

August 28,2020

Dear St. Bartholomew Families,

Greetings and welcome to the new school year. As we all know, our school setting will be a little out of the ordinary for various reasons. Still, we want you all to know that we are all here to meet the needs of our beloved students and help overcome any challenges presented by the new educational appearance.

I want to give a short summary of how the process will look for both the in-person students, as well as those joining us virtually. It is our intention to make this entire process as seamless as possible aside from the obvious differences.

1. Teachers are in the process of setting up the Google Classrooms and sub-sections.
2. Once teachers have set up their Classroom sections, they will send “Invites” to students to “Join”. Please understand, class lists are being finalized and set for the opening of school, so please be patient as teachers set up their physical AND virtual classrooms.
3. Students will then log in to Google Chrome and head to Google Classroom. On that page will be the “Invites” from each teacher they have on their schedule, or in the case of K to 5th grades, their one teacher who might have sent several invites based on subjects they are going to cover. Students simply have to click the box that states “Join” and they will be automatically added to the roster for that class or section.
4. In that Class Section, you will see the banner for each teacher or section created (i.e. Religion, Social Studies, Mathematics, ELA, etc) In that banner are two important pieces of information: **CLASS CODE** (if you ever need to rejoin the class) and the **MEET LINK**

The screenshot shows a Google Classroom interface. At the top, there are several browser tabs including Google, 8-1 Tech Trenerly, PowerTeacher Pro, My Drive - Google Drive, Virtual Access for Stu..., Untitled document, Mail - John Granelli, and New Tab. The address bar shows the URL: classroom.google.com/u/0/c/MjtzMjZ0DczMlpa. Below the address bar, there are several app icons and a navigation menu with '8-1 Tech Trenerly' selected. The main content area features a dark blue banner with a city skyline background. The banner displays the class name '8-1 Tech Trenerly', the class code 'eduxzjt', and the meet link 'https://meet.google.com/lookup/cjbuigm4d'. Two white arrows point to the class code and the meet link, labeled 'CLASS CODE' and 'MEET LINK' respectively. Below the banner, there is an 'Upcoming' section with 'No work due soon' and a 'Share something with your class...' section with a share icon.

5. The **MEET LINK** is going to be the most important tool for virtual learning. It will be used one of two ways:
  - A. Upper Grade (6, 7 and 8) - For each teacher on your schedule, you will need to go to their section and click on the **MEET LINK** to be “taken to their webcam feed” to interact with live classroom instruction.
  - B. Lower Grades (PreK through 5) - you will only need to click the **MEET LINK** once a day (unless you become disconnected) and let the camera feed stay open throughout the entire school day.  
(**NOTE** - if your feed is interrupted please notify the teacher through email)

Please know, that during the school day, the feeds will be paused for these reasons:

- **Snack**
- **Lunch**
- **Recess**
- **Outdoor physical education**

Should you experience any other issues, please let the school know as soon as possible in the following order ... giving a little time for each step to be resolved:

1. Send a chat message through Classroom
2. Email the teacher AND CC me ( [jgranelli@stbartseb.com](mailto:jgranelli@stbartseb.com) )
3. Call the main office

Because we are requiring the students to be online AND visible throughout the virtual school day, it is important that we know if there is a problem so we can attempt to resolve it as quickly as possible regardless of where the issue originates.

### ***FINAL THOUGHTS***

Please remember while in the Meet sessions, students should follow these guidelines:

- 1 - Use a quiet location without distractions:
  - A - no background noise
  - B - no music or television
  - C - Earbuds and headphones can only be worn if you are listening to class
- 2 - Cameras must be on and facing the students, no the ceiling, shots please
- 3 - Students must be in school uniform
- 4 - Only students may log on and logins cannot be shared with anyone else

As with all things, we will get through this process and be involved in a great educational process. Again, if you experience any issues please feel free to email whenever it comes up and I will do my best to help resolve the problem.

Thank you and God Bless,

John Granelli  
Technology Teacher