



# **DISTANCE LEARNING TECHNOLOGY GUIDE**

<b>App Name</b>	<b>Use it for</b>	<b>Learn More</b>
<b>1 Unified Classroom</b>	Access to all lessons, assignments, submit all work	Check the Guide to UC and the Guide to UC Attachments. Parents can also get a login to see student work.
<b>2 Zoom</b>	Video calls for tutorial and advisory lunch	Check the Guide to Zoom on how to login to a call your teacher sets up.
<b>3 Latin Gmail</b>	Communicate with teachers (questions, issues, etc.)	Check your email daily for updates from teachers and administrators. Check the Email Etiquette Guide.
<b>4 Power School</b>	Check your grades and attendance	Check your email daily for updates from teachers and administrators.
<b>5 Phone</b>	Call teachers if email is not enough	Teachers have a phone number set through Google that works like any other number. Start with email and make an appointment to speak by phone, if needed.

**If you have a tech problem, email your teacher.**

**Visit COVID-19 page at [latinpcs.org](http://latinpcs.org) for all guides and Distance Learning info!**



# DISTANCE LEARNING

## QUICK START GUIDE

- 1** Log in to Unified Classroom after 9am → See [Guide to Unified Classroom](#) (UC) for detailed instructions (emailed to all students or on COVID web page)
- 2** Watch daily orienting video → Each teacher will post an orienting video about the day's lesson and classwork in UC
- 3** Review instructional materials and ask questions → Additional materials will be posted for each lesson, such as videos, readings, etc. If you have questions, email your teacher or join tutorial via Zoom.
- 4** Complete and submit all your classwork **BY 9PM!** → Work for each class will be due at the end of each day and should take about 1 hour to complete. The classwork will include instructions on how to submit your work.
- 5** Complete and submit exit ticket **BY 9PM!** → You must also complete the Exit Ticket (Google Form, linked in the lesson) to get a participation grade.

Repeat process for other classes in session that day.

**ALL CLASSWORK & EXIT TICKETS  
ARE DUE BY 9PM!!**



# WASHINGTON LATIN

PUBLIC CHARTER SCHOOL

A Classical Education for the Modern World

## Student Guide to Unified Classroom

### Logging In

In a web browser (on your phone/tablet/computer), go to <http://classroom.powerschool.com/>. (Bookmark this site!) Click on Sign In With Google. Enter your Latin email address and password.

**Note that you should not use the app on a mobile device to log in.** The app is not completely synced with the Unified Classroom platform, and you'll miss important information if you only use the app! If you're using a phone or tablet - open your web browser and go to <http://classroom.powerschool.com/>

### Dashboard

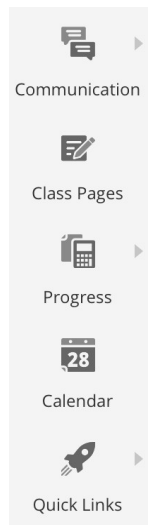
The screenshot shows the Unified Classroom dashboard. At the top, there's a navigation bar with the school logo, a dropdown menu for 'All Classes - 5 Classes' (labeled 5), and a search icon. Below the navigation bar, the dashboard is divided into several sections. On the left, there's a sidebar with icons for Communication, Class Pages, Progress, Calendar, and Quick Links. The main content area is titled 'Dashboard' and includes a 'Calendar' section (labeled 1) showing the date 'Friday, March 13, 2020' and buttons for 'Events', 'Assignments', and 'Personal Reminder'. Below the calendar is a 'Class Overview' section (labeled 2) listing classes with their grades and scores. On the right, there's an 'Upcoming Assignments' section (labeled 3) and a 'Recent Assignments' section (labeled 4). The 'Upcoming Assignments' section lists assignments with their due dates and scores. The 'Recent Assignments' section lists recent assignments with their scores. At the bottom of the dashboard, there's a 'Standard Progress' section.

Your home page in Unified Classroom is called the Dashboard. This is the main section where your teachers will post homework and upcoming assessments. There are four main parts of the Dashboard:

1. **Calendar** - Use the arrows to change the date to see what assignments are due on different days. Click on View More to see a whole week at a time.
2. **Class Overview** - See your grade in each class. Use the menu in the upper right of the screen (6) to change quarters so you can see your grade for each marking period.
3. **Upcoming Assignments** - A list of your next live assignments in all classes. Hover over an assignment and click to see more details. Click on View More to see a comprehensive list of all assignments.
4. **Recent Assignments** - A list of your most recent live assignments in all classes. Hover over an assignment and click to see more details. Click on View More to see a comprehensive list of all assignments.

