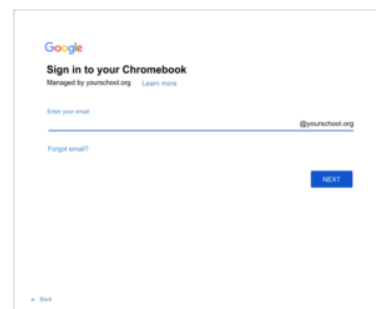


Parent and Student Guide to Online Learning

1. How to Log in to the Chromebook [Video: How to Log Into Your District Chromebook](#)

- a. Open Up Chromebook
- b. Login Screen (use credentials given to you by school)
 - i. Username: [firstnamelastname##@solonschools.net](#)
 1. @solonschools.net should be autocompleted for you, so you only have to type firstnamelast##
 2. example: johnadams29@solonschools.net
 - ii. Password: student ID + sc#
 1. example: 123456sc#

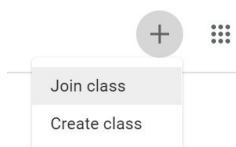


2. How to Navigate to Google Classroom [Video: How to Navigate to Google Classroom](#)

- a. Go to Solon City Schools webpage <https://www.solonschools.org/>
- b. Select the school from the drop down menu on the top right corner
- c. K-4 students: From the individual school's homepage, hover over the name of the school and select "**Teacher Webpages**" from the drop down menu
- d. 5-12 students: From the individual school's homepage, hover over the "Students" tab in the top menu and select "**Teacher Webpages**" from the drop down menu
- e. Select your child's teacher from the list
- f. On the teacher's welcome page, you should see a link to Google Classroom and all the necessary Google Classroom codes
- g. Click on the link for Google Classroom
- h. Google Classroom opens and you will want to **Bookmark** this for your student by click on the little star icon in the web address bar



- i. Student will select **+Join Class**



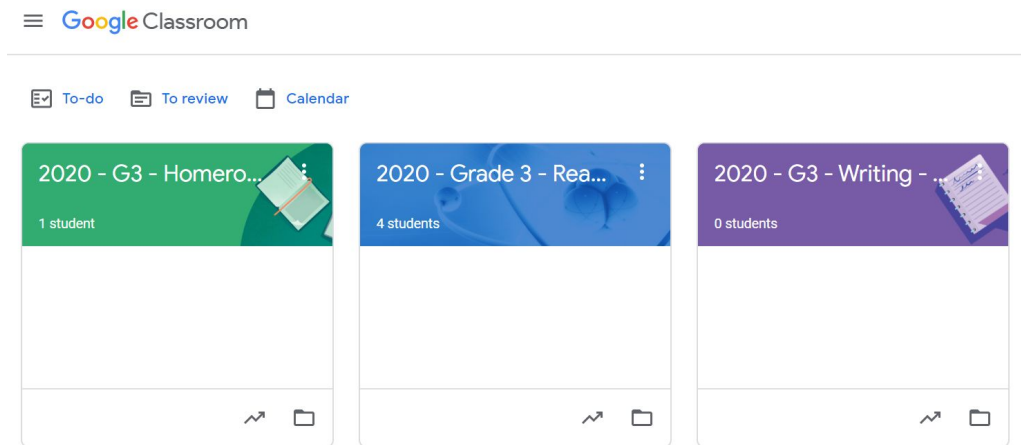
- j. Enter the Google Classroom codes that your student's teacher has posted on the Teacher Webpage to join the class

Class code
Ask your teacher for the class code, then enter it here.

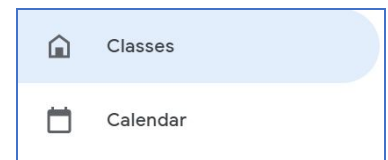
- k. Repeat step above for all classes on student schedule
 - i. K-4: All specials teachers codes will be on homeroom teachers main page

3. Google Classroom Basics [Video: Google Classroom Basics](#)

- a. Home page: Will see all classes your student is enrolled in
 - i. Can click on each class to access content from the teacher in that class
 - ii. Can change the order of the class by clicking and dragging the classes around on the screen

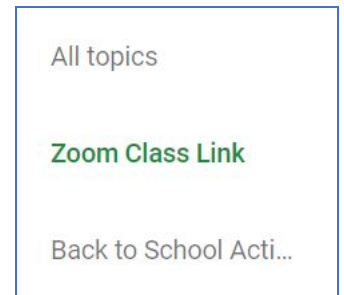


- b. Once you click on a class, to navigate back to the home screen, you click on the three lines in the top left and select "Classes" from the top of the menu



c. To Find Zoom Link

- i. Each Google Classroom will have the Zoom meeting link for the students
- ii. Click on the Google Classroom
- iii. Click on Classwork tab at the top
- iv. On left hand side under the Topics, click on **Zoom Class Link**
- v. Click on the link in the material posted that says "Launch Meeting"



d. "To Do" section

- i. This will list all assignments by due date
- ii. Will show what is missing

4. Zoom Basics [Video: Zoom Basics](#)

a. Access

- i. Student will have to sign in with their Solon Google account to activate their Zoom account
- ii. Click "**Sign in**" to join
- iii. Click "**Sign in with Google**"
 - 1. If using a district Chromebook, the login information is saved

b. Tools

- i. Audio: Mute/Unmute
- ii. Video: Video On/Off

c. Etiquette

- i. Have Chromebook charged/plugged in
- ii. Have class materials ready
- iii. Be on time for class
- iv. Find a quiet place free of distractions so you can focus
- v. Maintain respect in speaking, writing, and appearance

- vi. Have your video on
- vii. Stay on mute. Click the "Raise hand" button if you have a question or something to share
- viii. Stay focused and on task

5. What does your daily schedule look like?

- a. Follow schedule provided by your student's building or teacher
- b. Student logs into Chromebook and clicks on Google Classroom bookmark on top of web browser
- c. Student clicks on their first Classroom of the day
- d. Student clicks on the Zoom Meeting link to join and will be in the Waiting Room until the Teacher allows them to join
- e. Teacher will post assignments and links to outside assignments on Google Classroom