

## **Parent / Student Distant Learning Handbook**

Greetings, Spring Garden Families and Students!

Zoom is the platform you will use to attend live classes with your Spring Garden teachers. Google Classroom is your means for communicating, collaborating, and receiving and sharing class-related documents and assignments this year with your Spring Garden teachers. This document will help you learn how to navigate both. Our Early Childhood families will also receive another support document, to be posted and emailed soon.

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# USING GOOGLE CLASSROOMS

Each of your teachers at SGWS, including Main Lesson and each of your subject teachers, will have their own Google Classroom for students to join. Meaning a single student will have several classrooms to interact with each day.

## Logging in

You must be logged into your SGWS G-Suite Google account to access the Spring Garden Waldorf Google Classroom. You can sign into your account here:

<https://classroom.google.com/>

Your Student's Username:

WILL BE EMAILED TO YOU

Your Student's Password:

WILL BE EMAILED TO YOU

TIP! Already have a gmail / google account? You must add this new account to your login roster. Go to the upper right corner where your circle icon lives and click it. You will see a "Manage Accounts" or "Add an account" option. Add your new account. Here is some help on this: [Google Help - Sign into multiple accounts at once](#).

## Joining Your Google Classroom

1. Go to <https://classroom.google.com/>
2. Click "I Am a Student." Then click the + in the upper right corner of the screen and Join a Class.
3. Enter the class code provided and click JOIN.
4. Look to the very top of the classroom page. You will see three labels - Stream Classwork People

## On the Stream Page

The Zoom link and information for your live classes can be found by clicking the down arrow in the center of the colorful title banner. You can read announcements from the instructor in the Stream in the main body of the page. Assignments appear on the left.

## On the Classwork Page

You can view assignments and reading material in the class Stream and on the Classwork page. On the Classwork page, you will find materials organized by topic. Your teacher may ask you to submit assignments through the Google Classroom page.

Refer to [Turn in an assignment - Classroom Help for detailed instructions on submitting](#)

## On the People Page

Under this tab you will see your teacher and classmates listed.

# ZOOM PREPARATION & BEST PRACTICES

## Before Class

- Log in at least 10 minutes before class begins to register your attendance,
- Handle any unexpected technical difficulties, and be ready at the designated start time.
- Find a quiet space, preferably away from other household members, for each session.
- Dress as if you were together in person with the group — no pjs, please!
- Have something thirst-quenching at hand to drink, but to eliminate distraction for your instructors and classmates please refrain from eating and other activities.
- Set up your computer in a well-lit spot. We want to see your smiling and interested face,so bring your screen/camera up close to you. Try to fill the frame as much as possible,as it's best if there is not too much background distraction.
- Check your wi-fi and camera/audio connections.
- Close any unnecessary programs on the device you will be using to join the meeting.
- Turn off or silence other devices.
- Leave your camera ON.

## During Class

- Stay seated and attentive, with video feed on and audio muted unless instructed to unmute and speak.
- If you want to ask a question during discussions, raise your hand and wait until your teacher acknowledges you.
- If you are called upon to speak, remember to unmute your audio (and mute yourself again afterwards).
- Keep in mind there may be a slight delay in audio/video, so you may need to pause before responding to questions or allowing others to respond.
- If you are having problems during class, you can reach out to [rlewis@sgws.org](mailto:rlewis@sgws.org). Also (See the technical instructions for details on this function, and see Troubleshooting for more guidance.)

# USING ZOOM

For best connection and greatest stability during the class, we highly recommend:

- Connect to the internet with ethernet wire instead of WIFI, or turn off wifi on other devices during class.
- Use headphones with a microphone, such as those that come with a smartphone.
- If your wireless connection is unstable, join audio by phone. This means you continue to see the class on your computer, but you speak and listen through your phone. Here are instructions on how to do this if necessary:

<https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>

**Important...** *If you are not already a Zoom user,* [download the most appropriate version of the Zoom](#) application for your device.

- For computer desktop or laptop, select “ Zoom Client for Meetings .”
- For mobile devices, download the app from the app store on your device.
- If you are unable to download the Zoom software, please contact [rlewis@sgws.org](mailto:rlewis@sgws.org)

## Before Each Class

- Open the Zoom link provided in Google Classroom. Here is a tutorial for [joining a Zoom class](#).
- Join with Computer Audio and Video. However, if your connection is unstable, you can [join with phone audio](#).
- The Zoom class will open, and you will be able to see yourself and anyone else who has joined the class.
- You can change your view by toggling between Gallery View and Speaker View along the top of your screen.
- You can mute and unmute yourself using the microphone icon in the control panel at the bottom (or top on a tablet) of the Zoom window.
- At the end of the class, click Leave Meeting in red in the bottom right-hand corner of the Zoom screen.

## Technical Help

If you are not able to get into Zoom at all, contact Rocky Lewis by email: [rlewis@sgws.org](mailto:rlewis@sgws.org), text: 330-321-3487 or phone 330-321-3487.

## Self Help

Here is a link to Zoom Video Tutorials:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Here are some tips for solving common technical difficulties:

If your audio or video is a problem, access the microphone icon or video icon in the bottom left-hand corner of the Zoom window:

- Click the icon to toggle audio or video on and off, respectively. Sometimes turning video off can help with distorted audio or less robust connections. (Sending out only your audio will free up your bandwidth for the incoming video feed.) **HOWEVER: You must get permission from your teacher to turn off your video.**
- Microphone/video options can be refined by clicking the arrow on the right side of the icon. Here is where you can select a different way of joining audio.
- Quit Zoom, then re-launch.
- Reboot your computer or device.
- Reset your router and/or modem by unplugging then replugging.
- Limit wifi use from others if possible.

# ZOOM SYSTEM REQUIREMENTS

To participate in your Zoom classroom, you will need:

- An internet connection – broadband wired or wireless (3G or 4G/LTE). Minimum bandwidth is 600kbps (up/down) and recommended is 1.5 Mbps (up/down). Check your Internet bandwidth using [Speedtest](#).
- A webcam – one which is built-in to your computer or one that connects to your computer via USB.
- A microphone – built-in to your computer or USB plug-in or wireless Bluetooth.
- Built-in headset jack from laptop or desktop. Even if your laptop or desktop has speakers, you should plug in a headset so that the sound from the speakers does not cause an echo in the Zoom class. Any headset with a 3.5mm plug will plug in.

## Supported Operating Systems

Mac OS X with MacOS 10.6.8 (Snow Leopard) or later

Windows 10

Windows 8 or 8.1

Windows 7

Windows Vista with SP1 or later

Windows XP with SP3 or later

Ubuntu 12.04 or higher

Mint 17.1 or higher

Red Hat Enterprise Linux 6.4 or higher

Oracle Linux 6.4 or higher

CentOS 6.4 or higher

Fedora 21 or higher

OpenSUSE 13.2 or higher

ArchLinux (64-bit only)

## Supported Tablets and Mobile Devices

iOS and Android devices

Windows Surface PRO 2 running Win 8.1

Windows Surface PRO 3 running Win 10

Blackberry devices

## Supported Browsers

Windows: IE7+, Firefox, Chrome, Safari5+

Mac: Safari5+, Firefox, Chrome

Linux: Firefox, Chrome