At the top of the page is a dropdown menu (5) where you can filter your classes so that you can see one class at a time. All of the sections of the dashboard will update to reflect whichever class you've selected.

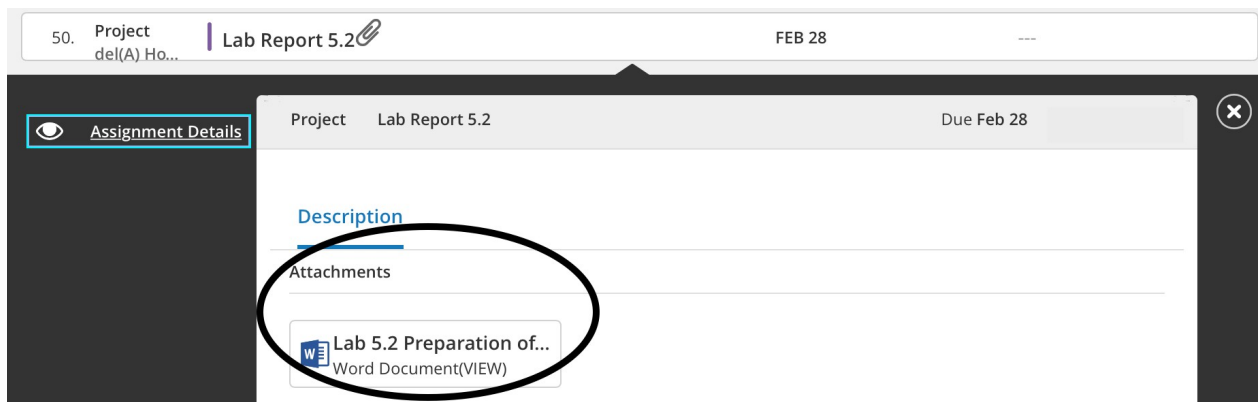
## Menus



The menu on the left allows you to see more specific details about your classes.

1. **Communication** - Check here for announcements from your teachers. Don't use this section to message your teacher—use email instead!
2. **Class Pages** - Some teachers use their class pages as a repository for class documents such as the syllabus or handouts. Others post a running list or calendar of assignments. Others post links to important videos or websites that you use in class or for homework.
3. **Progress** - Click on the Assignments link to see a full list of all assignments. Like on the dashboard, you can filter through the list to see all classes or individual subjects using the menu at the top of the page.
4. **Calendar** - This is the same calendar that you can see on your Dashboard.
5. **Quick Links** - Various links to see things like the Daily Bulletin, teacher comments, and other information. Feel free to explore on your own!

## Attachments



Remember how you logged into Unified Classroom via your Latin email account? UC is integrated directly with Google, so you (and your teachers) can link to files in Google Drive.

In order to see an attachment within an assignment, you need to go to the assignment's details page. If it is a recent or upcoming assignment, you can access it directly from the Dashboard. Otherwise, you'll need to go to the Assignments page under Progress. The Details page includes a written description of the assignment from your teacher as well as any worksheets, images, or other files necessary for completing the assignment.

In order to upload an attachment so that you can turn it in electronically, go to the My Files section of the Assignment Details page.

## Unified Classroom Attachments Guide for Students

Teachers may ask you to attach files directly in Unified Classroom, where they will be able to add comments, suggestions, and other feedback directly in the grade book. Here is the guide for uploading files.

Sign in to Unified Classroom using your Latin email—use the option to Sign In With Google.

**Dashboard**

Calendar: Tuesday, March 17, 2020

**Upcoming Assignments**

Category	Name	Due	Flags	Score
Home... alp(A) ...	FAKE TEST ASSIGNMENT - DO NOT WORRY	TODAY	--	--
Classw... zet(A) ...	March 17 AP Lang and Comp Lesson	TODAY	--	--
Partici... zet(A) ...	March 17 Exit Ticket	TODAY	--	--
Home... del(A) ...	Annotation: Foner, Great War 3	MAR 20	--	--
Home... del(A) ...	Annotation: Foner, Great War 4	MAR 20	--	--

In your **Dashboard**, find the assignment that you want to add a file/attachment to. If the assignment is still in your upcoming or recent assignments lists, you can access it directly from the Dashboard. Otherwise, you'll need to go into your Assignments list in the Progress menu on the left.

Go into the **Assignment Details**. Here, you'll see any instructions for the assignment, as well as any files the teacher has attached. Click on a file to open it. If a file is listed as a **HANDOUT**, this means that when you click on it, Google Docs will create your own individual version of the file for you to type in and submit, which will automatically be shared with your teacher.

