



Ralph J. Bunche Preparatory Academy

2715 Macomb Street • Detroit, MI 48207
 Phone: (313) 494-8350 | Fax: (313) 748-6580

Tamara Johnson, Principal
 Latisha Smith, Assistant Principal
 Kenneth Plonka, Dean of Culture

STUDENT LOGIN INFORMATION

Student Name:

Student ID/PC Login:

Email/Clever/Teams Login:

Password (for everything):

If your student needs their login information, please call us at Bunche:

(313) 494-8350






Bunche Students and Parents:

Listed above is the login information for all devices and software needed for virtual learning in our district. **The password is the same for everything listed.**

All DPSCD students will use Clever, which is an online portal containing all programs needed for their education. This includes email (Microsoft Outlook), coursework/assignments (Schoology), and instructional learning (Microsoft Teams). See below for a list of icons you'll see in Clever and how to use them. Detailed instructions and guides have also been handed out.

Daily attendance is taken in Microsoft Teams. **Students MUST be on Teams DAILY during school hours (7:30am – 2:40pm) in order to be marked present. Failure to attend class may result in your child being dropped/unregistered from Bunche and forfeiting their loaner devices.**

SOFTWARE TO USE IN CLEVER

	Email -- this can be used to communicate with teachers and classmates. Also, please check your email regularly for important news and giveaways.
	Microsoft Teams -- use this to talk/listen to teachers daily.
	Schoology -- the actual coursework/assignments for your child(ren) is here.
	Our School Website (Bunche) https://www.detroitk12.org/bunche This is NOT in Clever. But please check our website regularly for important news, meetings, and helpful information.
	COURSE MATERIALS (In Person Pickup): Course materials for quarter 2 will be distributed at a later date.

Clever—How to access DPSCD Curriculum Applications through Clever.com



1 Click on the Clever desktop shortcut or open Google Chrome and go to clever.com/in/dpscd



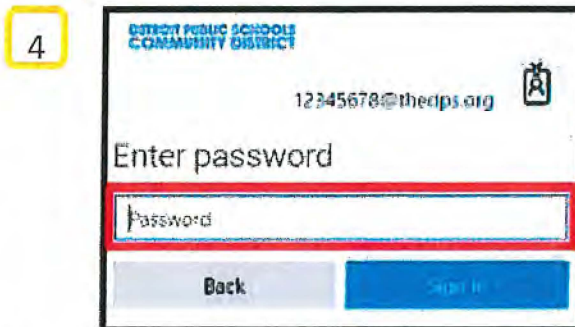
2 Click “Log in with Active Directory”
 Teacher’s will use the same credentials that they use to login to their email.
 Student’s will follow the following format listed below



3 Enter student’s username in the space identified. The username will consist of the students ID # with @thedps.org appended on.
 For example 12345678@thedps.org



4 Enter the student’s password. The password will consist of the following:
 First letter of first name in upper case
 First letter of last name in lower case
 2 digit of their birth month
 2 digit of their birth year
 01 (male) or 02 (female)



For example: Jane Doe’s birthday is May 13, 2004.
 Her password is Jd050402

5 Click on the application you are interested in accessing



DPSCD TECH SUPPORT

1. **Loaner devices:** call us at Bunche, (313) 494-8350
2. **Non-loaner devices:** call (313) 240-4377
3. **Non-loaner devices ONLY:** you can also text **HELP4CF** to (562) 372-6925. They'll guide you from there.
4. There's also parent trainings that you can attend, either virtually or face to face. I've attached a flyer to this document.

