

Asynchronous Online Viking Students Getting Started Guide-High School

Before Day 1

- Check your Google Log In username and password-If you have trouble logging to Google Classroom, email, or Skyward, email: WVSDmail@wvschools.net (don't wait until the first day-our tech department will not be able to reset log in passwords on demand on the first day)
- Check your email and Skyward account for teacher messages-respond to teachers and send questions to them if you need to.
- Add yourself to the Williams Valley High School Morning Attendance Google Classroom with code: **pbxvaib**. Input attendance here daily. This is just for inputting daily attendance and reading the daily announcements. In person students will not have to complete attendance in this manner.
- Go onto Google Classroom and accept any class invites. Add any class codes emailed to you. Non-instructional periods such as lunch, study hall, etc. will not be in Google Classroom

On Day 1

- Mark yourself present in the Williams Valley High School Morning Attendance each day.
- Begin learning how to use Google Meets and the virtual learning tools your teacher is utilizing. Make yourself a daily schedule so you do not fall behind!
- Schedule a time to pick up books and needed materials on September 9th, 10th, or 11th from 10am-12pm OR during after-hours pick up time on September 10th, 5-7pm. Contact jschappe@wvschools.net for more details.

Parents & Students:

Go to: <http://tinyurl.com/WVGoogleHelp> for step by step instructions with pictures.



What If I'm Having Trouble with Online Learning? Read Below for Scenarios and Next Steps:

- I'm on my Google Classroom-Where can I find my classes?
 - a. Invites should pop up automatically-accept them. Also check your email and Skyward account for messages from teachers with code to add classes.
- I can't get on my Google Meet or Google Classroom-why?
 - a. Be sure you are logging on with your school issued email and password for your Google Account. You will not be able to access with personal Google Accounts.
 - b. Go to <https://tinyurl.com/GoogleMeetsStudents> for additional Google Meets help.
- I'm on my Google Classroom but I do not see any video lessons or content.
 - a. Teachers have until 4:00pm each day to post content for Asynchronous students. Some teachers may post your content earlier, but please wait until 4:00pm.
 - b. If it is after 4:00pm and there is no content posted or you cannot find it, first email your teacher or message them through Skyward. If that does not resolve the problem email WVSDmail@wvschools.net
- When are my assignments due and what if I need help?
 - a. Teachers will be available through email, office phone, and virtual meetings during the school day. Contact your teacher to learn when they are available.
 - b. Asynchronous students work is due at 7:00am one week following the day of the week assigned, for example, Monday work will be due the following Monday at 7:00AM and Tuesday work will be due the following Tuesday at 7:00am, unless otherwise noted by the teacher. Extenuating circumstances should be brought to the attention of the classroom teacher(s).
- I'm having technology issues and cannot figure any of this out?!?
 - a. Reach out to WVSDmail@wvschools.net with technology concerns. Communicate early and often with your teachers about limitations or problems you may be experiencing. Email your school counselors and principals with other concerns.

Recommended Browser-Google Chrome:

