



Dear Families,

Washington Township Public Schools will begin remote learning for all students on Tuesday, March 17, 2020. We've prepared our teachers for this delivery of instruction, and our goal is to ensure that lessons are reasonable and meaningful so that students can remain engaged and learning can continue during this time. The learning resources are intended to reinforce, maintain, and extend learning, and to meet New Jersey Department of Education's remote instruction requirement for COVID-19. Teachers will be available throughout the working day to help answer any questions. Special arrangements will be made for students with limited or no Internet access, and families without devices will be contacted with instructions. If a sibling has a district issued laptop, we expect the siblings to share. While we are making every attempt to contact those without Internet or devices, you are encouraged to email jkonecki@wtps.org or isturniolo@wtps.org to report your needs.

Important information regarding remote learning is listed below:

- **Communication with families is critical. Parents should ensure that their email information is accurate in PowerSchool so communication can be received.**
- Parents of students in PreK-5 and students in grades 3-12 will receive a daily email no later than 9 a.m. from each grade level/subject area teacher which will explain the expectations for the day. Parents of students in elementary school may need to assist students with reading the directions and expectations.
- Teacher emails will contain a learning target, activities for the daily lesson, links or attachments for content with directions on how to access, and student expectations for completing the work. Questions about this content should be emailed back to the teacher who will be available during normal school hours to handle questions, concerns, and provide assistance. You should expect to hear a response within 24 hours.
- Teachers will be mainly using Seesaw and Flipgrid for students in grades PreK-2 and OneNote and Flipgrid for students in grades 3-5. Attached are parent directions regarding these platforms. Directions or links to other online programs will be sent to you from your child's teacher(s).
- Students in grades 6-12 will use various platforms, such as Nearpod, OneNote, Flipgrid, Office365, Unified Classroom, and other tools students are familiar with.
- Students in Special Education will be provided assignments that will allow for appropriate accommodations/modifications and instruction at their level.

It is important to emphasize that we are in a state of public health emergency and wish to reinforce following guidelines developed by the CDC which include discouraging children from gathering in other public places while school is closed to help slow the spread of COVID-19.

We recognize that these closures may bring challenges to families and the community but appreciate your cooperation as we work together during this unprecedented time.

At Home Parent Info Guide- Remote Learning

Instructional Technology- Delivering Instruction



Access to Resources

Students should be working on their district-issued device or home devices to access their Outlook district email, digital textbooks, and other related resources. Listed below are commonly used platforms and access points for your reference.

Grades PreK-5

Attached are directions for accessing online resources: Seesaw, OneNote, and Flipgrid.

Grades 3-12

To access school email, students can visit the website: office.com. Alternatively, they can visit the district webpage, click students, and click on "Office 365 Login". Students sign into this site with their Office 365 credentials (district email and their student ID number).

Digital resources and textbooks can be accessed through the website: <https://launchpad.classlink.com/wtps> for all students. Students sign into this site with their Office 365 credentials (district email and their student ID number).

Grades 6-12

All digital textbooks are accessible through the Unified Classroom.
<https://classroom.powerschool.com/>.

Students sign into this site with their Office 365 credentials (district email and their student ID number). After arriving at that site, they can go to "Quick Links", "Portal Login", "My Calendars" and, "Easy Bridge Access" to see their courses.

Unified Classroom hosts Class Pages, which may contain resources and digital assignments. You can access these through the Unified Classroom <https://classroom.powerschool.com/>. Students sign into this site with their Office 365 credentials (district email and their student ID number).

Some classes may utilize Schoology for resources and digital assignments. You can access this through the link <https://wtps.schoology.com>. Students sign into this site with their Office 365 credentials (district email and their student ID number).

A Parent's Guide To...





