



## **IMPORTANT DISTANCE LEARNING PACKET**

*In addition to using Google Classroom, 7<sup>th</sup>-12<sup>th</sup> graders will have 20-minute online classes throughout the week via a site called Zoom. Each core class will meet via Zoom once a week, while Math and Spanish will meet twice. The schedule for those online classes will be included in the Friday memo and will start next week.*

*Elementary classes may have live classes periodically. Teachers will contact students and parents if they choose to schedule a live class.*

**Please read this packet carefully to learn important information about setting up your child's tscs email, using Google Classroom, and Zoom**

### **Email sign-in information:**

(If your student was given a tscs email in that past, it should still be active.)

**Username:** use the first letter of the student's first name, then the last name @tscs.org (eg [arush@tscs.org](mailto:arush@tscs.org))

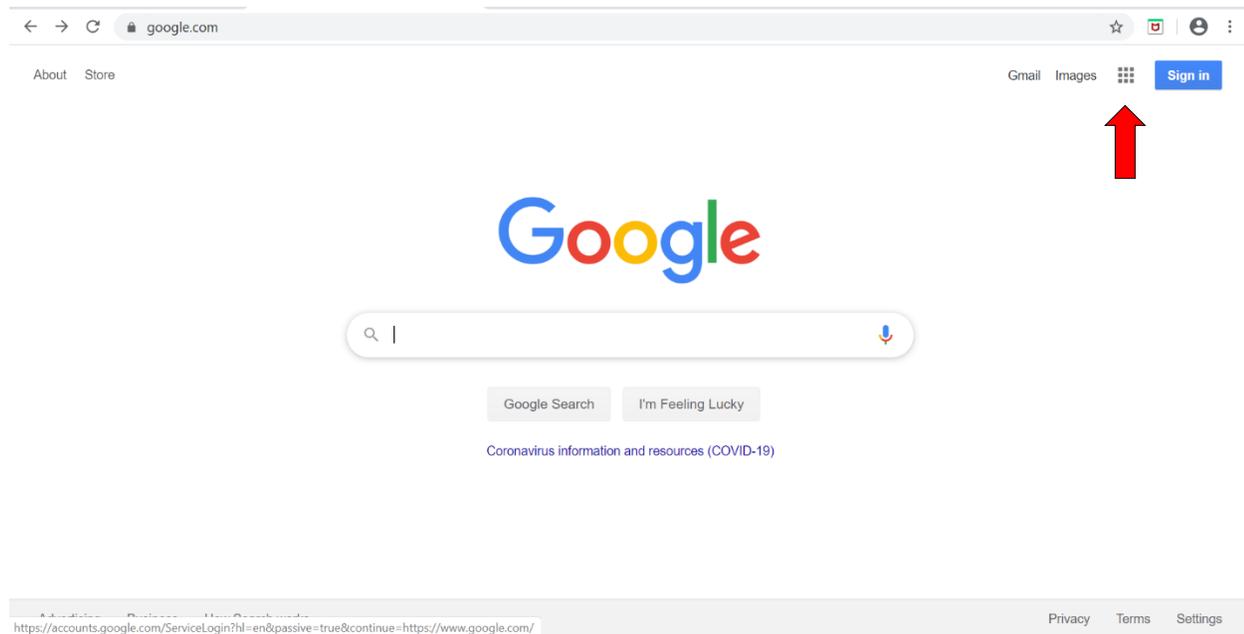
**Password:** The first time you sign in, use the password TSCS1234. Once signed in you will be asked to create a new password.

*If students had an older email and the above email pattern doesn't work, the old email may follow this pattern: first name\_last name@tscs.org*

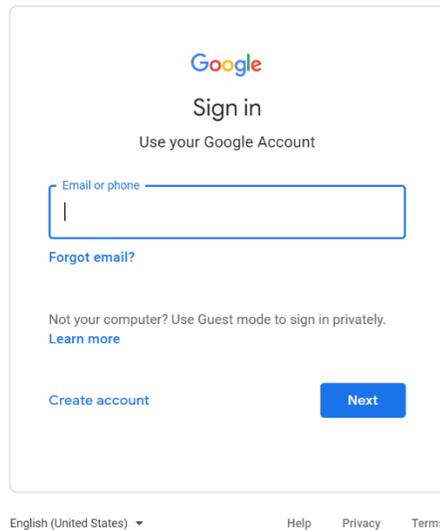
If neither of these patterns work and you didn't receive a separate email with username information specific to your child(ren), please contact the office.

## Student Email Address Set Up Instructions:

1. Open Google Chrome or go to google.com (from other browsers). Click on Gmail or the 9-dot (waffle) icon to locate Gmail.

