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".

Step 4
Type in your child's school email password & click "next".
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

Step 8
Welcome to your child’s Google Classroom!
This is where all assignments, videos, material and much more will be stored.

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

*the above image is an example of a classroom