Instructions how to communicate our staff via APEX
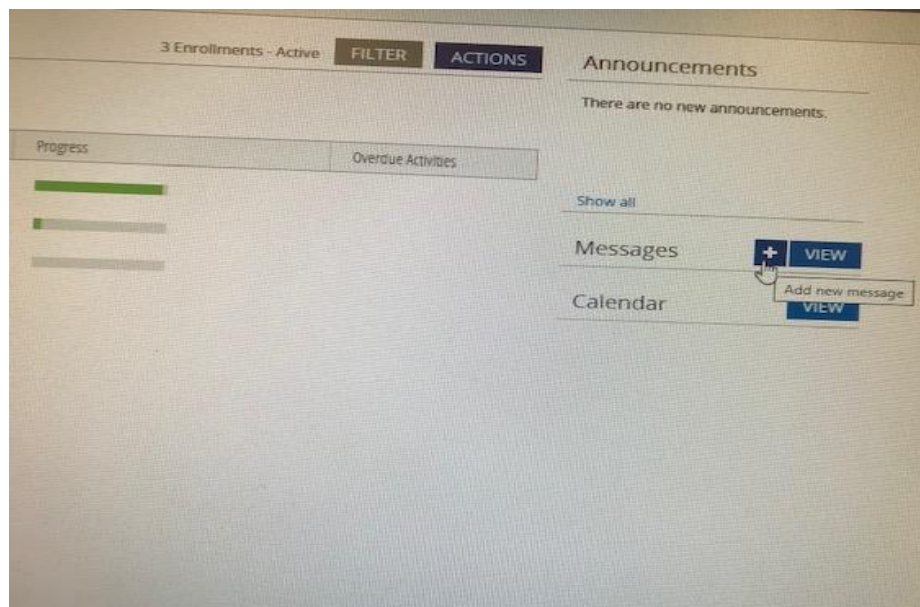
Hello,

Unfortunately we are not in school as a preventive measure to stop the spread of the Coronavirus. The expectation is that students are to continue to work from home as if they were in school. Students can log on to APEX, https://www.apexvs.com . The student would use their same username and password as if they were sitting at their desks here at school. All work for Seniors who plan to walk at graduation is still due **May 14th** at this time. So it is extremely important that your student logs on and continues to work on his/her education. The students and staff were informed of how to work from home and how to log onto their computer.

Due the uniqueness of these circumstances we will unlock tests and quizzes from SOP so your students can continue to progress through their coursework. Students need to request that a test be unlocked. This document will walk you through the steps on how to message teachers and how students can video chat with their teacher in the event that they become confused about the material. Once a teacher unlocks the test a student has 1.5 hours to begin that test.

The decision to unlock tests and quizzes will only last as long as we are out of school. When we get back to school we will return to our previous policy that tests can only be taken at school.
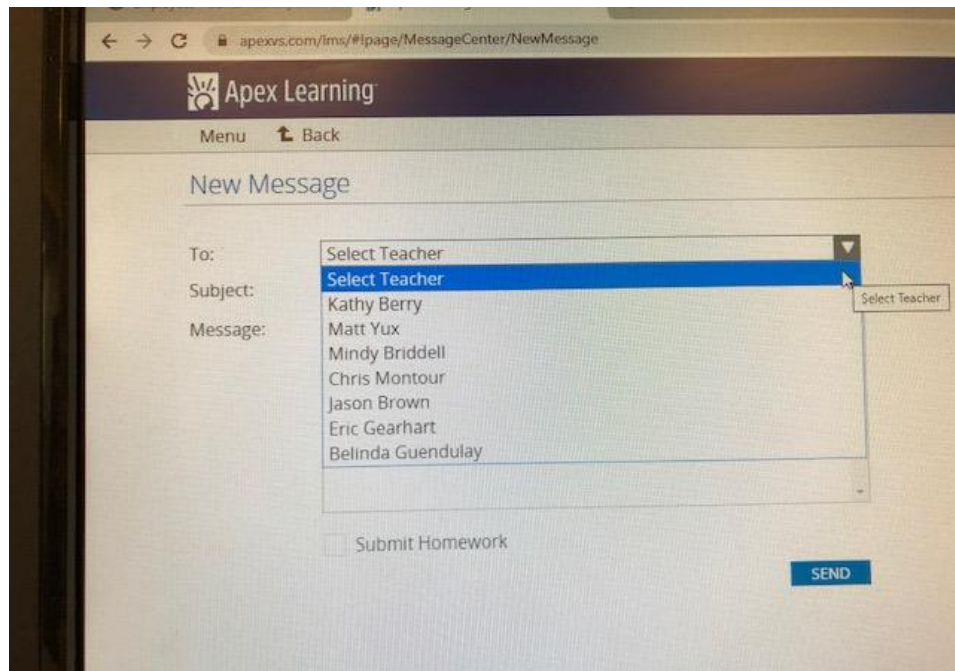
How does a student communicate with their teacher?
- The student can contact their teacher
    - Through APEX, on the student's main page is a message button.
    - The student can hit the (+) icon to message a specific staff member.

