



EFHS Guide for Remote Learning

Overview

Successful Remote Learning at Edsel Ford High School

Summary: The purpose of this is to provide students with the necessary tools in order to be successful in learning in a virtual environment.

Approximate Timeline: While the time may vary from student to student, This is designed to be completed in approximately 45 minutes. We expect every student to participate in this in order to ensure a quality experience in your virtual classrooms.

Outcomes: At the end of this students will be able to

- Know what is expected of them when engaging in remote learning
- Access their coursework
- Communicate with their teachers and peers using video conferencing
- Connect with the right people when you need assistance
- Know the grading policy
- Know what is expected weekly from you

1. Becoming a Successful Online Student

One of the most important components of any learning is your *attitude!* Be sure to bring Thunderbird Vision: **Education with a Purpose for all Students.** Also, be adaptable...you've got this! Before you start any class, take some time and read through this checklist. Set yourself up to win and remember, this is an extension of Edsel Ford High School, we want your best effort, attitude and behavior. **Be Positive, Be Safe and Be Kind.**

Remote Learning: Student Etiquette General Tips

1. **Be respectful.** While it is easier to say hurtful or disrespectful things without standing face-to-face with someone, it is important to remember that your classmates and teachers are real people who are affected by the words you say and write. It is essential to keep in mind the feelings and opinions of others, even if they differ from your own. If you wouldn't say it to someone's face, don't say it online either.

2. **Be aware** of strong language, all caps, and exclamation points. It is easy for written text to be misread and misunderstood. Have you ever sent a text message with good intent but your recipient thought you were being rude? If

so, then you've experienced this firsthand. By being cognizant of strong language, you can identify potential confusions before sending messages. Tip: Read everything out loud before you send it.

3. **Be careful** with humor and avoid sarcasm. We love to see your personality shine through in online classes. Many of our teachers are exceptionally funny too. But like mentioned in Rule #2, make sure that it is clear you are being funny and not being rude. Emoticons and smileys can be helpful when conveying humor so that it is read correctly. Just remember to keep the smiley faces away from academic papers.

4. Yes, **grammar and spelling matter**. While texting, textspeak can be great for your friends. In an educational setting (even online) however, keep it formal. Your written communication should be professional and reflect proper writing style. Save written shortcuts and less than stellar grammar for Social Media sites if you must, but follow grammar rules for school.

5. **Cite your sources**. Whenever you are sharing an idea that originated from someone else (even if it is not word for word), it is good practice to cite that source. This applies to discussion forums too. If you read a great thought in your text, share it, but be sure you let your audience know where you saw it first.

6. **Don't post or share (even privately) inappropriate material**. Enough said there. Nothing is truly private online.

7. **Be forgiving**. Remember that not everyone will know these rules before posting. Try to be understanding of others when they struggle with written communication. It is very different than simply talking to a person face-to-face.

8. **Email Etiquette**: Click on the blue underline and it will bring you to the link.

- [Student Etiquette for Email, Forums and Interactions online](#)

9. Never Share your Passwords!

2. Appropriate Use of Technology

Follow the Dearborn Public Schools Acceptable Use Policy:

- [Student Acceptable Use Guidelines](#)

Follow the Edsel Ford High School Chromebook Acceptable Use Policy:

- [Chromebook & Acceptable Use Policy](#)

3. How to Navigate your Learning

On the Dearborn Public Schools website, you can access Clever, Google Classroom, iLearn and much more. [Dearborn Public Schools Home Learning Hub](#) This site is designed to be a resource for students and families during the Michigan state-mandated school closure period.

Some teachers will have you access your coursework from their blog, while others may use Google Classroom or iLearn.

You can access all of these on the DPS Home Learning Hub. Remember, it will be important to check your district email often as we will use that to send out important school information during the closing.

Classroom is the primary online tool that teachers will use to communicate learning plans. While this may not answer all your Google Classroom questions, it is designed to make sure you know how to access your Google Drive, and use other online platforms.

- [Student Sites Tutorial](#)- includes iblogs, Khan Academy, Clever, etc.
- [Google Drive Tutorial Video](#) - includes creating/naming folders, documents, uploading pictures and videos from phones to Google Drive
- [How to take Screenshot on a Chromebook](#). Once you take a Screenshot, a window will pop up on the bottom right of your screen to access your recents folder to find it.
- [How to Join Google Classroom](#)
- [How to Navigate Google Classroom](#)-Navigating a course, adding private comments and sending an email.
- [How to turn in Assignments on Google Classroom](#)
- [How to use Accessibility Apps](#)- includes magnifier, translation, speak-to-text, text-to-speak, etc.
- [How to Navigate through Ilearn](#)- Includes logging in, attaching assignments, going through lessons and other features teachers could have.

4. Communicating using Video Conferencing

Your teachers will be using a variety of tools to communicate with you. In addition to email, phone calls and Google Classroom, they may invite you to a video conference via Google Hangout/Meets in order to have real-time communication regarding your progress or questions.

- Video on [How to Access Google Hangout and Access through Google Classroom](#)
- Video on [How to Use Hangout Chat through your Email](#)
- File for [Student Etiquette for Hangouts](#)

5. Technical Assistance

If a student is having a problem with their Chromebook, they can contact the Technology Department by calling 313-827-8400 Monday-Friday between the hours of 7 a.m.-3:30 p.m.

Additional support:

General information: 313-827-3006 or communications@dearbornschools.org

Social emotional hotline - 313-827-8500 or dss@dearbornschools.org

Tech support - 313-827-8400

Human Resources & Student Services - 313-827-3068

Special Education - 313-827-7050

6. Here is the Edsel Ford Remote Learning Schedule from April 20th until the end of the year-

	11:00am	12:00pm	1:00pm	After 2:00pm
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	Office Hours by Day & Subject	Primary Contact	Primary Contact	Secondary Contact
	<ul style="list-style-type: none"> • Secondary contact • Students should attend and engage, ask questions, etc.. • Connect with teachers 	<input type="checkbox"/> Instruction <input type="checkbox"/> Activities	<ul style="list-style-type: none"> • Instruction • Activities 	<ul style="list-style-type: none"> • Feedback • Emails • Phone calls • Interventions
Monday	Science	Electives (1st, 2nd, 3rd)	Electives (4th, 5th, 6th)	TBD by teacher/team
Tuesday	Social Studies	Math	Math	TBD by teacher/team
Wednesday	Electives	ELA	ELA	TBD by teacher/team
Thursday	Math	Science	Science	Bldg Staff Meeting 2:30pm
Friday	ELA	Social Studies	Social Studies	TBD by teacher/team

7. Check your Understanding

Ready to start learning online? Take this [brief self-assessment](#) to make sure you are ready to go!