

2020 Edition



# Distance Learning Guide

Ypsilanti Community Schools

## Distance Learning in 2020

At Ypsilanti Community Schools we are proud of the staff and the curriculum we follow to prepare our students for the future. We believe in that every single student is able to be successful no matter who they are or where they come from. As a district we are **stronger together**. This strength can be seen when visiting any classroom, athletic field, or after school activity. You can see dedication, care, and immense joy as our staff engage and challenge their students. We believe in the special bond between teacher and student and the unique learning opportunities that is created within the four walls of our schools. However, we also believe that learning cannot be contained or limited by physical structures. As a school district we want to provide our families and students with **every opportunity** to learn, no matter where life takes them. This is the core belief that powers our distance learning initiative. By providing all students with a device we are enabling students and teachers to collaborate more seamlessly than ever before, connect through mediums that are most conducive to lesson at hand, and learn together as never before.

We hope this guide will help you navigate the myriad of resources and tools now available as you begin your first steps into distance learning.

# Table of Contents

**01 - Meet the Devices**

**02 - Getting Started with Distance Learning**

**03 - Additional Resources**

*for questions please email [chromebookhelp@ycschools.us](mailto:chromebookhelp@ycschools.us)*

**Section 01**

# **Meet the Devices**

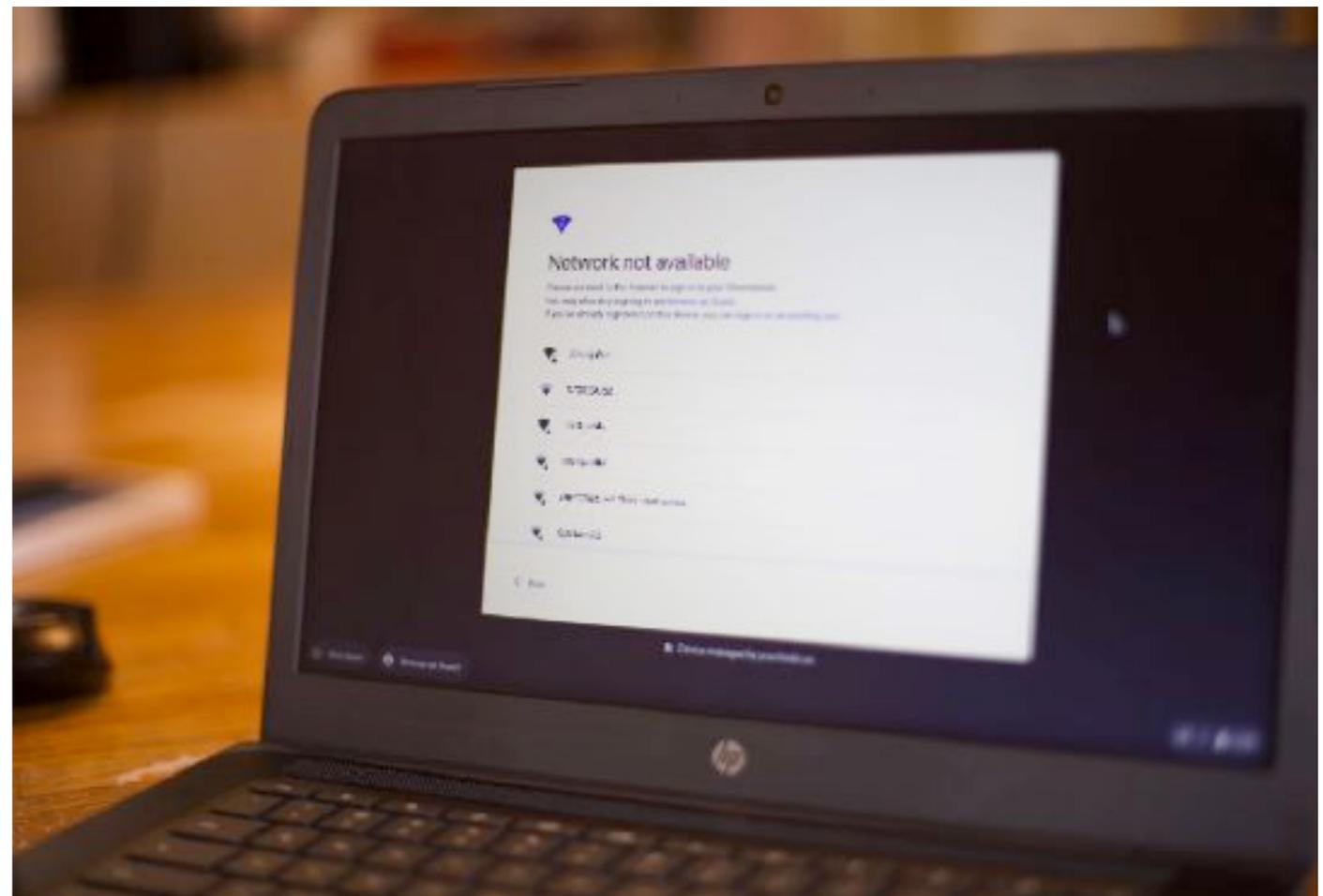
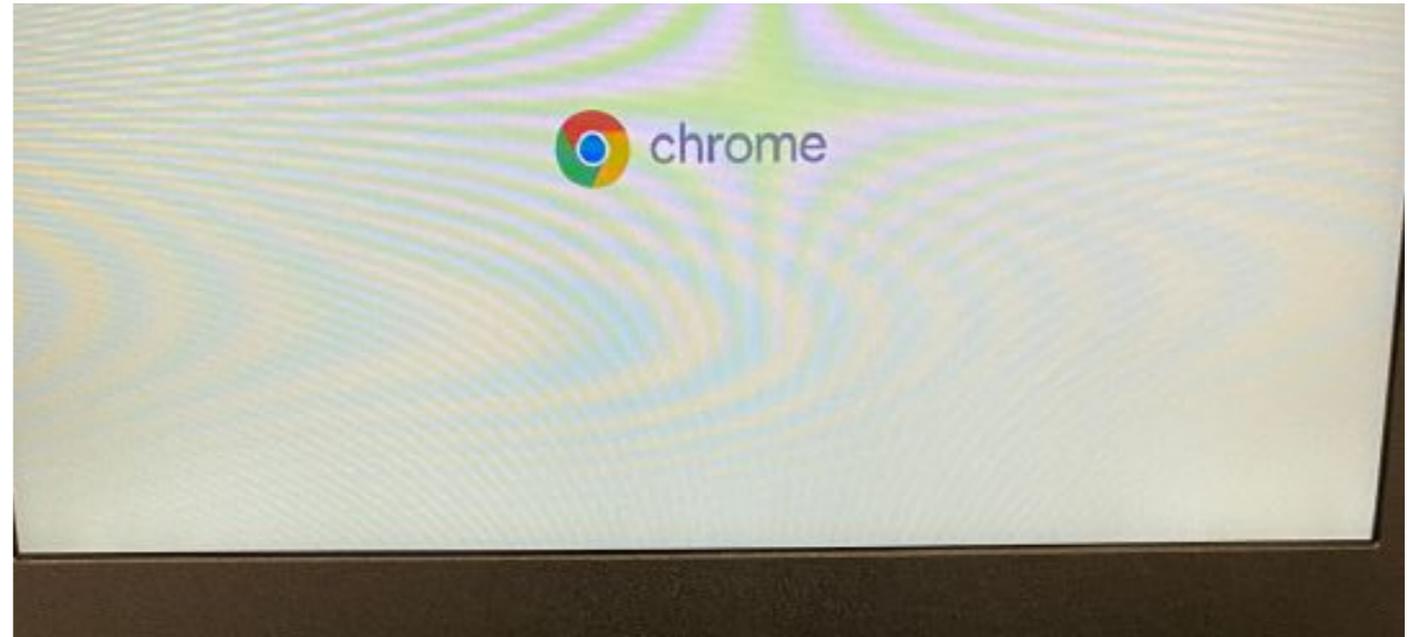
# 01 Meet the Devices - The Chromebook

