Mary C. Snow West Side Elementary
eLearning Handbook

Table of Contents

Remote Learning

- **E-Learners:** In the event that all students in the county are ordered to stay home, E-Learning schedules and all of the guidelines in this document will remain the same. Live conferences will still be held daily and attendance will still be taken.
- **Face-to-Face Learners:** In the event that all students in the county are ordered to stay home, including the face-to-face learners, please communicate with your teacher for your daily schedule. The only difference is that students who signed up for face-to-face learning will be allowed to view recorded lessons on Schoology at any point during the day.
- **Students who originally signed up for E-Learning still have to view live lessons for attendance.**

Daily Schedules

Students will be expected to follow the eLearning schedule set for their grade level. Please see below for your student's daily schedule. It is good practice to post a copy of the schedule in your child's workspace. The e-Learning teacher will provide their schedule on Schoology.

Schoology/Clever/iReady Log-In Information for Parents and Students

i. Schoology

eLearning students will be using Schoology for required daily live instruction and assignments. Schoology is also the main communication method being used. Regular email will be used for communication if the Schoology website is down. Please ensure your child's teacher has your current email address.

As a parent, you have your own Schoology account to access information about your child (please see Appendix H for directions on how to access Schoology as a parent). Use your parent account when communicating with teachers. Students have their own Schoology accounts to use for schoolwork and to communicate with their teachers. Students will log in using their student ID number for both the username and the password. If your child does not know his/her login information, please contact your child's teacher.

To go to Schoology, follow this link: kanawha.schoology.com.

ii. Clever

A website called Clever will also be used at times to access important apps, online textbooks, etc.

To go to Clever, please follow this link:
https://clever.com/in/kanawha-co-school-district-160902b

Your student's login information is the same as his/her Schoology login information.

iii. iReady (Special Education Students Only)

I-Ready Math & Reading are accessed through Clever. These programs are an app within the Clever website. The I-Ready app *has to be downloaded on the iPad* but the students WILL NOT log in through the app. *The students have to use Clever to log in* and then they will pick the app within Clever so the information can be pulled from WVEIS (our student information system). Once they click the I-Ready app, they will be given the option to choose Math or Reading.

Communication

For the 2020-2021 academic year, **all communication for parents and students will be on the Schoology platform**. Parents and students will have the ability to message all teachers within Schoology. You and your student need to be familiar with Schoology messages as this is how your teacher will communicate with you (see steps on how to send a Schoology message below). Please refrain from using other forms of communication to reach your child's teacher.

It is imperative that the e-Learning teacher and the school have updated contact information for your family, and it is your responsibility to ensure that this information remains current throughout the school year. As a backup form of communication to Schoology, please ensure your child/children's teacher(s) have your updated email address. Teachers will contact you via regular email **ONLY** in the event that Schoology is down. It is also extremely important that we have an updated phone number to reach you should all technology be down.

Teacher Work Hours
- Teachers are available for messaging from 7:00 am - 3:00 pm, Monday through Friday that school is in session.
- If you send a message outside of the listed hours, you are not guaranteed a response until the next teacher work day.
- Regular email messages will not receive a response unless the Schoology platform is down.

Steps for Sending a Message in Schoology.
1. Login to Schoology using your username and password provided by MCSWSE Elementary.

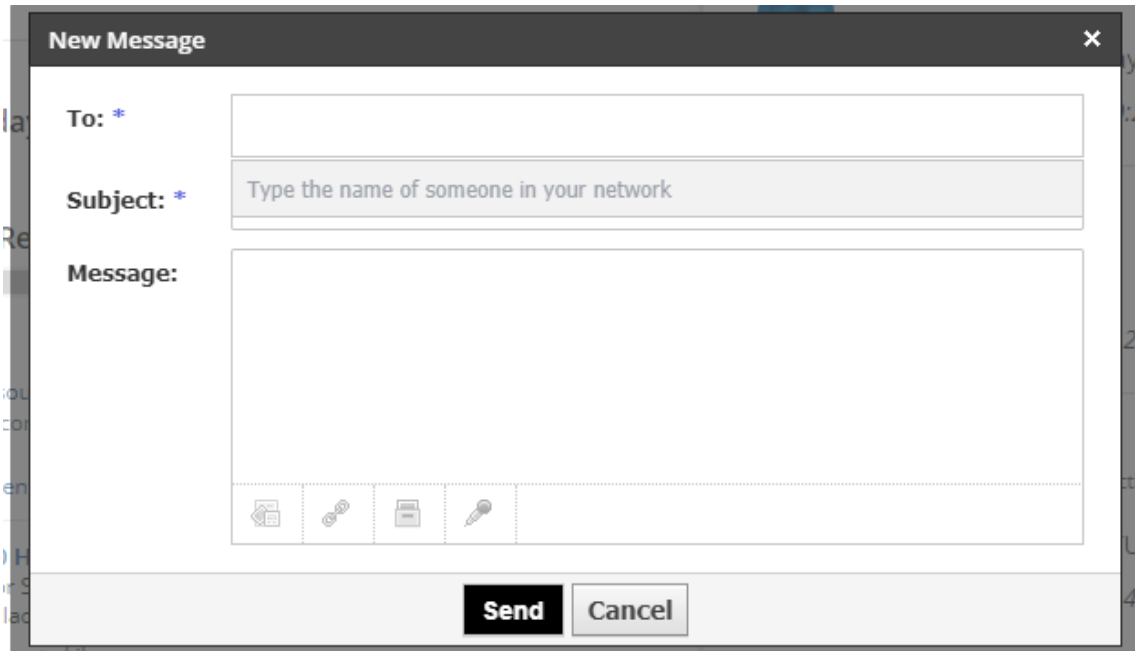2. Locate the envelope icon on the top right corner of your screen.
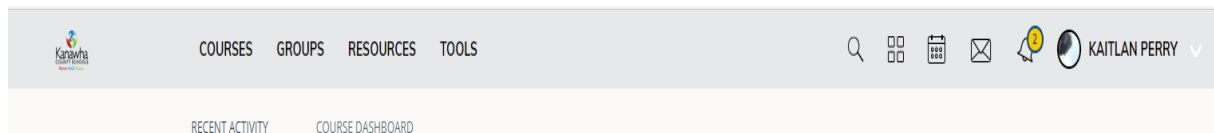
3. Click on the envelope icon and choose "New Message"
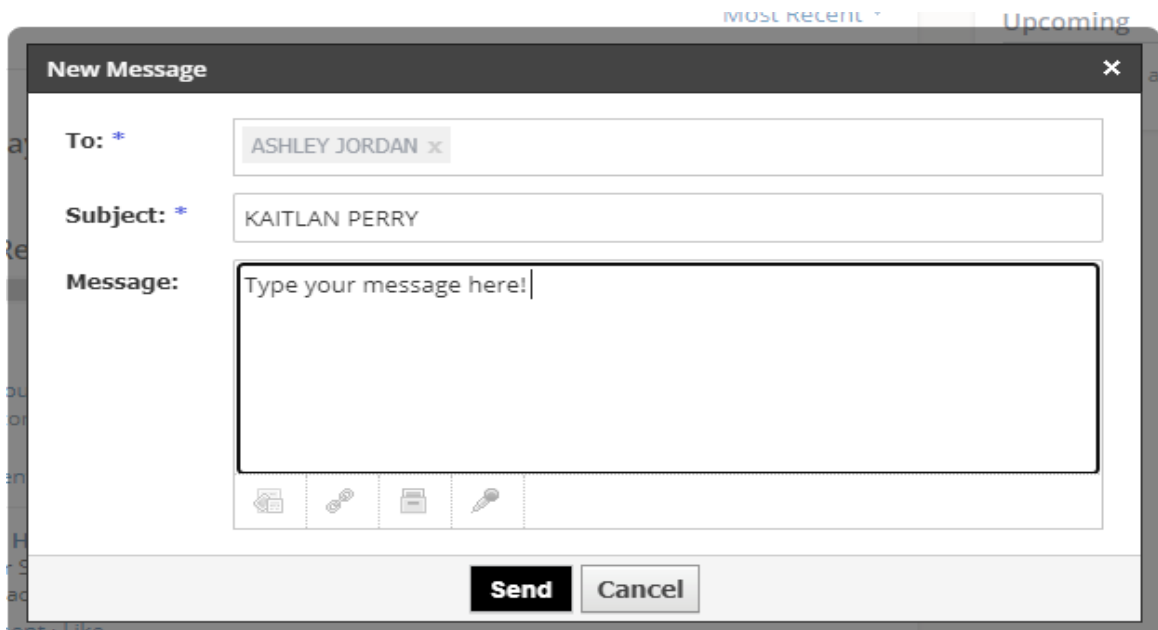
Messages   New Message

