



Distance Learning Tools, Training & Supports

Updated 10/1/20

This document has the following self guided professional learning for teachers and administrators. Please work your way through each aspect of the learning, by clicking on the links in each section.

1. [Distance Learning Overview](#)
2. [Best Practices for Distance Learning](#)
3. [Learning to Use Google Classroom](#)
4. [Other Optional Learning for Google Classroom](#)
5. [Student Accounts/Passwords](#)
6. [Support for Mathematics: Publisher Platforms and Google Classroom Integration](#)
7. [Curriculum for Mod/Sev Classes](#)
8. [Learning to Use MyPerspectives 7-11 ELA](#)
9. [Learning to Use Benchmark Advanced for K-6 ELA](#)
10. [Learning to Use Zoom](#)
11. [Instructional and Collaborative Tools for Teachers to Use with Online Learning](#)
12. [Supports Available](#)

NOTE*: Instructions on how to access digital platforms in other subjects e.g. science will be provided in later module

Distance Learning Overview
Defining Distance Learning
Best Practices for Distance Learning
Best Practices for Online Learning Student Instructional Tech Tips
Learning To Use Google Classroom

All lessons in BOLD can also be found on Google for Education's *Teacher Center Website*:

<https://teachercenter.withgoogle.com/first-day-trainings/welcome-to-classroom>

Lesson 1: [How to Create a Class in Google Classroom](#)

1 min

Lesson 2: [Add Students to Classroom](#)

only watch up to
1 min 48 sec

Lesson 3: [Adding Co-Teachers or Other Adults](#)

1 min 12 sec

Lesson 3a: [Add an Assignment and Topic](#)

1 min. 40 sec

**Suggestion: During distance learning make the "topics" the date (i.e. Monday, March 23rd). This separates distance learning from previous class work (during regular school) AND it makes it clear and easy for students to find assignments and do the work.


Tuesday, March 24th

Students can only see topics with published posts


Monday, March 23rd

Students can only see topics with published posts

Unit 6 ROTHMC

 Roll of Thunder Hear My Cry (in digital form)

Posted Mar 11

 Chapter 1 and 2 ROTHMC

Due Mar 27


Week of March 30th - April 3rd

Students can only see topics with published posts

Week of March 23rd - 27th

Students can only see topics with published posts

Unit 6 ROTHMC

 Roll of Thunder Hear My Cry (in digital form)

Posted Mar 11

 Chapter 1 and 2 ROTHMC

Due Mar 27

Lesson 4: [Add a Variety of Assignments](#)

2 min 48 sec

Lesson 4a: Differentiate Lessons	1 min 47 sec
Lesson 4b: Providing Feedback	4 min 21 sec
Lesson 4c: Turn Email Notifications On/Off Tip ** Add the assignment for students to use, even if it's a blank Google Doc. This allows you to have access to the document while students are working on it to provide feedback along the way.	2 min
Lesson 5: How to Use the Stream	2 min 5 sec
Lesson 5a: How to Change Settings in Stream	1 min 52 sec
Lesson 5b: Muting Students	1 min 48 sec
Lesson 6: How to Add Materials	4 min 26 sec
Lesson 7: Copy a Class in Google Classroom	2 min 1 sec
Lesson 8: Grades in Google Classroom (TBD)	2 min 49 sec
Lesson 8a: Download grades in a spreadsheet to enter into Infinite Campus	1 min 48 sec
Lesson 8b: Google Classroom and Infinite Campus Integration Step By Step Instructions	
Lesson 9: How to Make a PDF Interactive in Classroom	13 min
Lesson 10: Using the rubric in Google Classroom	8 min
Lesson 11: Emailing from Google Classroom	3 min
Lesson12: Organizing assignments under 1 Topic using emojis	5 min 26 sec
Lesson 13: How to Use Youtube videos during Distance Learning Email support@scusd.edu with subject "YouTube Unblocked" with the url or channel	No video
Other Optional Learning for Google Classroom	
Using Google Classroom for Continuation of Learning is an online course to help teachers understand what online learning and collaboration should look like and to see how using Google Classroom can help provide the structure to build it. When you have	

completed this course, you will have a Classroom ready to continue your students' learning even if the school building is closed. This course is offered from March 6, 2020 to July 31, 2020.

