



“My purpose is that they may be encouraged in heart and united in love, so that they may have the full riches of complete understanding, in order that they may know the mystery of God, namely, Christ, in whom are hidden all the treasures of wisdom and knowledge.”

Colossians 2:2-3

VERY IMPORTANT INFORMATION!

As we move to a distance learning model due to the current school closure, Summit Christian Academy will be utilizing various technological tools including Google Classroom. Google Classroom will be our primary method of communicating, teaching, and assessing a student's learning.

In order to log into Google Classroom, each student must have an email address associated with Summit. Therefore, **EVERY STUDENT HAS BEEN ASSIGNED A SUMMIT EMAIL ADDRESS.**

We are providing **parents** the email address and information for how to log into Google Classroom so you can choose your level of parental control. Parents of younger students may choose to restrict access only to times that they are present and therefore not share email sign-in information with their child. Parents of older students may choose to build independence and maturity by placing this responsibility in the hands of students. In either case, we recommend a conversation to establish your family's boundaries and expectations for time spent online.

To find your child's new email address:

1. Log into your FACTS Family Portal Account
2. Choose the Family tab (menu on left side of screen)
3. Choose your student's name (drop-down menu in top middle of screen)
4. Their email address will appear in their Contact Info section
5. The email format is: first.last##@scaschools.org.

It is now time to log into your child's email account:

Please follow the instructions in the attached document, "Student Email Address Set Up Instructions," to log into their account. To do this, you will need the password. The initial password assigned to your child's new email account is:

- Grammar School students: GStemporary
- Upper School students: temporarysca

WE STRONGLY RECOMMEND THAT YOU LOG IN TO YOUR CHILD'S EMAIL ACCOUNT AND RE-SET THIS PASSWORD AS SOON AS POSSIBLE.

WELCOME TO DISTANCE LEARNING!

Grammar School (K4-6th)

69 Saunders Road
Newport News, VA 23601
757.599.9424
grammar@scaschools.org

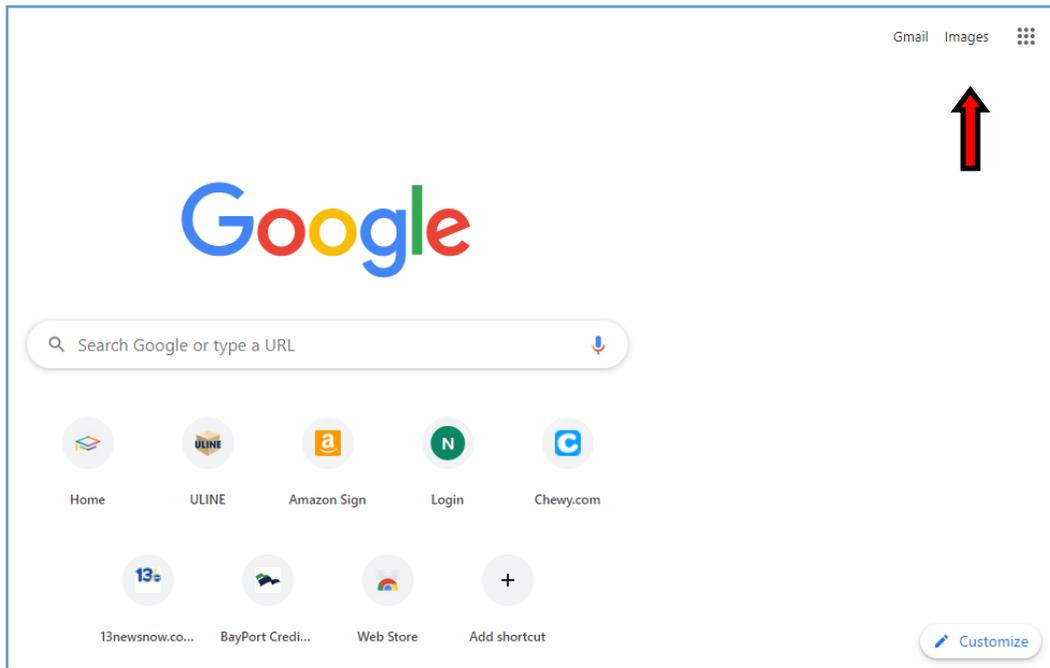
Upper School (7th-12th)

4209 Big Bethel Road
Yorktown, VA 23693
757.867.7005
upper@scaschools.org

www.scaschools.org

Student Email Address Set Up Instructions:

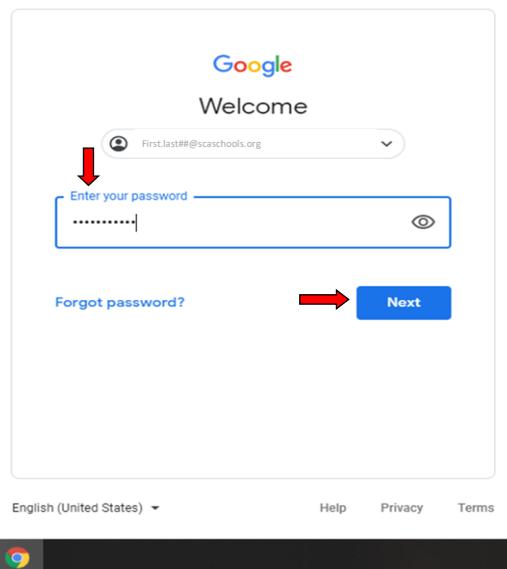
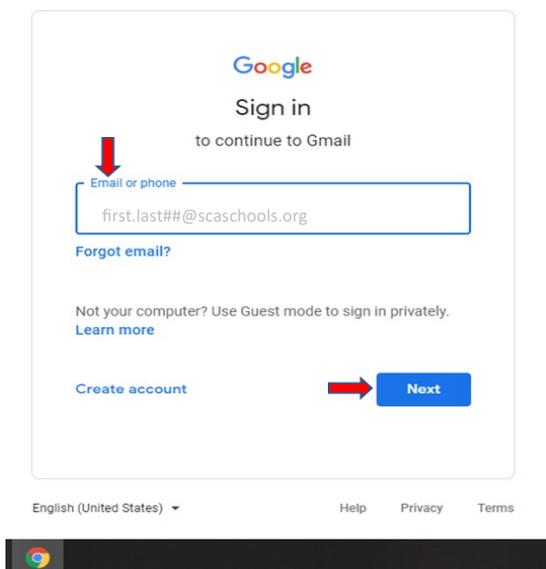
1. Open Google Chrome or go to google.com (from other browsers). Click on Gmail or the 9-dot icon to locate Gmail.



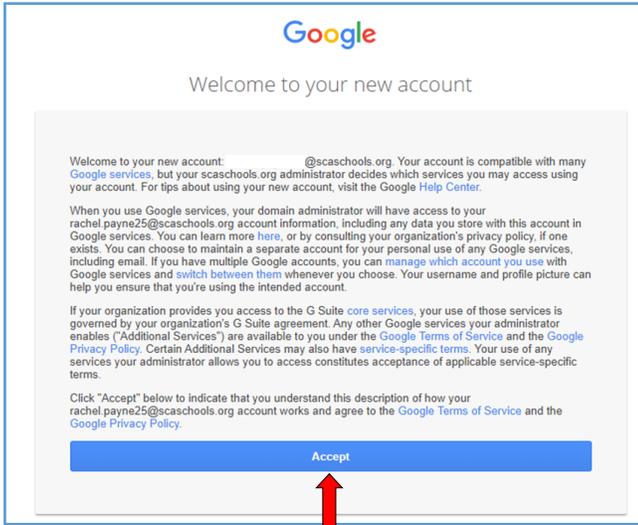
2. Click where indicated on the gmail screen to add an email account.

3. Enter your user name (student assigned email).

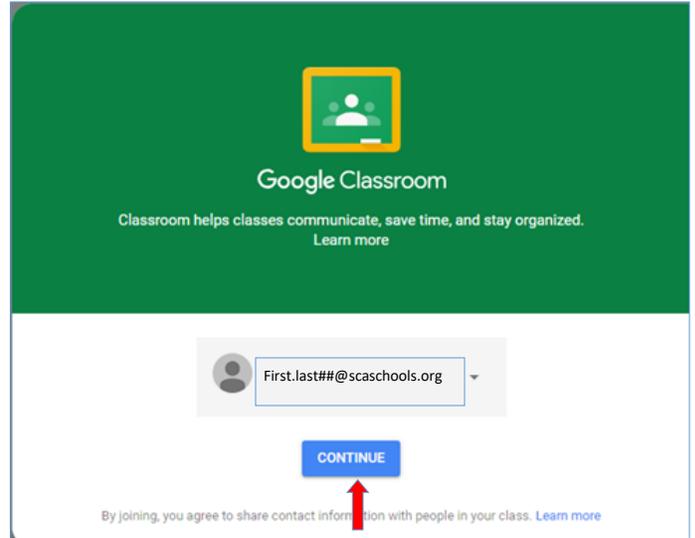
4. Enter your temporary password.



