

ROCKWOOD AREA ELEMENTARY SCHOOL

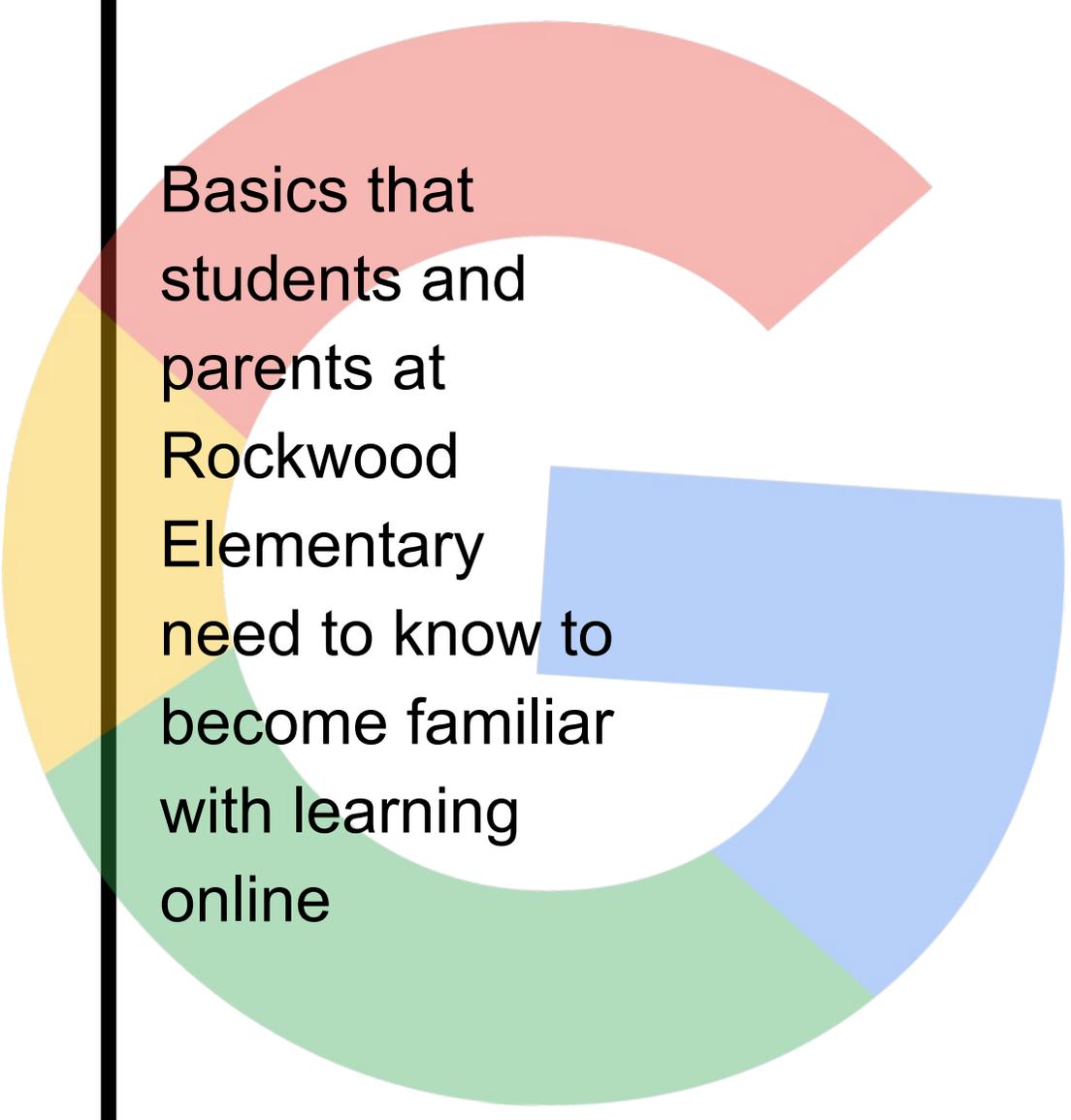
*Rockwood Area Elementary School
Online/Remote Learning Guide
for
Parents and Students*

AREA
NOTICE

MAINTENANCE
Please do not enter
without permission.
Thank you.