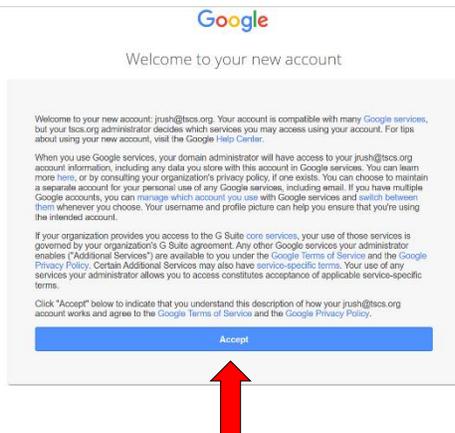


2. Click where indicated on the gmail screen to add an email account.  
3. Enter your username (student assigned email).

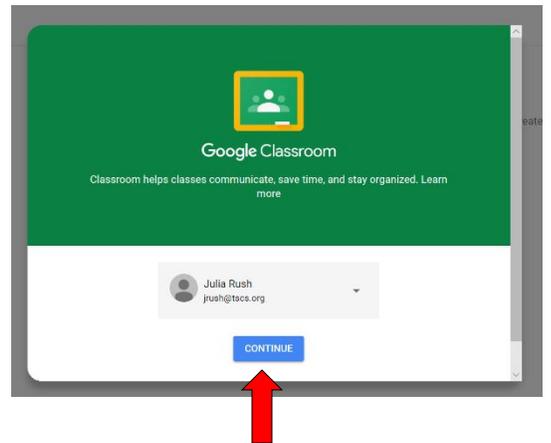


4. Enter your temporary password.

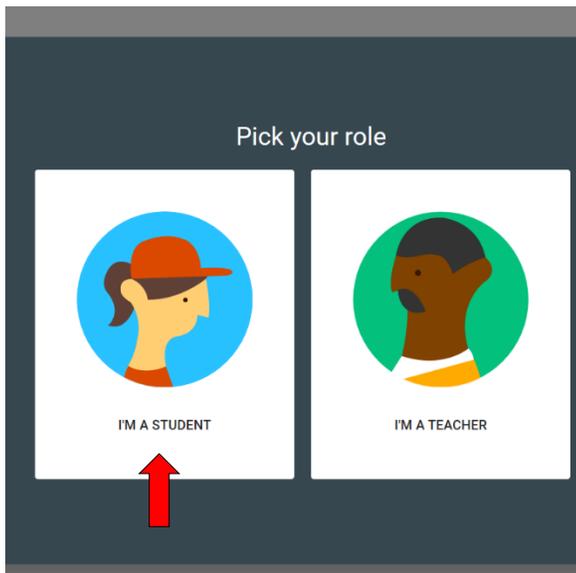
5. Click on Accept. (Depending on your browser/computer history, this may take you directly to step 8.)



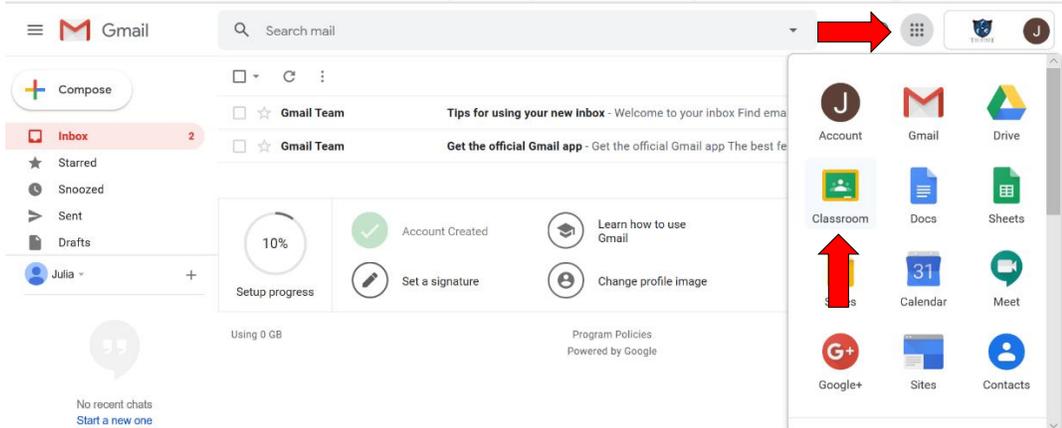
6. Click on Continue.