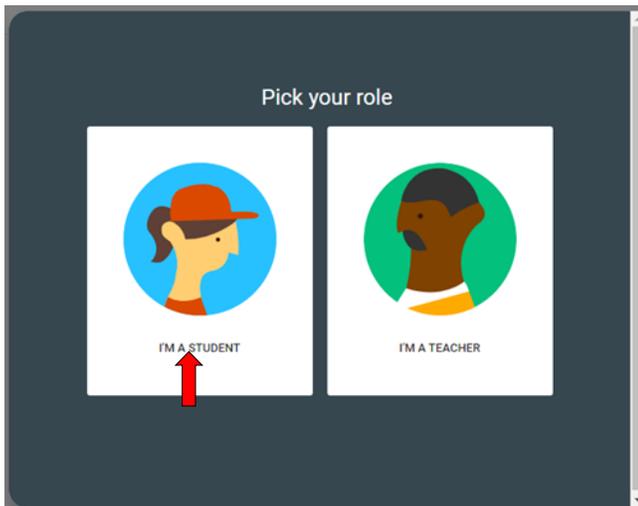
5. Click on Accept. (Depending on your browser/computer history, this may take you directly to step 8.)



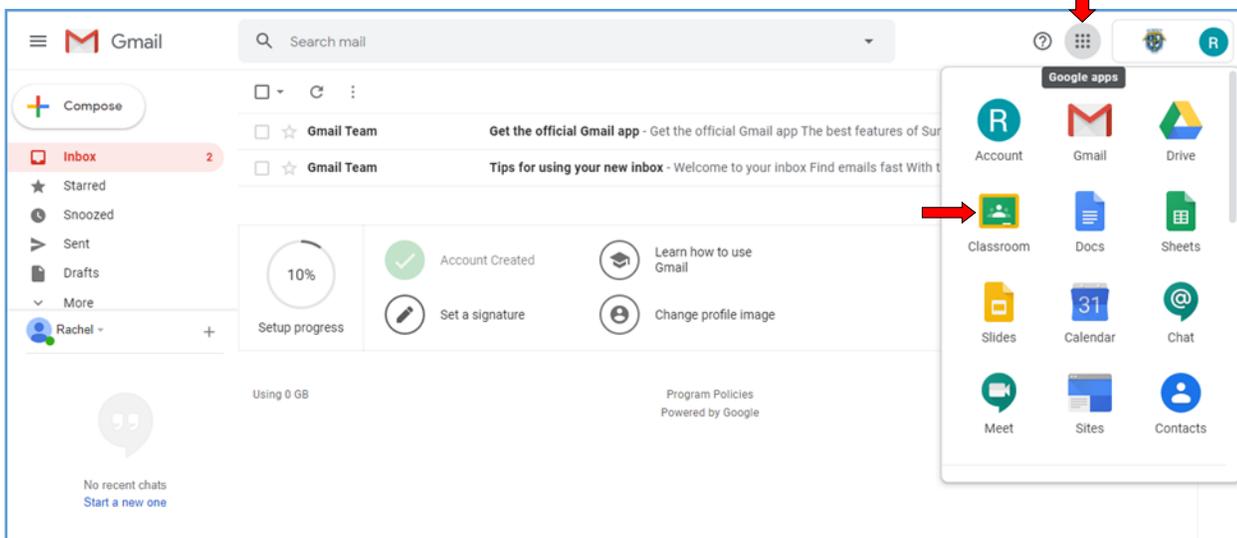
6. Click on Continue.



7. Click on "I'm a student"



8. Your email account is now set up and you are ready to access Google Classroom.

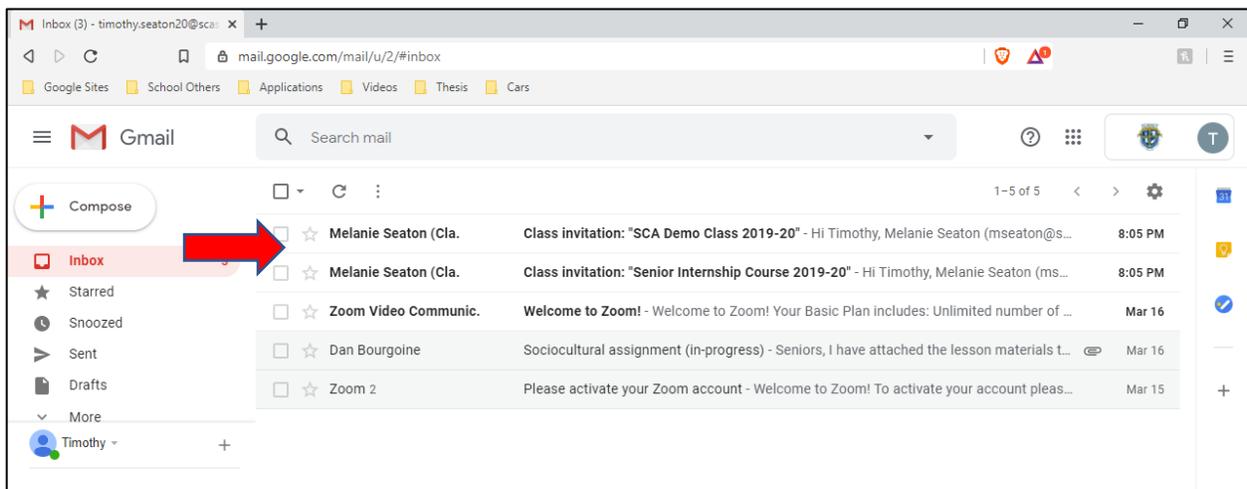


Getting Started: A Quick Guide for Using Google Classroom

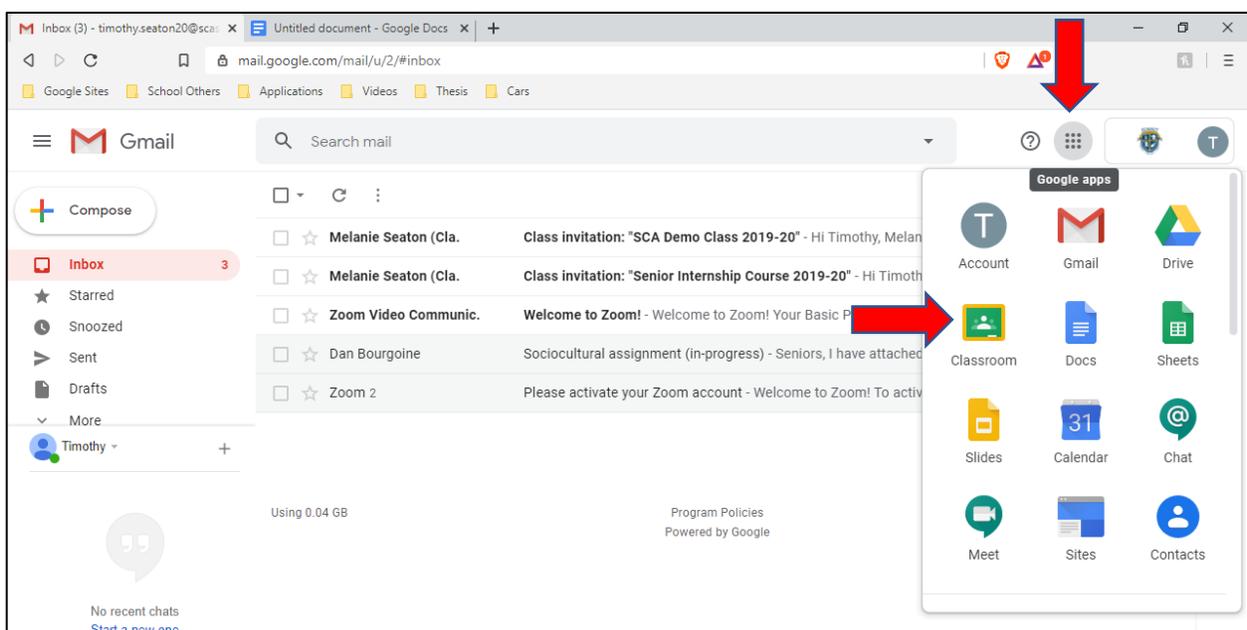
Google Classroom is the educational management tool teachers at Summit Christian Academy will be using throughout the school closure to share educational materials, assignments, and resources with students and parents. Following are some tips for effectively using this excellent tool.

