



*Benevolence. Honor. Scholarship.*

**Basha High School**

## Tips for Online Learning!

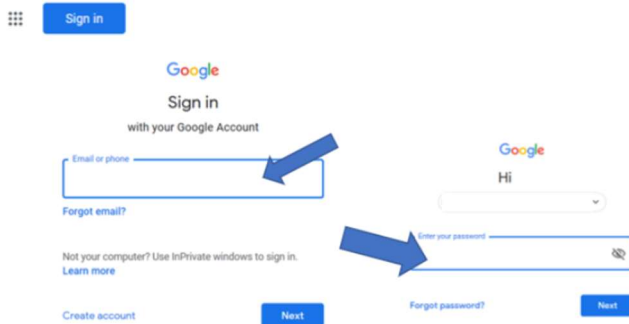
### Signing In

Signing in to google:

Google Chrome



Sign in to your school Google Account:



You must use your district gse account for school things. You should have more information about it, but your username should be followed by your ID number. For example - s123456@gse.cusd80.com. Associated with your Google account, you will get access to many different platforms.

For the first two weeks, there are 3 main platforms that you will want to use: Google Classroom, Google Calendar, and Google Meets.



Google Classroom



Google Calendar



Google Meet

### Using Google Calendar

Google Calendar is a good tool for you to use to help you plan your day and see assignment due dates. To access it, go to google.com and click on the nine dots. Scroll through the features and click on Google Calendar after you have signed in..



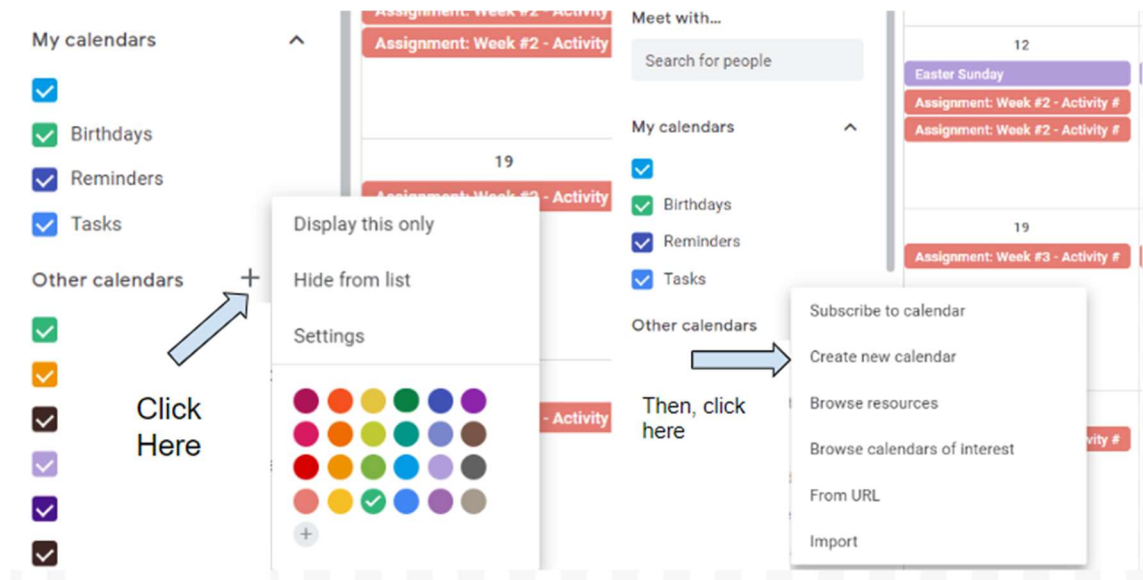
A calendar similar to this one below will appear, it will have all your classes, assignments and due dates.