## Introducing the Chromebook

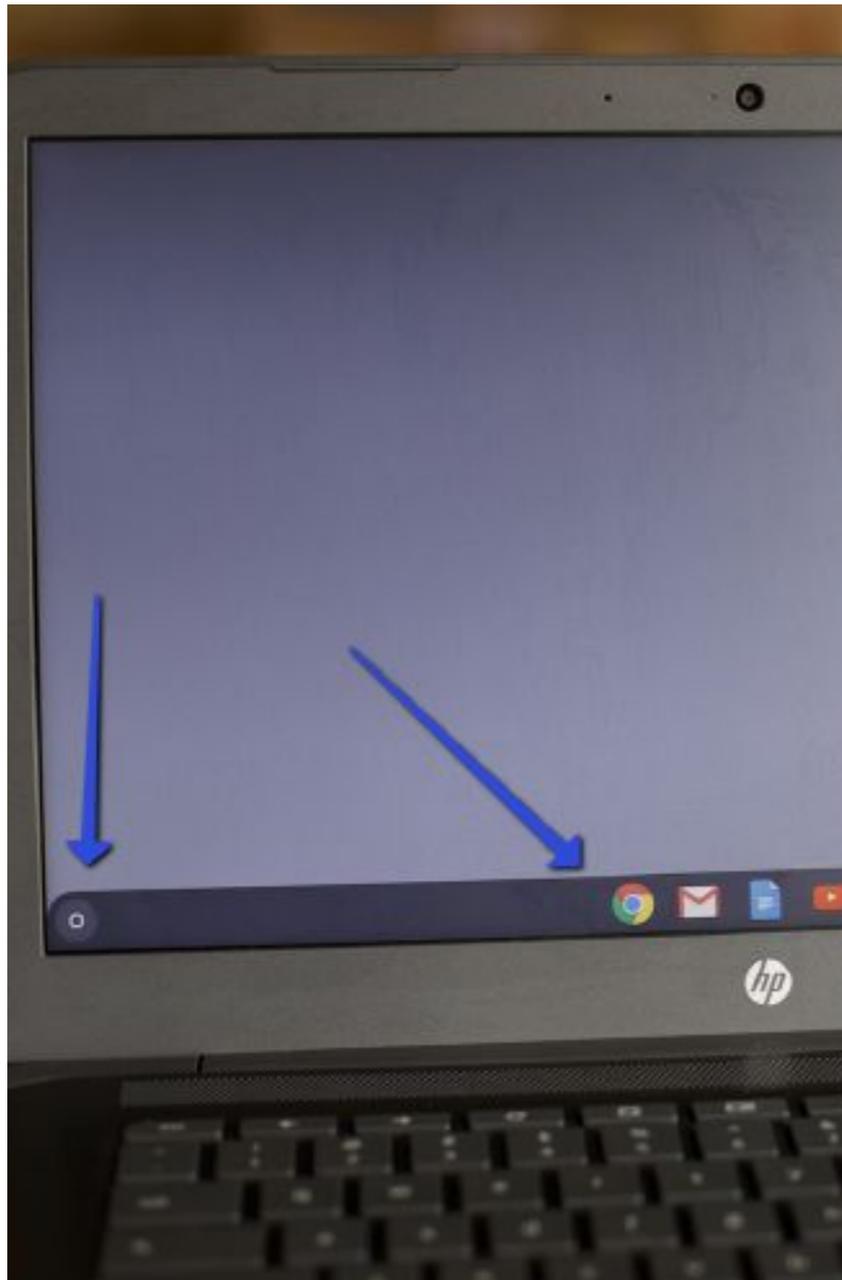
Google Chromebooks come in all shapes and sizes and here at YCS we have a few models. However, they all share a very similar experience and provide an easy way to access learning resources. With incredible battery life and easy portability these devices will serve as an incredible gateway for engaging in distance learning.

To turn on your Chromebook, simply open the lid. It may not light up right away, but after a moment, your screen will display the Chrome logo.

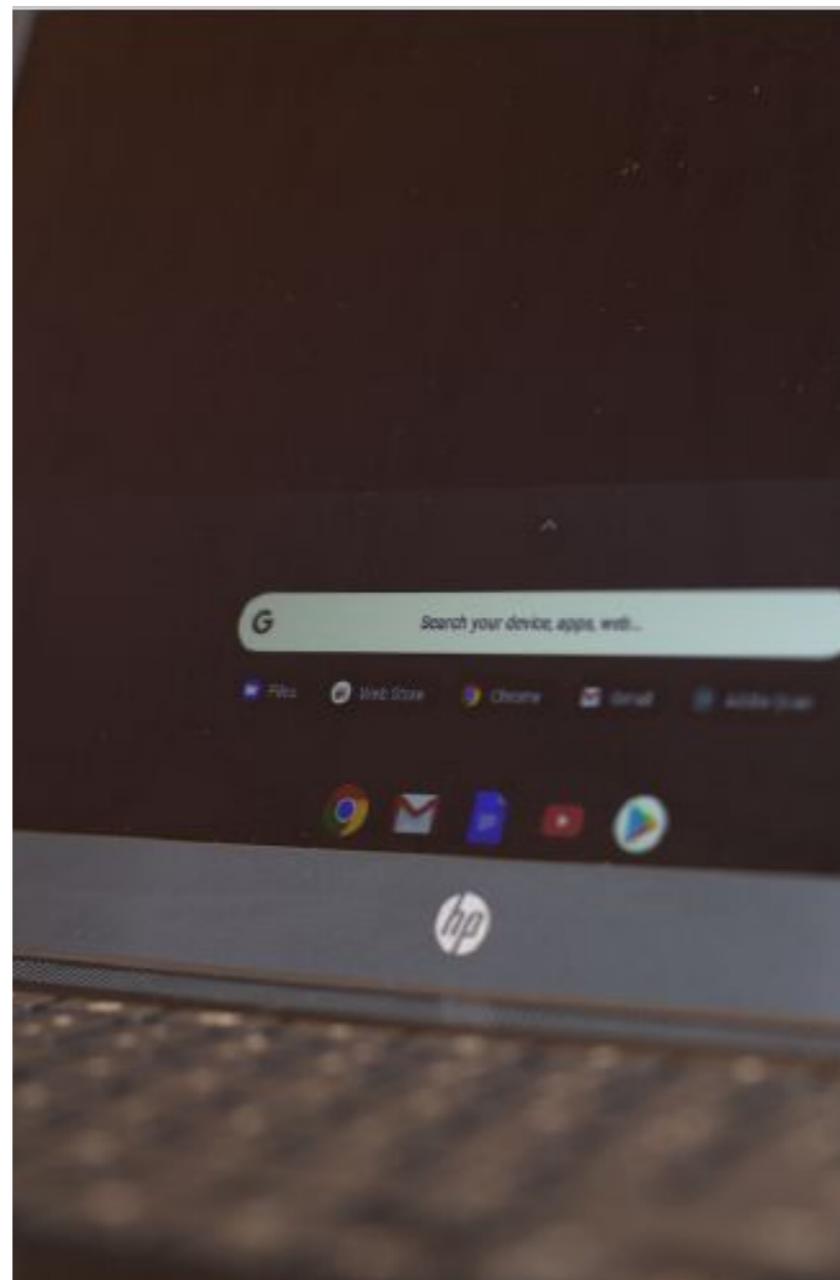
After the logo disappears you will be asked to connect to a wireless network. Chromebooks require a connection to the Internet for you to log into your account on the device. Choose your network, type in the password, and connect.