4. A box will appear below. Here, you MUST type the person's name in the "TO" box. Wait for the person's name to appear in the drop-down list and then click on that person.

New Message   ✕

To: *

Subject: *   Type the name of someone in your network

Message:

Send   Cancel

      a. IN THE SUBJECT LINE, PLEASE HAVE YOUR CHILD PUT THEIR NAME AS THE SUBJECT.

A message that is ready to send will look like this:

New Message   ✕

To: *   ASHLEY JORDAN ✕

Subject: *   KAITLAN PERRY

Message: Type your message here!|

Send   Cancel

Responsibility with Assignments/Grades/Attendance

i. Responsibility with Assignments

Assignments will be uploaded to Schoology for the whole week on or before Monday morning of that same week. Please see Appendix A for how to find assignments on Schoology.

Please plan to view assignments in advance. It is very important to look over the assignments at the beginning of the week so you and your student will know if you have any questions or will need additional help. When not with students, teachers can be reached from 7:30am-3:00pm, Monday through Friday when school is in session. If you or your student send the teacher a Schoology message that is not within that time frame, you may not receive a response back from the teacher until the next day. Regardless, all assignments are due by their due dates. **Beginning October 1, late work will result in 10% of the assignment value being deducted per day that the assignment is late.**

Assignment grades will be put in the gradebook and will be reported on report cards.

When turning in assignments, it is critical to read the directions and check the due dates. Before submitting the assignment, it is good practice to go back and review the directions to make sure you have included all of the requirements. **Students' work must be completed by the student and in the students' own handwriting, if applicable.** Many assignments may require the student to take a picture of his/her work and upload it to Schoology. The picture must be easy to read and not blurry (see appendix B to see how to upload a picture of student work). If the teacher cannot read the work in the picture, the student may be asked to resubmit the assignment.

ii. Responsibility with Grades

Grades will be taken on assignments, and those grades will be put into the gradebook to be reported on report cards. Teachers will give feedback on assignments. It is the student's responsibility to check feedback and respond to that feedback when needed (see below for directions on how to view feedback on assignments). If the teacher requests the student to resubmit his/her work, it is the student's responsibility to submit that work again.

HOW TO VIEW FEEDBACK ON ASSIGNMENTS IN TWO LOCATIONS:
1. Log into Schoology website at kanawha.schoology.com
2. Click on "courses" at the top of the page
3. The only subjects your student will have assignments posted in are Math, English Language Arts, and any specials courses. Choose one of the subjects to view.
4. Click on "grades" on the left side of the screen (if using the website).
5. Find the assignment in the gradebook that you want to view the feedback on. Click on the comment bubble to view the teacher's comments for that assignment. If there is no comment bubble, that means the teacher did not leave a comment about that assignment in the gradebook.
6. **IN ADDITION,** you can also view specific assignment feedback by going to the exact assignment submission area for that assignment (see Appendix A for directions on how to find assignments) and then click on the submission itself to view teacher's notes and comments. This is more thorough than what can be seen in the gradebook. Just because you did not have a comment bubble in the gradebook does NOT mean that you don't have feedback given in the submission area. Be sure to check both places.

iii. Responsibility with Attendance

Students will be expected to log into live teaching conferences each day at specific times (see daily schedule for your student's grade level). Students will be required to complete an hour of English Language Arts and an hour of Math on live conferences with the teacher. If students would normally meet with additional teachers throughout the day, such as for Resource or AU, then they will be required to meet those additional teachers for scheduled live instruction too. Attendance will be taken for live instruction. Live instruction conferences will open 10 minutes prior to the start of the lesson. If the student is not logged into the conference **on time,** he/she will be counted absent for that class. Students are expected to stay for the entire conference time. We understand that technical issues sometimes arise, however, if those issues are continually recurring, the student may have to return to face-to-face instruction at the school. Please note that live conferences should be under the same conditions as if the students were at school. For example, we don't allow siblings and pets into the regular classroom, therefore, they cannot come into our virtual classroom.

Conferences with Students and Parents

Schoology Conference LIVE INSTRUCTION

1. Live instruction for ELA and Math will be provided using Schoology Conferences. See the directions on how to access Schoology conferences in Appendix C.
2. Students should be working from a quiet space that will allow them to focus on live instruction.
3. Use Schoology for all communication. Regular email will only be used by the teacher if Schoology is not working.
4. Participation during a live teaching lesson means you are expected to work and behave as if you were sitting at your desk in class.
    a. Expectations for live instruction with the eLearning teacher:
        ● Please no walking around/carrying devices during class.
        ● Students are encouraged to communicate using the Chat Box during lessons. K-2 parents, we encourage you to help your child use this tool to communicate throughout the lesson.
        ● Raise your hand if you have any questions. Blurting out is not an acceptable form of communication during instruction.
        ● Please do not write on the screen without being instructed by the teacher.
        ● Refrain from having parents, siblings, pets, or any other distractions from entering our virtual classroom screen.
        ● Be mindful that background noise can cause an interruption of learning. Extra noises need to be avoided.
        ● The Elearning teacher may ask you to mute/turn off the camera if your learning environment becomes too distracting.
        ● Students are expected to follow the school dress code.
        ● Keep in contact with the teacher in order to be available and present for conferences.

