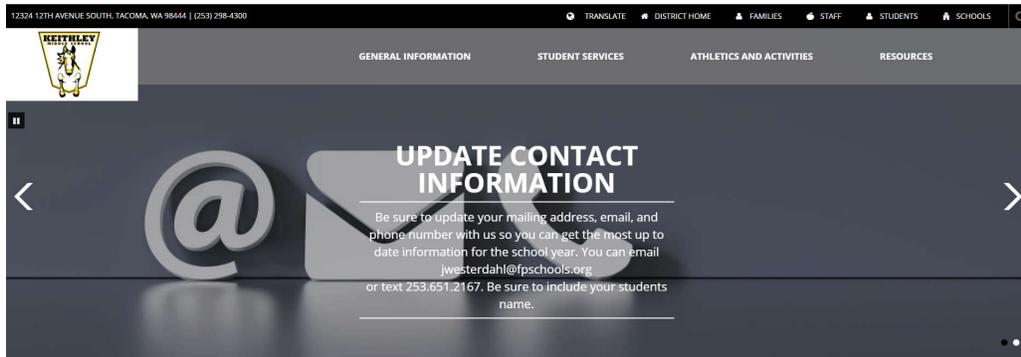


Keithley Middle School – Virtual Learning Guide

Please use this as a guide for basic questions and guidance for success in virtual learning at Keithley Middle School. Do not hesitate to call, text, or email our friendly office staff (253-651-2167 or jwesterdahl@fpschools.org) who will connect you with the people that can help if needed. If you get a recording, please be sure to leave a message with your name, student name, and contact information. The video walkthrough of this guide can be found [here](#).

1. **Have a question? Start here:** <https://keithley.fpschools.org/>



2. **Need Textbooks, Library Books, or Tech Help?**

You can pick up textbooks at the library window on Monday-Friday from 7:30am to 2:00pm. Please call the office to confirm these hours before planning to go to campus. Due to strict safety guidelines, staff will not be allowed to let you into the building.

A photograph of a library window. The window has several signs. One sign says "READ IT'S GOOD FOR YOU!". Another sign says "LIBRARY WINDOW". There are also signs for "BOOKS" and "MAGAZINES". A person is visible inside the window.	<p>Mrs. Mosley, our school library technician, will be happy to help you with some tech issues or to check out a book! You can also drop materials off here.</p>	A photograph of the school building entrance. The building is dark-colored with a sign that says "P.G. KEITHLEY MIDDLE SCHOOL". There are glass doors and windows at the entrance.	<p>Mrs. Finnegan can help you as well – follow the signs and knock gently on the window!</p>
---	--	--	--

3. **Schedule**

Synchronous – Students are expected to attend their synchronous classes according to the schedule below. Attendance is taken during this time. If students are not able to attend, please notify the teacher and our Attendance Coordinator at 253-298-4313.

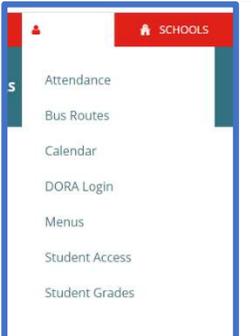
Asynchronous – Students log in to be counted for attendance and work on teacher assigned learning activities.

(Cohort A – students with last name A-L, Cohort B – students with last name M-Z)

Cohort A						
	Monday	Tuesday	Wednesday	Thursday	Friday	
8:35-9:20am	1 st period	4 th period	Extension Catch up Open	1 st period	4 th period	
9:25-10:10am	2 nd period	5 th period		2 nd period	5 th period	
10:15 -11:00am	3 rd period	6 th period		3 rd period	6 th period	
11:00am-12:00pm	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
12:05-12:30pm	Advisory	Advisory	Intervention	Advisory	Advisory	
12:35-1:20pm	Work on asynchronous assignments from 1 st -3 rd period	Work on asynchronous assignments from 4 th -6 th period	1 st 12:35-12:55	Asynch work for each class	Work on asynchronous assignments from 1 st -3 rd period	Work on asynchronous assignments from 4 th -6 th period
1:25-2:10pm			2 nd 1:00-1:20			
2:15-3:00pm			3 rd 1:25-1:45			
			4 th 1:50-2:10			
	5 th 2:15-2:35					
	6 th 2:40-3:00					

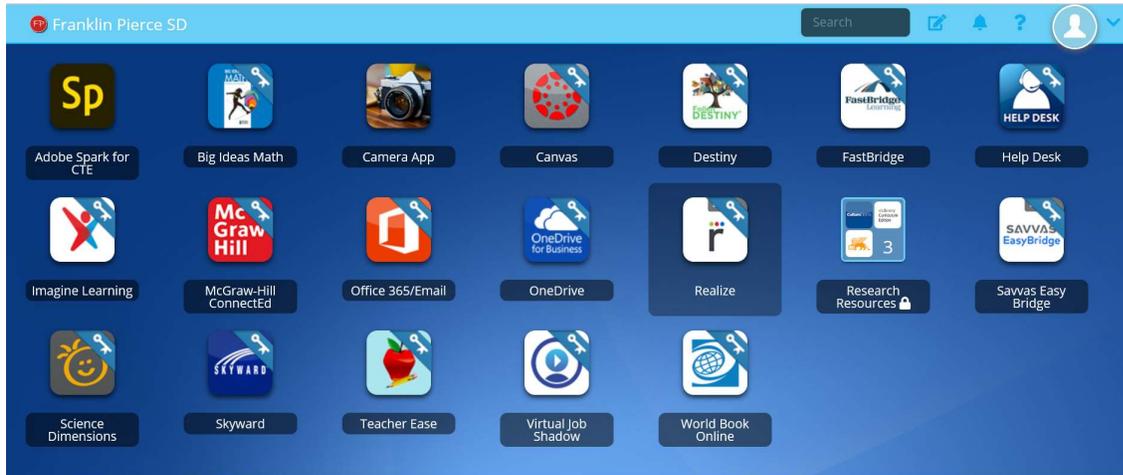
Cohort B						
	Monday	Tuesday	Wednesday	Thursday	Friday	
8:35-9:20am	Work on asynchronous assignments from 4 th -6 th period	Work on asynchronous assignments from 1 st -3 rd period	Extension Catch up Open	Work on asynchronous assignments from 4 th -6 th period	Work on asynchronous assignments from 1 st -3 rd period	
9:25-10:10am						
10:15 -11:00am						
11:00am-12:00pm	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	
12:05-12:30pm	Advisory	Advisory	Intervention	Advisory	Advisory	
12:35-1:20pm	1 st period	4 th period	1 st 12:35-12:55	Asynch work for each class	1 st period	4 th period
1:25-2:10pm	2 nd period	5 th period	2 nd 1:00-1:20		2 nd period	5 th period
			3 rd 1:25-1:45			
2:15-3:00pm	3 rd period	6 th period	4 th 1:50-2:10		3 rd period	6 th period
			5 th 2:15-2:35			
			6 th 2:40-3:00			

4. Finding DORA/logging in (this is like your digital backpack – your online books and resources for your classes are here)

<p>Logging in:</p>  <p>Username: six-digit student ID (lunch number) Password: 8-digit birthday (January 1, 2008 = 01012008)</p>	<p>From the fpschools.org website: Select Student Then select DORA Login</p> 
<p>On your school laptop:</p> <p>Double-click on this icon.</p> 	<p>From another device's browser:</p> <p>www.dora.fpschools.org</p>

5. What can I find in DORA?

Your DORA screen will include several icons like the ones below. Click [here](#) to see a description of the icons you will use most.



6. Logging in to Canvas (Canvas is like our school building – it is where you will attend all of your classes and find your classwork)

<p>From DORA: Click on this icon</p>	 <p>Canvas</p>	<p>From a web browser: Go to: fpschools.instructure.com <i>(if you aren't able to access Canvas because DORA is down, then use this option)</i> Your login will be the same as for DORA</p>
---	--	--

7. Navigating Canvas - Watch this video for a walkthrough of the following topics:

- a. Finding a classroom
- b. Reading the Homepage
- c. Finding Assignments
- d. [Submitting Assignments](#) (click the link to see Mr. Johnson show you how to submit assignments in Canvas)
- e. The best way to contact a teacher (Office365email)
- f. Other tools available in Office 365 (Word, Power Point, Teams)

8. Do you have questions or concerns regarding your classes?

- a. Please contact your teacher before or after school. Email is best or you can leave a message with the front office.
- b. If you feel your concern was not adequately addressed, please contact the grade level administrator.

School Administrators - Click on the link for a brief introduction.

[Dr. Edwards, Principal](#) (all grades) [Mrs. Power, Dean of Students](#) (7th)
[Mrs. Castellano, Assistant Principal](#) (6th) [Mr. McWright, Assistant Principal](#) (8th)