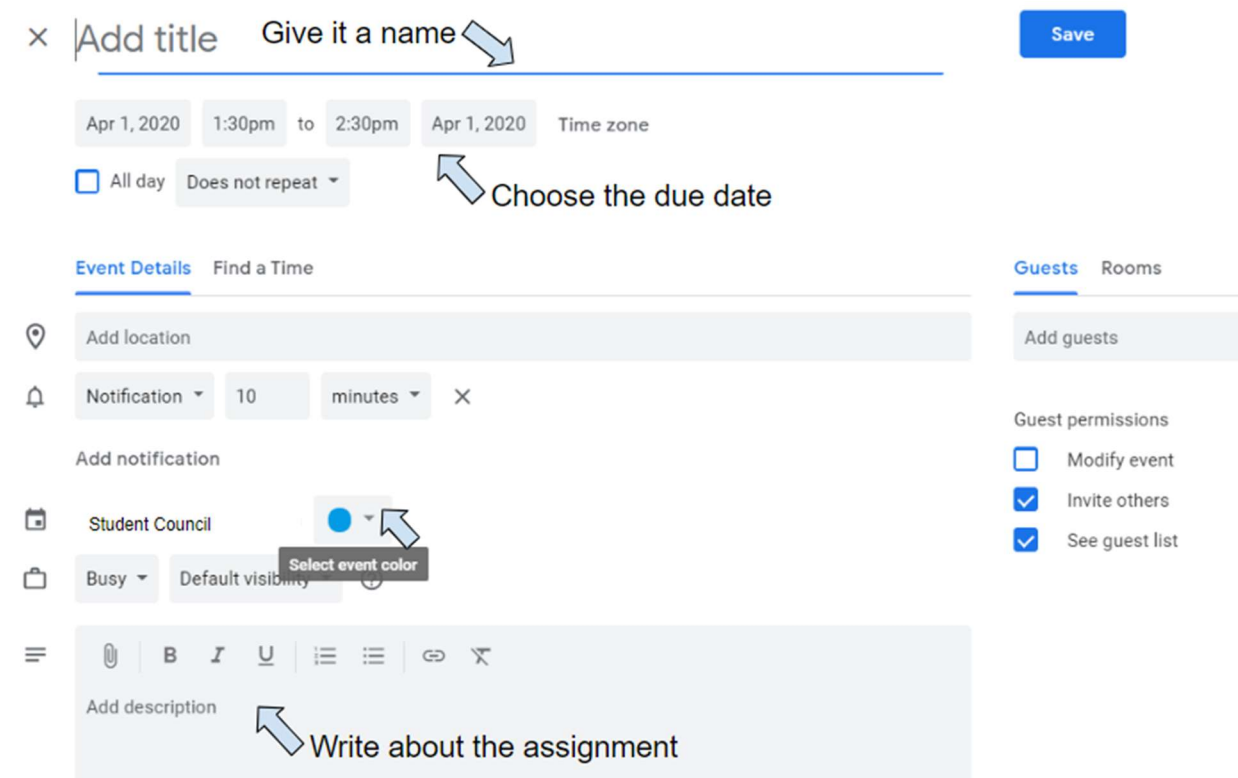
Google Calendar is a very useful tool to help you manage your time and see due dates! It works as an online agenda. You can choose a week view or month view as shown above.

Within Google Calendar there are different features to create your own schedules.

You can create your own calendar and you will already have one for each class.



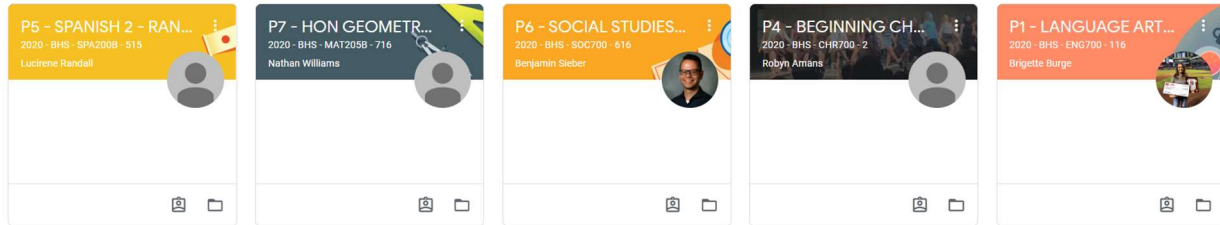
You can also add in your own assignments, and due dates to help you manage your time.



