DISTANCE LEARNING TOOLKIT

GUSTINE UNIFIED SCHOOL DISTRICT

*Adapted from Patterson USD 2020
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WELCOME

As we support your child's academic journey, we have gathered some resources to help you and your child navigate through the digital world. Please visit our district website for additional information, updates, and resources as technology is always changing!

GUSTINE UNIFIED SCHOOL DISTRICT
1500 Meredith Avenue
Gustine, CA 95322
209-854-3784
gustineusd.org
# SUPPORT NUMBERS

## DISTANCE LEARNING INFORMATION & RESOURCES

**DISTRICT OFFICE**

(209) 854-3784

**SPED SUPPORT**

(209) 854-3784 extension 201

**CURRICULUM AND INSTRUCTION**

(209) 854-3784 extension 202

**NUTRITION SERVICES**

(209) 854-6747

**DISTRICT WEBSITE:**
gustineusd.org

## COUNSELING SUPPORT

<table>
<thead>
<tr>
<th>Counselor</th>
<th>School</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Areli Dohner-Chavez</td>
<td>Gustine High School</td>
<td>(209) 854-6414</td>
</tr>
<tr>
<td>Melissa Estacio</td>
<td>Gustine High School</td>
<td>(209) 854-6414</td>
</tr>
<tr>
<td>Horacio Mercado</td>
<td>Gustine Middle School</td>
<td>(209) 854-5030</td>
</tr>
<tr>
<td>Adriana Herrera</td>
<td>Romero Elementary</td>
<td>(209) 854-6177</td>
</tr>
</tbody>
</table>

**GUSTINE UNIFIED SCHOOL DISTRICT | DISTANCE LEARNING TOOLKIT**
AERIES SUPPORT

Accessing Aeries Parent Portal
https://gustineusd.aeries.net/

Enter your email address and password for your Aeries account.

If you already have an account and need to reset your password, click "Forgot Password"

If you need to create an account, click on "Create an Account" and fill in the information.
If you need help call your school office.
## Class Summary

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<th>Gradebook</th>
<th>More</th>
<th>Trend</th>
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Check grades here.

Check for Missing Assignments here.

### AERIES SUPPORT CONTINUED...

**MONITORING GRADES AND MISSING ASSIGNMENTS**

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**Gustine High School**

**GUSTINE UNIFIED SCHOOL DISTRICT | DISTANCE LEARNING TOOLKIT**
CREATING A LEARNING ENVIRONMENT AT HOME

Creating an AT-HOME LEARNING ENVIRONMENT

HAVE A DESIGNATED ROOM OR TABLE FOR SCHOOLWORK

This allows you to have everything easily accessible in one place. Your studies are important; give it the space that it deserves.

GET ORGANIZED

- Organize school work by subject
- Gather all your supplies in your designated work space
- Use your agenda to keep track of assignments, due dates, quizzes and tests

REMOVE ALL DISTRACTIONS

- Leave your phone in another room
- Turn off the tv and video games
- Minimize the number of tabs you have open on your device
- Keep messy foods/drinks away from your workspace
- Try to find a quiet place in your house with the least or no distractions

TAKE SMALL BREAKS

- Set timers for work time; as well as break time (Example: 40 minutes of work, 10 minute break)
- Take a lunch break (ex: 30 mins)

FOCUS

GET MOTIVATED!!

- Create daily goals that must be met
- Set small rewards for when those goals are met
- Create visible calendars or lists and cross off items that are completed
- Reach out to your parents, teachers, or school counselor if you need help

Lauren Wells Aldridge, Certified Florida K-12 School Counselor
SOCIAL & EMOTIONAL LEARNING AT HOME

Stress Resilience for Parents and Caregivers

Stress Busters

- Balanced Nutrition
- Mindfulness Practices
- Mental Health Care
- Supportive Relationships
- Quality Sleep
- Physical Activity

bit.ly/BustKidCovidStress
bit.ly/BustAdultCovidStress

California Parent & Youth Helpline

1-855-4A PARENT
1-855-427-2736

8am-8pm Monday-Sunday

CALL, TEXT OR LIVE CHAT NOW FOR EMOTIONAL SUPPORT OR TO SIGN UP FOR ONLINE PARENTING SUPPORT GROUPS

caparentyouthhelpline.org
info@caparentyouthhelpline.org

Asking for Help is a Sign of Strength®

GOLDEN VALLEY HEALTH CENTERS

To make an appointment, call or text: 866.682.4842

www.gvhc.org

Playworks.org

bit.ly/PlayworksPlayAtHome
A Chromebook is a device with a keyboard that allows for quick access to the internet and Google Suite for Education through the Chrome browser.

1. OPEN LID
   - If Device is off: click the power button found on the top right of the keyboard.
   - If the Device is on: start using it.

2. TO CHARGE:
   - Connect the power cord to the power adapter, then plug the charger in the small rectangular port on the right side.

3. TO LOGIN:
   - Type your student’s email and password to sign in.

FOR MORE GUIDES: Check out our “Device Resources for Parents” by typing this link in an internet browser: https://rb.gy/n3uxg4
For the first part of the school year, TK - 3rd grade students will be able to sign on to the Chromebooks by scanning a Clever Badge! Please help ensure your child does not misplace their badge! Students who do not have a Clever Badge can login through their district Google account.

