DC SCHOLARS PUBLIC CHARTER SCHOOL

FAMILY DISTANCE LEARNING GUIDE

A Family Guide to Distance Learning in DCSPCS

This guide provides DC Scholars Public Charter School families with resources to ensure they have all available resources during remote learning. It is our intent for DC Scholars students to be provided academic continuity that honors our commitment to providing high-quality instruction during this time.

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Communication During Distance Learning in DCSPCS

During remote learning, DCSPCS will continue to communicate regularly and post updates on Class Dojo. Please check this at least once daily for new announcements or updates.

Attendance recording will occur through your child's daily virtual meetings and interactions in Google Classroom/iReady or Class Dojo with their teachers. Teachers will monitor attendance data to ensure that students are engaged in their learning and to follow up with families where there are concerns.

For questions about...	Contact
A course, assignment or resource	Your child's teacher via Dojo, Email or Google Classroom
A technology-related problem or issue	Email: Technology@dcscholars.org Phone: 202-597-1248
A personal concern regarding your child	Your child's teacher or counselor or school leader via Dojo or Email
A general question	info@dcscholars.org

Internet Resources for DCSPCS Parents

A survey was sent to parents to assess if their internet needs. If these change over time, please email technology@dcscholars.org.

Scholar Internet Safety Guidelines

1.   Be aware that information you give out through any website could put you at risk of bullying and other types of victimization. Never respond to harassing or rude texts, messages, e-mails. Always report harassment to your parents, teachers, counselors or principles.

2.   Posting information about your friends puts them at risk.

3.   Never give out your password to anyone other than your parent or guardian.

4.   Only use appropriate language online for safety and others.

5.   Never agree to meet in person with anyone you first "met" online.

6.   Never post your personal information such as cell phone number, address, or the name of your school online.

7.   Think before posting your photos. **DO NOT** post or send private pictures of yourself or anyone else!

8.   Stay on approved websites.

9.   Turn off your Chromebook when you are done.

Chromebook Maintenance Tips

1.   Keep it on a flat surface, such as a table or desk to make sure it is always in a sturdy, safe place. **NEVER KEEP IT ON THE FLOOR**!
2.   Don't pile stuff on top of your Chromebook when closed. It could seriously damage the Chromebook.
3.   Never put stuff on your keyboard; that could damage the screen when you close it.
4.   Never eat or drink near the Chromebook.
5.   Be careful how you carry your device. Always carry it securely.
6.   Always keep your Chromebook charged and ready for instruction.

Class Dojo

Class Dojo is a school communication platform that allows teachers, students and families to build community.

You can access Class Dojo via the website (classdojo.com) or via the app from an apple or android device.

Users

ClassDojo will be utilized for scholars PK3-8th.

Login

Parents will need to be invited to their scholar's class. If you are not on ClassDojo please reach out to technology@dcscholars.org or 202-597-1248 with your scholar's name and your preferred email or cell phone number.

How to Post to a Student Portfolio

1. Log into your account
2. Next to the "My Portfolio" heading and click on the blue "+" sign
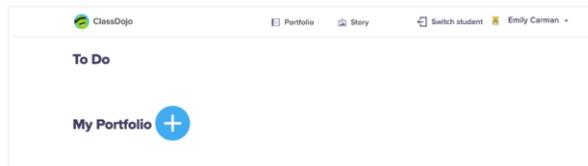
3. Choose Photo, Video, Draw, File, or Journal (**Please note**: A pre-recorded video cannot be uploaded via the website to Portfolios at this time)
4. Once you have created your entry:
   a. Website: select "Save" to submit it to your teacher to be approved or select "Save as Draft" to come back to it later.
   b. App: Once you have created your entry, select the blue paper airplane button to submit it to your teacher to be approved.

Resource Links

How to Post to a Student Portfolio
https://classdojo.zendesk.com/hc/en-us/articles/360022857031-How-to-Post-to-a-Student-Portfolio#web
For Parents - See how ClassDojo works at home

Clever

Clever brings K12 applications into one portal and a single sign-on for students. This platform is how scholars will access Lexia, Newsela, ST Math, iReady, CommonLit, Conceptua Math, Edcite, Edulastic, Google Classroom, NoRedInk, etc.

From a home device you can access Clever via the website (https://clever.com/in/dcspcs) or via the app from an apple or android device.
From a school chromebook, once you login as a student you will be prompted to sign into clever.

Users

Clever will be utilized for scholars K-8th.

Login

Scholars' username should be their first name and the last initial of their last name (sometimes it might be two) and their password is 123456.

