MESSAGE FROM MRS. SCHREINER, PRINCIPAL

Thank you for making HSA Springfield your school of choice. While the beginning of this school year is not ideal for any of us, I assure you we are working hard to provide our students and families with the tools and resources they will need to be successful.

To meet this end, please review our Distance Learning Quick Start Guide to help you better understand the tools your students will be using as they continue to learn, grow, and succeed. If you have any questions, please email me at info@horizonspringfield.org.

STEP 1

Get to know your Chromebook

- Chromebook
- Power cord
- Power button
- Power jack (along the side of the computer)
- USB & headphone jack (along the side of the computer)
To connect to your home Wifi, click the ⚡ at the bottom right of the screen.

A dialogue box will appear. Then click the ▼ next to "Not connected."

Your Network options will appear next.

Click on your home's network name and enter the password when prompted.

You should be successfully connected to the internet at this time.
STEP 3

Log in to our Concept Schools' Management System

In order to maintain proper attendance records, all students must log in to CSSIS by 3pm Monday - Friday to be counted present.

To log in and be counted for attendance, visit:

https://grades.horizonspringfield.org

Next, enter your student's username and password provided on the insert.

Your student is now logged in and counted as present for that day.

STEP 4

Log in to Google Classroom to access your student's classes

All of your student's classes will be in one place: Google Classroom

To log in to Classroom and access your student's classes and assignments, visit:

https://classroom.google.com/

Click "Go to Classroom" and enter your student's email and password provided on the insert.

For more information on how to use Classroom, see the back page of this Quick Start Guide.
STEP 5

Review these additional resources and supports

Please use the following tutorial videos for further support in learning to use the Chromebook or our educational resources.

**chromebook**

**Google Classroom**

**Study Island**

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**Technical Support**

For any other questions regarding our online tools and resources, technical support is available.

**Monday - Friday | 8:00 a.m. - 6:00 p.m.**

**(419) 405 - 5699**