 **PARENT ACADEMY**

PARENT



Microsoft Teams
**MONDAYS, TUESDAYS,
THURSDAYS**
3:30 PM - 4:15 PM

September 14: <https://bit.ly/3mblesU>
September 15: <https://bit.ly/33kaMrt>
September 17: <https://bit.ly/2RloDbm>
September 21: <https://bit.ly/3hk2Tr3>
September 22: <https://bit.ly/3imQdkD>
September 24: <https://bit.ly/2GNolrP>
September 28: <https://bit.ly/3iAy9Up>
September 29: <https://bit.ly/35oigfU>
October 1: <https://bit.ly/3itphzS>
October 5: <https://bit.ly/33kP4Uf>
October 6: <https://bit.ly/3kdU2cb>
October 8: <https://bit.ly/3hp6fcp>

WEDNESDAYS | 6:00 PM - 6:45 PM
September 16: <https://bit.ly/2ZvrAL3>
September 30: <https://bit.ly/33k6e4t>
October 7: <https://bit.ly/2FcgofF>

SATURDAYS | 11:00 AM - 11:45 AM
September 19: <https://bit.ly/32kK2Yy>
September 26: <https://bit.ly/2RvJ6ux>
October 3: <https://bit.ly/2Rhlicp>

SUPPORT FOR ONLINE LEARNING

HOMEWORK HOTLINE
1-833-466-3978

The Detroit Public Schools Community District Homework Hotline is a free resource for all DPSCD students in partnership with United Way for Southeastern Michigan. Regular hours will be held on Monday - Thursday, from 5:00 p.m. - 8:00 p.m.

ONLINE LEARNING SUPPORT

Support for families during the school day with online learning and digital platforms. Regular hours will be held on Monday - Friday from 8:30 a.m. - 4:30 p.m.

DEVICE SUPPORT

Connected Futures Technology/Device Support
Text 'HELP4CF' to (562) 372-6925
Online: www.help4cf.org

CONNECTIVITY ISSUES

Text 'INTERNET4CF' to (562) 372-6925
Online: www.human-i-t.org/internet4cf

MENTAL HEALTH SUPPORT

The Mental Health Support line is also available through the Homework Hotline to provide online counseling to students and parents and referrals for additional services. Regular hours will be held on Monday - Thursday, from 5:00 - 8:00 p.m. Please call 1-833-466-3978 during operating hours and follow the prompts.

**THE ABOVE LINKS WILL SHOW
PRE-RECORDED VIDEOS**

PLEASE NOTE: These dates have passed, BUT each link is a recorded video of the event.

Go to any link you want, and view a video showing you how to log into Clever, troubleshoot common computer issues, etc.

Microsoft Teams - Basic Quick Reference Guide



Microsoft Teams

Microsoft Teams is a virtual learning platform where students can talk to their teachers, turn in assignments, and work with their peers. Students can talk to and work with their teachers directly on Microsoft Teams. The application also allows class discussion boards, class notebooks, video conferencing, and virtual class meetings. Microsoft Teams is accessible on both computers and mobile devices.

What are my username and password for Microsoft Teams?

All DPSCD students have a unique username and password to access Microsoft Teams. All student usernames are a combination of the Student's Student ID and the email extension: @thedps.org.

Username: studentID@thedps.org

Example: If Aretha Franklin is a DPSCD student with a student ID of 018765, her username would be 018765@thedps.org.

Student passwords are a combination of the initials of the first and last name, birthday, and a gender code. The formula to re-create your Student's password is:

First letter of first name in upper case

First letter of last name in lower case

2-digit month of birth

2-digit year of birth

01 (male) or 02 (female)

For example: If Aretha Franklin's birthday is March 25, 1998, her password and password would be Af039802.

Students Rise. We All Rise.

DPSCD does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, height, weight, citizenship, marital or family status, military status, ancestry, genetic information, or any other legally protected category, in its educational programs and activities, including employment and admission.

