



# Reynoldsburg City Schools

2020-2021 Parent and  
Student Guide to  
Learning



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# 2020-2021 Parent & Student Guide to Learning & the Student Experience

## Introduction

This resource is designed to support and help parents and students successfully navigate the 2020-2021 school year. The protocols outlined in this guide should be used regardless of the model that is being followed. The Reynoldsburg City School District reserves the right to make any changes as deemed necessary.

## Terminology

### Distance Education

General term for any type of educational activity in which the participants are at a distance from each other—in other words, are separated in space. They may or may not be separated in time (asynchronous vs. synchronous). In this guide, the term distance education is used when referring to a system of education, its history, and its many component parts.

### Distance Learning

The learning takes place when teachers and students are separated by distance. Online learning is a form of distance learning in which instruction and content are delivered primarily over the internet. The term does not include print-based correspondence education, broadcast television or radio, videocassettes, or stand-alone educational software programs that do not have a significant internet-based instructional component. Used interchangeably with virtual learning, cyber learning, and e-learning.

### Mobile Learning

Education or training conducted by means of portable computing devices such as smartphones or tablet computers.

### Synchronous Learning

Learning in which participants interact at the same time and in the same space.

### Asynchronous Learning

Learning that occurs between two or more people but not at the same time. Examples include conversations via email, online discussion forums, message boards, blogs, podcasts, etc.

### Blended/Hybrid Learning

Situations in which a student learns at least in part at a supervised brick-and-mortar location away from home and in part using online delivery with some element of student autonomy over time, place, path, and/or pace. The terms Blended Learning and Hybrid Learning can be used interchangeably.



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## Parent Guidance and Expectations

### Platform

Your child's building will have a blended and distance learning platform, Google Classroom or Echo, that all teachers will be expected to use to communicate information and provide instruction.

- Please check Google Classroom or Echo often to ensure that your child is participating.
- Contact your child's teacher if you or your child is unable to access the content.

### Daily Schedule & Playlist

- A daily schedule will be communicated by your child's classroom teacher.
- A daily Playlist will be available to your child on Google Classroom or Echo.
  - Check your child's task list daily.

### Communication

Teachers will be personally reaching out to parents and/or students on a weekly basis to check in on progress, and will send out bi-weekly communication via email or electronic newsletters.

- Ensure that family contact information is accurate and kept up-to-date with the school in which your student is enrolled.
- Read all communication coming from the teacher and the school.
- If you have a question or concern about your child, please address it with the teacher before or after school. Do not interrupt instructional time to address concerns with a teacher or staff member.
- Questions and concerns should be addressed to the teacher first and then building leadership if necessary.
- It is expected that parents update their contact information with the Welcome Center if changes occur throughout the school year.
- Families experiencing hardship or academic challenges are encouraged to reach out to teachers, counselors or administrators. Schools have resources available for parents and students in need of assistance.

### Attendance and Participation

Students are expected to participate in instructional activities every day that school is in session. If a student does not participate in instructional activities, a non-participation protocol (Appendix D) will be initiated. Attendance will be taken and documented each day as if your child were onsite.

- If your child is going to be absent, you will need to call the school office and provide any necessary documentation via email as you normally would. Teachers will assign makeup work as needed.
- If your child is not able to participate in synchronous instruction for some reason, please reach out to your child's teacher or principal to discuss options for flexibility.
- Have a conversation with your child daily about how they are participating in their learning.



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- ❑ Be aware of potential communication coming to you in regard to your child's participation.
- ❑ Student login and participation in online activities will be monitored closely for attendance purposes.

**Conduct During Participation**

- ❑ When participating in online activities, school policies and restrictions are to be followed related to use of appropriate language and dress code.



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# Student Guidance and Expectations

## Platform

- Your building will have a blended and distance learning platform, Google Classroom or Echo, that all teachers will be expected to use to communicate information and provide instruction.
- Check Google Classroom or Echo often to ensure that you are up-to-date on assignments and tasks.
- Contact your teacher if you are unable to access the content.

## Daily Task List

- A daily task list will be available on Google Classroom or Echo.
- Check your task list daily and complete the work by the deadline given by your teacher.
- Investigate all resources provided to help you in completing your task list.
- If you are struggling or need additional information or support with any assignment or task contact your teacher immediately.

## Communication

- Teachers will be personally reaching out to you and/or your parents on a weekly basis to check in on progress.
- Read all communication coming from your teacher.
- Reach out to your teacher with any questions and concerns you have.

## Participation

Attendance will be taken and documented each day as if you were onsite.

- You are expected to participate in instructional activities every day that school is in session.
- Your login and participation in online activities will be monitored closely for attendance purposes.
- If you do not participate in instructional activities, a non-participation protocol will be initiated.

## Conduct During Participation

- When participating in online activities, school policies and restrictions are to be followed related to use of appropriate language and dress code.
- Upon logging into a Google Meet make sure you are muted and only unmute when speaking.
- Focus on the task-at-hand during online instruction and limit opportunities for distraction.



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## Appendix A: Student Services Re-Opening FAQ Fall 2020

As we prepare for reopening schools, the following are frequently asked questions about student services which includes IEP, Gifted and English Learners. The responses will continue to be updated as new guidance is provided by the Ohio Department of Education and the Ohio Public Health Department. Currently, the district will determine instructional delivery based on the County Public Health Alert Levels.

<b>How will my child receive intervention and enrichment services?</b>		
<p><b><i>In Person</i></b> Service delivery will follow the traditional delivery model, with social distancing guidelines..</p>	<p><b><i>Hybrid</i></b> Service delivery will follow the hybrid model of in-person and online instruction.</p>	<p><b><i>Digital</i></b> Service delivery will occur in the online platform through web-based instruction and meeting check-ins.</p>
<b>My child's IEP is scheduled to be reviewed in the fall. How will the team meet?</b>		
<p><b><i>In Person</i></b> The meeting will be scheduled in person, with appropriate social distancing.</p>	<p><b><i>Hybrid</i></b> The meeting will be scheduled based on the team preference and availability. The meeting may be held online or in-person.</p>	<p><b><i>Digital</i></b> The meeting will be held online.</p>
<b>My child receives speech, occupational and/or physical therapy. How will they receive the services?</b>		
<p><b><i>In Person</i></b> The services will take place in the traditional setting, following social distancing guidelines.</p>	<p><b><i>Hybrid</i></b> The services will be provided in a variety of ways based on the student grade level and type of therapy needed. Students may receive in-person therapy during the on-site days, while other therapies may be provided through the use of technology on the remote learning days.</p>	<p><b><i>Digital</i></b> The services will be provided through an online platform.</p>
<b>My child is scheduled to have their re-evaluation testing in the Fall. How will they be tested?</b>		
<p><b><i>In Person</i></b> The service providers will evaluate students in person, with appropriate social distancing and plexiglass screens, where needed.</p>	<p><b><i>Hybrid</i></b> The service providers will schedule evaluations based on the student's hybrid schedule. The preferred evaluation method is in person and every attempt will be made to schedule the evaluations on those days.</p>	<p><b><i>Digital</i></b> The evaluations will take place through a digital platform.</p>



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## Appendix B: Student Services Re-Opening FAQ Fall 2020 for English Learners

As we prepare for reopening schools, the following are frequently asked questions about student services for English Learners. The responses will continue to be updated as new guidance is provided by the Ohio Department of Education and the Ohio Public Health Department. Currently, the district will determine instructional delivery based on the County Public Health Alert Levels.

<b>How will my child be assessed to determine if English Language support is needed?</b>		
<p><b><i>In Person</i></b> We will use a two step process of the language usage survey and the Ohio English Proficiency Assessment screener or past English Language documentation.</p>	<p><b><i>Hybrid</i></b> We will use a two step process of the language usage survey and the Ohio English Proficiency Assessment screener or past English Language documentation.</p>	<p><b><i>Digital</i></b> We will use a two step process of the language usage survey and informal assessments as a means of provisionally identifying students.</p>
<b>How will my child receive English Language services?</b>		
<p><b><i>In Person</i></b> Service delivery will follow the traditional delivery model, with social distancing guidelines.</p>	<p><b><i>Hybrid</i></b> Service delivery will follow the hybrid model of in-person and online instruction.</p>	<p><b><i>Digital</i></b> Service delivery will occur in the online platform through web-based instruction and meeting check-ins.</p>
<b>Will I receive an English Language Learner Plan?</b>		
<p><b><i>In Person</i></b> The English Learner Plan will be sent home with your student for review.</p>	<p><b><i>Hybrid</i></b> The English Learner Plan will be sent home with your student for review.</p>	<p><b><i>Digital</i></b> The English Learner Plan will be sent home via email or postal delivery.</p>
<b>Will my child still take the annual Ohio English Language Proficiency Assessment?</b>		
<p><b><i>In Person</i></b> This assessment will be administered fully in person following social distancing guidelines.</p>	<p><b><i>Hybrid</i></b> This assessment will be administered fully in person following social distancing guidelines.</p>	<p><b><i>Digital</i></b> This assessment can't be given digitally as it is a Ohio Department of Education secure assessment.</p>



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## Appendix C: Gifted Services Re-Opening FAQ Fall 2020

As we prepare for reopening schools, the following are frequently asked questions about student services which includes IEP, Gifted and English Learners. The responses will continue to be updated as new guidance is provided by the Ohio Department of Education and the Ohio Public Health Department. Currently, the district will determine instructional delivery based on the County Public Health Alert Levels.

**Note about Reynoldsburg Virtual Academy:** We are currently awaiting guidance from the Ohio Department of Education regarding gifted services and virtual academies. More information will be provided once it is available.

<b>How will it be determined if my child is eligible for gifted services?</b>		
<p><b><i>In-Person</i></b> The District will continue to follow the gifted service policies set forth in our identification and service plan.</p>	<p><b><i>Hybrid</i></b> The District will continue to follow the gifted service policies set forth in our identification and service plan.</p>	<p><b><i>Digital</i></b> The District will continue to follow the gifted service policies set forth in our identification and service plan.</p>
<b>How will my child receive gifted services?</b>		
<p><b><i>In-Person</i></b> Service delivery will follow the traditional delivery model, with social distancing guidelines.</p>	<p><b><i>Hybrid</i></b> Service delivery will follow the hybrid model of in-person and online instruction.</p>	<p><b><i>Digital</i></b> Service delivery will occur in the online platform through web-based instruction and meeting check-ins.</p>
<b>Will I receive a Written Education Plan (or Written Acceleration Plan)?</b>		
<p><b><i>In-Person</i></b> WEPs (and WAPs) will be developed by teachers providing gifted services and sent home with your student for review.</p>	<p><b><i>Hybrid</i></b> WEPs (and WAPs) will be developed by teachers providing gifted services and sent home with your student for review.</p>	<p><b><i>Digital</i></b> WEPs (and WAPs) will be developed by teachers providing gifted services and sent home either via email or postal delivery.</p>
<b>How will my child be screened for gifted identification during the 2020-2021 school year?*</b>		
<p><b><i>In-Person</i></b> Assessments (such as i-Ready, CogAT, and/or Naglieri) will be administered fully in-person following social distancing guidelines.</p>	<p><b><i>Hybrid</i></b> Assessments (such as i-Ready, CogAT, and/or Naglieri) will be administered fully in-person following social distancing guidelines.</p>	<p><b><i>Digital</i></b> Though these assessments are administered electronically, the District must follow guidance on remote administration and may be required to wait until we return to hybrid or in-person instruction.</p>

\* Policies regarding assessment for gifted identification must follow the procedures set by the test developers, including recommendations for testing during digital-only instruction.



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## Appendix D: K-12 Non-Participation Protocol

### 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Consecutive Non-Participation School Days

Teachers will contact families daily to alert them of their student's lack of participation in instructional activities.

### 4<sup>th</sup> Consecutive Non-Participation School Day

A member of the school team will call families to discuss the student's lack of participation in instructional activities.

### 5<sup>th</sup> Consecutive Non-Participation School Day

A school social worker, counselor, or a member of the administrative team will send a letter documenting the student's lack of participation per state guidelines.

Additionally, a school social worker or counselor will call the family to see what resources may be needed to support the student's attendance and participation in distance learning.

### 6<sup>th</sup> Consecutive Non-Participation School Day

A member of the school's administrative team will call the family to let them know that a member of the school's safety and security team will be conducting a wellness visit if no contact is made.

### Additional Information

The District reserves the right to send a member of our safety and security team prior to the 6th day of non-participation, if we feel as though student safety is a concern.

All truancy guidelines from state guidance will be followed.

Just as in a typical year, if school staff feels as though the student may be experiencing abuse or neglect, a report to children's services and/or law enforcement will be made based on laws for Mandated Reporters.



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## Appendix E: Free and Reduced Price Meals



### Food Services

#### **FREE AND REDUCED-PRICE MEAL ELIGIBILITY FOR THE BEGINNING OF THE 2020-2021 SCHOOL YEAR:**

Those students who were eligible for free or reduced-price meals at the end of last year, in Reynoldsburg City Schools, may carry over for up to the first 30 school days, or a new status determination is made (whichever comes first). New applications must be submitted and approved by **October 6, 2020** or the previous year's status will change to full-pay status.

**ALL** families who think they may qualify should fill out a current 2020-2021 online application form, unless they have received a letter notifying them that their child was directly certified for the new school year.

#### **2020-21 FREE AND REDUCED-PRICE MEAL APPLICATION**

Visit our online portal at [www.PaySchoolsCentral.com](http://www.PaySchoolsCentral.com) where you can complete an easy, online application for free and reduced meal status. If you have any questions about the online application, please call the Food Service Department at 614-501-1211.

