

# Remote Learning Plan

Zoom Info & Google Classroom info for parents

# Make sure you have Zoom installed

- For Upper School students or students using home laptops:
  - Look under Applications folder in Finder window and look for 'Zoom.us.app'  
OR use Spotlight to find 'Zoom' – the return result = 'Zoom.us.app'
  - If you do not have it, go to <https://zoom.us/downloads> – Download & install the 'Zoom Client for Meetings'.

Download Center

Download for IT Admin ▾

## Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download

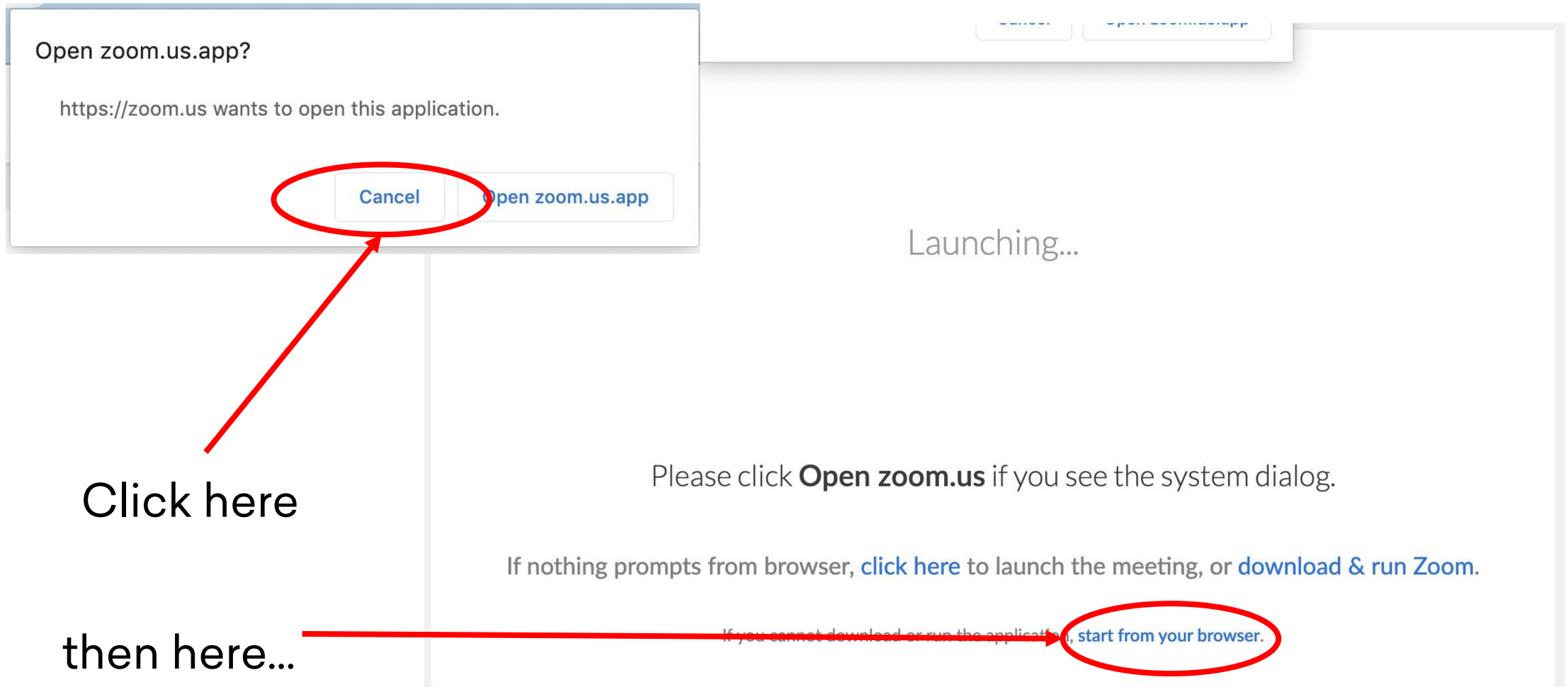
Version 4.6.7 (18176.0301)

# Make sure you have Zoom installed

For Lower & Middle School students on Nueva laptops:

- Look under Applications folder in Finder window and look for 'Zoom.us.app'  
OR use Spotlight to find 'Zoom' – the return result = 'Zoom.us.app'
- If you do not have Zoom on the Nueva laptop, you can:
  - Use the Zoom browser version.
  - Restart the Nueva laptop while you are in either campus to have Zoom automatically installed on the laptop.
  - Email 'techhelp@nuevaschool.org' from the email account on file from their Nueva website profile and we will send instructions.

# To use the Zoom Browser Version:





**No registered Zoom account  
is required.**

**To test Zoom, visit  
<https://zoom.us/test>**

# Join Meeting Test

Test your internet connection by joining a test meeting.

Join

If you are unable to join the meeting, visit [Zoom Support Center](#) for useful information.

**To join a Zoom session,  
click on the Zoom URL  
provided by teachers**

# Zoom Meeting URLs

From the Remote Learning Schedule on the student's Nueva home page:  
'Join Zoom Meeting' underneath class listing

OR from an email, homework blog post, Google Classroom announcement, or Canvas class post.

