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# What is Virtual Learning?

**Virtual Learning** is a learning experience that connects a teacher with students who are at another setting, such as home. Virtual teachers use computers and the internet to provide instruction to students on a computer. The success of our virtual learning plan depends on a partnership between school and home. It relies on careful planning by our dedicated faculty, appropriate student motivation and engagement, and strong parent support for this different mode of instruction.

At FFE, we believe that we will learn from this virtual learning experience and that it will equip our entire school community to better navigate the tools and resources available to 21<sup>st</sup> century learners. The result of such learning experiences will expand student academic progress and support student social and emotional well-being.

Virtual learning participation is a mandatory part of each student's learning. Parents who choose virtual learning are committing to the entire 9 weeks. Attendance will be determined by face to face meetings and the submission of work by the due dates and deadlines set by their teacher. In the event students do not meet these expectations, attendance protocols will be put into place and

In order to fulfill the expectations for the Georgia Standards of Excellence, daily interaction with teachers must occur. Instruction is on grade level and similar to instruction that is occurring at the school building. Students are expected to master the same standards and put the same amount of effort in learning at home as they would at school. The virtual learning experience will include the following:

1. Synchronous Learning Time – This is the time from either 9:00-11:00 **or** 1:00-3:00 that your child will be connected with their teacher through the computer. The teacher will present grade level lessons using a daily schedule that will be discussed on the first day of virtual class. Teachers will also discuss the classroom expectations and responsibilities of students on the first day.

Please help your child understand that this is a very important part of Virtual Learning. You may have to review the student expectations several times to make sure they are getting the best experience possible. This time is critical for a smooth return to the classroom whenever it is possible.

2. Asynchronous Learning Time – This is the time, usually two hours in the afternoon, that your child will work on assignments that are posted by the teacher in Canvas. These assignments will be discussed during the Synchronous Learning Time and explained in detail in Canvas. During this time, your child will not be directly connected with the teacher. Your child should be able to complete these assignments independently. They will be reviewed the next day so it will be important that they complete the assignments each day.

# Virtual Learning Responsibilities

Administration

- Develop overall plans for virtual learning
- Develop a Virtual Learning Handbook for teachers, parents, and students
- Support faculty/staff and parents during Virtual Learning to ensure an effective implementation
- Develop accountability measures for teacher and student requirements during Virtual Learning

## Teachers

- Provide orientation of step-by-step instructions for logging into the virtual classroom
- Communicate to parents and students Monday-Thursday through Google Meet, Remind, and the Canvas platform. Fridays will be reserved for interventions for ELA and Math and conferences with students and parents.
- Develop weekly plans for virtual learning making sure to include accountability measures (due dates, number of minutes on software, etc.)
- Assemble materials and supplies (Fundations phonics, Guided Reading books, Math pages, and math manipulatives)
- Provide feedback on assignments in a timely manner
- Post weekly plans by Sunday evening to be ready for Monday learning
- Record teaching during Google Meets so that students may see the lesson if they need additional help
- Post grades and provide feedback on any missing assignments in a timely manner
- Keep the number of virtual messages sent to parents and students each day to a minimum but provide information that is essential to successful learning
- Design and share a page on Canvas that sets forth classroom expectations

## Students

- Be on time and attend all virtual instruction
- Complete all assignments by due date
- Make sure Chromebooks are charged and ready for learning
- Work in a quiet place where you can pay attention and concentrate you may want to use headphones
- Dress for virtual learning like you would for school
- Make sure you have all your materials nearby
- Raise your hand if you have a question or need to make a comment
- Mute yourself when it is time to listen to the teacher or other students
- Always by kind and respectful while online

- Always do your best work
- Make sure to ask for help from your teacher or parent if needed
- Complete all independent work and software requirements set by your teacher
- Realize that this is a classroom setting and you should conduct yourself as if you were actually in the classroom

#### Parents

- Pick up material from FFE on designated days and times Teachers will prepare two weeks of material at a time – parents will drive through to pick up new materials
- Make sure your child attends the virtual class. Attendance is mandatory.
- Check that your child posts any work by due date
- Set up space in your home where your child has a quiet place to work and includes space for Chromebook and materials
- Create a schedule at home that supports academic learning
- Check your Remind messages from teacher with any updates or due dates
- Participate in teacher/parent meetings as needed so the teacher can give feedback on your child's progress.
- Return learning materials not designed to be kept a home

While virtual learning at home and learning at school won't look the same, there will be some key components that will be familiar to your child. Balanced literacy including reading, writing, and language, Math and Reading fluency, and Math concepts/skills will be targeted areas for learning while at home. In addition, Science and Social Studies will be integrated within the literacy framework.

In order to provide consistent virtual face-to-face small groups, a set time will be scheduled for your child to attend small group reading and math sessions on Fridays on Google Meet.

# How do I find my child's Virtual Classroom?

When the chrome book is turned on your child will connect to the Internet connection that you use at home.

Connect to Wi-fi:

- 1. Open the laptop and look to the bottom right. Click the time.
- 2. Click on the Wi-fi symbol.



- 3. Locate your network from the list and select it.
- 4. Type in your password and wait for confirmation that the Chromebook is now connected to the internet.

Students will then log in to their TCSS Google account:

5. Students will type in their TCSS email and password.



Email: first namemiddleinitiallastname@students.troup.org Password: Student's 5 digit number (lunch number)

**IMPORTANT NOTE:** Students will not be able to find their Virtual Classroom if they are logged in another email account. It must be **their email account** with TCSS.

