

Plan for Remote Instruction School Year 2020-2021

Introduction

While there is no ideal replacement for in-the-classroom learning, the Mount Union Area School District will work to provide robust educational opportunities that challenge students and help them achieve academic growth. We are focused on keeping the learning process moving forward while you and/or your child is receiving instruction remotely. This following information should help guide you to the district's procedures for ensuring remote teaching and learning during our temporary school closure.

Class Schedule

Your child will be required to follow their normal school schedule, attending classes online as they occur in the live classroom setting. In some cases, the teacher may allow work to be completed outside of the normal class time; they will let your child know if this is an option.

Attendance

Attendance will be taken during every class period through Microsoft Teams. Your child must attend for the entire class period unless the teacher has allowed for independent work later.

Online Format

The Mount Union Area School District has adopted the **Microsoft Teams Meeting** learning management tool through Office 365 as the primary means for providing remote classroom instruction. Your child already has the Teams app downloaded onto their computer devices provided by the school district. The teacher has invited your child to each of their classes through this Teams app. Your child must go to that time at their designated class time to log into the live classroom. Please make sure your child has one Team for every course they are enrolled in.

Logging into Teams

To join a Team, click on the meeting invitation on the calendar feature of Teams. Click "Join". Be patient as the teacher will have to let your child into the class.

During class, the teacher will be presenting content and leading lessons just as they always have except for facilitating online instruction. All documents and material

presented on the whiteboard will be shared with your child through the computer so it will be important that your child is present during the entire class period if the teacher is sharing their screen.

It is best if your child checks in with the camera at the beginning of class and then mutes the computer and turns off their camera unless they wish to speak. This will prevent any distractions that may occur in the home from disrupting live classroom instruction. Once the audio is muted and the camera is off, your child can use the “Chat” feature to communicate with the teacher. The “Chat” icon looks like a speech bubble.

Sometimes, the teacher may plan for independent activities. When this occurs, the teacher may check in at the beginning and end of class only. In other words, the lesson would not be livestreamed. This will help save bandwidth.

Troubleshooting

If your child cannot access Teams on their computer, please check to make sure the following settings are set. Go to “Settings”, then click on “Devices”. Ensure that the audio device on your child’s computer says, “PC Mic and Speakers”, unless you have an external headset and/or microphone connected for your child to use. The district will not provide these headsets and microphones if you choose for your child to use one; we have provided the computer only. If your child’s device is set on default, this is fine.

If you are still having trouble connecting to your child’s classroom instruction, please let the teacher know immediately through email. Our technology department will do our best to troubleshoot your issue. However, the district will not be responsible for poor internet connection. You can always pull onto the district’s parking lot to access our free internet service.

If your child is still having issues logging into Teams through the calendar invitation, you can go to Office.com on your web browser and have your child sign in with their school email and password. Then select the Teams app.

Need More Assistance?

You can access Microsoft Teams User Guides on the District website main page under *MUASD Parents and Community*.

If you are having a specific technology issue and you believe it is on the school’s end, you may email mswan@muasd.org.

If you have a specific curriculum or MS Teams issue, you may email mhall@muasd.org.