ROCKWOOD
Elementary School

The Online & Remote Learning Handbook



Basics that
students and
parents at
Rockwood
Elementary
need to know to
become familiar
with learning
online

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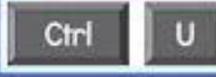
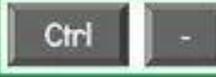
- Kindergarten through 6th grade will use Google Classroom and Google Suite Apps.
 - Students will access and parents will be invited by the classroom teacher.
- Each child has a Google Email address. Login information will be supplied to each family.
- Chrome books will be provided to each student by the school district.
 - As they are available beginning with upper Elementary grades.
- These Chromebooks are to be used to access Google Classroom and Google Suite Apps. Students can work offline on assignments and course/class requirements.
 - Students with limited or no internet access are able to download assignments and course materials at the District for learning needs.
 - Flash drives will also be used to supply materials and information to students without internet access.
- Relay Software: Installed on all Chromebooks. Filters internet content.
- Google Meet will be used for synchronous and asynchronous learning/instruction when in class learning is not possible. Teachers will invite children to participate in class/subject based web meetings. (This is similar to Zoom)
- Resources such as general school supplies, workbooks, textbooks, manipulatives, and other learning items are provided to each child by the school.

General Information About Google:



- When connected to the internet, anything that is done in google docs, sheets, slides, etc. will be automatically saved. If there is no internet connection, changes will be saved once the internet is reconnected.
- When a student logs into a chromebook using his or her account it will automatically sign the student into his or her google account.
- The icon at the right hand corner of of the screen will show which user account is active. This icon will look different for each user and can be personalized. This is what the icon looks like before an account is signed-in. 
- Google also has a “Share”option. The share button can be used work with one or more student or users. By sharing the document all users can work on it at the same time. The button to the right is the share button. 
- We recommend using your child’s chromebook to complete school work because it is all connected to Google. However, if you are working on a device other than the chromebook use the Google chrome browser (not Firefox or Microsoft Edge). Make sure that your child is signed into his or her account or you will not be able to access what you are expecting to access.
- Tapping on the mouse pad on a Chromebook with two fingers is the same as right clicking. Chromebooks do not have a right click option which is why we have provided a shortcut
- When you share the project you are working on there are three sharing options.
 - Editor: This mean that the person you are sharing with is able to make chnages the same way that you as the owner of the project can.
 - Commenter: This means that the person you are sharing i with can only make comments on your project. He or she cannot change anything.
 - Viewer: This means that the person you are sharing with can only view the project. He or she cannot make changes or leave comments.
- Apps in Google

Chromebook Shortcuts

 Select all	 Refresh
 Bold	 New tab
 Copy	 Underline
 Find	 Paste
 Italicize	 Close tab
 Create a link	 Cut (to paste)
 * Omnibox text	 Undo
 New window	 Go to a tab
 Caps lock	 Reset zoom
 Zoom in	 Zoom out
 Screenshot	 Screenshot (partial screen)

Tip: Press Ctrl + Alt + ? to see a map of these shortcuts on your screen.

 Search	 Hide tabs
 Go back	 Show all windows
 Go forward	 Dim screen
 Refresh	 Brighten screen

*Omnibox is a fancy name for the address bar.

Google Classroom



What is it?

- Google Classroom is an online management system for all things that typically go on in a physical classroom
 - Managing assignments
 - Teachers can push out assignments to students to complete. Students finish a task/assignment and then submit it for completion or a grade.
 - Making announcements
 - If teachers need to send out information quickly, students can check the classroom for the announcement.
 - Store classroom resources
 - Teachers can store resources here, such as links for websites, that students can access at any time. They are all located in one place.
 - Communication
 - Students and teachers can comment on assignments, and students can ask questions to the teacher or other students.
 - *** If students have more than one teacher, they will most likely be apart of more than one class.