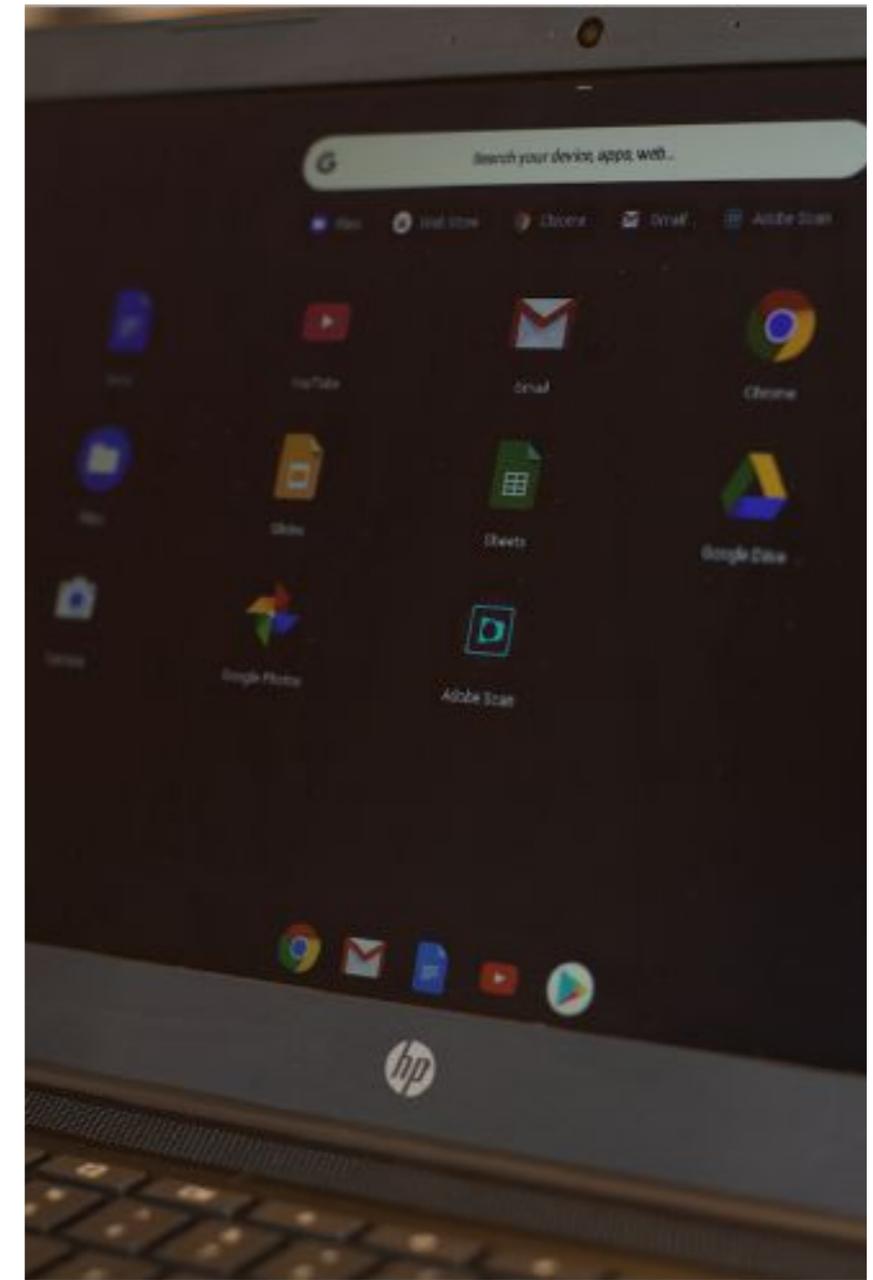
# 01 Meet the Devices - The Chromebook



At the bottom of the screen is a layer of icons that are shortcuts to different programs. There is a circle on the bottom left that will show you all of the programs on the laptop.



