




Hello Families,

As we transition to remote learning we wanted to notify you of some common platforms being used across the school and the different ways students will have access to learning and teachers. Specific information about individual courses will be sent out via grade level e-mails in the upcoming days. Grade level e-mails will include schedules of when courses will meet and when teachers will be available for office hours.

Below are a **list of platforms** teachers will be using with students:

Platform	How to Gain Access and Use
<p data-bbox="105 573 285 653">Google Classroom</p> 	<p data-bbox="341 573 1450 653">All teachers will have a Google Classroom where classwork, assignments and homework are posted. Both students and families have access to this resource.</p> <ul data-bbox="391 661 1485 1486" style="list-style-type: none"><li data-bbox="391 661 1485 961">● Students joining Google Classroom: Each classroom has a specific course code. Here's how to join:<ul data-bbox="488 751 1485 961" style="list-style-type: none"><li data-bbox="488 751 1227 789">○ Log into students metropolitanel's google account<li data-bbox="488 793 1200 831">○ Click on the google apps and click on classroom<li data-bbox="488 835 1485 915">○ In the upper right hand corner there is a plus sign, click on it. Join class is an option.<li data-bbox="488 919 1260 961">○ Enter the class code for the course to join that class.<li data-bbox="391 966 1485 1354">● Families joining Google Classroom: Families can also sign up for google classroom in order to receive notifications about daily assignments, homework and assessments.<ul data-bbox="488 1102 1485 1354" style="list-style-type: none"><li data-bbox="488 1102 1485 1224">○ E-mail a grade teacher and they will register you. Once you are registered through a single class, you will be signed up for all google classes that your student is signed up for.<li data-bbox="488 1228 1398 1308">○ Through this format, families can e-mail teachers and receive notification from teachers about specific assignments.<li data-bbox="488 1312 1463 1354">○ Follow up with your student's crew advisor for additional support.<li data-bbox="391 1358 1485 1486">● Submitting assignments: for many grade levels, assignments will be completed through google classroom. Please see grade level e-mails for specific information about submitting assignments.
<p data-bbox="105 1522 212 1560">Zoom</p> 	<p data-bbox="341 1522 1507 1602">This is a video and audio platform used by some teachers to communicate live with students live. Here is how it works:</p> <ul data-bbox="391 1606 1507 1906" style="list-style-type: none"><li data-bbox="391 1606 1507 1686">● Students will receive an e-mail invitation for a zoom meeting. In the e-mail is a link that the student will click in order to enter the meeting.<li data-bbox="391 1690 1507 1770">● The student does not need an account to attend meetings, they only need to use the e-mail invitation sent by the teacher.<li data-bbox="391 1774 1507 1854">● Students can download zoom as an application to their phones and access meetings through their cellphones.<li data-bbox="391 1858 938 1906">● Here's how teachers may use zoom:

	<ul style="list-style-type: none"> ○ Live class: Students will “attend class” virtually where the teacher will teach specific content to students. Students can ask questions directly in this format. ○ Office hours: Students can ask questions of the teacher and get immediate answers. This is optional for students who want support with classwork and homework.
E-mail	As always, teachers will be accessible via email. Students and families can e-mail with questions and clarifications.
Pupilpath 	<p>Pupilpath will still be the platform to check student grades. Teachers will be updating this platform on a regular basis. If you do not have access to this platform, please e-mail our parent coordinator Ms. Barcia at abarcia@metropolitanel.com to get signed up. This will be a very important way to follow your students success as we transition to remote learning.</p>

Teachers will be providing **several formats for teaching and communicating** with students. They are as follows:

Learning Format	Purpose
Assignments, Readings, Homework, Assessments	<p>All teachers will post assignments, readings, homework and assessments on Google Classroom. These are the assignments students will be completing at home and submitting through google classroom.</p> <p>If a course meets 4 days a week, the teacher will post an assignment 4 times/week. If a course meets 3 days/week, the teacher will post an assignment 3 times/week. Assignments are to be completed by students and submitted via the google classroom platform.</p>
Live Classes	Some teachers will be providing live classes. This will be a time when a teacher is actively teaching to the class. All live classes will occur on zoom. Please see e-mails from grade teams to access the schedule for when live classes will be hosted.
Office Hours	All teachers will be available for office hours at least 1/week. This could be via zoom or through e-mail. Please see e-mails from grade teams to access the schedule for grade level office hours.