

Pelican Rapids High School Tech 2020-21

PRHS Platforms

Google Classroom

Class material, assignments

Zoom

Video Meetings for virtual class

Google Hangouts

Teacher - Student Communication

Items to be Covered First Week of School

Tuesday and Wednesday

Hour 1 - Students get computers and log in, and sign up for Google Classroom

Hours 2-7 - Students sign in to each teacher's Google Classroom and nuances

Thursday and Friday

Hour 1 - "Google Scavenger Hunt"

Hour 2 - Overview of Stream, Classwork, Google Calendar/to-do list

Hour 3 - Google Hangouts (teacher communication) and email (school communication)

Hour 4 - Zoom - break-out rooms, screen sharing, etc

Hour 5 - Google Forms Quiz and Creating a Google Slide Presentation

Hour 6 - Bus Safety Information

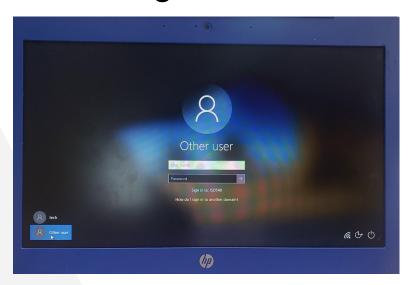
Hour 7 - Bus Safety Quiz

Hour 1: Tuesday and Wednesday

Log-on to Laptop and Sign into Google Classroom

Check Internet Connection on Laptop

- 1. Connect laptop to school internet
 - a. Click on wifi icon in bottom right corner 🌇
 - b. Select Vikings-WiFi or PRHS



2. Sign in with your username and password

Username: Graduation year, first initial and first four of last name

Password: Each student creates their own

Email address: <u>username@vikes.us</u>

Ex: Sam Johnson= 23sjohn@vikes.us

7th graders will be prompted to reset password. Default password is Vikes548

***Password Requirements (at least 8 characters)

(Include 3 of 4: Capital letter, lowercase letter, number, special character)

7th Grade: 2026 10th Grade: 2023

8th Grade: 2025 11th Grade: 2022

9th Grade: 2024 12th Grade: 2021

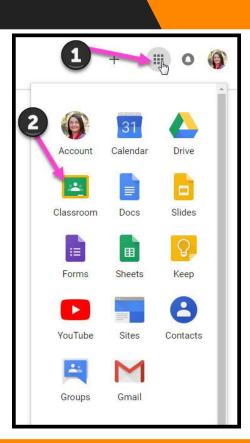
Hours 1-7: Tuesday and Wednesday

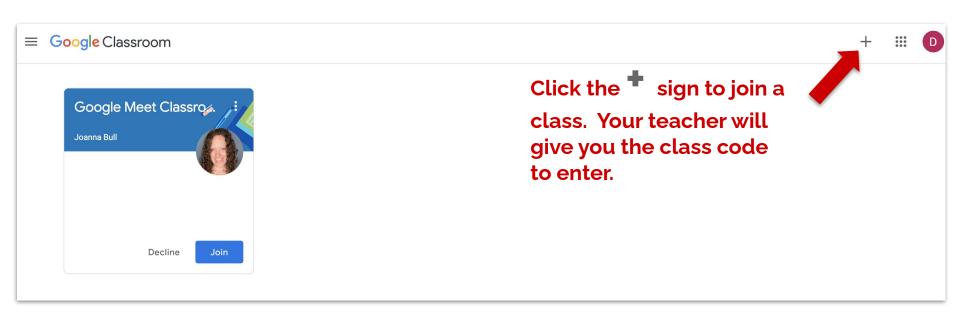
Sign into Google Classroom

Navigate to Google Classroom

- Open Google Chrome () web browser.
- 2. Sign in to Google (top right corner)
- 3. Click on the waffle button and then the Google Classroom icon.

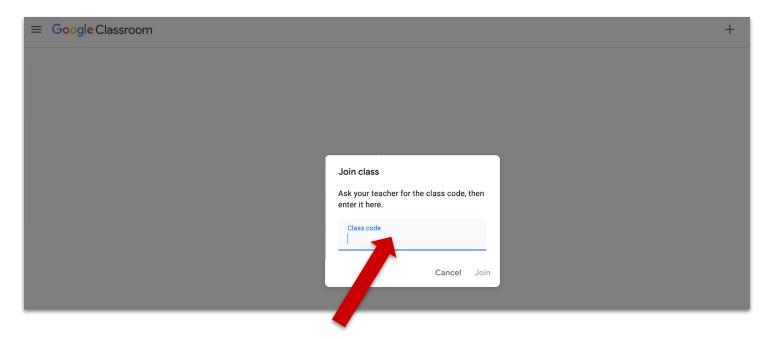
OR go to: classroom.google.com





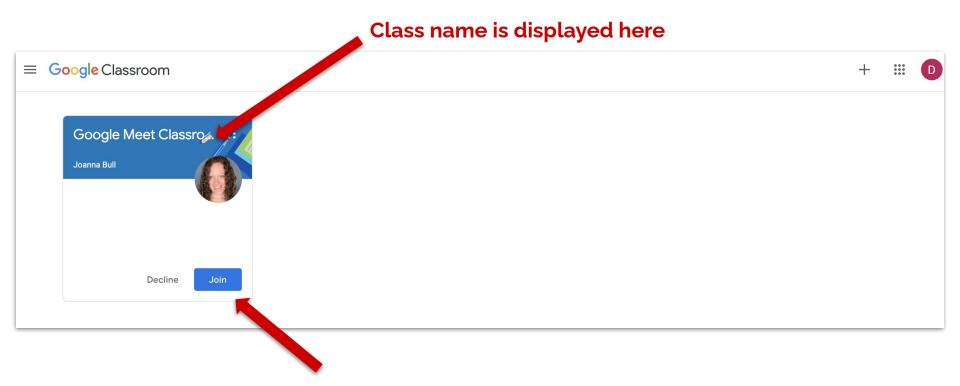
Join A Class

(The Class Dashboard)



Type in the class code given to you by your teacher and click Join. The letters in the class code will always be lower case letters.

