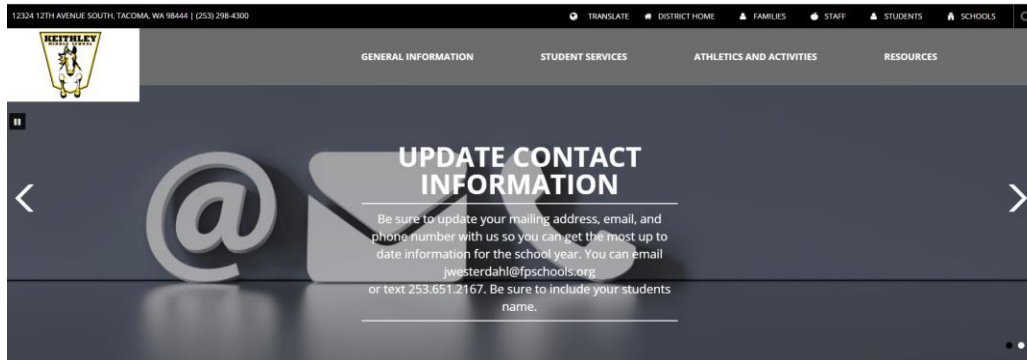


# Keithley Middle School – Virtual Learning Guide

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](mailto: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 is decorated with several signs. One sign says "READ IT'S GOOD FOR YOU!". Another sign says "LIBRARY WINDOW". There are also signs for "4 DAY BOOKS" and "WEEKEND BOOKS". A person is visible behind 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! <b>You can also drop materials off here.</b></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>
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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)**

# PGK Remote Learning Student Schedule

Starting November 23, 2020

**Table Key:**

**Synchronous** = Teacher-led & live video instruction

**Asynchronous** = Independent work as directed by the teacher

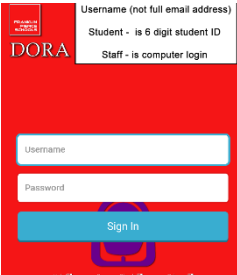
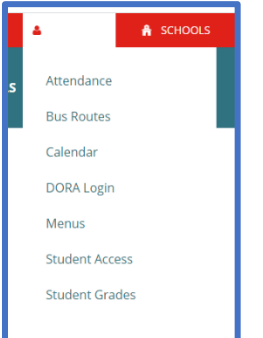

**\*\*\*BE SURE TO LOG ON TO CANVAS DURING ASYNCH TIME TO BE PRESENT FOR ATTENDANCE\*\*\***

**Intervention** = Receive extra learning support from teachers  
Teachers are available for additional questions, one on one meeting time, and/or small groups for additional help as assigned by the teacher.



COMBINED COHORTS						
	MONDAY		TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30-8:50AM	ADV	8:30-9:15AM	PER 1	ASYNCHRONOUS LEARNING: INDEPENDENT WORK AS DIRECTED BY THE TEACHER & SCHEDULED INTERVENTIONS	PER 1	PER 1
9:00-9:40AM	PER 1	9:25-10:10AM	PER 2		PER 2	PER 2
9:50-10:30AM	PER 2	10:20-11:05AM	PER 3		PER 3	PER 3
10:40-11:20AM	PER 3	11:05-11:55AM	LUNCH/OFFICE HOURS		LUNCH/OFFICE HOURS	LUNCH/OFFICE HOURS
11:20AM-12:10PM	LUNCH/OFFICE HOURS	11:55AM-12:40PM	PER 4		PER 4	PER 4
12:10-12:50PM	PER 4	12:50-1:35PM	PER 5		PER 5	PER 5
1:00-1:40PM	PER 5	1:45-2:30PM	PER 6		PER 6	PER 6
1:50-2:30PM	PER 6	2:30-3PM	STUDENT/ PARENT CONTACT; INTERVENTION		STUDENT/ PARENT CONTACT; INTERVENTION	STUDENT/ PARENT CONTACT; INTERVENTION

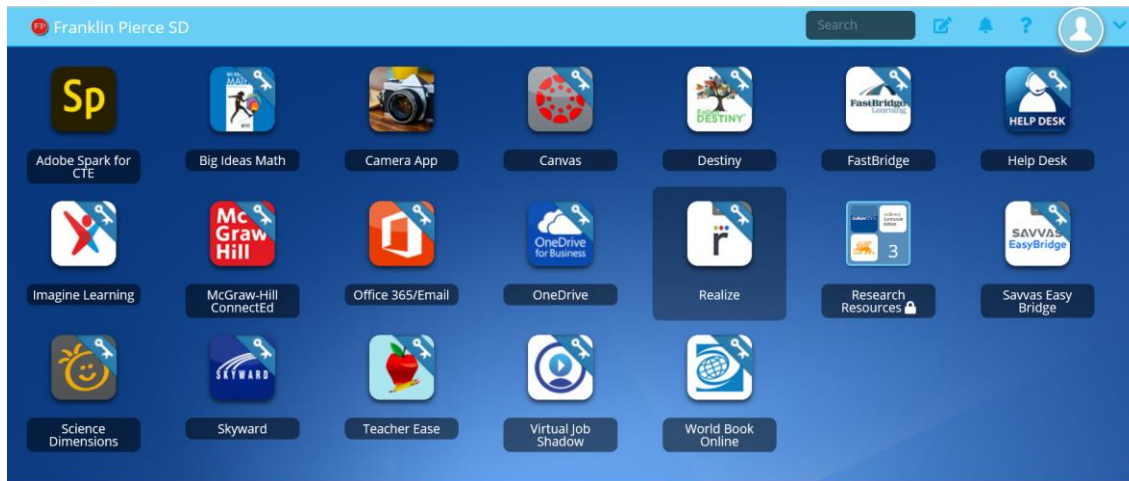
4. **Finding DORA/logging in** (this is like your digital backpack – your online books and resources for your classes are here)

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


5. **What can I find in DORA?**

2020-2021

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><b>From DORA:</b> Click on this icon</p>	 <p>Canvas</p>	<p><b>From a web browser:</b></p> <p>Go to: <a href="https://fpschools.instructure.com">fpschools.instructure.com</a></p> <p><i>(if you aren't able to access Canvas because DORA is down, then use this option)</i></p> <p>Your login will be the same as for DORA</p>
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- 7. Navigating Canvas** - Watch this video for a walkthrough of the following topics:
- Finding a classroom
  - Reading the Homepage
  - Finding Assignments
  - [Submitting Assignments](#) (click the link to see Mr. Johnson show you how to submit assignments in Canvas)
  - The best way to contact a teacher (Office365email)
  - Other tools available in Office 365 (Word, Power Point, Teams)

- 8. Do you have questions or concerns regarding your classes?**
- Please contact your teacher before or after school. Email is best or you can leave a message with the front office.
  - 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](#) (7<sup>th</sup>)  
[Mrs. Castellano, Assistant Principal](#) (6<sup>th</sup>)      [Mr. McWright, Assistant Principal](#) (8<sup>th</sup>)