

# Warren Tech

## Getting Ready for Remote Learning



### Step 1 Getting Started

Make sure you know your school email address and password. Log in to your chromebook and email before the first day. If you are a 9th grader, follow the instructions below.

#### **Chromebook Login**

- Username: **lastnamefirstinitial@wctech.org**
- Default password: **bvcxz12345**

*(The password is your email password, so if you have already changed it from the default, use your new password)*

#### **Student Email Access:**

- Username: **lastnamefirstinitial@wctech.org**
- Password: **bvcxz12345**

\*If you are a 10-12th grade student and have forgotten your login information, email Mr. Cammarota at [cammarotar@wctech.org](mailto:cammarotar@wctech.org)

### Step 2 Your Schedule

- Student schedules can be found on Genesis. Both parents and students can access Genesis.
- To access Genesis, click on the icons on the top right of our website, [www.wctech.org](http://www.wctech.org). You will be able to view grades here as well.

The screenshot shows the Warren County Technical School website. At the top, there's a navigation bar with 'Student Access' and 'Parent Access' buttons. Below that is a dark blue menu with links for District, Faculty, Adult LPN Program, Parents, Guidance, Student Life, PTSA, Careers, and Staff Login. The main content area is divided into several sections: a 'QUICK LINKS' sidebar on the left, a central video player for a recruiting video, a 'Yearbooks on sale' banner, and a right-hand column with links for 'Internet Essentials', 'IE Easy App', 'K12PaymentCenter', 'Free & Reduced Lunch', and 'Lunch Application'.

## Genesis - Student Data System

- Username:(School email address) ***lastnamefirstinitial@wctech.org***
- Default password: ***abc123***
- Contact Mr. Cammarota at [cammarotar@wctech.org](mailto:cammarotar@wctech.org) if you are unable to access Genesis.

➤ If you have any issues with your schedule, contact your guidance counselor.

For 9th and 10th graders, contact Mr. Orchulli at [orchullij@wctech.org](mailto:orchullij@wctech.org)

For 11th and 12th graders, contact Ms. Sarte at [sartek@wctech.org](mailto:sartek@wctech.org)

## **Step 3 Google Classroom**

**Google Classroom** - teachers will invite students to their classrooms by sending an invite to students at their school email prior to the opening of school on Tuesday. Each class in your schedule will have a Google Classroom.

- Join every one of your Google Classrooms before the start of school.
- At your scheduled class time, login to the Google Classroom.
- A Google Meet code will be linked in every Google Classroom. Join the Google Meet at the scheduled time

- Your teacher will take attendance and get everyone started
- If you do not attend each Google Meet, you will be marked absent.

➔ **Follow the Google Meet link in the banner for each classroom.** Each class will have a Google Meet linked to join. If your teacher does not have a Google Meet linked to the Classroom, they will have sent you an email with the Google Meet code.



## Google Meet Expectations

- Please show up at the correct time & stay in the Meet for the entire time
- Find a quiet place away from distractions such as siblings, TV, pets, etc.
- Mute your microphone until you are called upon to speak
- If you are called upon to speak, unmute your microphone, so we can hear you
- If you have a question, put it in the chat
- Keep the sidebar chat on topic
- If you are responding to another student in the chat, write their name before your response
- Refrain from chewing gum or eating food in front of the camera
- Hang up at the end of the Meet