[Google Distance Learning Options](#) features a blog post with advice on keeping students engaged in distance learning using Google Classroom tools such as Google Docs, Google Forms

[Google Classroom Cheatsheet for Teachers by Shake up Learning: Written by Kasey Bell](#)

Learn how to use Google Classroom without the videos (Note: Adding students by email does not work for SCUSD)

[Google Classroom Cheatsheet for students by Shake up Learning: Written by Kasey Bell](#)

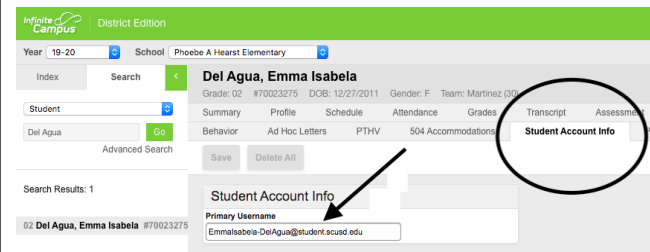
Student Accounts/Passwords

[Password Reset](#) - video(for Teacher) 1 min 37 sec

[Password Reset](#) - PDF (for Teacher)

[Student Account Password Change](#)

How to find student username



The screenshot shows the Infinite Campus District Edition interface. At the top, it displays 'Year 19-20' and 'School Phoebe A Hearst Elementary'. Below this, there is a search bar with 'Del Agua, Emma Isabela' entered. The search results show a student profile for 'Del Agua, Emma Isabela' with details like Grade: 02, #70023275, and DOB: 12/27/2011. A 'Student Account Info' tab is highlighted with a circle, and an arrow points to the 'Primary Username' field, which contains the email address 'Emmalisabela-DelAgua@student.scusd.edu'.

Support for Mathematics: Publisher Platforms and Google Classroom Integration

Elementary: enVisionMATH

Teacher and Student access via Clever. Classes are rostered.

Teacher must add grade level ("add product"), if not already done.

Professional Learning from Savvas (formerly Pearson): [MySavvasTraining.com](#) (Click "Watch Now")

[enVisionMATH & Google Classroom Integration](#)

Middle School: Big Idea Learning

Teachers and Students access via Clever. Classes are rostered.

Teacher must add the book to each class, if not already done. When teachers log in, click on teacher name and Class Management. Add the appropriate book for each class. (7th Grade = Course 2. 8th grade = Course 3).

Available: [Online Resources](#) to help you learn how to assign [Lesson Video Tutorials](#) and where to access support for your [English Language Learners](#), etc. <https://help.bigideasmath.com/hc/en-us>

High School: *Walch's Integrated Mathematics I-III*

Teacher and Student access via Clever. Classes are rostered.

Support for Walch's online platform: [Getting Started with Curriculum Engine](#) (1 hour video)

Student training videos: [Getting started with the Curriculum Engine for Students](#) (8 ½ Minutes);

[Accessing assignments in the Curriculum Engine for Students](#) (5 ½ Minutes)

Precalculus: Pearson (MathXL is the online platform for the adopted text)

[Support for MathXL](#)

[How to Add Product](#)

AP Calculus: Cengage (WebAssign is the online platform for the adopted text)

[WebAssign for Teachers](#)

[WebAssign for Students](#)

[Additional Supports](#)

AP Statistics: BFW (Sapling Plus is the online platform for the adopted text)

[FREE 90-day ebook access](#)

Contact Katrina Torres <ktorres@bfwpub.com> for training/support with Sapling Plus

Curriculum for Mod/Sev Classes

[Unique](#)

Learning to Use MyPerspectives 7-12 ELA

- [MyPerspectives YouTube Tutorials](#)
- [MySavvasTraining.com](#)
- [Teaching Channel account](#)
- [Google Classroom Integration](#)
- [MyPerspectives On-Demand training](#)
- [MyPerspectives Digital Resources Handout](#)
- [Accessing Realize Reader Offline](#)
- 4/9/2020 [MyPerspectives Digital Resources Draft 2](#)

- 4/9/2020 [MyPerspectives Unit Virtual Teaching Plan Template](#)
- 4/9/2020 [Realize Google Classroom Digital Integration Teacher Tutorial](#)
- 4/9/2020 [Realize Google Classroom Click Path - Student](#)
- 4/9/2020 [Student Digital Path - myPerspectives](#)
- 4/9/2020 [Quick Reference SCUSD MyPerspectives Access](#)

Learning to Use Benchmark Advanced for K-6 ELA

Getting Started with the Activities

To get started with these tasks, please read the getting started letter for your grade level and join the [Benchmark Advance & Adelante Facebook](#) page. BMA updates this FB page daily with distance learning plans by grade level and units. Resources provided on this page include student learning pages and essential how to videos. On 4/7/2020 BMA posted a video of how to link resources from the BMA platform to Google classroom.