15

Open zoom.us.app?

https://zoom.us wants to open this application.

Cancel

Open zoom.us.app

# Join with Computer Audio



Phone Call



Computer Audio

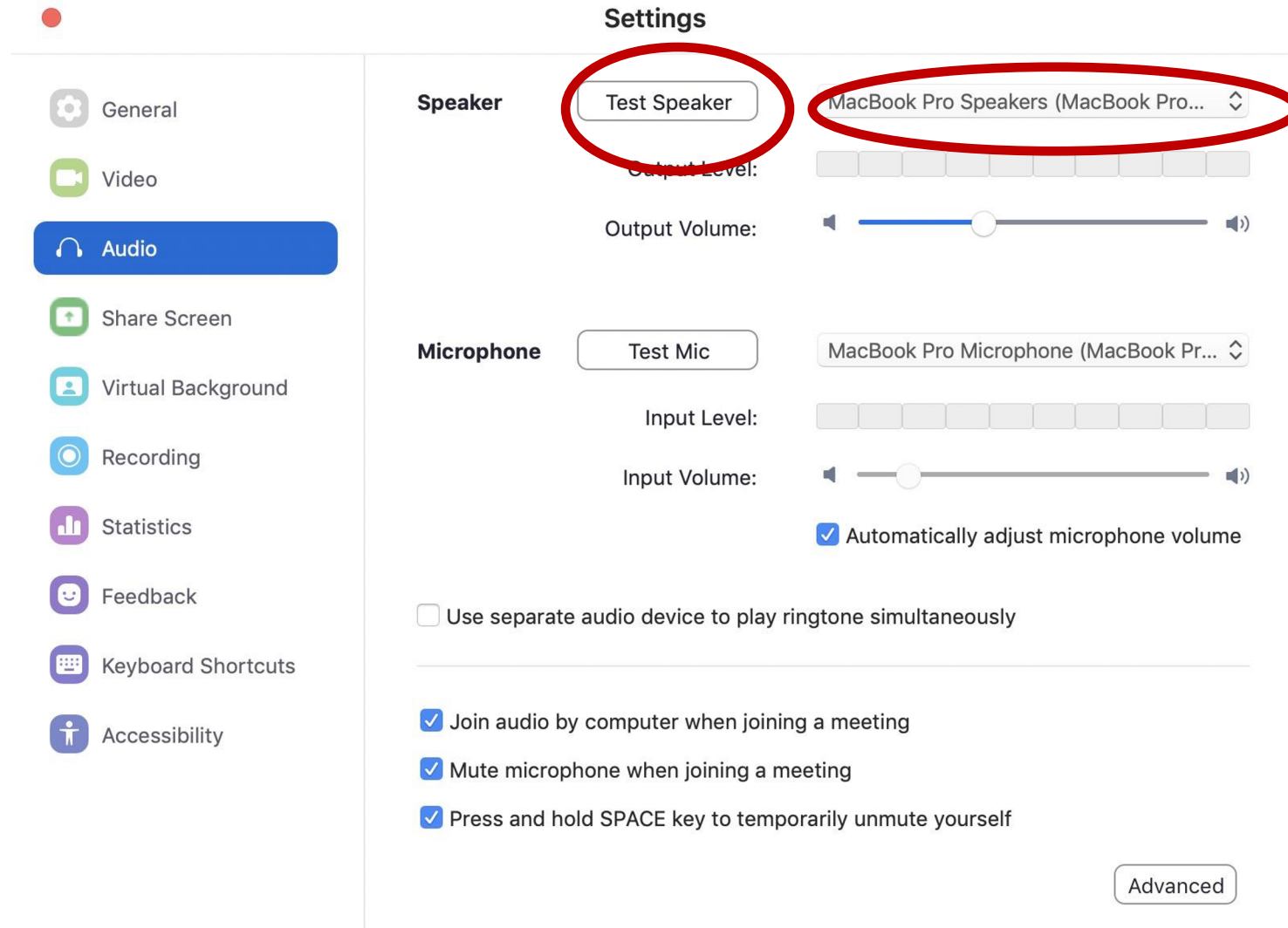
Join with Computer Audio