Joining a Class:

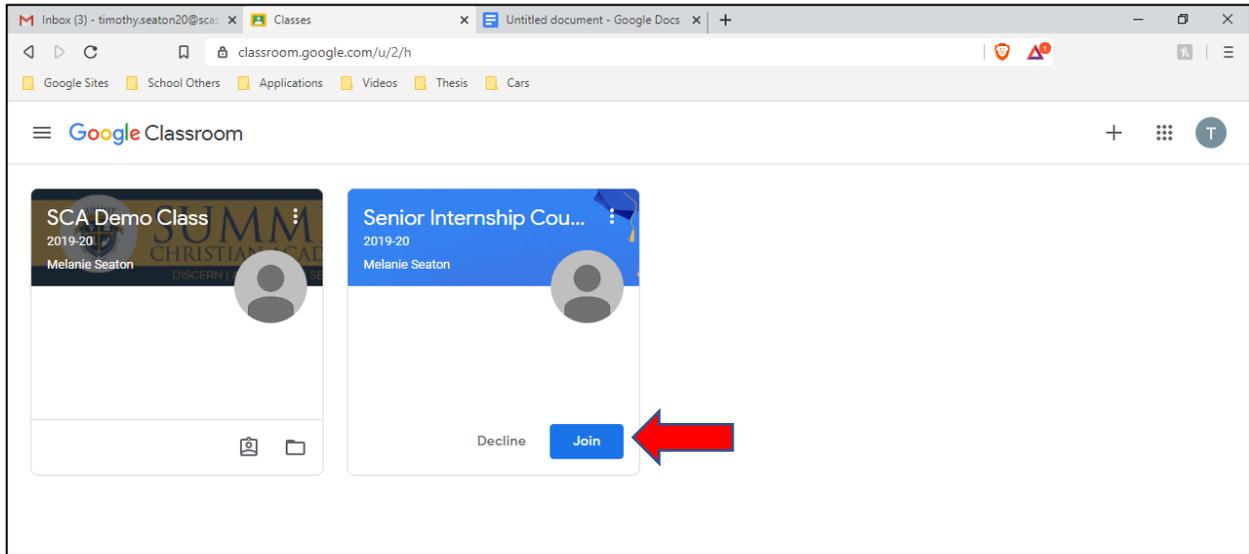
Open your student's Gmail (go to gmail.com and sign in with your student's email and password) and check for an invitation to join a class. Click on "Join" – your browser will open Google Classroom in a new window.



Alternatively, sign into your student's email or go to google.com and click on the 9-dot (☰) icon in the upper right corner of the screen. Click on the Classroom (👤) icon. Your browser will open Google Classroom in a new window.

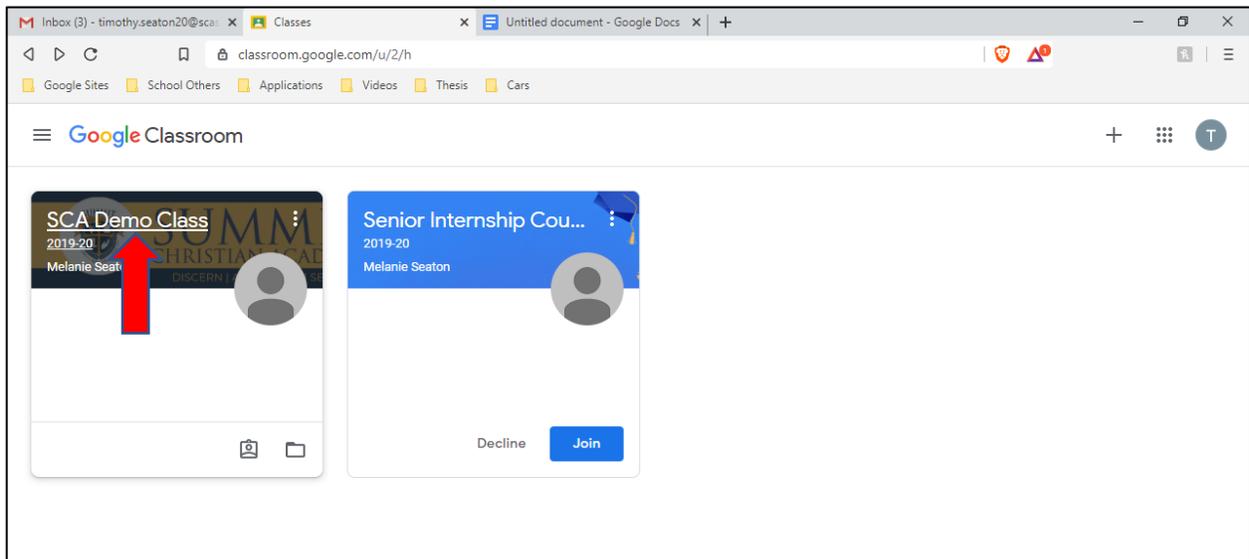


All classes your student has been invited to join will appear as tiles in the Google Classroom window. Click the “Join” button to join a class if needed.

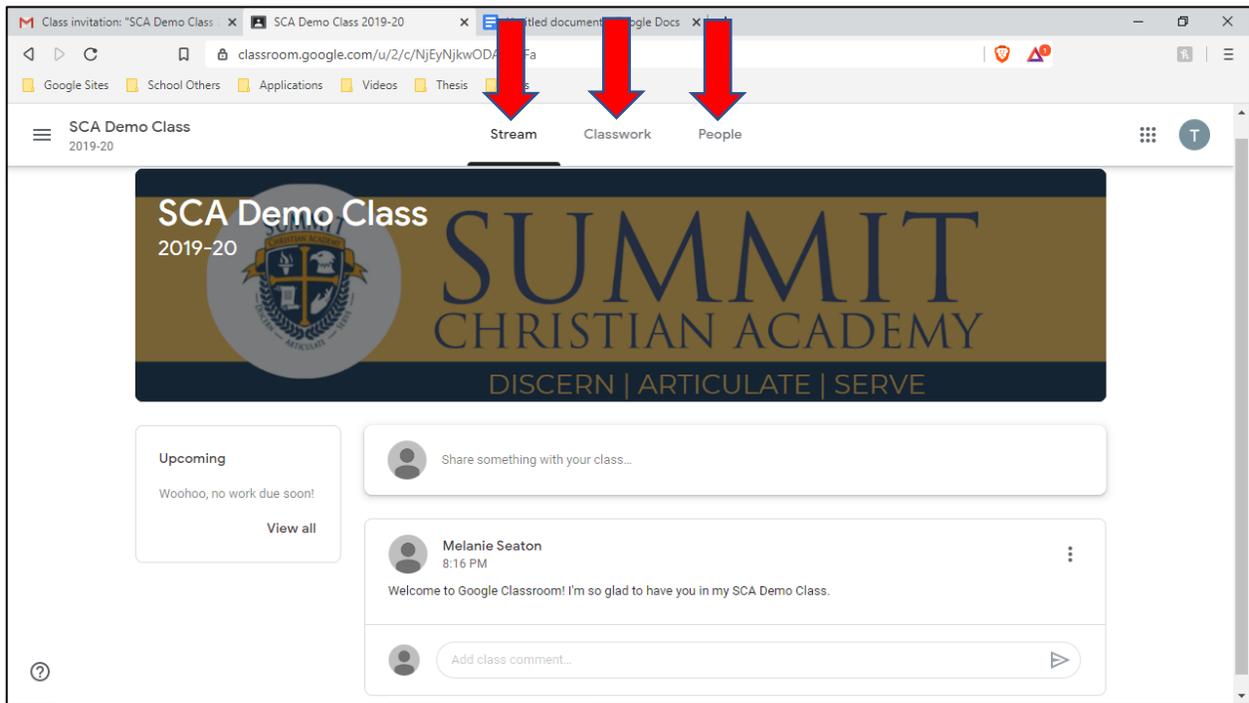


Opening and Navigating Within a Class:

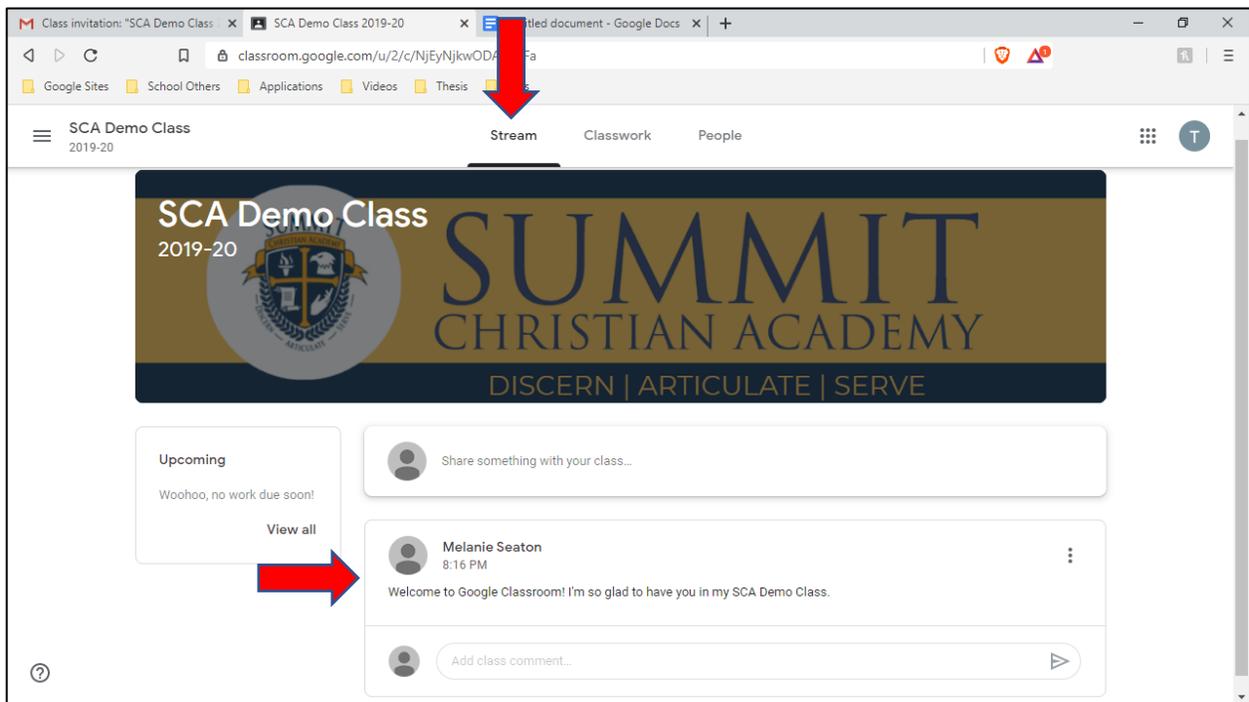
Click on a class name to open the class. It will automatically open to its home page.



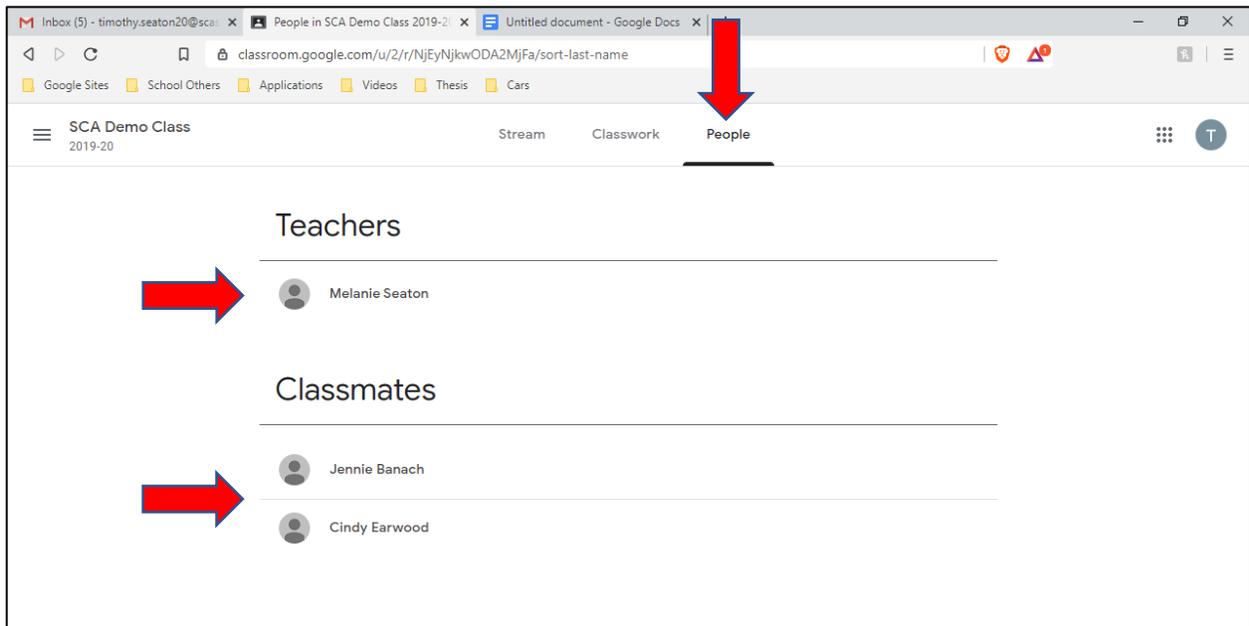
Notice the 3 tabs across the top of the class page: Stream, Classwork, People. These tabs will allow you to navigate to all the important information for this class.



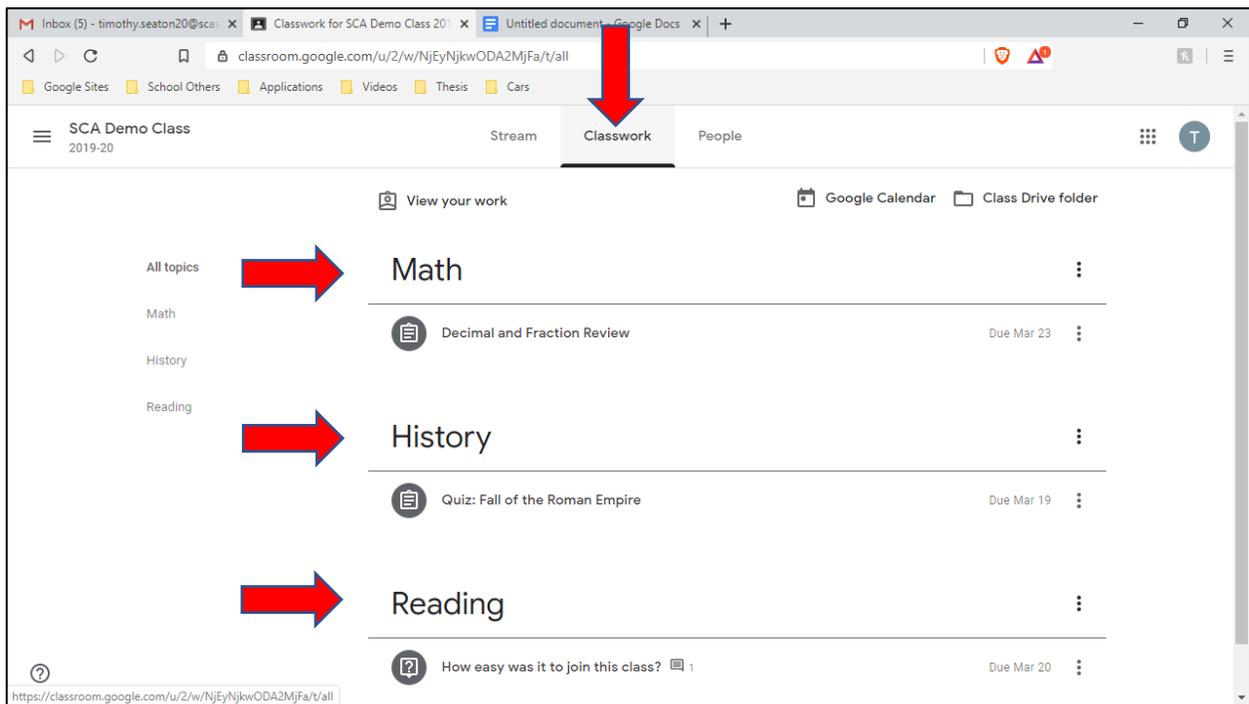
The "**Stream**" page is the default home page when a class is opened in Google Classroom. The Stream shows the flow of general class announcements made by the teacher and comments or responses from students. The most recent announcements and comments will appear at the top of the Stream. You can navigate back to the Stream at any time the class is open by pressing the "Stream" tab at the top of the page.



