



## Horizon Academy

### Technology Department

Good Morning Horizon Academy Parents,

With distance learning starting on Wednesday, March 25th, I wanted to provide you all with some instructions for helping your students connect to our teachers and their classrooms for the first week. Please read this document and prepare your student by accepting invitations from teachers to access Google Classroom, and have students ready to click and join Zoom meeting links to meet with teachers at 9am Wednesday Morning.

### Logging into your students Chromebook

Students will need to log into their chromebook using their Horizon Academy google login. This is labelled on their chromebook:

- The username mnemonic is "FirstInitialLastName@horizon-academy.com". An example would be *ahayes@horizon-academy.com* (for Alex Hayes) or *sisenmann@horizon-academy.com* for Sage Isenmann.
- Their password mnemonic is their FirstInitialLastName21XX. example: *ahayes2101* or *sisenmann2196*.

### Check Battery

In order to log in, turn on your students chromebook. Check the battery indicator at the bottom left of the login menu. If it is low, plug in the issued charger. A full charge can last up to a week of classroom activity.

### Wireless Connection

At the bottom right, please click the Wireless button at the bottom right next to the battery indicator. This will bring up the basic settings menu. You will need to click the Wireless Icon to connect to a home wireless internet connection for access to our Classrooms, Zoom meetings, and apps.

After clicking the Wireless Icon, a list of available Wifi networks (SSID) will appear. Please click the one you wish to connect to. If it is an open unsecured connection, it will attempt to connect. If it is secured, you will need to type in the password into the popup box that opens. Click connect when you are done. If you entered it correctly, the lower right hand Wireless Indicator will show solid White up to the level representing signal strength. You may have to locate a room with better signal strength for video meetings.

[Connect Chromebook to Wifi](#)



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#### **Signing in and Access**

After your student has signed in with their Horizon Academy login, they can now access Google Chrome which should have many of their passwords saved. They can use the bottom left menu button to connect to sites and apps via their icons, or they can navigate using Chrome to access google apps and other websites they may need to visit.

[Signing into your Chromebook](#)

#### **Finding Google Classrooms**

When the student logs in, please navigate to [google.com](https://www.google.com). Your student should be able to click the Apps menu at the top right, next to their Account Icon. The App menu is made up of 9 dots arranged in a square. Click that, and then click, or scroll and click to Google Classroom, represented by a chalkboard with a person icon on it. You can also navigate there by typing in [classroom.google.com](https://classroom.google.com).

#### **Using Google Classroom as our Learning Management System.**

Your students will be required to connect with Teachers via Google Classroom. This Learning Management System (LMS) has been used by every child at Horizon Academy during the beginning of the year at least, and provides teachers and students the ability to communicate, share assignments via Google Suite apps like Docs, Slides, Forms, and Sheets.

Students can build and share presentations, collaborate with their peers, view teacher resources and videos, and even take quizzes. Teachers will be able to comment, review, and grade assignments, as well as take attendance based on participation in discussions or assignments. Teachers will also be adding you, the Parents, as "Guardians" through Google Classroom. This provides you a direct line of communication with the classroom teacher using Google, and teachers may opt to send weekly summaries via email to you.

#### **Google Accessibility training playlist**

Please view the following videos to learn different ways to access Accessibility settings for your student via Google Suite.

[Accessibility setting in Google - Video Playlist](#)



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#### **Connecting to Google Classroom**

Our teachers have been hard at work creating and inviting students into their Google Classrooms. Your student may already have several classes that they will need to accept the invites to those classes prior to Wednesday. After accepting the invitation to join the class, the teacher will also add parents as Guardians over the next several days.

The homeroom teacher will guide your student(s) through the first day in our Morning Meeting, setting expectations, discussing what distance learning means, and planting the seeds of routine. They will be emailing your student (access email by using the App Menu at upper right corner) the Zoom link for the first class, as well as adding it to the Classroom Calendar and in a Day 1 discussion post. You will want to make sure your student is able to connect into Zoom by hanging with them through the first day(s) to assist them in navigating through the classroom and their email.