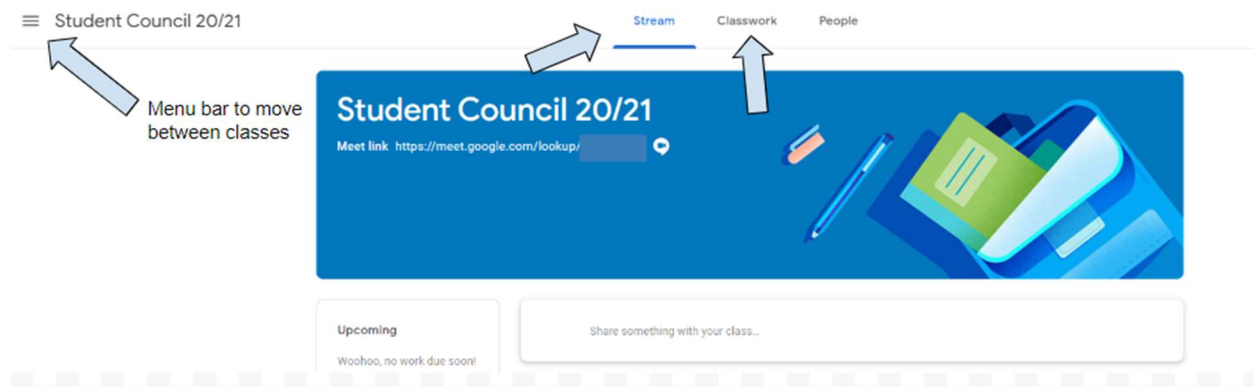
## *Using Google Classroom*

Google Classroom has many features that are very useful to know when working through school.

Go back to those nine dots in the corner, and scroll down until you reach google classroom. Click on it.



Something similar to this will pop-up. These are your classes. For easy access to a specific class, click on the class.



### **Stream:**

Click on the Stream Tab. Here you will find all of the announcements, discussion questions and resources from your teacher sorted by date.

### **Classwork:**

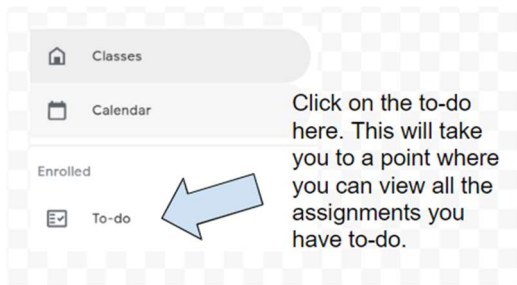
Click the on Classwork tab. Here you will find all of the assignments that your teacher has posted organized by topics.

## **More Classroom Tips**

### **To-do list:**

Go back to the three lines in the left corner(menu bar) and click To Do. You'll be able to see all your upcoming assignments sorted by date due. At the top you'll also be able any late assignments you may have missed. Just click on one and it will take you to the assignment.

Clicking on the assignment will enable you to see all the attachments and instructions fully.



### How to view an assignment:

You can access an assignment from the Stream, from the Classwork tab or from your to-do list. . When you click to open there will be another tab for instructions.

### How to submit an assignment:

This button shows you the type of assignment. ? are questions with the teacher giving you the answer.



## Next Year?

Allison Ekren · Jan 9, 2019

To help plan for next year and the number of testing students we can admit, can you let me know if you are planning on attending AMS next year? This is not an official decision, just an informal poll for planning purposes :)

Class comments



If a teacher enables this feature, you can comment on the assignment so all of your classmates can see. Be mindful of your language!



These are assignments where you submit a document.



This is the teacher's instructions

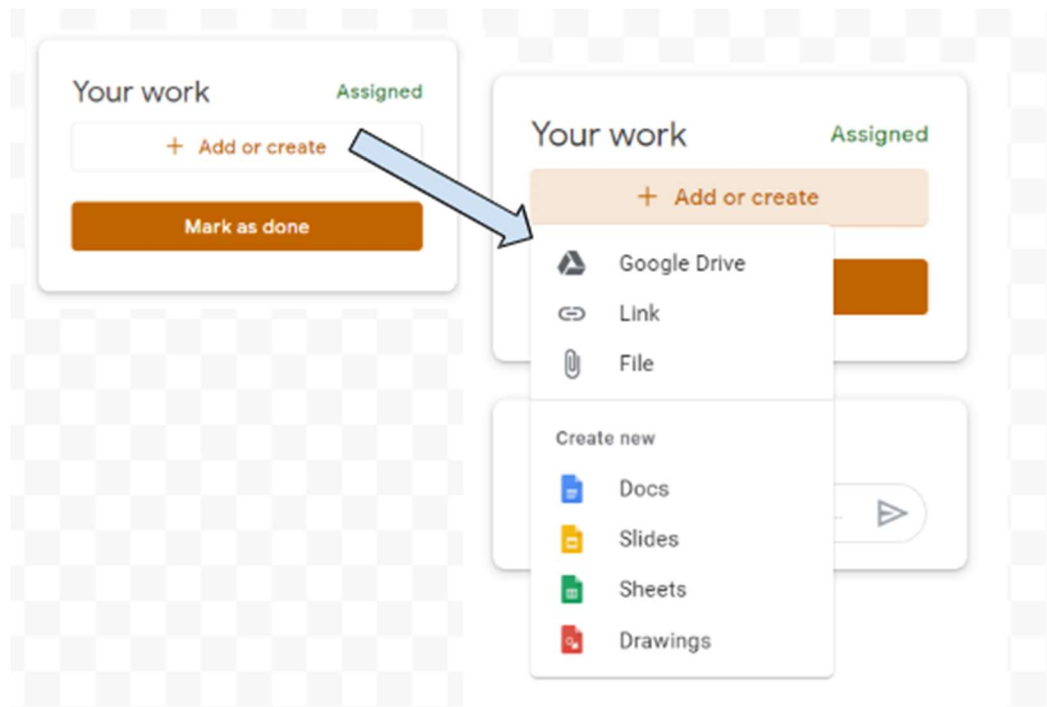
Your answer	Turned in
<input checked="" type="radio"/> Yes	
<input type="radio"/> No	

Private comments



This feature enables you to privately chat with your teacher for the specific assignment.

Once you finish an assignment you have to click **TURN IN!** Otherwise it will still appear as missing to your teacher. Classroom will prompt you to add work before you turn something in. If an assignment asks you to create something on your own (Slideshow, Document...) you can create it within the assignment or create it somewhere else and then add it. If you don't have to actually turn something in you should still click "Mark as Done." You usually 'Mark as done' on assignments where you fill out a google form.



### **Class Communication:**

Some classes will allow you to create your own posts on the Stream or to comment on posts from your teacher. Others may not, but you can always send private comments to your teacher if you have any questions or comments.

(Remember it's an online class, so whatever you wouldn't raise your hand to say in class you probably shouldn't post or comment on the stream.)


### **Using Google Meet**

You'll have class meetings using Google Meet. These would be good things to add to your calendar so you don't miss one!

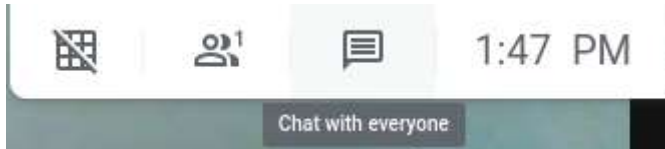
A few quick tips...

1. Try to find a quiet area in your house
2. Keep camera on
3. Mute yourself unless told otherwise. Even if you are quiet it adds feedback for others. (this bar found at the bottom)



  
Turn on captions

4. Use the Chat feature (found in upper right)



5. Possible Chrome extensions to download
  - a. Google Meet Grid - can see all participants on screen at once
  - b. Google Meet Push to Talk - can use the spacebar to mute and unmute

### **To join a meeting:**

1. Click on the link your teacher gives you, you should be able to join easily
2. Or there will be a google meet code at the end of the link. Go to [meet.google.com](https://meet.google.com) and click on join a meeting. Enter the code and you should be able to join immediately.