One-on-One Schoology Conferences

Conference times are available to be scheduled with the teacher for one-on-one help. Please see your grade-appropriate daily schedule for conference times. These will be during normal MCSWSE school hours. To schedule a conference, message your Elearning teacher on Schoology to request an individual conference time and allow 24 hours for a response. A conference will be scheduled as soon as possible.

Materials

We strive to ensure that all students are given the appropriate materials needed to be successful both in the classroom and at home. eLearning students will be given many materials to use at home for their lessons and assignments, however, there are some materials that we are requesting to be returned when remote learning is over and we return to the classroom. **We request that you keep student materials put up and**

away from food, drinks, pets and younger siblings. Please find your child's grade level/teacher name below to view the items that we are requesting you to return.

Kindergarten/First Grade
- counters/manipulatives
- scissors

Second Grade
- Bag of math manipulatives
- Reading textbook
- Any small leveled readers sent home
- Any library book borrowed
- Any chapter books sent home for instruction

Third Grade/Fourth Grade
- Plastic crayon container (Mrs. Lilly's class only)
- Reading textbooks
- Whiteboard erasers (Ms. Cooper's class only)
- iPad/iPad charging block and cord
- Scissors
- Any small leveled reader books sent home for guided reading
- Any classroom library books borrowed/chapter books sent home for instruction

Fifth Grade
- iPad, Keyboard, Charger Block and Charger Cord
- Reading textbook
- Leveled Readers
- Any novels/chapter books that were sent home

Benchmark Testing

Benchmark testing will take place over the course of the academic year - even for eLearning students. Although no letter grade is given for each benchmark assessment, teachers will use this data to drive instruction and determine student needs in the classroom. ***It is imperative that your child complete these assessments individually and without assistance** from parents, siblings, etc.* Teachers need an accurate description of your child to best meet their academic needs. Watch Schoology for testing dates, applicable links, and further information/instructions.

If Schoology is Down/Backup Plan

If Schoology shuts down or is not working, please watch for a regular email message from your child's teacher. For this reason, it is very important for your child's teacher to have your updated email address. In the case that Schoology is not working, **please check your email before calling the school.** Each teacher will have extra

assignments in the students' binders to complete for the day if Schoology is down. You will receive materials from the school that you can have your child do on these days when instructed by the teacher. Do not have your student complete this work ahead of time.

Technology Help

If you are having Schoology issues, please check your regular email to see if it is a widespread issue. There are occasions when Schoology stops working for just a few minutes. If this occurs, try refreshing the page, checking the Wifi connection, and check to see if you logged into the school filter (see Appendix I for directions on how to log in to the school filter). If this does not fix the issue, try a new web browser (ex. from Safari to Chrome).

CONTACT INFORMATION/RESOURCES

As always, the technology department can be reached the following ways:

- Schoology questions - **Schoology@mail.kana.k12.wv.us or slamb@mail.kana.k12.wv.us**
- Tech Support - **techdept@mail.kana.k12.wv.us**
- How-to videos for students, teachers, and parents - **https://tinyurl.com/KCSLearning2020**
- Additional how-to support - **Learning2020@mail.kana.k12.wv.us**
- Phone messages - 304-348-6116 - we are calling everyone back but you will get a faster response through email.

Newsletters/Important Information

Your child's teacher will upload a digital weekly newsletter on or before each Monday morning, along with that week's assignments. It is up to your child's teacher as to which subject/course the newsletter is posted in. It is important to read the newsletter each week to keep up-to-date with information pertaining to class. Simply log into Schoology website, click on "courses" at the top of the page, choose Math or English Language Arts, and make sure you are under the "materials" tab on the left side of the screen. You should see the newsletter posted there along with the assignments for the given week.

School Hours

MCSWSE school hours are 7:00-3:00. If you message your child's teacher outside of those hours, they may not respond until the next day.

How to's:

- Appendix A - How to find assignments on Schoology - pg.17

Be sure to sign ALL contracts at the end of this document and return them to school/upload them to your child's teacher

Appendix A
How to Find Assignments on Schoology

Step 1: Go to kanawha.schoology.com (it is not recommended to use the app)

Step 2: Have the student log in with his/her student ID number for the username AND the password.

Sign in to Schoology

All fields are required

Email or Username

Password

Kanawha County Schools 039 Charleston, WV

Log in
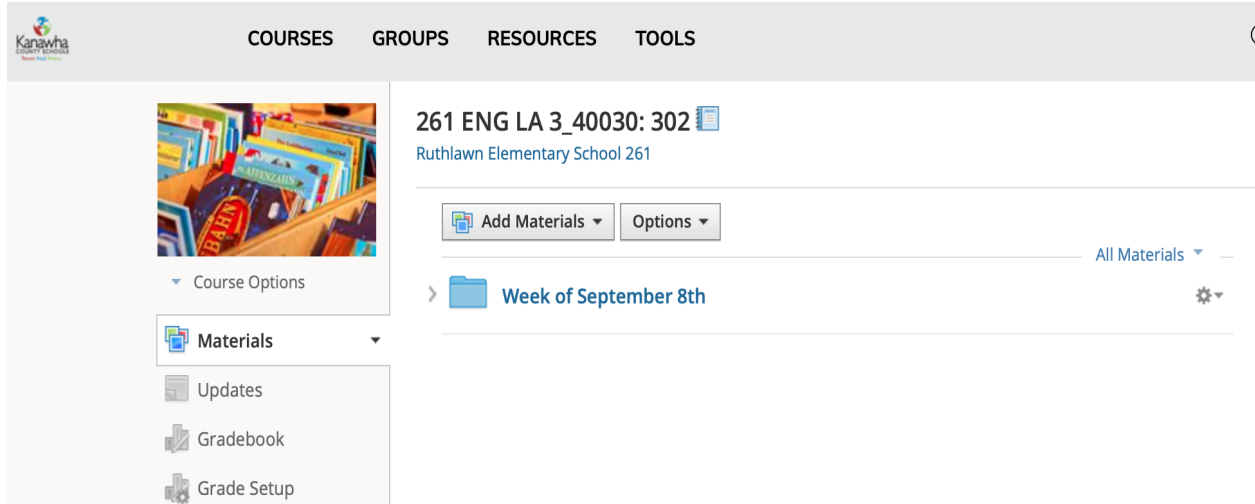
Step 3: Click on "Courses" at the top of the screen.

COURSES   GROUPS   RESOURCES   TOOLS
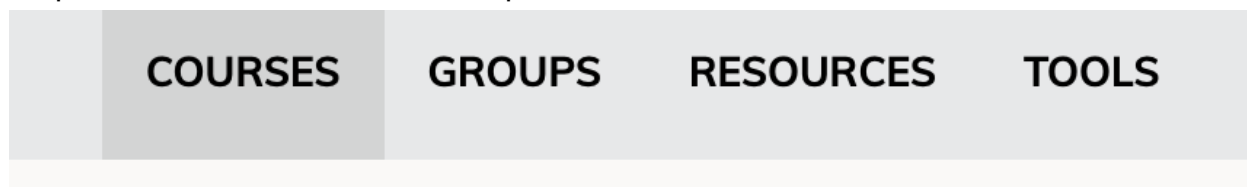
Step 4: Click on the course you want to see the assignments for. Your student will only have assignments in Math, English Language Arts, and specials courses. For this example, I will click on English Language Arts. Your student's course may have a different picture on it than the example below.