#### **BREAKFAST AND LUNCH WILL BE SERVED DURING ONLINE LEARNING**

There will be daily meal pickup available at RHS' Livingston Campus from 10:00am-1:00pm, Monday-Friday. The cost of meals will be based on your child's meal status. If your child has been approved for free lunch, then these meals will be free. If your child pays for their breakfast and lunch you can still pick up meals and pricing is as follows:

- Breakfast costs \$1.00 and lunch costs \$2.25 (grades 1-4); \$2.75 (grades 5-12).
- Reduced price meals cost \$0.30 for breakfast and \$0.40 for lunch.



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## Appendix F: Back to In-Person Learning



# Back to In-Person Learning: Procedures

**Per guidance from Franklin County Public Health, social distancing for all students and adults in the school setting will be maximized, using 3-foot spacing as the minimum target.**

### All-In Model Basics

- ❑ Students who are currently participating in **hybrid** instruction will report to school Monday, Tuesday, Thursday, and Friday, and will work remotely from home on Wednesdays.
- ❑ Hybrid students who are placed in the District's **Learning Centers** and the District's **Preschool** program will report everyday.
- ❑ Students in grades K-12 who are enrolled in the **RCS Virtual Academy** will participate using the same schedule as their peers.
- ❑ Buildings will operate on their regular schedules while students are in school.
- ❑ Teachers in grades K-12 will instruct their regular face-to-face classes as well as their students who have opted into the Virtual Academy.

### Masks/Face Coverings

- ❑ All staff and students will wear cloth or disposable masks. Masks may not be medically possible for all students. For students to be exempted from the face covering requirement, the [Student Face Covering Exemption Request](#) must be submitted by a parent/guardian. All exemptions must be approved by the District; including face shields.
- ❑ Parents or legal guardians must provide masks (cloth or disposable) for their student(s) on a daily basis.
- ❑ Mask breaks may be given based on teacher discretion. These should be limited to a brief amount of time. Social distancing should be maintained during every mask break.

### Arrival, Dismissal, and Bus Procedures

#### Arrival & Bus Procedures

- ❑ When waiting at bus stops, students will wear a mask and maintain social distance.
- ❑ Students must wear a face mask, unless they are approved for a mask exemption by the District.
- ❑ Specific entrances for bus riders, car riders, and walkers will be designated.
- ❑ Students will report immediately to their first class upon entry into the building and wash/sanitize their hands.
- ❑ Students will not have access to lockers.
- ❑ Buses will be cleaned and sanitized after every route.
- ❑ Social distancing should be maintained at all times while entering the building.



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## Dismissal and Bus Procedures

- ❑ Students and teachers will follow a classroom sanitation routine at the end of the day. Students and teachers will wipe down desks and chairs. Students will place their chairs on their desks. Sanitation supplies will be provided.
- ❑ Bus riders, car riders, and walkers will be dismissed at staggered times.
- ❑ Students must wear a face mask during dismissal and while riding the school bus, unless approved by an exemption by the District.
- ❑ Social distancing should be maintained at all times while exiting the building.
- ❑ Buses will be cleaned and sanitized at the end of every school day.

## Classrooms

- ❑ All students will wear a mask at all times unless an official mask exemption is granted by the District or a student has been approved for a mask break.
- ❑ Brief mask breaks may be taken during the school day under the direction of the classroom teacher. Students must maintain social distance during mask breaks.
- ❑ Desks will be assigned to students.
- ❑ Desks in classrooms will be spaced for social distancing.
- ❑ Students and teachers will wash or sanitize their hands before lunch, recess, and between transitions.
- ❑ Classroom activities should limit transitions and opportunities for exposure through the handling of common materials and student congregation. In the event that materials must be shared (pencil sharpener, Clevertouch, hall pass, books, etc.) students will wash/sanitize their hands before and after the use of shared materials.
- ❑ Classroom drinking fountains will not be used. Students should bring a personal water bottle.
- ❑ Chromebooks should be transported to and from school in backpacks. Students should be explicitly taught strategies for safely transporting their Chromebooks.

## Restrooms

- ❑ Masks will be worn at all times while in the restroom unless an official mask exemption is granted by the District or a student has been approved for a mask break.
- ❑ A limited number of students will be permitted in the restroom at one time. Waiting areas inside and outside the restroom and available restroom facilities will be marked to ensure social distancing.
- ❑ Students will wash/sanitize their hands after using the restroom.
- ❑ Restrooms will be cleaned frequently throughout the day.

## Hallways

- ❑ Staff and students will maintain social distancing when traveling in hallways.
- ❑ Masks will be worn at all times while traveling in hallways unless an official mask exemption is granted by the District or a student has been approved for a mask break.
- ❑ Drinking fountains will not be used. Students should bring a personal bottle of water to school every day.

## Breakfast/Lunch

- ❑ Students will wash/sanitize before and after all food consumption.
- ❑ Breakfast will be grab-and-go. Social distancing will be maintained while eating breakfast.



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- Social distancing will be maintained when waiting in lunch lines. Areas will be clearly marked for students when standing in line.
- All students will scan student ID cards to purchase lunch. If a student does not have a card, the student will give their name to the cashier at the point of sale.
- Lunch tables/seats will be socially distanced. Cafeteria seats will be marked to show students where they can and cannot sit.

## Recess

- Students will wash/sanitize hands before and after recess.
- Students will be expected to maintain social distancing at all times.
- Masks are required during recess unless an official mask exemption is granted by the District or a student has been approved for a mask break.
- In the event of indoor recess, masks will be worn and students will maintain social distancing during all activities.

## Guidance for Attending School

Please check your child for any symptoms of COVID-19 and **DO NOT** send your child to school if they present with any of the following symptoms:

- Fever of 100.4 or above
- Cough
- Shortness of breath
- Fatigue
- Body Aches
- Headache
- Loss of taste or smell
- Sore throat
- Runny nose
- Nausea & vomiting
- Diarrhea

Please check your child's temperature every morning before sending them to school, and be available to pick up your child if they are sick. Ensure that your child's school has a reliable, working phone number where you can be contacted during school hours. If a child is sick, please work with your principal, school nurse, or other Health Services personnel, who will reference the [Franklin County Public Health Child In-Person Participation Algorithm](#), to determine the appropriate day to return to school. Please notify the school if your child or anyone in your household has been exposed to COVID-19.

Please also review the [additional guidance on attending school from Nationwide Children's Hospital and Franklin County Public Health](#) and the Reynoldsburg City Schools Guide to [What To Do In the Case of Suspected or Actual COVID-19 Infection](#)

## Other Pandemic Safety Considerations

- No visitors or volunteers will be permitted in the buildings.
- Parents who are coming into the building to drop off items or sign students in or out of school should wear a mask and observe social distancing visuals that should be clearly marked on the floor of the office.
- Parent meetings should be held virtually to the fullest extent possible.



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- ❑ No large group student events will be conducted.
- ❑ No physical field trips, but virtual field trips are encouraged.
- ❑ Discuss good hygiene habits with your child, such as washing their hands for a minimum of 20 seconds.
- ❑ Remind your child to maintain social distance at all times.
- ❑ Check your student's temperature and monitor them for symptoms before they report to school each day.



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## Appendix G: Technology Guide



# Technology Guide

In this guide you will find the following support:

- Getting started with Chromebooks
- Parents Guide to Google Classroom
- Google Meet - Family Guide
- SeeSaw Guide
- Student Guide to Flipgrid
- Zoom - A Guide for Parents and Students



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# Google Chromebooks



Signing in & Getting Started



# Chromebooks - The Basics

“A **Chromebook** is a **laptop** or **tablet** running the **Linux-based Chrome OS** as its **operating system**. The devices are primarily used to perform a variety of tasks using the **Google Chrome** browser, with most applications and data residing in the **cloud** rather than on the machine itself.” [Source](#)



# Chromebooks - The Basics



When using a Chromebook, most files are stored in a student's Google Drive account. The same username and password used to log into the Chromebook can be used to access Google Drive.

Because of this, Chromebooks can support multiple users on the same machine. Each user simply logs in with their username and password to access their files and desktop.

# Chromebooks - Signing In

Previously, students using Chromebooks away from the school building were required to connect to the Districts VPN. **This is no longer necessary.**

**To sign in, students will simply need the following:**

Username: [firstname.lastname@reyn.org](mailto:firstname.lastname@reyn.org)

Password: 000 + 6 digit student ID

## Example

Username: [Rocky.Raider@reyn.org](mailto:Rocky.Raider@reyn.org)

Password: 000123456

# Chromebooks - Signing In

Google

Sign in to your Chromebook

Managed by reyn.org. [Learn more](#)

Email or phone  
test.student@reyn.org

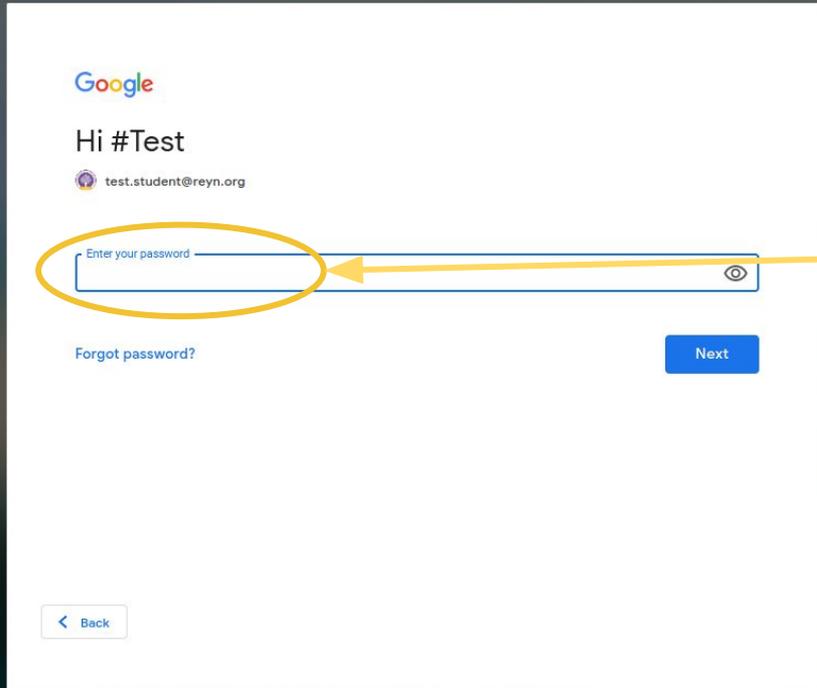
[Forgot email?](#)

Next

Back

Students use their Reynoldsburg email address to sign in.

# Chromebooks - Signing In



The image shows a Chromebook sign-in screen. At the top is the Google logo. Below it, the text "Hi #Test" is displayed, followed by a profile icon and the email address "test.student@reyn.org". A password input field is present, with the placeholder text "Enter your password". This field is highlighted with a yellow circle, and a yellow arrow points from a text box on the right to the field. Below the password field are two links: "Forgot password?" and a blue "Next" button. At the bottom left, there is a "Back" button with a left-pointing arrow.

Enter student password.

000 + 6 digit student ID

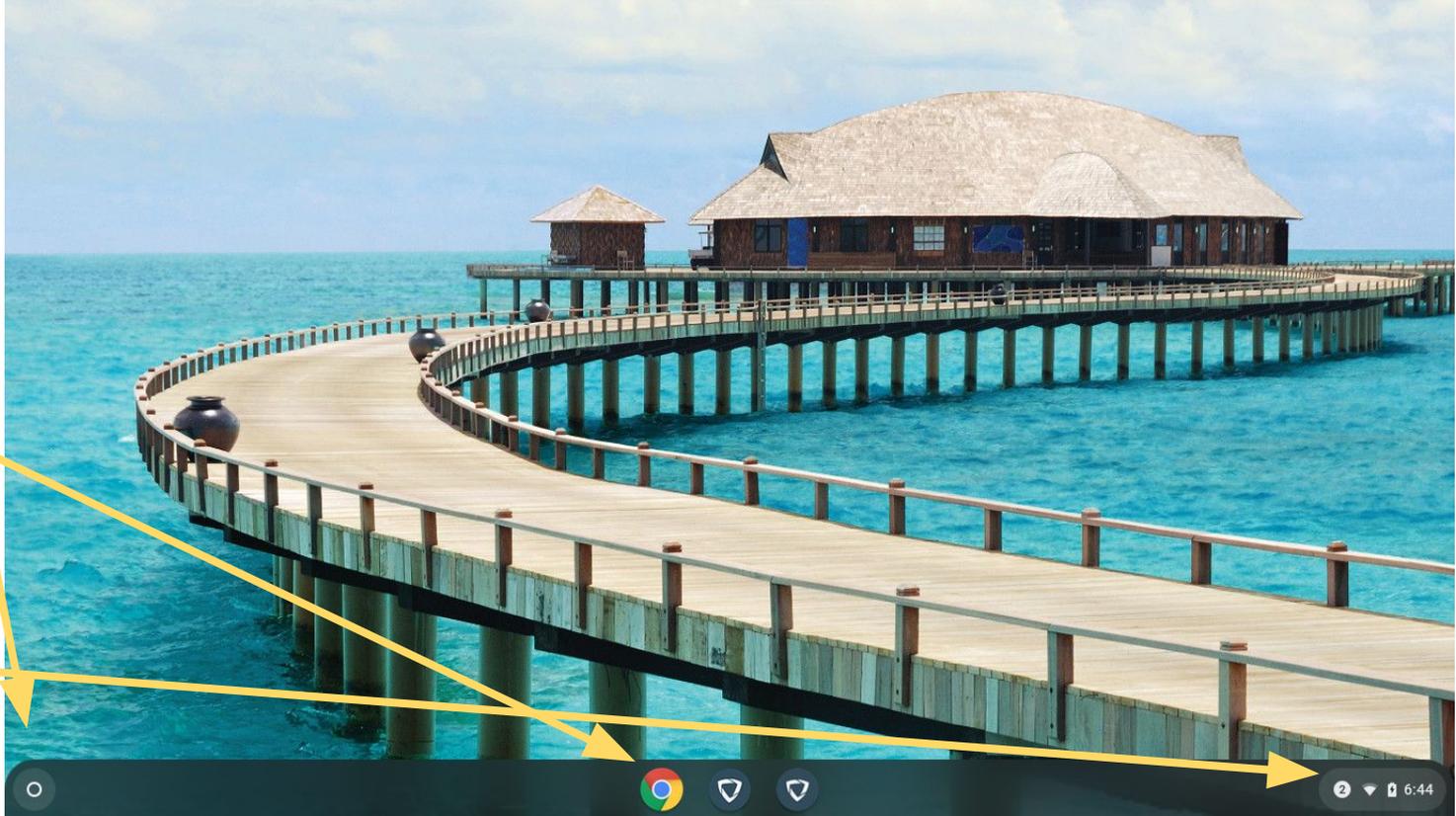
# Chromebooks - Desktop Tour

**From the desktop, you can access:**

Launcher - tool for finding files and apps on your Chromebook.

