



Getting Started with an Arctic Academy Day

I have Wifi at Home!

Great! Your student has pre-loaded lessons in Google Classroom under the “ ___Grade Arctic Academy Classroom”.



<-----This is the icon for Google Classroom. Find it on the shelf of your CB.

(If you are accessing Classroom from a home computer you must first log into the chrome browser with your *username@boe.mono.k12.wv.us* and your Chromebook *password*.)

Then find the link to Classroom under  Apps)

1. Students will locate the appropriate google classroom class. (See instructions above.) Then click on the “Classwork” tab at the top of the screen.
2. Under “Classwork” are 5 complete days worth of lessons. You will click on the appropriate day and complete those activities only. Superintendent will note the day number. (i.e. it’s an Arctic Academy Day 1, etc.)
3. Each day goes in steps. (step, 1, step 2, etc.)
4. Step 1 is always the instruction sheet for the day with what the student must complete. Open this Google Document (to view only) and keep it handy for the entire day so you can keep track of what has been completed.
5. Step 2 is a reading assignment. Open the PDF and read the document.
 - a. Then open the document that corresponds with the reading. This is a Google Doc. **Students will have to click File----> make a copy** so they can edit the document with their responses. A new window will open that they can then edit and save their work.

- b. Have students rename this file to their name and the assignment title in the top left corner. (i.e. Reaves Nature Stinks) All edits are auto saved. **(This will be turned in when students return to school)**
6. Step 3 is a brain break. Open the PDF and complete on your own. There's nothing to turn in here.
7. Step 4 is a math task card. Open the task card to view. Then open the appropriate app. In your launcher. (These have been pre-downloaded on each student's CB)
 - a. If you are accessing from the Chrome Browser on a home device click on "apps" or the rainbow waffle in your top left of your screen by the search bar.

It looks like this----->  Apps This will show all your available apps.

8. Work through the math task card then take a screenshot of your of the final work as per the instructions. **(This will have to be turned in when students return)**
9. Step 5: YOU DID IT! This is just your certificate to show how awesome you are for completing your AA Day! Congrats to you! YOU DID IT! You are finished for the day!

I don't have Wifi at Home....

Here are your options to complete and access your lessons for the day:

1. Locate a location with free wifi so that you can work through your assignments in a location with free wifi. (See instructions above.) **Parents can park outside of any school and connect to the wifi with the student Chromebook.**
2. Use a hotspot or free wifi area to download your specific lessons. Simply use the directions above to access the day of lessons and download each item to the students Chromebook.
 - a. Google Docs (file-- make a copy)
 - b. PDF's - open the PDF and then click the snowman in the top right corner to open in a new window then click the down arrow to download. (top right) These things are now available offline(no internet needed)for your use in the students:



Google Drive or



Files.

Any other questions feel free to call the school on an Arctic Academy Day. Teachers are available to take your calls and help in whatever way possible! Thanks for making this a successful educational day for your student!