7. Click on "I'm a student"



8. Your email account is now set up and you are ready to access Google Classroom

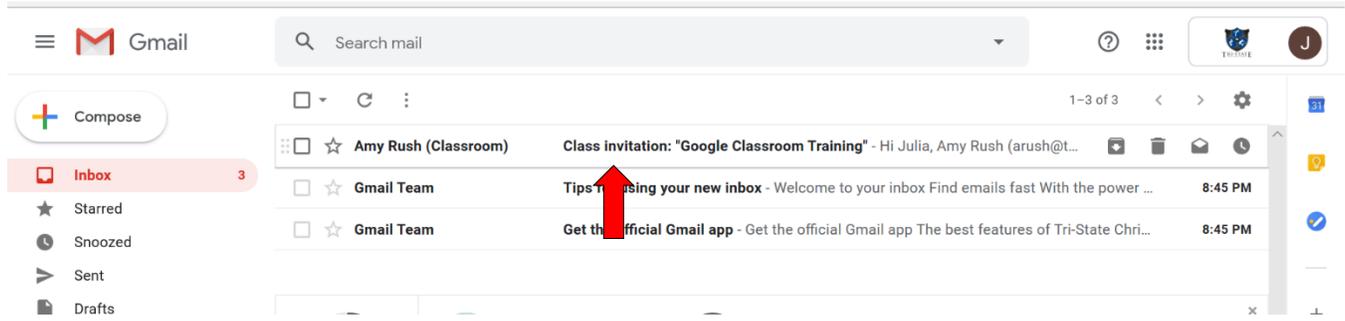


## Getting Started: A Quick Guide for Using Google Classroom

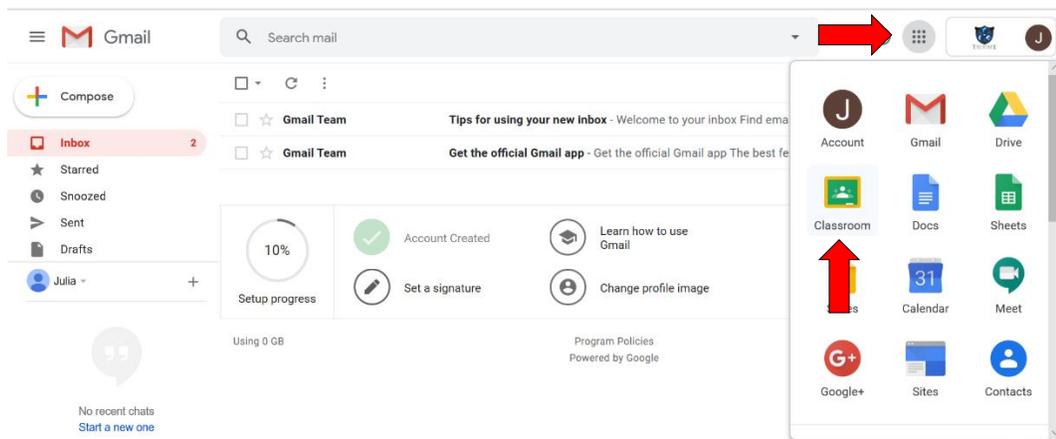
Google Classroom is the educational management tool teachers at Tri-State will be using throughout the school closure to share educational materials, assignments, and resources with students and parents. Following are some tips for effectively using this excellent tool.

### Joining a Class:

Open your student's Gmail (go to gmail.com and sign in with your student's email and password) and check for an invitation to join a class. Click on "Join" – your browser will open Google Classroom in a new window.



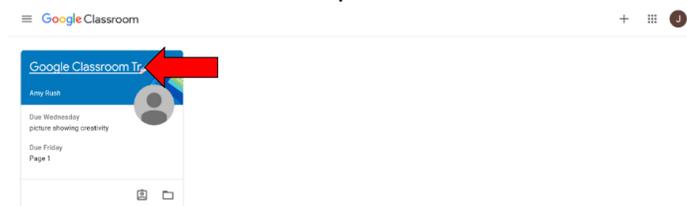
Alternatively, sign into your student's email or go to google.com and click on the 9-dot icon (also called a waffle) in the upper right corner of the screen. Click on the green and yellow Classroom icon. Your browser will open Google Classroom in a new window.



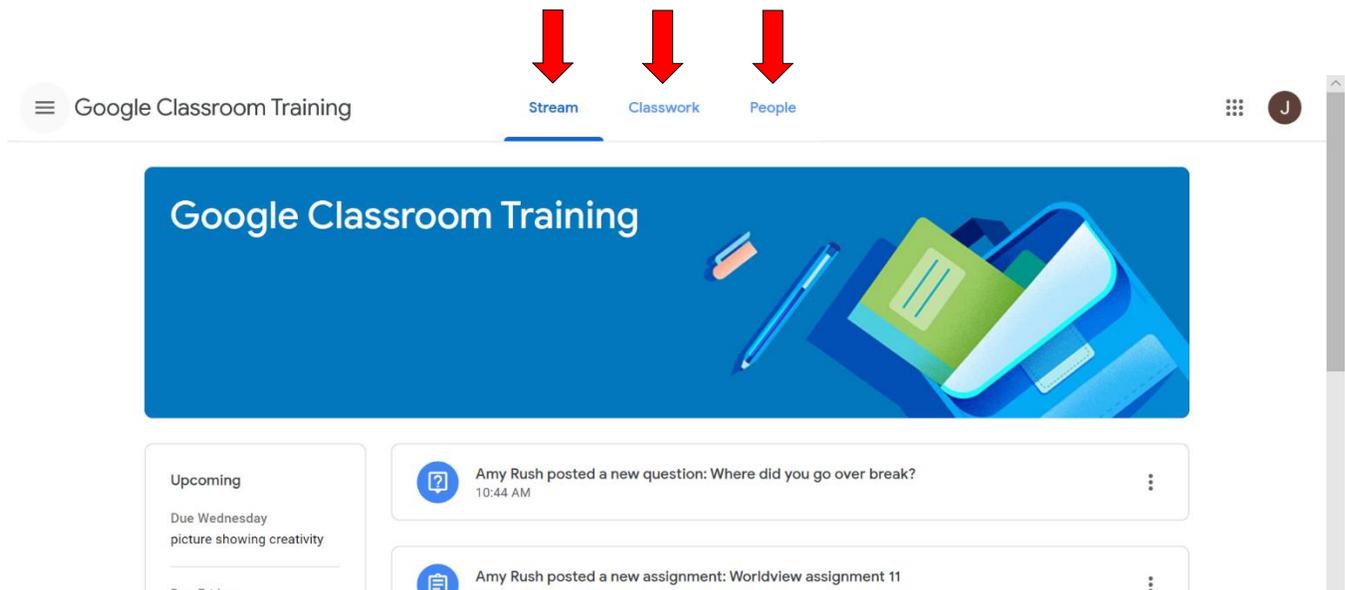
All classes your student has been invited to join will appear as tiles in the Google Classroom window. Click the "Join" button to join a class if needed.

### Opening and Navigating Within a Class:

Click on a class name to open the class. It will automatically open to its home page.



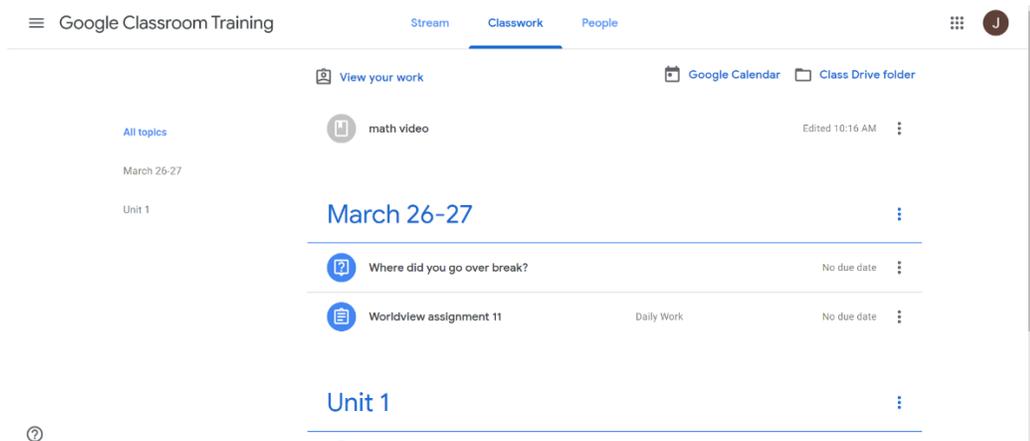
Notice the 3 tabs across the top of the class page: Stream, Classwork, People. These tabs will allow you to navigate to all the important information for this class.



The “Stream” page is the default home page when a class is opened in Google Classroom. The Stream shows the flow of general class announcements made by the teacher and comments or responses from students. The most recent announcements and comments will appear at the top of the Stream. You can navigate back to the Stream at any time the class is open by pressing the “Stream” tab at the top of the page.

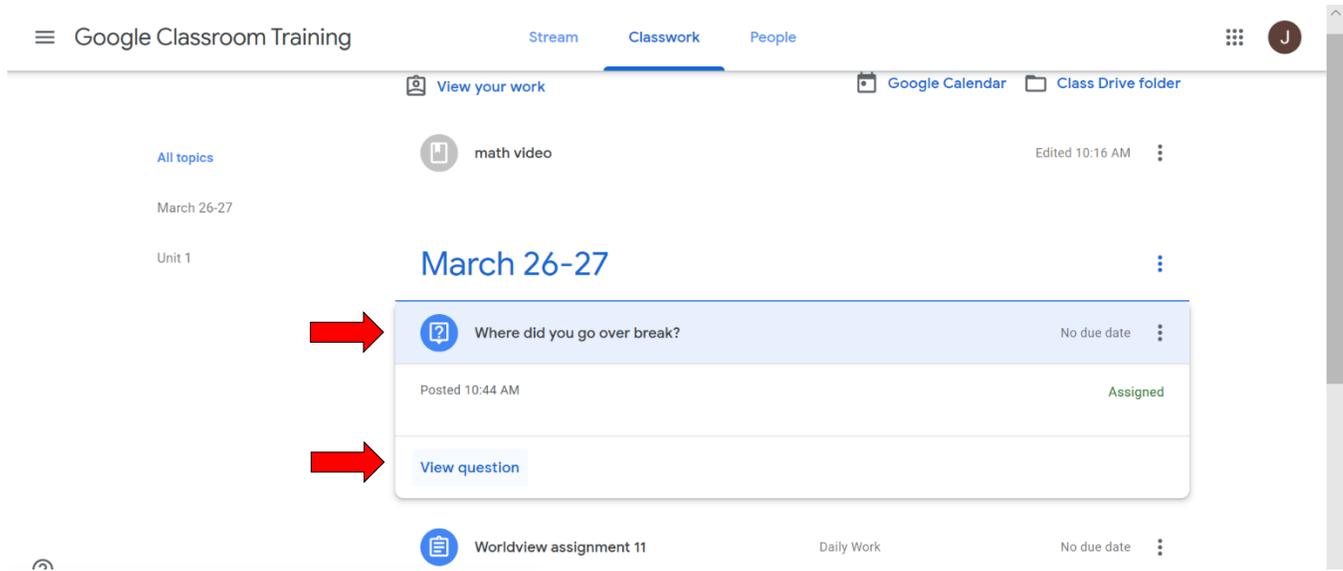
The “People” page lists all teachers associated with this class. Students can also see a list of all classmates enrolled in the class. (Your student’s name won’t be listed – only their classmates.)

The “Classwork” page is where all assignments will be posted.



## Viewing Assignments:

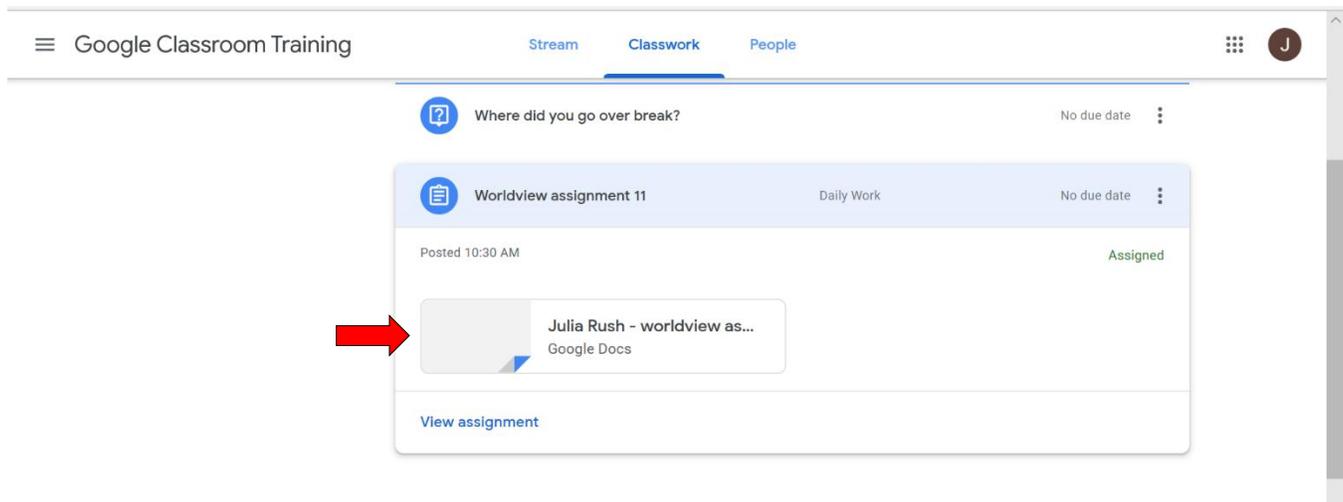
Assignment types vary and can include: questions for class discussion, quizzes/tests, and general assignments. Click the assignment title to view the full assignment.



