

Virtual Classroom Expectations

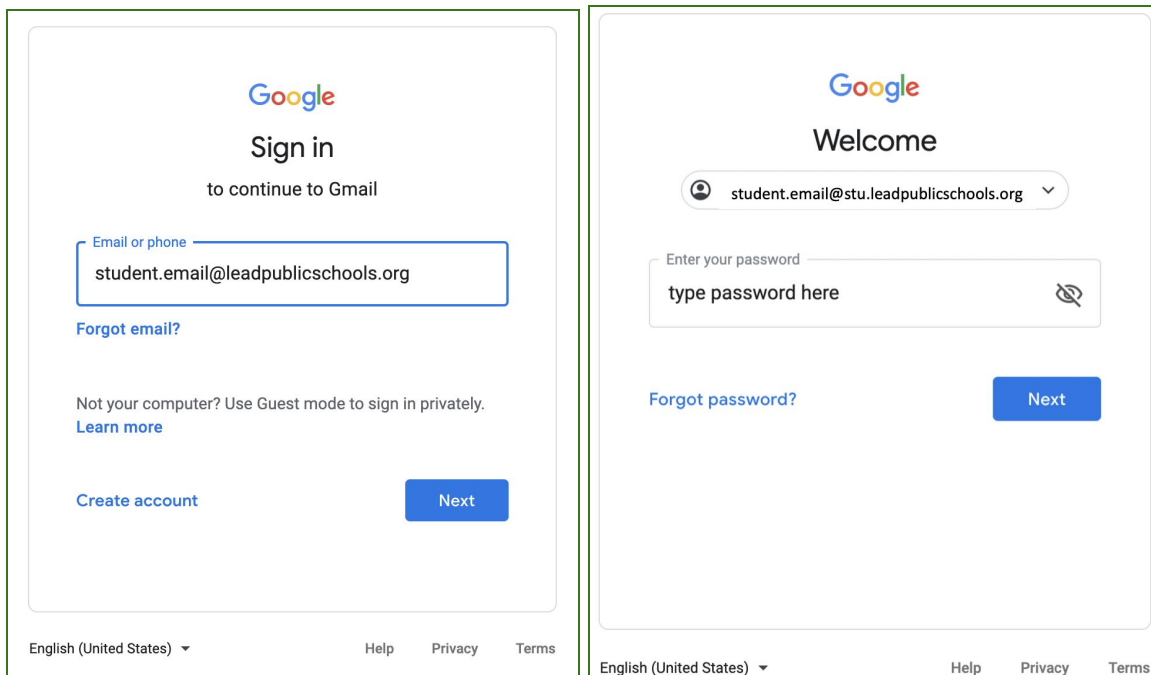
Virtual Classrooms Expectations		
Routine	Why	Student Action
Before Class	Students should be prepared to be engaged for a classroom setting to limit distractions and breaks during class.	Take care of your physical needs: <ul style="list-style-type: none"> ● Eat breakfast ● Drink water ● Use the restroom ● Dress for class <ul style="list-style-type: none"> ○ Appropriate dress ○ Face visible
	Students should be prepared to start on time and be in a location where they can focus on lessons and schoolwork, as well as ensuring they are taking care of their school technology (computers).	Take care of your technological/classroom needs: <ul style="list-style-type: none"> ● Laptop charged and in a safe space <ul style="list-style-type: none"> ○ No eating or drinking around your laptop! ● Notebook/paper, pen, or pencil ● Be in a place you can focus to work ● Reach out to teacher with questions, concerns, or needs prior to class starting
Entering Class	Students should be prepared and present in class without disrupting others.	<ul style="list-style-type: none"> ● Enter zoom on time for the start of class ● Make sure your video is on ● If you have issues entering the room or with zoom, text/call classroom teacher ● Wait for instructions from teacher
During Class	Students should be focused on learning and participating in class.	Stay engaged <ul style="list-style-type: none"> ● Complete all work ● Video on ● Limit distractions ● Keep cellphones out of sight ● Only on school websites Zoom communication <ul style="list-style-type: none"> ● Come off mute when called on ● Use appropriate hand signals ● Stay on topic ● No side conversations ● Ask questions on topic and appropriately

	Students should speak kindly and appropriately to both their teachers and classmates by being encouraging and uplifting.	Use respectful language and interaction <ul style="list-style-type: none"> ● In class when speaking ● In breakout rooms ● In the chat
	Students may have things arise while working from home but should communicate with teachers as needed to ensure they know how to support.	Emergency needs <ul style="list-style-type: none"> ● Private message teacher ● Turn off video ● Rejoin as quickly as possible
End of Class	Students should ensure they have everything needed to finish class and transition quickly to their next zoom class.	<ul style="list-style-type: none"> ● Remain in zoom the entire class period (do not leave early or before dismissed) ● Turn in all classwork ● Ask clarifying questions ● Have work ready for next class ● Transition to next class on time