More information (NEXT PAGE)

o Then the student can select the teacher(s) they would like to contact as well as describe what they may need.

o The teacher(s) will then get an email indicating that the student may need assistance.
o The teacher(s) can then work with the student and/or unlock information.
o The best way to unlock a test is to select all the teachers, this way one of the staff members is sure to see a student needs us to unlock a specific test.
o Please make sure the student is specific and list the class and the test unit number. (example Algebra 2 Test 1.2.6)

What if my student is having difficulty on information that they are studying and need help from his/her teacher?
(We will use Google Meet)

• The student should repeat the steps above to contact the teacher(s) using APEX. (Message the teacher)
• Students can video conference his/her teacher by using Google **Meet.**
    o Students can utilize this app through their student google account.
        1. Use APEX to notify the teacher. Tell the teacher you want to video chat with them.
        2. The teacher will use Google Meet to video conference the student. A student will receive a Google Meet invitation in their CHS Google email account.
        3. Meet has a nice "present screen" feature that will allow your student to show his/her screen to your teacher while they work through problems on their computer.
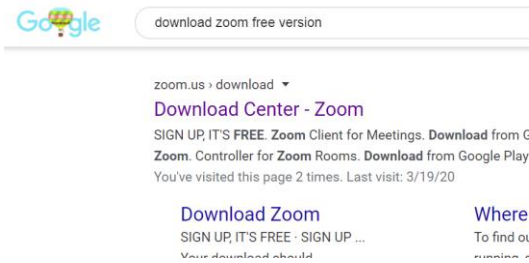
How do I Facetime/Video Conferencing a staff member?   (Use Zoom)

Zoom is our telecommunication app that student can access through their CHS Google account.   Below is the icon.
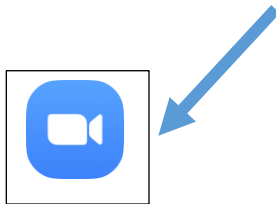
How to use Zoom (you tube video) https://www.youtube.com/watch?v=p782vQyDGC4
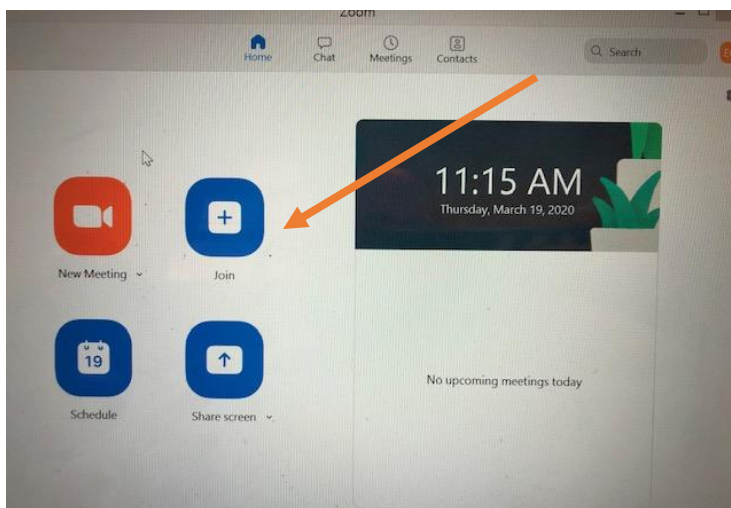

1. Student's need to download Zoom.

2. This takes you to you apps, Zoom Icon

3. The student then should accept a meet invitation from his/her teacher. Students needs to check their CHS google email for their Zoom invitation.
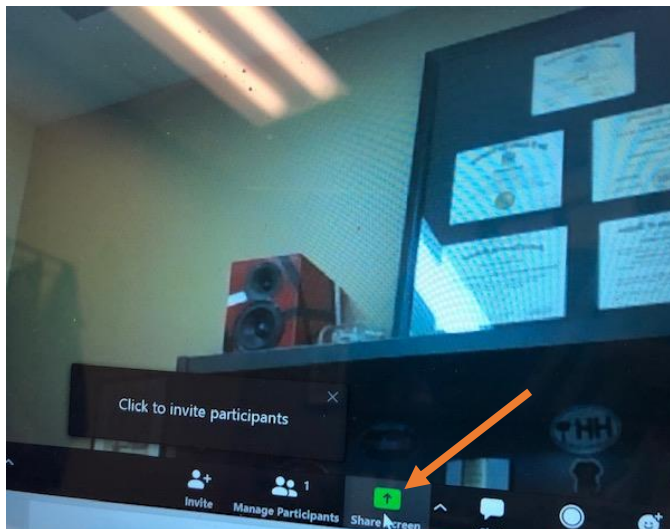
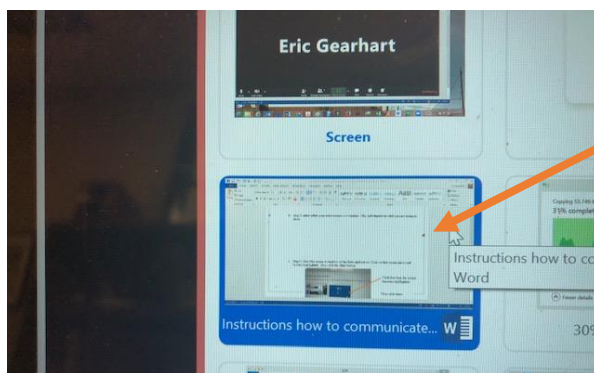# How do I Facetime/Video Conferencing a staff member?

Continued
4. Joining a Zoom meeting
    a. https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc_load_policy=1
    b. Check your student email for a link.

Sharing your screen may be **<u>important</u>** if you want to show a teacher your APEX page.

5. Steps to share your screen:
    a. Step 1 click share screen (take you cursor and hover over the bottom of your screen and a menu bar will appear)

    b. Step 2, select the screen you wish to share. This will depend on what you are trying to show.

Click that screen & screen becomes highlighted

    c. Step 3, click the share button.