Google Chrome - web browser and primary workspace.

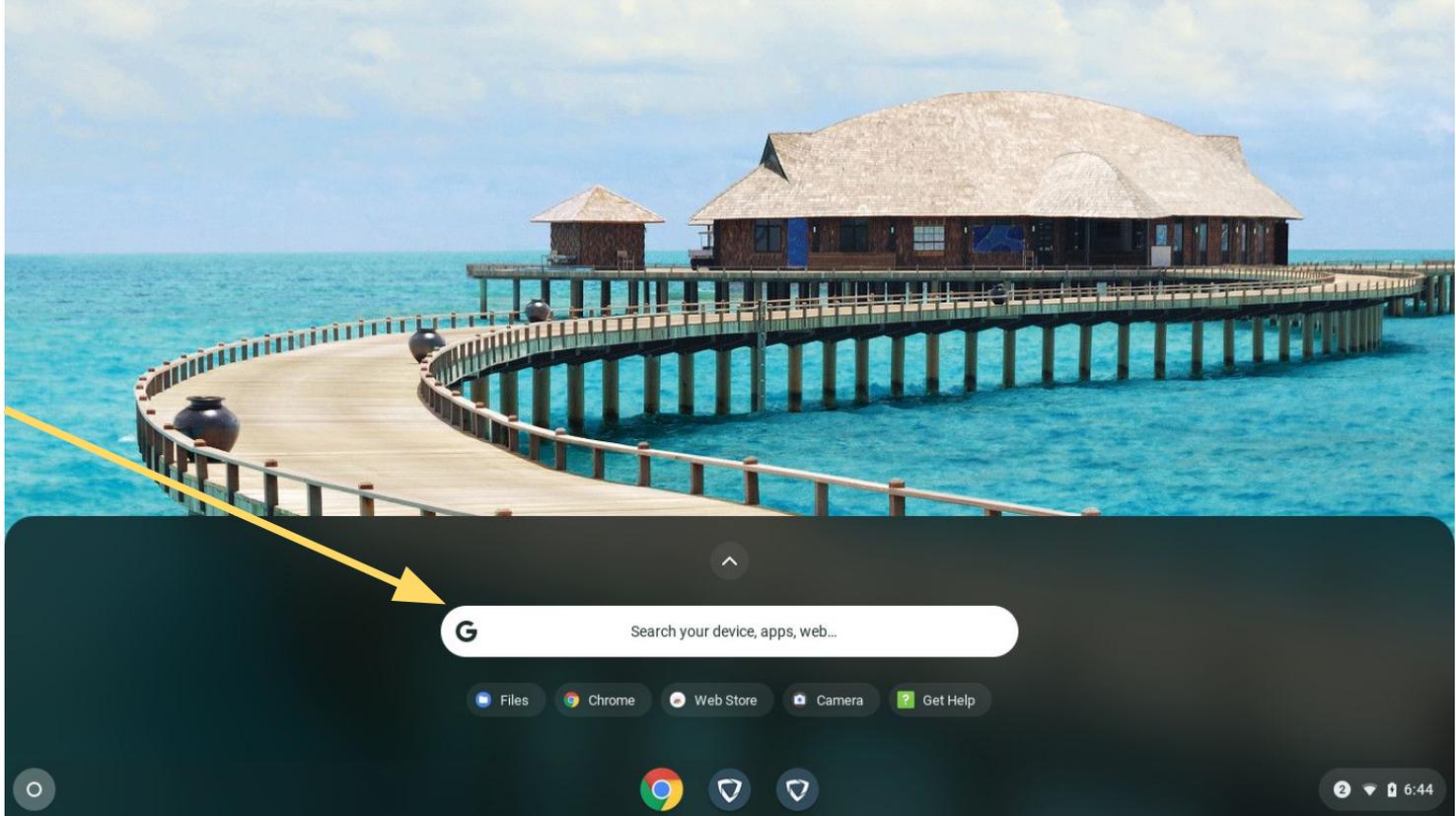
Settings - WiFi, Volume, brightness, etc...



# Chromebooks - Desktop Tour - Launcher

The white search bar in the Launcher can help you find apps and files installed on your device.

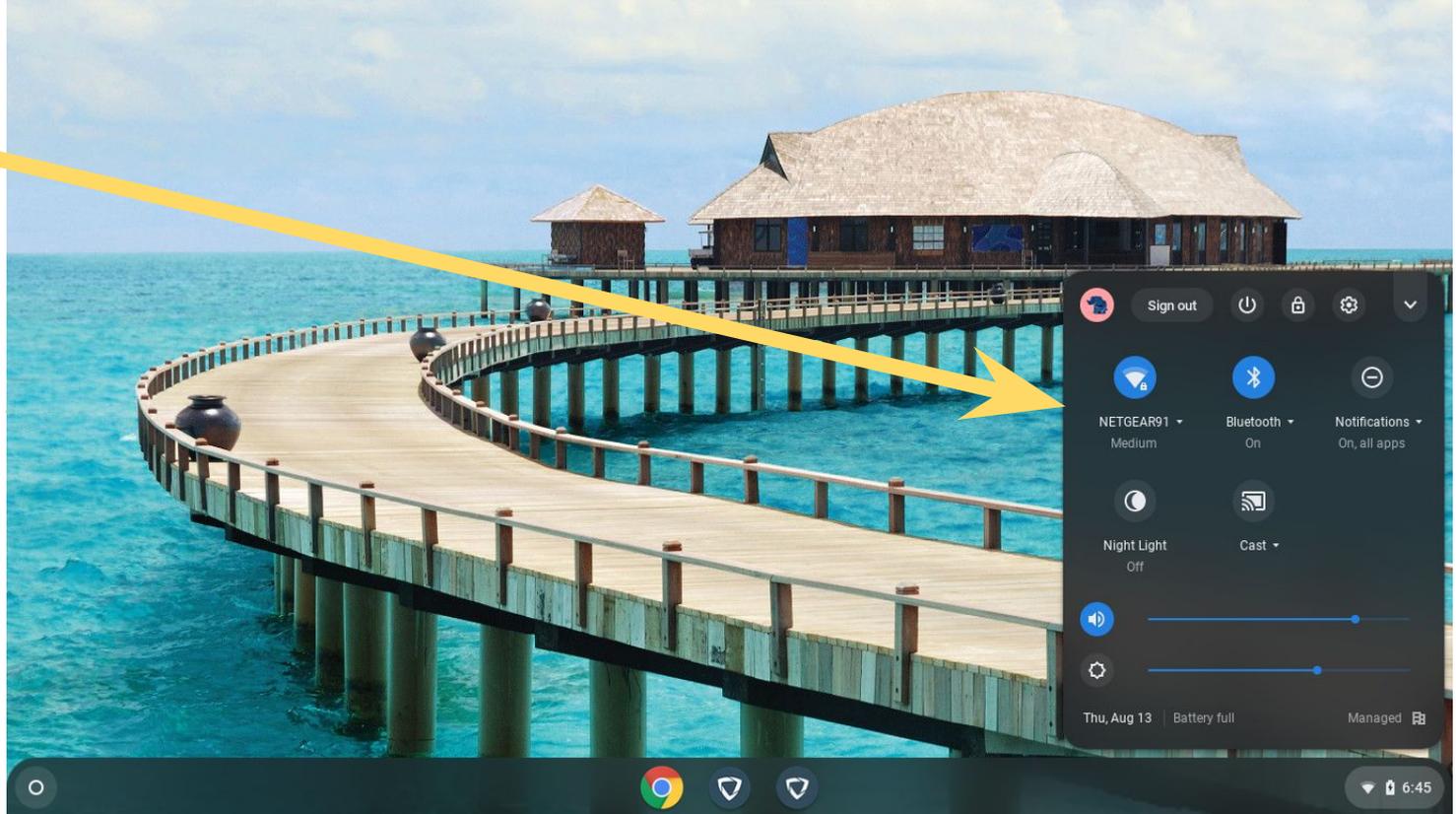
You can also directly search the Web through this box.



# Chromebooks - Desktop Tour - Settings

In the lower left of your desktop screen, you can access your Chromebook settings.

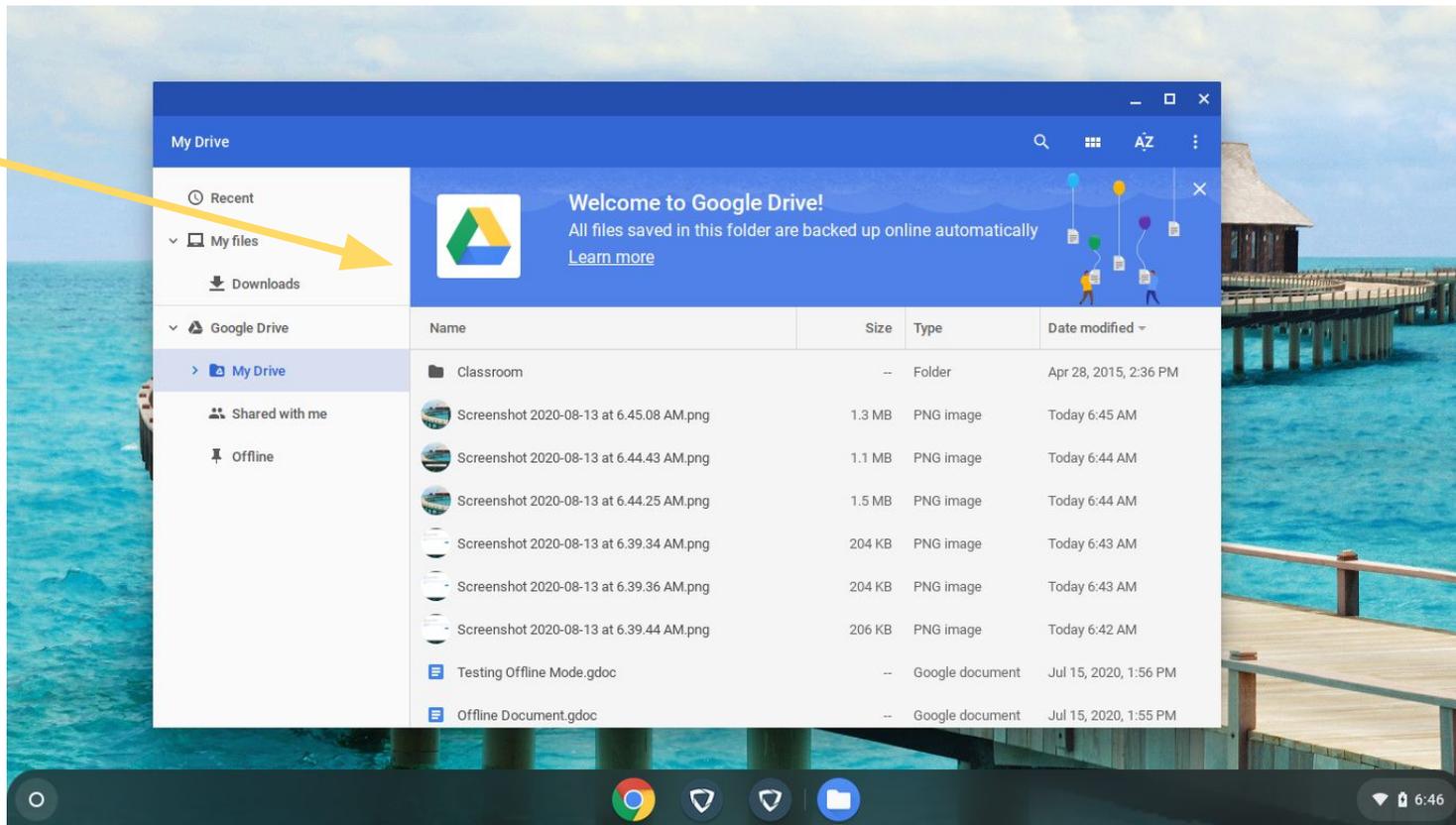
From this screen, you can connect to WiFi and Bluetooth devices and adjust basic settings.



