



VSH Parent University



Welcome to Quarter 3:
2021 – 2022 School Year

Introductions

- ✓ Principal
- ✓ Assistant Principal
- ✓ Office Staff
- ✓ Counselors
- ✓ Coordinators



**Dr. Sherawn
Reberry, Principal**



**Erica Gerber,
Assistant Principal**



**Bitia Carr,
VSH Secretary
Elementary Registrar**



**Heather Fitzgerald,
MS Registrar**



**Lori Mundy,
HS Registrar**



**Megan Robinson, HS
Academic Counselor**



**Bree Jerome, HS
College & Career
Counselor**



**Kathi Hancock,
MS Counselor**



**Tina Young,
Elementary Counselor**



**Cyndi Groth-Landis,
VSH Coordinator**



**Charles Maxwell,
VSH Coordinator**



**Katie Mittleider,
VSH Teacher, MS PE/Health**



**Loren Wilson
MS ELA Teacher, Admin Intern**

Teams



01

LIVE MEETINGS

All Students
participate in Live
Sessions through
Teams



02

CHANNELS

General
Live Class Meetings
Archived Videos
Checklists
Office Hours
+ Teacher Specific



03

COURSE WORK

Secondary 6 – 12:
Access through
PEAK (FuelEd)



GOAL FOR YOUR STUDENTS

To help students become self-directed in their learning and demonstrate ownership and pride in their work.

Part 1: What to Expect at Virtual School House

Platforms We Use

- Teams/Class Notebook
- FuelED (also referred to as Peak/Brightspace)
- PowerSchool

Basic Computer Skills

- Know how to access and use **Microsoft Office 365**
ACCESSING OFFICE ON DISTRICT & PERSONAL COMPUTERS
- Sending Email & Email Etiquette
- Utilizing the Calendar (in both Teams and Outlook)

A Day in the Life of a Student

Daily Good Practices for Students

- ❑ Show up for each class at the scheduled time
 - ✓ If you have a live class log-in and attend the live session
 - ✓ Always login on time
 - ✓ If you miss a live session, watch the archive

- ❑ Use the designated class period to work on the tasks (see checklists)
 - ✓ When students follow their checklists, they should be able to finish assigned work each day.
 - ✓ However, there may be times when students need to work on classwork outside of designated times.

- ❑ Identify tasks or assignments for the day – it is important to know what needs to be completed or worked each day.



Daily Good Practices for Students

- ❑ Complete assignments and hand them in assigned for that day.
 - ✓ Use the checklists and follow timelines from teachers
 - ✓ Keep up on assignments, don't procrastinate

- ❑ Read all communication from your student's teacher(s).
 - ❑ Email is our primary method of communication.
 - ❑ Teachers send out regular communication regarding information about courses and other important items.

- ❑ Check your email at least **3 times** a day
 - ❑ First thing in the morning
 - ❑ Right after lunch
 - ❑ At the end of the day before signing out.



Increasing Student Success

❑ **Only use school email accounts** to communicate with teachers and staff (6 -12)

- ❑ There are still a lot of students who use their personal accounts.
- ❑ Teachers cannot communicate with a student via personal accounts for security reasons.
- ❑ Students will not have access to all WASD platforms if not using their school accounts for security purposes.

❑ **Ask For Help!** If students are struggling, or have questions outside of live class times, encourage your students to build self advocacy skills by utilizing their teacher's office hours (K - 12).

❑ **Attendance Is Key!**

- ✓ While we value flexibility in student learning, attending live classes whenever possible is one of the easiest ways to ensure student success.
- ✓ If students are not able to attend live classes, make sure students are viewing the archived classes, which are found on the channels in Teams.



EMAIL SKILLS

There are basic skills every student must have to be successful in online learning.

Essential Email Skills

- It is important that both parents and students read email communication from teachers. This is the primary form of communication for teachers, especially with parents.
- Students need to make sure they are checking their email regularly – this means at least daily, if not multiple times a day (First thing in the morning, around mid-day, and before they sign off for the afternoon)
- Properly compose an email using a ***subject, greeting, body, closing, and signature.***
- Attach a file to an email

HOW TO EMAIL A TEACHER

1 SUBJECT LINE

2-5 word summary of the email

- Missing Grade
- Homework Question
- Late Work

2 BEGIN WITH A GREETING

- Good Morning
- Hello
- Good Afternoon

This is in the body of the email

3 BODY OF THE EMAIL

- I am writing because.....
- I need help help.....
- I am confused by.....

