

# MHS Instructions for Virtual School

If the student does not have access to a device and/or internet, information will be published soon regarding paper packets, watching lessons, etc. All other students should follow the directions listed below to access classes “live” every school day.

## Log into your school email account if you have not done so already.

1. If your device does not already have Google Chrome, please install it. ([www.google.com/chrome](http://www.google.com/chrome))
2. Go to the MHS website ([www.mcewenhighschool.org](http://www.mcewenhighschool.org)).
3. Click on “E-mail.”
4. Enter your email address. (Students received email addresses on the first day of school. If you do not know your email address, contact Mr. Lanham or Miss Johnson.)
5. Enter your password: newpass2020. (You can change your password later if you wish to do so.)
6. Email will be the main form of communication between students and MHS staff. Students are welcome and encouraged to use email to ask questions. Teachers will be checking and responding to email daily. Teachers’ email addresses are listed on the MHS website. (Click on “Faculty.”)
7. You can also download the free Gmail app for your smart phone if you would like to access your email on your phone. (The school email accounts are Gmail accounts.)

## Join ALL of the appropriate Google Classrooms.

1. There are three different ways you can access Google Classroom.
  - a. Go to [classroom.google.com](http://classroom.google.com). Sign in using your email address and password. OR
  - b. Log into your email. Click on the Google “waffle” in the upper right corner. Click on the “Classroom” app. OR



- c. Download the free Google Classroom app on your smart phone. Log into the app using your school email user name and password.
2. Once you are on the Google Classroom page/app, be sure to join **all** of the Google Classrooms for **all** of your classes. Click on the plus sign (+) to join a class. Select “Join.” Enter the code for the class you want to join. Repeat this process for each class. In addition to joining the Google Classroom for each class you are taking, also join the Google Classroom for your Grade. All of the Google Classroom Codes are on the school website ([www.mcewenhighschool.org](http://www.mcewenhighschool.org)). They are listed under “2020-2021 Important Documents.”

### **Participate in class virtually every period every day on Google Classroom.**

1. Students will watch and participate in class virtually every day through Google Classroom. Students will follow the MHS 2020-2021 bell schedule. When it is “red day” at MHS, all students will attend 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 9<sup>th</sup> Periods. When it is “white day” at MHS, all students will attend 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> Periods. (The bell schedule is posted on the school website under “2020-2021 Important Documents.”)
2. In order for you to watch a class “live” as a virtual student, go to the Google Classroom of the class you want to watch. Then, click on the Google Meet link. This link is located in different locations depending on which type of device you are using. Most commonly, the Google Meet link can be found on the header on the top of the page of the Google Classroom and under the “Classwork” tab in the Google Classroom. You will usually see the word “Meet” with a little video camera. Click on “Meet” or the link to view the live class.
3. The teacher must “open” the Meet first. If the teacher has not opened the Meet, you will not be able to view the class. Keep clicking on the Meet link every two minutes for the first 15 minutes of class to keep attempting to view the Meet. If you are unsuccessful after 15 minutes, please email the teacher to explain what happened.
4. Once you are connected to the Meet, please turn your camera ON so the teacher can see you for roll call, etc (if your camera is working). The teacher may ask you to mute your microphone during all or portions of the lesson.
5. You must stay logged onto the Meet for the entire lesson or until the teacher says you may log off.
6. Classes can be watched virtually on any type of device with internet, including smart phones.

### **Complete all assignments, quizzes, tests, etc.**

1. Follow the directions from each teacher regarding assignments, quizzes, tests, etc.
2. Some teachers will require you to submit these things on Google Classroom. Some will want you to email things to them. Follow their directions.
3. You will NOT be able to submit most assignments on Google Classroom if you are using a smart phone. To submit assignments on Google Classroom, you will need to use some other type of device such as a desktop computer, laptop, or tablet.
4. All assignments, tests, etc. must be turned in ON TIME. Be sure to meet the deadlines for all classes.

### **Communicate with the school/teachers if you need something.**

1. **Email** – All faculty/staff email addresses are listed on the school website under the “Faculty” tab.
2. **Phone** – MHS Office – 931-582-6950

### **Stay informed.**

1. **Remind Text Alerts**. Sign up for the text alerts for your grade.
  - a. **Freshmen and Parents** (Class of 2024) – Text @2024mcewen to 81010.
  - b. **Sophomores and Parents** (Class of 2023) – Text @2023mcewen to 81010.
  - c. **Juniors and Parents** (Class of 2022) – Text @2022mcewen to 81010.
  - d. **Seniors and Parents** (Class of 2021) – Text @2021mcewen to 81010.
2. **MHS Website** – [www.mcewenhighschool.org](http://www.mcewenhighschool.org)
3. **Social Media** –
  - a. **Facebook** ([www.facebook.com/mcewenhighschool](http://www.facebook.com/mcewenhighschool))
  - b. **Instagram** (@mcewenhighschool)