

Welcome to ISM - Getting Started

Before logging in for the first time:

Google Chrome: We suggest using Google Chrome with ISM, it seems to operate best on this browser.

Check your Spam: As you begin using ISM if you do not see any email notifications from the site, check your spam folder. If it is in your spam box, select not spam so that it will be approved in the future.

Parent Engagement: Despite its name, we do not use ISM as a social media platform the way you might use Facebook or Instagram. This site is strictly meant for school communication so we have created each account for the Family not the student. We ask that parents work alongside their child when on this site to make sure it is being utilized correctly. Currently only one email address per family can be linked with an account.

Logging in for the first time:

Permissions: Once you have your log in information and visit the site, you may see a pop-up box from your computer asking if you want to give aiexcellence.net access to your mic and video. You must do this in order to participate in any video calls in the future.

Next, proceed by clicking the member login button and use your username and password that was designated for you. Typically, the username is the first initial and last name of a parent (i.e. tsmith).

Once you have done this CONGRATULATIONS! You have successfully logged into your account for the first time! Families' should login to check the site at least 2-3 times a week. Getting in the habit of doing this will help keep your family up-to-date on the latest information, allow you to stay familiar with the site and utilize all of the different resources ISM has to offer.

What's Next? The next step will be to join your first group page. The first group we would like everyone to be a part of is our AIE Academy School Wide Home Page. This will be the place to go for school wide updates and additional resources. After you log in for the first time, we will send you an invitation to join this group. When this is done, at the top right corner of your ISM page you will see a red dot on the bell icon. Click on the bell and click on the notification for the invite. This will take you to the invites section of your profile page. Click accept and you are done! *(Please refer to the accepting group invitations how-to sheet for further details.)*

Now you can explore the site and check out the AIE Academy School Wide Home Page. After you join the group, you can find additional instruction sheets and videos located in the **FILES section of the school group page in the folder labeled "Tutorials"** <https://aiexcellence.net/groups/academy-for-individual-excellence-school-wide-home-page/fileManagerGroup/>. You can also access some additional resources on our school website as well. Under the parent resources page, using the password: AIECougars20 <https://aiexcellence.com/resources/for-parents-students/>

ISM Etiquette: When on the school wide page or a classroom page please do not create a new post in the *What's new?* section. Posting here will send out a notification to all of the families in that group. Once you start joining groups you will see that AIE teachers or staff will initiate calls and posts and then families can engage with them by commenting, asking questions or even using an emoji.

As the school year gets underway we will invite your child to join their classes group pages. Typically, it will take a couple weeks into the start of the school year or semester (for high school) for this to get going, so don't be alarmed if you are not in a class on ISM the first day. **We will let you know when to start being on the lookout for these invitations.**

Welcome again to ISM, we are excited to have you join us! Please let us know if you have any questions along the way for (9-12th) Ms. Ally awroblewski@aiexcellence.com or (K-8th) Ms. Cheek pcheek@aiexcellence.com. Thank you!

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- Received Welcome Email with Username and Password
- Google Chrome Browser Set-up on Computer
- Successful logged on at <https://aiexcellence.net> with your username and password
- Approved computer permissions for ISM to access your microphone and video
- Accepted your group invitation to the AIE School-Wide Group Page (Please contact Ms. Cheek or Ms. Ally if you do not receive an invite within a week of logging in for the first time.)
- Reviewed ISM Etiquette with all family members using the site.
- As you can explore the site and watch/review the instructional resources available on the ISM school page and on the school website.
 - ISM Group Participation video
 - ISM Group Activity video
 - ISM Accessing Group Files video
 - How to accept a Group Invitation info sheet
 - How to request a Group Invitation info sheet
 - Setting up your Profile info sheet
 - How to access Files from a mobile device graphic
 - ISO GO Basics Video