261 ENG LA 3_40030
302
Ruthlawn Elementary School 261
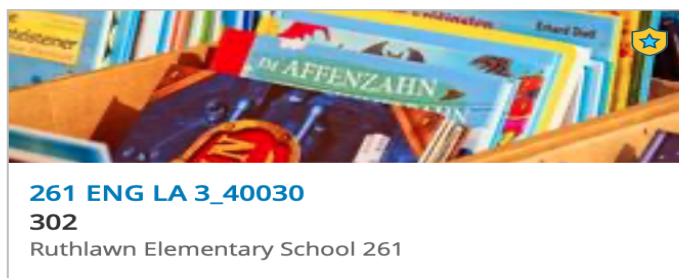
Step 5: Make sure you are under the "materials" tab on the left side of the screen (if using the website and not the app). Once there, you should see a folder (or multiple folders) labeled with the days of the week or the date. Click on the folder and you will see assignments and materials inside. Follow the teacher's written directions and the instructions given during live instruction to know what to do with each assignment in the folder(s).

Appendix B
How to Submit a Photo of your Work

Submitting a photo of your work in Schoology correctly is **SO importan**t in ensuring that your teacher is able to correctly grade your work. Follow the steps below to make sure that you are submitting your work in a manner that will receive full credit.

1. Login to Schoology using your username and password.
2. Click the correct Course and locate your assignment.
3. Click on your assignment and locate the "Submissions" header on the right hand side of the screen and click [Submit Assignment]
4. Once you have clicked "Submit Assignment, please click on the first square labeled "file."
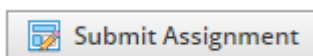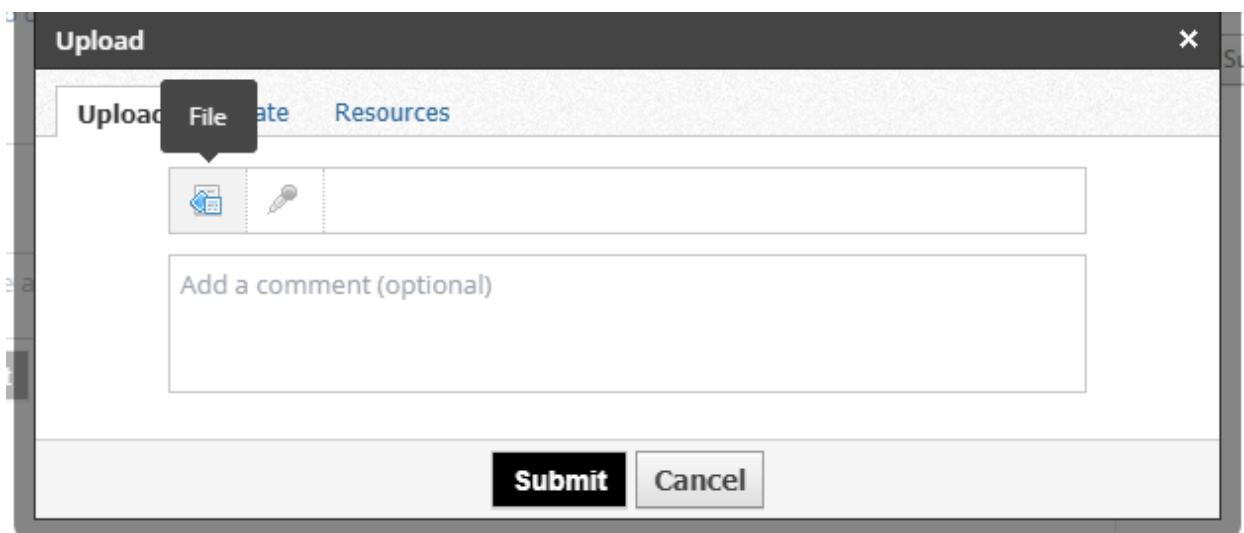
5. Locate your saved file on your iPad or computer. This will likely be the camera roll or wherever you have saved the picture of your assignment.

6. Click on the file you want to upload. It will look like this if you have correctly uploaded the picture. You will be able to see the name of the file you uploaded.
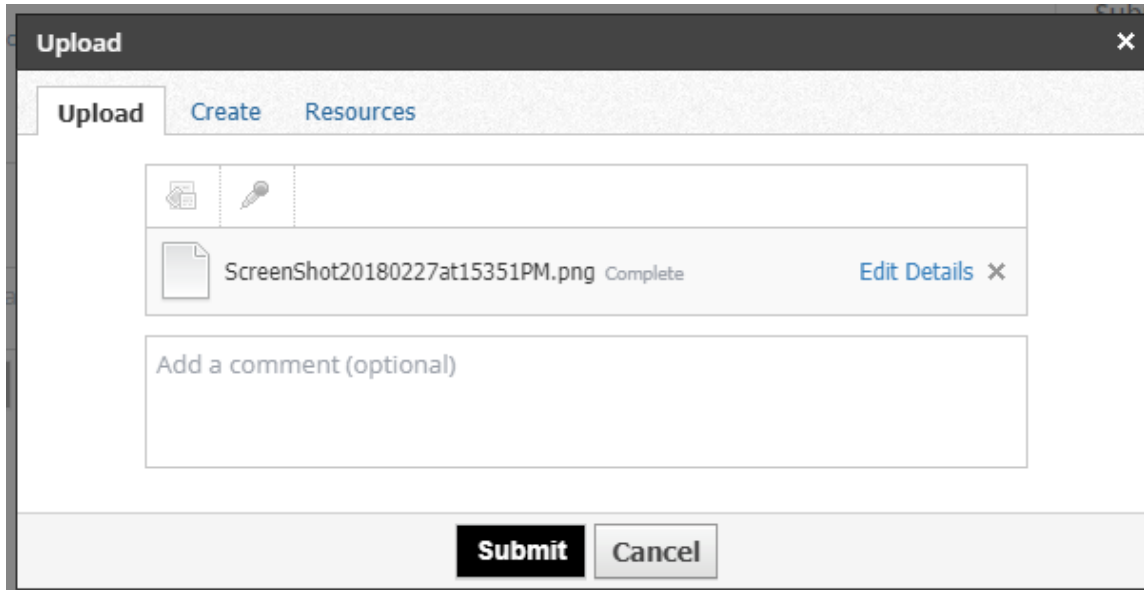
7. Click the black submit button.
8. If your uploaded assignment was submitted correctly, you will be able to see the assignment on the submission page.
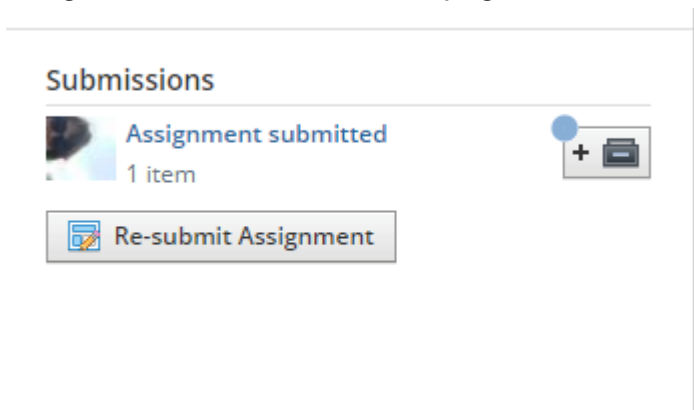
You must upload a photo of your assignment that your teacher is able to read. Below is an example of a correctly uploaded picture and some

examples that will require you to re-submit your assignment before your teacher will give the assignment a grade.