Microsoft Teams - Basic Quick Reference Guide



Access Microsoft Teams on your mobile device

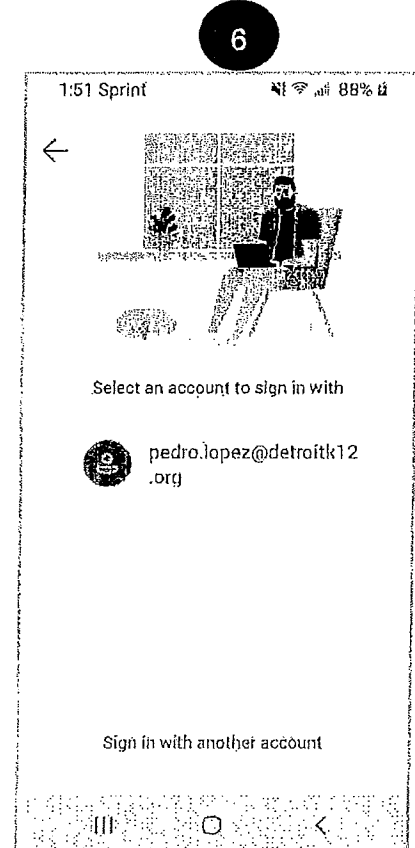
1. For all mobile devices, you will need to visit your app store to download Microsoft Teams.
 - Android Phones: Go to **Google Play**
 - iPhone: Go to **App Store**
2. Select the app to click **Install** for your device.
3. Wait for app to download.
4. Click **Open**
5. Click **Sign in**
6. Enter your district email address.



Android



iPhone



Microsoft Teams - Basic Quick Reference Guide



- The next step is to enter in your Student's password (that you have written down above) in the "password" field and then click "SIGN IN".

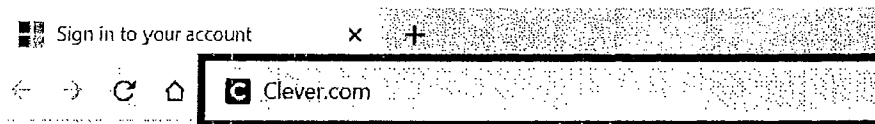


Accessing Microsoft Teams through Clever.com on your laptop/desktop (option 2)

- Open a Google Chrome browser.



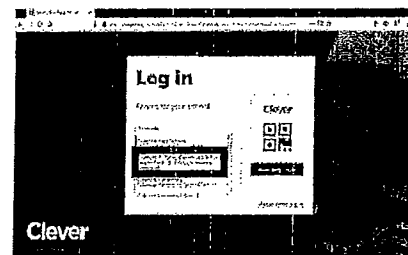
- In the browser bar type Clever.com and hit the Enter key.



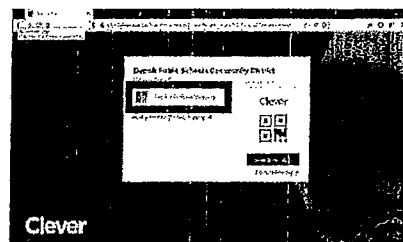
- Once you have hit the enter key, you will be directed to the Clever home page where you will select "LOG IN AS STUDENT" on the upper right-hand corner of your computer screen.



- After selecting "LOG IN AS STUDENT", the Clever website will direct you to the Student Log In Page. In the Clever Log In box, you will type in your Student's school name, until the School's name is listed. Select your Student's school name.



- With your Student's username and password, you will access Clever by selecting "LOG IN WITH ACTIVE DIRECTORY".



Students Rise. We All Rise.

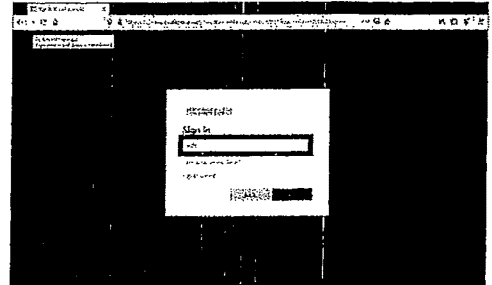
DPSCD does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, height, weight, size, sex, marital status, military status, ancestry, genetic information, or any other legally protected category, in its educational programs and activities, including employment and admissions.

For more information, contact the Office of Equity and Inclusion at (313) 224-2000 or equity@dpisd.org.

