

BUGS Remote Learning Quick Guide 2020

Remote Learning Goal

To provide learning opportunities that are engaging and balanced, allowing for on-screen and off-screen time.

General Info for Students

Curriculum: Your work and lessons will be happen in real time, which means you will need to:

- Open your [Google Calendar](#) to see your class schedule for each day (same as regular schedule for Reading, Writing, Social Studies, Science, PE, and Spanish), check Google Classroom each day, and check your email each day.
 - You will follow your normal school schedule for all core subjects (Reading, Writing, Math, Social Studies, Science, and Spanish) by logging into a Google Meet session for each classroom that you access through [Google Calendar](#)
 - For the week of March 23rd:
 - Monday, during advisory, 8:15am-8:45am, you will log into Google Classroom to view a post from your advisor that includes an instructional video and directions to log into your advisor's live Google Meet sessions
 - Tuesday - Thursday during advisory, 8:15am-9:00am, you will log back into your advisor's live Google Meet sessions to continue adjusting to the online systems and ask questions.
 - All classes will have LIVE sessions, which means you will log into the Google Meet for that class (just like you did for advisory) and show your attendance by typing into the chat, "Hi, I'm here!" During some classes, your teacher will be on the video chat, and will speak to you through the camera. During other classes, you will log in for attendance, and can ask questions in the chat, but most work will be independent practice, which means your teacher will give you directions for your tasks for that day, written as the Agenda on the Google Calendar invite.

Office Hours:

- If you need to check in with a teacher, you can send them an email, write a note on a [Google Classroom](#) post, or send them a Google chat message.

Remote School Routine - Starting Monday, March 23rd, 2020

1. 7:00am - Wake up
2. 7:15am - Eat breakfast
3. 7:45am - Get dressed
4. 7:55am - Find a work location with appropriate space and supplies to complete work
5. 8:00am - Log into your BUGS Google Account, check your email, check your class schedule for the day
6. 8:15am - Log into Google Classroom and/or your advisory Google Meet session

****This schedule might change slightly starting March 30th!****

BUGS Remote Learning Quick Guide 2020

Reminders

- When meeting with teachers on Google Hangouts/Meet choose appropriate attire and location to have the video meeting
- Make sure you **mute your microphone right away**, to minimize background noise for others. If you have questions, send a message to your teacher through the chat box

Tech Support

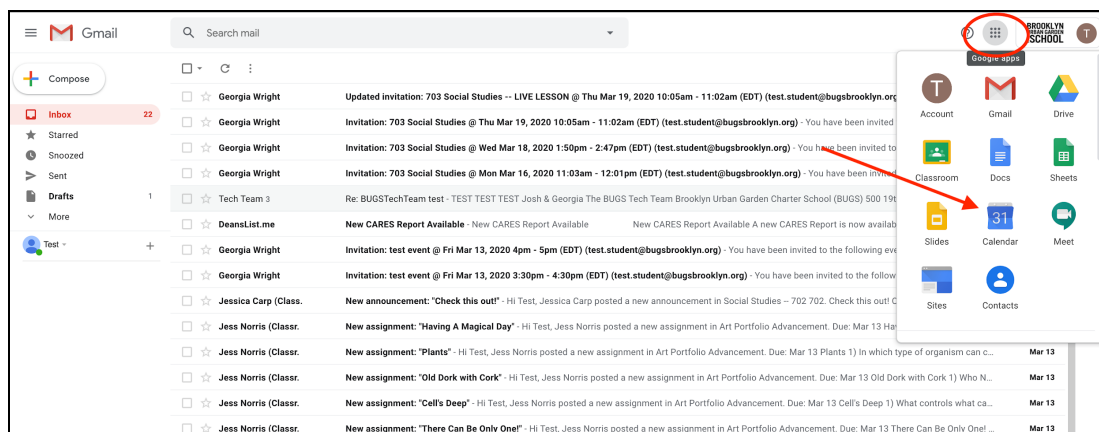
The Tech team is available for support (techteam@BUGSbrooklyn.org) from 8AM-5PM, and has created this guide to help you with essential technology.

Logging in to Programs

Using Google Calendar

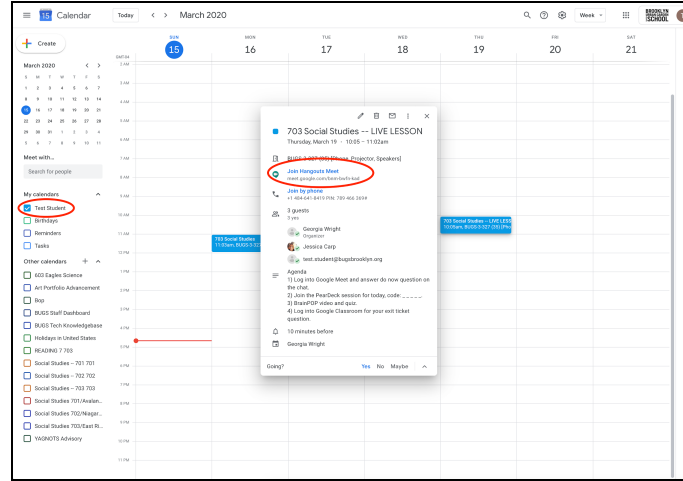
[Google Calendar](#) will be your first stop when logging into your classes and finding your agenda for each class period.

- If you're in your [BUGS email](#), you can click on the 9 little dots on the top right of your screen, and then click on "Calendar."



- When you check your [Google Calendar](#), you will see invites to your regularly scheduled classes. In the event, you will see an agenda. Click on the Google Meet link inside the Google Calendar event so that you can say hi to your teacher and they can count your attendance. Then follow their directions in the agenda, or directions they're giving through the Google Meet. You'll probably also have to log into [Google Classroom](#).

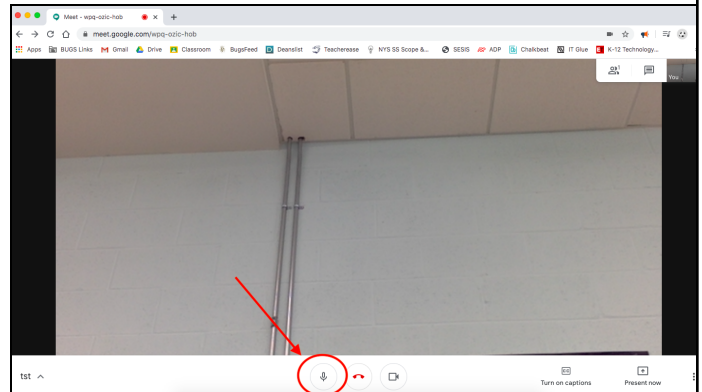
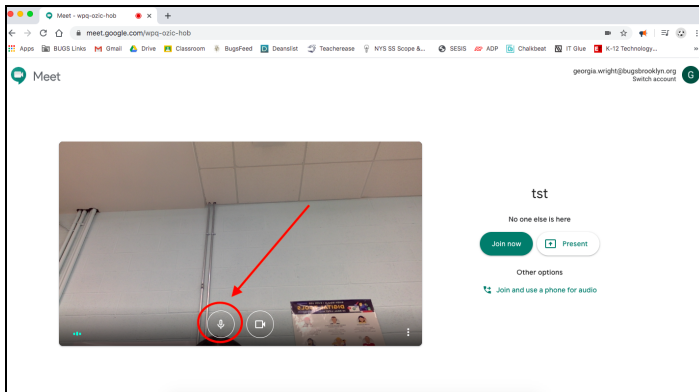
BUGS Remote Learning Quick Guide 2020



- On the left side of your calendar, make sure the only thing clicked on is the one that says your name, right underneath "My calendars".

Norms for Joining Google Meets

- When you log into the Google Meet, be sure to **MUTE YOUR MICROPHONE** right away. This will block out any background noise so it's easier for others to hear.

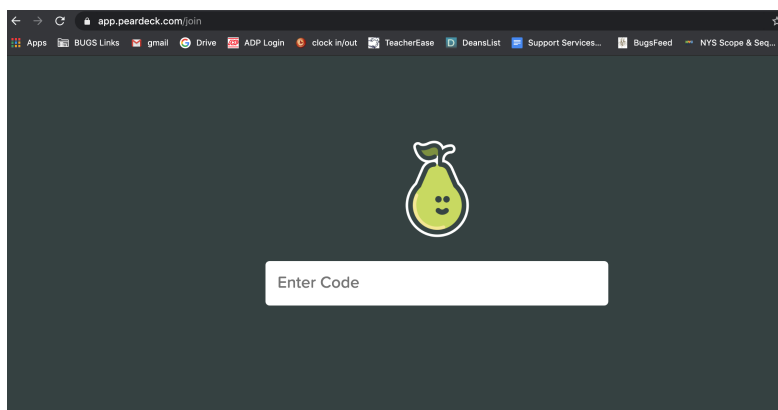


- If your teacher is using the chat function on the right side, you may ask questions there.
- Your teacher might ask certain students to unmute their microphones for specific conversation, but you should assume that your **microphone should always be muted**, unless your teacher tells you otherwise.
- This will help ensure our "one mic, one sound" classroom expectation!
- Your teacher will sometimes have a few minutes (10-15 minutes) of discussion with you, and then will give you your instructions for the rest of the class period, or your "independent practice." You might go to BrainPOP or Flocabulary and complete some activities, or go to NewsELA for some reading. Then, you'll probably go back to the Google Meet, or to Google Classroom (these directions will be in the agenda on the Google Calendar invite) to answer an exit ticket question. **Make sure to read and listen to the directions carefully!**

BUGS Remote Learning Quick Guide 2020

Joining PearDeck Sessions

- It's likely that your teacher will use PearDeck often, to give you new information, give you directions for independent work, and ask you questions along the way.
- The agenda in the Google Calendar invite will tell you whether or not it's a PearDeck day. When it is, open a new tab or new window and go to www.joinpd.com.
- Your teacher may share the PearDeck code with you through email, show it to you through the Google Meet, post it into the Google Calendar event, or share it with you on Google Classroom.



- Once you log in, your teacher will let you know if it is a teacher-paced lesson, or if it is self-paced.
 - When it is teacher-paced, the teacher will change the slide for you, and you will follow along as they move forward.
 - When it is self-paced, you will flip through the slides on your own, and complete the activities along the way.
 - **Make sure you read everything on the slide very carefully!**