# Chromebooks - Desktop Tour - Files

From the Launcher, you can open up the Chromebook file manager.

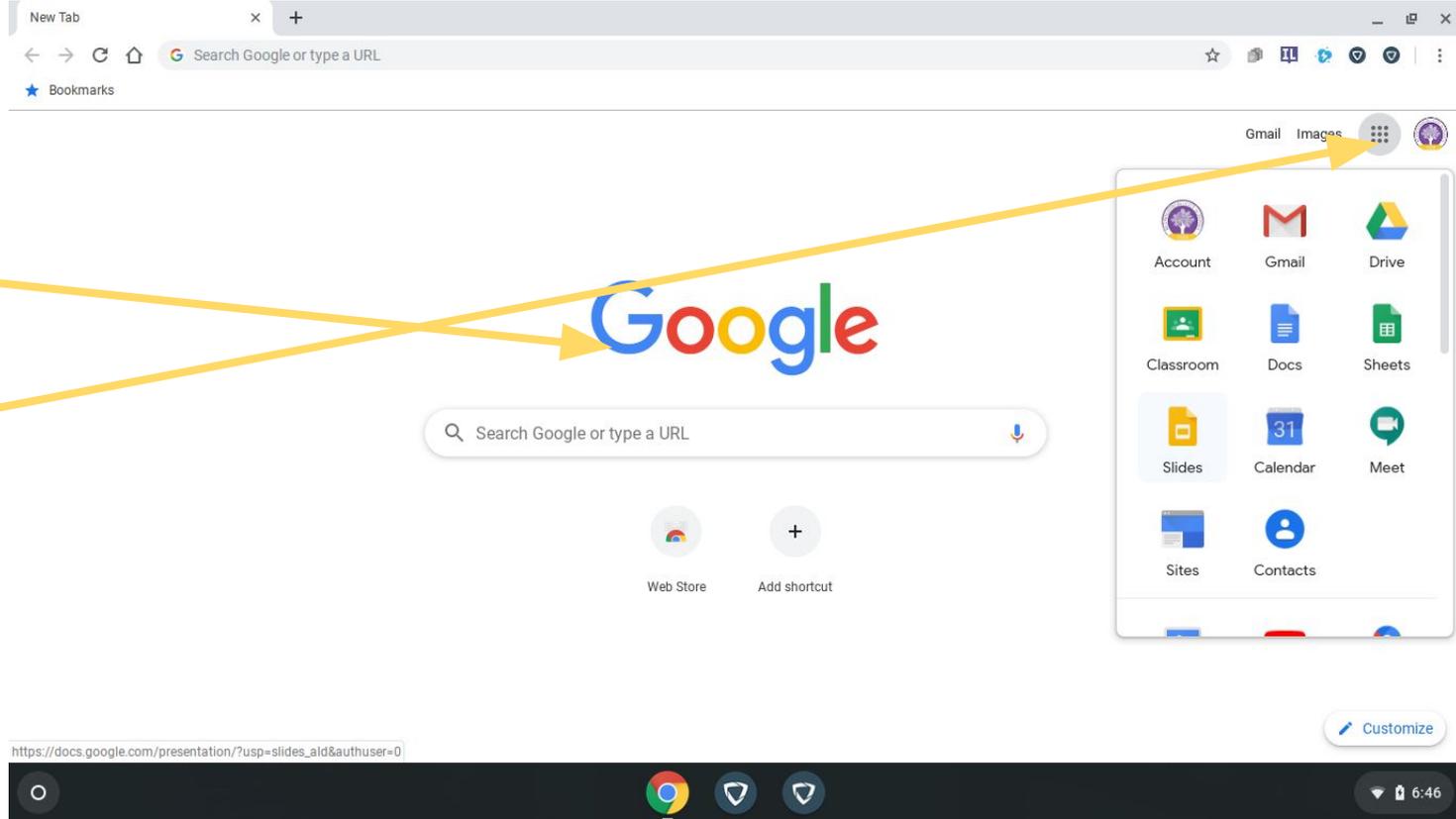
Almost all files will be stored within your Google Drive and can be found here or at [drive.google.com](https://drive.google.com)



# Chromebooks - Chrome & Google Tools

Google Chrome will be your primary workspace when using a Chromebook.

From the main Chrome menu, you can access all of your Google tools by clicking on the dot menu.



# Chromebooks - Tech Support

*If you are having technical issues with your District Chromebook, please reach out in the following ways.*

- Students can open a helpdesk ticket by emailing [helpdesk@reyn.org](mailto:helpdesk@reyn.org) from their Reynoldsburg account.
- Students can log in to the Helpdesk at [www.helpdesk.reyn.org](http://www.helpdesk.reyn.org) using their email address and password.
- Students and parents can call the Helpdesk at 614-501-1031. If you reach the voicemail, please provide a good contact number where IT can contact them.
- All device repairs, if needed, will be handled at the Technology Office in the Welcome Center located at:
  - 1555 Graham Road, Reynoldsburg, OH 43068

To see a video of this content with additional details, please use the following link:

[bit.ly/GClassVid](https://bit.ly/GClassVid)



# The Parents' Guide to Google Classroom

# What is Google Classroom?

Think of Google Classroom (GC)  
as your child's digital link to learning.

Teachers use GC to share assignments,  
homework, newsletters, and much  
more with students AND parents!



# Getting Started



Your child was provided with a secure login and password that is unique to them.

Check with his/her teacher to obtain this private information OR ask them to add you as a parent via email!

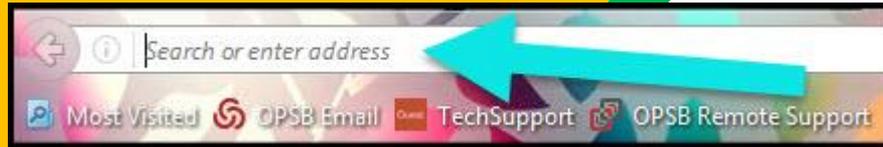
# Getting Started



1

Click on the Google  
Chrome browser  
icon.

# Getting Started



2 Type [www.google.com](http://www.google.com)  
into your web  
address bar.

# Getting Started



3

Click on **SIGN IN** in the upper right hand corner of the browser window.

# Getting Started

Google

Hi Tanya  
bratton@opsb.info

Enter your password

Forgot password?

NEXT

Click on Next

4

Type in your child's  
Google Email address  
& click "next."

# Getting Started

Google

Hi Tanya

bratton@opsb.info

Enter your password

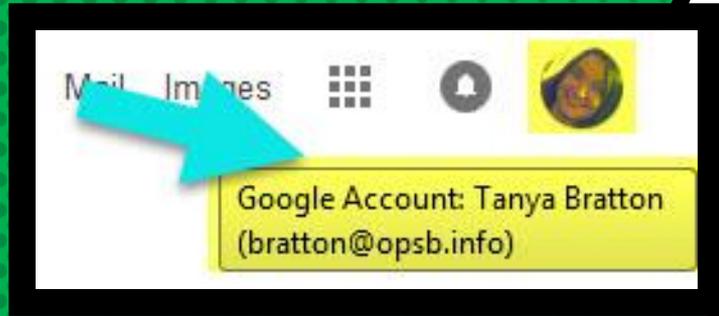
[Forgot password?](#)

**NEXT**

Click on Next

5

Type in your  
**PASSWORD**  
& click "next."

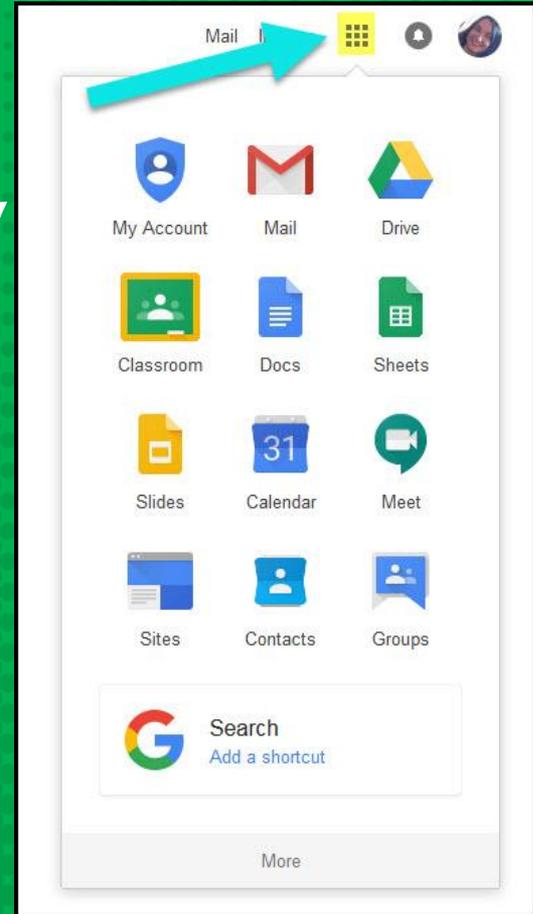


***NOW YOU'LL SEE***

that you are signed in to  
your Google Apps for  
Education account!

# GOOGLE SUITE

Click on the 9 squares  
(Waffle/Rubik's Cube) icon in the  
top right hand corner to see  
the Google Suite of Products!



# GOOGLE ICONS TO RECOGNIZE:



CHROME



DOCS



DRIVE



SLIDES



SHEETS



FORMS



CALENDAR



GMAIL



PHOTOS



MAPS



KEEP



CLASSROOM



MEET



HANGOUTS



SITES



CONTACTS



CLOUD



CLOUD SEARCH



YOUTUBE



NEWS



VAULT



MY ACCOUNT

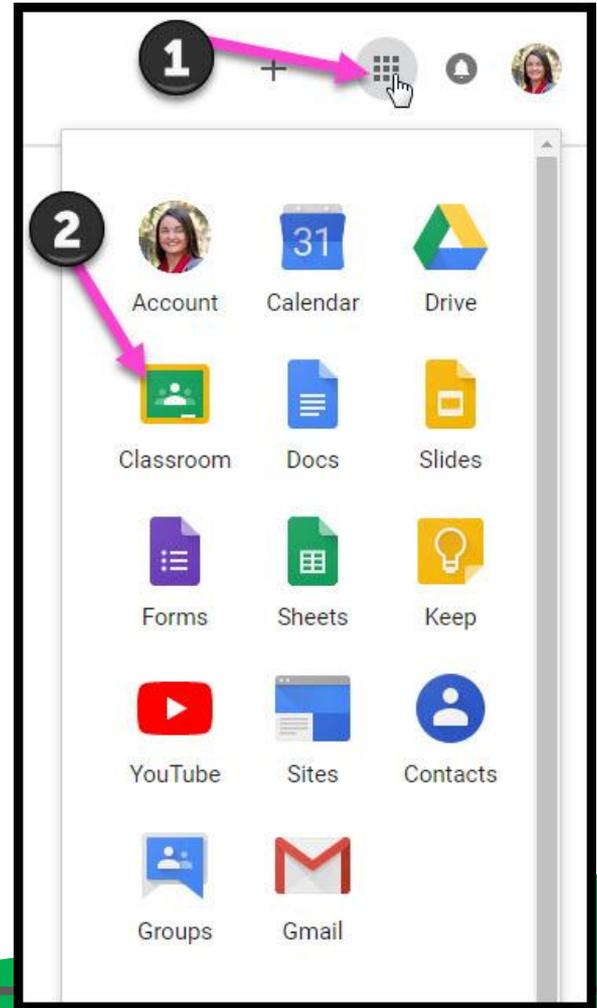


GROUPS

# Navigating Classroom

1

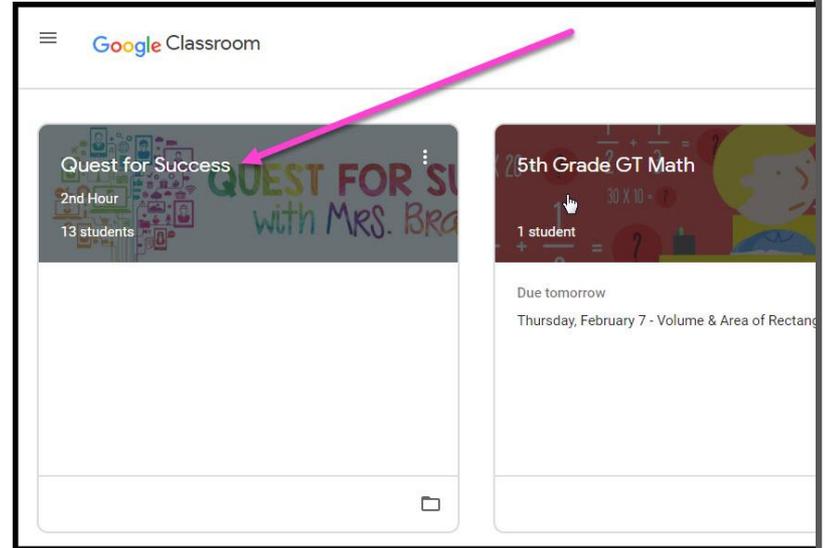
Click on the waffle button and then the [Google Classroom](#) icon.



# Navigating Classroom

2

Click on the class you wish to view.



