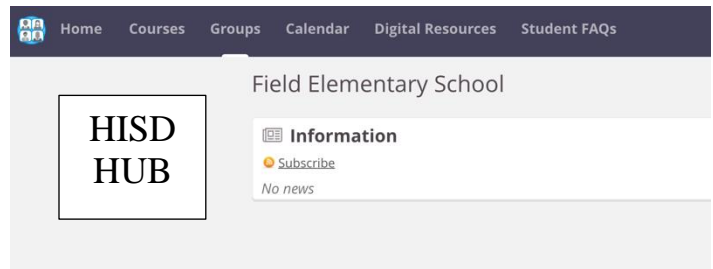
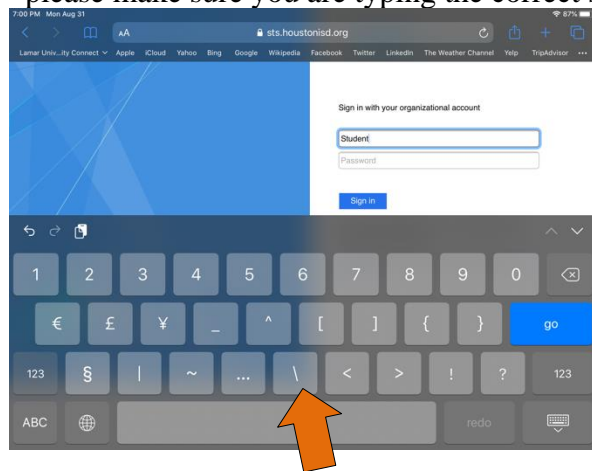
Go to:

<https://www.houstonisd.org/HUB>



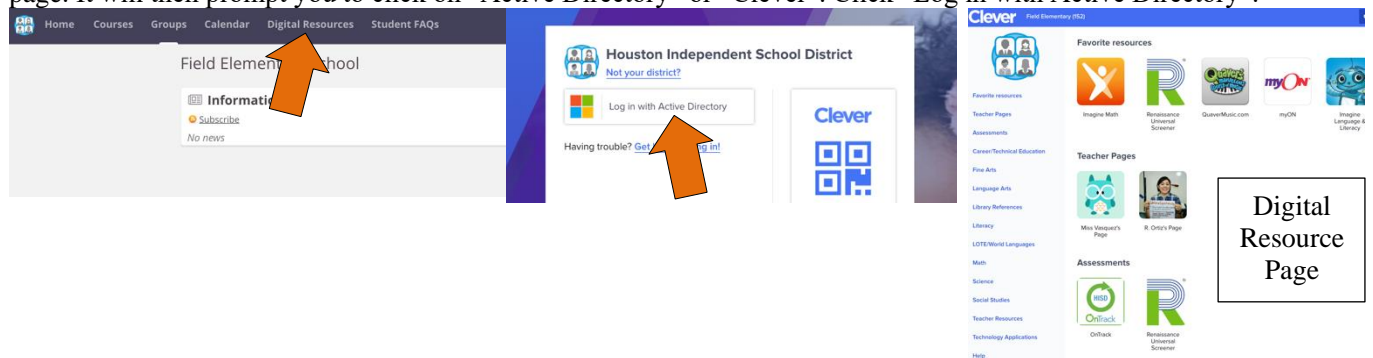
Username: Student\S##### (Student ID number)
Password: MMDDYYYY (Student Birthdate)
(e.g. September 10, 2020 = 09102020)

*please make sure you are typing the correct slash “\” called the backslash in the student’s username.



Access Digital Resources on an iPad

After logging into the HUB on your iPad, you will find the “Digital Resources” in the tabs located at the top of the page. It will then prompt you to click on “Active Directory” or “Clever”. Click “Log in with Active Directory”.





Access Teams (Computer)

To access Teams, please choose one of the options below:

Option 1: (download program)

-Go to: <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app#desktopAppDownloadregion>

-After you download, click on program to open and sign in.

Email: S [redacted] @online.houstonisd.org (insert Student ID# in blank line)

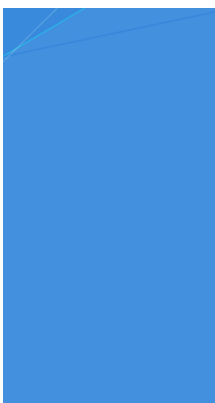
Password: MMDDYYYY (Student Birthdate)

-Click on icon called “Teams” to find your child’s class.

-Click on the “Calendar” icon, to find your scheduled “live session” meetings with the teacher.

Option 2: (without downloading program)

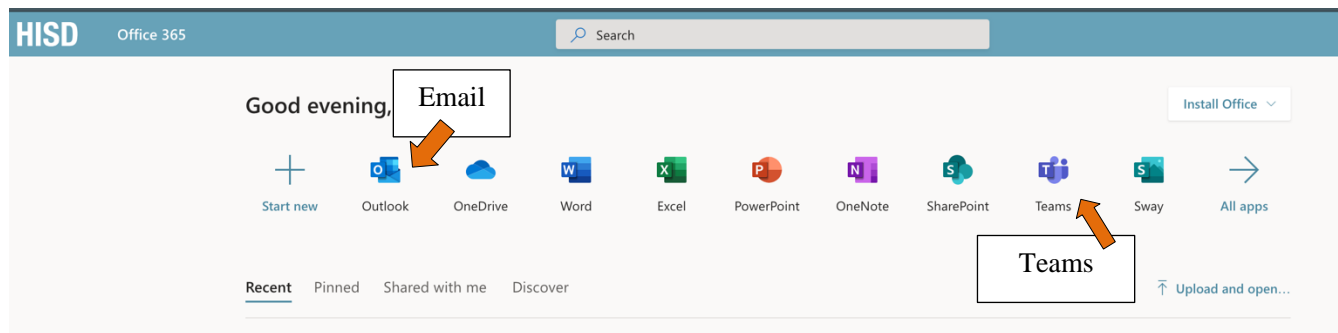
-Go to: office365.houstonisd.org



Username: Student\S##### (Student ID number)

Password: MMDDYYYY (Student Birthdate)

(e.g. September 10, 2020 = 09102020)



-Click on “Teams” and you will be asked to download app/program or use web app. Click “Use the web app instead”. If a pop up asks you to use microphone and camera, click “allow”.

-Click on icon called “Teams” to find your child’s class.

-Click on the “Calendar” icon, to find your scheduled “live session” meetings with the teacher.

Access Teams (iPad)

-Download the app called “Teams” from the app store. It is FREE.

-After it’s downloaded, click on app and click sign in.

Email: S [redacted] @online.houstonisd.org (insert Student ID# in blank line)

Password: MMDDYYYY (Student Birthdate)

-Click on icon called “Teams” to find your child’s class.

-Click on the “Calendar” icon, to find your scheduled “live session” meetings with the teacher.