Virtual Learning Instructional Guide

Dear Students,
CHMS is providing you a document of important information. It includes scheduling, helpful resources, student login information, and teacher contacts. Remote instruction will be conducted during school hours and include interaction with CHMS teachers and facilitators. Virtual students will complete their assignments through the learning management system, Schoology. Please use this guide to help you begin the transition successfully and reach out to us for any questions. Go Trojans!

Take care,
CHMS Administration, Faculty, and Staff

Contact Information

CHMS Phone:
(334) 566-5770
School website:
https://www.troyschools.net/Domain/1044
Counselor Contact:
Mrs. Wright – (ext. 4008)
wrights@troyschools.net
Facebook:
https://www.facebook.com/chmstrojans/
Remind:
7th grade: Text @9ec8ed to 81010
8th grade: Text @8chms2021 to 81010

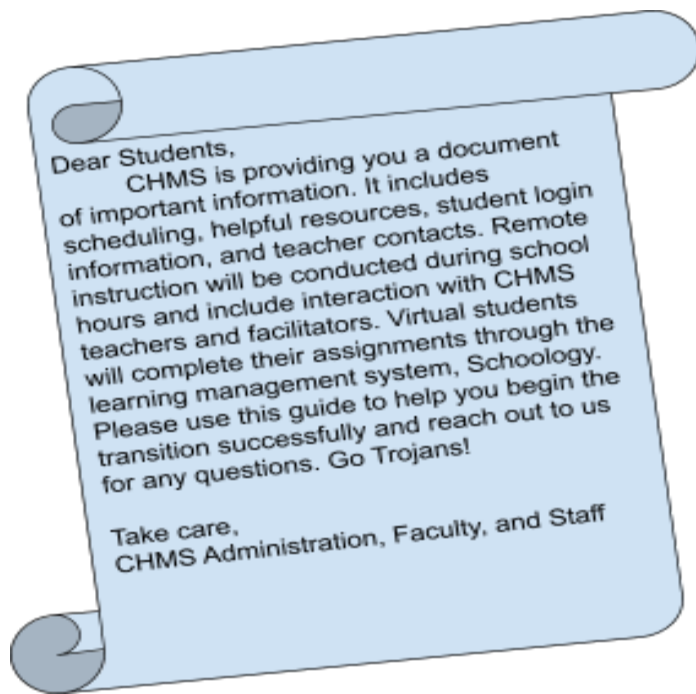## Teacher Contact

Electives:
Mr. Denison - denisonr@troyschools.net
Mrs. Sullivant - sullivantj@troyschools.net
Mrs. Key - keyd@troyschools.net
English:
Mrs. Rader - radera@troyschools.net
Mr. Shook - shookk@troyschools.net
Miss Thornton - thorntonm@troyschools.net
Math:
Ms. Barrett - barrettd@troyschools.net
Mrs. Knick - knickk@troyschools.net
Physical Education:
Coach Smartt - smarttd@troyschools.net
Coach Vasquez - vasquezr@troyschools.net
Science:
7th: Mrs. Kerfoot - kerfootk@troyschools.net
8th: Mrs. Challancin - challancina@troyschools.net

7th/8th: Mr. Griffin - griffinr@troyschools.net
Social Studies:
Ms. Nolin - nolina@troyschools.net
Mrs. Turner - turnert@troyschools.net
Mr. McKinnon - mckinnons@troyschools.net
Mrs. Bean-Davis - beang@troyschools.net
Mrs. Hicks - hicksm@troyschools.net
Miss Williams - williamsa@troyschools.net
***Any questions outside of class time should be emailed to the teacher and will be answered at their earliest convenience.

Child Nutrition Program:
Sherry Owens - owenss@troyschools.net
If you would like SCHOOL LUNCHES, call the front office before 8:30 each day to place your order. Pick up between 11-1:00.

Daily Q/A, Zoom and Academic Schedule

Time	Subject
8:00-8:45	Math
8:50- 9:35	English Language Arts
9:40-10:10	Science
10:15-10:45	History
10:50-11:45	Electives

Connect to WiFi 	1. **Open** the Chromebook and **press** the Power button. 2. **Click** on the WiFi symbol 📶 on the lower right of your screen. 3. In the box that appears, **click** the words "not connected" below the WiFi Symbol and allow it to search for WiFi. 4. **Click** the WiFi name that you wish to use and provide the password if necessary. 5. Now you should see the WiFi symbol in the lower right corner turn white indicating the power of the signal.

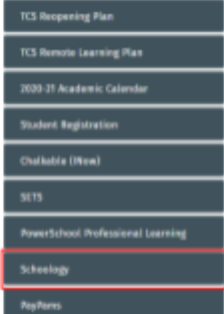| 1. Login to your chromebook is the same as last year with your gmail address and password. 2. You may need to click "add person" at the bottom of the screen. 3. Make sure to **type** in your email, **click** "next" 4. Carefully **type** your password. It should be a capital T and lower case roy followed by the student's last 4 digits of their social security number. **Click** "next" 5. Email: _____@students.troyschools.net 6. Password: <u>Troy_____</u> *Note* For fees and rules associated with Chromebook use, see **One to One Technology Use Rules** and **TCS Virtual Learning Agreement** that were signed when you received your Chromebook.	Log in to your Chromebook

Ⓢ Create an account in Schoology / Log in

1. Open the Chrome web browser by **clicking** the 🔴 at the bottom of the screen.
2. **Type** www.troyschools.net to go to the Troy City Schools' website
3. **Scroll down** to Quick Links where you see several bars. **Click** the "Schoology" bar.

Quick Links
- TCS Reopening Plan
- TCS Remote Learning Plan
- 2020-21 Academic Calendar
- Student Registration
- Chalkable (New)
- SETS
- PowerSchool Professional Learning
- Schoology
- PayForms

4. You should see "Choose an account" **Click** on your School Google E-mail Account.
5. What you see now is your Schoology dashboard. All your virtual classes can be accessed through here. **Click** on the "**COURSES**" tab at the top of the page.

6. You will see boxes representing each virtual class. Choose the class you wish to work on by **clicking** in the box and follow the teacher video or directions.

chalkable InformationNOW How to Log In to Chalkable to view grades:	1. On the Troy City Schools Website, choose "**Chalkable**" from the Quick Links bars. 2. Your **username** and password will be provided.