THIS IS A CORRECT UPLOAD

NO

Appendix C
How to find Live Instruction (Schoology Conferences)

Step 1: Go to Kanawha.schoology.com (it is not suggested to use the app). Log in with your student's 390 number for both the username and password.

Step 2: Go to the top of the screen and click on "courses". Choose the course in which the teacher said the conference would be in. For this example, I will click on English.
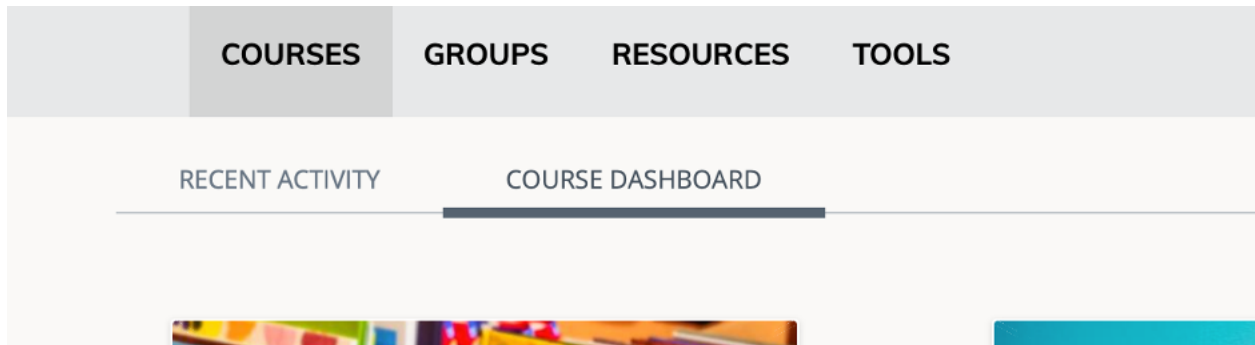
Step 3: Look carefully at the left sidebar. If you look about halfway down, or a little bit further, it will say "conferences". Each course has this button. Click on it.

Step 4: I made a "Test Conference" in the picture below so you can see what it will look like when a conference is available to join. **The words should actually show up in blue and you should be able to click them to join.** The words will not say "Test Conference" but instead will be titled with whatever lesson or conference topic is being discussed that day. Your screen might not say "start conference" on the right. It might say "join conference" or something similar, or you can just click the title of the conference to join. The first time you join a conference, your web browser should pop up asking you to approve using the web camera and another pop-up will ask you to approve using the microphone. Please make sure you click approve for both, or it will be more difficult to go back in and change the settings so that you can properly join after that. Just because you click approve does not mean you will automatically join with your camera on, nor does it mean your microphone will automatically be turned on. It just means that you will be able to turn it on when needed during the conference.

Extra note: Please notice that in the picture above, underneath the word "conferences" close to the top of the screen, we were under the "active" tab. The active tab shows conferences that are currently scheduled or happening. In the picture below, I clicked on the "completed" tab. Sometimes there might be a recorded lesson in there so students can watch the conference at a later time instead of viewing it live. Or, a live conference might be recorded so students can go back and re-watch it in case they get stuck on their work. You will see my "Test Conference" under the completed tab below. In this case, you would be able to click on it and watch it and it would not be live. Remember, students must be present for live conferences for attendance purposes.

Appendix D
How to Find Breakout Rooms for Small Groups

During Schoology Conferences, teachers may create a Breakout Room so students can work with students in smaller groups. The teacher will set up the room and students will have to click the blue box that says "Join" when the room is ready. The student may need to allow access to their microphone and webcam when they click "Join" for the breakout room. This will allow all group members to see and hear each other, as well as the teacher in a smaller group setting. Please see the pictures below for examples of what will show up on your screen when the teacher makes a breakout room.
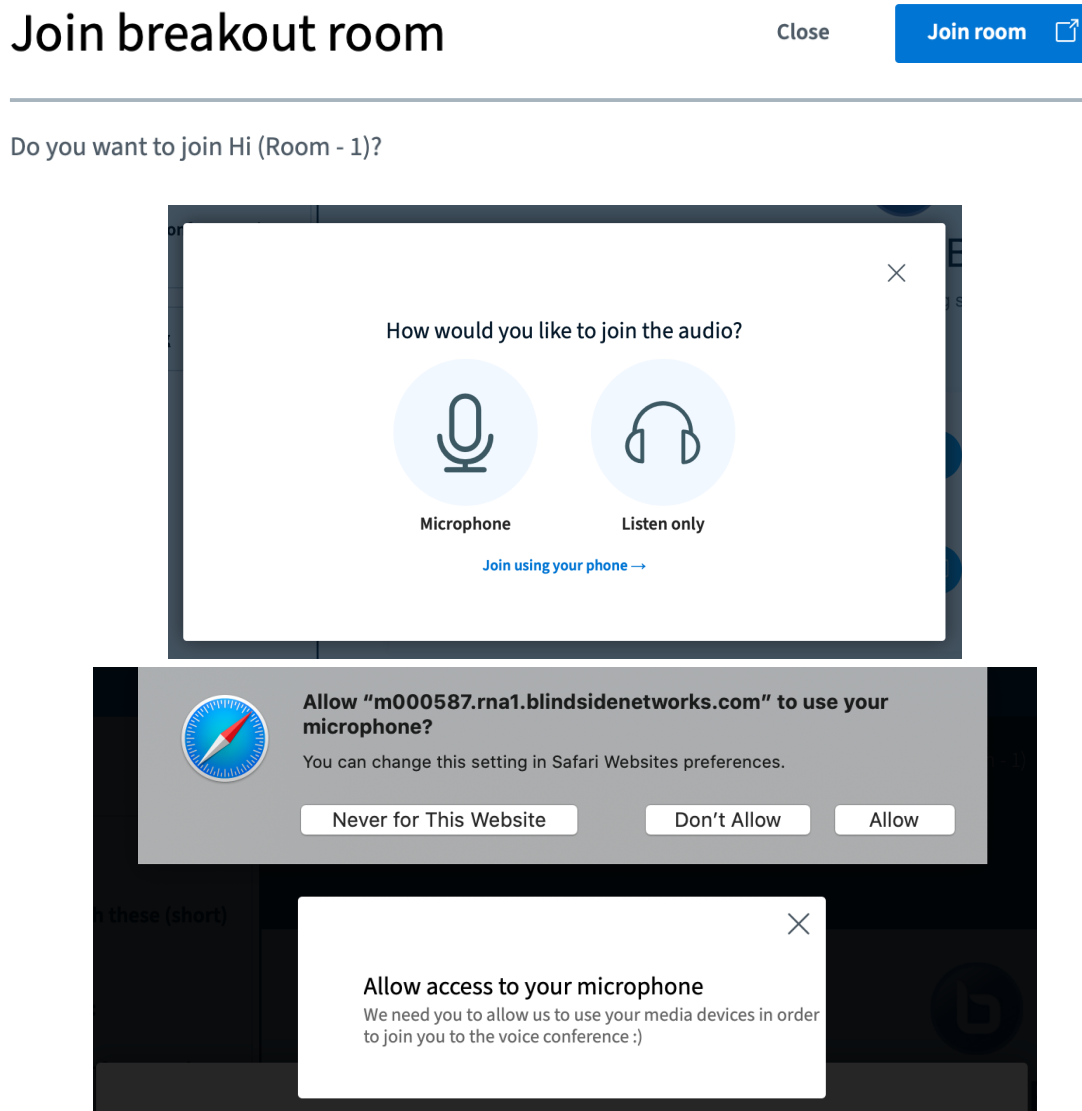
This is a private echo test. Speak a few words. Did you hear audio?