Test speaker and microphone



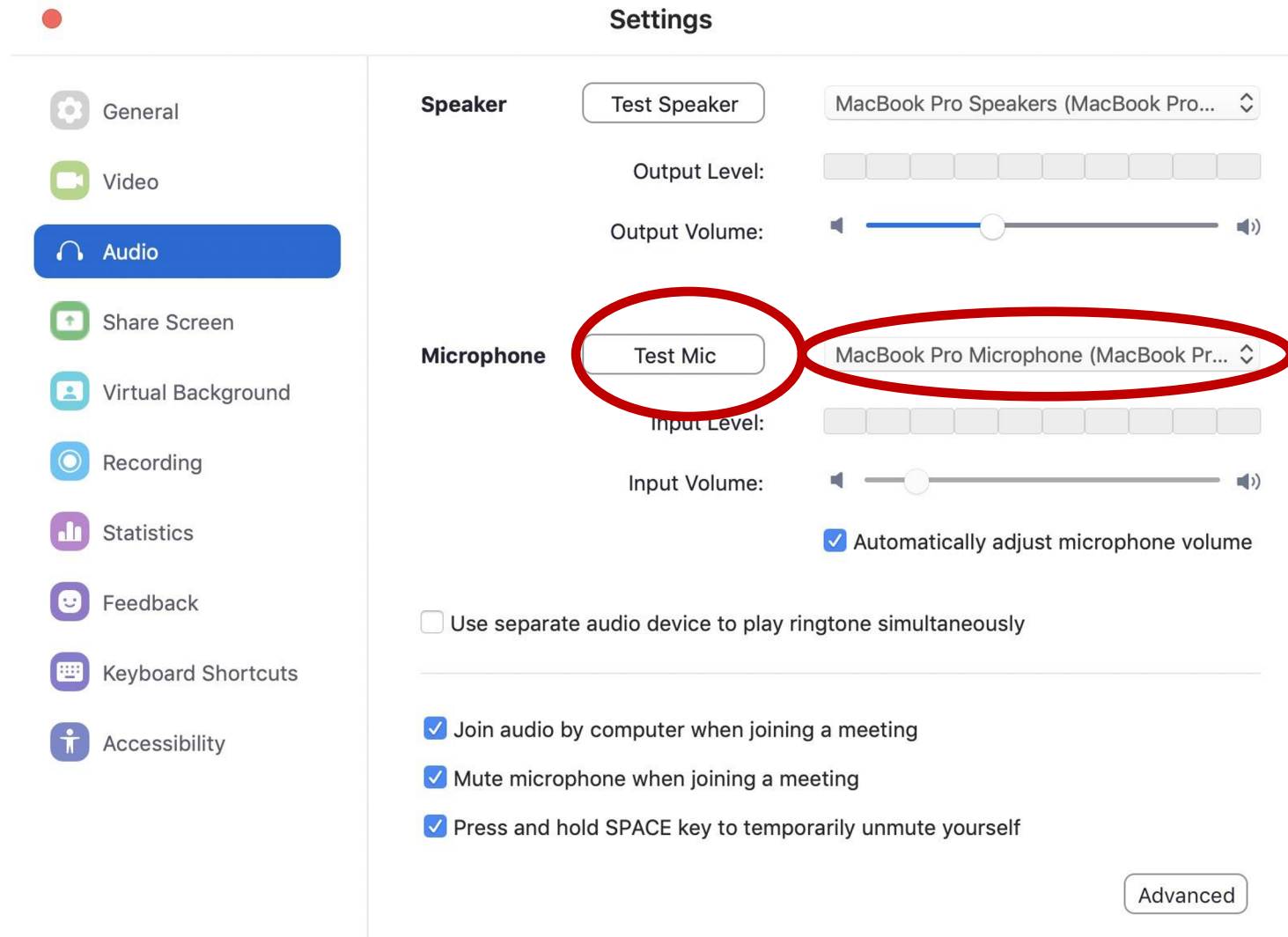
Automatically join audio by computer when joining a meeting

# Testing the Speakers



Make sure the correct speaker output device is selected here. When in doubt, try them all.

