



REMOTE LEARNING RUN-THROUGH

TUESDAY, MARCH 17, 2020

Directions for Parents & Students

Objectives

- Practice finding and using the essential Remote Learning tools you'll need to be successful
- Work through bugs (log ins, audio, video, connectivity, etc.) before content learning begins

Schedule

K - 2	3 - 5	6 - 8
Join Meeting @ 12:45 Live Meeting ~12:45 – 1:15	Join Meeting @ 1:45 Live Meeting ~1:45 – 2:15	Join Meeting @ 2:45 Live Meeting ~2:45 – 3:15

Before Class: Parents & Student Complete Together

- Create separate accounts on your device for all students using the device ([Directions for Windows 10](#); [Directions for Mac](#))
- [Open Office365 through Clever](#) (Note: PreK students do not have Clever accounts and can go directly to [portal.office.com](#) to log in)
- [Download the Teams App](#) & Sign in with your student email address & password
- Watch this video to learn [How to Navigate Teams for Distance Learning](#)
- Watch this video to learn [How to Attach a Picture to an Assignment in Teams](#)
- Make sure you have your workspace set up. Gather all class materials (Books, paper, pencils, etc.) and make sure your device is charged. We recommend keeping your device and charger at this workspace!

Before Class: Parents & Students Review Norms for Live Teams Meetings Together

1. Students should always join meetings muted & with video turned off, and should remain this way until instructed by a teacher to show video and/or unmute.
2. Students should not share their screens in a Live Teams Meeting, unless asked by a teacher to do so. Students should not write on the shared "Whiteboard" unless instructed by a teacher to do so.
3. All Teams conversation spaces (including the Meeting Chat space) should be used for specific, productive, educational questions and answers only, unless otherwise directed by a teacher. All conversation spaces in Teams will be monitored (Note that all conversations are monitored and will be recorded).
4. Students should not join a meeting at any time other than the designated time. They should always wait for a teacher to be present to start the meeting and should not rejoin once a meeting is finished.
5. Be patient, be flexible, and be understanding as we all navigate new tools and ways of learning.

During Class

- Open the Teams desktop app
- Click on the Calendar icon (navigation panel on the left)
- Find the meeting in the calendar, based on the schedule above.
- Join the meeting **ONLY** at the designated time (Click "Join").
- Turn off your video and mute yourself while in the "lobby" (the black screen you see before officially joining the Live Meeting)
- Your teachers will be waiting for you! Pay close attention to their instructions. During this meeting, your teachers will guide you through practice:
 - Finding the important Channels you'll need in Teams (your teacher will give you a tour of everything you need to know)
 - Pinning your teacher as the primary video that you see on your screen
 - Hover your mouse to find your Teams Meeting toolbar (It should appear towards the bottom of your Teams Meeting window)
 - Click "All Participants"
 - Find your teacher's name
 - Hover your mouse over your teacher's name until you see a "Pin" icon
 - Click "Pin"
 - Asking a question in the Meeting conversation chat
 - Hover your mouse to find your Teams Meeting toolbar (It should appear towards the bottom of your Teams Meeting window)
 - Click "Chat"
 - Type your question
 - *This is also where you will show your attendance! When you join the Live Meeting, please type your name in the chat space so that your teacher will have a record of who attended.
 - Leaving a Meeting
 - Hover your mouse to find your Teams Meeting toolbar (it should appear towards the bottom of your Teams Meeting window)
 - Click the red phone icon to Hang Up
 - Finding the Meeting record in the Team Conversation Thread
 - Once your Live Meeting (class) is over, you will find any chats from the meeting and the recording of the class in the main Conversation space of the Team (where the original Meeting Invitation appeared)
 - If you cannot attend the Live Meeting, show your teacher that you watched later by typing your name in the chat space when you catch up.
 - Answering a Polly
 - Look for the Poll that your teacher created in the main Team conversation space. Select your answer and click "Submit"!
- Look at your assignments, practice completing the assignments that are due today.
 - Click on the Assignment icon on the left navigation bar in Teams
 - Follow directions carefully and make sure you have clicked "Turn In"