

Tech Quick Start Guide

The Overview

1. Set up your *Latin email account*.
2. Set up your *PowerSchool* account and access to *Unified Classroom*.
3. Get ready to *Zoom!*
4. Stay informed.

1. Latin Email

You will need to set up your Latin email (a Gmail account). The student email accounts are not only for communications (between the teachers, administration, and students), it is used for access to the other platforms at Latin (Google Drive, PowerSchool, Google Classroom, etc.)

How-to:

Look for email from Carl Lyon, Director of IT, with instructions.



2. PowerSchool & Unified Classroom

Every school uses a student info system. We use PowerSchool (PS) to store student data (grades, attendance, contact info, etc.). Students and parents each get an account to be able to see their own (or their child's) personal info about their current classes through a built-in program called Unified Classroom (UC). This is where you see your class schedule, grades, assignments, and teacher comments.

How-to:

First set up your account in PS to be able to access UC.

- Students - your account is automatically opened when your Latin email address is created.
- Parents - you need to set up an account to see your child(ren)'s information. The email from Carl Lyon will explain how to set up a new account, as well as explains how to add a child just starting at Latin.

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3. Zoom

This is Latin's virtual class platform. See Tech Time Expectations below for how to behave on Zoom.

How-to:

Teachers have a personal Zoom link that they will share with students for class, including for Monday (start of Summer School Session 1).

5 Tech Time Expectations



VIDEO

Keep your camera on for the whole class period.



AUDIO

Mute your microphone unless called on to speak.



ENGAGEMENT

Engage in the lesson; ask questions and offer comments.

Phone away unless a teacher wants you to use it.

Limit side conversations and distracting behavior.



TIME

Log in before class starts, stay the whole time, and ask permission for breaks.



POSITION

Sit upright (no lying down), keep your head and shoulders visible.

EACH CATEGORY IS WORTH 1 POINT PER DAY

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5. Stay Informed

Here are the main avenues of Latin communication!

Legenda

Weekly e-newsletter to keep parents, families, and the community to keep you aware of what is happening at Latin! We distribute *Legenda* every Friday all year.



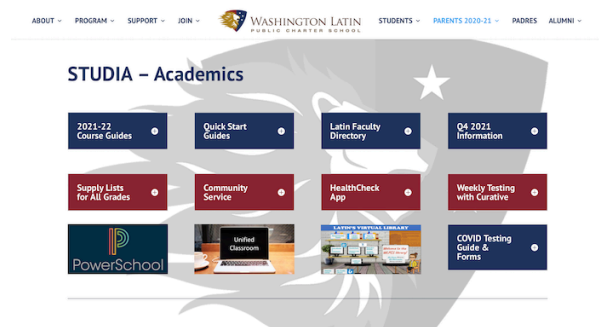
De Facto
This Week @ Latin
Cliff Notes version of *Legenda*

De Facto

As the “Cliff Notes version of *Legenda*,” *De Facto* provides a brief overview of what is coming for the week ahead. We email and text you each Sunday with this communication.

Website

The Latin website, www.latinpcs.org, is the best place to find information you need as parents, such as forms/policies, the PFA, volunteer needs, Latin Pride, upcoming events, tech support, and much more.



Social Media

Follow us on Twitter [@WashingtonLatin](https://twitter.com/WashingtonLatin) and [@WashLatinHOS](https://twitter.com/WashLatinHOS) (Head of School)

Find us on Facebook under **Washington Latin Public Charter School**

Follow us on Instagram **washingtonlatinpcs**

Text

If you would like to make sure you are fully informed, you may opt in to get text notices for every communication, such as *Legenda* and other all-school emails. Email communication@latinpcs.org with your preferred number.

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Other Resources

1. Google Classroom

Some teachers will also use Google Classroom as a repository for materials, assignments, class calendar. The teacher will email students if they are using it; parents can also follow along by using the same link provided.



Google Classroom

2. Tech Support

For all things tech, including details about our [1:1 Technology Program](#), the [Tech Use Policy](#), [Tech Loan Agreement](#), our [Tech Replacement Policy](#), and to contact [Tech Support](#), please visit the [Tech page](#).



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 proper 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 let me know and I will be happy to 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.