1. **Click “Next”**
   
   ![Next button](image)

2. **Camera should automatically turn on**
   
   ![Camera on](image)
   
   **Clever Badges**

3. **To scan, place the badge with the QR Code facing the front of the camera located at the top of the monitor screen (not too close and not too far).**

4. **You will see a green check mark and your child should now be signed in to the device.**

   ![Sign in](image)

**TIP:** if the badge does not work the first time and you receive an error message, click the back button on the screen and go through the steps again.
Help! The Chromebook is not working properly.

Are you experiencing ongoing Chromebook issues?

Try restarting the Chromebook

Note: Turning your chromebook on and off may cause unsaved work to disappear, be sure that all files are saved before turning it off.

Follow these simple steps:

1. Log off the Chromebook by clicking in the bottom right hand corner of the Chromebook next to the time.

2. Turn off the Chromebook by clicking the shut down button on the right hand corner and wait 10 secs before powering back on.

3. Turn on your chromebook and type in your username and password and log back in.

4. Try using your Chromebook to see if the issues are resolved. If not, contact your school’s tech support for help.

Still having issues? Contact our tech support

Coming Soon
How do students connect Chromebooks to WiFi?

1. Locate and click on the WiFi icon in the bottom right side of the Chromebook screen.

2. Click on the WiFi icon.

3. Select the network you would like to connect to.

4. You may be prompted to type in a password. Then click connect!
There are low-cost internet options for families as well as district issued hotspots.

Contact your child’s school for more information if internet is needed in your home.
Every Chromebook has features to assist with student learning such as dictation and screen magnification.

To enable the features follow these steps:

1. In settings, enable Accessibility options in system menu

   ![Accessibility settings](image)

2. Open status tray:

   ![Status tray](image)

3. Click on the system menu at any time

4. Enable or disable Accessibility features as needed

   ![Accessibility features](image)
COMMUNICATE

HOW DO PARENTS COMMUNICATE WITH TEACHERS?

ParentSquare is the official tool for parents to communicate with their students’ school and individual teachers.

Get started in 3 easy steps!

1. Download the iPhone or Android mobile app OR visit www.parentsquare.com

2. Log in with your email or phone registered with the school

3. Start receiving posts relevant to your child

Getting Started for Parents: [QR Code]

How to Send a Message to a Teacher: [QR Code]
Students have the ability to email their teacher(s) using Gmail.

- **Students TK-8th grade** may not send or receive emails to/from addresses other than @gustineusd.org
- **Students 9th-12th grade** have the ability to send and receive emails to/from any address.

1. Go to [gmail.com](http://gmail.com) and click “compose.”

2. In the “to” section, begin typing the name of the person you are wanting to email. Select their name from the list that populates. Type your email and click “send!”

**TIP:** You can also email from directly within Google Classroom. Select the “people” tab and click on the envelope icon.
How do students communicate with teachers using video?

How Students Join a Google Meet through a link in Google Classroom

**Step 1**

Students click the Google Meet link in Google Classroom posted by their teacher.

Video Tutorial Link: bit.ly/join.cg.meet

When the teacher posts the link, it will either be in a post they made or it can be found at the top of the classroom under "Meet link."

**Step 2**

When you click on the link, it will send to a page like this.

Click Join Now

When the teacher posts the link, it will either be in a post they made or it can be found at the top of the classroom under "Meet link."
COMMUNICATE

HOW DO STUDENTS COMMUNICATE WITH TEACHERS USING VIDEO?

HOW STUDENTS JOIN A ZOOM MEETING


ACCESSING ZOOM THROUGH A LINK IN GOOGLE CLASSROOM

STEP 1

Video Tutorial Link:
bit.ly/joinazoomwlink

Students click the Zoom link in Google Classroom posted by the Teacher.

The teacher may have added the link in Google Classroom on the "Stream" or as an assignment under "Classwork."

STEP 2

When prompted, students type their first name or their first initial and last name and then click "Join."

Students will only have to complete this step once and then the system will remember their information the next time.
Where will students access assignments?

Google Classroom is an online app that lets teachers create, assign, and collect students’ digital work.

**JOIN A GOOGLE CLASSROOM**

1. **Browse to Google Classroom:**
   - Type `classroom.google.com`
   - or
   - Click on the Google Classroom Icon in Clever.

2. In Google Classroom, find the class and click on the blue “Join” button.

3. If the teacher provides a class code, click the + sign, click “Join Class,” type in the class code, and click “Join.”
How do students access digital curriculum?

When teachers assign work in Google Classroom using the District Adopted Curriculum, students can access the curriculum through a tool called **Clever**.

1. Click on the Chrome icon in the system tray.

2. Click on the Clever icon or click on Clever in the **gustineusd.org**

3. Click “Log in” or Clever Badge login
Kids today may seem like experts at using technology, but the digital world requires all kinds of skills and habits that kids don’t just pick up as they go. **Digital citizenship** helps them learn those skills.

The Common Sense lessons help kids in grades K–2 develop healthy media habits and learn how to be safe online. Lessons for kids in grades 3–5 continue to focus on screen time and online safety. Older kids also learn about how to recognize cyberbullying, what is and isn’t OK to share online, and how to find credible news and information.
Common Sense Education provides resources to help you support your kid’s learning.

You can visit the Common Sense website at [https://www.commonsensemedia.org](https://www.commonsensemedia.org) for family tips and resources to use with your kids.

Working together with Common Sense Education, we can prepare today’s kids to think critically and use tech in positive, creative, and powerful ways.