

METRO CATHOLIC SCHOOL

LEARNING PROCESS & ATTENDANCE FOR REMOTE LEARNING

Learning Process

Metro Catholic School is using *Google Classroom* technology for Grades 1-8.

Just like coming to school, students will go to different classrooms, but the classrooms will be online.

Each student has a school email account and a password to log in.

- 1. Every day by 8:30am the video teaching and assignments are posted for the day. Students will log in to their Google Classroom accounts each day.** In the online classroom, they will watch a short teaching video from the teacher and then complete the assignments for the day.
 - a. Depending on their age, they may have more than one teacher and need to check into that Google Classroom also and complete assignments.
 - b. There are also weekly assignments for Art, Music and Physical Education.
- 2. Every day at a set time they will log in to *Google Meet* for a 15-minute live video check-in by homeroom at a set time.** This is to take attendance, pray, ask any questions and see their classmates.

Attendance

In order to be considered present at school students must:

- 1) complete all assignments **and**
- 2) be present at the *Google Meet* live video check-in each day.

★★★The *Google Meet* for Grade ____ is at _____.★★★
(fill this in with your child's teacher)

A student who does not meet those requirements will be marked absent for a portion or all of the school day.

Parents must call the school office or homeroom teacher to report a student absence or any circumstance that will keep the student from participating in that day's activities.

Boniface Campus office: 216-631-5733, x320

Stephen Campus office: 216-281-4044, x220

Step 1

Type **www.google.com** into the web address bar.



Step 2

Click on **Sign In** in the upper right hand corner of the browser window.



Step 3

Type in your child's school email address & click "next".

A screenshot of the Google Sign in page. The page title is 'Google Sign in' with the subtitle 'Use your Google Account'. There is a text input field labeled 'Email or phone' containing the text 'student11111@metroatholic.net'. Below the field is a 'Forgot email?' link. At the bottom, there is a 'Create account' link and a 'Next' button.

English (United States) Help Privacy Terms

Step 4

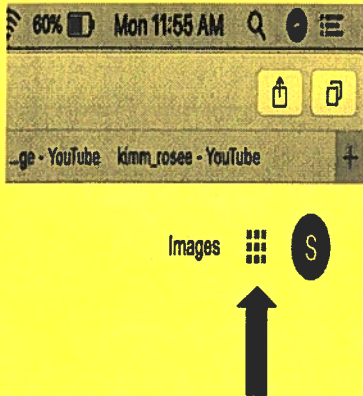
Type in your child's school email password & click "next".

A screenshot of the Google password entry page. The page title is 'Google Welcome'. There is a dropdown menu showing the email address 'student11111@metroatholic.net'. Below it is a text input field labeled 'Enter your password' containing a masked password. There is a 'Forgot password?' link and a 'Next' button.

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Step 5

In the upper right hand corner of the screen, click on the icon that we call a “waffle”.



Step 6

Click on the Classroom icon to access your child's *Google Classroom*.

*You will need to do Steps 1-6 for each child in the family.



Step 7

Your child will be provided a class code from their teacher.

Click on the “+” sign to enter the class code

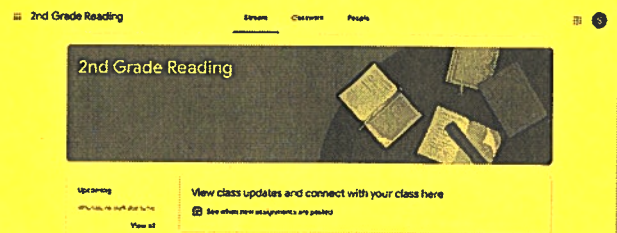


*Students in grades 3-8 will be receiving more than one class code as they will have multiple teachers.

Step 8

Welcome to your child's *Google Classroom*!

This is where all assignments, videos, material and much more will be stored.



*the above image is an example of a classroom