



Grades 1-8
Parent Resource Guide
to
DISTANCE LEARNING

Table of Contents

Welcome to the 2020-2021 School Year!

This guide is to help direct you during the times that we are implementing distance learning. Listed below are the Table of Contents. If you click on a link, it will take you to that section.

1. [Google Classroom Set-Up Guide](#)
2. [Google Classroom Detail](#)
3. [Building Technology Representatives](#)
4. [Staff Directory](#)
5. [Expectations and Frequently Asked Questions](#)



Google Classroom
Set-Up Guide

What is *Google Classroom*?

Google Classroom
is a teacher and student digital link
to learning.

Teachers and students use *Google Classroom* to communicate, share assignments, and work together in the online learning process.



Before We Begin

- Please have access to a Chromebook, desktop computer or tablet to set up *Google Classroom*. A cell phone can also be used for set-up but is not recommended for doing the work since work shows up differently on a phone than on a computer.
- You will need your student's Metro Catholic email address. Metro Catholic email addresses have first name, 5 numbers @metroatholic.net (For example: mark11111@metroatholic.net)

Getting Started

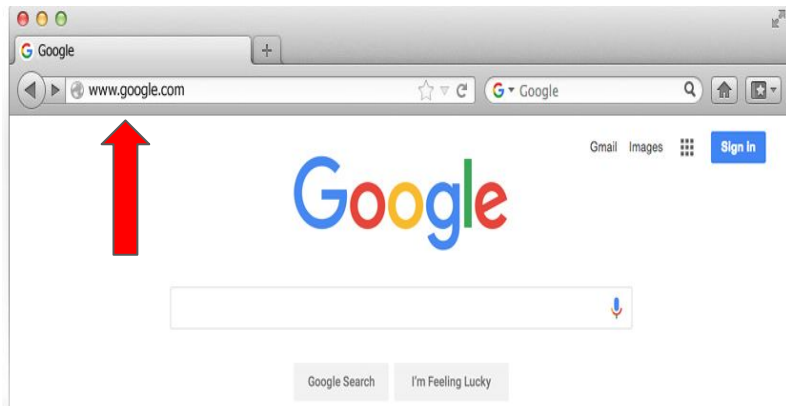
All Metro Catholic School students are provided with a secure email and password* that is unique to them. **Please store this information in a safe place and do not share with other people.**

This email and password is used to log onto *Google Classroom*.

*Teachers will be able to help students who forget password.

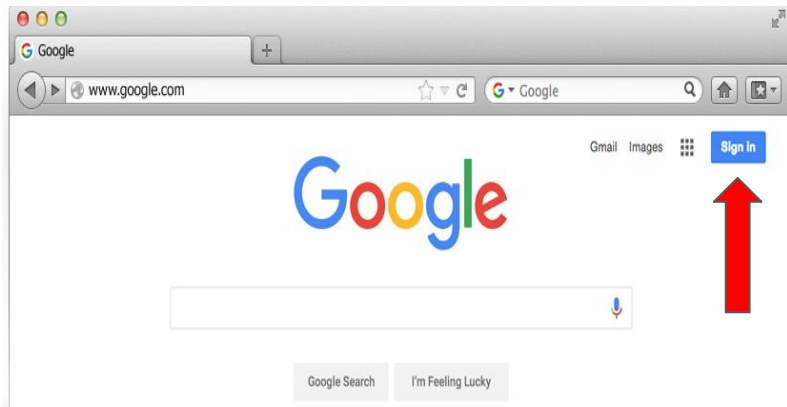
Step 1

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



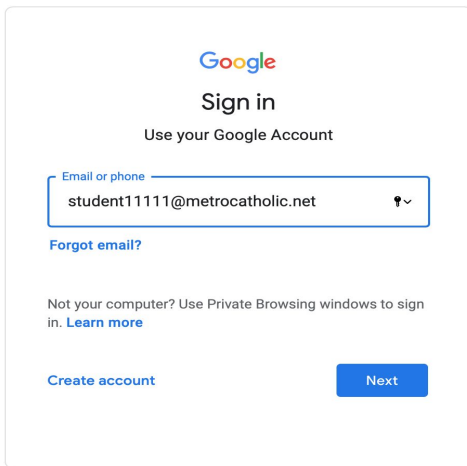
Step 2

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".



The screenshot shows the Google Sign in interface. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field with the placeholder "Email or phone" and the value "student11111@metroatholic.net". To the right of the input field is a small icon of a person with a checkmark. Below the input field is a link "Forgot email?". Further down is the text "Not your computer? Use Private Browsing windows to sign in." followed by a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".

Step 4

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

Google

Welcome

student11111@metroatholic.net

Enter your password

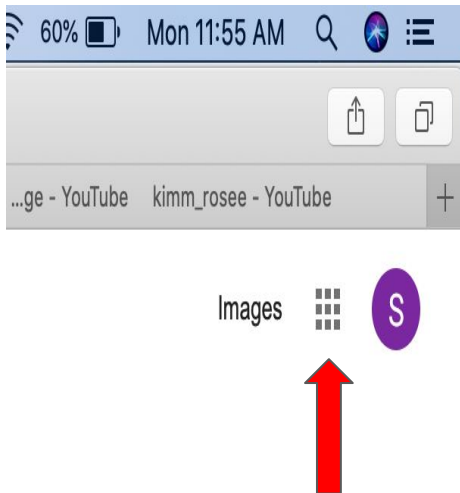
.....

Forgot password?

Next

Step 5

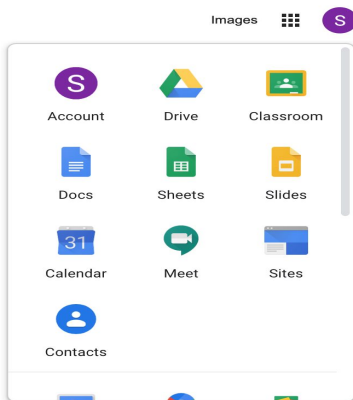
In the upper right hand corner of the screen, click on the icon that we call a “waffle”.



Step 6

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

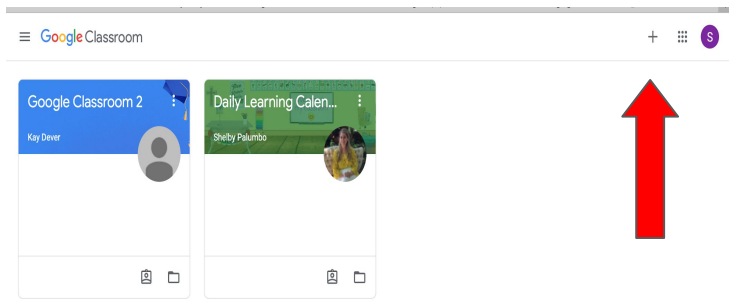
*You will need to do Steps 1-6 for each child in the family.



Step 7

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

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

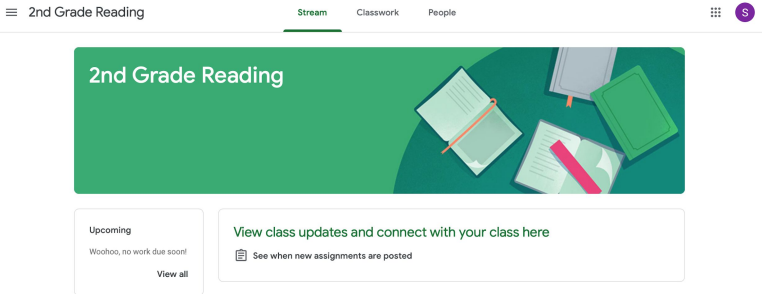


***Students in grades 3-8 will be receiving more than one class code as they will have multiple teachers.**

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



Google Classroom
Details

Classroom Stream Tab

☰ 2nd Grade Reading

Stream

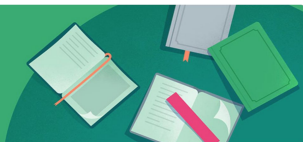
Classwork

People

☰

S

2nd Grade Reading



Upcoming

Woohoo, no work due soon!

[View all](#)

View class updates and connect with your class here

See when new assignments are posted

- This will be the first page a student sees every time they log into a class.
- It is where a teacher will post announcements.
- The “Upcoming” window on the left side of the screen lists all assignments or tests that are due that week.

Classwork Tab

☰ 2nd Grade Reading

Stream

Classwork

People



 View your work

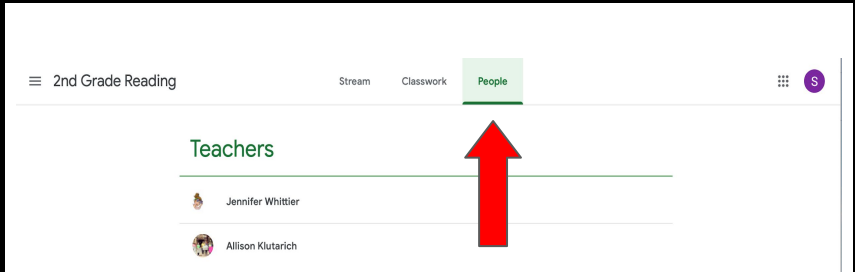


 Google Calendar  Class Drive folder

View all classwork here

- The classwork tab is the main workspace.
- Teachers will post assignments, videos, questions and class material in this section.
- There is a calendar link on this page that students can click to access a calendar view of assignments.

