

# BURKE BASIC SCHOOL

## FAMILY GUIDEBOOK

A guide for navigating online learning



BURKE  
BASIC  
SCHOOL



## Burke Basic School Remote Learning Attendance Procedures

**Why take attendance during remote learning?** - Students need to, in these uncertain times, have the security and comfort of a regular routine with learning expectations that are as normal as possible.

- Missing school is disruptive to the learning process and can have a negative impact on academic progress.

- Just as if we were able to begin the school year with in-person instruction, we are required by the state to report student attendance. Both parents and schools must work together to ensure that learning moves forward as much as possible during remote learning times.

How will attendance be taken during remote learning? Attendance during remote learning will be taken primarily with the Morning and Afternoon Check-in Survey located at the top of every BBS Google classroom. These surveys consist of a brief questionnaire that includes the student's name, grade, teacher, and how they are feeling that day. The information entered populates an attendance spreadsheet shared with the registrar in the office. Students should be encouraged to fill out these short surveys every day when they begin and end their remote learning schoolwork.

Attendance can also be taken by participating in the following activities:

1. Live Session Attendance and Participation
2. Online Assignment Submission
3. Paper Assignment Submission
4. Personal Contact with the Teacher or School Office

### **How do I report an absence during remote learning?**

If your child is ill or if there is an emergency that prevents them from participating in schoolwork that day, please call or email the school attendance line to report the absence. Attendance during remote learning will be finally resolved the morning after each school day to accommodate those who may need to work during the evening hours.

### **Campus Attendance Contact Information**

<b>Attendance Coordinator</b>	<b>Number</b>	<b>Attendance Email</b>
Milca Gonzalez	480-964-4602	MGarcia@burkebasicschool.com

**What happens if I forget to report an absence?** Teachers and/or other school personnel will be reaching out to you to check in. After the 5th absence, a letter from the principal will be sent to parents reminding them of the importance of attendance. After the 10th absence, parents and an administrator will meet in a conference to discuss a plan for student success.

**How do we support each other during distance learning?** We know that these are difficult times and that families may not have ideal circumstances or settings for remote learning. We want you to know that we are here to support you! Please reach out to your child's teacher or administrator with your ideas, needs, and frustrations. You are not alone in this endeavor and we want to help you make the best of this time that we spend remote learning. We love our jobs, we miss our students, and we are here to help!



# Virtual Learning Quick Guide

## Virtual Classroom Website (Chromebook)

classroom.google.com

## Virtual Classroom App (iPad)

Google Classroom



## Get Ready for Class

- Try to find a quiet space so you can focus
- Set up your workspace on flat surface
- Finish all food and drinks
- Charge your device
- Put on school appropriate clothing
- Have paper and pencil ready



## My VCP Google Login Information

You will receive this information during your Welcome Back to School phone call

<b>Scholar Name:</b>
VCP Google Username:
Password:

## Need Help?

We will have staff available to answer your tech questions via phone or email from 8 - 4pm daily.

<b>CALL CENTER PHONE NUMBER(S):</b>
-------------------------------------

<b>SUPPORT EMAIL:</b> info@burkebasicschool.com
---



# Logging Into Your Device

## Logging Into Your Chromebook

1. Open up your Chromebook
2. Type in your login information (this should be written in your Quick Guide)
3. Click "Sign-In."

## Connecting Your Chromebook to WiFi Internet

1. At the bottom right, select the time.
2. Select Not Connected.
  - Note: If you see your Wi-Fi network name and a signal strength, your Chromebook is already connected to Wi-Fi.
3. Turn on Wi-Fi.
4. Your Chromebook will automatically look for available networks and show them to you in a list.
5. Select the Wi-Fi network
6. Type the network password.
7. Click Connect

## Connecting Your iPad to WiFi Internet

1. Go to Settings > Wi-Fi, then turn on Wi-Fi. Settings icon:
2. Tap "A network"
3. Enter the password, if required.



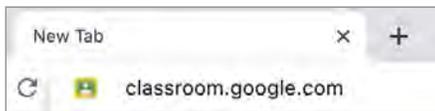
# Logging Into Google Classroom

## Adding Your Google Classroom with a Chromebook

1. Log into your Chromebook
2. Open Google Chrome (icon picture below)



3. Type in [classroom.google.com](https://classroom.google.com) into your browser (pictured below)



4. Click the + button at the top right corner of your screen



5. Enter your classroom codes (write any class codes below):
- 

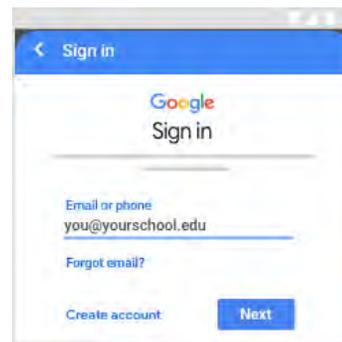
6. Click "Join"