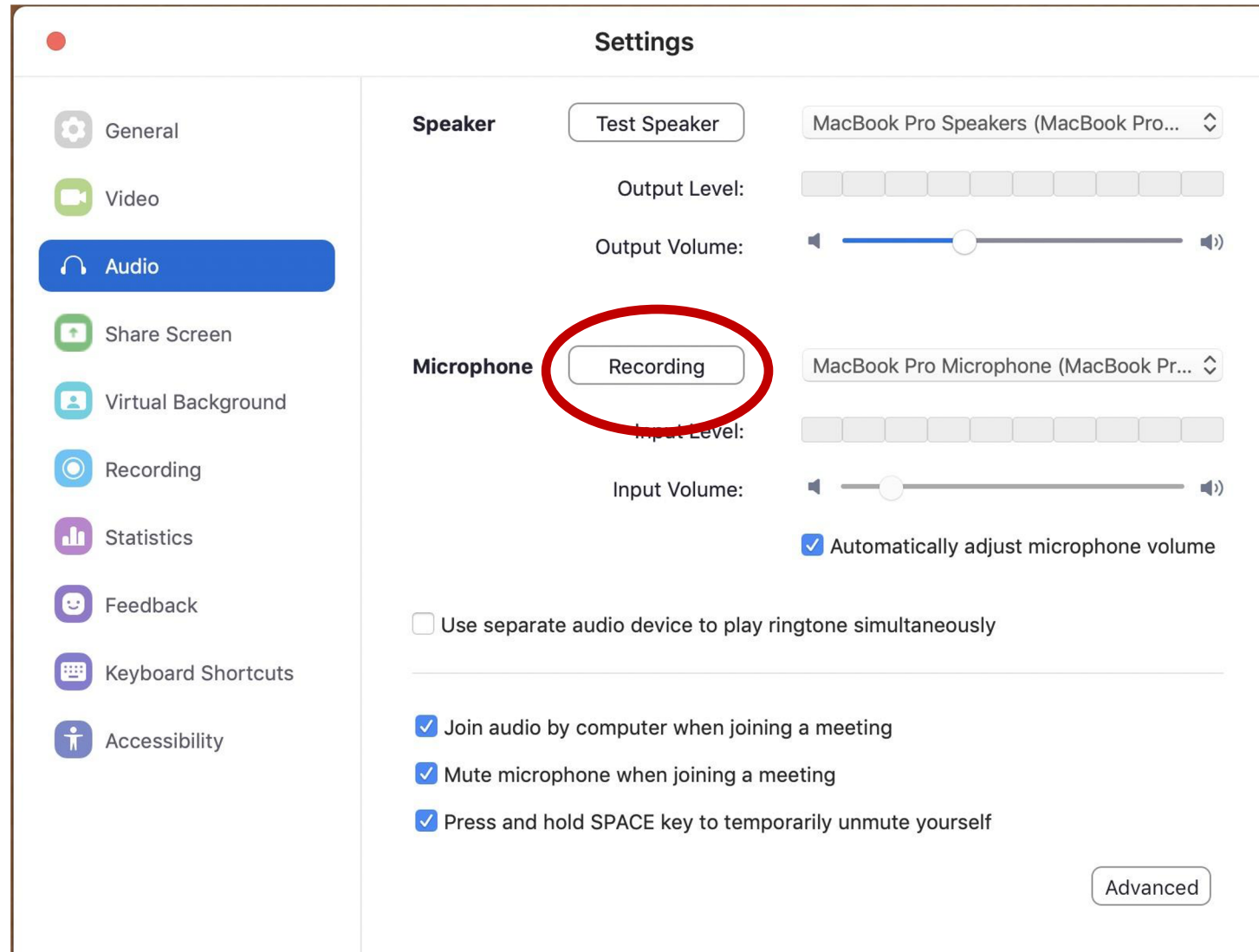
# Testing the Microphone



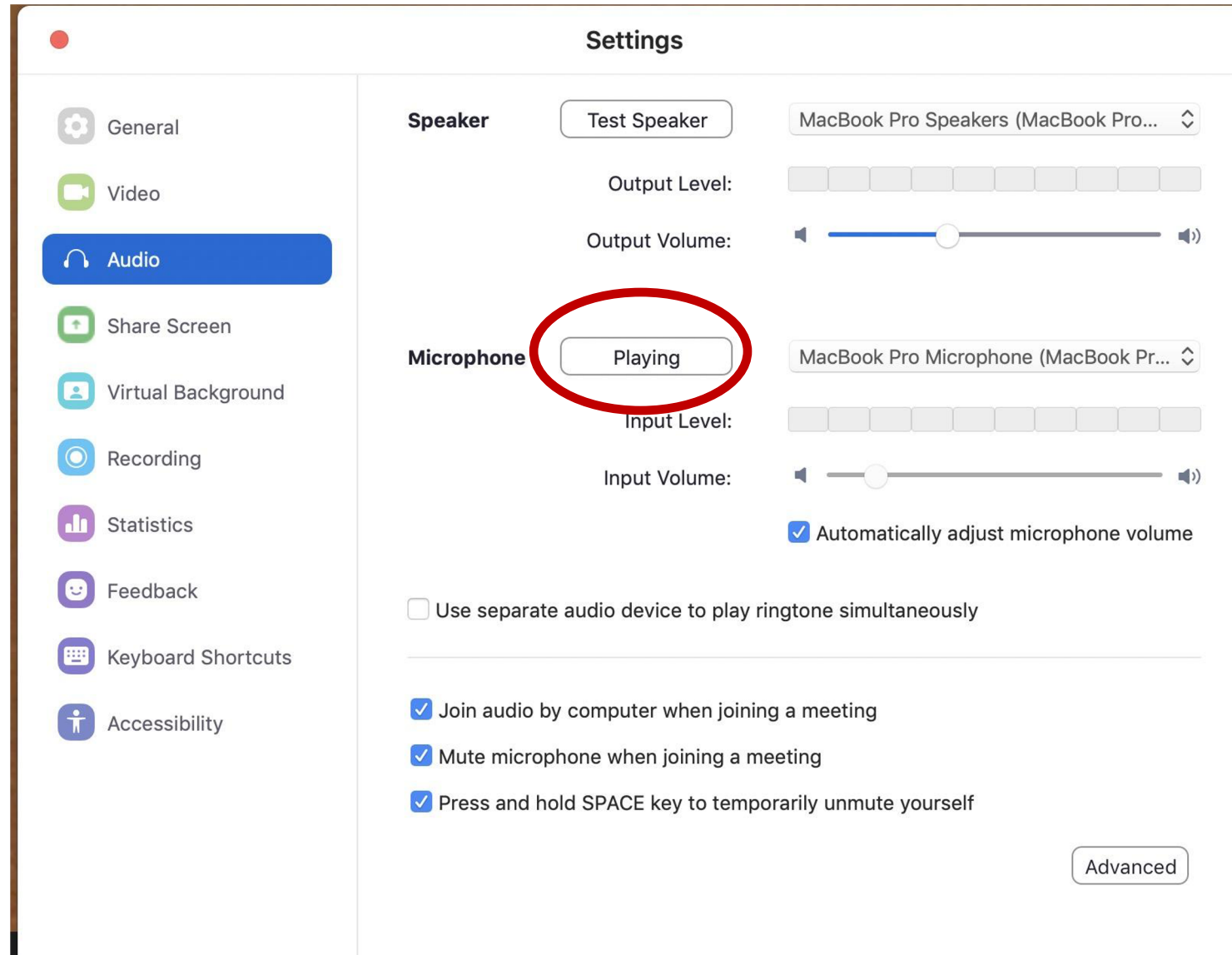
Make sure the correct microphone device is selected here. When in doubt, try them all.