Yes   No

Appendix E
How to Access Journeys Reading Book Online

Step 1: Go to www.clever.com
Step 2: Have your student log in with his/her 390 number for the username *and* password. Before logging in, you may first have to click on what district (Kanawha) and school (MCSWSE Elementary) that you are from.
Step 3: Scroll down until you see this app (below) and then click on it. This app allows your student to use the reading textbook online.

ADOPTED CUI

HMH
ThinkCentral

After you click on the Think Central app, the page below will pop up. Have your student type in his/her 390 number for the username and password again, and then click "sign in".

Once logged in, click on "My Library" as seen below.
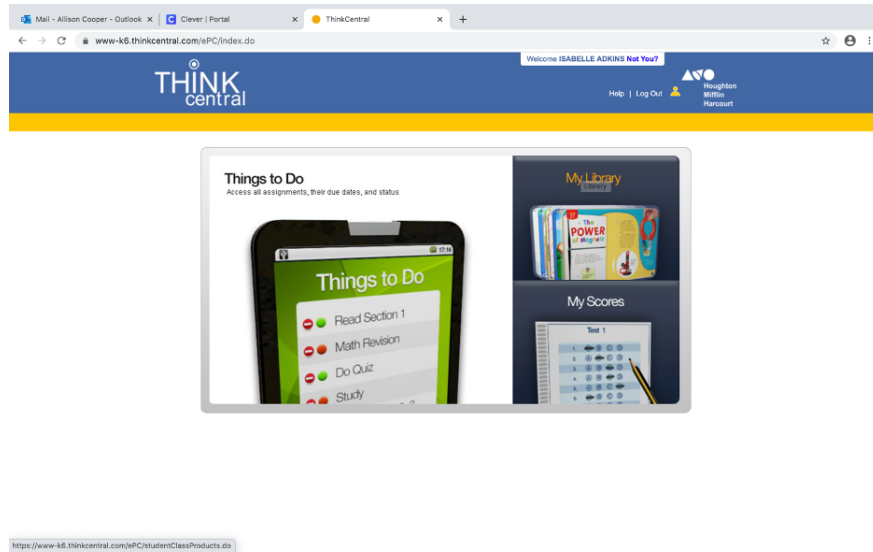
You will see a lot of squares pop up. In this document, I will show you how to access the reading book. You can also click on the other buttons that will give you access to additional resources, but details about those are not included in this document.. *Please note: This document will show examples of 4th grade reading materials Therefore, your screen and buttons may look slightly different.*
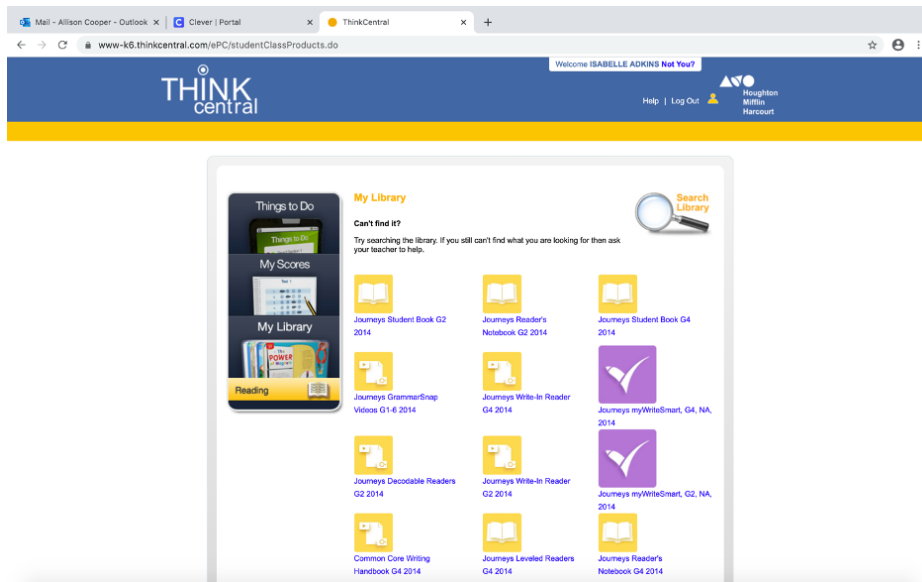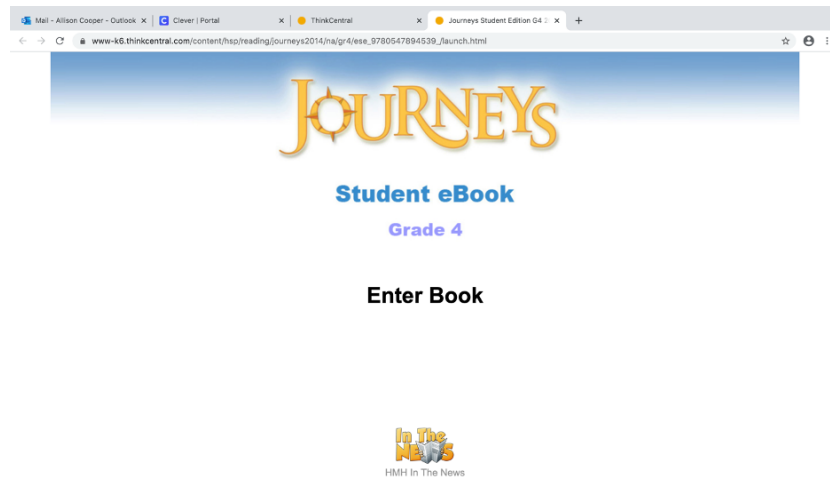