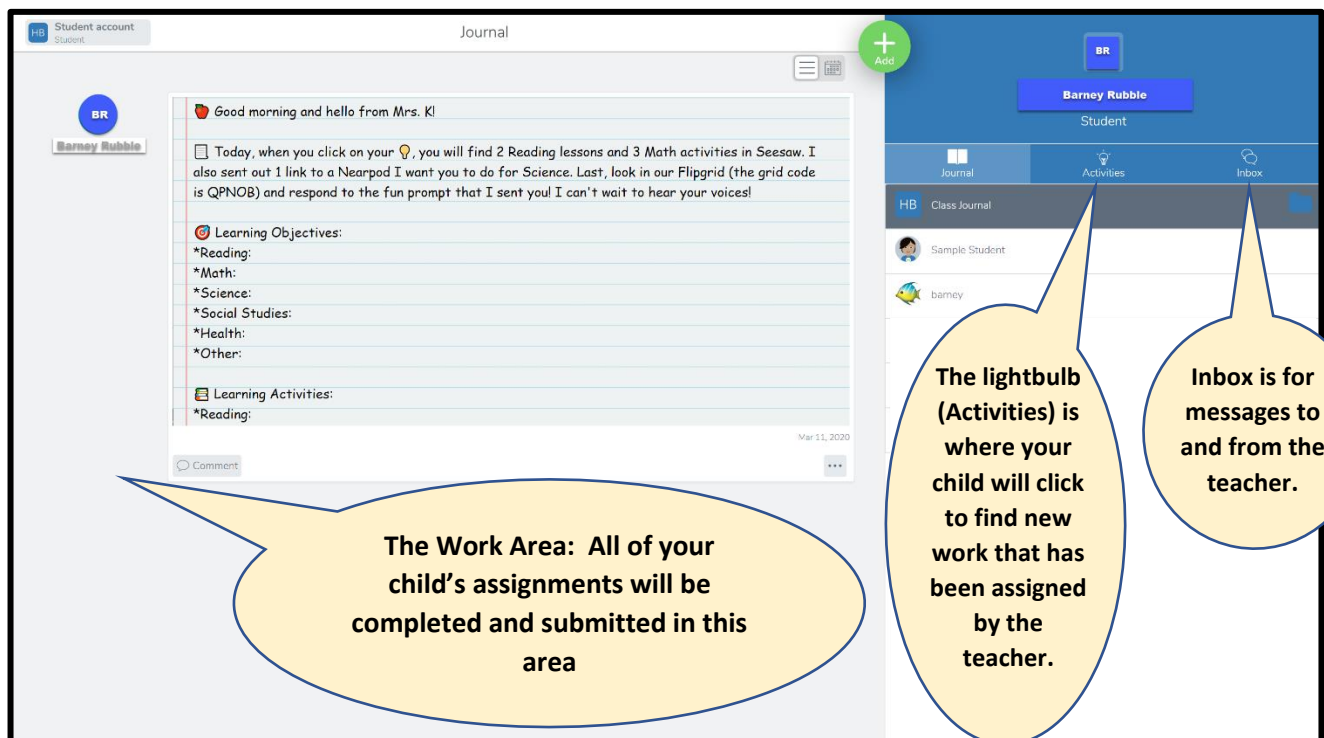
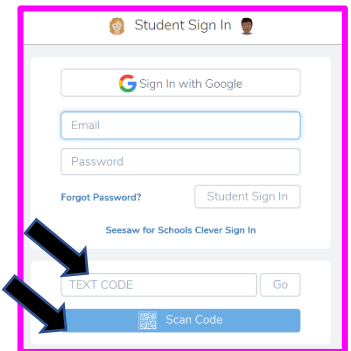
What is it? Seesaw is both an app and a website. You can access it either way from home, but your child is most familiar with the iPad app. It will even work on a phone. Seesaw is a simple educational technology platform where teachers can post work digitally and students can “show what they know” in a variety of ways – usually by typing, drawing, speaking. Their work goes into their own “digital portfolio” in Seesaw.