Username: FirstNameLastInitial(or two*)   **Example Username:** AndrewJ
Password: 123456   **Example Password:** 123456

If you are not able to access Clever please reach out to your teacher first to verify you have the right username and password. If it persists, reach out to technology@dcscholars.org or 202-597-1248 and we can provide your username and password.

Resource Links

For Families: How do I help my student log into Clever?
https://support.clever.com/hc/en-us/articles/360000067006-For-Families-How-do-I-help-my-student-log-into-Clever-

iReady

i-Ready is an interactive online learning environment designed to assess students and provide individualized instruction based on each one's unique needs.

You can access iready via clever (https://clever.com/in/dcspcs) or via the website (https://login.i-ready.com/)

Users

iReady can be utilized for scholars K-8th.

Login

Scholars should log in via their username and password on the iReady account (ensure that **District of Columbia** is listed as the state) or via Clever and select the iReady icon.

If you are not able to access iReady please reach out to your teacher first to verify you have the right username and password. If it persists, reach out to technology@dcscholars.org or 202-597-1248 and we can provide your username and password.

Resource Links

iReady Family Resources
https://i-readycentral.com/familycenter/

Zoom

Zoom is a video conferencing application that will allow teachers to hold virtual classes.

 You can access Google meet via the website (meet.google.com) or via the app from an apple or android device.

Users

Zoom will be utilized for scholars PK3-8th.

Login

If you are not able to access Zoom please reach out to your teacher first to verify you have the right username and password. If it persists, reach out to technology@dcscholars.org or 202-597-1248 and we can provide your username and password.

Resource

- After the class starts, the Zoom window will open. The Zoom menu bar is located at the bottom of the Zoom window. The menu bar hides after a few seconds when you're in full-screen mode. Move your mouse slightly to make the menu bar visible again
- The meeting may start with audio and video off. Check the menu bar to make sure your audio is not muted and your video feed is started.
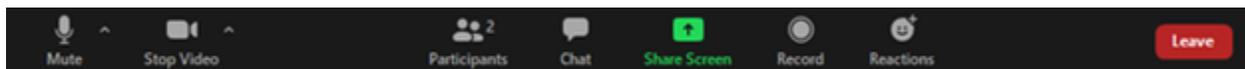
1. Microphone icon: mute/unmute your own audio (You can't mute or unmute the audio of other students.)

2. Video icon: start/stop your video feed

3.Participants: list of participants and how you can give non-verbal feedback

4.Chat: send a message to the group or the teacher

5.Share: You will not be able to share your screen, but you will see this icon

6.Record: Do not use this feature unless instructed by your teacher

7.Reactions: Give your instructor a clap or thumbs up

8.Leave Meeting: How you can leave the meeting.

Google Classroom

Google Classroom is a streamlined, easy-to-use tool that helps teachers manage coursework. With Classroom, educators can create classes, distribute assignments, grade and send feedback, and see everything in one place.

Students can access google classroom one of two ways: by clicking on the classroom icon at the bottom toolbar of the chromebook or by logging into Clever and selecting the google classroom icon.

Users

Google Classroom will be utilized for scholars grade 5th-8th.

Login

Scholars should log in by clicking the google classroom icon on the bottom of their screen or by logging in via Clever and selecting the google classroom icon.

If you are not able to access Clever please reach out to your teacher first to verify you have the right username and password. If it persists, reach out to technology@dcscholars.org or 202-597-1248 and we can provide your username and password.

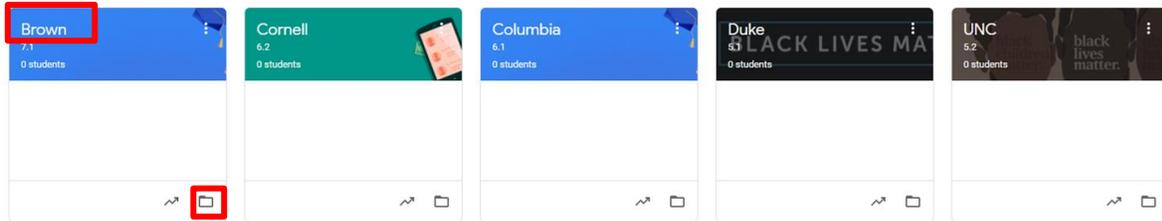## *Resource Links*

Student's Quick Guide to Google Classroom
http://www.santeesd.net/cms/lib/CA01000468/Centricity/Domain/289/Student%20Quick%20Guide%20to%20Google%20Classroom.pdf
Parents
https://www.youtube.com/watch?v=ugSvRwEp99E

Google Classroom Homepage

Below is an example of a Google Classroom homepage. There is a "card" for each class that you are enrolled in:


1. Click the title of the class to go directly to that class.
2. Click the folder icon in the bottom-right of each card to go directly to the folder for that
class in Google Drive.