Join A Class (The Class Dashboard)

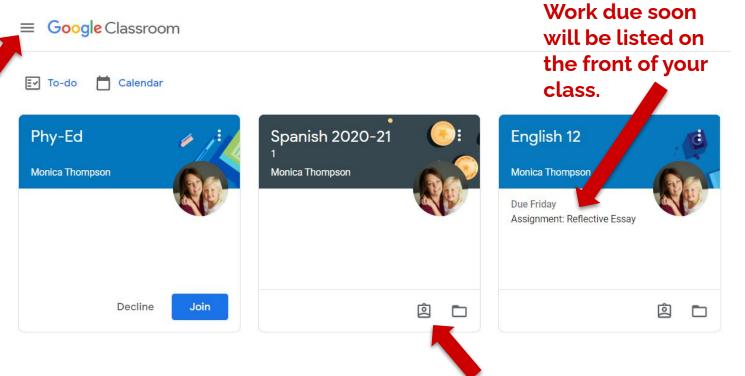


If your teacher has already invited you, click the Join button.

The Class Dashboard

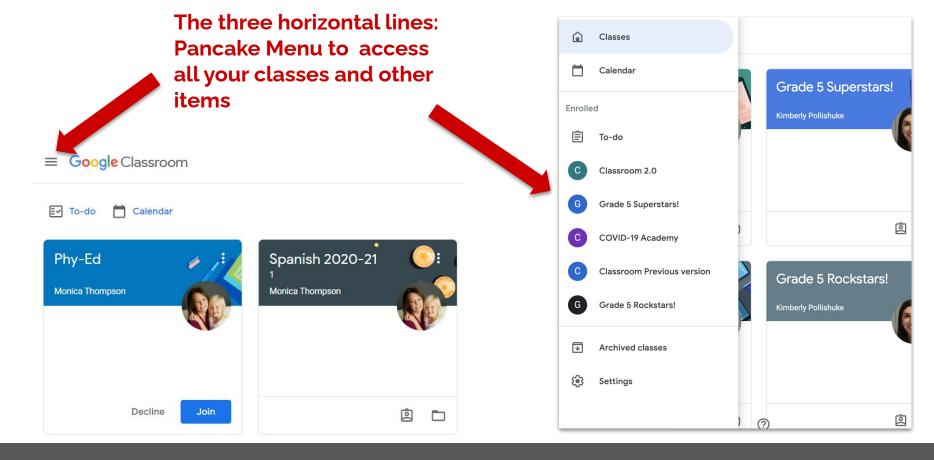
This is the "Pancake" menu. You can access all your classes and other links inside this menu.

You can access the Pancakes from any page in Classroom.

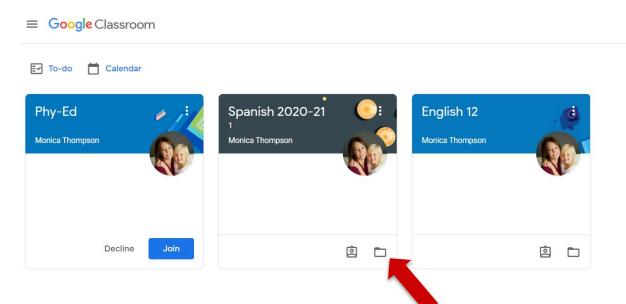


Click to view all your work for this class.

The Class Dashboard



The Pancake Menu



Click to jump to your Class folder in Google Drive.

Do NOT delete that folder in Drive or move files out of it!

The Class Dashboard

Hour 1: Thursday and Friday

Google Doc Scavenger Hunt

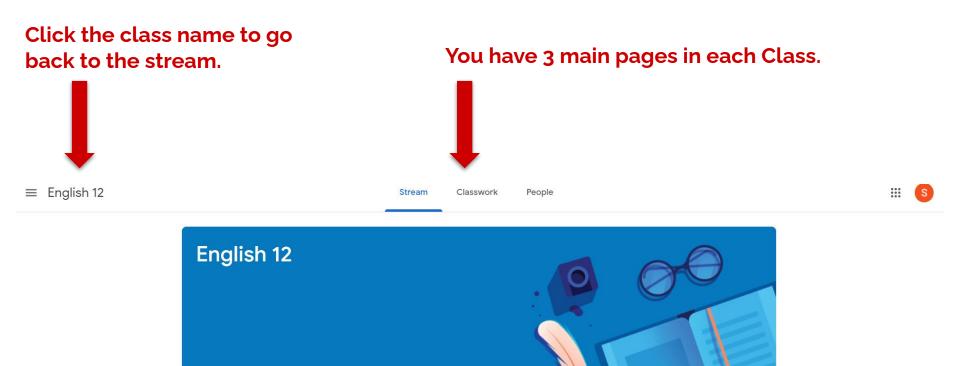
Hour 1: Thursday/Friday

SCAVENGER HUNT: EXPLORING GOOGLE DOCS

Hour 2: Thursday and Friday

Overview Stream, Classwork, Calendar and To-Do List

The Pages



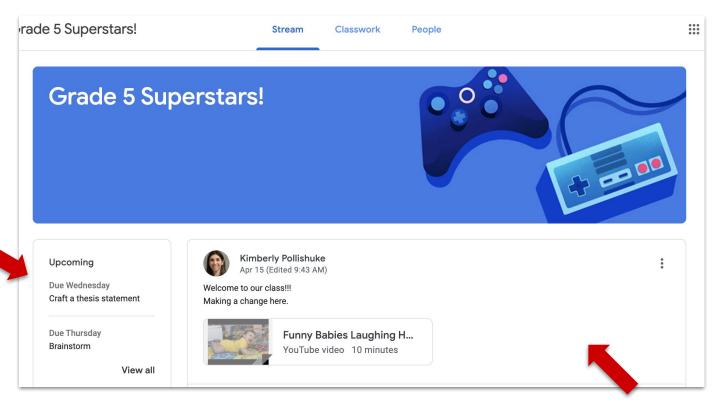
The Pages

(Stream, Classwork and People)