The screenshot shows the Google Classroom interface. At the top, there are navigation tabs for "Stream", "Classwork", and "People". Below the navigation, there are links for "View your work", "Google Calendar", and "Class Drive folder". The main content area shows a list of assignments. The first assignment is a question titled "Where did you go over break?". It has a question icon, a "No due date" label, and a "View question" link. A red arrow points to the question icon, and another red arrow points to the "View question" link. Below this question, there is another assignment titled "Worldview assignment 11" with a document icon, "Daily Work" label, and "No due date" label.

The assignment box will expand to show all the assignment details, including instructions and/or attachments. At the bottom of this expanded box, click "View Assignment" or "View Question" for further information. Students may comment on an assignment with questions or concerns. These comments are public; both the teacher and classmates can see them.

If the assignment has an attachment, it could be a video, document, quiz, or link. To open the attachment, simply click on the box containing the attachment. Depending on the assignment, you may be required to: print the attachment to complete it offline, complete it online, visit a link, or watch a video.

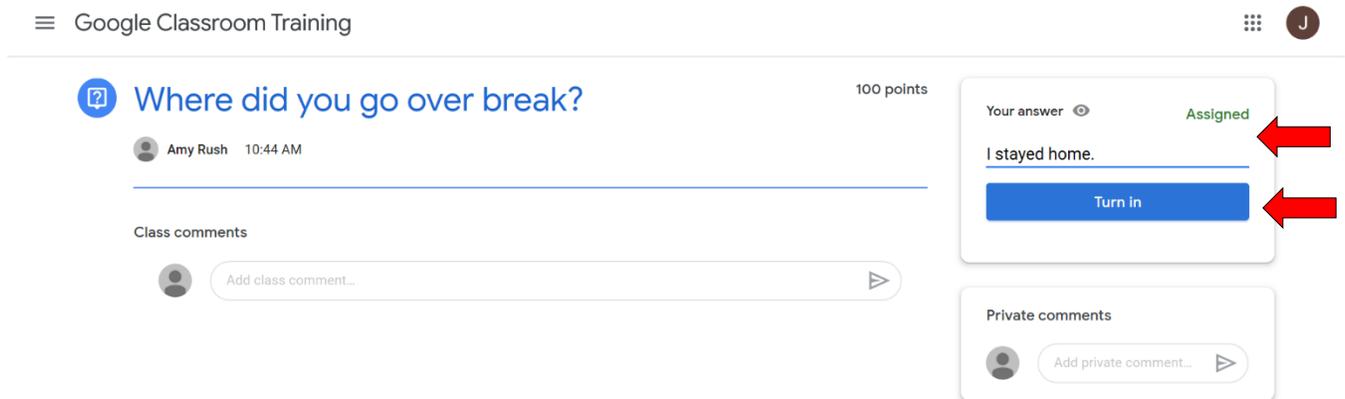


The screenshot shows the Google Classroom interface with the "Worldview assignment 11" expanded. The assignment title is "Worldview assignment 11", with "Daily Work" and "No due date" labels. It was posted at 10:30 AM and is marked as "Assigned". Below the assignment details, there is an attachment box for a Google Docs document titled "Julia Rush - worldview as...". A red arrow points to this attachment box. At the bottom of the expanded assignment box, there is a "View assignment" link.

## Submitting Assignments:

Submission of an assignment depends on the assignment type and requirements.

For a DISCUSSION QUESTION: Read the question prompt in the opened assignment. Answer the question in the submission box in the top right. Choose “Turn in” when you are done. After submission, students can see others’ responses by clicking “See classmate answers.”



Google Classroom Training

Where did you go over break? 100 points

Amy Rush 10:44 AM

Your answer Assigned

I stayed home.

Turn in

Class comments

Add class comment...