**Upcoming Assignments**

Category	Name	Due	Flags	Score
Home... alp(A) ...	FAKE TEST ASSIGNMENT - DO NOT WORRY	TODAY	--	--
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Partici... zet(A) ...	March 17 Exit Ticket	TODAY	--	--
Home... del(A) ...	Annotation: Foner, Great War 3	MAR 20	--	--
Home... del(A) ...	Annotation: Foner, Great War 4	MAR 20	--	--

**Assignment Details**

Due Date: Today | Score: -- | Points: 10

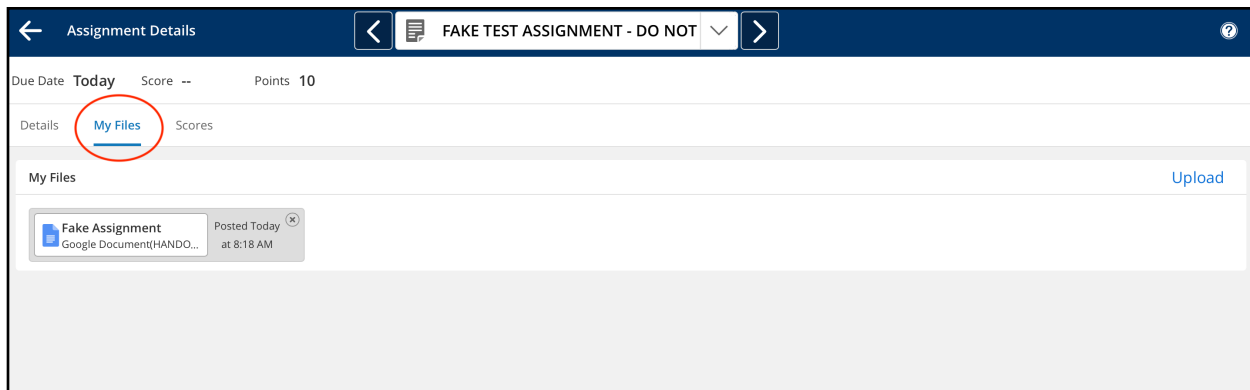
**Details** | My Files | Scores

**Description**

I'm working on a guide to help students with attachments. This isn't a real assignment.

**Resources**

**Fake Assignment**  
Google Document(HANDOUT...)



In the **My Files** tab, you'll see any files you've already uploaded. This includes any handouts you've automatically created by clicking on them in the Details tab. If your teacher did not include a handout for you to use, you may still be expected to upload a file separately—a photo you took with your phone, an essay you've typed separately, etc.

Click on the Upload link to add new files, either from your Google Drive or from your computer. Note that if you add a file from Google Drive that is not a handout, **it must have the correct sharing settings** for your teacher to be able to see them. You should create a folder in Google Drive with the correct settings and keep all of your shared files in that folder—see the instructions below.

Note that you **DO NOT need to click on Submit** in order for your teacher to see the files.

### Creating a Shared Folder in Google Drive

Log into <http://drive.google.com/> with your Latin email. Create a new folder with the + icon in upper left.

Name it something like “Shared Folder”.

Highlight the newly created folder and click on the sharing settings icon (the person with the +) upper right.

Click on Advanced.

Under “Who has access”, click on the option to “Change...” the setting.

Select “Anyone with the Link”. Save your settings, and you're good to go! This means you don't have to create a separate folder for each of your teachers every year.

When you are ready to share, open the document and click on the folder icon next to its name and select the shared folder that you just created. You can also right click on the file name and select Move To. It will ask you to confirm that you want to share it in its new folder, so make sure you accept.

Now, when you upload a file into Unified Classroom, your teachers will have access to it automatically as long as it is in your shared folder.