The Stream Page

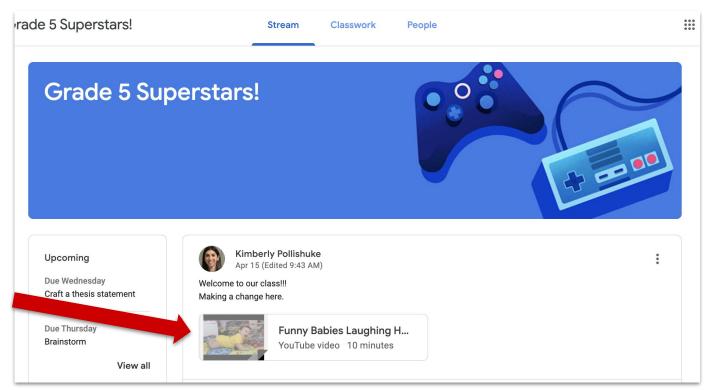
Assignments that are due soon will show up in this box.

You can click them to jump right to them.



Announcements are posted in this stream.

The Stream Page



Sometimes there will be things to click on and view in announcements.

Announcements

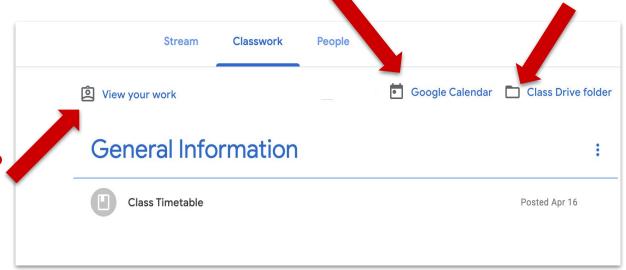
(The Stream Page)

The Classwork Page

Click the Calendar icon to open your Google Calendar in another tab.

Click the Folder icon to open your class folder in Google Drive.

Do NOT delete that folder in Drive or move files out of it!



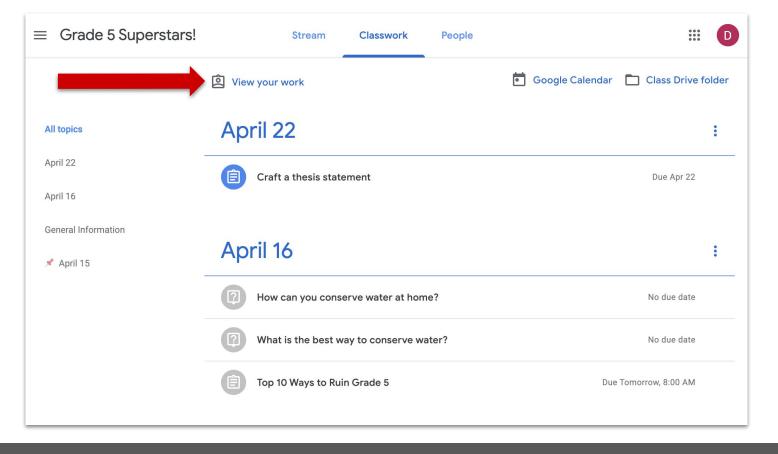
Click the Clipboard icon to see all your work for this class.

Icons

(The Classwork Page)

Student Work View

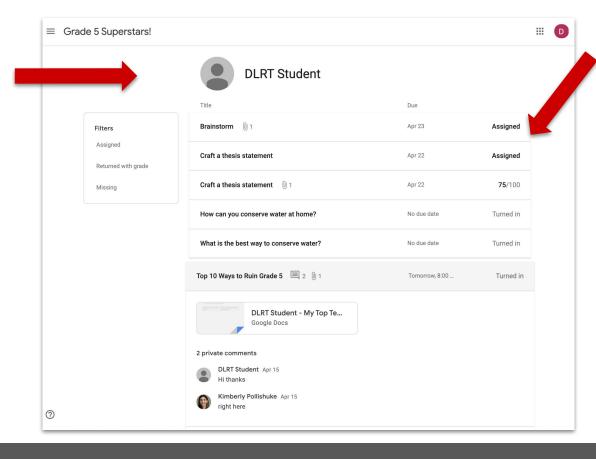
Click the Clipboard icon to see all your work for this class.



Student Work View Icon

(The Classwork Page)

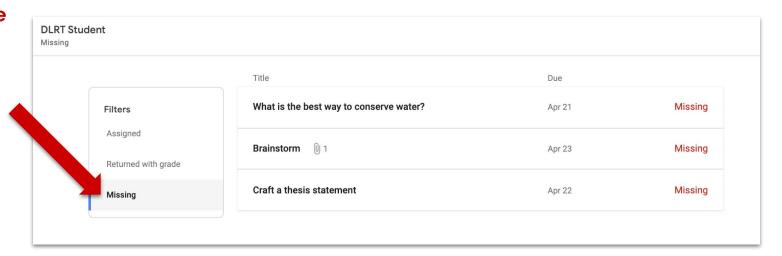
All your work for this class is listed.



You can see if you are still working on it (Assigned), finished (Turned in), or your grade

The Student Work View

Click on Missing to see only the work you still need to complete.

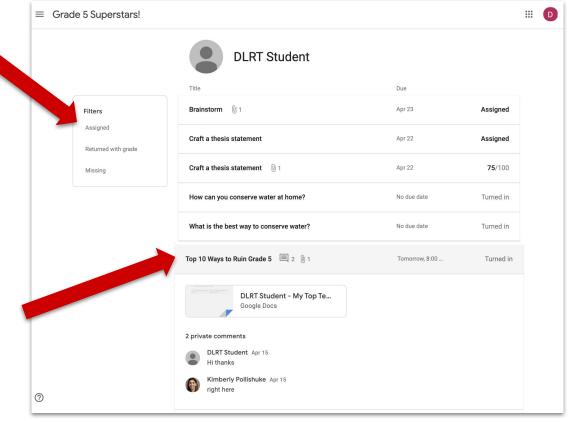


The Student Work View

Filter what you see with the links on the side.

