A Tech Guide for D41 Families

Welcome, families, to a new school year! Do you have questions about the technology in remote learning? Use this guide as a helpful resource.

For parents and caregivers:

Q: How will I get information about announcements, assignments, and other classroom news?

A: *Google Classroom is the main platform all students will be using. You can sign into your child's school Google account if you want to view their Classroom or Gmail. Please sign out when finished viewing.*

Q: How/where should my child keep track of their assignments?

A: *Google Classroom includes "Classwork" where your child can view work that the teachers assign. If there is a due date attached to the assignment, then your child will see those due dates. Your child can also set Classroom notifications for emails from Google Classroom.*

Q: How can I contact teachers? How can my child contact teachers?

A: *Teachers all have D41 email addresses that both you and your child can use to contact the teachers. You can find email addresses on the staff directories on each school's website. Students can find the Gmail app by singing into their school account.*

Q: What should we do if we have technical difficulties or our device breaks?

A: *If you are having technical issues, such as connecting to the internet, contact the district Tech Help Desk (https://www.d41.org/techathome). If you have instructional issues, such as accessing your student's Google Classroom, contact your school's Digital Literacy Specialist.*

For students:

Q: How will I access remote learning classes?

A: *Google Classroom is the main platform to access your announcements, assignments and materials. You can find the Classroom app by signing into your school account and going to the 9 dot Google apps grid in the upper right corner. You can also open a new tab and type classroom.google.com. We recommend using the D41 issued Chromebook.*

Q: What should I do if I have remote learning technical difficulties?

A: *If you are having trouble accessing or viewing an assignment your teacher posted in Google Classroom, start with contacting your teacher through Gmail, a private comment in Classroom, or in a teacher scheduled Google Meet. You can also contact your Digital Media teacher (Digital Literacy Specialist) the same way by emailing, commenting in your Digital Media Google Classroom or asking questions in your scheduled Digital Media Google Meet class. If there is something wrong with your Chromebook or Internet, have your family use the Tech Help Desk https://www.d41.org/techathome.*

Q: How should I keep track of my assignments?

A: *In each Google Classroom you will have a "Stream" that will show announcements and "Classwork" that will show your assignments. There is a "View Your Work" button on the Classwork page to see what is due. Google Classroom will be organized by date, so you can see what is expected for each day.*

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	Ideas to help prepare for remote learning

❏ Sign into your School Google Account
[Directions for Accessing Google Login & Google Classroom](#)

❏ Open up Google Classroom to view Classes - Click around to get comfortable with the view of Google Classroom. Check out these [Google Classroom Tips](#).

❏ Open up Gmail to view it. Check out this [Gmail Help](#) for guidance.

❏ By default, students get notifications in their Gmail from all Google Classrooms they are enrolled in. Follow [these directions](#) or watch this [video](#) to change your Classroom notifications. Your Digital Media teacher will remind you of these settings if you notice your Gmail becoming difficult to view.

❏ Your teacher will have a Google Meet link in the Google Classroom banner for live instruction. Information about the Meet will be located in the Classroom. Your classroom teacher and your Digital Media teacher will help instruct you on how to best use Meet. Here are some [Google Meet Tips](#) and [Google Meet View](#). Having trouble with Meet? Refresh Chrome and go back to the link. Once the teacher begins the meeting, students will be allowed to join.

❏ Check out the AUP & Tech Guidelines
[Acceptable Use Policy Student Version](#)
[Acceptable Use Policy Primary Version](#)
[Remote Learning Tech Guidelines and Camera Directions](#)

Parent Tip: Know your child's school account login information so you can log in as your child to view his/her Classroom, Drive, Gmail, etc. You can do this from any device by signing into Google. Please sign out of the account when finished. You will be able to see if you are on your personal accounts or your child' school account by looking at the upper right profile circle icon in the Chrome browser window.