People Tab



- This section will list the main teacher for the class and all other teachers or staff who have access to the classroom.
- When students are added to the class, it will also list the names of those students.
- This is an informational page only.

Turning in Assignments

For assistance in turning in assignments, please use the following link:

<https://support.google.com/edu/classroom/answer/6020285?co=GENIE.Platform%3DDesktop&hl=en>

Teachers understand that *Google Classroom* is new for many students. They will be making sure students know how to turn in assignments.

Building Technology Representatives

For questions or concerns regarding Google Classroom, please contact the representative for your child's building:

Boniface Building- Ms. Carmen Rivera
riverac@metroatholic.net

Michael Building- Mrs. Jennifer Whittier
whittierj@metroatholic.net

Stephen Building- Ms. Adelle Bartoul
bartoula@metroatholic.net

Staff Directory

For a list of Metro Catholic staff,
please use the following link:

[http://metro catholic.org/contact-us
/faculty/staff](http://metro catholic.org/contact-us/faculty/staff)



**Expectations
&
Frequently Asked Questions**

What will it take for my child to be successful in distance learning?

Parent Expectations

- Monitor student progress on school work
- Develop a routine or schedule
- Communicate questions and concerns to teachers
- Notify teacher if your child will not be attending the daily *Google Meet*.

Student Expectations

- Follow routine or schedule set up by parent or caregiver
- Participate in daily *Google Meets*
- Watch lessons provided by teachers and complete assignments according to timelines
- Communicate questions and concerns to teachers

What will it take for my child to be successful in distance learning?

Teacher Expectations

- Create lessons that are engaging for students using a variety of strategies
- Use *Google Classroom* as the platform of instruction and links to resources
- Grade work in a timely manner and provide appropriate feedback
- Respond to parent and student questions in a timely manner (within 24 hours).

Administration Expectations

- Monitor and support teachers in the delivery of content for students
- Support and follow up with students and families to ensure success

What is the difference between last spring's distance learning and the current start of school?

- Students and teachers will have required daily *Google Meets*
- Students will notice more video instruction provided by their teacher
- Students will be assessed and graded on the same instruction as students who are attending in person
- Assignments will have due dates and late assignment policy will be outlined by teacher
- All Gr 1-8 students and teachers will use *Google Classroom*

Frequently Asked Questions

Why is my child required to attend a daily *Google Meet*?

- The daily *Google Meet* is when the teacher will take required attendance. It is a time for teachers to check-in with students and for students to feel connected to their teachers.

What if my child is ill or has an appointment during his/her *Google Meet* time?

- Please notify your child's teacher by email or voicemail of absence.

Frequently Asked Questions

How will my child be assessed?

- **Teachers will offer instructional feedback, whether it be through a virtual meeting or written on assignments**
- **Grades will reflect mastery of content and be consistent with in-person grading expectations**
- **Remember, we are building our future together! Please know your child's teacher and principal are here to help. If they notice work is not being completed, they may reach out to you to see what they can do to help support your child.**

Frequently Asked Questions

Can my child use a cell phone to complete their work on *Google Classroom*?

- While a student can access *Google Classroom* on a phone, we highly recommend this not be a regular practice. Many times, assignments do not show up correctly on phone screens.

Will my child need additional books to complete distance learning assignments?

- All needed learning materials will be provided to students prior to first day of class.

Frequently Asked Questions

How will I communicate with my student's teacher?

- **Remind text messaging is a quick option, email may be better so that you can write more, and a phone call is also a good choice.**
- **Teachers will respond within 24 hours. Please remember during school hours, teachers have in-class students.**
- **Teachers get any messages you leave with the school office secretary.**
- **Teachers will respond to messages in a timely manner (within 24 hours).**

Frequently Asked Questions

We understand that every family is facing their own individual set of unique circumstances during this time.

Communication is VERY IMPORTANT as we work together through distance learning.

If a student does not understand the material or assignment, they must reach out to their teacher and not wait to ask!

Students can contact their teacher through *Google Classroom*. Teachers will reply in a timely manner.



**Building
Our Future
Together!**