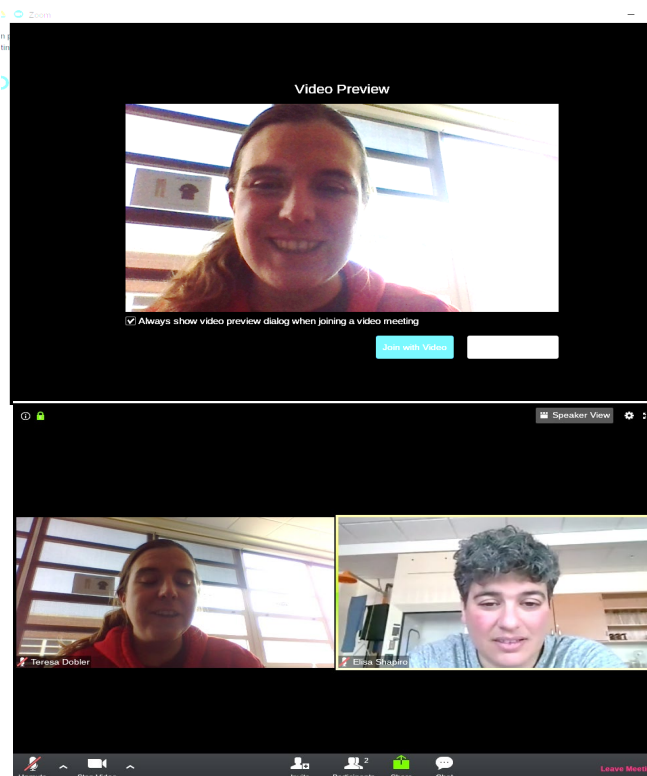
## WASHINGTON LATIN – DISTANCE LEARNING

### Zoom Guide for Students

Click the zoom link your teacher posted in Unified Classroom.

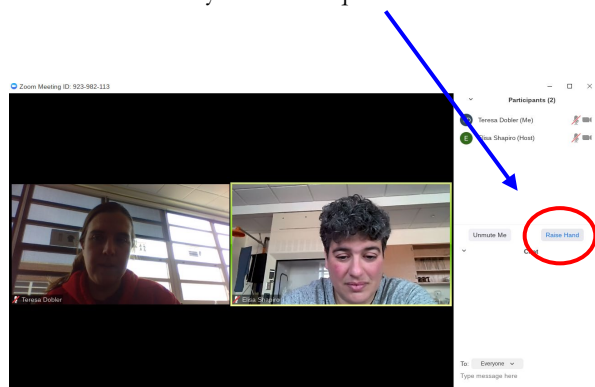
Click Join with Video (The blue button below your face).

On the bottom row, you can mute/unmute your voice and click on Participants or Chats.



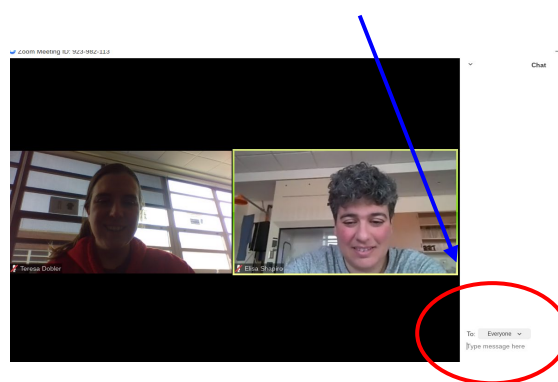
Click “Participants”.

Click “Raise hand” to alert your teacher that you have a question.



Click “Chat”.

You can type messages to everyone, or just to your teacher.







# DISTANCE LEARNING

## EMAIL ETIQUETTE GUIDE

Emails with teachers should not look like texts with your friends.  
Use email etiquette and professional writing – good practice!

### email etiquette 1

1 message

Kara Brady <kbrady@latinpcs.org>  
Bcc: 2023@students.latinpcs.org

7 Tue, Mar 17, 20

Students, 2

3

I hope your first day of distance learning is going well! I hope you are all staying healthy, completing your schoolwork, and also getting outside for some sunshine and exercise!

Please be sure that when you are emailing your teachers and administrators, you are emailing with proper email etiquette. The major issue we see, I think, is students emailing us as if they are texting. Please remember to include greetings and closings in emails to teachers as well as proper email titles. You need to use professional writing skills, and now is a great time to practice. 4

This email serves as an example of a proper and professional email, but if you are confused in any way, please feel free to ask for help. 5

Thank you,  
Ms. Brady 6

- 1 Create a brief, informative **subject line**.
- 2 Include a **salutation**, as in: Dear Mr/Ms Name.
- 3 **Write professionally** – You should use full sentences and a friendly but appropriate tone and a business-like style of prose.
- 4 **Use proper punctuation** – Adding a period to a text can make the tone sharp, but that is not true in email. Write it like a paper /letter!
- 5 **Close with a brief next step**: “Please let me know how to turn in this assignment,” or “I will send you the draft by 5pm.”
- 6 **Sign off** with your name. Yes, they know it's you, but this is what is expected to close a letter, and thus an email.
- 7 **Reply to emails within 24 hours** or less, if you can, especially if the email has a specific question for you personally or is time sensitive.