4 CLOSING

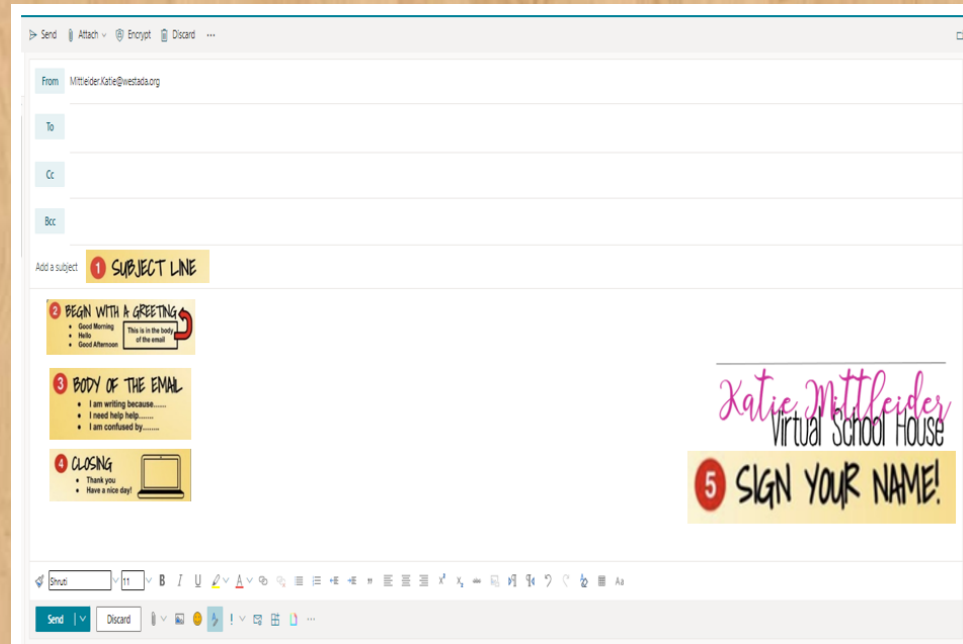
- Thank you
- Have a nice day!



5 SIGN YOUR NAME!

General Tips:

- Be sure to use proper capitalization & punctuation.
- Always use proper grammar.
- Plz spell out ur words.
 - Please spell out your words.



NAVIGATION SKILLS

There are basic skills every student must have to be successful in online learning.

Essential Navigation Skills

Can students access, navigate, and use the following sites/platforms with ease?

- **Microsoft Office Suite** - we are a Microsoft district and most platforms we use sync and talk to each other. Students should be signed in daily to make sure they are saving and accessing materials correctly.
- **Edge/Google browser sign-in** – many programs will not operate correctly if a student is not signed into their web-browser.
- **Teams** – This is equivalent to the physical classroom and is used for live classes and joining new classes. Class updates, broadcast information, discussion boards for asking questions, files, archives, and agendas are all found here.

NAVIGATION SKILLS

Essential Navigation Skills

- **Calendar** – this is the most reliable way to never miss out on a class meeting or event. Students need to learn to rely on their calendar and check here first when they are trying to figure out ‘where they need to be’ for the day.
- **Peak/FuelEd** – this is the curriculum part of their classroom and is used for all curriculum delivery. Weekly task lists, pacing guides, and calendars exist within the Peak platform. Students will work through their assignments and lessons through Peak modules.
- **PowerSchool** – official grades platform. It is important that both parents and students check PowerSchool on a regular basis. Parents can subscribe to email grade updates at a frequency of their choosing through their Parent PowerSchool account in the Notifications option in the PowerSchool menu.
- **Share a file link/sharing access to a file link** – use the sharable link from the document or platform and not the web address they are working on.
- **KNOW YOUR PASSWORDS.** It is a good idea to keep these stored someplace.

COMPUTER BASICS

There are basic skills every student must have to be successful in online learning.