How to get to Google Classroom

1. Type classroom.google.com in the search bar and select the appropriate classroom icon.

- OR -
2. Click the Google Apps button at the top right corner of the browser (it looks like 9 dots in a square, your child may call it the waffle button). Then click the Google Classroom icon.

Ways to sign-in to Google Classroom

1. Email Invite: You will receive an email request to join a class from your teacher. Click join in the email or on the class card.

- OR -
2. Class Code: Begin by going to classroom.google.com and click the plus sign at the top right-hand corner. Select the option to join a class, enter the class code your teacher gave you, and click join.

***Once you join a class you will not have to join that same class again because it is a one time thing.

Google Classroom



Basics to Know:

- Make sure you are logged into your google account before logging into classroom.
- When you go to classroom.google.com you will first see your classroom homepage which will show you any and all of the class that you are apart of. If you are a primary student you will most likely only have one class- your homeroom teachers.
- Click on the title of a class to go to that class.
- There are 3 main sections at the top of a class page.
 - Stream: This is the area where you will see all of the posts, assignments, announcements, etc. in chronological order by the time they are posted by your teacher.
 - There is a section off to the left hand side called “Upcoming” where you will be able to see any assignments that are due soon.
 - There is a meet link at the top of the page when you are in the Stream. This link is a Google Meet link specific for your class. If your teacher is planning to do a meet all you have to do is click this link when it is time.
 - Classwork: This section organizes content by units. Each unit/topic is organized chronologically. If you are looking for an assignment and know the topic, you may find it faster in the classwork section than in the stream.
 - There are two tabs in this section called “Google Calendar” and “Class Drive Folder.” The Google Calendar takes you directly to your personal calendar. The Class Drive Folder is a folder in google drive that automatically opens in google drive when you click on it. This is a place that your teacher can add resources for you to access at any time.
 - People: This section is the list of the rest of your classmates. You have the ability to communicate with your classmates or teacher by email in this section.

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Google Drive



What is Google Drive?

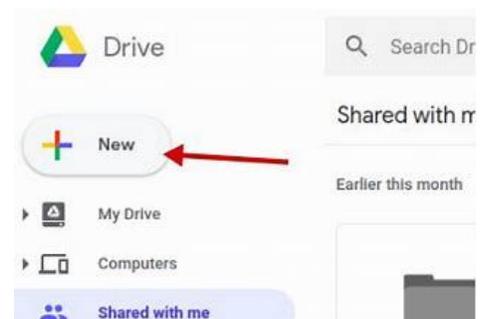
Google Drive is a file storage and synchronization service it allows users / students to store files in the cloud, share files, and edit documents, spreadsheets, and presentations with other users.

This is the “hub” where you can begin a new google slide, doc, form, or sheet. Simply click on the new option on the left hand side of your screen. Scroll down and choose the option you desire. You can also upload documents, files or even whole folders from other other sources.

The “My Drive” option will take you to the contents of your personal storage.

Tips for using your Google Drive...

- Start with **setting up folders** that make sense to you. (by subjects or topics, categories). You can even set up sub folders also.
- Make sure to **name your files**.
- Any time you open a something in a google app such as a doc, sheet, or slide, it will automatically be added to your drive
- You can color code your folders or use list-view to make them easy to see.
- Delete things that you don't need.
- The top row of the drive icons always show documents that you have worked on recently.
- Documents that others share with you can be found by clicking on the “shared with me” option on the left drop down tab.





What is Google Meet?

Google Meet is a secure video conferencing platform that allows teachers, students and families to connect one on one or in a group chat over video. This is very similar to Zoom. Teacher can invite students to participate or even share their screens.

Many parents and kids are probably familiar with ZOOM, Skype, or even face time. Google Meet is similar to all of these apps.

Google Meet will allow teachers to meet with children and provide instruction. They will be able to interact with your child. Recordings of the instruction can also take place for use in the Google classroom.

How to Join a Google Meet?

First go to your Google Classroom, then select the meet link that is at the top of the stream.