Click one time on an assignment to see more details.

You'll be able to access your attached work and see private comments between you and your teacher.

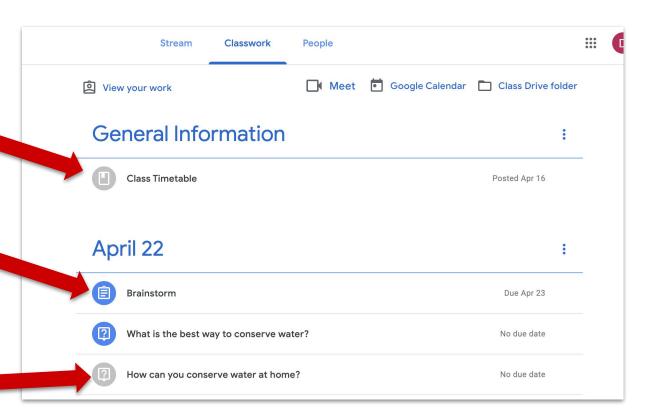


The Student Work View

This is the Material icon.
This icon will be grey
because there is no work to
do with a Material.

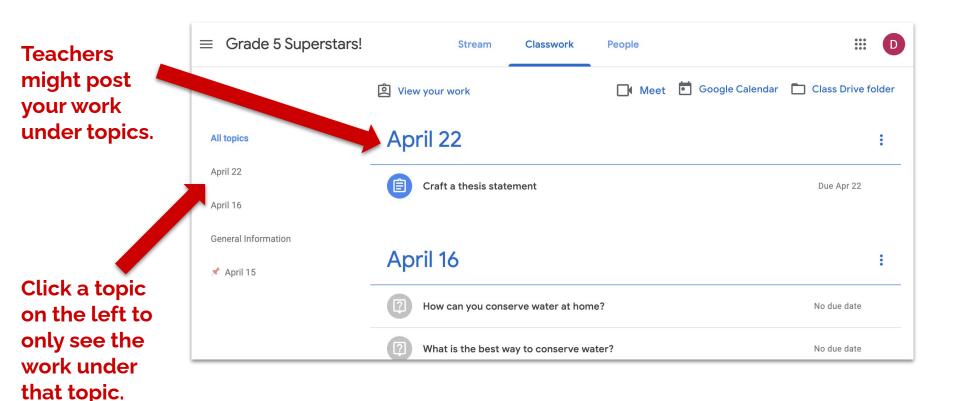
This is the Assignment icon. Icons are in color until you turn them in.

This is the Question icon. Icons are Grey after you turn them in.

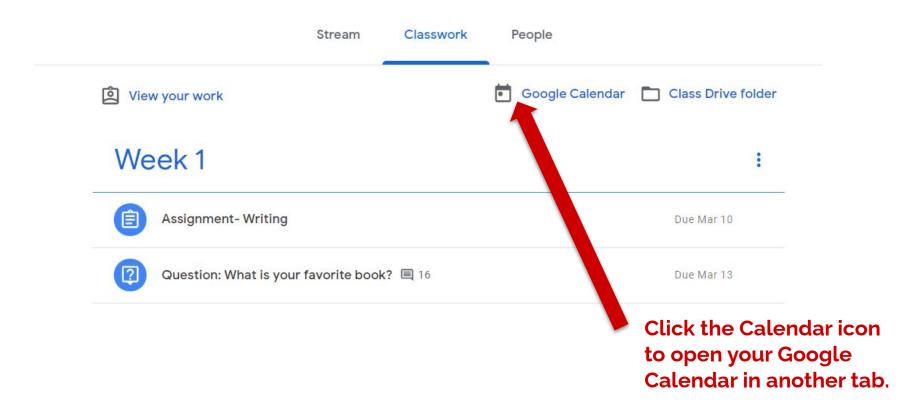


Icons

(The Classwork Page)



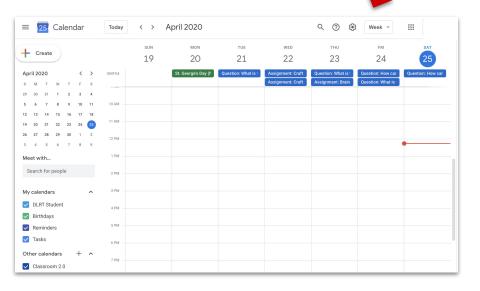
Topics(The Classwork Page)

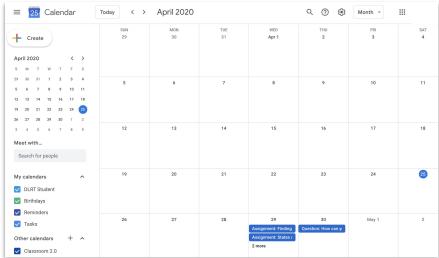


Google Calendar

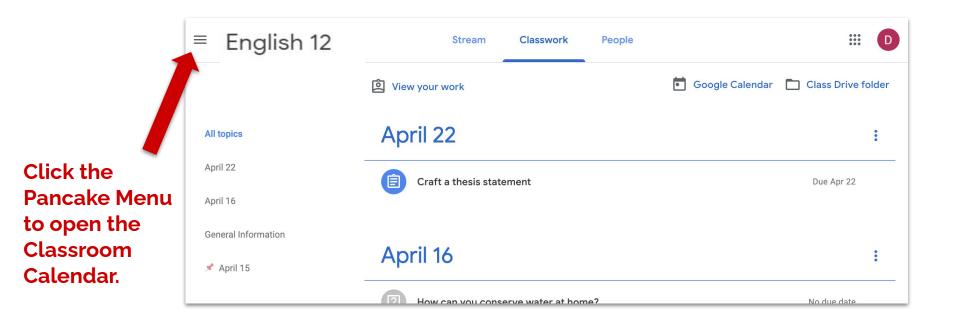
(The Classwork Page)

Click on an assignment in any Calendar view (day, week, month) and it will open in Classroom in a new tab.