# Navigating Classroom



# 3

Page tools  
(Left side)

The screenshot shows the Classroom interface for a class named '3rd hour Science'. At the top, there are navigation tabs: '3rd hour Science' (1), 'Stream' (3), 'Classwork' (4), and 'People' (5). On the right side, there are icons for 'App Directory' (6) and 'Your account' (7). The main content area features a header for '3rd hour Science' with an illustration of tools. Below this is an 'Upcoming' section (8) with a post about a work deadline and a 'View all' link. A 'View class updates and connect with your class here' section (9) is also present, with a sub-link 'See when new assignments are posted'. At the bottom, a legend lists the numbered callouts:

- 1 Menu of Classes
- 2 Current Class
- 3 Announcements Page
- 4 Assignments 
- 5 Teacher(s) & Classmates
- 6 Waffle Button (App Directory)
- 7 Your account
- 8 Upcoming Assignments 
- 9 Updates from your teacher

# Navigating Classroom

# 4

## Assignment details

The screenshot displays the Classroom interface with the following elements and callouts:

- 1** Classwork Tab
- 2** View your work
- 3** Google Calendar
- 4** Class Drive folder
- 5** All topics
- 6** Benchmark Tests
- 7** Assignment Title: For the Week of September 2 - 6
- 8** Assignment Due Date: Due Today
- 9** Assignment Status: Assigned
- 10** Attached files/links: Day 1 - Multistep Equatio... PDF, Day 2 - Variables on Both... PDF, Day 3 - Infinite & No Solu... PDF, Day 4 - Algebraic Propor... PDF
- 11** View Assignment

**1** Classwork Tab

**2** See your Grades

**3** See Due Dates

**4** View your files

**5** Topics available

**6** Topic Headings

**7** Assignment Title

**8** Assignment Due Date

**9** Assignment Status

**10** Attached files/links

**11** Click to view assignment

# ACCESS

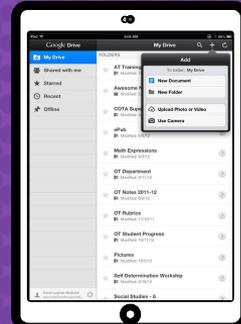
# ANYWHERE



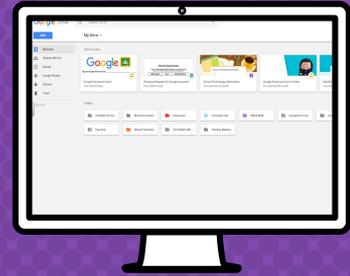
**ANDROID**



**IPHONE**



**TABLET**



**DESKTOP**



# GOOGLE APPS

---

allow you to edit Google  
assignments from  
any device that is connected  
to the internet!



Download on the  
App Store



GET IT ON

Google Play

To view a video  
overview of this  
information with  
additional details,  
please visit:

[bit.ly/GMeetVid](https://bit.ly/GMeetVid)



# Google Meet



# Meet



# The Basics

Google Meet is a video meeting tool that can be used to facilitate distance & remote learning.

Teachers may use Google Meet as a virtual classroom as well as a meeting space to work with and support students.

Like any Google for Education tools, students must be logged into their Reynoldsburg student accounts to access.



# Expectations for Students

*“As noted in the [Reynoldsburg City Schools Acceptable Use Policy](#), students should assume no right to privacy while using their Google Account, including Google Meet. Students should treat Google Meet as a conversation being held within a school building. All policies, rules, and requirements are upheld while on School devices and accounts. Using school appropriate language is a requirement. District staff members have a responsibility to report and investigate observed inappropriate use. During the course of investigating inappropriate use, staff may access, view, and/or document histories, logs, files, computer screens, and electronic or wireless communications; privacy should not be assumed when using The District’s network or devices, or accounts.”*

## Important Highlights for Students:

- ★ When you use district accounts and devices, your activity and communication is NOT private.
- ★ Appropriate language and content is expected when engaging in online school work and video conferences.
- ★ You are expected to treat classmates and teachers with respect and courtesy. Bullying, name-calling, or other forms of harassment are not acceptable.

# Student tips for successful **VIDEO CALLS**



1



Check in with your teacher. Gather your materials.

2



Be on time. Check in thru the chat when you arrive.

3



Stay engaged (nod or thumbs up) if others are talking.

4



Mute your mic if you're not speaking.

5



Use the chat or raise hand to share ?s/ideas.

6



Wait for teacher to call on you or unmute your mic.

7



Take notes in a doc or on paper for reference.

8



If using video, look at the camera, not the screen.

Text by Karly Moura @KarlyMoura. Infographic by Matt Miller @jmattmiller. Icons by The Noun Project.



# 10 video tips for students with **SLOW INTERNET**

1



Turn camera off during video calls.

2



Call in with your telephone.

3



Lower the video call resolution.

4



Do recorded vids in low resolution.

5



Record audio instead of video.

6



Use text. (Or text and images.)

7



Create images or infographics.

8



Make web tutorials with iorad.

9



Create docs and files offline.

10



Provide files to use offline.

**Make video easier for students to access. Or avoid video altogether for less data-intensive options.**

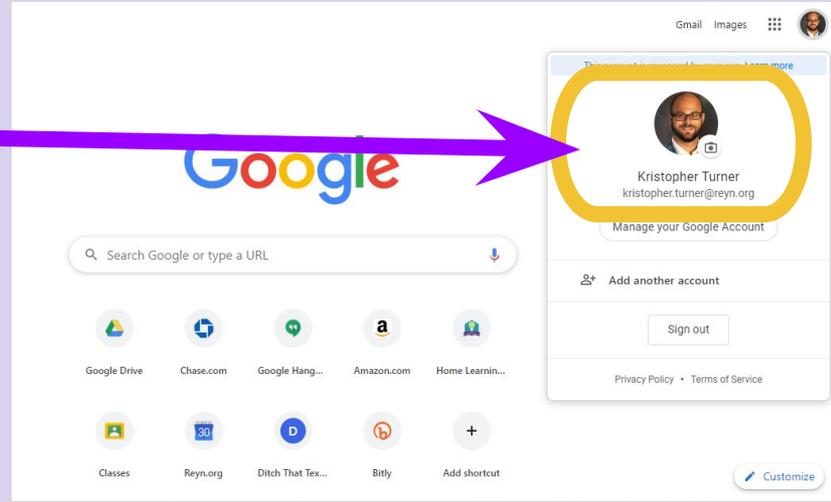


**DITCH THAT  
TEXTBOOK**

Infographic by Matt Miller (@mattmiller / DitchThatTextbook.com).  
Post: [DitchThatTextbook.com/slow-internet-tips](https://ditchthattextbook.com/slow-internet-tips)

# Signing In

1. **Make sure you are signed into Google using your *Reynoldsburg email and password.***
2. Your teacher may provide you a Meet Link or direct you to use the one posted to their Google Classroom Page.
3. Click the provided link to be directed to your Meet room.



# Accessing Google Meet

There are several ways your teacher may invite you to a Google Meet session.

1. **Google Classroom** - your teacher may direct you to use the link displayed at the top of their Google Classroom page. This Meet link is unique to that specific class and cannot be accessed unless a teacher is in the Meet session.
2. **Email/Calendar Invitation** - your teacher may send you an email or calendar invite with a Meet link. You can check your email at by logging into [www.outlook.reyn.org](http://www.outlook.reyn.org) with your Reynoldsburg email and password. Simply click the provided link to join.
3. **Post to a common page** - your teacher may simply post a link to a common classroom page in Google Classroom or Seesaw. Again, simply click the provided link at the correct time to join the Meet.

Continue for related screenshots.

# Google Meet & Google Classroom

classroom.google.com/u/0/c/MTA4MjQ3MTE0Mjc5

DEMO

Stream Classwork People Grades

DEMO

Class code bptvb4q

Meet link <https://meet.google.com/lookup/fyoihqop2v>

Select theme  
Upload photo

To access your teachers Meet link via Google Classroom, check your Classroom banner.



Share something with your class...



Kristopher Turner posted a new assignment: Essay Demo  
Jun 2



# Google Meet via Email/Calendar Invite

You have been invited to the following event.

## Demo Meeting

When Wed Aug 12, 2020 3pm – 4pm Eastern Time - New York

Joining info Join with Google Meet

[meet.google.com/mpd-cbnv-fmb](https://meet.google.com/mpd-cbnv-fmb)

Join by phone

(US) +1 563-503-5216 (PIN: 441059099)

Calendar [Redacted]

Who 

- [kristopher.turner@reyn.org](mailto:kristopher.turner@reyn.org) - organizer

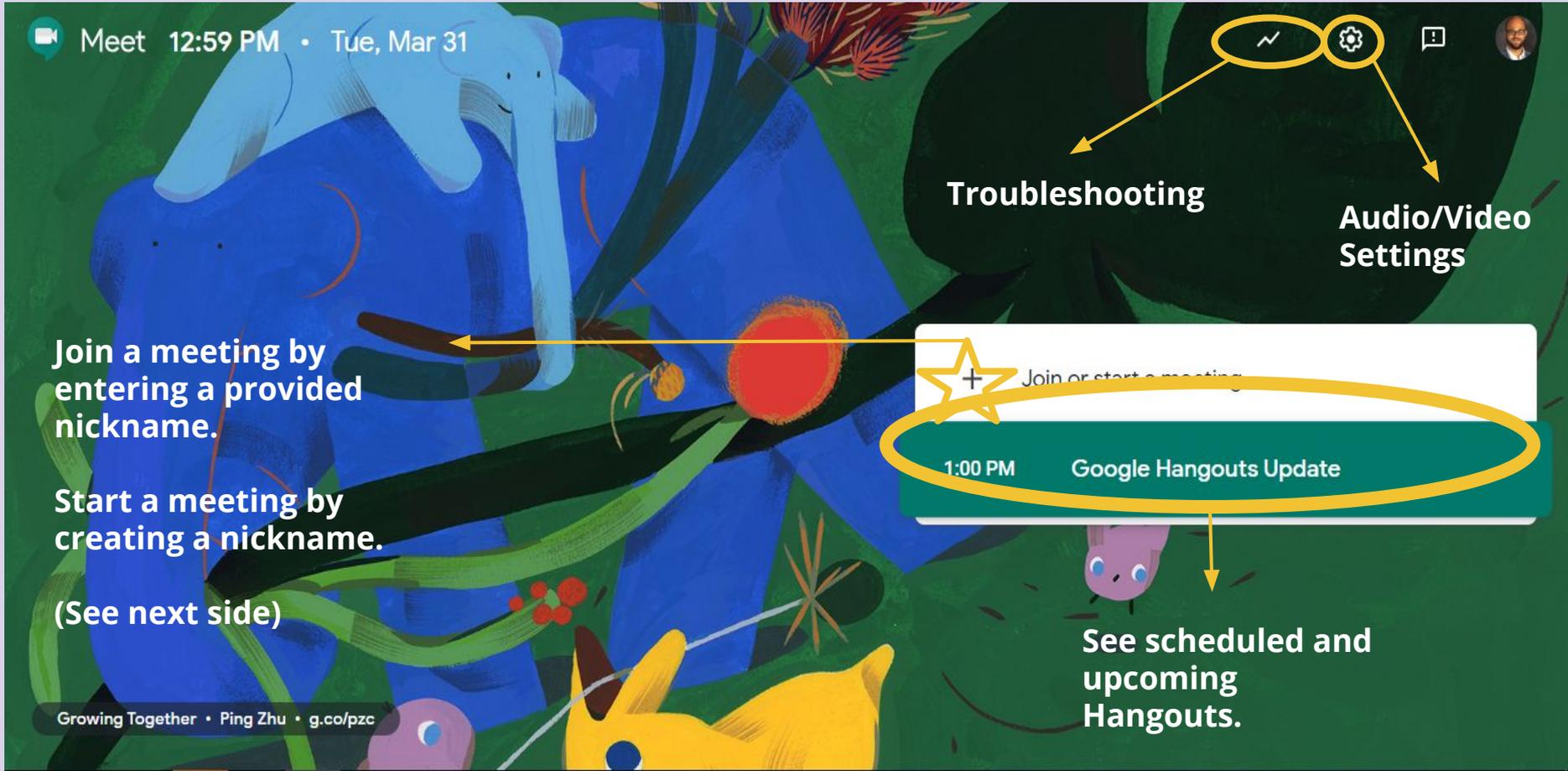
- [Redacted]

Going  ? [Yes](#) - [Maybe](#) - [No](#) [more options »](#)

**Click the provided link at the scheduled time to access the Meet session.**

[more details »](#)

**If you are unable to join via internet, you can call in using the provided number and pin.**



Meet 12:59 PM • Tue, Mar 31



Troubleshooting

Audio/Video  
Settings

Join a meeting by  
entering a provided  
nickname.

Start a meeting by  
creating a nickname.

(See next side)

+ Join or start a meeting

1:00 PM Google Hangouts Update

See scheduled and  
upcoming  
Hangouts.



**Use this screen to check your audio and video sources before entering the Hangout. Audio/Video options found here.**



googlehangoutsupdate

No one else is here

Join now

Present

Other options

Join and use a phone for audio

# Meeting Screen



# Additional Support

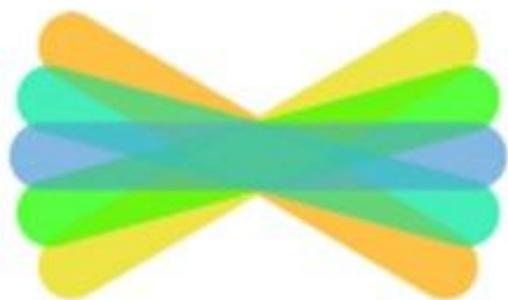
Please see the following video and guide for additional, detailed support related to Google Meet.