Navigation

To navigate to your Google Classroom homepage and the other classes you have joined, click on the menu in the top-left of your screen (three lines). You can click on any section to go directly to that page.
In the meeting you will see the following options:

1. Classes (Google Classroom Homepage)
2. Classroom Calendar
3. Work (assignments related to your classes)
4. Classes
5. Archived Classes (Classes you are no longer enrolled in.)
6. Google Classroom Settings: The last option at the bottom of your main menu on the Google Classroom homepage is Settings. Here, you can:
Change or add a profile picture
Go to your Google account settings
Turn on/off email notification
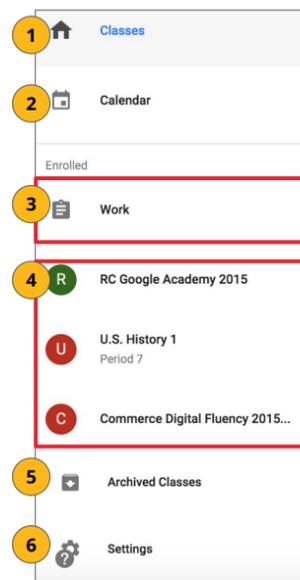
Student View: The Stream

The Stream is where you can view and access announcements, assignments, discussion topics, and comments. If enabled by the teacher, students can also add posts and leave comments.


Add a Student Post to the Stream: Click the + in the bottom right of the screen, and then choose Create Post.

Add the text of your class post. Remember, this is viewable by your teacher and the entire class.

-Use the post to ask a relevant question about class or assignments, collaborate with other students in your class, or to share relevant resources related to the class subject and topics.

-Note: Your comments are saved, even after they have been deleted. Your teacher can always see what you share so keep it appropriate!
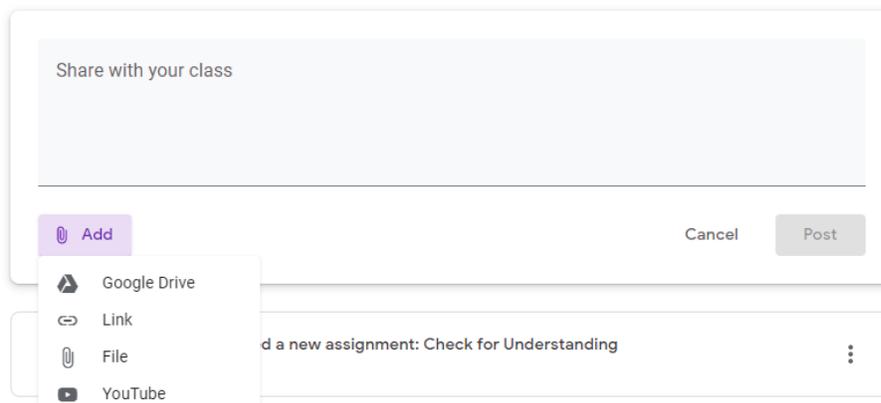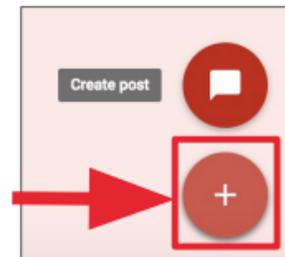
Optionally add other content to your posts:
1. File Attachments
2. Google Drive
3. Youtube Videos

4. Weblinks

Student View: Announcements & Questions

Announcements will appear in the Stream, and are generally read-only, but students have the option to leave a class comment if this has been enabled by the teacher. Class comments are viewable by the teacher and all students in the class. If the announcement has attachments, the students can also view the files, links or videos.

Student's View of Questions in the Stream: When a discussion question has been assigned to students, it will immediately appear in the Stream.

Students will see the following options in the Stream.


1. Completion Status (not done or done)
2. Due Date (Students will also see if their assignment is Late.)
3. Title and Description of the Discussion
4. Your Answer: This is where students type their answer. Students must first submit their own answer before they can view other students' responses.
5. Add a Class Comment: Use this space to ask questions or for general comments. This is NOT where you type your answer to the question.