# Testing the Microphone

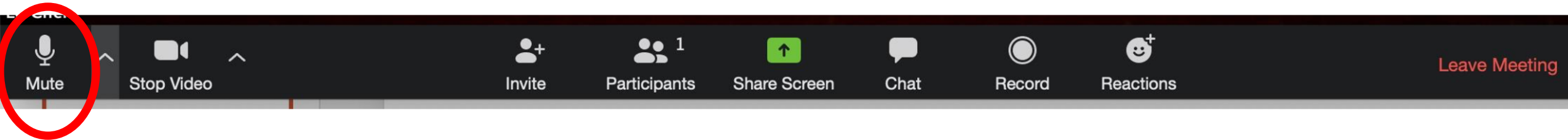


# Testing the Microphone



# Mute when joining a Zoom meeting

- It may be muted by default by the teacher.



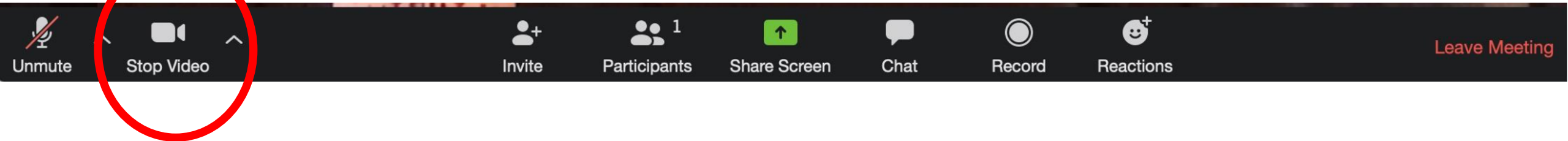
# To unmute, click 'Unmute'

- This feature may be locked by teacher.

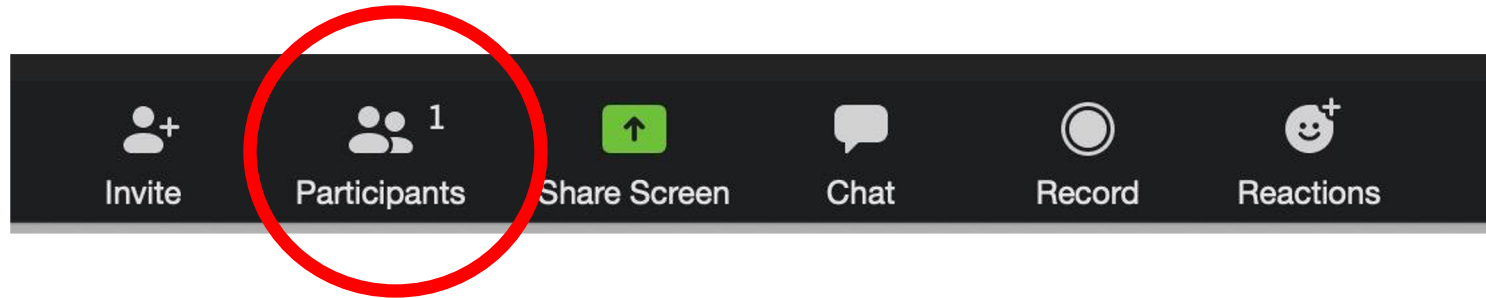


# Click 'Stop Video' to stop broadcasting video

- if video/audio quality of the teacher is low
- competing bandwidth? try moving closer to Wi-Fi station/router.



# Participants – use to Raise your Hand



# Participants – use to Raise your Hand



# To Leave the Zoom Meeting....





# **If video or audio is choppy or cuts off**

- Move physically closer to the Wi-Fi station.
- Turn off video broadcast by clicking 'Stop Video'.
- Keep muted to just hear and see the class. Unmute as needed.
- Others streaming video from Netflix, Hulu or other video streaming services and/or playing online games? Pause?
- Contact your Internet Service Provider to bump up your bandwidth plan during this difficult time.