- [Grades K-1 Getting Started Letter](#)
- [Grades 2-6 Getting Started Letter](#)
- 4/7/2020- *Tips on using Google Classroom & other technology tools* [Using Tech to Teach Virtually](#)
- 4/7/2020 - New Elementary Training - [Linking Resources from the BMA platform to Google classrooms](#)
- 4/15/2020- [Benchmark and Google Classroom FAQ](#)
- 4/16/2020- [Tips and Best Practices for Google Classroom and Benchmark Advance & Adelante](#)

Benchmark Advance (In English)

Each link below takes you to a folder on Google Drive that contains distance learning activity instructions for teachers. You will have read-only access to the documents where you'll be able to save a copy or download a copy.

- [Grade K](#)
- [Grade 1 \(2nd Edition with My Reading and Writing student book\)](#)

- [Grade 2](#)
- [Grade 3](#)
- [Grade 4](#)
- [Grade 5](#)
- [Grade 6](#)

Benchmark Adelante (In Spanish)

Each link below takes you to a folder on Google Drive that contains distance learning activity instructions for teachers. You will have read-only access to the documents where you'll be able to save a copy or download a copy.

- [Grade K](#)
- [Grade 1](#)
- [Grade 2](#)
- [Grade 3](#)
- [Grade 4](#)
- [Grade 5](#)
- [Grade 6](#)

“How to” video links for Benchmark Advanced

[Benchmark Advanced and Adelante Distance Learning Activities](#)

[Troubleshooting and Support for know tech issues](#)

Learning to Use Zoom

**** Please reference the [Zoom Authentication Rollout Guide](#) for October 12th updates ****

Zoom: Video Conferencing with up to **300** participants (students do NOT require accounts to join).

Zoom is now enabled for all teachers via Clever. If you already have a Zoom account, please sign in through clever.

1. Browse to <https://www.clever.com/in/scusd>
2. Click Login with Google
3. Sign in using your SCUSD Email and password
4. You will then find the Zoom Icon in your Clever Portal

Here's how students [login to Clever](#)

****New Zoom Features** 8/5/20**

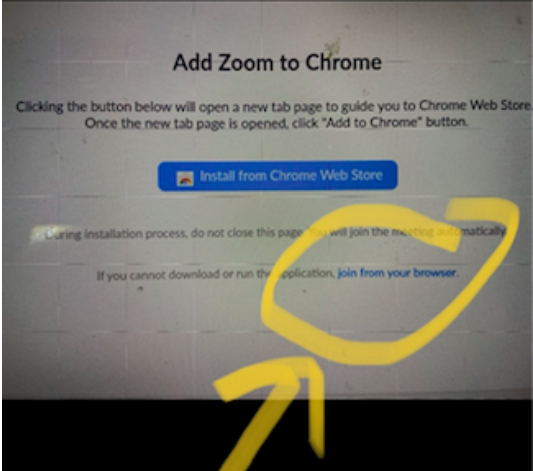
- [Polling Feature](#) - [Step by Step Directions](#) (pdf)
- [Cloud Recording](#)
- [Managing your Cloud Recordings](#)

[Breakout Room Best Practice Guidelines](#) ****New 8/7/20**

[Sample Zoom User Guide](#)

[Zoom Safety Features](#) - ****Please read BEFORE using Zoom**

Use this [link](#) to view all of the lessons below or click on the individual lesson. (zoom.us - resources)

<p>Lesson 1: How to Join a Zoom Meeting from a PC (Students) How to Join a Zoom Meeting from a Chromebook (Students) Coming Soon!</p> <p>If students are using a Chromebook you won't be able to download zoom so you must join from the browser or use the extension.</p> 	<p>1 min 49 sec</p>
<p>Lesson 2: How to Schedule a Meeting (copy invite into Google Classroom)</p>	<p>1 min 7 sec</p>
<p>Lesson 3: Using the Meeting Controls in Zoom</p>	<p>10 min</p>
<p>Lesson 4: How to Use Breakout Rooms in Zoom</p>	<p>3 min 19 sec</p>
<p>Lesson 4: Closed Captioning (Closed captioning can be downloaded and then translated into multiple languages) Update 10/14/20: Transcription services now available through Zoom! Update 9/30/20: Automated Captioning via Otter is coming soon!</p>	<p>2 min 40 sec</p>
<p>Lesson 5: Recording Zoom Meetings (can then post in Google Classroom)</p>	<p>1 min 36 sec</p>
<p>Lesson 6: Audio and Video Configuration with Zoom (if you are having problems with audio or video)</p>	<p>1 min 43 sec</p>
<p>Lesson 7: How to Screen Share with Zoom</p>	<p>1 min 12 sec</p>
<p>A fast PD video to train teachers on using Zoom.us https://www.youtube.com/watch?v=u-75gDIMK_c</p>	<p>4 min</p>

