

Memorial: Hybrid 101 Information

We are excited to have you join us for the 20-21 school year through our Hybrid Model. At the middle school level, Hybrid cohort students will be zooming into their normal class schedule on some days, and attending in person on other days. This will be a process with many expected bumps in the road ahead, and we will help to troubleshoot issues along the way. We ask for your patience and cooperation as we work through them together. Our goal is to provide you with a positive learning experience, from school and the comforts of your own home. Below you will find information pertaining to specifics regarding the Hybrid experience. Please reach out to your building administrators anytime with questions you may have.

When do I report to school in person and when do I Zoom into class?

- Students with the last name A-L will report in person on Monday and Tuesday and Zoom into class on Wednesday, Thursday, and Friday.
- Students with the last name M-Z will report in person on Thursday and Friday and Zoom into class on Monday, Tuesday, and Wednesday.
- All students will Zoom into class on Wednesdays.
- Sept 2 will be a special Wednesday exception. See full breakdown of first two weeks.

<u>August 31</u> <i>No School</i>	<u>September 1</u> <i>No School</i>	<u>September 2</u> <u><i>Cohort A: (A-L)</i></u> <i>Report to School</i> <u><i>Cohort B: (M-Z)</i></u> <i>Zoom into Classes following Normal Bell Schedule</i> <u><i>MSO Cohort:</i></u> <i>Zoom into Classes following Normal Bell Schedule</i>	<u>September 3</u> <u><i>Cohort A: (A-L)</i></u> <i>Zoom into Classes following Normal Bell Schedule</i> <u><i>Cohort B: (M-Z)</i></u> <i>Report to School</i> <u><i>MSO Cohort:</i></u> <i>Zoom into Classes following Normal Bell Schedule</i>	<u>September 4</u> <u><i>Cohort A: (A-L)</i></u> <i>Zoom into Classes following Normal Bell Schedule</i> <u><i>Cohort B: (M-Z)</i></u> <i>Report to School</i> <u><i>MSO Cohort:</i></u> <i>Zoom into Classes following Normal Bell Schedule</i>
<u>September 7</u> <i>No School</i>	<u>September 8</u> <u><i>Cohort A: (A-L)</i></u> <i>Report to School</i> <u><i>Cohort B: (M-Z)</i></u> <i>Zoom into Classes following Normal Bell Schedule</i> <u><i>MSO Cohort:</i></u> <i>Zoom into Classes following Normal Bell Schedule</i>	<u>September 9</u> <u><i>Cohort A: (A-L)</i></u> <i>Zoom into Classes following Remote Wednesday Bell Schedule</i> <u><i>Cohort B: (M-Z)</i></u> <i>Zoom into Classes following Remote Wednesday Bell Schedule</i> <u><i>MSO Cohort:</i></u> <i>Zoom into Classes following Remote Wednesday Bell Schedule</i>	<u>September 10</u> <u><i>Cohort A: (A-L)</i></u> <i>Zoom into Classes following Normal Bell Schedule</i> <u><i>Cohort B: (M-Z)</i></u> <i>Report to School</i> <u><i>MSO Cohort:</i></u> <i>Zoom into Classes following Normal Bell Schedule</i>	<u>September 11</u> <u><i>Cohort A: (A-L)</i></u> <i>Zoom into Classes following Normal Bell Schedule</i> <u><i>Cohort B: (M-Z)</i></u> <i>Report to School</i> <u><i>MSO Cohort:</i></u> <i>Zoom into Classes following Normal Bell Schedule</i>

What schedule do I follow on remote days and what are the expectations?

- Students will follow their normal schedule that can be found in Infinite Campus.
- Students will Zoom into their classes, following the normal bell schedule as students that are face to face.
- If school is following the Hybrid Model, all students will follow the modified Wednesday bell schedule by Zooming into class on Wednesdays.
- Bell Schedules can be found [HERE](#).
- Students are to behave and treat class in the same manner as if they were face to face.
- Students should be on time, use technology responsibly, and not disrupt the lesson.
- Even though students are online, they are still subject to following the Student Code of Conduct.
- Some days students may be on Zoom the whole class period, and other days it may be as little as 5 minutes for attendance. It will depend on the daily lesson.
- Many classes will look different as a whole this year. Some of this is due to logistical reasons. (FCS, Flight & Space, Robotics, Green Architecture) Staff will do their best to make accommodations to lessons and assignments as needed due to this.

What is my username and password?

- All students in Mentor Schools are provided with a Google account. This includes Gmail and Google Drive. All usernames and passwords for students are setup in the same manner.
 - Username: StudentID#@mentorschoolsorg
 - Example: 12345@students.mentorschools.org
 - Password: Initials.Lunch Pin # (Only first initial is capitalized.)
 - Example: Ab.12345
- These credentials are used to sign into nearly everything that is provided to students.



What is Self Service?

- Self service is the Mentor Schools App Store. The Apple App store is not available. Any apps that need to be downloaded can be accessed using Self Service.



How do I access Clever and what is it?

- Clever is an app that allows students to single sign into multiple programs that are web based.
- Click on the Clever App.
- Click on "Log in with username/password"
- Click on "Log in with Google"
- You may be prompted to enter your Google username and password the first time you log in.



How do I access Schoology?

- Option 1 - Via Clever (Web Based Platform)
 - Go to Clever and search for Shore Middle School.
 - Click on “Login with Google”
 - Enter your username and password.
 - Scroll down to K-12 Student Resources
 - Click on Schoology.
 - Click on your Mentor Schools Google Account.
- Option 2 - Via the App (App Based platform is recommended.)
 - Go to self service.
 - Search for Schoology and download the app.
 - Open the app.
 - Type in Mentor Public Schools
 - Click Log in through your School.
 - Enter your Google Credentials
 - Click approve
 - Click allow



How do I access Zoom?

- Click the Zoom link provided in your Schoology course.
- Type in your name.
- Wait to enter
- Once you are in Zoom:
 - Click “OK” to let Zoom access the microphone
 - Click on “Ok” to allow Zoom to access your camera.
 - Click “Allow” to let Zoom send you notifications
 - Click “Call using Internet Audio” to hear others
 - Click anywhere on the screen at any time to open up the toolbar.
 - You can click Mute, Start Audio or leave the meeting using this toolbar.
 - You can also chat, use emojis and switch to gallery view.



How do I access Infinite Campus?

- Go to Clever and search for Shore Middle School.
- Click on “Login with Google”
- Enter your username and password.
- Scroll down to K-12 Resources.
- Click on Infinite Campus
- Click on Campus Student and enter your username and password
- In Infinite Campus you will be able to view your fees, grades and other important information.



How do I set up my Google Drive?

- Go to self service and download the Google drive app.
- Click the icon.
- Enter your Google credentials.
- Via self service you will also have to download...
 - Google Documents
 - Google Spreadsheets
 - Google Slideshow



What will picture day look like?

- Picture days are scheduled for September 21st and September 24th.
- Students will have their photos taken in the Health or Phys Ed class when in person.
- A-L will have them taken on September 21st.
- M-Z will have them taken on September 24th.

What happens if I have a tech issue?

- You can visit the Media Center if you are in person.
- If the issue is happening on a remote day, device issues can be reported to our IT department.
 - Phone: (440) 974-5254
 - Email: it-support@mentorschools.org

How can I get my 19-20 yearbook?

- We are still waiting for Lifetouch to deliver the Memorial yearbooks, once the items arrive at school we will deliver the yearbooks to students

What if my child is going to be sick from school on a day they attend in person?

- Students need to be called in sick to the attendance office at (440) 974-2255

What if my child is going to be sick for the day and not Zoom into class?

- Even in this case, students need to be called in sick to the attendance office at (440) 974-2255