The **“People”** page lists all teachers associated with this class. Students can also see a list of all classmates enrolled in the class. (Your student’s name won’t be listed – only their classmates.)

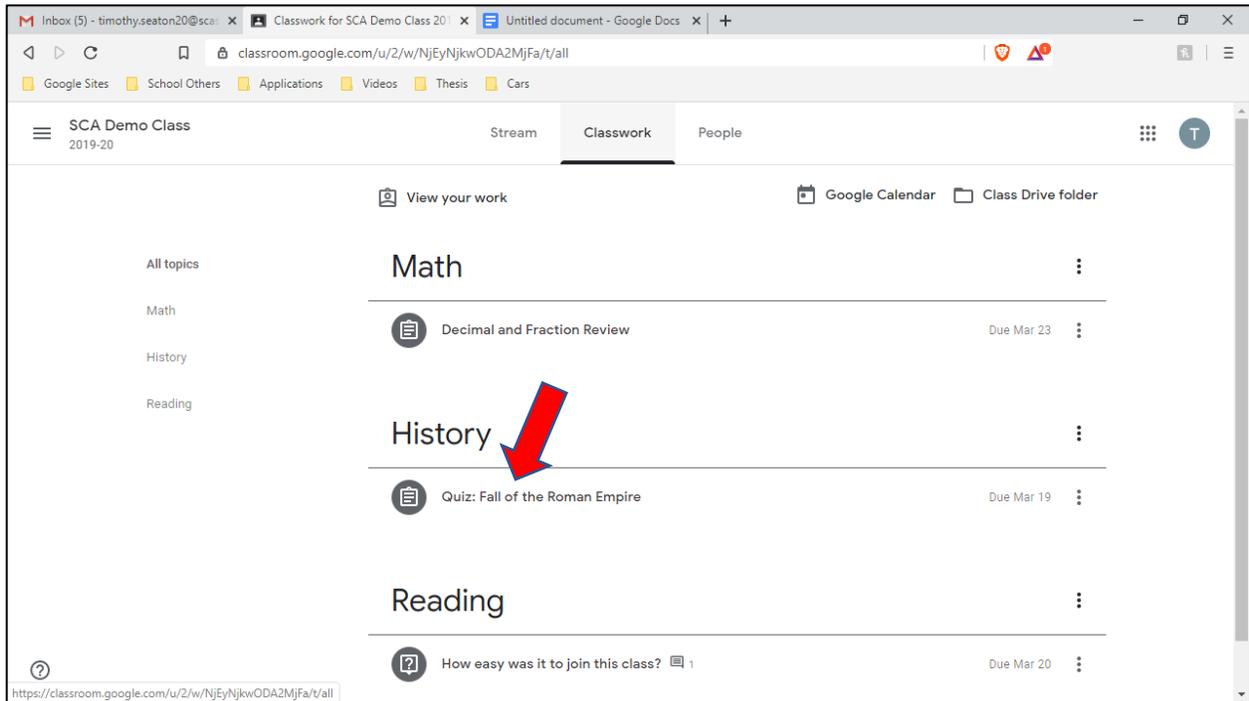


The **“Classwork”** page is where all assignments will be posted. Assignments in Grammar School classes will be organized by topic (such as Math, History, Reading, etc.), and Upper School classes may also utilize topics (such as units, chapters, or type of assignment).

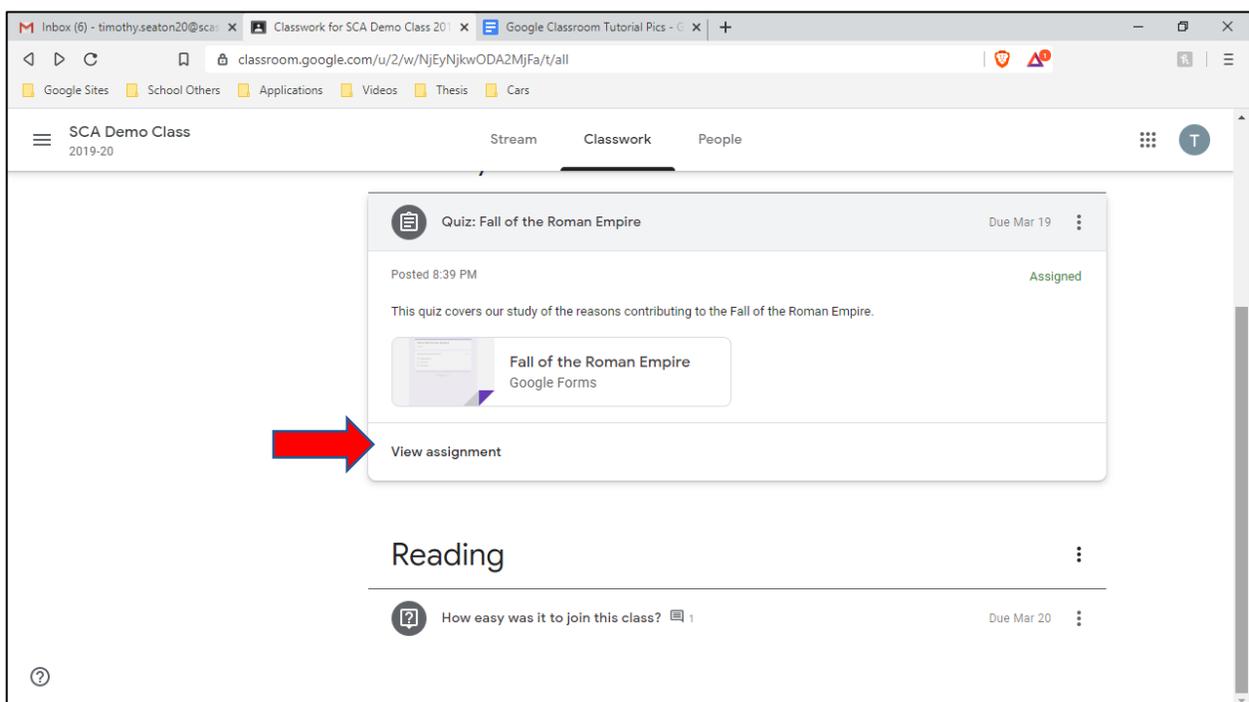


Viewing Assignments:

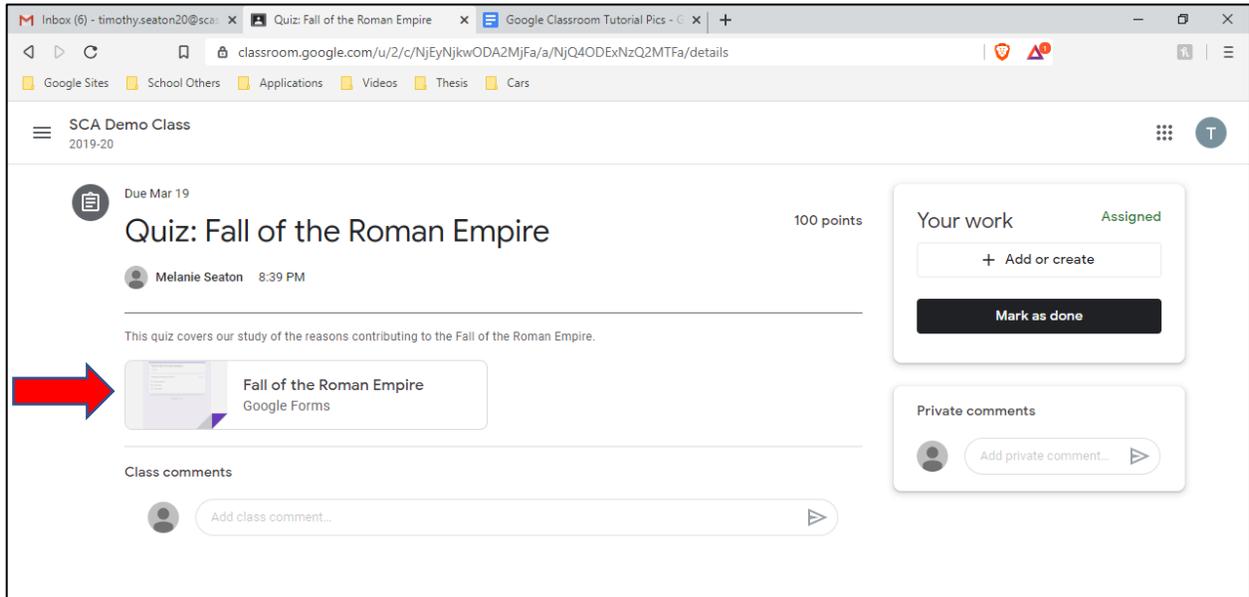
It will be important to regularly check under each topic for new assignments. Assignment types vary and can include: questions for class discussion, quizzes/tests, and general assignments. Click the assignment title to view the full assignment.