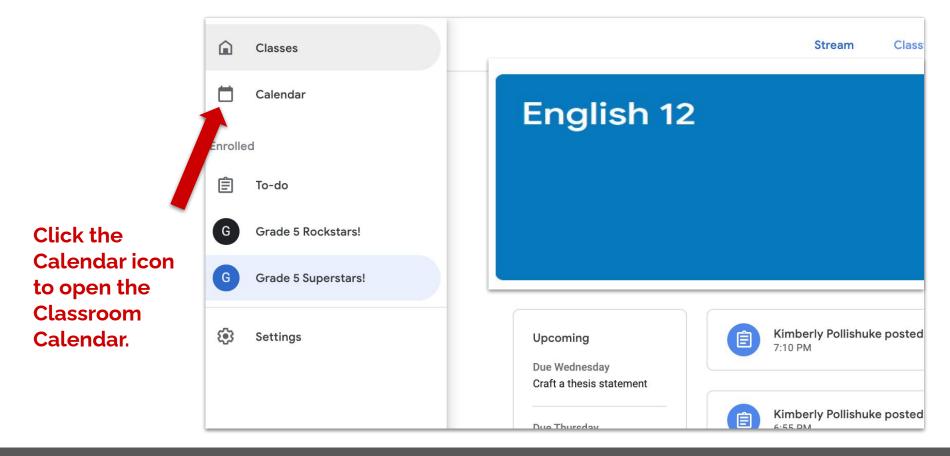


Google Calendar



The Classroom Calendar

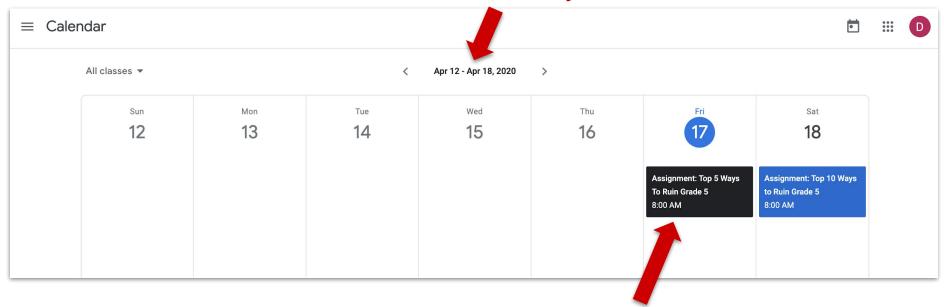
(The Classwork Page)



The Classroom Calendar Icon

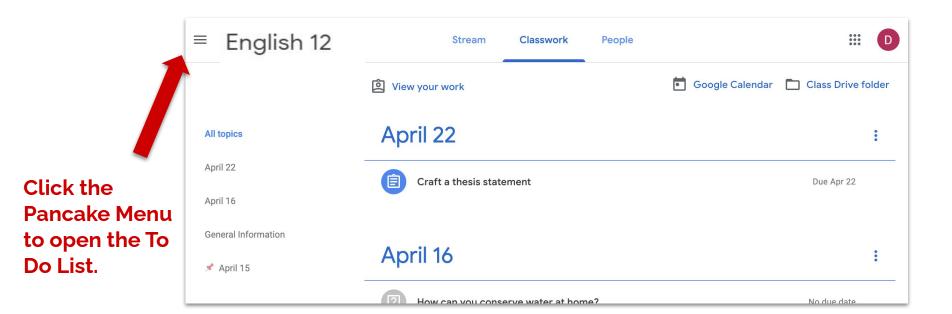
(The Pancake Menu)

The Classroom Calendar only shows 1 week at a time.

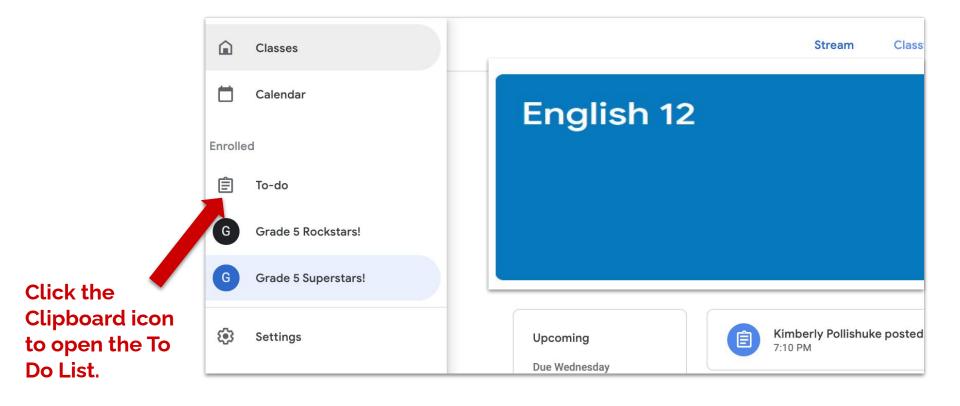


See when assignments are due. Click on the box to open the assignment.