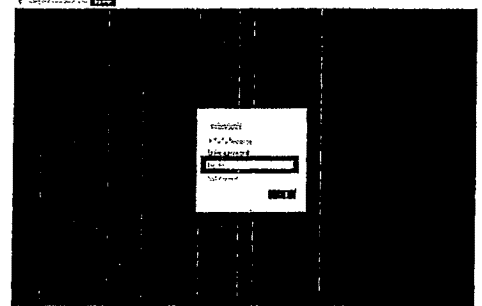
Microsoft Teams - Basic Quick Reference Guide



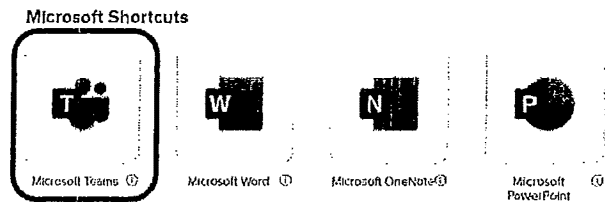
6. Once you click "LOG IN WITH ACTIVE DIRECTORY" you will be directed to the sign in page. Please enter Student username (that you have written down from above).



7. The next step is to enter in your Student's password (that you have written down from above) in the "password" field and then click "SIGN IN".



8. Once you have logged into Clever, locate the Microsoft Teams tile. Click on the tile to open Microsoft Teams. The first time that you access Microsoft Teams, the application will ask you to log in one more time. Depending on your device's settings, it will remember your Student's username and password and you should not have to login again.

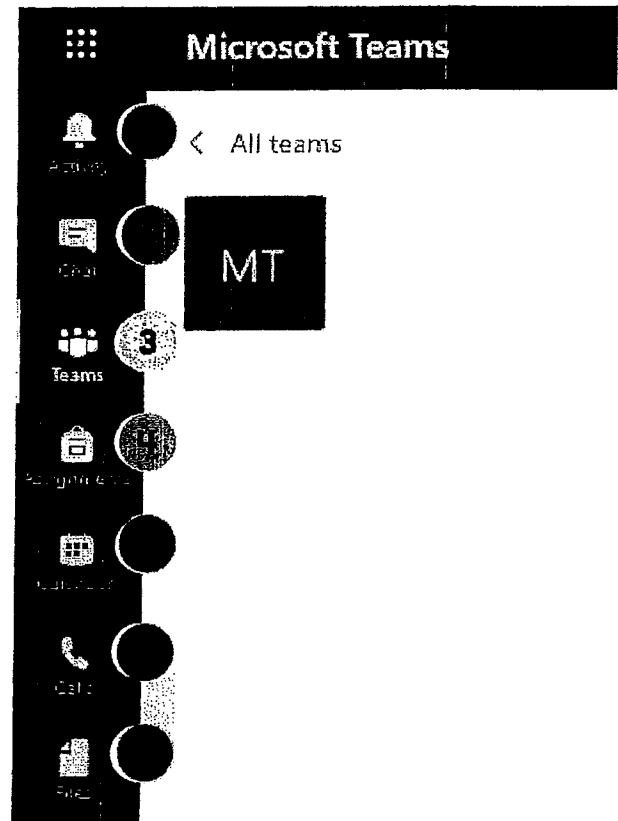


Microsoft Teams - Basic Quick Reference Guide



Navigate in Microsoft Teams App Bar

1. **Activity** - where you'll find at mentions, replies and other notifications.
2. **Chat** - where you'll view your recent one on one or group chats and your contacts list.
3. **Teams** - displays all the Teams where you have been given assigned to by your teacher.
4. **Assignments** - where you can access old and new assignments given to you by your teacher in Teams.
5. **Calendar** - you can use your calendar to track due dates for your assignments and check-ins with your teacher.
6. **Calls** - display a list of calls that you have had with your teacher and your classmates.
7. **Files** - any documents or files that you create using Teams are automatically saved by Teams.



Join a Teams Meeting

In a Teams meeting invite, you have two choices:

- o Join Microsoft Teams Meeting From A Direct Meeting Request: When your teacher calls you, you will hear the teams call notification ringer and see a window with their name. The 3 options for call are:
 - The video camera button enters the meeting with your camera on.
 - The phone button connects you to the meeting using your voice only.
 - The Red hang up button ignores the chat request from the teacher.
- o Join a Microsoft Teams Meeting Directly from your Teams Calendar.
 - Click on the calendar button found along the left app bar (#5 above)
 - Click for the meeting that is scheduled for today and then click the join button at the top right of the invitation.

