

Letter from Technology Director March 17, 2020

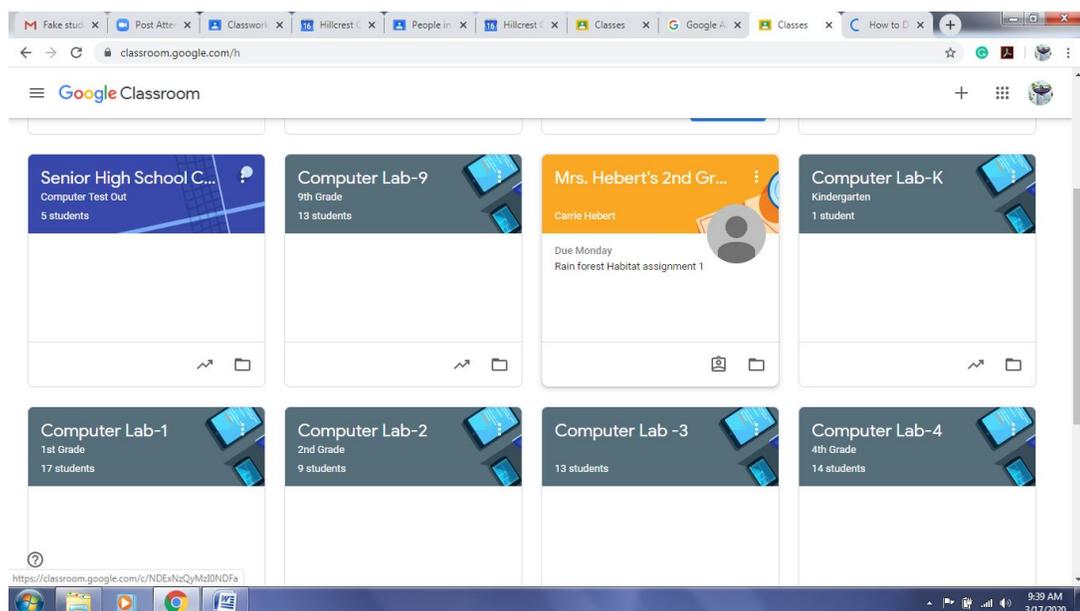
HCS On-Line

Dear HCS Family,

During this time of struggle and uncertainty, we at HCS have placed a high priority on the continuation of providing our families with the highest and best education possible. With that said, we have decided to use an on-line platform that includes both live video teaching as well as pre-recorded lessons from the teachers. Since we have only had a few days to identify the best product to use and then train the staff, we ask that you have patience with us as there may be a few 'bumps' along our path. We are striving to provide a seamless transfer from teaching 'in-our-room' to teaching 'in-your-room'. We are using a web based application called Zoom and Google Classroom. They are both user friendly and free. Here are a few instructions that you need to know in order to make sure your household is ready for school.

1. All students will need access to a computer device. We know that the majority of families have devices (computers or tablets) at home. However, please email Mr. Doug Gonce if your child is in need of a device for home use during our time of distance learning. All grades will need access to a computer so please keep in mind that we have a limited number of lendable devices, your flexibility is appreciated.
2. We recommend the following system requirements:
 - a. Each device needs to have a microphone, video camera, and speakers.
 - b. Web browser (Chrome or Firefox is recommended)
 - c. 2GB of RAM or greater (4GB+ recommended)
 - d. Windows 7 or higher; MacOSX, or Chrome OS
 - e. 10" screen or larger recommended
3. Tablets require the Google Classroom, Google Docs, Google Sheets, and Google Slides apps for the best experience.
4. We are using an application called Zoom to host our live video teaching session. Follow the following instructions to access Zoom.
 - a. Go to the student's HCS Email account on Google (Gmail), within the 'inbox' there will be an email from the teacher with the subject reading "Please join Zoom meeting". Once you open that email, click on the "Join Zoom Meeting" link in the main message area. This will open a new 'tab' in your web browser.
 - b. There will be a 'pop-up' message titled "Open URL: Zoom Launcher?". Click on the link within this pop-up window.
 - c. Use your current audio and video settings and click "enter meeting".
 - d. That's it; you're in the Zoom meeting.

5. Please ensure that all background noises are reduced during the teaching session. If you have any issues with the video meeting, please contact your teacher.
6. For our daily class work we are using an on-line program called **Google Classroom**. We have been using this application the entire year for most of the classes at HCS, however, kindergarten through 3rd grades has been introduced to Google Classroom and use the program for various projects so they may have need for assistance in logging into the application as well as using the various Google programs. If they need assistance, let the teacher know.
7. To access Google Classroom, look for an invitation from your child's teacher in the students HCS email account, or use the following instructions:
 - a. Open a Chrome web browser and navigate to www.google.com
 - b. On the top right side of the web page you should see the following:
Gmail Images :::(9 dot image)
 - c. Click on the 9 dot image and select 'Account'
 - d. Select "Sign in"
 - e. Enter the HCS student email address (ex: s.ttest@hillcrestcs.org). Please note that only the HCS email address will work on our Google classroom accounts. If you use another email host (such as Yahoo) it will not allow you to login.
 - f. Enter the students HCS email password. Each student has been assigned a unique password and that password has been provided by the teachers.
 - g. Once you have logged into the account, click on the 9 dot image on the top right corner and select 'Classroom'. You may have to use the 'scroll bar' to find the 'Classroom' image.
 - h. Once you click on the Classroom image, your web page will be directed to the Google Classroom site and your specific classrooms will be displayed.



8. If you have any issues or questions with either Zoom or Google applications, please feel free to contact either the student's teacher or myself.

I'm praying that each and every one of us will continue to find God's joy and peace during this trial.

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"And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him." Colossians 3:17