Private comments

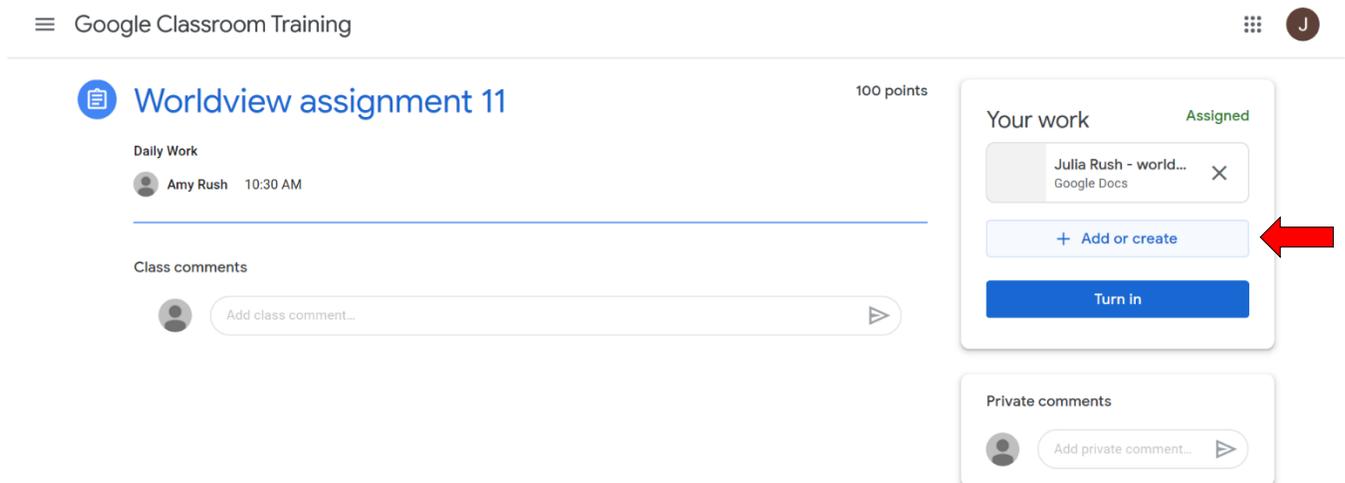
Add private comment...

For GENERAL ASSIGNMENTS and QUIZZES/TESTS completed ONLINE:

Follow instructions provided and choose “Submit” in the box to the top right when you have completed it.

For GENERAL ASSIGNMENTS and QUIZZES/TESTS completed OFFLINE:

If you are submitting an assignment completed on your computer, submit it through Google Classroom by clicking the “Add or create” button in the “Your work” box in the top right corner of the assignment page. Choose “File” and then find and attach your work. (Note that this work could be a document, video, picture, or something else depending on the assignment requirements.) Choose “Upload.”



Google Classroom Training

Worldview assignment 11 100 points

Daily Work

Amy Rush 10:30 AM

Your work Assigned

Julia Rush - world... Google Docs

+ Add or create

Turn in

Class comments

Add class comment...

Private comments

Add private comment...

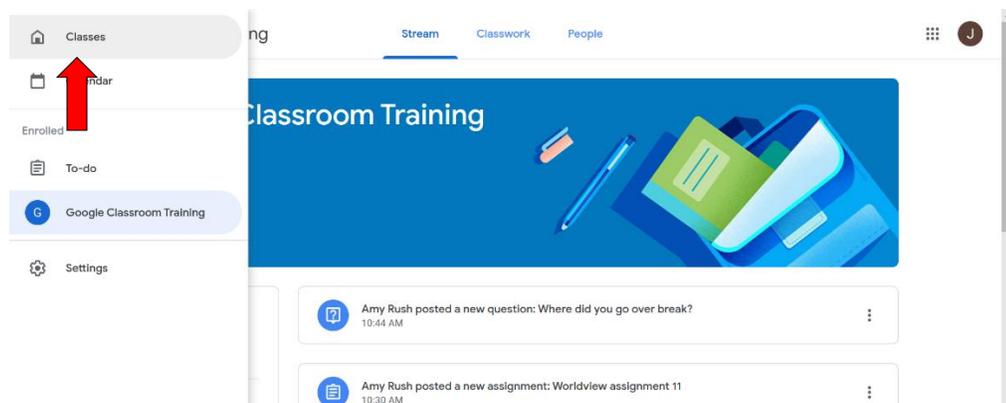
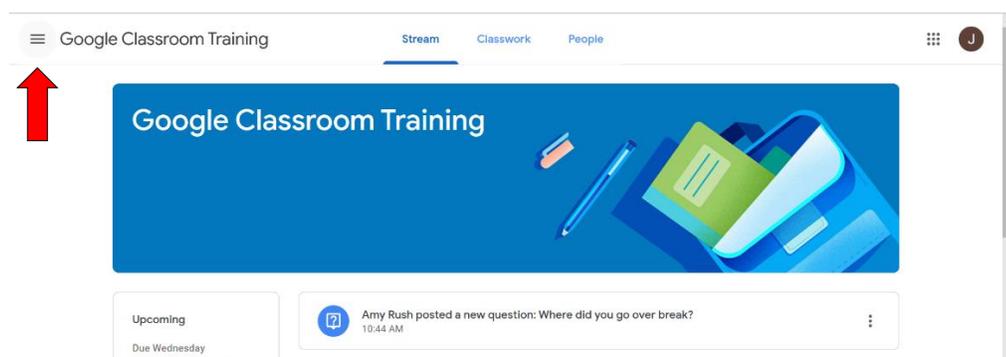
If you are submitting a handwritten assignment, you will first need to scan it in (use a home scanner or download a free scanning app on your phone). The scanner will produce a PDF. If possible, submit the PDF through Google Classroom (as above) by clicking the “Add or create” button in the “Your work” box in the top right corner of the assignment page. Choose “File” and find and attach the PDF. Choose “Upload” to submit.