[Video](#)

<https://bit.ly/GMeetVid>

[Google Meet Cheatsheet](#)

<https://bit.ly/GMCheatsheet>



*Seesaw*

# Seesaw - The Basics

“Seesaw is a platform for student engagement that inspires students of all ages to do their best, and saves teachers time!

- **Students** - use creative tools to take pictures, draw, record videos and more to capture learning in a portfolio.
- **Teachers** - find or create activities to share with students.
- **Families** - only see their child's work and leave comments and encouragement.”

# Seesaw - Signing In

Seesaw can be accessed by visiting:

<https://app.seesaw.me>

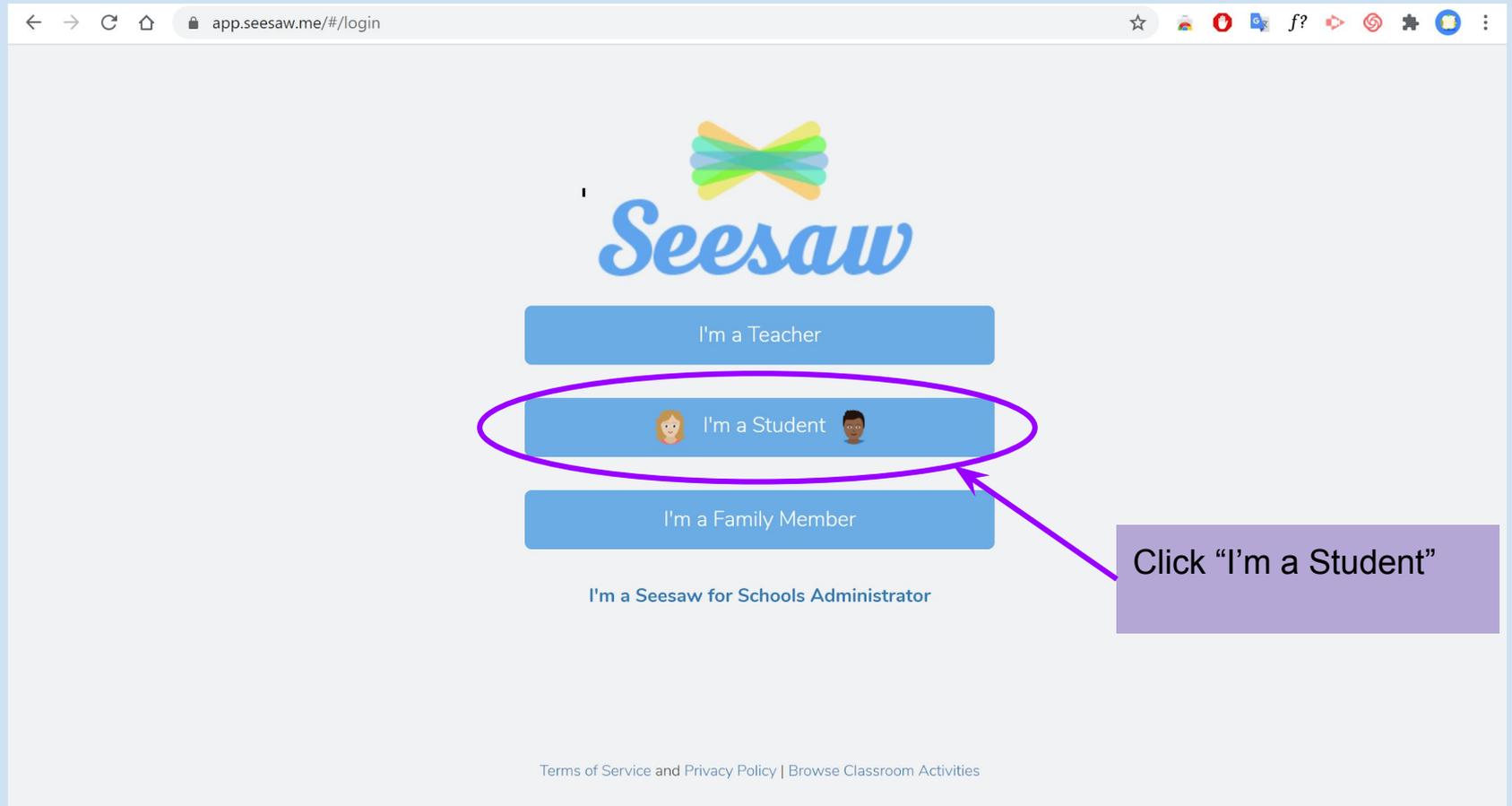
You can also find a link to Seesaw on your school's Student Portal

- [sues.reyn.org](https://sues.reyn.org)
- [tres.reyn.org](https://tres.reyn.org)
- [sres.reyn.org](https://sres.reyn.org)
- [rhes.reyn.org](https://rhes.reyn.org)
- [hmse.reyn.org](https://hmse.reyn.org)
- [fres.reyn.org](https://fres.reyn.org)

Look for the Seesaw icon



# Seesaw - Signing In



The image shows a browser window with the URL `app.seesaw.me/#/login`. The page features the Seesaw logo at the top center, which consists of a colorful bow-like icon above the word "Seesaw" in a blue script font. Below the logo are four blue buttons for user selection: "I'm a Teacher", "I'm a Student" (highlighted with a purple oval and a callout), "I'm a Family Member", and "I'm a Seesaw for Schools Administrator". The "I'm a Student" button includes small icons of a girl and a boy. At the bottom of the page, there are links for "Terms of Service and Privacy Policy" and "Browse Classroom Activities".

app.seesaw.me/#/login

**Seesaw**

I'm a Teacher

I'm a Student

I'm a Family Member

I'm a Seesaw for Schools Administrator

Terms of Service and Privacy Policy | Browse Classroom Activities

Click "I'm a Student"

# Seesaw - Signing In

← Student Sign In

 Sign In with Google

Email

Password

[Forgot Password?](#)

[Seesaw for Schools Clever Sign In](#)

TEXT CODE

 Scan Code

Choose "Sign In With Google"

# Seesaw - Signing In

Sign in with Google

Seesaw

Sign in  
to continue to Seesaw

Email or phone

[Forgot email?](#)

[Create account](#)

Next

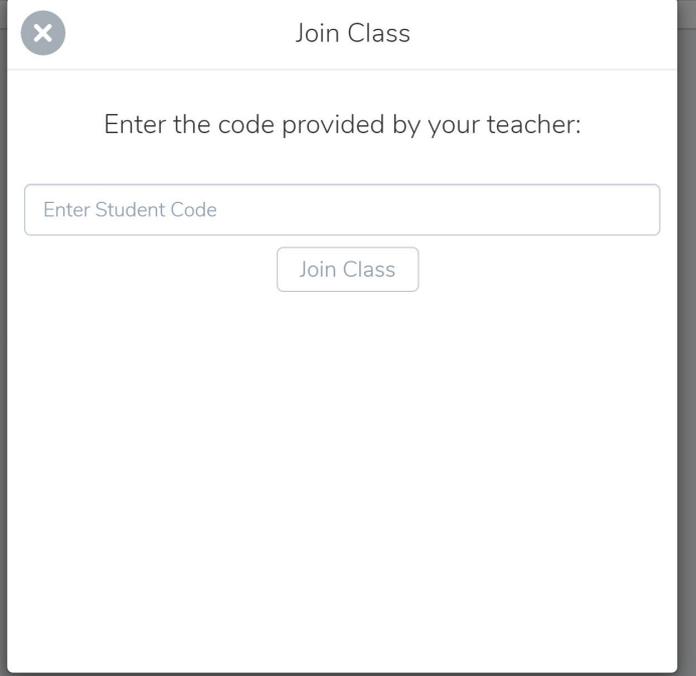
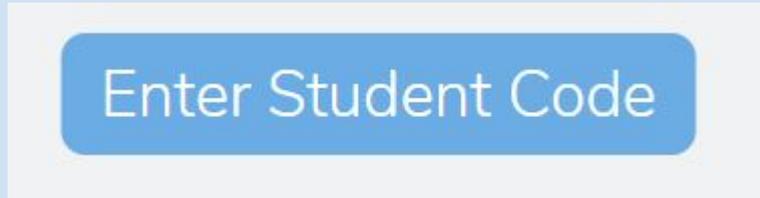
Enter your Reynoldsburg email and password when prompted.

**Email:**  
[first.last@reyn.org](mailto:first.last@reyn.org)

**Password:**  
000 + six digit student #

# Seesaw - Joining a Class

Your teacher may send you with a student code.  
Click the “Enter Student Code” button on your  
student dashboard.



A "Join Class" dialog box with a close button (X) in the top left corner. The title "Join Class" is centered at the top. Below the title, the text "Enter the code provided by your teacher:" is displayed. Underneath is a text input field with the placeholder text "Enter Student Code". At the bottom right of the dialog is a button labeled "Join Class".

# Seesaw - Joining a Class

Your teacher might also send you an email with a link to join their class.

Follow the instructions in the email to sign-in to Seesaw and join the class.

## Sample Email

If you're using Seesaw for the first time:

1. Go to [app.seesaw.me](https://app.seesaw.me)
2. Choose "I'm a Student"
3. **Type in the code:**     **This code expires on August 19, 2020**
4. Finish creating your account using your school Google account or email address

If you've used Seesaw before and have an account:

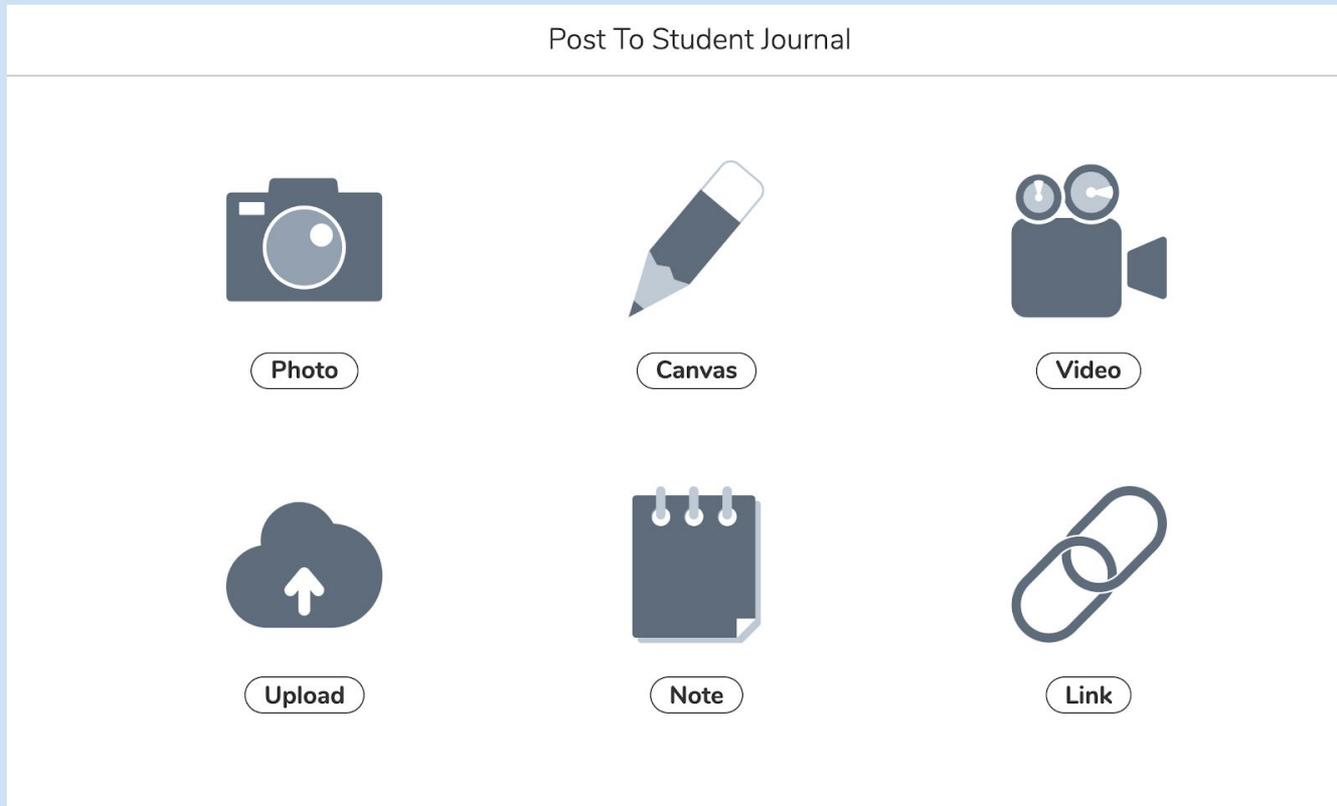
1. Go to [app.seesaw.me](https://app.seesaw.me)
2. Choose "I'm a Student"
3. Sign in using your school Google account or email address
4. Click on your profile icon on the top left
5. Click on the +Join Class button
6. **Type in the code:**     **This code expires on August 19, 2020**

# How do students add posts to Seesaw?

The screenshot displays the Seesaw app interface. At the top, the user is identified as 'Jean Student - 1 Class' with a notification badge for 27. The main content area shows a journal post titled 'How to Add 1,216 + 671' with a date of '1 / 3' and 'Dec 11, 2019'. The post contains two equations:  $1,000 + 200 + 10 + 6$  and  $600 + 70 + 1$ . A text box below the equations says 'First, write the numbers in expanded form'. The post has 'Like', 'Comment', and 'Share' icons. A green '+ Add' button is visible in the top right corner. On the right side, there is a sidebar for 'Room 11 Student' with a 'Journal' tab selected. Below the sidebar, a list of students is shown: Jean, Alex, Arjun, Esther, Laila, and Musashi.