#### Finding the Virtual Classroom:

The student screen should now look like this:



You will see some blue tabs at the top of the page. Students should click on the tab that says "Dashboard.

or

Click on the line on the top left that says "students.troup.org bookmarks." A list of Troup County Student apps will appear. Click on the "Dashboard" link. This link will take the students into the Virtual Classroom.



The first week of school will be used to train students on how to quickly find lessons and assignments. As the year progresses, we will teach the students about each of the features of Canvas and help them navigate through the classroom.

## What is Canvas?

Canvas is a safe and secure web service that allows teachers to create, distribute, and grade assignments in a paperless way. The primary purpose of Canvas is to share information and files between teachers, students, and parents by providing access to a virtual learning experience.

The first page that you will see is called the "Home Page." This is an example of a home page – your child's Home Page may look different but it will have the same links to click on.



Even if the pictures are not the same, these links should be somewhere on the Home Page.

Schedule – Your child's daily schedule can be found here.

- Learn This is where they will find their lessons, assignments, and anything else related to their virtual learning.
- Help This is where you will find information about your child's teacher and how to contact them.
- For Parents This is where you will find other important information for parents and guardians, including a link to this Handbook.

The lessons and assginments are organized into "Modules." The students can click in either of these places to find the Learning Modules.

<b>6C:9</b>	Test		
٢	Home	GIDDENS AM VIRTUAL	₩ View Course Stream
-CED	Announcements		Tiew Course Calendar
Dashboard	Files	Construe BIL IDE/ C: Side book of the E REAL BLOW TETTIL AN TO Low 185	Q View Course Notifications
Courses	0 prations		To Do
Courses Calendar Inhox Studio (************************************	C Drive	The second for the se	Nothing for now

The Learning Modules may look different for each grade level but they will look very similar to this:

HOMEROOM/GR	ADE 5 - 0.5000000 - V - Giddens - Period HR > Modules
2020/2021 School Year	
Home	
Announcements	August 24-28 RL1 Making Inferences Unit 1
Grades	B What will you learn?
	RL1 Unit 1 Lesson 1
	RL1.1.1 Video of Lesson
	RL1.1.1 Independent Practice
	RL1.1.1 Additional Learning Activities 0 pts
	RL1.1.1 Quick Check
	RL1 Unit 1 Lesson 2
	P RL1.1.2 Video of Lesson
	RL1.1.2 Independent Practice
	RL1.1.2 Additional Learning Activities
	RL1.1.2 Quick Check

The Learning Modules will have links to all assignments and activities that the students will complete while learning virtually. Your child's teacher will answer any questions you have about the organization of the Learning Modules.

On the left-hand side of the page, students will find other links that teachers will be using to communicate. These links could include announcements, class discussions, and grades. Teachers may add to these links as the year progresses.

2020/2021 School Year Home Modules Announcements Grades	

The "Home" link will always take students back to the front page of the Virtual Learning Classroom.

# What is Google Meet?

Lessons will be taught face-to-face each day (Monday – Thursday) using Google Meet. Fridays will be used for small group meetings, teacher conferences, etc.

Your child can use these steps to join the virtual classroom.

- 1. Click on the Google Apps "waffle" at the top right of the page.
- 2. Click on the Meeting icon
- 3. The students will be asked to enter a class code
- 4. The class code will be given to students by each individual teacher



5. After entering the code, click "Continue" to join the meeting



Students will not be able to join the meeting until the teacher has started it on their computer. It will not allow them to join a meeting without a teacher. In other words, the students will not be able to just click on Google Meet and meet with other students.



## Helpful Tips for Virtual Classrooms

Cameras

- When students have joined a meeting the teacher can either see their name or the actual picture of them in front of their computer.
- Students have to "enable" their camera by clicking on the camera icon at the bottom of the Google Meet screen this is the first thing they should do when joining the meeting.

Microphones

- Just like in class, it is hard for all of us to hear when everyone is talking at once.
- Teachers will ask the students to "mute" their microphone when they are presenting certain parts of their lesson.
- They do this by clicking on the microphone icon and it shows a slash through the icon.
- Often during the meeting teachers will ask students to "unmute" and answer a question.



If a student clicks on the red "phone" button in the middle, it will take them out of the meeting and they will have to ask to join again.

Live Streaming

- It will be impossible to participate in lessons using a phone.
- Using their school issued Chromebook gives us the best picture and sound.
- Please make sure students are joining class through their Chromebook.

**Internet Difficulties** 

- If the internet at FFE goes down, we will lose connection.
- If this happens, teachers will post an announcement in Canvas that give instruction for rescheduling the meeting.
- Parents will be notified using Remind or email when a meeting is delayed.

Recordings/Videos/You Tube

- To protect privacy, teachers will not record any Google Meets that show student faces.
- Please be aware that anything in front of the Chromebook will show up in the Google Meet. It is very helpful to have a blank wall or uncluttered space where others will not walk behind the Chromebook.
- Teachers will post Canvas links if the students need to watch a video from another site. If a link is posted, it has been reviewed to make sure it is appropriate.

Absences

- If a student is not able to join our Google Meet for the lesson, it will be marked as an absence.
- Teachers will prepare videos of lessons that will be posted in Canvas. If your child has to miss a meeting for any reason, they should watch the video lesson. Canvas will make a note that this assignment has been completed.
- Please encourage your child to join **ALL** Google Meets. If they miss a meeting, they are missing important instruction.

### IMPORTANT

Canvas is a learning management system that is new to all teachers, parents, and students in Troup County this year. We will all learn new things about Canvas as the year progresses. At Franklin Forest we are committed to making this a successful year for all students – virtual and traditional. Thank you for your patience and flexibility as we begin this year. Please let us know if you have any questions.

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