


Distance Learning Initiative  
General Guidelines and How to Guide for Students

1. Each student needs:
  - a. Option 1: Computer at home (best case)
    - i. Access to the internet
    - ii. Speaker for computer
  - b. Option 2: Smart device (phone or tablet)
    - i. Access to the internet
    - ii. Google Classroom App
    - iii. Google Meet app
      1. Icon looks like: 
2. Day to Day Process:
  - a. On your computer or phone open Google Classroom
  - b. Your teacher will send you a link to the Google Meet conversation
  - c. Follow the link to join the class.
  - d. Click "Join Now"
  - e. Turn off your camera and microphone unless directed by the teacher otherwise
  - f. Listen and follow along with the teacher
  - g. End the meeting at the end of the class period
  - h. Go back to step 2a for the next class
3. Special Considerations
  - a. Your teacher can see the chat feature
  - b. Your teacher can see who said what via the captions
  - c. In the event you misbehave during the class your teacher may ask you to leave and you will be subject to disciplinary action upon returning to school
  - d. The administration will monitor different classes and be available to teachers and students in a similar fashion in the event a student misbehaves
  - e. If a student misbehaves, access to the live instruction may be removed, resulting in the student being unable to complete assignments
4. Assignments
  - a. Teachers will be utilizing Google Classroom for assignments
  - b. Please stay up to date on Google Classroom to view and submit all of your assignments.