

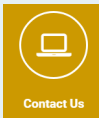
How to Contact my student's teacher (s):

Your student's teacher is always interested in your students success in and out of the classroom. If you have questions about your student's work, please contact their teacher in one of the following ways:

- Email you student's teacher using the following format:

FirstName.LastName@NEOMIN.org

- Go to **warrencityschools.org/wgh** and click on the "Contact us" link to find all of the teachers' email addresses by the subject(s) they teach.



- You can call the school and leave a message for your teacher:
(330)841-2316

How to get Tech Help:

- Go to **WarrenCitySchools.org** and fill out a **Tech Support Form**
- You can call **(330)841-2316** and request tech support.

Guidance Counselors for Students:

Class of 2021 (Seniors)

Senediak(Extension 2495):
Last Names A-C & P-Z
Mizik (Extension 2596):
Last Names D-O

Class of 2022 (Juniors)

Senediak(Extension 2495):
Last Names A-C & P-Z
Mizik (Extension 2596):
Last Names D-O

Class of 2023 (Sophomores)

Vogler (Extension 2499):
All Students

Class of 2024 (Freshmen)

Vogler (Extension 2499):
Last Names A-F
Mizik (Extension 2596):
Last Names G-O
Senediak(Extension 2495):
Last Names P-Z

Progress Book:

Remember: **Progress Book** is the official Gradebook of Warren G. Harding High School.

Progress Book Information:

Lisa Duncan (Extension 2488)

A Parent's Guide to Office365

Help your student navigate Office 365 and Teams.



Warren City Schools

Warren G. Harding High School

860 Elm Road NE
Warren, Ohio 44483
(330)841-2316

Logging on:

At Warren G. Harding High School the student's **username** will be their district assigned email: First initial last name last 4 digits of the student's ID @warren-raiders.org

The students **password** will be their entire student ID number.

Example

Student: Joan Smith

Student ID: 123456

(You will find your student's ID on a report card or class schedule)

Student email and username:

JSmith3456@warren-raiders.org



Student password: 123456

My student's email and username:

@warren-raiders.org

My student's password:

Troubleshooting:

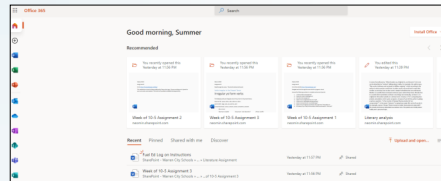
- If the app or icon isn't working log in at office.com
- Restart your laptop using the mouse or trackpad. Click on the  and then click the 
- Make sure you are logged off of any other Office 365 accounts.

What assignments does my student need to complete?

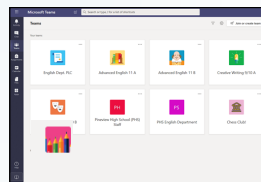
1. Log onto Office.com and then click on Teams.



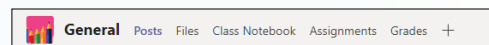
2. Teams is located on the left hand side of the screen:



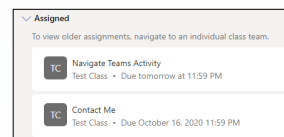
3. Choose the Team for the class in question.



4. Click on the **"Assignments"** tab at the top.



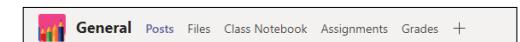
5. A list of incomplete assignments will appear along with their due dates. (Here there are 2 assignments)



You may also be able to click on "load more assignment" at the top and "completed assignments" at the bottom.

6. If all of the class's assignments have been completed a "Congratulations" or "Great Work" will appear.

7. If you would like to see what assignments have been completed already, click on the **"Grades"** tab at the top of the page.



8. A list of every assignment, test, or quiz, the value of each assignment, and the status of each assignment can be seen on this tab.

Due date	Assignment	Status	Points
Feb 15	Anne Frank Read chapters 10-17 (pages 219-450)	Not turned in	No points
Feb 12	Essay 2 (including bibliography)	Turned in	73/100
Feb 11	Write the first page of your essay, include your references.	Not turned in	/100
Feb 9	Finish your essay outline and bibliography	Turned in	41/50

Tips:

- If an assignment was turned in late you will see this in the status column.
- If an assignment has been returned but no grade appears, the student may have been asked to fix or complete work turned in.
- You can check on the student's office.com account and see automatically saved word documents.