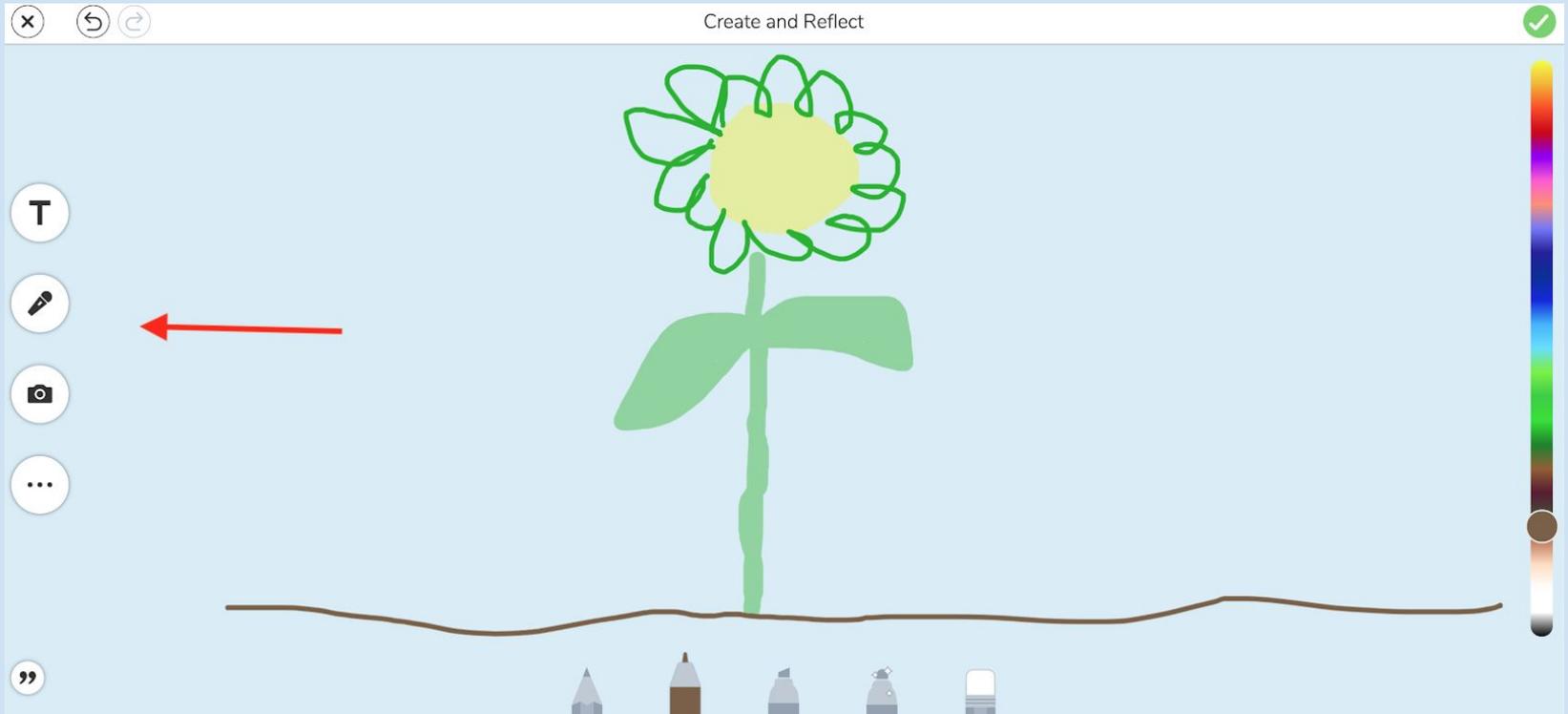
1. Tap the green add button, then tap 'Post to student journal'

# How do students add posts to Seesaw?



**2. Choose the type of post you'd like to add.**

# How do students add posts to Seesaw?



3. Create your post. Edit your post to add voice recordings, drawings, text labels, or captions.

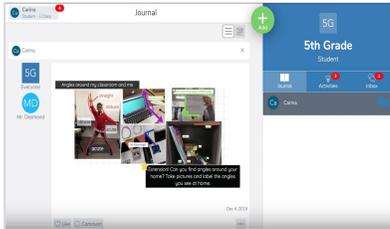
4. Tap the green checkmark to complete your post!

# Additional Supports

[Seesaw Help Center](https://help.seesaw.me/hc/en-us)

<https://help.seesaw.me/hc/en-us>

# Tour of the Class App



## Your Journal

When students sign in to the Class app, they see their journal



## Create a Post

Click the green Add button to post to the journal using fun tools like Photo, Drawing, Video and more



## Complete Activities

To see assigned activities, click the Activities tab under the class name. Find an activity to complete, then click Add Response



## View Announcements, Messages, & Notifications

A red notification bubble appears when there's something to see

# Tour de la aplicación Seesaw Class



## Tu journal (diario)

Cuando los estudiantes inicien sesión en la aplicación Seesaw Class, ven su journal (diario)

---



## Crear una publicación

Presione el botón verde de agregar respuesta para publicar en el diario usando herramientas divertidas como foto, dibujo, video, y muchas más.

---



## Completar Actividades

Para ver las actividades asignadas, presione en la pestaña Activities (actividades) debajo del nombre de la clase. Encuentre una actividad para completar, luego presione Add Response (agregar respuesta)

---



## Ver Anuncios, Mensajes, y Notificaciones

Una burbuja roja de notificación aparece cuando hay algo que ver.



## What is Flipgrid?

Flipgrid is the leading video discussion platform used by PreK to PhD educators, students, and families around the world. Teachers post topics to spark the conversation and students respond with short videos. Define your voice. Share your voice. Listen to the voices of others.

## Access for Students.

Teachers invite students to participate in Flipgrid discussions, using either web-enabled or mobile devices.

### Macs, PCs & Chromebooks

Teachers share the **grid URL** with students to access through a browser. No need to download anything!

### iPads, iPhones & Androids

Download the free Flipgrid app for iOS or Android. Teachers share the **grid code** for students to access through the app.

## Let's Start Recording!

- +** Students select a topic and then tap the green plus to start the record process
- 1 Record a video** - flip the camera and pause while recording!
- 2 Review the video** - gain confidence with unlimited retakes!
- 3 Take a selfie** - customize the image to add style!
- 4 Enter Info** - last step before submitting the video!



Watch as students have fun sharing their knowledge and learning from other student videos!

# A Guide For Parents And Students On How To Use Zoom

---

[littledayout.com/parents-students-guide-how-to-use-zoom/](https://littledayout.com/parents-students-guide-how-to-use-zoom/)

March 31, 2020



Ever since the COVID-19 outbreak, teleconferencing tools have exploded. More and more people relying on video conferencing solutions such as Google Meet and Skype to stay connected while remaining at home. One popular video conferencing app is Zoom.

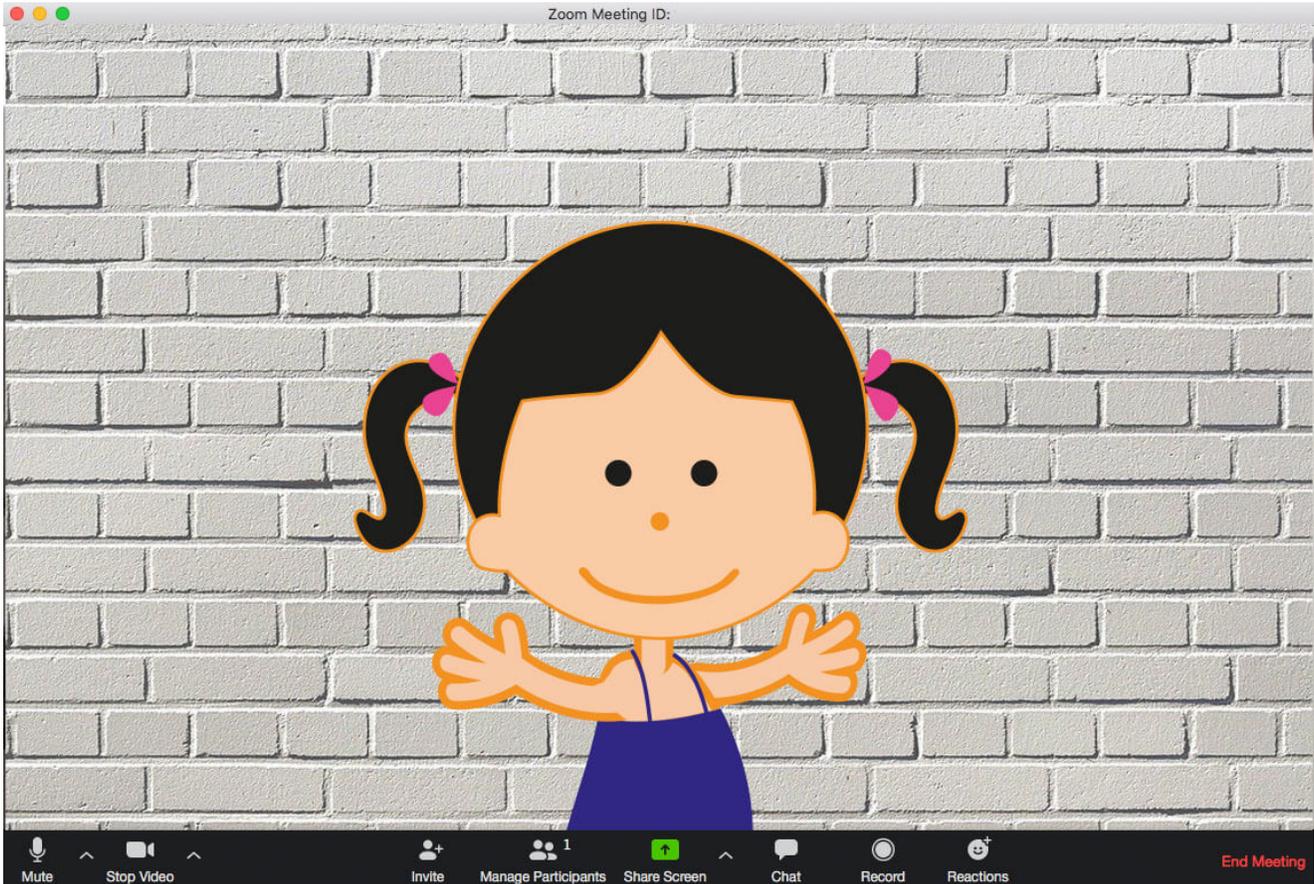
If you discover that you need to make use of Zoom for a class or online activity, we've put together a simple guide for parents and students on how make use of Zoom.

Our suggestion is also to try out Zoom beforehand so that you get familiar with it. This would save a lot of scrambling about when you finally do need to use it.

---

## What is Zoom?

---



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**Staying home this National Day? How about shopping and saving at the same time?**

**[Check these sales out at Amazon!](#)**

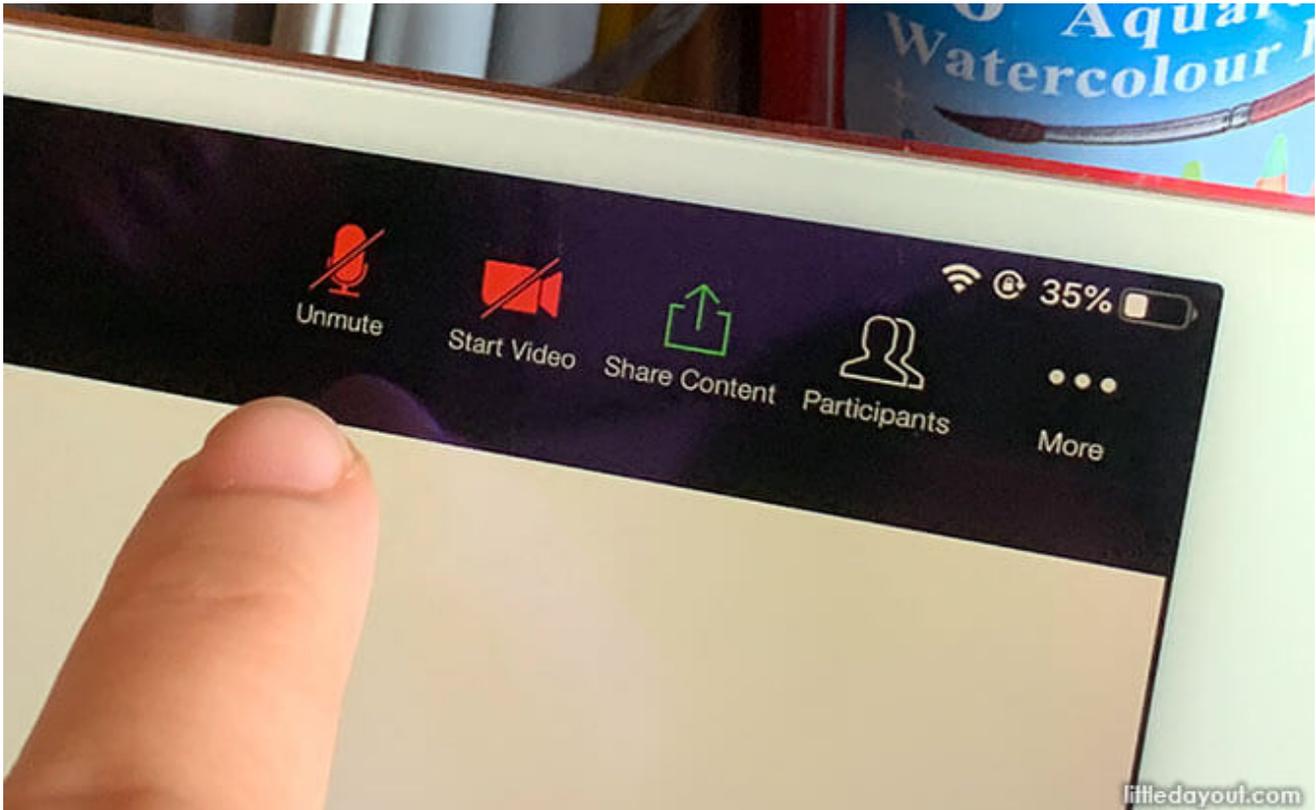
---

Zoom is a free video conferencing solution (at least for participants). It allows multiple people to come together online and thus has been popular choice for online classes and lessons.