The assignment box will expand to show all the assignment details, including instructions and/or attachments. At the bottom of this expanded box, click "View Assignment" or "View Question" for further information. Students may comment on an assignment with questions or concerns. These comments are public; both the teacher and classmates can see them.



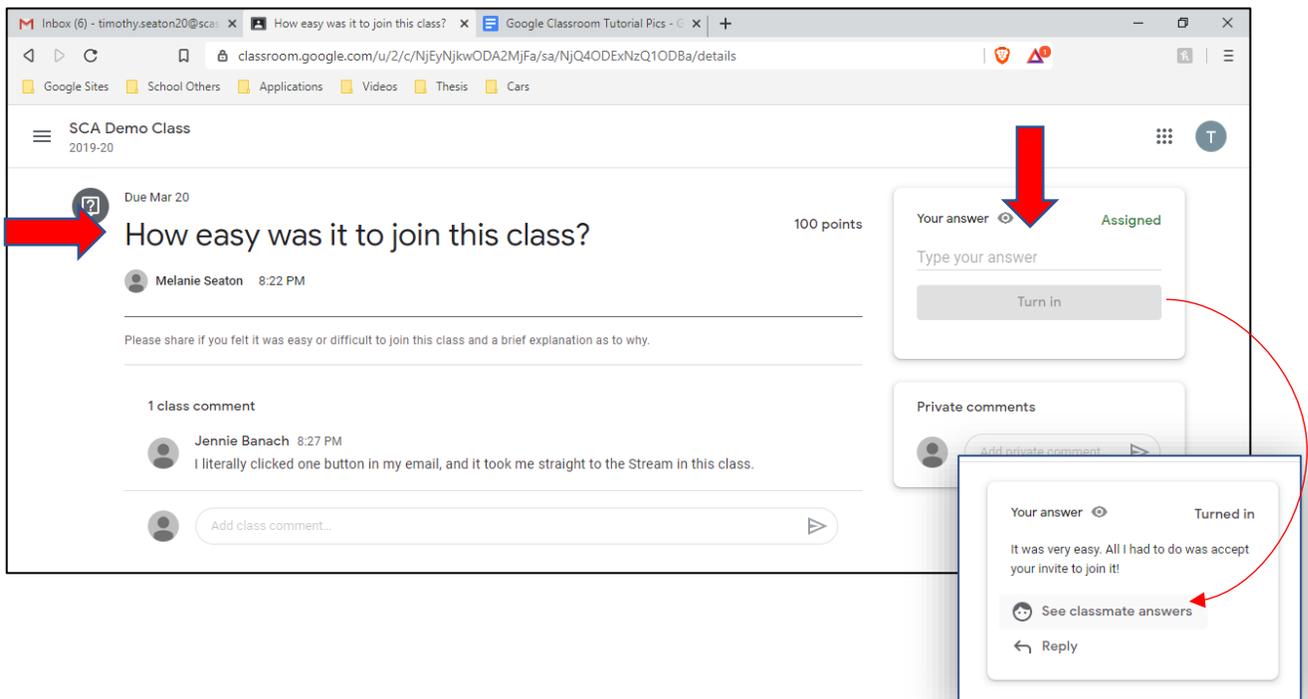
If the assignment has an attachment, it could be a video, document, quiz, or link. To open the attachment, simply click on the box containing the attachment. Depending on the assignment, you may be required to: print the attachment to complete it offline, complete it online, visit a link, or watch a video.



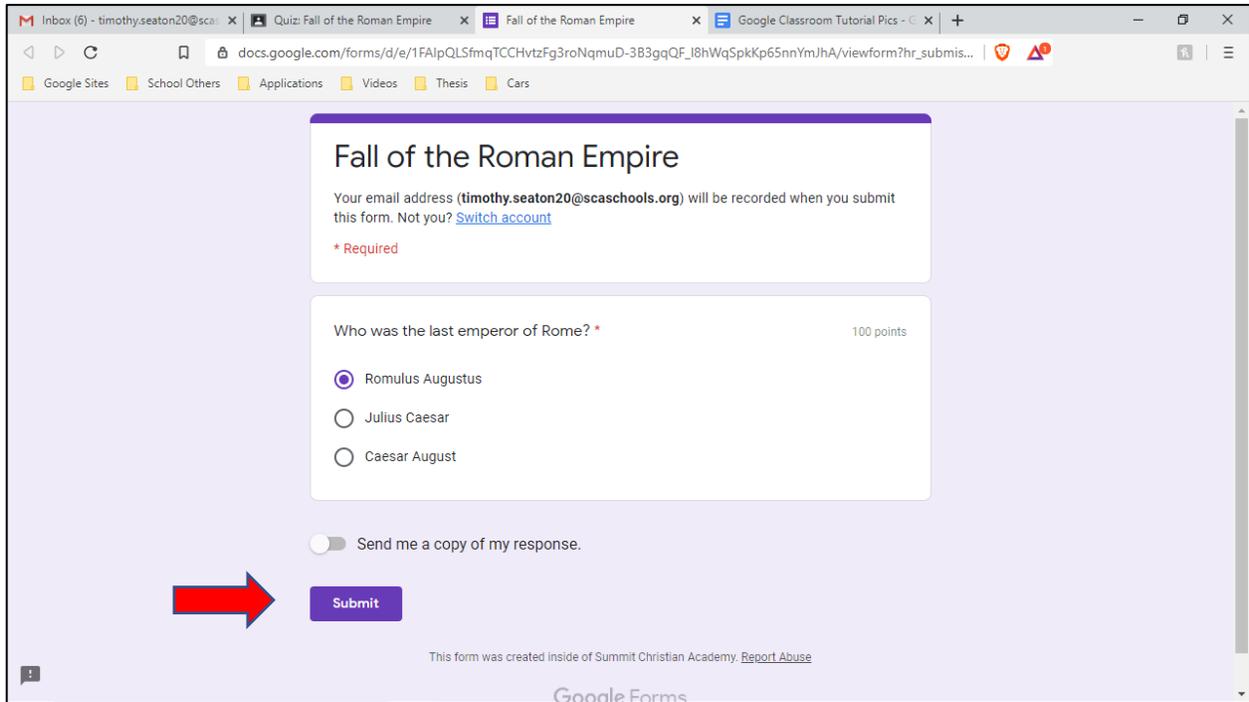
Submitting Assignments:

1. Submission of an assignment depends on the assignment type and requirements.

For a DISCUSSION QUESTIONS: Read the question prompt in the opened assignment. Answer the question in the submission box in the top right. Choose "Turn in" when you are done. After submission, students can see others' responses by clicking "See classmate answers."

