

2020

VIRTUAL LEARNING HANDBOOK



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**BISHOP MANOGUE
CATHOLIC HIGH SCHOOL**

EDUCATING THROUGH FAITH, LEADERSHIP, KNOWLEDGE, AND COMPASSIONSM

Welcome to your Bishop Manogue virtual school!

Bishop Manogue virtual school is designed for students to learn at the highest levels possible during school closure. We hope you find the program rigorous, personalized, and engaging to make your virtual classroom learning challenging and relevant.

The virtual learning program is student-centered where each student receives the educational support he/she needs to succeed.

Our school's dedicated teachers and administrators are focused on your student's well-being and fulfilling the Bishop Manogue Catholic High School mission: *To educate through faith, leadership, knowledge, and compassion.*

Parents/guardians, your role in the virtual learning setting is unique. You are a true partner in your student's education. It is expected that your student comply with all school policies outlined in this Handbook.

We look forward to partnering with you and wish you a successful online learning experience.

Getting Ready: Quick Tips

Getting To Know Bishop Manogue Virtual Learning Policies:

Please take some time to understand the policies in this Handbook. You and your student are bound by the policies in this document, so please refer to this handbook to ensure you are in compliance with Bishop Manogue policies and procedures.

Getting Ready for Virtual Learning:

Teachers and students should check their Google Classroom homepages every school day. Be sure to complete any assignments you find in Google Classroom.

Setting up Your Learning Area:

- Dedicate a space for keeping school materials and supplies organized
- Place your student's "classroom" in a quiet area that is free of distractions
- Create a filing system for assessments, student work, and important papers
- Wear school-appropriate clothing at all times.
- Review your calendar, set a schedule, and post as directed by your instructors.

Once your computer or device is set up, make sure everything you need is in place, including broadband internet service, camera ability, and microphone volume.

Online Etiquette (Netiquette):

A key distinguishing feature of an online course is that communication occurs solely via the written word. Because of this the body language voice tone and instantaneous listener feedback of the traditional classroom are all absent. These facts need to be taken into consideration both when contributing messages to a discussion and when reading them.

Keep in mind the following points:

1. Respect others and their opinions. In online learning students from various backgrounds come together to learn. It is important to respect their feelings and opinions though they may differ from your own.
2. Consider others' privacy. Ask for permission if you want to forward someone's email messages to third parties. Keep in mind that all private email is considered copyrighted by the original author.

3. Pick the right tone. Since we depend on the written word in online learning, it is especially important to choose the right words to get your meaning across. For example, sarcasm is harder to detect when you read the words rather than hearing them.
4. Avoid inappropriate material. Distribution of any inappropriate material will result in disciplinary action.
5. Be forgiving. If someone states something that you find offensive, mention this directly to the instructor. Remember that the person contributing to the discussion might be new to this form of communication. What you find offensive may quite possibly have been unintended and can best be cleared up by the instructor.
6. Think before you hit the send button. Think carefully about the content of your message before contributing it. Once sent to the group there is no taking it back. Grammar and spelling errors reflect on you and your audience might not be able to decode misspelled words or poorly constructed sentences.
7. Brevity is best. Be as concise as possible when contributing to a discussion. Your points might be missed if hidden in a flood of text.
8. Stick to the point. Contributions to a discussion should stick to the subject. Don't waste others' time by going off on irrelevant tangents.
9. Do not type in all caps. Typing in caps is considered shouting or screaming online. Various studies on the topic reflect that it is more difficult and takes longer to read text that is typed in all caps.
10. Submit files the right way. You won't be printing assignments and handing them to your teacher in person, so knowing how to properly submit your work online is key to your success as an online student. Online course instructors will establish ground rules for file assignment submissions, like naming conventions that help them keep things organized or acceptable file formats. Ignoring these instructions is a common example of bad netiquette.
11. Read first. Take some time to read through each of the previous discussion post responses before writing your own response. If the original post asked a specific question, there's a good chance someone has already answered it. Submitting an answer that is eerily similar to a classmate's indicates to the instructor that you haven't paid attention to the conversation thus far. Remember, discussions can move fairly quickly so it's important to absorb all of the information before crafting your reply. Building upon a classmate's thought or attempting to add something new to the conversation will show your instructor you've been paying attention.

12. Be kind and professional. Make a point to be kind and respectful in your comments—even if you disagree with someone.

Google Suite System: Meets and Hangout

Google Classroom and Google Meets are the online learning management systems that connect students with their lessons, teachers, and resources.

Tools for Students:

- View daily and monthly calendar events and schedules
- Access lessons
- Monitor progress through My Backpack
- Communicate with teachers and students through email, and Google Suite (Gmail, Metes, Hangout).

Tools for Parents:

- View student schedules, assignments, and lessons
- Monitor student progress
- Communicate with teachers

Tools for Teachers and Administrators:

Google Classroom, Google Meets, Google Hangout, and My Backpack will be used extensively by teachers and administrators. Some of the many tools for online learning will allow teachers to:

- Conduct lessons live over the internet with Google Meets/Hangouts
- Track student progress
- Review and grade online assignments and assessments
- Communicate quickly and effectively with students, parents, counselors, and administrators.
- Keep track of family interactions
- Modify learning to meet student needs

Since much of the learning and record keeping is done online through Google Suite and My Backpack, school administrators can monitor the effectiveness of instruction and ensure that students are making progress every day.

Technology Support Services

Bishop Manogue's technology support staff members have an expansive knowledge of computer technology and Google Suite®, the education management system. They will help you to troubleshoot any problems you are having. The support team members also have remote tools (Screencastify) that allow them to “see” a student's computer and correct problems from afar.

Bishop Manogue provides technical support for students and parents via email. During regular business hours (7:30am to 3:30pm, Monday-Friday). After hours and on weekends, requests for help are recorded and responded to the next business day.

Email the support team: IT@BishopManogue.org

Online Resources

Bishop Manogue provides numerous online resources for parents, students, and staff. The Online Help system is searchable and easy to use. It contains a wide array of how-to topics about:

Google Meets Instructions:

- [To Create a Video Meeting](#)
- [To Join a Video Meeting](#)
- [To Invite Guest to a Video Meeting](#)
- [How to Leave a Video Conference](#)
- [Change the Layout of Meeting Participants](#)
- [How to Turn Meeting Captions On or Off](#)

Google Hangouts Instructions

- [Getting Started with Google Hangouts](#)
- [Start a Hangout Instructions](#)
- [Start a Video Call with Hangouts](#)