This is located at the top of the Google Classroom. Under the class code. Listed as Meet Link.

If you are joining a regular Google Meet:

How to use Google Meet, free

1. Go to meet.google.com (or, open the app on iOS or Android, or start a meeting from Google Calendar).
2. Click Start new meeting, or enter your meeting code.
3. Choose the Google account you want to use.
4. Click Join meeting. You'll have the ability to add others to your meeting, too.

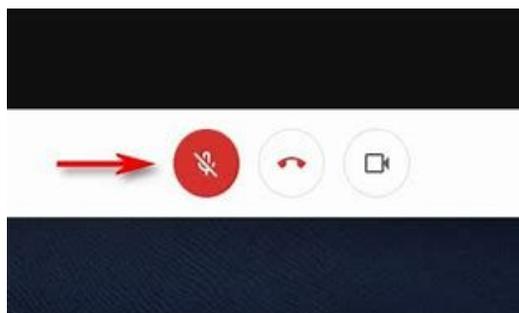


Google Meet Best Practices for Students

Prior to the Meeting

1. Dress appropriately.
2. Adjust your workspace.
 - Find a quiet space with a school appropriate background.
3. Set up your computer.
 - You may also want a notebook, pen/pencil on hand
4. Join the meeting on time or a few minutes early.
 - Go to your teacher's Google Classroom. Click on the meeting code.
5. Check your camera and audio prior to joining the meeting.
 - You can use a computer's internal microphone and speakers
 - Remember meet members can see you and hear you.
 - You can always click to turn off the camera or audio.
6. Remember all school rules apply to Google Meet. This is the classroom when learning remotely.
 - Positive behaviors are expected.
 - Students are expected to be courteous to one another.

The image below indicates the audio is off, the middle icon is to end participation/ "hang up" and the far right is for the camera.



Google Meet:



During the Meeting

1. When you enter the Meet, mute yourself (turn off your microphone, if you have not already done so). Turn it on only when it is your turn to speak.
2. If your webcam is on, it is visible to others in the Meet. Continue to be aware of yourself and your surroundings. You can turn the camera off at any time.
3. Stay attentive. Pay attention to your teacher or other students who are speaking.
4. Is the Meet being recorded? Teachers should make students aware if they are recording the Meet - Students are NOT permitted to record audio or visual during the Meet (unless explicit permission is granted by the teacher).
5. When you have a question or something to contribute, use the  comment feature (click on the comment icon in top right corner, and then type in the textbox). All members can view and participate in the chat so make sure that your comments are kind and respectful
6. Only one student should speak at a time - wait for your teacher to call on you. When it is your turn to speak, unmute yourself and speak up so everyone can hear you. If your webcam is on, look into the camera when you are talking.
7. Google Meet is part of the larger virtual learning environment. Students need to be willing to ask questions within this meeting. They need to be self advocates for their learning.
8. Primary students may require assistance from an adult. The teachers and child will appreciate the support and guidance.

Other Popular Google Apps



	Google Docs	Can import, create, edit, and update documents and spreadsheets in various fonts and file formats. Can combine text with formulas, lists, tables and images. This is a lot like “MS Word.”
	Google Slides	This is a program where you can create and edit a presentation. Slides allows you to add and use text, videos, audio clips, charts and graphs. This is a lot like “MS Powerpoint”.
	Google Sheets	Allows the user to create, update and modify spreadsheets and share the data. This is a lot like “MS Excel”.

Things to Know About These Apps:

- Changes will automatically save when connected to the internet.
- Each one of these apps has the share button.
- The menu bar for each one of these apps are for the most part the same. You may see some variation depending on which app in which you are working. The image below is the menu bar for Google Slides.



	Google Forms	This is a survey tool that allows the user to collect and use information quickly. Typically teachers will send forms to students to gather information or for online quizzes or tests. This is slightly different from the apps listed above because students will almost always be on the receiving end of a form, not the one making it.
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Things to Know About Forms:

- When you are finished responding to/answering a form, be sure to check that you answered everything and then hit submit. If you do not hit submit you will not get credit for the work you did. Some forms that you take will not let you submit until you have answered all of the questions that are marked “required.”