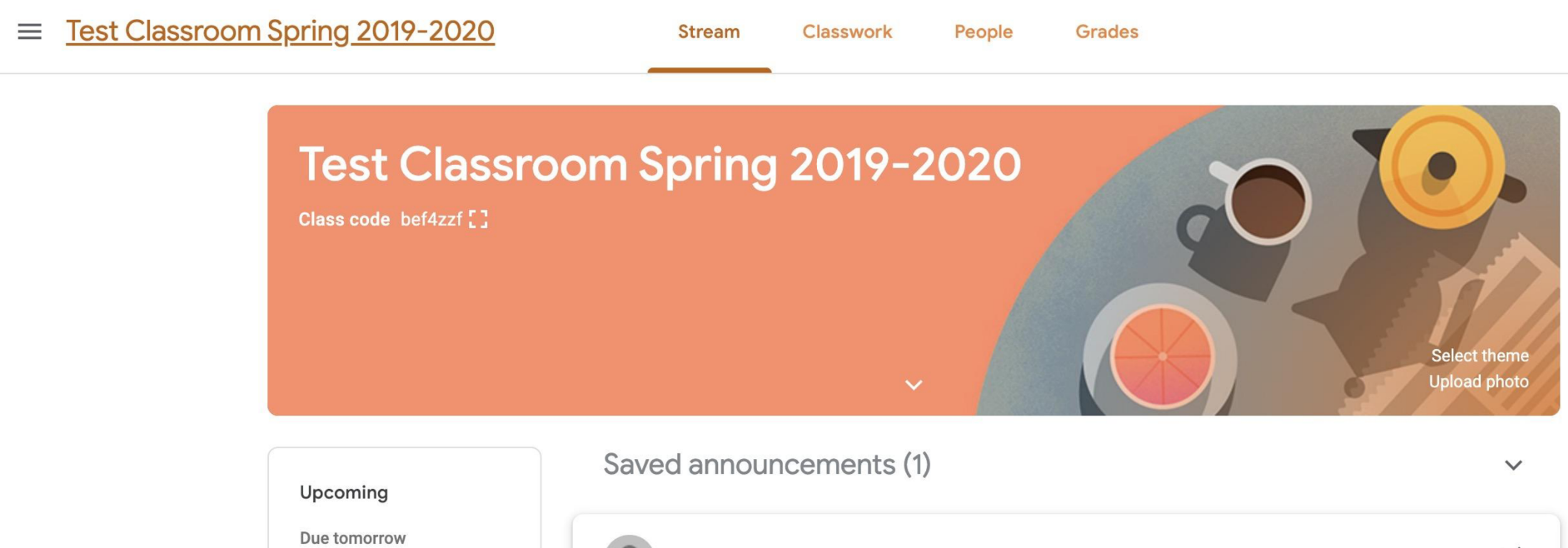
Google Classroom

# Google Classroom

- Google Classroom is a tool created for teachers and students.
- To date, it does NOT have any other role – only teacher & student.
- There is no ‘parent’ view into Google Classroom
- You will need your student’s Google login credentials to view Classroom materials and assignments.

# Google Classroom

- The 'Stream' tab is for class announcements or other posts (not assignments).



# Google Classroom



- 'Classwork' tab is where students will find their assignments.



# Google Classroom

- Short Question Assignments.
- Make sure to hit 'Submit'. It does NOT save until you hit 'Submit'.

Teacher View

  Mickie Mueller  
Mar 14


Due Mar 29

Task 1 - How are you currently collecting Chromebook work from your students? If you are not currently using Chromebooks with your students, what do you hope to learn today?



Answer the question and then reply to another student.

0  
DONE

1  
NOT DONE

 Add class comment...

Student View

  Mickie Mueller  
Mar 14

NOT DONE Due Mar 29


Task 1 - How are you currently collecting Chromebook work from your students? If you are not currently using Chromebooks with your students, what do you hope to learn today?

Answer the question and then reply to another student.

Your answer

Type your answer



SUBMIT

 Add class comment...



# Google Classroom

- Multiple Choice Question Assignments
- Click 'Submit' to submit the assignment.

Teacher View

  Mickie Mueller  
9:36 AM

Due Tomorrow


  Mickie Mueller  
9:36 AM

Due Tomorrow



How are you coming along on your Genius Hour project?

0  
DONE

2  
NOT DONE


 Add class comment...

Student View

  Mickie Mueller  
9:36 AM

NOT DONE Due Tomorrow

How are you coming along on your Genius Hour project?


Your answer 

☐ Awesome! I will be ready to go on Monday.

☐ Okay. I will need to buckle down to get ready for Monday but it can be done.

☐ Not good. I have so much to do I will never be ready by Monday




SUBMIT

 Add class comment...

# Google Classroom

- Essay Assignments
- Click Open.


## Teacher View

  **Mickie Mueller**  
Mar 14 (Edited Mar 14) Due Mar 29 



**Task 2 - Essay**  
Click Open to open this assignment. Use the Create option to create a new Doc. Type one paragraph that describes the best thing about being a teacher. A paragraph should have 3-5 complete sentences.  
  
Be sure to click Turn in to submit your assignment.

0  
DONE


1  
NOT DONE

 Add class comment...

## Student View

  **Mickie Mueller**  
Mar 14 (Edited Mar 14) **NOT DONE** Due Mar 29

**Task 2 - Essay**  
Click Open to open this assignment. Use the Create option to create a new Doc. Type one paragraph that describes the best thing about being a teacher. A paragraph should have 3-5 complete sentences.  
  
Be sure to click Turn in to submit your assignment.