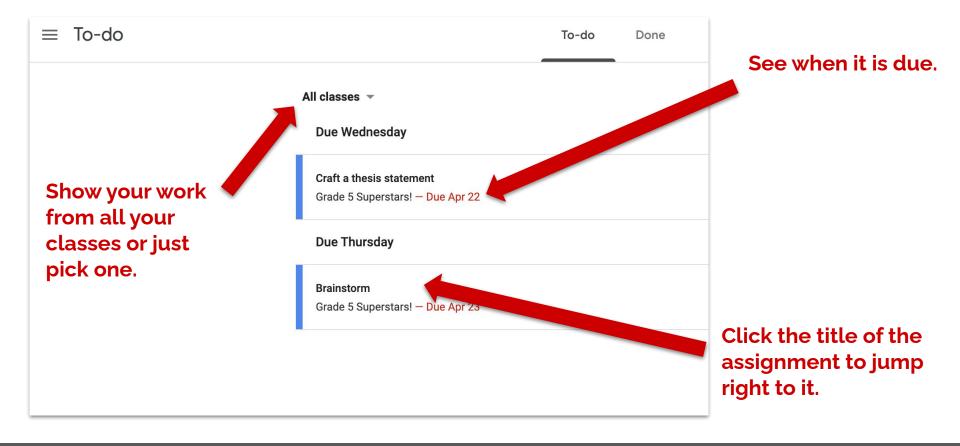
The Classroom Calendar

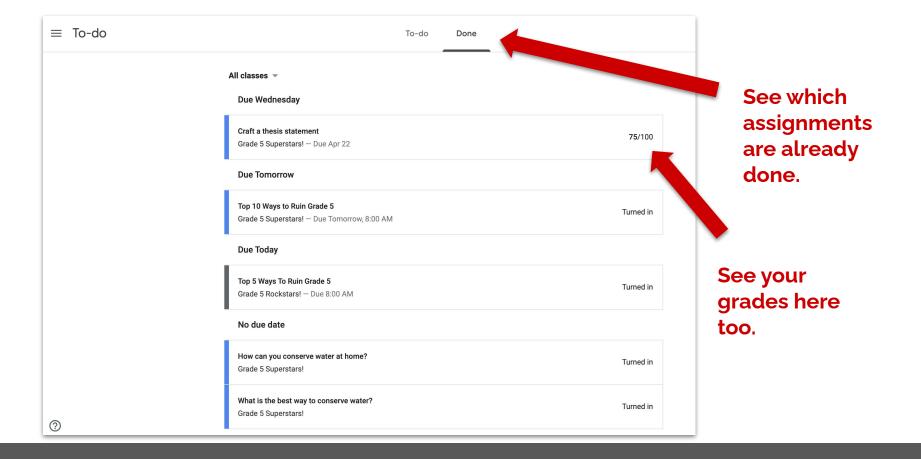


(The Pancake Menu)



(The Pancake Menu)





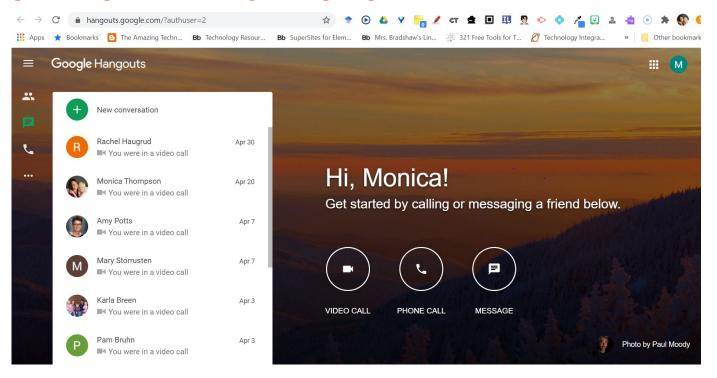
Hour 3: Thursday and Friday

Google Hangouts and Email

Google Hangout (Teacher Communication)



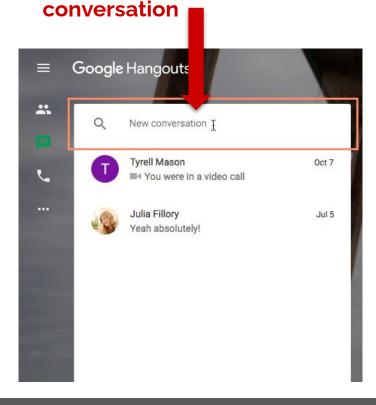
Open Google Hangouts at hangouts.google.com or select from the waffle menu.



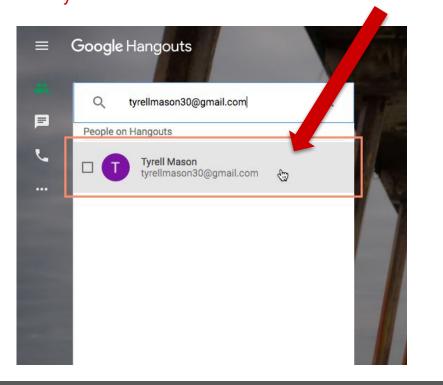
Google Hangouts

(Communication with teachers)

1. Click on **New**

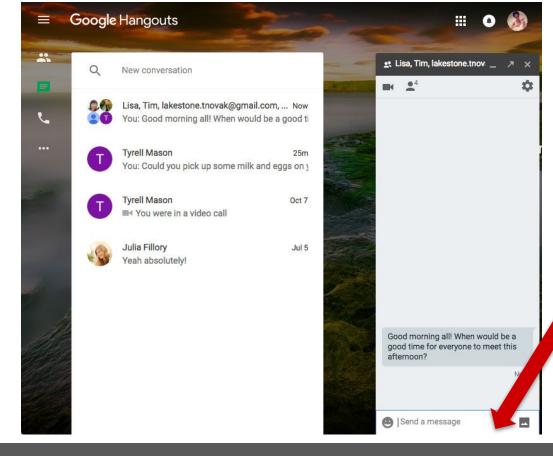


2. Start typing **name** or **email address** of the teacher you'd like to talk to and select



Google Hangout

(Communication with teachers)



