

# USING GOOGLE

**Question:** How do I get to Google Meets?

**Answer:** The way to get to Google Meets is log into your Chromebook. Then, go to Google Classroom. From there, you will see your main screen with all your classes in it.

1. On the main screen of your Google Classroom, you can click the Meets link in the upper left corner of the screen. OR
2. Go to Classwork. After you click Classwork at the top right, you should see a little camera that says "Meet" on the side of it. Click that and it will take you to Google Meets.

**Question:** Where can I find all of my assignments this week?

**Answer:** You can find all your assignments on the calendar.

**Question:** How do I send an email to the teacher?

**Answer:** All of the teachers have contact info in the people page in google classroom. You click on that, type the email, and then press send.

**Question:** How do I turn in my downloaded assignment to my classroom?

**Answer:** There will be a tand in button on the side of your screen where you downloaded your assignment from. Then from there you click on that and the file you just downloaded should attach itself. Then you can send it to your teacher.

**Question:** Are you forced to keep your camera on during Google Meets discussion?

**Answer:** Only if the teacher requests it to be on.

**Question:** What if I left the Google Meet, but I have a question?

**Answer:** If the meet is still going on rejoin and ask or go to that teacher's contact info and contact them that way.

**Question:** How do I submit an answer to a question in Google Classroom?

**Answer:** <https://youtu.be/REFfp0bxLU8>

**Question:** How do I turn my mic on and off when on Google Meets?

**Answer:** You can press control D to turn it on and off or go to the bottom of the screen and there should be buttons to end the call, turn on and off your mic, and turn on and off your camera.

**Question:** How do I turn my video on and off when on Google Meets?

**Answer:** You press control E to turn it on and off or at the bottom of the screen there are buttons to end this call, turn on and off your mic, and turn on and off your camera.

## ATTENDANCE

**Question:** Can I go on vacation while taking online classes?

**Answer:** Students must do daily long-ins and work so if they can ensure they will maintain a connection to do school work then it is acceptable to go on vacation.

**Question:** Is joining Google Meets mandatory?

**Answer:** No, it is not mandatory if you are unable to attend, but highly recommended.

**Question:** How do I tell the teachers that I'm late for class?

**Answer:** There are three ways to properly tell your teacher when you are late for online school; You can email them, call the school, or call your teacher.

**Question:** What if I can't be there for the day and was unable to finish my school work?

**Answer:** Tell the teachers why you were unable to attend school, preferably ASAP, but whenever you can.

**Question:** Do I have to attend all meetings?

**Answer:** The smart thing to do is to attend all meetings so you don't miss out on information and so your employability grade is not affected in a negative way.

## TECH

**Question:** How do I download my work so I can do it without the internet?

**Answer:** Click on the assignment go to the right hand corner and click on the three dots. When you click on the three dots it should say "more actions". Then you can open a new window and you should be able to see the assignment and in the top right corner it will say download and you can now type in the title and save it.

**Question:** How do I get on the Internet?

**Answer:** Go to the bottom right hand corner of the screen click WiFi click the one you want. Then put the password in and connect.

**Question:** What happens if my computer stops working?

**Answer:** Press the power button and the restart button. Once you do that your computer will restart, close your computer lid and wait about two seconds, then open it, if that does not work contact your teacher for help.

**Question:** Where is the caps lock key/is there a caps lock key?

**Answer:** You may see chromebooks do not have a caps lock key. To make capital letters you can hold shift, or, you can press alt+ search to turn caps lock on. To turn caps lock off, press alt+ search again.

**Question:** How do I present my screen on Google Meets?

**Answer:** Click on the settings button and near the caption button there will be a button that says share screen or present. You can access this without being approved by your teacher.

**Question:** Is it possible to mute somebody else?

**Answer:** Yes, if you have the right permissions.

**Question:** What do I do if something isn't showing during the Meets?

**Answer:** Try refreshing the page or restart the presentation if you are presenting and your screen freezes. Most of the time if your screen freezes, it means you do not have a good internet connection.

**Question:** How do I care for my chromebook/Device at home?

**Answer:**

- Keep food/drinks away from your device.
- When cleaning make sure the device is unplugged and turned off.
- Use a soft cloth that is lint free or clorox disinfecting wipes.
- Always handle devices with care, it is borrowed.

**Question:** Why can't I log onto the meeting?

**Answer:** It's because you have to wait for the teacher to join before anyone else can. A student cannot start the call.

**Question:** How do students chat with each other?

**Answer:** You can use phones or email if you are in class you can use the chat box.

**Question:** How do I do my work on Kami?

**Answer:** By going into Kami and signing in with your email. Also, when you open your assignment in Google Classroom there will be a little blue box up on the right hand corner that says “Open with Kami.”