Essential Computer Skills

- **Downloading & Uploading** – Can students easily upload and download files?
- **When downloading**, can students easily *save a copy* of an assignment to OneDrive first and then work on the assignment. When you hand it in, you need to upload the saved assignment. (All downloads are read-only)
- **File Management** – Can students save & name files appropriately, so they can find them easily when they need them again.
- **Sharing a File** – Students should be able to successfully share a file with correct access to that file granted.

IMPORTANT REMINDERS!

- **Student Email Accounts:** Students should only be using their WASD student emails when communicating with teachers or working on school assignments. **This is a non-negotiable. We cannot communicate with students on personal accounts for privacy and security reasons.**
- **When possible, use the school issued devices** – personal devices are not always configured or using the same version of programs as the school devices are. This can cause problems when trying to access documents, presentations, completing assignments, etc.
- **We are a Microsoft district.** Even though many students use Google products, they are not always compatible with our MS platforms. Make sure students are using MS Products for their schoolwork. If you do not have MSOffice downloaded on personal devices, you can do so on up to 5 personal devices for FREE using your students district account.

PowerSchool

Grades

OFFICIAL GRADES* are located in PowerSchool. Check powerschool regularly for grade updates.

Missing Work

If an assignment is *missing* in PowerSchool, check their submission status within Peak (secondary) or their LMS used for handing in work.

PowerSchool Notifications

Set up notifications in your Parent PowerSchool Account (grades, absences, etc)

Grade Updates

Grades will be updated in PowerSchool on a weekly basis.

** Grades in Peak/Brightspace should be used for student progress monitoring only. Peak/Brightspace will not reflect a student's actual grade or performance.*

Ensuring Student Progress

Engagement

Are students fully engaged in class?
Or are they just going through the motions?

REMEMBER! Being logged in is not the same being engaged.

Student Work Space

Does the student have a clutter free/distraction free workspace?
Organization and planning is essential for student success.

Student Understanding

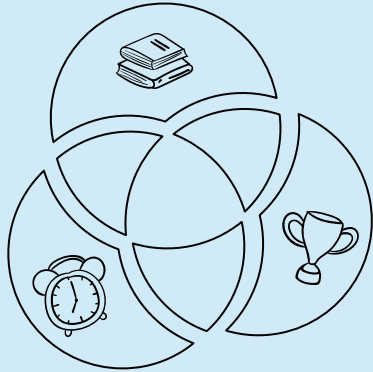
Does the student seem to understand what they are supposed to be learning. Check that completed work reflects understanding of the learning intentions.

Consistency

Make sure students are consistent in their routine and using their time wisely. Take well timed breaks to maintain focus and motivation. Moving and eating health snacks helps!

PEAK

Secondary LMS



PEAK LOG-IN:

This is the only Fuel Education login site that our students can use

<https://peak.getfueled.com>



Peak is simply the login portal to get to your online class. Students do not use Peak for anything else.



Fuel Education uses a different course naming scheme than West Ada. Once you click on any course card, you will see class titles that match your student's schedule.

Peak Log-In

This is the only **Fuel Education** login site that our students can use:

<https://peak.getfuel.ed.com>



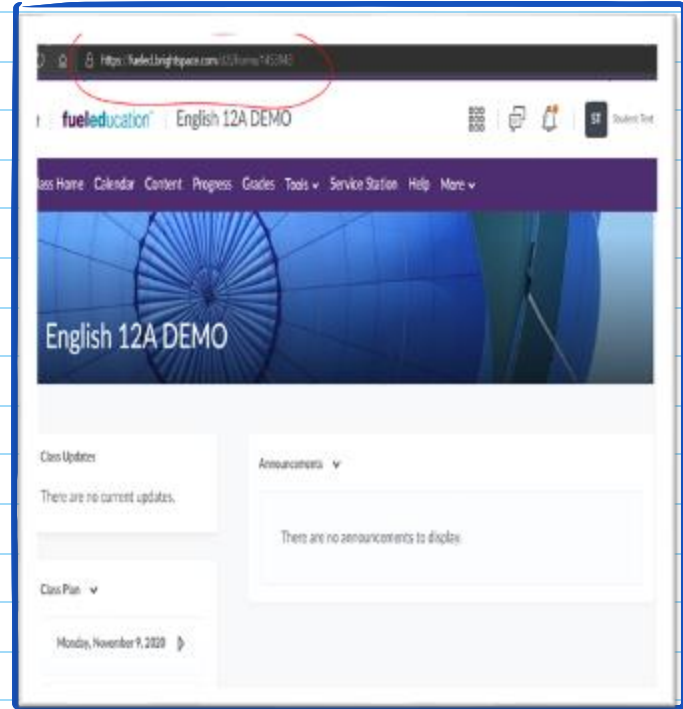
Peak Home Page

A student's homepage will have a *tile* for each class they are enrolled in for that quarter.