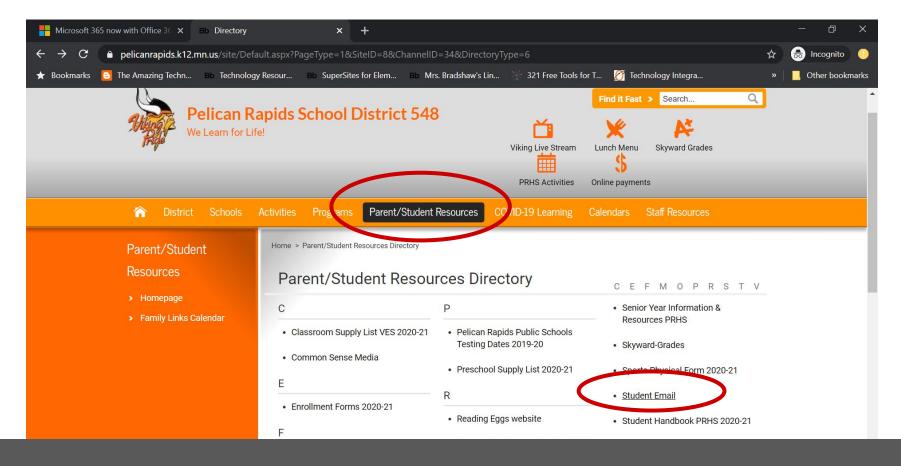
Hangouts window will appear.
Type your message, then press **Enter** to send it.

Google Hangout (Communication with teachers)

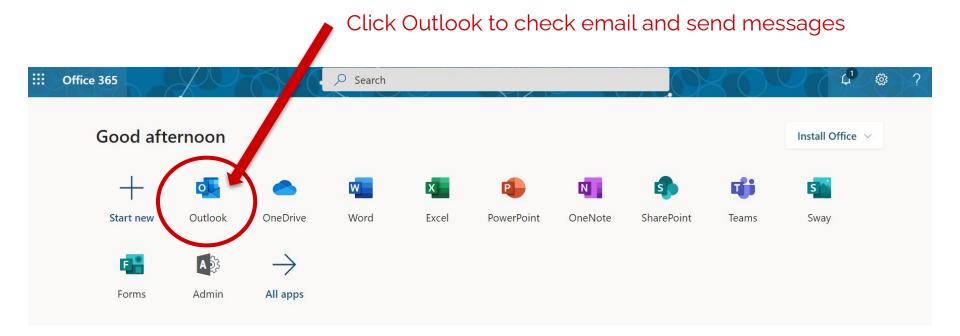
Attendance will be taken with Google Form when you have a substitute.

Email (School Communication)





Access email link from School Website



Office 365

Email: http://outlook.office.com

Hour 4: Thursday and Friday

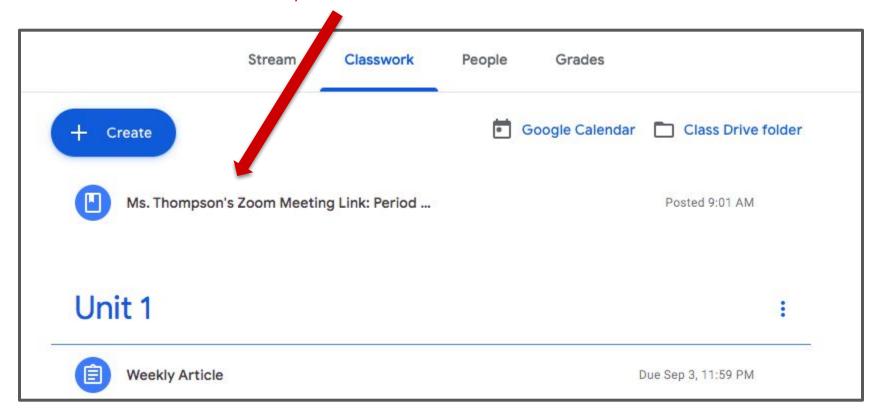
Zoom Meeting

Distance learners and Hybrid students (every other day) will connect with their class via Zoom.

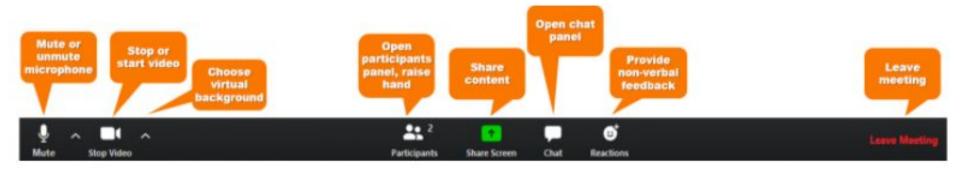
Zoom to Connect with Class

Link to Zoom Meeting posted in Google Classrooms

Zoom Meeting Link will be posted in Classwork



Participant controls and actions



Zoom Meeting participant controls

zoom

ZOOM ETIQUETTE

BE ON TIME

Set your alarm! Log on a few minutes early.



LIMIT DISTRACTIONS

Find a quiet place. Check your surroundings.



BE PREPARED

Charge your computer, use headphones, turn on camera.



PRESENTATION

Wear appropriate clothes, sit up straight, camera at eye level.



MUTE YOURSELF

Mute yourself when you are not speaking.



PARTICIPATE!

Don't multitask, stay focused, take notes, contribute!



CHAT RESPONSIBLY

Use chat to ask questions.
Watch out for gossip! It may be recorded!



SPEAK CLEARLY

Speak into your mic, slow down, take breaks to check in with others.



SHOW RESPECT

Practice good netiquette.
Listen, be respectful, be considerate.



Hour 5: Thursday and Friday

Google Form Quiz and Creating Google Slide Presentation

Google Form: Sample Quiz



Practice Google Form

Go through this Google Form to get used to the different type of questions that you may be asked. Then make sure you submit this Google Form in your Google Classroom. If you have any questions, make sure you ask.

You are about to create your own story about a pirate's final adventure on the Caribbean Sea. Have fun. Be creative.