**Always be respectful & responsible and follow the teacher rules for Meet/Zoom.**



## Step 4 Review the Weekly Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b>Remote Instruction</b></p> <p>School day will operate on <b>Regular Bell Schedule*</b> (Attendance Mandatory, Synchronous/Asynchronous Lessons)</p> <p><b>Guidance Check-In</b> Individual Meetings via Google Meet</p>	<p><b>Remote Instruction</b></p> <p>School day will operate on <b>Regular Bell Schedule*</b> (Attendance Mandatory, Synchronous/Asynchronous Lessons)</p> <p><b>Guidance Check-In</b> Individual Meetings via Google Meet</p>	<p><b>Remote Instruction</b></p> <p>School day will operate on <b>Regular Bell Schedule*</b> (Attendance Mandatory, Synchronous/Asynchronous Lessons)</p> <p><b>Guidance Check-In</b> Individual Meetings via Google Meet</p>	<p><b>Remote Instruction</b></p> <p>School day will operate on <b>Regular Bell Schedule*</b> (Attendance Mandatory, Synchronous/Asynchronous Lessons)</p> <p><b>Guidance Check-In</b> Individual Meetings via Google Meet</p> <p><b>*Guidance Check-In</b> Form Distributed by 3pm</p>	<p><b>Guidance Check In Form Due</b> by 8am (required for all students)</p> <p><b>8:00-11:00</b> <b>Synchronous Learning Support</b> as needed for all learners (small group/individual)</p> <p><b>Special Education Support</b> for IEP/504 Plans (special ed)</p> <p><b>11:00-11:45</b> Teacher Lunch</p> <p><b>11:45-3:00</b> <b>Teacher Preparation for Remote Learning Model</b></p> <p><b>Guidance Check-In Individual Meetings</b></p>

Teachers schedule Google Meet sessions for each class, take attendance, provide virtual instruction, assign classwork and homework, and assist students.

In-class support teachers join class Google Meet sessions, create small group/individual sessions based on needs, and provide accommodations and modifications

Each class will begin with a **required 10 minute Google Meet** session every day to take attendance and check in with the teacher.

Guidance counselors will send a Guidance Check-In form every Thursday by 3pm. Each student is required to complete this form to count for Friday's attendance.

**Guidance Check-in Forms MUST be completed by 8am to count a student's attendance for that Friday.**

Guidance counselors will schedule meetings daily based on feedback from the Guidance Check-in

## Step 5 Review the Daily Schedule

### Monday-Thursday

Period	Start	End	Student Role Daily
Period 1	8:02	8:51	Students will join Google Meet for Period 1 and complete assignments
Period 2	8:55	9:39	Students will join Google Meet for Period 2 and complete assignments
Period 3	9:43	10:27	Students will join Google Meet for Period 3 and complete assignments
Period 4	10:31	11:15	Students will join Google Meet for Period 4 and complete assignments
Period 5A	11:19	12:03	Students will join Google Meet for Period 5A and complete assignments
Period 5A Lunch	11:19	11:44	LUNCH BREAK for 5A Lunch
Period 5B	11:48	12:32	Students will join Google Meet for Period 5B and complete assignments
Period 5B Lunch	12:07	12:32	LUNCH BREAK for 5B Lunch
Period 6	12:36	1:20	Students will join Google Meet for Period 6 and complete assignments
Period 7	1:24	2:08	Students will join Google Meet for Period 7 and complete assignments
Period 8	2:12	2:55	Students will join Google Meet for Period 8 and complete assignments

### FRIDAY

#### Guidance Check In Form Due by 8am (required for all students)

**8:00-11:00**

**Synchronous Learning Support** as needed for all learners (small group/individual)

**Special Education Support** for IEP/504 Plans (special ed)

**11:45-3:00**

**Teacher Preparation for Remote Learning Model**

**Guidance Check-In Individual Meetings**

## Step 5 Reach Out for Assistance

Ms. Mai [maid@wctech.org](mailto:maid@wctech.org)

- Special Education
- Virtual High School
- Remote Learning

Mr. Tierney [tierneyj@wctech.org](mailto:tierneyj@wctech.org)

- Scheduling

Mr. Cammarota [cammarotar@wctech.org](mailto:cammarotar@wctech.org)

- Chromebooks
- Login Issues
- Technology needs

Ms. Henry [henrym@wctech.org](mailto:henrym@wctech.org) and Ms. Nace [nacek@wctech.org](mailto:nacek@wctech.org)

- IEP Questions

Ms. Ziegler-Harbor [zieglerz@wctech.org](mailto:zieglerz@wctech.org)

- 504 Plans
- Virtual High School
- Freshman Seminar/Check-In

Ms. Sarte [sartek@wctech.org](mailto:sartek@wctech.org)

- Harassment, Intimidation, Bullying
- 11/12 Grade Guidance Counselor
- 11/12 Guidance Check-In

Mr. Orchulli [orchullij@wctech.org](mailto:orchullij@wctech.org)

- 9/10th Grade Guidance Counselor
- 10th Guidance

Dr. Kilker [kilkerm@wctech.org](mailto:kilkerm@wctech.org)

- Counseling Support