I already have the parent app. That's great, but the students need to access Seesaw in a different way. They have their own code to get in – it's actually a QR code.

How does my child get to Seesaw? Your child has been given two ways to log into Seesaw from home – a “Home Learning” QR code that can be scanned with most tablets and phones, or even with a laptop's webcam. The other way your child has been given is a text code. The image on the right shows the “computer” view for logging in. Your child will use either one of those two bottom options (shown by arrows.)

Okay, we're in...now what? Luckily, your child is already familiar with how to use Seesaw because it's used frequently in class.

The picture below shows you an overview of everything you and your child will see. Again, your child is familiar with this screen. Basically, there are 3 main areas: the large work area on the left is where your child will see the actual assignments and work on them. The lightbulb  is the where you will go each day to find new assignments. The inbox  is where the teacher will push out notes and announcements. They can be sent to individuals or the whole class, and you can also reply and use this space to communicate with the teacher.



A Parent's Guide To...



ONENOTE
CLASS
NOTEBOOK

What is it? OneNote is like a digital binder, an organized online notebook. Since the binder is digital, you can hyperlink text, embed video and audio, add drawings, insert images, and so much more. Class Notebook is a digital notebook that teachers can use to share, collect, and communicate with their students using all those digital tools!

Signing in is really easy



1. Go to the wtps.org
2. Go to Students and click Office 365 login
3. Students sign in (using their @students.wtps.org and password) and click on OneNote
4. Then a list of their notebooks shows up in the shared with me tab. They just click the right one!!

ALL YOU'LL NEED TO KNOW

1. The **content library (teacher's sections)** is where important course documents can be stored for student use. This is view only and is a teacher's section to build and organize work for students.
2. Your student's personal private **student notebook** shows up directly under the teacher's content library. Each student maintains his or her own notebook that is viewable only by the student and the teacher. This creates a private space for students to do their work. Teachers can see work being done in live time and leave feedback for students!

Since Class Notebook is an Office365 tool, it saves everything you do **in live time**. THIS MEANS you don't have to hit any submit button(s)! If the student is on the internet OneNote is saving his/her work as it is being completed!

Content Library is for the teacher's copies. These are view only. Teachers distribute their work from these sections.

This is where your child's work will show up. Teachers will distribute information into the appropriate section!

A Parent's Guide To...



What is it? Flipgrid is an online (web-based) simple educational technology platform where teachers can post prompts and students can respond via video right within the platform.

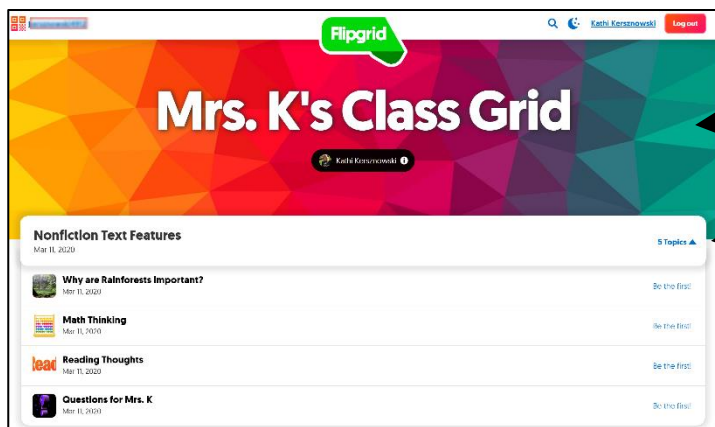
Is it safe? Absolutely! Only students in the class (and in some cases only the teacher) can see the videos. It is an important way to build community, share knowledge, and learn from each other. It also allows the teacher to see what the students know and understand and to give them feedback via video response.