**Question:** Why is my Chromebook not turning on?

**Answer:** It is possible that your Chromebook is dead if it is not turning on.

**Question:** Why can't I hear anything in the meetings?

**Answer:** Either try turning on your volume on your computer or leave the meet and rejoin.

**Question:** I can't understand what my teacher is saying during the Meet?

**Answer:** On the toolbar below with the mute, end call, and camera options there are others options; turn on captions, present now and an icon with three dots. Click the “turn on captions” option to enable live captions.

## GENERAL

**Question:** Can you use the bathroom during class?

**Answer:** Yes if you hurry and the teacher isn't going over the work.

**Question:** Can I eat during class?

**Answer:** Yes if paying attention.

**Question:** How are school pictures and Yearbook going to work?

**Answer:** Screen shots, cell phones, minimal student camera check outs, and Life Touch will be taking our school pictures.

**Question:** Can I continue online school if I temporarily move houses/locations?

**Answer:** Yes, you may still continue as long as you are still enrolled into the school district and your current or previous residence that you are temporarily moving from is in the district.

**Question:** What happens if the power goes out?

**Answer:** Teachers will be understanding as long as you explain what the problem is.

**Question:** Is it ok to work ahead?

**Answer:** Unless your teacher specifically states to not work ahead, it is perfectly acceptable to work ahead.

**Question:** Is it cheating if you use the internet to help you with assignments since you don't know if we are looking up the answers?

**Answer:** Unless the teacher specifically says not to, I don't think it's cheating because there is almost no way to tell.

**Question:** What if I get into some kind of accident and get hospitalized, do I still do the work?

**Answer:** Unless in a coma or both arms are broken then yes.

## GRADING

**Question:** How can I check my grades on Skyward?

**Answer:** Go to the school website and click Skyward Access. Then enter your Name with a period between your first and last name, no spaces and your password. Once you're into Skyward you can click Student Access, then on the left side of your screen select Gradebook.

**Question:** How will work be graded?

**Answer:** Like always, you're graded on three things: Employability (15%), Classwork (55%), and Summative (30%). Classwork is worth more than Employability and Summative.

**Question:** If I have the assignment complete, but unable to turn it in on time due to technical difficulties do I lose points for turning it in late?

**Answer:** Your assignment will get points taken away unless you give your teacher a reasonable explanation.

**Question:** What happens if my assignment does not get turned in?

**Answer:** You will get an F, or a 0.

## SCHOOLING

**Question:** Will there be group projects online?

**Answer:** There will be group projects and they will be entirely online.

**Question:** What is remote learning?

**Answer:** Remote learning is a way for students to receive an education outside of a normal classroom environment. Students will connect with their teachers remotely through computers, telephones, and other technology.

**Question:** Is school opening up again?

**Answer:** This year, 2020, we are doing remote distance learning and things are still uncertain when school will open again. The school is trying to do a hybrid or in-person model as soon as possible.

**Question:** What if a student needs one-on-one help or learns by the hands-on method?

**Answer:** If a student needs one-on-one help, they can contact their teacher after school hours through email, phone, ect. If they learn by the hands-on method, they and their guardian could find ways to do assignments by hand but still turn in online assignments.

**Question:** How will students in crowded houses pay attention to their schooling?

**Answer:** Students in crowded houses may still pay attention to their schooling by finding a quiet space to work or by politely asking other members of their family to leave the premises until they are finished with school work.

**Question:** How can I keep up with all my school work?

**Answer:** One way to keep up with school work is to wake up before 10:50 (when school starts) and finish assignments and work ahead on assignments.

**Question:** How long will online school last?

**Answer:** Online school will last until the number of cases of covid-19 goes drastically down and it becomes safe to put students and teachers back in school.

**Question:** How is the beginning of the year testing going to work?

**Answer:** We will still have it, just unknown when right now.

## TEACHER HELP

**Question:** Are teachers available to give extra help?

**Answer:** Yes but they have to set up an appointment.

**Question:** How can I get help with an assignment?

**Answer:** you can contact your teacher through G-mail, phone, and or, class comments on google classroom.

**Question:** How do I get my skyward password, if I do not have access to it?

**Answer:** you can email your advisor, and they will have access to your skyward information.

## WIFI

**Question:** What if you dont have wifi and can't do work?

**Answer:** The best thing to do if you have this problem is contact your teachers and principal to figure out the best course of action.

**Question:** Where are the wifi hotspots?

**Answer:** The grange, the school, and schaffer state park.

**Question:** If my wifi is not working properly and I can't get into my google meets what do I do?

**Answer:** Let your teachers know what the problem is and try to do your work on google classroom.