When you click on the circle it will bring up a tiny panel that gives you access to a search bar and more shortcuts. There is a tiny arrow above the search bar, all the programs on the laptop will show up.



When you click on the arrow you will see all of the programs available on the computer displayed in a grid like this.

# 01 Meet the Devices - The Chromebook

At the bottom right hand corner is the time and battery information. If you click it a settings panel will appear. This is where you can change the WiFi network, connect to various bluetooth devices, turn up and down the volume, and adjust the brightness.

Finally, on the keyboard there are several function keys to help control settings as well.

1. You can use these keys to go "back" and "forward" when browsing websites
2. This allows you to refresh your website
3. This makes the window go full screen
4. Shows all of the different windows you have open on the laptop right now
5. Adjusts brightness
6. Raises, lowers, or mutes the volume



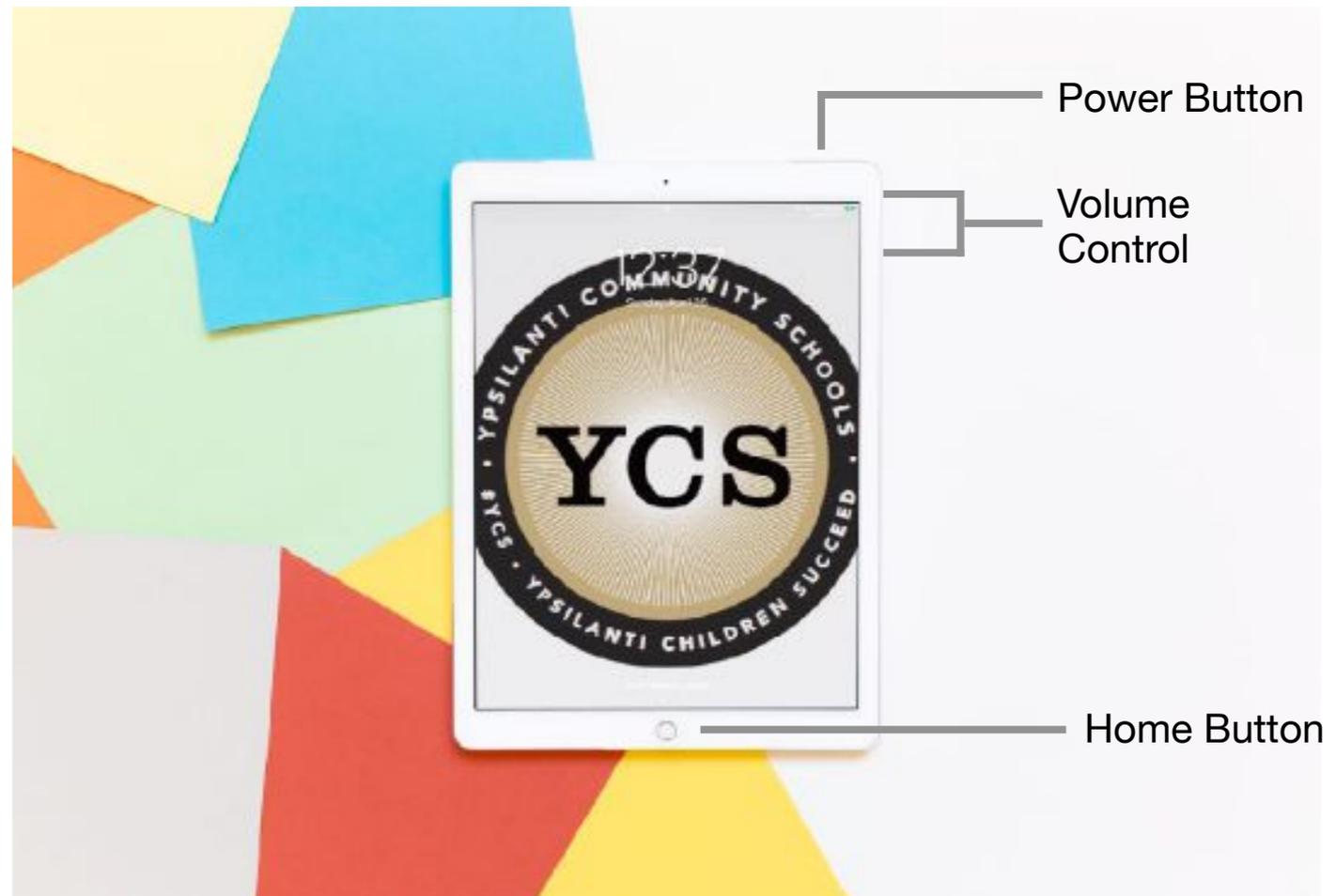
# 01 Meet the Devices - The iPad

## Introducing the iPad

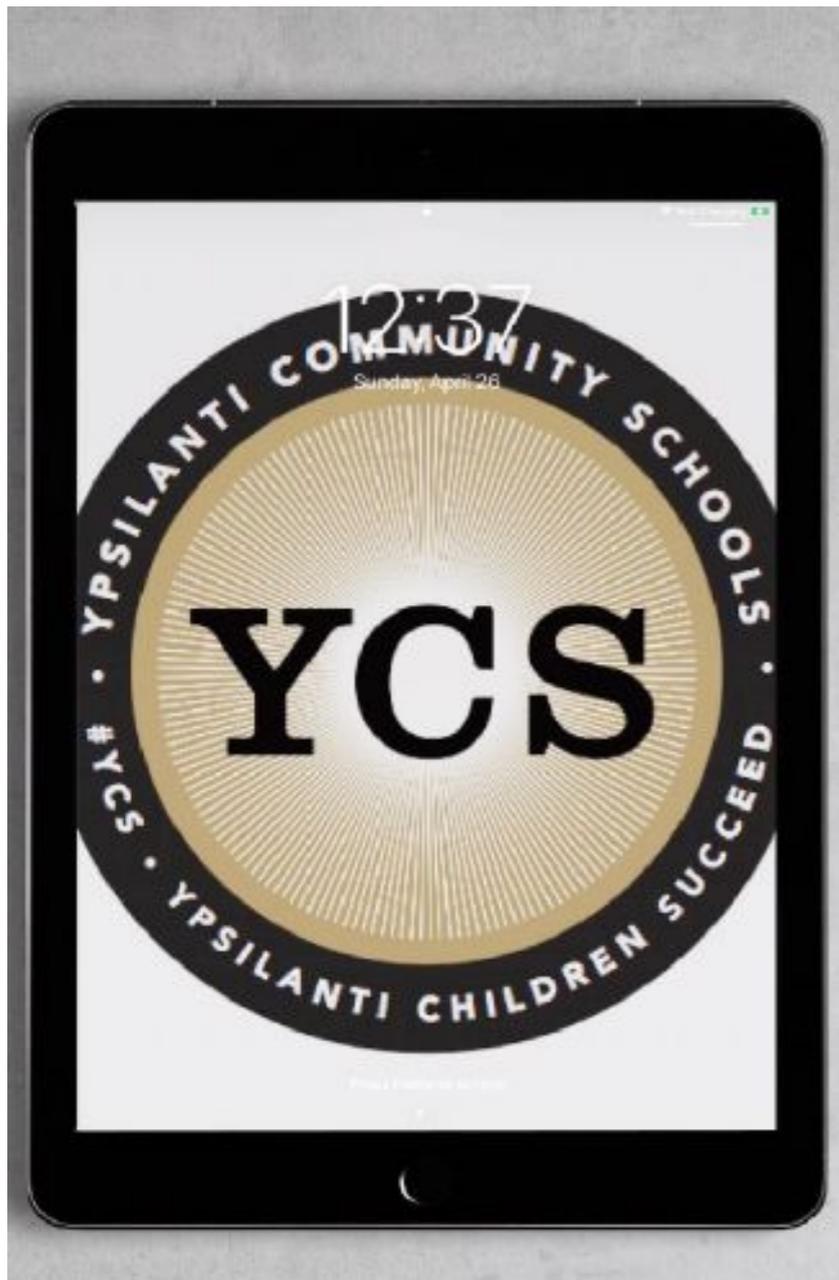
With your YCS iPad you will be able to access all of your online classroom materials and interact with classmates and teachers. Let's get started!