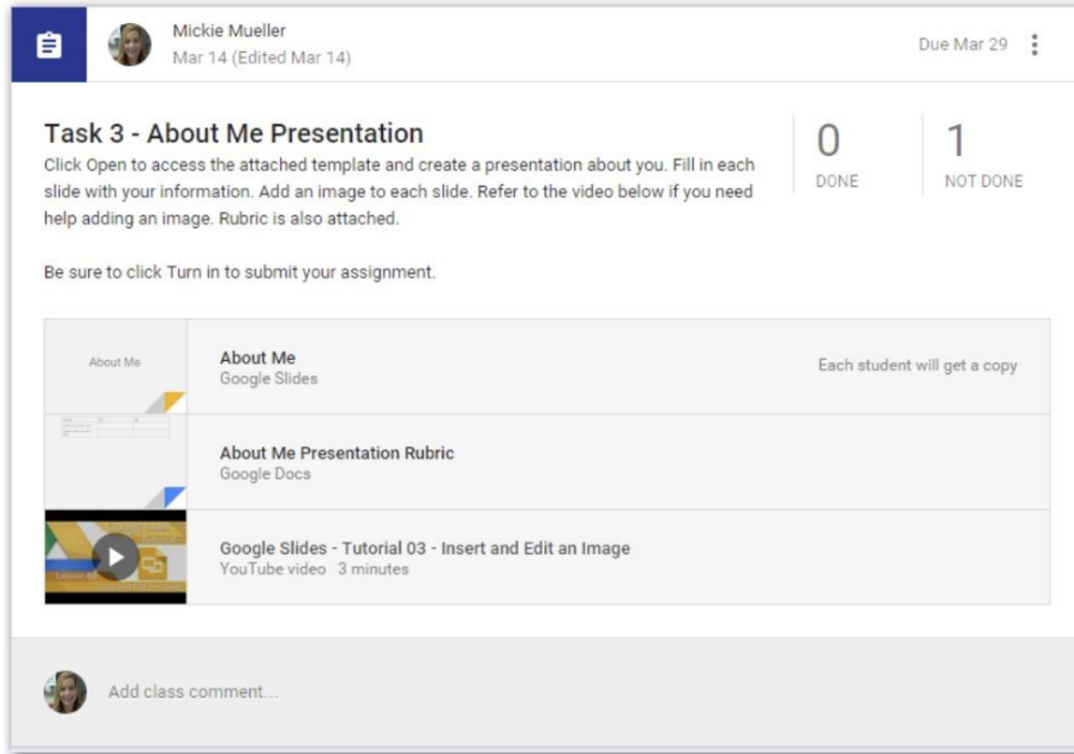
 Add class comment...



# Google Classroom

- Templated Google File Assignment
- Click on Open to open a personalized file from the template

Teacher View



The Teacher View interface shows the assignment details for 'Task 3 - About Me Presentation'. At the top, the teacher's name 'Mickie Mueller' and the date 'Mar 14 (Edited Mar 14)' are displayed, along with a due date of 'Due Mar 29'. The assignment title is 'Task 3 - About Me Presentation'. Below the title, there is a description: 'Click Open to access the attached template and create a presentation about you. Fill in each slide with your information. Add an image to each slide. Refer to the video below if you need help adding an image. Rubric is also attached.' To the right of the description, there are two columns: '0 DONE' and '1 NOT DONE'. Below the description, there is a note: 'Be sure to click Turn in to submit your assignment.' The assignment is shown as a list of three items: 'About Me Google Slides', 'About Me Presentation Rubric Google Docs', and 'Google Slides - Tutorial 03 - Insert and Edit an Image YouTube video 3 minutes'. At the bottom, there is a comment section with a placeholder 'Add class comment...'.

Mickie Mueller  
Mar 14 (Edited Mar 14) Due Mar 29

**Task 3 - About Me Presentation**

Click Open to access the attached template and create a presentation about you. Fill in each slide with your information. Add an image to each slide. Refer to the video below if you need help adding an image. Rubric is also attached.

Be sure to click Turn in to submit your assignment.