Peak Home Page

Clicking on a class card will take them into the class site in Peak.



01

Keys for Success in Teams

Important Tips for Teams

Team Names

Make sure you are in the correct team for each class. All teams will be named as follows:

Teacher Name_Class Name_Year_School

Examples:

Maxwell_Math1A_2021_VSH (*Secondary Classes*)

Maxwell_First Grade_2021_2022_VSH (*Elementary Classes*)

Important Tips for Teams

Team Meetings

Meetings will be visible on calendars, reducing confusion on which meeting they should be joining and what time/day meetings are held.

- ❑ Click on the *tentative meeting in the calendar*
- ❑ Select **RSVP**
- ❑ Choose **Respond to Series**
- ❑ Then select **Accept**.

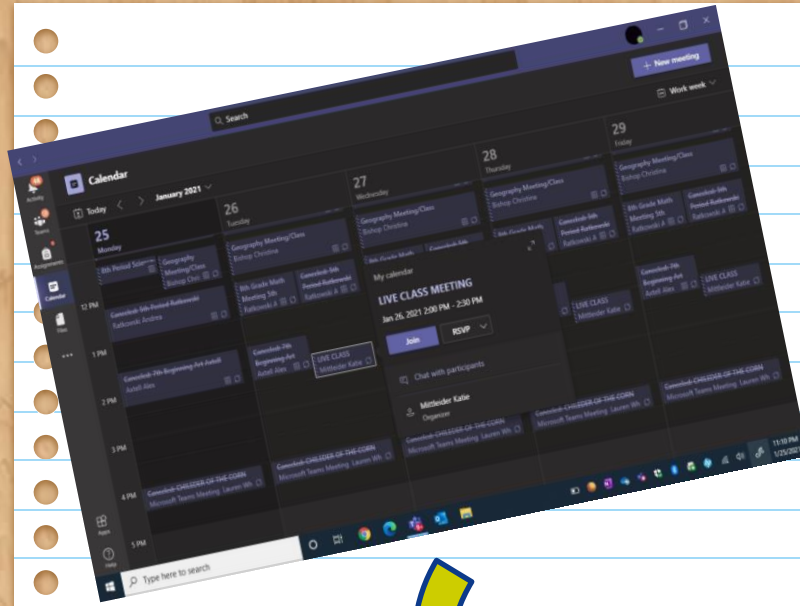
Important Tips for Teams

Team Meetings

Students should **RSVP to all scheduled meetings**. This will place the meeting on their Teams Calendar. Meeting schedules will be:

- All **LIVE** meetings
- **OFFICE HOURS**

RSVP in Teams



My calendar

LIVE CLASS MEETING

Jan 27, 2021 2:00 PM - 2:30 PM

Join **RSVP** ▾

LIVE CLASS
Mittleider Katie

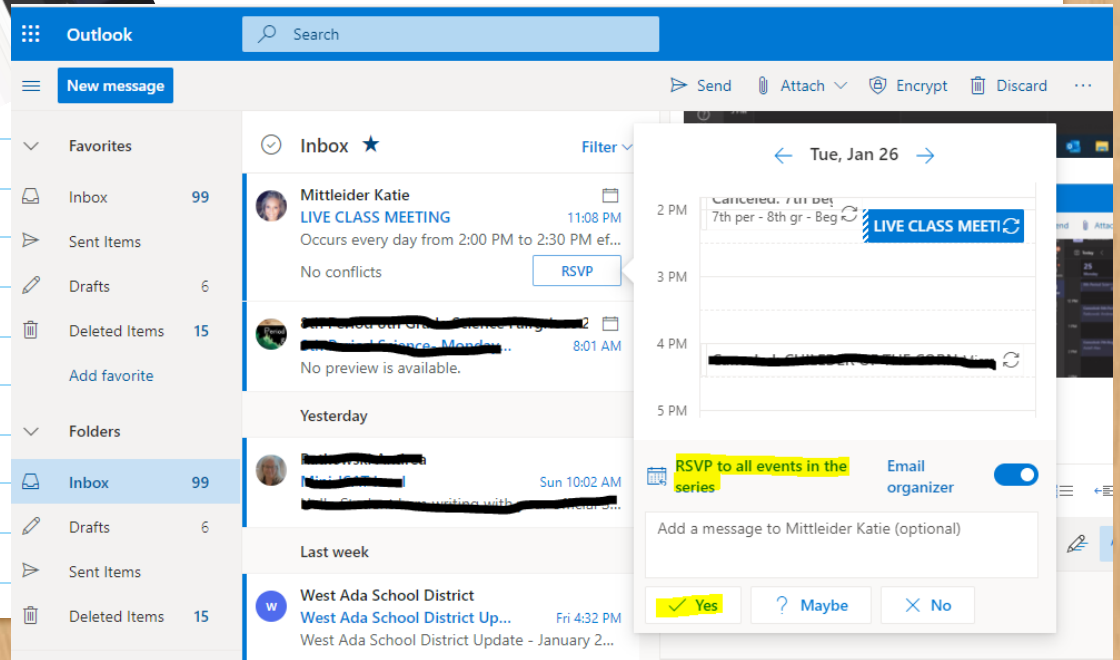
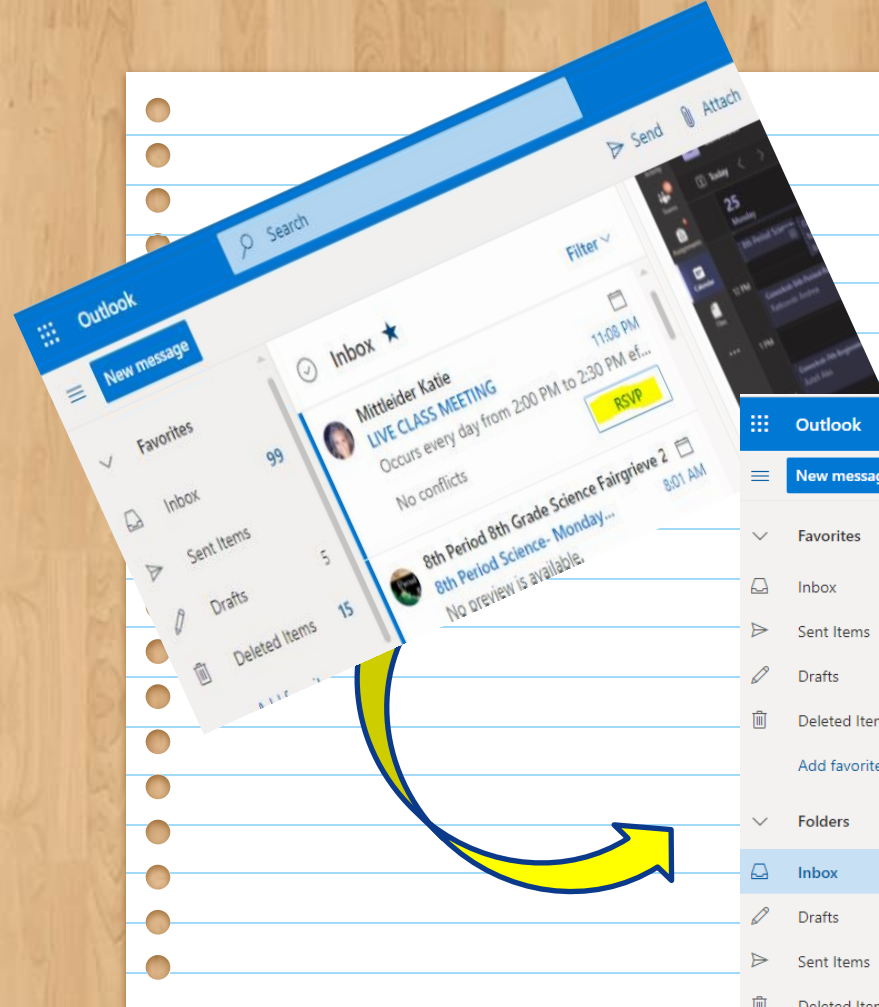
Respond to occurrence >

