Elementary Technology Instructions for eLearning
GOOGLE CLASSROOM / CLEVER

Google Classroom access:
Go to the primary launchpad (primary.phmschools.org) and choose Google. Next choose Google Classroom; it looks like a chalkboard.

1. Click sign in and enter your child's username and password.
   Username: first initial, last name, last three digits of ID number, @phm.k12.in.us
   (ex: jsmith456@phm.k12.in.us)
   Password: first initial, last name, last three digits of ID number (ex: jsmith456) OR
   ID number + PHM (ex 123456phm)
2. You should see a class from your student's teacher. Click anywhere in the rectangle for the class you want to see. Click on the "Classwork" tab for the list of eLearning assignments.
3. For the first snow day, have your child complete assignments for day 1. For the second snow day, have your child complete the assignments for day 2, and so on.
4. If your child is missing a music or PE class on a snow day, there will be information posted in the Google Classroom about what should be completed for the eLearning day.
5. You are not required to print any of the assignments but may do so if you choose.
6. Work should be turned in to your child's teacher within 5 school days of the missed day.

Clever access:
Go to the primary launchpad (primary.phmschools.org) and choose Clever from the black bar at the top of the page.

1. Type in students' username (ID+initials) and password (ID+phm)
2. Click "Log in". From this page, your student should be able to login to almost any program without needing to use another username and password. If a program asks for a username/password, the child's teacher needs to be contacted.
3. If your child doesn't know their ID #, you can find it on your Skyward profile- click on "Student profile" from your homepage and the Student Number next to their photo is their ID #
4. Parents do not have a Clever account
5. If parents/guardians need assistance with software or their child's Chromebook, please email familyaccess@phm.k12.in.us