If you have scanned the assignment on a phone app, it may be easier to email the PDF to the teacher directly from your phone's scanner app rather than submit it through Google Classroom. If you do so, please include the assignment title in the Subject line of the email so the teacher can easily identify it. You should also go to the "Your work" box in the top right corner of the assignment page and click the "Mark as done" button to notify your teacher.

If you are submitting an assignment that cannot be scanned or completed on a computer (such as a project or piece of art), your teacher will probably require a picture or video. Submit it through Google Classroom by clicking the "Add or create" button in the "Your Work" box in the top right corner of the assignment page. Choose "File" and then find and attach your picture or video. Choose "Upload."

### **Returning to the Google Classroom Homepage:**

You can always return to the Google Classroom homepage (where all of your classes are listed) by clicking on the three lines at the top left of the screen. Choose "Classes" and you will be returned to the page where all your classes are pictured. If desired, navigate to another class by clicking the class name.



## **Getting Started: Using Zoom**

Zoom is a video conferencing service that will facilitate live meetings from a distance. When the topic and student age is appropriate, teachers at Tri-State may utilize Zoom meetings to allow live teaching and interactions with and between students.

Joining a Meeting:

If your child's teacher plans to have a Zoom meeting with students\*, the following will happen:

- Your student will be notified of the time of the meeting – put it on your calendar!
- Your student will be invited to join the meeting one of two ways:
  - Your student will receive an email invitation at the time of the meeting – this invitation will come to their tscs Gmail account
  - Alternatively, if the Zoom app is on your computer, the app will automatically open a window and notify you that a call is coming in. It will ask your student to Accept or Decline.
- Click on the button in the email link or the Accept button in the app to join the meeting
- The computer will automatically open a window and allow your student to join

\*Note – for students who are unable to join a Zoom meeting live, recordings will be posted in Google Classroom. However, please make every effort to participate in the live meeting!

## **Zoom Parent-Teacher Conference or Instructional Help:**

If you would like to have a “face-to-face” conference with your child's teacher or seek help, please email the teacher to see if a Zoom meeting would be available and appropriate.

## **View Options:**

Practice with the view options to help your student make the best decision for his/her learning. Two choices are “Gallery View” and “Speaker View.” Gallery View allows multiple participants to share the screen evenly. Speaker View highlights the meeting host and participants are in small sidebar screens. Toggle between the views by pressing the button at the top right (which will read either “Gallery View” or “Speaker View” depending on which view you currently have).

## **Meeting Etiquette:**

Prepare your student with the following etiquette guidelines:

- Always mute yourself when not speaking to prevent background noise from distracting the meeting – press the “raise hand” icon and wait to be called on to speak (the teacher will unmute you at the appropriate time). To raise your hand, click on “Participants” to open the white Participant info box to the right, then click the “Raise Hand” button.
- Dress appropriately – neat, casual dress is acceptable for students
- Be aware of the background – ensure it is clear of inappropriate or distracting clutter (no TV's behind you!)
- Warn family members that you are on a live video so they won't interrupt or walk through the picture behind you
- Remain seated with the camera on a solid, unmoving surface to prevent others who are watching your feed from getting “seasick”
- Be respectful and follow the expectations you would have if you were in a live classroom

## **Trouble with Sound?**

If you can't hear others or they can't hear you, try the following:

- Check the “Mute” buttons – found in the black control bar\* at the bottom of the picture screen and in the “Participants” white sidebar box
  - Make sure your computer’s speakers aren’t muted or turned down
  - Adjust the sound options within the Zoom app. Go to the black control bar\* at the bottom of the picture and click the “^” to choose what speaker and microphones are being used
- \*Note – if the black control bar has disappeared from the bottom of the picture, simply move the cursor over the picture and it will reappear