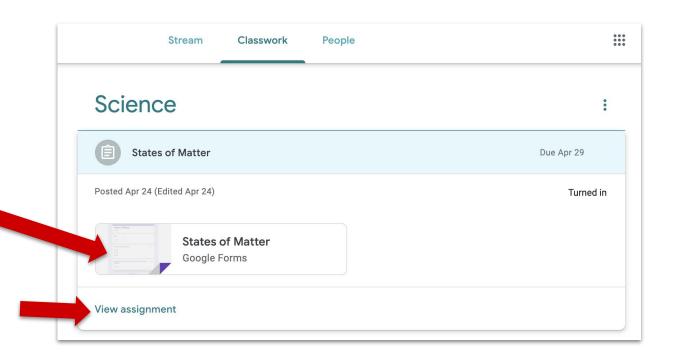
Your email address (mthompso@pelicanrapids.k12.mn.us) will be recorded when you submit this form. Not you? Switch account

* Required

Google Form: Quiz Assignments

You can open a Quiz Assignment (it's just a Google Form) right from the Classwork page. When you submit, it automatically turns it in for you.

Click the link to view the Quiz Assignment in more detail.



Quiz Assignment Preview

(The Classwork Page)

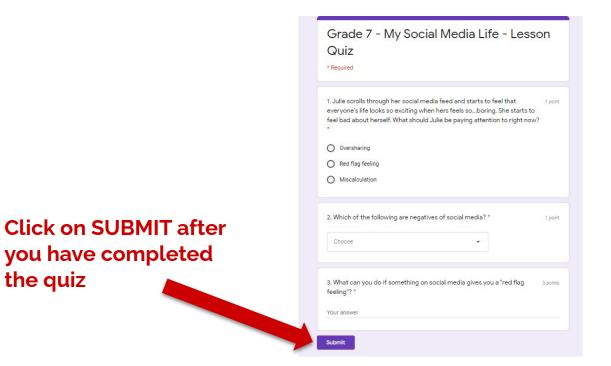


Class comments

When you <u>submit</u> the quiz, it will automatically turn in the assignment for you.

Private comments

Inside a Quiz Assignment



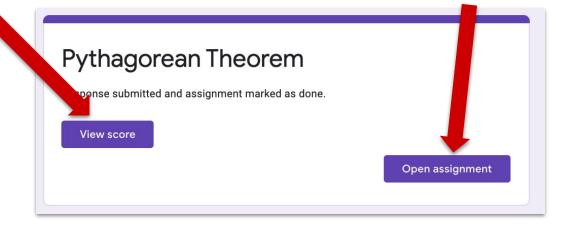
the quiz

When you <u>submit</u> the quiz, it will automatically turn in the assignment for you.

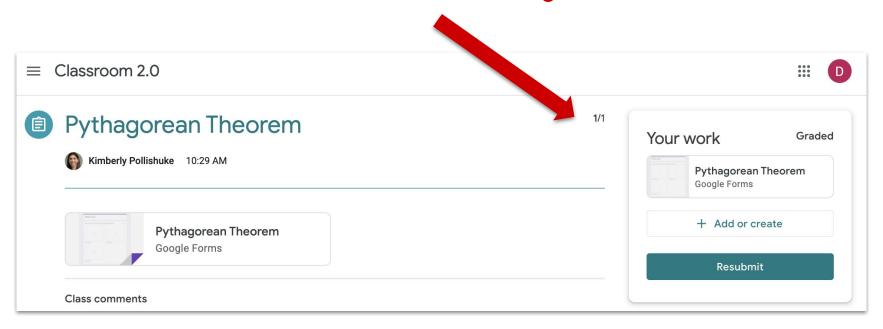
Submit Quiz

Sometimes your teacher will let you see your score right after you press submit on the quiz.

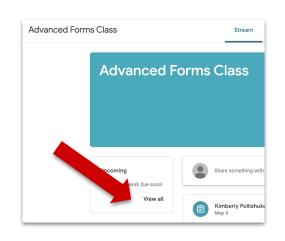
If your teacher returns your score, you will also be able to see it in Google Classroom.

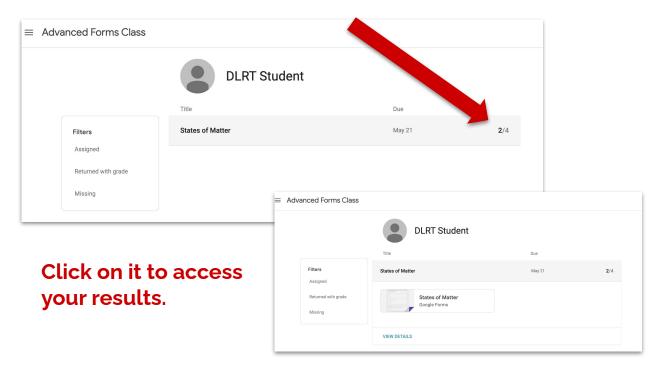


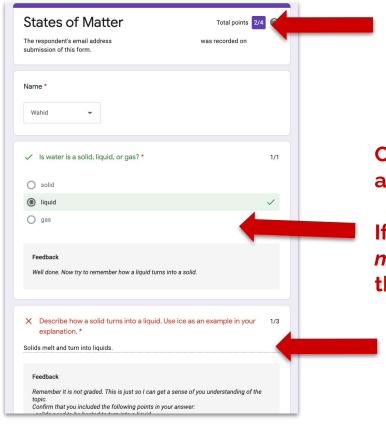
The score will be in the corner inside the assignment.



The score will also be in the Student Work View page that you can access in the Stream.







The overall score sits in purple at the top. If it is 0/0 it means the quiz was unmarked.

Correct answers are green. Incorrect answers are red.

If you get the answer wrong, your teacher *may* show you the right answer right above the feedback box.

Points are in the top right corner of the question.

Feedback is underneath.

Google Slide Practice

Google Slides Practice

This is your time to practice how to use and create in Google Slides.

Ask for help if you do not know how to do something!

Hour 6: Thursday and Friday

Bus Safety Information

Hour 7: Thursday and Friday

Bus Safety Training Exam

Bus Safety Training Exam

Minimum Competency 80% (16 of 20)

Your email address (mthompso@pelicanrapids.k12.mn.us) will be recorded when you submit this form. Not you? Switch account

After making an emergency exit off the bus, students should gather in the point middle of the road about 100 feet from the bus.

- True
- False