Your YCS iPad will have many apps already loaded onto the device. Please contact your teacher to learn which ones will be used by your class. All online learning material can be found through the Google Classroom app.

To check if your iPad is turned on press the home button. If there is no response, press and hold the power button until an Apple logo appears. Then you can stop pressing the button and wait for the iPad to start.



# 01 Meet the Devices - The iPad



When the iPad has started you will see this screen. Press the home button to unlock the iPad.



On the first page after unlocking the iPad find the Settings icon and press it.



Then tap Wi-Fi from the left menu bar first and then tap again the wireless network (WiFi) you want to join.

# 01 Meet the Devices - The iPad



Once you tap the WiFi network you want to join and it will ask you for the password on that network (if there is one). After you have typed it in, click join.



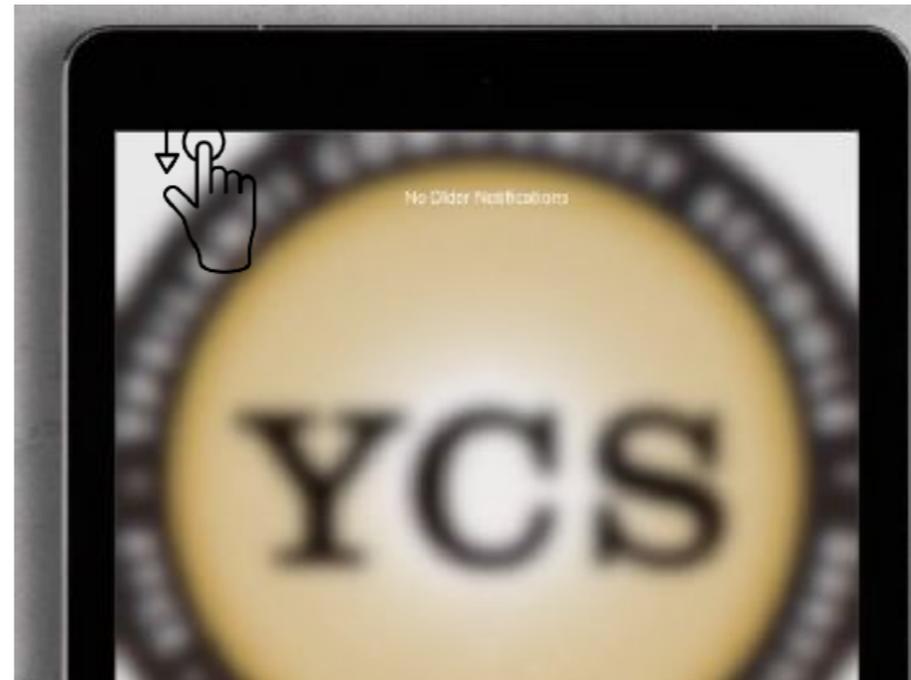
You can move between screens on the iPad by swiping left or right across the iPad.



All of the class materials and announcements can be found in the Google Classroom app. Please note the app may not be in the exact same position on the screen.

# 01 Meet the Devices - The iPad

When you get a notification on the iPad about something that has happened you may have missed it. To see all the notifications on the iPad put your finger either on the top right of your screen or the center and drag it down. It will blur the background and show you any missing notifications.



There are also several other quick settings you can find just by swiping down from the top right hand corner of your screen.

1. Turn on/off WiFi
2. Turn on/off Bluetooth
3. Media Controls
4. Adjust brightness
5. Adjusts volume
6. Lock the screen in portrait or landscape view
7. Silence all notifications and sounds from the iPad