Student View: Assignments

Posted assignments will appear in the Stream. You may be prompted to refresh the Stream or assignment to see the latest updates. Students also have the option to leave a class comment if this has been enabled by the teacher. Class comments are viewable by the teacher and all students in the class. Students will see the following information and options for each assignment in the Stream.

1. Completion Status (not done or done)
2. Due Date (Students will also see if their assignment is Late.)
3. Title and Description of the Assignment
4. Open: Click this button to open the assignment details page.
5. Add a Class Comment: Use this space to ask questions or for general comments.
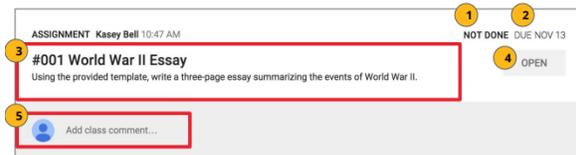
Student View: Turn in Assignments

The Turn In Button:

If the teacher has assigned a student their own copy of a Google file type (Docs, Slides, Sheets, or Drawings) as part of the assignment, there will also be a Turn In button (top-right) in the Google file next to the share button.

(Note: The Turn In button changes the ownership of the file from the student back to the teacher, and the student can no longer edit the file.)

Students should submit their work using the Turn In button, NOT by sharing with the teacher. The teacher already has the right to view and edit the file.


Turning In Google Assignments: When a student clicks the Turn In button, a pop-up will prompt them to confirm their submission.
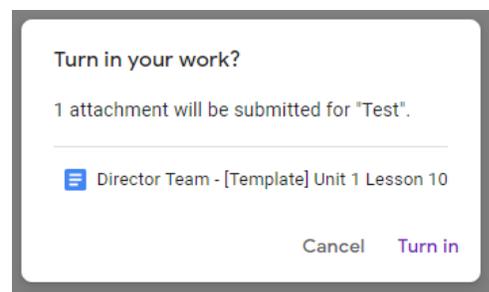
Turning In Other Types of Assignments: If the teacher has assigned a collaborative Google file (student can edit the file), or other outside types of assignment, The student will see a Mark As Done button instead of Turn In. This option will only appear in Google Classroom, not in the file itself. When students have completed the assignment, they simply click the Mark As Done button to let the teacher know they have finished.

Note: The teacher does NOT receive an alert or email notification when work has been turned in, or marked as done. If a student is turning in late work, it is recommended that they leave a private comment to notify the teacher of late work or special circumstances.
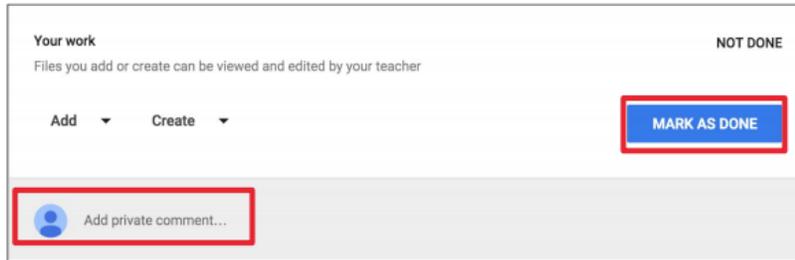
Student View: Assignment Details

Students should develop the habit of clicking Open or clicking on the title of the assignment to open the assignment details page. On this page, students will have additional options for the assignment.