## Adding Your Google Classroom with an iPad

1. Tap Classroom app 
2. Tap Get Started



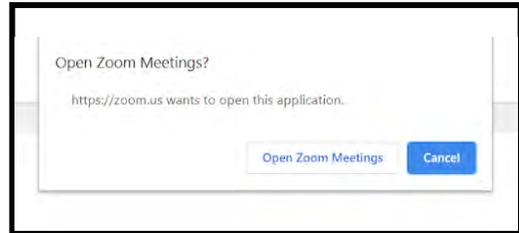
3. Tap Add account
4. Enter your VCP Google Login information (pictured right) →
5. If there is a welcome message, read it and tap Accept.
6. Tap I'm A Student.
7. To receive Classroom notifications, tap Allow



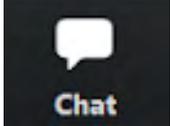
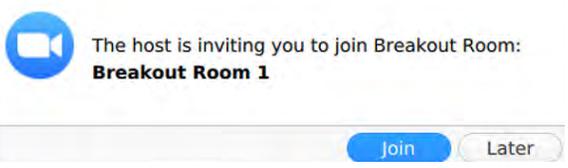
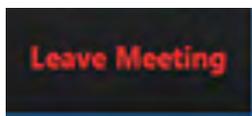
# Logging Into Your Virtual Class on Zoom

## Joining a Zoom Class

1. Log into your Chromebook
2. Log into your Google Classroom
3. Click on the name of your class
4. Click on "Classwork" at the top of the page
5. Click on assignment or class time you want to join
6. Click on the Zoom link
7. A new window will appear (pictured right). Click on the white button with blue letters that says "Open Zoom Meetings"
8. Click "Join with Computer Audio" (pictured below).



## Key Zoom Buttons

 <p>Mute Unmute</p> <p>Turns your microphone on and off</p>	 <p>Stop Video</p> <p>Turns your camera on and off</p>	 <p>Chat</p> <p>Lets you see and send messages to the group</p>
 <p>The host is inviting you to join Breakout Room: <b>Breakout Room 1</b></p> <p>Join Later</p> <p>Click "Join" to go to a small group</p>		 <p>Leave Meeting</p> <p>Click to leave meeting</p>

*If you have any questions or need more help ask your teachers!*



# Device Care and Solving Common Technology Problems

## How to Care for Your Chromebook/ iPad

1. Keep liquids away from your device.
2. Keep food away from your device.
3. Keep your device on a flat, clean surface.
4. Make sure you have clean hands when using your device.
5. When you shut your laptop, make sure there are no small items, such as a pencil or small ear-phones, on the keyboard.
6. Hold and lift the Chromebook by its base, not by the screen.
7. Don't pull on the power cord.
8. Be gentle when unplugging/plugging in your device- the power cords are sensitive.
9. Don't leave your device in a car.

## How to Fix Common Technology Problems

Problem	Troubleshoot
I can't sign into Google Classroom	Make sure you signed into your VCP Google account. You must use this when logging into your Chromebook.
I forgot my password	Contact help support via phone or email (phone number on Quick Guides page)
I can't connect to the internet	Make sure that your wi-fi is on. Unplug your wi-fi, wait 30 seconds before plugging it back in, then try to reconnect on your device in 5 minutes.
I need to know if my Chromebook is charging	Orange / Red = charging Green/ White= charged
I need to unfreeze my Chromebook	Press the Power button and the Reload button at the same time
I need to unfreeze my iPad	Press and hold either volume button and the top button until the power off slider appears. Then, drag the slider, then wait 30 seconds for your device to turn off.
I don't think my device is working	Try to restart it and plug it into the charger. If that doesn't work, contact the support team immediately.



## STAY CONNECTED!

### Connecting to Flyer



*Flyer Connect connects and empowers families with translated communication, academic tools and resources. Burke Basic School will be using the Flyer app as our primary communication tool for families especially as we begin our year with Remote Learning.*

### **STEP 1: DOWNLOAD THE APP AND FIND YOUR SCHOOL**

- Go to your app store, and download "Flyer School"
- Accept to receive push notifications
- Tap "+Add" and find your school
- Tap "English" and change your language

### **STEP 2: VERIFY YOURSELF AND ACCESS PRIVATE GROUPS**

- Tap "I have a code" on your school's homepage. Your personalized verification code was sent to your **email address** given to your school.
- If you can't find the code your school sent you, tap "resend code" to get your code in a text message.
- Enter your verification code
- You are now automatically added to the groups your school has assigned you to

Follow Us on Social Media