0 DONE | 1 NOT DONE

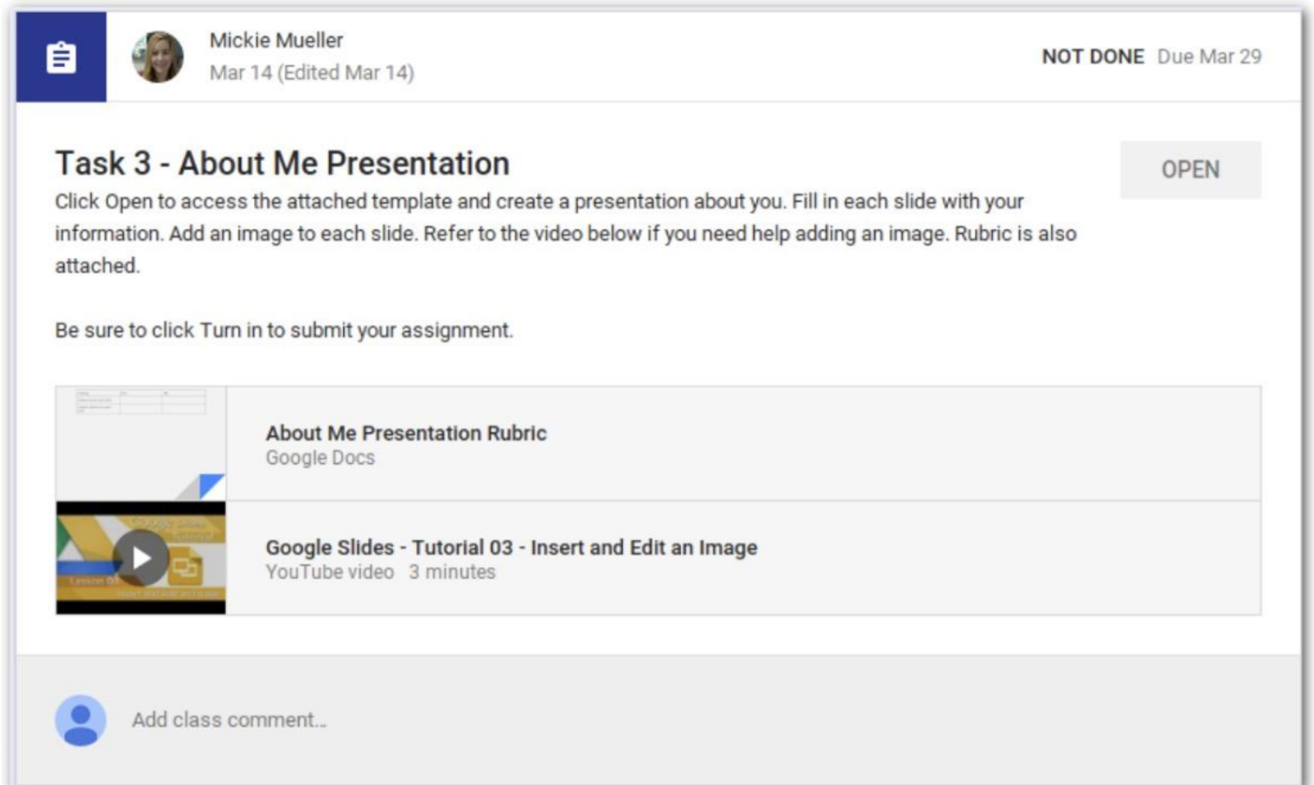
About Me Google Slides Each student will get a copy

About Me Presentation Rubric Google Docs

Google Slides - Tutorial 03 - Insert and Edit an Image YouTube video 3 minutes

Add class comment...

Student View



The Student View interface shows the assignment details for 'Task 3 - About Me Presentation'. At the top, the teacher's name 'Mickie Mueller' and the date 'Mar 14 (Edited Mar 14)' are displayed, along with a due date of 'Due Mar 29'. The assignment title is 'Task 3 - About Me Presentation'. Below the title, there is a description: 'Click Open to access the attached template and create a presentation about you. Fill in each slide with your information. Add an image to each slide. Refer to the video below if you need help adding an image. Rubric is also attached.' To the right of the description, there is a button labeled 'OPEN'. Below the description, there is a note: 'Be sure to click Turn in to submit your assignment.' The assignment is shown as a list of three items: 'About Me Google Slides', 'About Me Presentation Rubric Google Docs', and 'Google Slides - Tutorial 03 - Insert and Edit an Image YouTube video 3 minutes'. At the bottom, there is a comment section with a placeholder 'Add class comment...'.

Mickie Mueller  
Mar 14 (Edited Mar 14) NOT DONE Due Mar 29

**Task 3 - About Me Presentation**

Click Open to access the attached template and create a presentation about you. Fill in each slide with your information. Add an image to each slide. Refer to the video below if you need help adding an image. Rubric is also attached.

Be sure to click Turn in to submit your assignment.

OPEN

About Me Google Slides

About Me Presentation Rubric Google Docs

Google Slides - Tutorial 03 - Insert and Edit an Image YouTube video 3 minutes

Add class comment...

# Google Classroom

- Make sure to 'Turn In' the assignment !!!

#001 Turn In the Syllabus

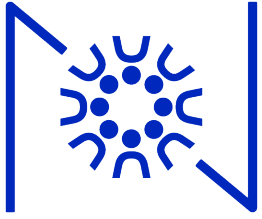
ADD ▾

CREATE ▾

**TURN IN**

Files you add or create can be viewed and edited by your teacher.

The screenshot shows a Google Docs interface within a Chrome browser. The document title is "Copy of [Template] Book Report... Alternative Ending". The top right corner of the document features three buttons: "Turn In", "Comments", and "Share". The "Turn In" button is highlighted with a red circle. Below the toolbar, the document content includes the title "Book Report... Alternative Ending", followed by "Directions: Complete the questions below, then re-write the ending." and a list of questions: "Book title: Hunger Games", "Author:", "What were 3 key themes:", a numbered list (1., 2., 3.), "Who was your favorite character?", and "Rewrite the ending below. Use your imagination!".



## Questions?

Email: [techhelp@nuevaschool.org](mailto:techhelp@nuevaschool.org)

Call: 650-350-4545