



Distance Learning Quick Guide for Catalyst Academy Families

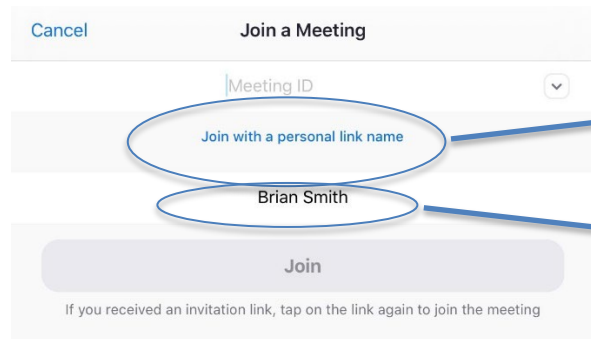
Catalyst Academy's commitment to providing a world-class education to your scholar applies whether they are learning in-person or virtually from a distance. Below is key information to help you support your scholar's virtual learning.

Each scholar has been provided with a 7th-generation iPad, including a case and charger. Zoom will be how your scholar is able to participate in live instruction delivered by Catalyst Academy teachers. Zoom has been installed on your iPad.

Please see the materials sent home or via email for the specific Zoom room login information for your scholar's classroom. Call 412-684-2400 if you are unable to find the login information.

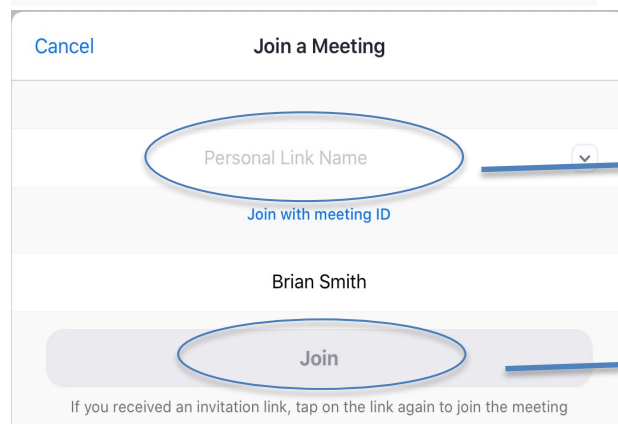
Joining Your Scholar's Zoom Classroom:

1. Open the Zoom app on the iPad.
2. Click Join a Meeting



3. After you click on "Join a Meeting", click on "Join with a personal link name"

4. Enter your scholar's name here

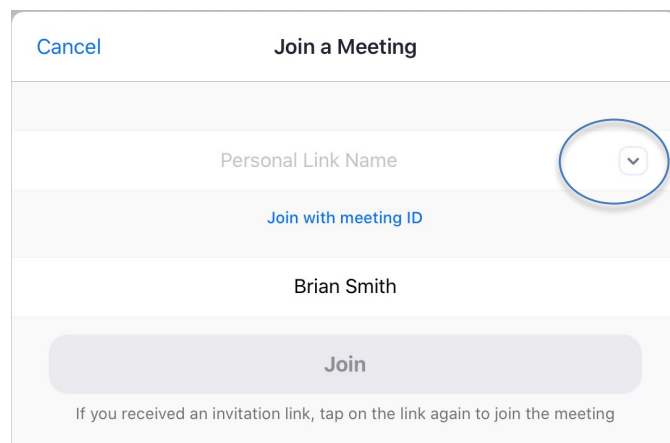


5. Enter the Zoom Personal Link Name

6. Click Join

7. If prompted with "Allow your microphone to be unmuted?", please select **yes** so that the teacher can effectively manage class participation.

Your iPad should also store the personal link name in its memory so that you do not have to enter it each time you enter the Zoom classroom.



After you successfully join a Zoom personal room once, you can click on the down arrow and select it again from the drop-down list so you don't have to retype it each time you join the same room.

During the school day as there are built in breaks in the day (e.g. lunch), scholars can simply log off, and log back into the same specific Zoom classroom at the appropriate time.

Key Online Expectations for All Scholars

- Be ready to learn online at 8:30 every day.
- Make sure the iPad video is on during Zoom class sessions. Teachers and the rest of the class need to see your scholar for them to effectively participate.
- Wear the provided headsets to both minimize distractions and limit noise in the Zoom room.

Suggestions for Parents to Support At-Home Virtual Learning

- Make sure to fully charge your scholar's iPad overnight.
- Test your iPad with WiFi before class begins. On your iPad home screen, click settings, then choose WiFi and log on to your home network.
- Find a space in your home where your scholar will be able to best focus on learning.
- Make sure your scholar is ready by 8:30AM.
- Teacher office hours are a great way for you to ask your scholar's teacher questions or for your scholar to receive extra support. See the enclosed schedule for specific times.
- Consider having your scholar wear their Catalyst Academy uniform shirt to get into a typical school routine.
- Read the attached Guide to Zoom for tips on how to best use Zoom.

Technical Support

- If you have technical difficulties during a Zoom class, use the chat feature to send a message about the issue.
- **If you're having difficulties getting into Zoom, using your iPad, or other technical issues, please email techsupport@catalystacademy.org with your name, scholar name, and phone # and someone from our team will call you back. If you don't get a call back within 20 minutes, please feel free to call the office at 412-684-2400.**

While Zoom will be the primary communications part of our distance learning program, there will be other iPad tools scholars will use at various times. **The primary other tool scholars will be using is SeeSaw, a learning management platform.** Teachers will use SeeSaw as a way to distribute curricular content, problems, and worksheets to scholars. Scholars will be able to use SeeSaw to upload their work for teachers to provide feedback on. Enclosed is a quick guide to using SeeSaw.