The button to access the reading textbook is seen below. Please note that the "G" stands for "grade". You may have a different grade level than the one seen in this document.
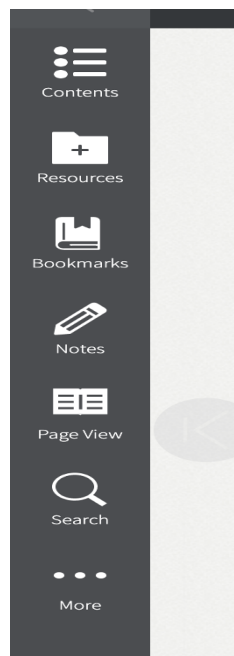
Journeys Student Book G4 2014

Once you click on it, your screen will look like the picture below. You will then click "enter book".
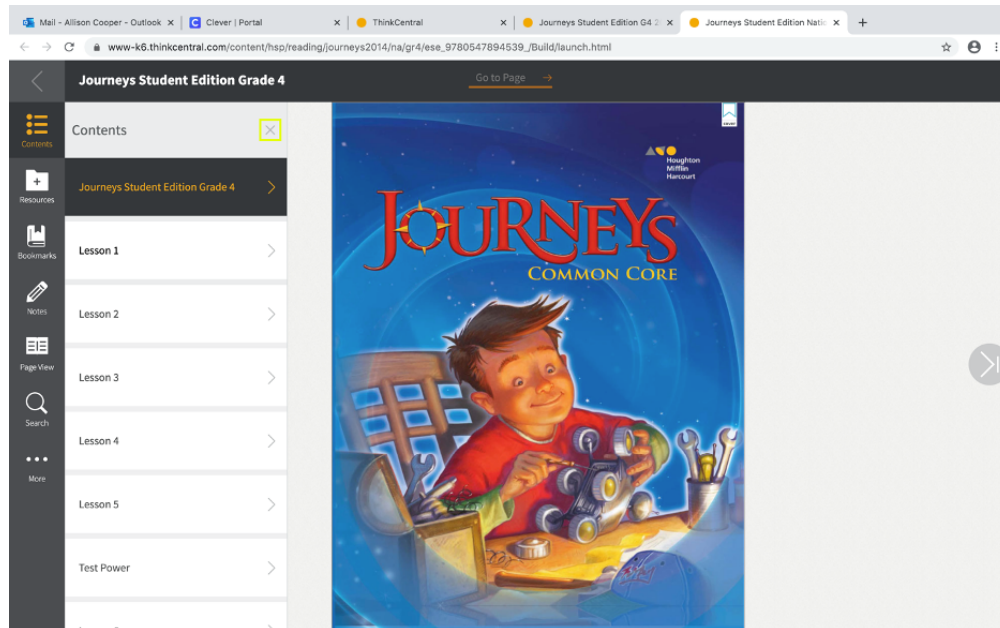
Once you click "enter book", you will see all these options (below) on the left sidebar. Click on "contents".

Once you click on "contents", you will see all the lessons pop up. For this document, I will click on Lesson 1.


Once you click on "Lesson 1", it will open another menu. You can click on vocabulary or other tabs, but the most important one is normally the third option down. It will have the story name. For this example, the story name for Lesson 1 is "Because of Winn Dixie", so I will click on that one and it will take me directly to the story to read.
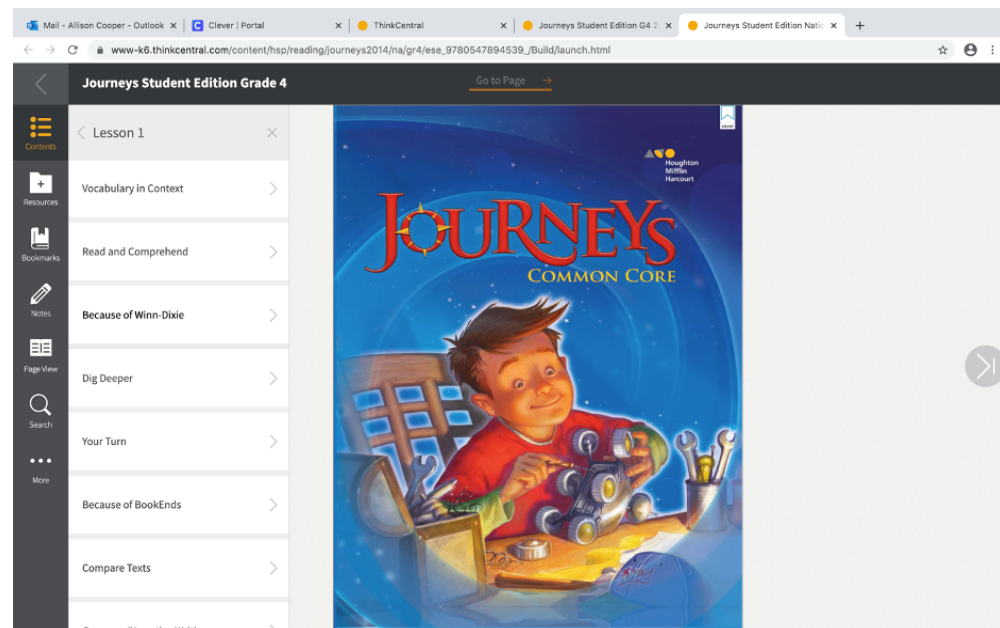
You will see in the picture below that the story pops up and you can use the arrows on the left and right sides of the screen to scroll through the pages. You can also type in a page number in the top box that says "go to page". When you type in the page number, you can hit enter and it will take you directly to that textbook page. If you click on the sound icons, and then click the play button, it will read the story aloud to you. You must continue clicking on the sound icons on each page.
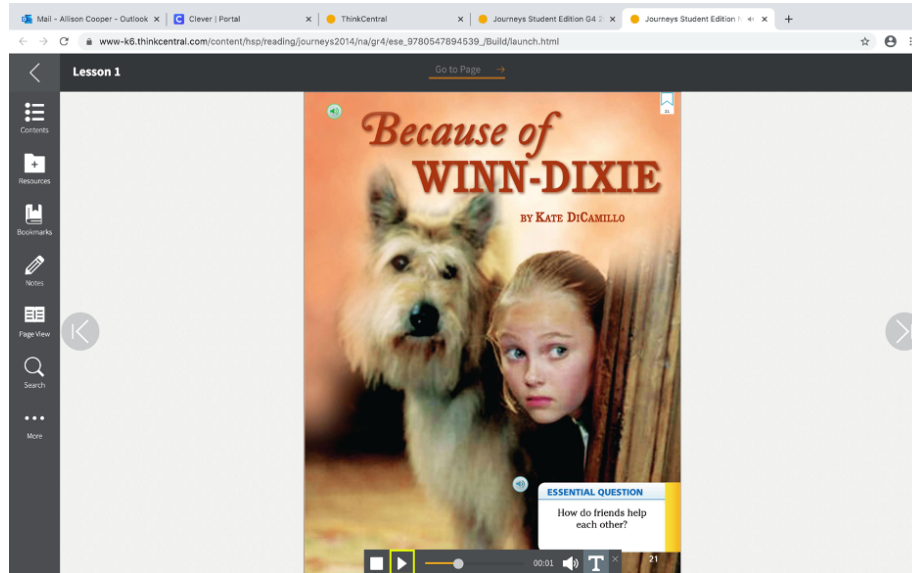
Appendix F
How to have a Successful eLearning Experience
(5 rules to follow)

Digital Classroom Procedures

Log onto class a few minutes before
class time. Wait to be admitted by your teacher.

Find a quiet place free from anything
that might distract you such as the TV, pets,
brothers/sisters, or toys.

Gather all the supplies you will need before
class starts. Make your very own home office.

Stay on mute. If you have a question
raise your hand or type your question in
the public chatbox.

Stay focused working on what your
class is working on so you don't miss
anything your teacher is saying.

Appendix G
How to Set Up a Workspace at Home

You get to make your own office for school at home! Pick a quiet place away from anything that would distract you. Gather everything you need for class **before** class--just like you do at your desk at school.

Is this a good school office?
NO! The TV will distract you!

Is this a good school office?
NO! The toys will distract you!

Appendix H
How to Access Schoology As a Parent

How Do I Get Access to Schoology as a Parent?

Every student (PK-12) is in the Schoology platform. Each student has an access code that can be used by the adults associated with that student. One code is used for all adults, however, each adult will need to create his/her own account. To receive this code, you can contact the teacher, principal, or you can email KCS Schoology Help or call 304 347-7437.
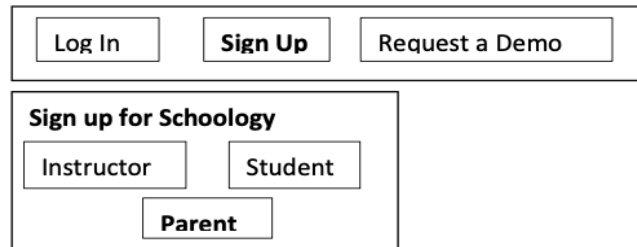
IMPORTANT: ADULTS ONLY NEED ONE ACCOUNT TO VIEW ALL OF THEIR SCHOOL-AGE CHILDREN, REGARDLESS OF THE SCHOOL. THE DIRECTIONS FOR MERGING YOUR CHILDREN INTO ONE ACCOUNT IS ON THE DIRECTION SHEET ATTACHED.

Directions for setting up a Parent Account in Schoology once you have the access code

In your browser, navigate to **schoology.com**

| Log In | **Sign Up** | Request a Demo |

In the top right corner of the screen, click **Sign Up**
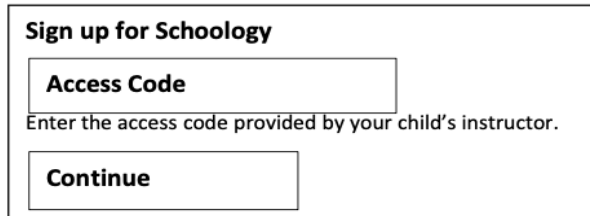
Click **Parent**.

Sign up for Schoology

| Instructor | Student |
| **Parent** |

You should have received a Parent Access Code from your child's school. Enter that code here:
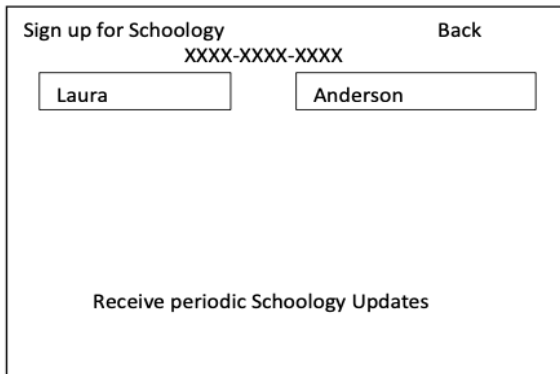
Sign up for Schoology

Access Code

Enter the access code provided by your child's instructor.

Click Continue

Continue

5. Enter your name, email address, and password

Sign up for Schoology   Back
XXXX-XXXX-XXXX

| Laura | Anderson |

Receive periodic Schoology Updates
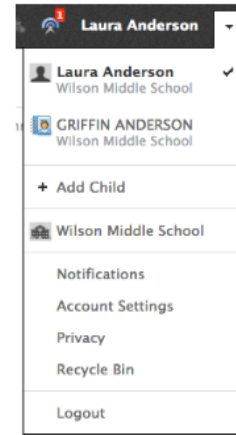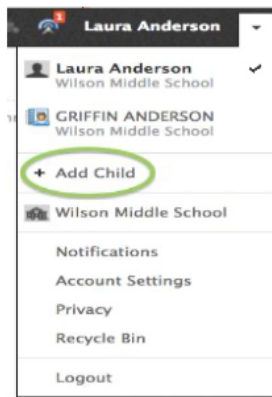
landerson@example.com

xxxxxx

xxxxxx

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Register

Once you log in, you'll be able to browse your child's activities by selecting your child's name from the top right dropdown.

You also have the option to associate additional children using Schoology with this account.

To associate additional children, click on the downfacing arrow on the top right of your Schoology account, select Add Child, and enter the Parent Access Code for your other child/children.

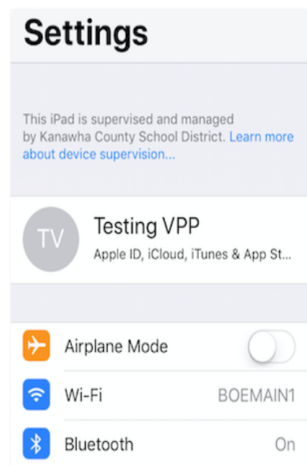# Appendix I
How to Login to the School Filter

In order to access the Internet at home using a school iPad, the student must log in to the school filter every 24 hours. If your student cannot get the Internet to work on his/her school iPad, this is the first thing you should check.

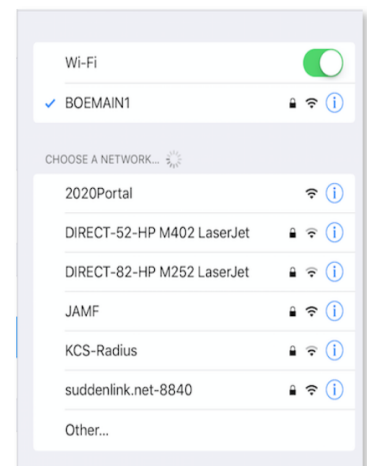## CONNECTING TO THE INTERNET FROM HOME
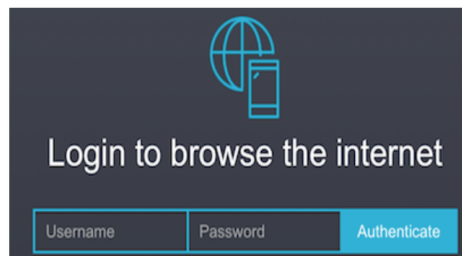
1. LAUNCH THE SETTINGS APP

2. SELECT Wi-Fi

3. SELECT YOUR WIRELESS NETWORK

4. LAUNCH *HOME ACCESS*

5. LOG IN USING YOUR SCHOOLOGY ACCOUNT AND SELECT AUTHENTICATE

6. YOU ARE NOW CONNECTED