

3/21/20

Dear PTS Families,

On Monday, March 23rd your student will begin to engage in remote learning. Below is a step-by-step guide on how to access all remote learning platforms.

1. How to connect your Chromebook to home wifi and sign-on to your school account:

[Connecting Chromebook to Wifi and Signing On to School Account](#)

2. First thing in the morning, students should check their school email and leave the email tab open throughout the day. Students will receive invites and communications through this tab. How to check your school email, accept invitations and join meetings:

[Checking Email, Accepting Invites, and Joining Meetings](#)

3. Then your student should begin to work on assignments in any order that they choose

- Assignments can be found at any time by visiting [www.pinetreeschool.org](http://www.pinetreeschool.org)
- click on 'Teacher Pages'
- select your child's grade level
- Each grade level has a link to 'Remote Instruction,' which will bring you directly to the schedule for the week.
- Links to assignments are embedded in the weekly assignment document.

4. Optional: Office Hours through Google Hangouts- This is a teacher moderated hang out where students can come in and out when they need to ask questions. It will be open to students Monday through

Friday from 9-10:30am and 3-3:30pm. Here is how to join a hangout (Accepting a Video Call/ChatMessage from a teacher):

- At 9:00am and 3:00pm you will receive a notification that you have been invited to a grade-level hangout. If your email is open, you will hear a sound to tell you that the hangout has started.
- You can join the hangout to say hello to classmates or to get any questions answered. This is optional. While office hours are open you can come and go as needed.
- At the top of the Chat Window you will see an Answer or Decline to the Video. If you want to join, click answer. A new window will open and a pop up will open.
- Be sure to click allow for your camera and microphone. (if you have already allowed this setting in the past you will not have to do it again). You can shut off the camera or mute your microphone by clicking off the video camera/microphone icon at the bottom of the screen.
- If you do not need help or do not want to join, click Decline, but keep the green text bar open, and join later if you need help.

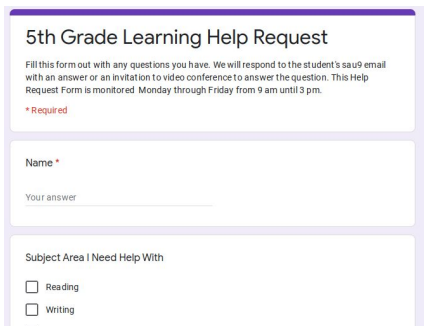
\*\*\*PLEASE NOTE: Only teachers are permitted to begin a Google Hangout chat or video conference. No student should be in a chat or a video conference without a teacher present.\*\*\*

5. This week each student will be receiving at least one video conference a day with an educator to ensure they are getting the support they need. We encourage you to take advantage of these important instructional opportunities. How to join an individual conference session:
  - a. Ten minutes before your scheduled video conference time(s), go to your email and click the link. This will open Google Meets.
  - b. Click join and your teacher will join you shortly in your conference.

- c. If you have added this invitation to your Google calendar (optional), you can open your calendar tab, click on the event, and find the link to join the conference in the event details.

6. Optional: Help Desk Form: This is available should your child have questions as they work through their assignments at a time when open office hours/individual conference times are not available. How to send a Help Desk Form:

- Your student will click on the link to type in questions they have about assignments. A staff member will reach out to the student from between the hours of 9am-3:30pm, as soon as they are able.



The image shows a screenshot of a web form titled "5th Grade Learning Help Request". The form includes a header with the title and a brief description: "Fill this form out with any questions you have. We will respond to the student's sau@ email with an answer or an invitation to video conference to answer the question. This Help Request Form is monitored Monday through Friday from 9 am until 3 pm." Below the header is a red asterisk and the word "Required". The form has three main sections: a "Name \*" field with a placeholder "Your answer", a "Subject Area I Need Help With" section with two radio button options: "Reading" and "Writing", and a partially visible third option below "Writing".

## 2. How to keep your Chromebook clean: [How to Clean Your Chromebook](#)

We are looking forward to meeting with the students next week through google meets and hangouts. We want to make sure we are available to help students as much as we can! Please let us know if you have any questions. This is a new and exciting experience for all and we are doing our best to make sure it works as smoothly as possible. We fully expect to walk each student through these steps over the course of the week until they are able to navigate their own learning plan.