[How to accept a Google Classroom Invitation](#)

#### **Using Zoom to connect to your students classes.**

Teachers will be providing links to Zoom meetings, the video conferencing app we are using to facilitate Face to Face classroom meetings, via their Classroom. The first few days may require your assistance in helping your student connect to the Morning Meeting and other classes as we progress through the first week rollout. Your student will be expected to be capable of logging into their google classroom and accessing their Zoom link by the second week.

To help with teacher/student communication, all students now have access to email via gmail. Teachers have been recommended to share Zoom meetings via Email, the Classroom Calendar, and in the discussion stream in their Google Classroom for the first 3 days, after which teachers will provide instructions for their preferred method of Zoom Meeting link delivery to students.



### **Applications for class use**

Your student may use a number of school-issued apps throughout distance learning. These may include but may not be limited to:

- **Google Suite** (Docs, Slides, Sheets, Drawings, Forms)
- **Mindplay** (Elementary)
- **Nessy** (Mrs. Hodge's Class)
- **Learning Ally**
- **Office.com** and **OneNote**
- **AWW App**
- **Prodigy**
- **ReadTheory**
- **Keyboarding without Tears**
- **AimswbPlus** and **TestNAV** (Monitoring tests and Benchmark Tests)

Some of these apps are to be completed on the students own time, and others will be assigned in class. Elementary kids will be using Mindplay for 30 minutes a day to achieve fidelity in the Mindplay process. Teachers will be able to view usage numbers to make sure students are achieving fidelity each day, and may communicate with the student to add in time after distance learning to reach that daily goal. Keyboarding without Tears will also be assigned daily to assist in teaching proper keyboard typing skills.

We are currently creating a Benchmark plan for Aimswb. We will notify you of what is needed from students in order to take benchmark tests with or without proctors.

### **Distance Learning Tech Support**

During distance learning, limited technical support is available for parents and students. You or your student can email the technology department at [dlsupport@horizon-academy.com](mailto:dlsupport@horizon-academy.com) with the following template:

1. Student/Parent name.
2. Issue you are experiencing.
3. Is your device an issued chromebook or a home device?
4. When did this problem occur and in what class?
5. What app or system setting is affected?



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Some issues are out of the scope of Horizon Academy Tech Support. These issues may be related to your own internet connection, unsupported apps, personal devices other than our issued chromebooks, or app specific outages. Outages will be reported on our website via a page that we will send a link to for all of you to view. Our Tech team will do its best to give you and your student the support you may require regarding our devices, our apps, login information, and chromeOS. Teachers are to be contacted regarding content or support within their google classrooms and accessing Zoom Meetings.

At Horizon, we strive to be able to assist you as soon as possible. We have 3 people working at various times through this new support channel to respond and start working on your issue. We are expecting a number of support requests over the first few days of distance learning, so please be patient and we will get to you as soon as possible.

#### **Passwords for Students**

Students have used many of these apps numerous times over the school year. Some have committed them to memory, others rely on their planners which should have each written down. Some do not have their planners. I will be emailing each of you separately in order to provide Login info for your students starting tomorrow.

I will also be providing a Classlink SSO password to you as soon as I have new apps included and mapped for each student. They will be able to log into the Classlink portal and automatically log into any linked account without having to sign in. Learning Ally is an exception, as Learning Ally Link must be opened and has no SSO link yet.

#### **Distance Learning is a Process**

This is a new situation for all of us. The staff of Horizon Academy has been working tirelessly from the moment Kansas Schools were ordered to close in-person services. We have all put in long hours, and you have put in a great deal of time caring for your kids and adapting to the societal changes occurring around us. We care for your students a great deal and will work hard to make this experience as smooth as possible to get us into a healthy routine quickly. Please be patient, don't be afraid to ask questions, and help us by providing a safe space for your child to learn. We are eager to begin this new chapter of the 2019-20 school year and get your students onboard.

Thank you very much!  
**Horizon Academy Technology Department**