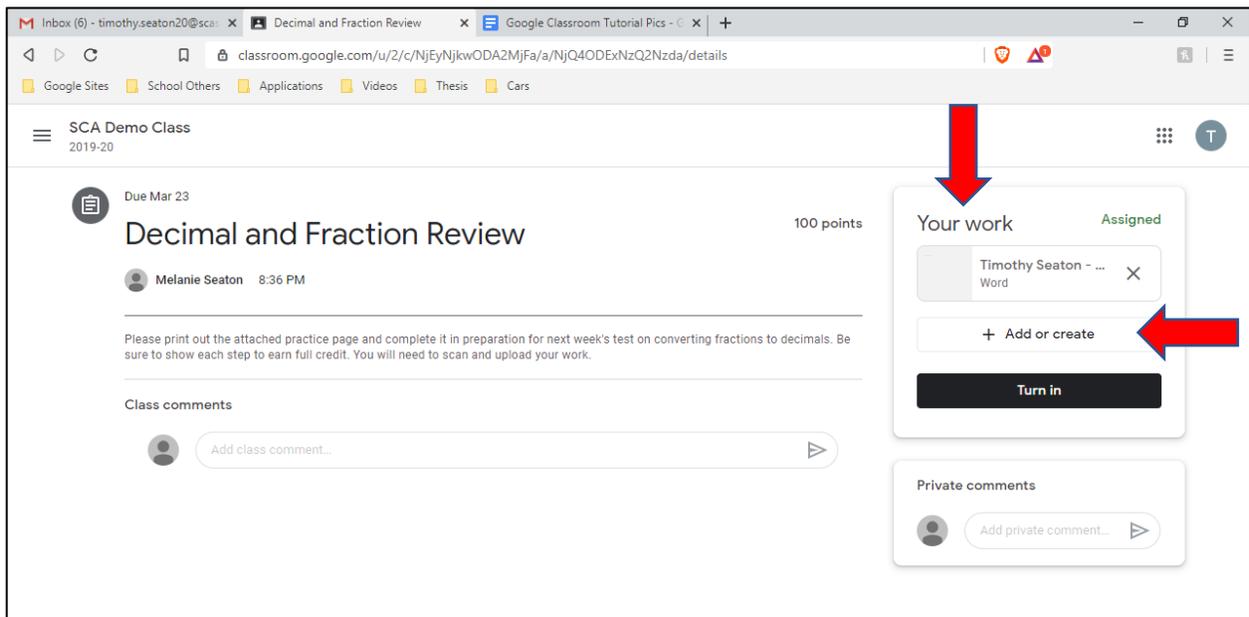


For GENERAL ASSIGNMENTS and QUIZZES/TESTS completed **ONLINE**: Follow instructions provided and choose “Submit” in the box to the top right when you have completed it.



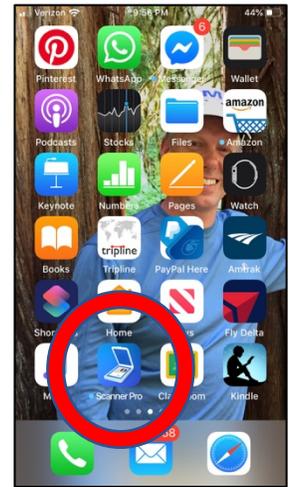
For GENERAL ASSIGNMENTS and QUIZZES/TESTS completed **OFFLINE**:

If you are submitting an assignment **completed on your computer**, submit it through Google Classroom by clicking the “Add or create” button in the “Your work” box in the top right corner of the assignment page. Choose “File” and then find and attach your work. (Note that this work could be a document, video, picture, or something else depending on the assignment requirements.) Choose “Upload.”



If you are submitting a ***handwritten assignment***, you will first need to scan it in (use a home scanner or download a free scanning app on your phone). The scanner will produce a PDF. If possible, submit the PDF through Google Classroom (as above) by clicking the “Add or create” button in the “Your work” box in the top right corner of the assignment page. Choose “File” and find and attach the PDF. Choose “Upload” to submit.

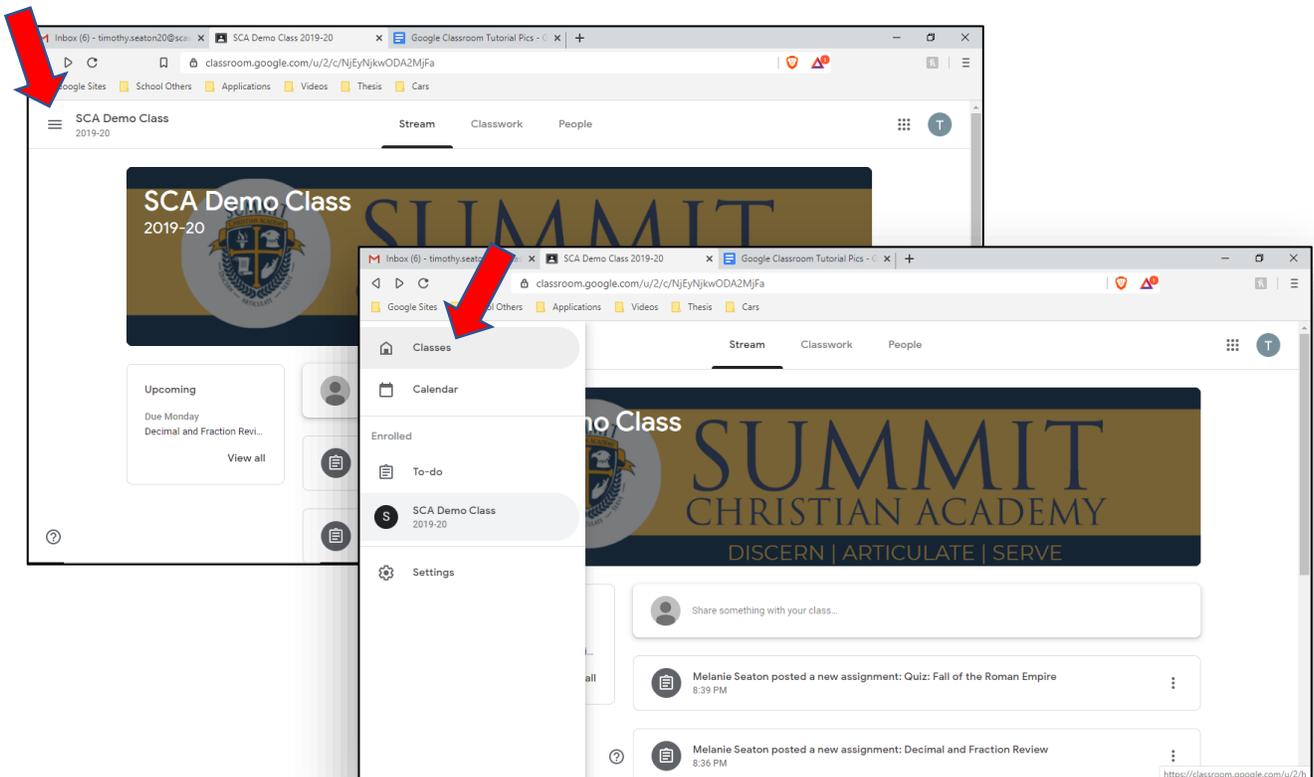
If you have scanned the assignment on a phone app, it may be easier to email the PDF to the teacher directly from your phone’s scanner app rather than submit it through Google Classroom. If you do so, please include the assignment title in the Subject line of the email so the teacher can easily identify it. You should also go to the “Your work” box in the top right corner of the assignment page and click the “Mark as done” button to notify your teacher.



If you are submitting an assignment that ***cannot be scanned or completed on a computer*** (such as a project or piece of art), your teacher will probably require a picture or video. Submit it through Google Classroom by clicking the “Add or create” button in the “Your Work” box in the top right corner of the assignment page. Choose “File” and then find and attach your picture or video. Choose “Upload.”

Returning to the Google Classroom Homepage:

You can always return to the Google Classroom homepage (where all of your classes are listed) by clicking on the three lines at the top left of the screen. Choose “Classes” and you will be returned to the page where all your classes are pictured. If desired, navigate to another class by clicking the class name.



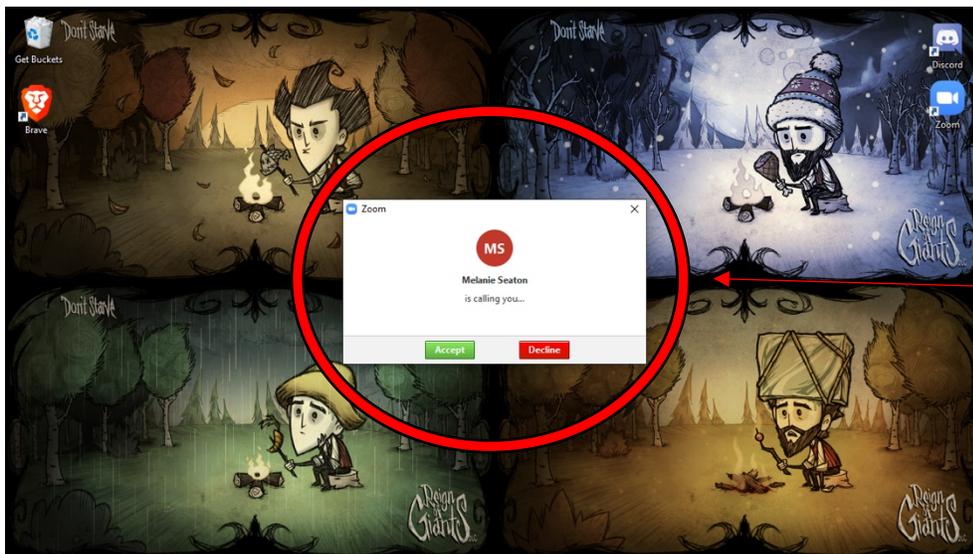
Getting Started: Using Zoom

Zoom is a video conferencing service that will facilitate live meetings from a distance. When the topic and student age is appropriate, teachers at Summit Christian Academy may utilize Zoom meetings to allow live teaching and interactions with and between students.