Other Google Suite Apps



	Google Sites	This is a tool by Google to allow anyone to build a simple website. You can make it by yourself or you can collaborate with someone else. The website you create can be private or published on the internet.
	Google Keep	Google Keep is a note taking service. Simply put, it is an app that stores virtual post-it notes. You can add text, lists, images, and audio to your lists.
	Google Hangouts	This is a communication software that works just like text messaging. However, it operates through the internet.
	Google Earth	This program produces a 3D representation of the Earth using satellite imagery. It allows you to see houses, building, rives, lakes, mountains, etc. as if you were standing there.
	Google Maps	Google Maps is a mapping service allowing you to plan routes for travel by foot, car, bicycle, or public transportation.

The Chromebook- Accessing Content



Downloading and Accessing Content on the Chromebook

If you know you'll be offline but you want to work on Google Docs, Sheets, or Slides, you can make Google Drive files available offline.

Step 1: Make Google Drive available offline

1. Connect to the Internet.
2. Open the [Google Docs Offline extension](#).
3. Click Add to Chrome. (If the button says "Added to Chrome," you've already installed the extension.)
4. Go to drive.google.com/drive/settings.
5. In the "Offline" area, check the box. It might take a few minutes for the offline access setting to turn on.
6. Click Done.

Your Chromebook saves your most recently opened documents so you can work on them offline.

Step 2: Work on a file offline

When your Chromebook isn't connected to the Internet:

1. In the corner of your screen, click the Launcher Up arrow .
2. Click Google Drive .
3. Find the file you'd like to work on, and double-click it to open.
4. Work on your file. Any changes will sync to Google Drive the next time your Chromebook connects to the Internet.

Save a file

To save the page, image, or document you're viewing:

1. Press Ctrl + s.
2. At the bottom, enter a name for your file.
3. Optional: To the left of the file name, change the file type.
4. In the left column, choose where you'd like to save your file, such as Google Drive My Drive.
5. Select Save.

Note: If you're using your Chromebook at school or work, you can save files in your Shared drives folder. Select Google Drive Shared drives.

Find and open a file

1. In the corner of your screen, select the Launcher Up arrow .
2. Open Files .
3. On the left, choose where your file is saved.
 - For files you've just used, select Recent.
 - For a list of files by type, select Image, Video, or Audio.
 - For Android app files, select My files Play files. To show more folders, in the top right, select More Show all Play folders.
 - For files in your cloud, select the folder, such as Google Drive. You can also [add another cloud file system](#).
4. Find your file and double-click it to open.

If you're opening a file on an [external storage device](#), remove the device safely when you're done by clicking Eject

Accessing Online Textbooks:



Reading and Science Textbooks:

Thinkcentral.com

1. Log onto www.thinkcentral.com
2. Login - First initial Last Name (jdoe)
3. Password - rockets#1

You will have to select your child's grade and subject.

Mathematics and Social Studies Textbooks:

Pearson Realize

1. Log onto www.pearsonrealize.com
2. Login - Lunch id Number followed by RKWD (87654RKWD)
3. Password - Rockwood#1

Accessing Moby Max



MobyMax finds and fixes learning gaps with the power of personalized learning. MobyMax's adaptive curriculum creates an individualized education plan for each student, allowing gifted students to progress as quickly as they like while simultaneously ensuring that remedial students get the extra instruction they need. You've never experienced differentiation like this in the classroom.

Moby Curriculum teaches students to be better problem solvers, critical thinkers, and creative geniuses with thousands of cognitive skill manipulatives. Moby has students think and discover rather than just be told. Students are more engaged, gain a deeper knowledge of concepts, and retain information better.

Log-in at [MobyMax.com](https://www.moby.com) as a student.

Log in/User Name: first initial last name (jdoe)

Password: rockwood

Students are provided with learning lessons and activities that motivate them to learn. Students can work at their ability level.

Each child receives rewards in game time after they have completed assignments.