Respond to series >

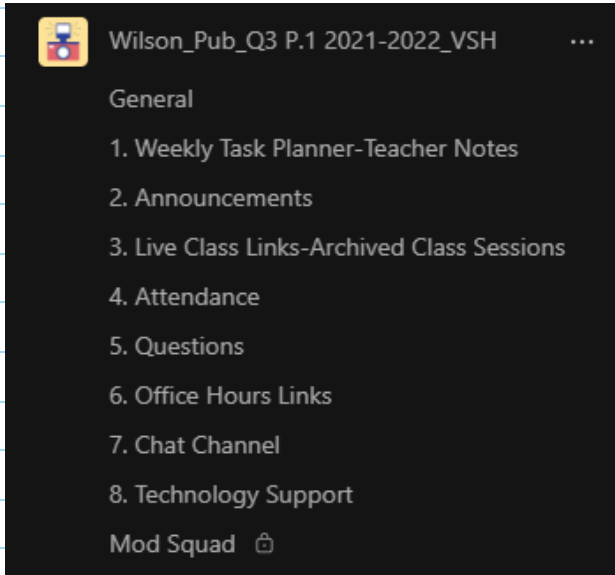
- ✓ Accept
- ? Tentative
- ✗ Decline

Catie


RSVP from Email



Understanding Teams Channels



- This is an example of what you will see on your students' team.
- Let's walk through each channel so you know what to expect there.
- Remember this meeting is recorded so you can access it again if you have questions about the Teams channels.



Do you need to download Microsoft Office on your personal device for free?

Click the link below to get your free download instructions!

[ACCESSING OFFICE ON DISTRICT & PERSONAL COMPUTERS](#)
[FREE OFFICE DOWNLOAD DIRECTIONS](#)



Technology & IT Help

If you need help because of more technical problems or computer issues, please contact our [IT Department](#)

If you need help with anything related to Fuel Education online courses, contact [Charles Maxwell](#).

THANKS!

Questions?

Charles Maxwell

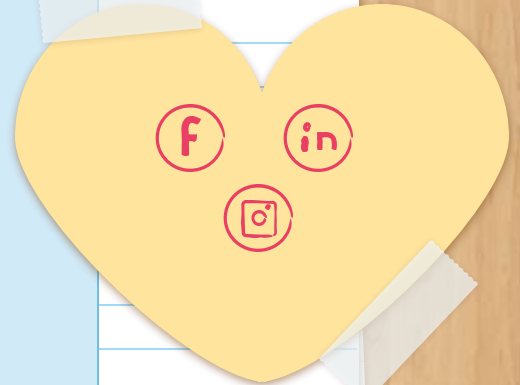
Maxwell.Charles@westada.org

Katie Mittleider

Mittleider.Katie@westada.org

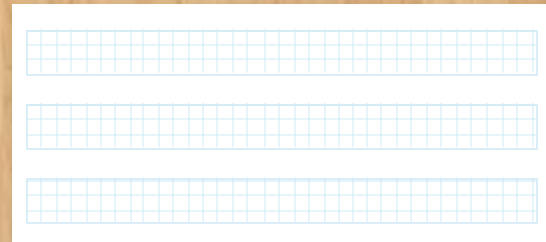
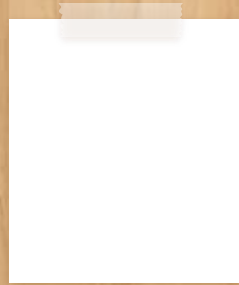
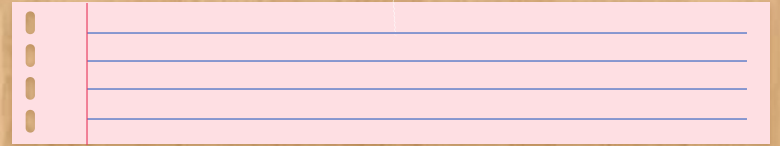
Loren Wilson

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**Have a wonderful
Quarter!**

ALTERNATIVE RESOURCES



ALTERNATIVE RESOURCES