Virtual Learning Tools

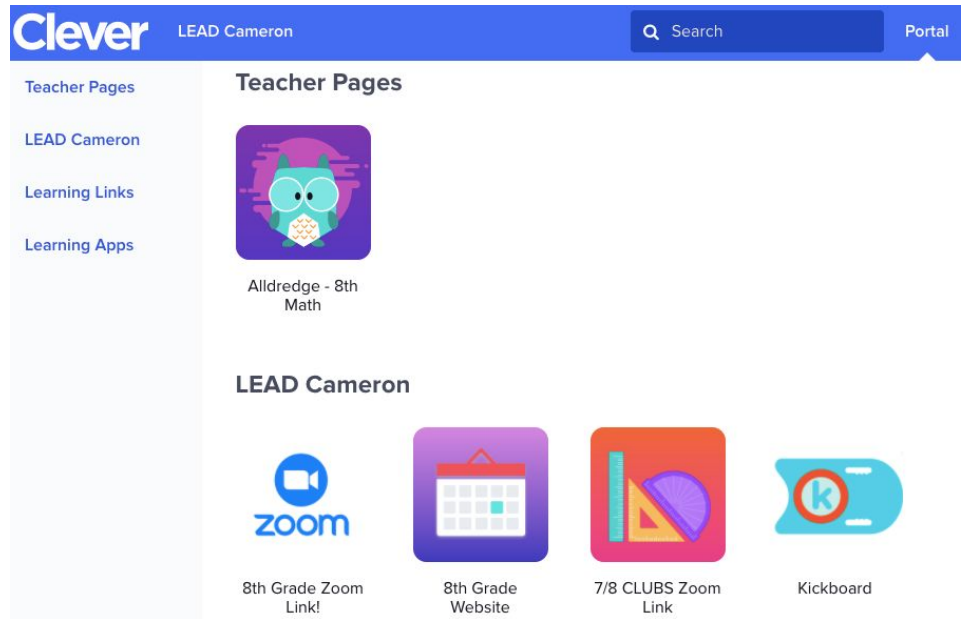
Student Emails

- Your student’s email address is on their **individual student sheet**.
- To log into their account, your student will need to:
 1. Go to www.gmail.com.
 2. Type his/her email address in the blank space. Make sure to include “@stu.leadpublicschools.org”.
 3. Click next.
 4. Type his/her password in the blank space
 5. Click “Next”.
- Please have your student **check his/her email daily** for updates and assignments from teachers and school staff.



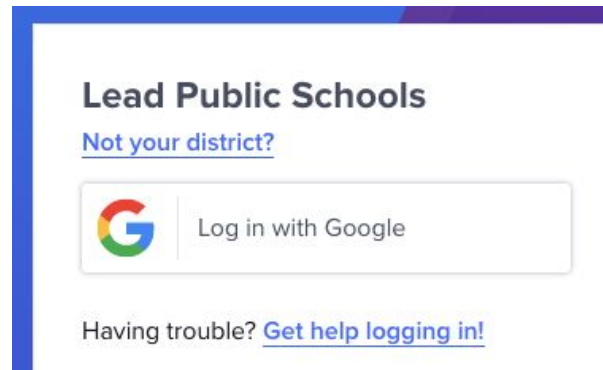
Clever

When you open your chromebook and login, the Clever homepage will automatically open on your computer. This is a **personalized webpage** that gives you access to your **teacher pages** for your classes, **Google Classrooms**, **classroom apps**, and school-specific links like **Zoom**. The great thing about Clever is that it puts all of your school resources in one place, and it also will automatically sign you into some apps, and will remember your password for other apps and links once you've signed in the first time.



Login Instructions:

Open your chromebook and sign in using your student email address and password from your **individual student sheet**. It should automatically bring you to this screen. Click on “Log in with Google”, and enter your student email address and same password again, and you will be at your Clever homepage!



If you are using another device to do your schoolwork, you can access the Clever login screen by going to <https://clever.com/in/lead-public-schools> to login.

