IF we have to do remote learning (even for a day), this will be the expectation:

- **Use THIS class time to work on assignments for THIS class. It will help you maintain routine and focus.**
- **Attend google meets - DAILY**
- **Turn in assignments on time (zeros if you don't)**
- **Ask questions and participate**

1. **Google Meet with me during your regular class time.** If we have to do this for several (consecutive) days, then you will have a Google Meet with me **EVERY DAY** during your class time. Attending meets will make your life easier because I will help you with your work.
   a. Smart Phone - Google Meet apps available (free) so you can at least join. -- also apps for Google Classroom, Docs, Drive, Slides for your smartphone
   b. Telephone - If you can't log on to the meet through your computer, there is a phone number available so you can join by phone. You just need to call or email me to get the phone number.

2. **Guidelines for Google Meets:**
   a. Attendance will be taken
   b. Participation will count (same as in class)
   c. Follow along and complete assignments on time
   d. Use class time to ask questions or send me an email if you have a question (chat won't be open on Meets)
   e. **9th period block -** 2:21-2:51 (daily while in remote learning) will be an **open drop-in/help session**. This will be a google meet sent by invitation that you can access by going to meet.google.com (or go to the meet icon in the waffle on the top, right corner of your chrome browser) and there will be a link to my help session on your meet homescreen.

3. **Lesson Plans listed on Google Classroom - same as always.** This will be your To-Do list for the day if we/you are out. It will list what we are doing and what assignments are due and when.

4. **Tools/Resources you'll be expected to use:**
   a. Google Meet (by computer or phone)
   b. Docs and Slides
   c. PDF reader (for texts)
   d. DocHub or Kami extensions to edit PDF documents
      i. Search dochub (or kami) extension for chrome
      ii. Add to chrome (from the chrome store)
      iii. Allow and sign in with google
      iv. Make sure the extension is on (puzzle piece at top, right of your chrome browser → manage extensions → toggle it on → pin the extension from the puzzle piece drop-down menu)
      v. Refresh the PDF if you have do then you can click open with DocHub (or Kami) based on whichever you choose
      vi. To upload to google classroom → click the download button on the top right of the screen (in dochub or kami) → export to drive (existing version or with annotations) → export → back to the assignment in google classroom (delete old assignment) and "add/create" from google drive and find the edited PDF
         1. **Your view may show it as blank until you click on it. If you have concerns, I'll check it on my end and let you know if it didn't upload correctly.

    e.   YouTube/audio links for reading of texts

5. **Resources that may help you:**
    a.   <u>Voice typing in google docs</u> - go to tools (in a doc) → voice typing → click the microphone to start recording or to stop recording. **YOU WILL STILL NEED TO PROOFREAD/EDIT! This doesn't catch everything and will sometimes make mistakes.**
    b.   <u>Read Aloud or Natural Reader extensions for chrome - These are able to have you highlight</u> anything opened in Chrome and have it read to you through the extension. Follow the same process for downloading extensions → search in google → add to chrome → allow and sign in with google → manage extensions → extension on and pin it