---

**Equipment Needed**

---



Zoom on an iPad

To make use of Zoom, you would need a computer, iPad or a smart phone like an iPhone or Android phone. The device should have a camera if you intend to do video conferencing. If not, you will be reduced to just audio conferencing.

---

## Creating a Zoom Account

---

While you don't need to have a Zoom account to join a meeting as a participant, it is helpful to have an account. Having a Zoom account allows to update your profile settings or even host your own meetings.

The free Zoom client / app can be downloaded from the [Zoom website](#) (under Resources > Download Client), or from the [Apple App Store](#) or [Google Play Store](#).

When you open up the client / app, you will have the option to sign up your free Zoom account using your email.

---

## How to Join a Zoom Meeting / Online Class

---

In order to join a meeting, you will receive an invitation via email or other channels such as WhatsApp.

Make sure that the invitation is from a trusted sender.

The invitation message should look like this:

Me  
Please join Zoom meeting in progress  
To: You

---

Join Zoom Meeting  
<https://us04web.zoom.us/j/165443464?pwd=Tkk5cFE3UStPVVJanJzLzhn>

Meeting ID: 165 422 222  
Password: 278222

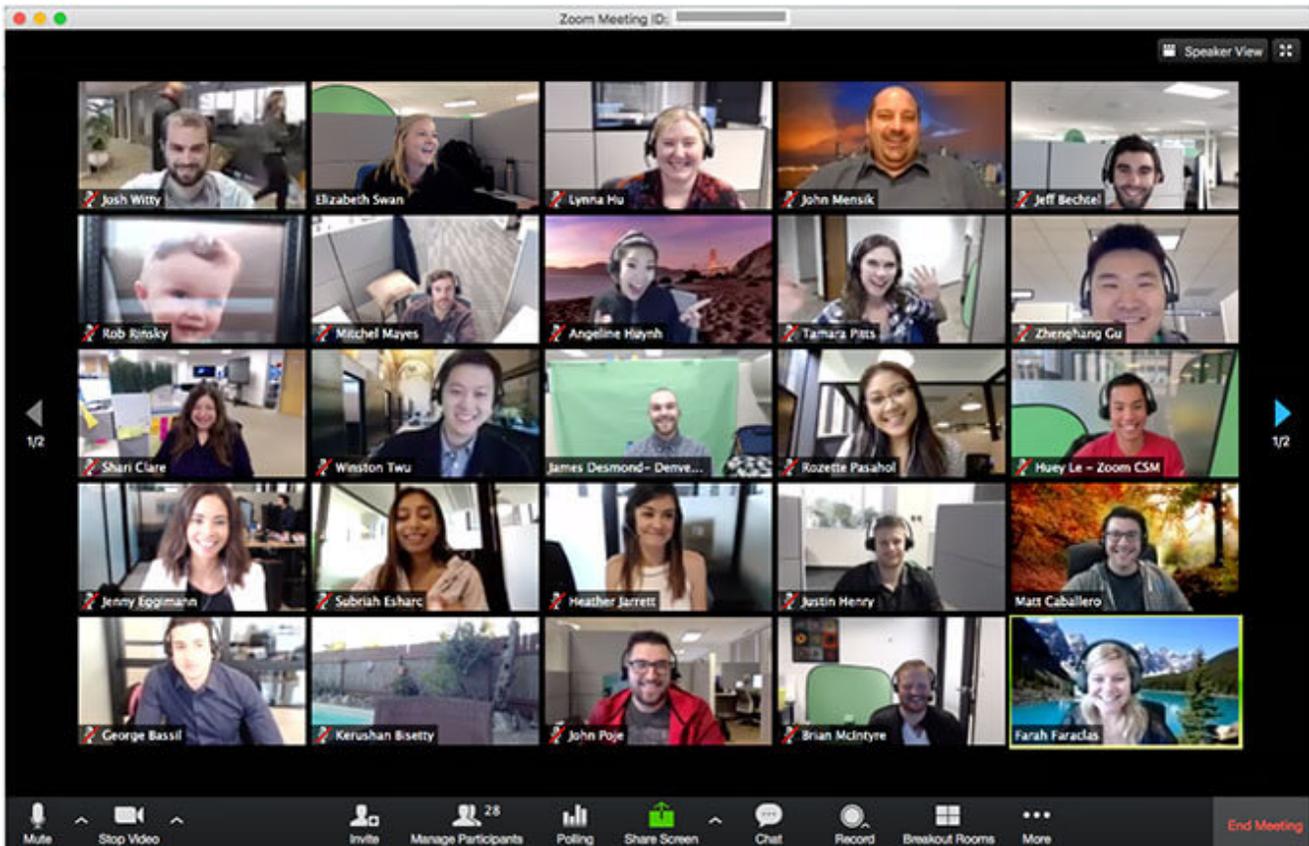
To join the meeting, you can either click on the weblink, or enter in the Meeting ID and Password on the Zoom app / client.

When you enter into the video conference, you have the choice of either having your video on or off. Once inside, you should also be able to see the other meeting participants.

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## Using Zoom

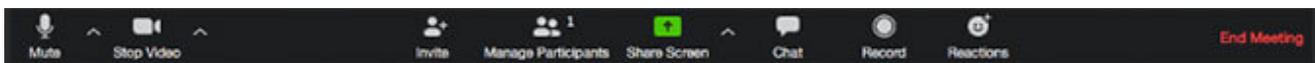
---



### Source

In the Zoom meeting, you should be able to see the other participants (assuming they have their cameras on). There are different views available – speaker view and gallery view. The button to toggle between the various views is at the top right of the screen on the computer desktop app.

Let us walk you through what you can do at this screen, based on the computer app interface.



At the bottom of the screen is a black bar. From left to right, the functions are:

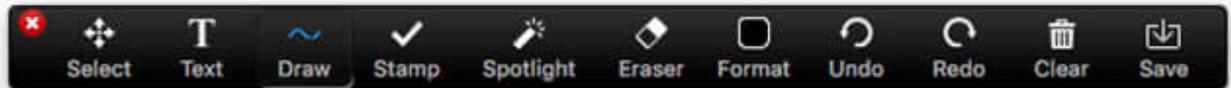
**Mute:** This turns on and off your microphone. As a pro tip, if there are many people in the conference, you can set this to mute so that it doesn't become too "noisy". If you want to speak, press and hold the Space Bar. This will turn on the mic to allow you to speak. Once done speaking, let go of the Space Bar to go back to mute.

**Stop/Start Video:** This turns on and off the video function. One feature here is that you can add a Virtual Background. You will need to download a virtual background pack and you can choose one to mask your real background. This feature is useful if you don't want to show everyone what your home looks like. Some of the virtual backgrounds include scenes such as the Golden Gate Bridge or Outer Space. If that's too weird to show your

teacher and other online participants, just find a spot at home with a plain background instead. There are some minimum requirements for virtual backgrounds.

**Invite:** This can be used to add people to the conference. If it is an online class, the teacher would have already invited people to the group.

**Manage Participants:** This opens up a side bar and allows you to see who is in the group. On a computer client / app, if you hover your cursor over your name, you have the option to change your name and profile picture.



HELLO

Whiteboard screen in Zoom.

**Share Screen:** This allows you to share a specific screen on your computer, the entire screen or open up a whiteboard to share with other participants.

**Chat:** This opens up a side bar with a chat function. There is also a function to allow the sharing of files too.

**Record:** This allows you to record the session.

**Reactions:** This allows you to give a “thumbs up” or “clap”.

**Raise Hand / Lower Hand:** Participants can also get the attention of the Host without interrupting the flow of the presentation by using a “Raise Hand” button. This flags out the Host that the participant has something to ask. The “Lower Hand” button brings down the

hand.

**End Meeting:** Use this to leave the Zoom session.

## Troubleshooting & Help

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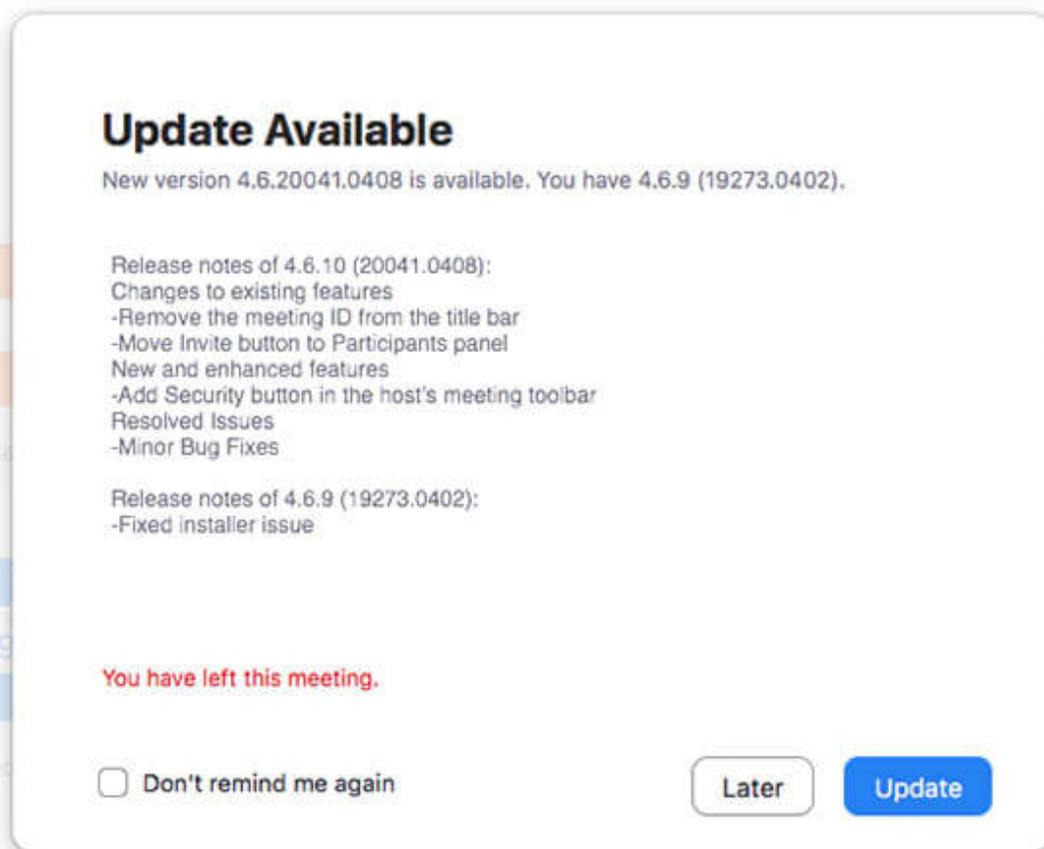
Sometimes, technology can be trip up. If you need any help with the technical setup for your Zoom, you can try referring to the [Zoom Help Center](#). There are videos and articles which cover common topics such as configuring the audio and video.

Here is the link to the [Zoom Help Center](#).

## Security Issues

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There have been security and data issues flagged about Zoom. While they are beyond the scope of this article, you can read more about them [here](#).



One point to highlight is to make use of the latest and most up-to-date Zoom client / app. These would contain the latest fixes which have been made.

A lot of the security also lies with the person who is organising the Zoom meetings. At the basic level, the organiser should make use of the “Waiting Room” feature to control who can enter the meetings and set passwords for the Zoom session so that only authorised persons can join.

Zoom has been making security updates in response to recent bad press. Hopefully, they will roll out the fixes quickly so that it is more secure for its users.

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## **Three Tips for Those Hosting Zoom Meetings**

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Finally, three bonus point for those who may be hosting Zoom meetings.

First, get to know the security settings for Zoom better. Make sure to use the “Waiting Room” feature and set a password for the Zoom meeting so that you can avoid “Zoombombers”. You can also lock the meeting once all participants are in. These features are all available from the Security icon at the bottom of the screen for Hosts. Get more Zoom security tips [here](#).

Secondly, Hosts should take note of is that if you remove participants out of the Zoom meeting, by default, they will not be able to join back in using the same email address. Therefore, only remove participants if you are very certain they are not supposed to be in the meeting. If you want to change the setting to allow removed participants to rejoin, follow the steps [here](#).

Third, if you are the Host, it is best to have a stable internet connection. One way to do so is to make use of a wired LAN cable to connect to the internet, rather than using Wi-Fi, especially if you have a lot of participants. A chain is only as strong as the weakest link.

**READ: [How To Establish a Routine While Staying-at-Home](#)**

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**READ: [Zoom Backgrounds for Your Next Video Conference](#)**

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