How do we get to the Flipgrid? It works on any device, so you can either go to the website at Flipgrid.com or you can download the free app. On the home screen of either, it will ask for a FLIP CODE. The teacher will send you a grid code and you may want to write it down here

Enter a Flip Code

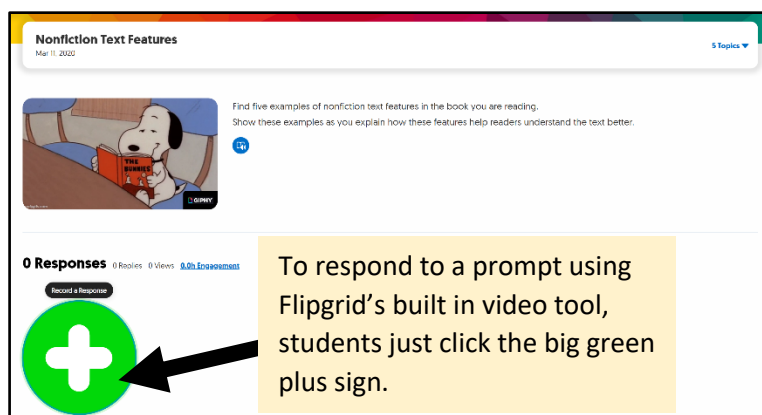
Once the grid code has been entered, your child still needs to log in. Keep in mind, not all teachers will choose to use Flipgrid.

- In grades 3-5, he/she will enter the school email (FirstInitialLastName@students.wtps.org).
- In grades K-2, he/she will enter username: First Name, Last Initial and password: Lunch pin number (Jonny B and 3099842)

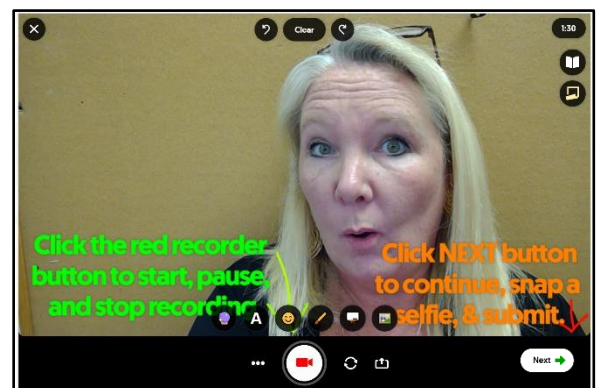


A Grid is the entire webpage. This one is called Mrs. K's Class Grid.

There can be unlimited topics. Click the ▼ on the right to view all topics.



To respond to a prompt using Flipgrid's built in video tool, students just click the big green plus sign.



Click the red recorder button to start, pause, and stop recording.

Click NEXT button to continue, snap a selfie, & submit.



Information Technology Department

529 Hurffville - Cross Keys Road • Sewell, New Jersey 08080
856.589.8500, ext. 7310

Technology Support Options and Procedures During District Closure

The IT Department will continue to provide support to our students, teachers, and staff while the District is closed through virtual means. Our hours of operation will remain the same from 8:00am - 4:30pm Monday through Friday.

For Staff and Teachers:

- Please continue to submit Help Desk tickets as you normally would at: <https://wtps.incidentiq.com>

For Students and Families:

- Questions can be emailed to studenthelp@wtps.org

For All Users:

- We will continue to staff our Help Desk virtually, you may call us at 856.589.8500 ext. 4357. If we are busy helping someone else, please leave a voicemail with your name and contact information. When we call back, it will come from a blocked number, if you have these numbers blocked, please temporarily turn this feature off or call back at a later time.
- We will have the ability to remotely control your computer should the need arise. This will happen through WebEx where IT invites you to a virtual meeting via email, during the virtual meeting we will request control of your PC and you will be able to see everything we are doing. Please ensure your camera is OFF for the session. At any time you can end the session. Directions for this will be made available.
- In the event of a hardware issue, we will make arrangements with you to exchange your device for another one during normal business hours.

This document, along with other relevant information can be found by going to www.wtps.org/technology and going to the COVID-19 page.