Zoom Student Orientation Video https://www.youtube.com/watch?v=9_Hjvw84wbk	1min
Instructional and Collaborative Tools for Teachers to Use with Online Learning	
Remind: an app to connect students and parents with the classroom.	
Create and Use Remind Users can share files, links, and other instructional resources from personal devices as attachments, or through a previously-established cloud sharing system such as Google Classroom, Google Drive, Office 365, etc. (can only be used with 13 year old and older) Elementary teachers would only want to add parents. Middle and High School can add both (many teachers already use this)	4 min 30 sec
Scrcast-o-matic: Allows teachers to video screen, webcam or both to share videos with students.	
Scrcast-o-matic - Tutorial Save video to desktop and then click and drag into Google Drive to share in GC. Free version is limited to 15 min max per video.	2 min 9 sec
Scrcastify: a browser plugin allowing teachers to add video and share with students	
Scrcastify - Tutorial The plugin allows students to make their voices heard and their thinking visible with fun, interactive videos. A free plan is available but is limited to five minutes.	
https://www.illuminateed.com/blog/2020/04/assessment-as-learning-in-a-remote-classroom/ (Added April 13) Assessment as learning using the Illuminate platform	
Supports Available	
People available to help with Distance Learning Tools! <ol style="list-style-type: none"> 1. Site administrators and experienced colleagues at your school site 2. Email dlsupport@scusd.edu 	



Technology Tools & Supports Next Level

This document has the following self guided professional learning parts for teachers. Please work your way through each aspect of the learning, by clicking on the links in each section.

1. [Google Documents](#)
2. [Hyperdocs](#)
3. [Google Slides](#)
4. [Google Forms](#)
5. [Google Keep](#)
6. [Google Drawing](#)
7. [Google Sheets](#)
8. [Sample Lessons](#)

Google Documents

[Google Doc Beginners](#) 23:50 min

[7 Google Docs Tips](#) 13:25 min

[Translate Docs, Create Equations, Table of Contents](#) (start at 3 min)

[Google Doc Text and Formatting](#) 5:35 min

Hyperdocs

[What is a Hyperdoc? How Do I Make One?](#) 13 min

[Sample Hyperdocs](#)

Google Slides

[30 Interactive Google Slides Activities for the Classroom](#)

[How to Create Drag and Drop Activities with Google Slides](#) 19:23 min

[How to Use Google Slides to Create Interactive Diagrams](#) 4:30 min

[Interactive Notebook](#)

[#Booksnaps](#)

[Using Google Slides to Check for Understanding](#) (start at 1 min)

Google Forms

[Google Forms Tutorial](#) 13 min

[Google Form - Create a Quiz](#) 15 min

[Branch Logic in Google Forms](#) 3:30 min

Google Keep

[How to Use Google Keep Basic](#) 3:34 min

[How to Use Google Keep \(Full Tutorial\)](#) 15 min

[Google Keep on Mobile Phone](#) 9 min

[Additional Tips for Google Keep](#) 9 min (some items may be repeated)

Google Drawing

[Google Drawing Tutorial](#) 14 min

[7 Ways to Use Google Drawing in your Classroom](#) 4 min

[5 Google Drawings features you don't know about](#) 13 min

Google Sheets

Coming Soon

Sample Lessons

**** Disclaimer**** This is a collection of work that has been shared with me by other educators. If you choose to use these, any links will need to be replaced (ask for help if you need). You can also use these as ideas of what is possible and then create your own. If you choose to use these, please make your own copy. Thank you.

Depending on the level of your students, you might find helpful items in the grades before or after. Plus you can modify any item once you have made a copy.

Samples You Can Use: (all links are view only, YOU MUST MAKE A COPY TO USE)

You must be logged into your SCUSD account to view these files:

[TK and Kinder](#)

[First Grade](#)

[2nd / 3rd Grades](#)

[4th / 5th / 6th Grades](#)

[7th / 8th Grades](#)

[High School](#)