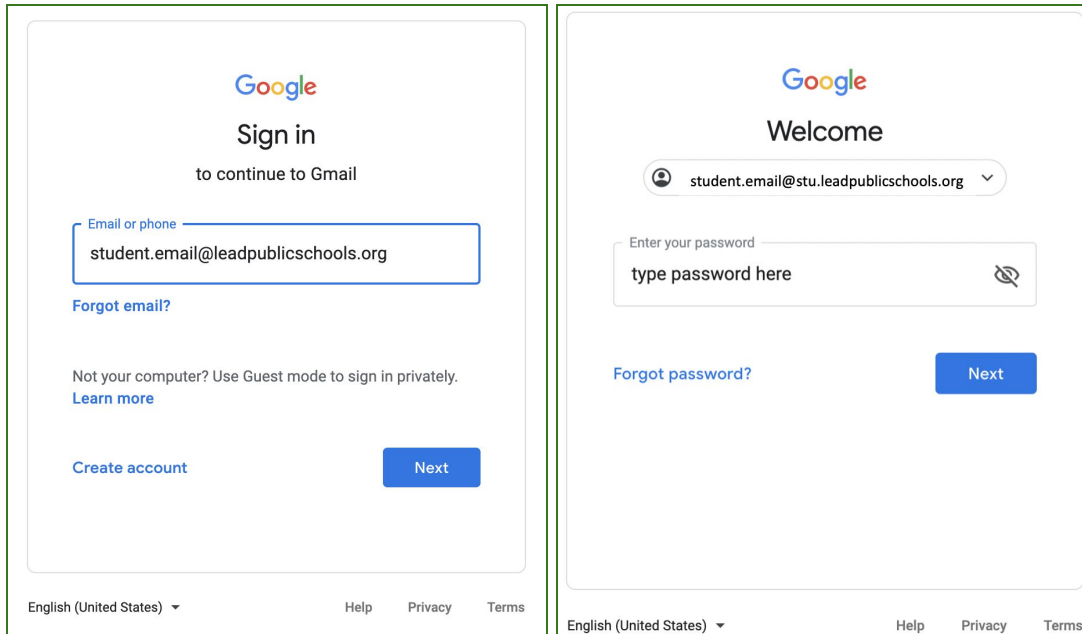
Google Classroom

Google Classroom is where your students can find their assignments posted for each of their classes. Students will see links to Google Classroom in their **Clever Portal**. The icon for Google Classroom looks like this green image on the right.



Google Classroom

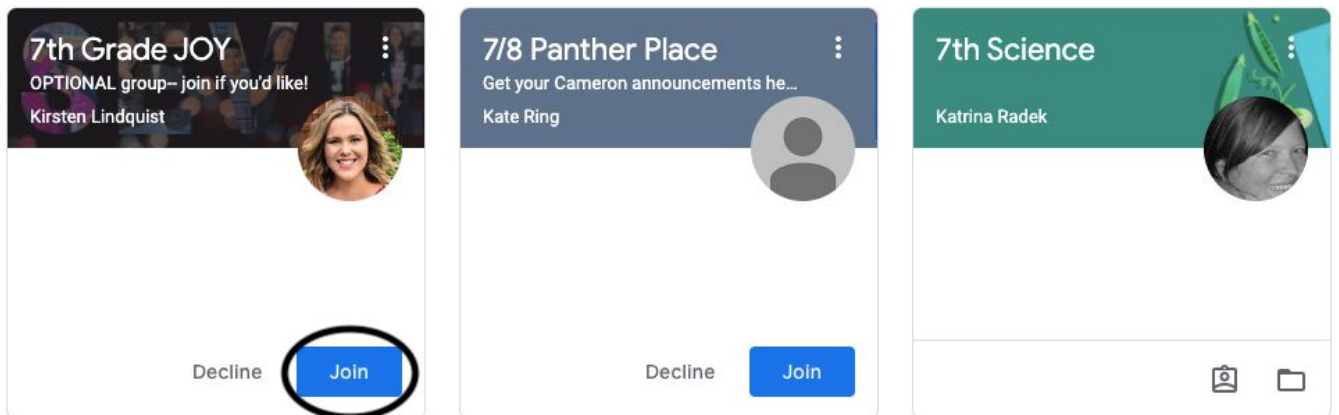
Once you click this link, you may be asked to log in, using your student email address and password from your **individual student sheet**.



The first screenshot shows the Google sign-in page. It features the Google logo, the text "Sign in to continue to Gmail", and an input field for "Email or phone" containing "student.email@leadpublicschools.org". Below the field are links for "Forgot email?", "Not your computer? Use Guest mode to sign in privately. Learn more", and "Create account". A blue "Next" button is at the bottom right. The footer includes "English (United States)", "Help", "Privacy", and "Terms".

The second screenshot shows the "Welcome" page. It features the Google logo, the text "Welcome", and a dropdown menu showing "student.email@stu.leadpublicschools.org". Below is a password field with "type password here" and a visibility icon. A blue "Next" button is at the bottom right. The footer includes "English (United States)", "Help", "Privacy", and "Terms".

Once you log in, you will see a homepage that looks like this:



Click the **blue 'Join' button** to join the class. Then, click each subject name to see classwork posted for that subject. Here, you can submit work that your teachers assigned to you.

Zoom

Zoom is a **video conferencing** platform that allows students to attend **live lessons** with their teachers. LEAD Public Schools will use Zoom video conferencing daily to provide live virtual instruction.

Links to Zoom sessions will be provided to students through their **Clever Portal** or **Google Classroom**. Once you click the Zoom link, follow these quick steps to join the video call:

1. You may be prompted to “Open Zoom.us.” Click “Open Zoom.us.”

Open zoom.us?

https://zoom.us wants to open this application.

Always allow zoom.us to open links of this type in the associated app

Cancel

Open zoom.us



2. Select “Join with Video.”

Join without Video

Join with Video



3. You may be placed in a waiting room that says “Please wait, the host will let you in soon.” Simply wait and the host will let you in.
4. Once admitted into the meeting, Select “Join with Computer Audio.”

Join With Computer Audio

Test Speaker and Microphone