Joining a Meeting:

If your child's teacher plans to have a Zoom meeting with students*, the following will happen:

- Your student will be notified of the time of the meeting – put it on your calendar!
- Your student will be invited to join the meeting one of two ways:
 - Your student will receive an email invitation at the time of the meeting – this invitation will come to their Summit Gmail account
 - Alternatively, if the Zoom app is on your computer, the app will automatically open a window and notify you that a call is coming in. It will ask your student to Accept or Decline.



This icon indicates the Zoom app is on your computer

This box will pop open to let you know a Zoom call is coming in only if you have the app on your computer. If you don't have the app, check your Summit email for an invite.

- Click on the button in the email link or the Accept button in the app to join the meeting
- The computer will automatically open a window and allow your student to join

** Note – for students who are unable to join a Zoom meeting live, recordings will be posted in Google Classroom. However, please make every effort to participate in the live meeting!*

Zoom Parent-Teacher Conference or Instructional Help:

If you would like to have a “face-to-face” conference with your child's teacher or seek help, please email the teacher to see if a Zoom meeting would be available and appropriate.

***** Continue to the next page for important information and helpful tips *****

View Options:

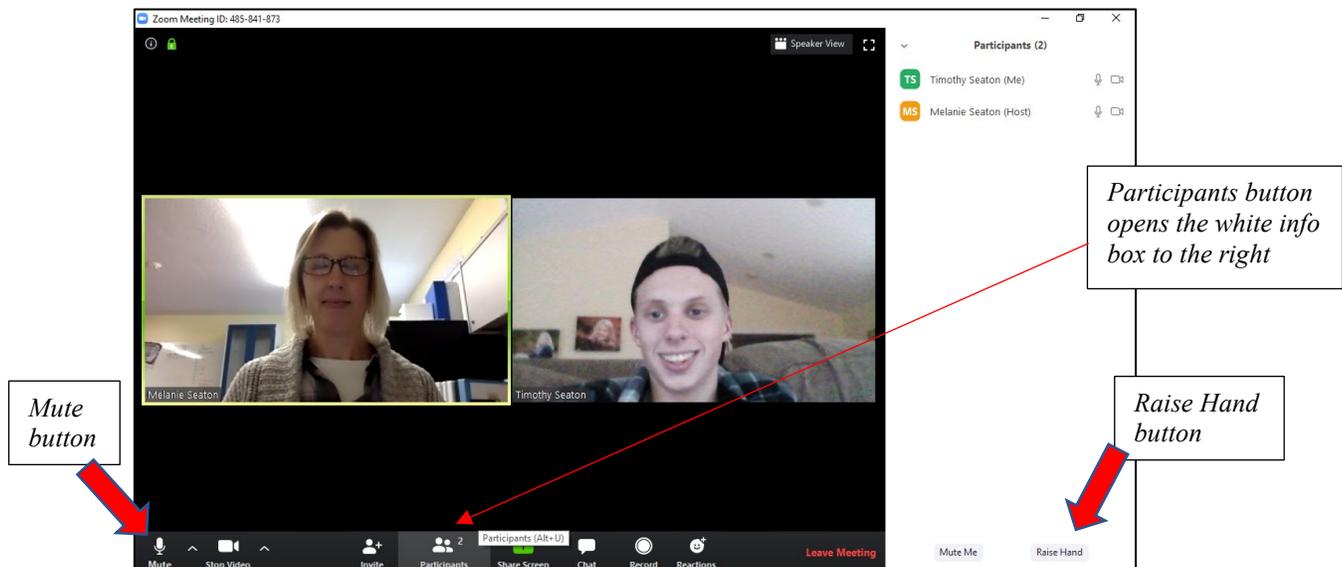
Practice with the view options to help your student make the best decision for his/her learning. Two choices are “Gallery View” and “Speaker View.” Gallery View allows multiple participants to share the screen evenly. Speaker View highlights the meeting host and participants are in small sidebar screens. Toggle between the views by pressing the button at the top right (which will read either “Gallery View” or “Speaker View” depending on which view you currently have).



Meeting Etiquette:

Prepare your student with the following etiquette guidelines:

- Always mute yourself when not speaking to prevent background noise from distracting the meeting – press the “raise hand” icon and wait to be called on to speak (the teacher will unmute you at the appropriate time). To raise your hand, click on “Participants” to open the white Participant info box to the right, then click the “Raise Hand” button.



Meeting Etiquette (continued):

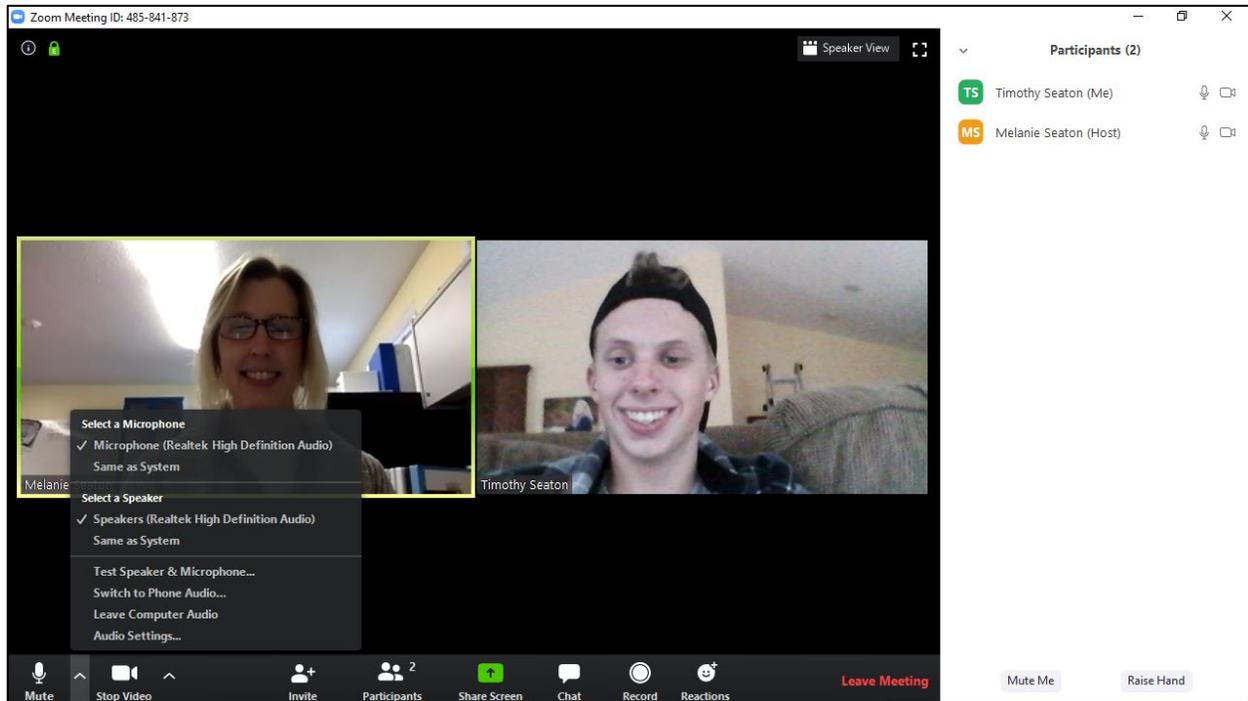
- Dress appropriately – neat, casual dress is acceptable for students
- Be aware of the background – ensure it is clear of inappropriate or distracting clutter (no TV's behind you!)
- Warn family members that you are on a live video so they won't interrupt or walk through the picture behind you
- Remain seated with the camera on a solid, unmoving surface to prevent others who are watching your feed from getting "seasick"
- Be respectful and follow the expectations you would if you were in a live classroom

Trouble with Sound?

If you can't hear others or they can't hear you, try the following:

- Check the "Mute" buttons – found in the black control bar* at the bottom of the picture screen and in the "Participants" white sidebar box
- Make sure your computer's speakers aren't muted or turned down
- Adjust the sound options within the Zoom app. Go to the black control bar* at the bottom of the picture and click the "^" to choose what speaker and microphones are being used

** Note – if the black control bar has disappeared from the bottom of the picture, simply move the cursor over the picture and it will reappear*



Pressing the "^" symbol will open a dialogue box where you can select the speaker and microphone being used