1. Title of Assignment, Description, and Due Date
2. Under Your Work, Students will see any file attachments or templates the teacher has created or attached for students. *Note: If the teacher has created a template for students to use, students should NOT Add or Create their own unless that is what the teacher has instructed.*
3. Add: Here students can add their own files or links.
4. Create: Here students can create new Docs, Slides, Sheets or Drawings.
5. Turn In/Mark As Done: Students click the "turn in" or "mark as done" button when they have completed the assignment and are ready to submit. MAKE SURE YOU ARE DONE BEFORE YOU SUBMIT! Add a private comment, which is only viewable by the teacher.
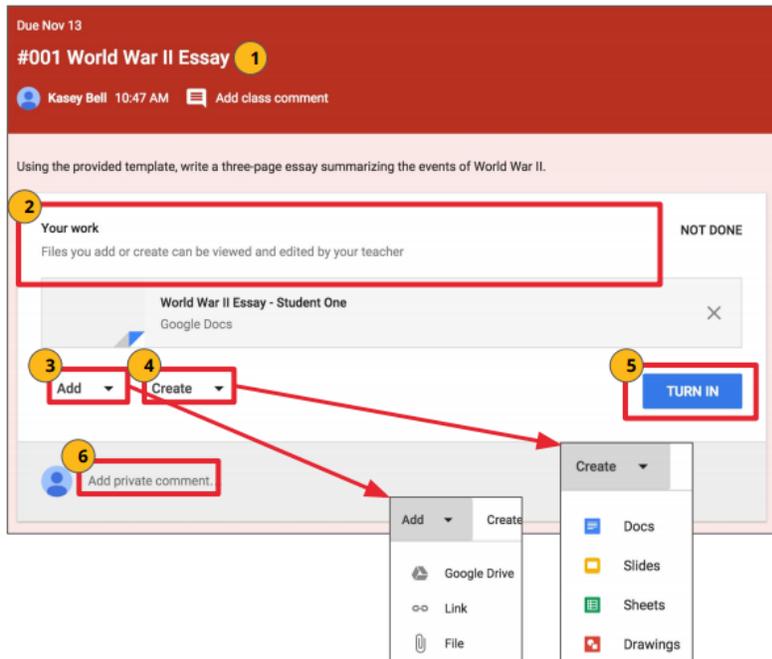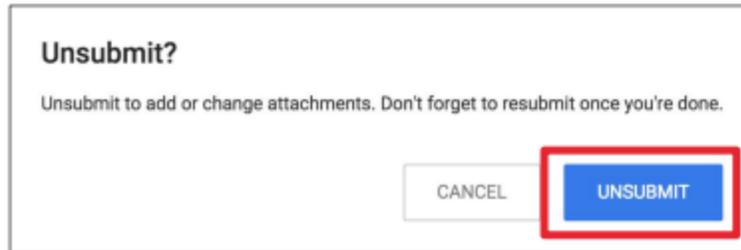
Student View: Unsubmit Assignments

If the assignment is a Google file type, it will become view-only for the student once it has been **Turned In**. If a student needs to revise or add attachments, they will need to click **Unsubmit**. The file can then be edited and revised again.
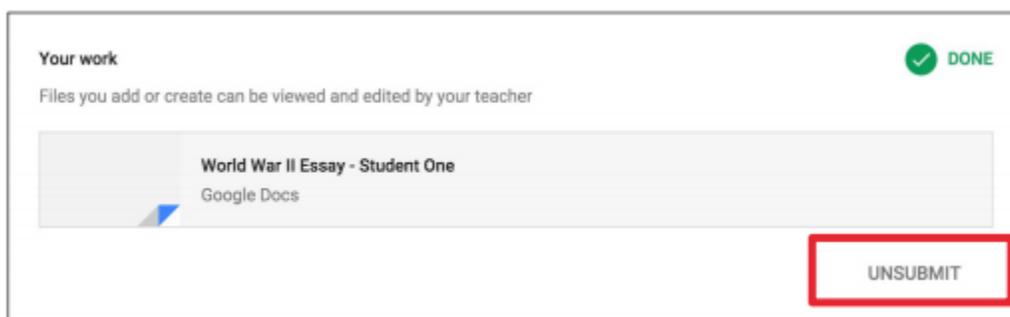
A pop-up reminder will appear to let students know they must resubmit once they have completed their revisions to the assignment. Click **Unsubmit** to confirm.

After the student has made their revisions or added or changed attachments, they will then need to click **Turn In** again to resubmit the assignment to Google Classroom.

Student View: All Assignments

Student's View of Assignments Page: Students can also see a list of their assignments for ALL of their classes by navigating to the To-Do page. Go to the menu (three lines) in the top-left, and select ToDo. There are three tabs at the top of this page:

No due date   1 ∧

Check for Understanding
DCSPCS
Posted Tuesday, Aug 18

This week   0 ∨

Next week   0 ∨

Later   0 ∨

Assigned: Here students can see a list of all of the assignments that are pending, including the title, class name and due date. Click on the assignment name to go directly to that assignment details page.

Missing: Here students can see a list of all of the assignments they have missing.

Done: Here students can see a list of all of the assignments they have turned in or marked as done.

Google Drive Folders

Classroom will automatically create folders for you in Google Drive. Inside your Google Drive (google.com/drive), you will find one master folder titled, "Classroom."

➔ Inside the master Classroom folder is a subfolder for each class you have joined.

◆ Inside each class folder you will also find other various files and folders depending on what your teacher has added to your assignments.
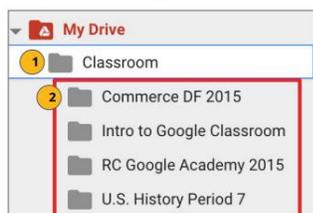
Thank you for your continued commitment to your scholar's education at
DC Scholars Public Charter Schools!