



Distance Learning Quick Guide for Catalyst Academy Families

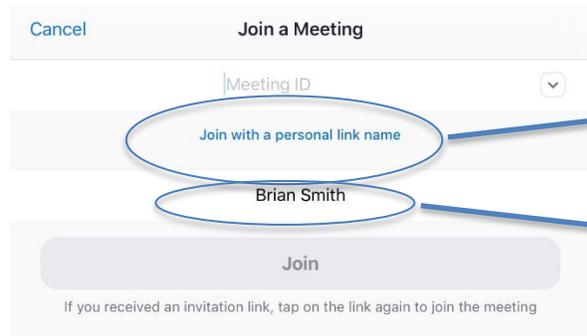
Catalyst Academy's commitment to providing a world-class education to your scholar applies whether they are learning in-person or virtually from a distance. Below is key information to help you support your scholar's virtual learning.

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.

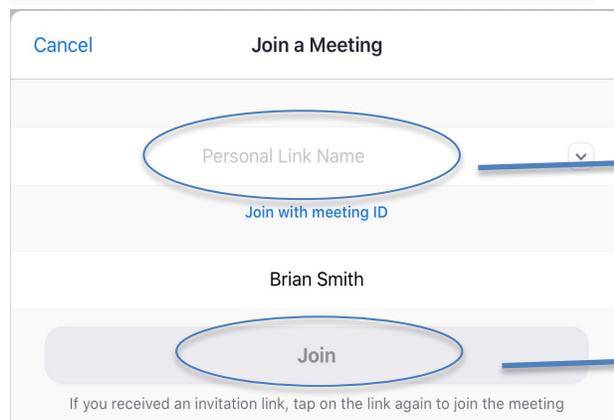
Joining Your Scholar's Zoom Classroom:

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

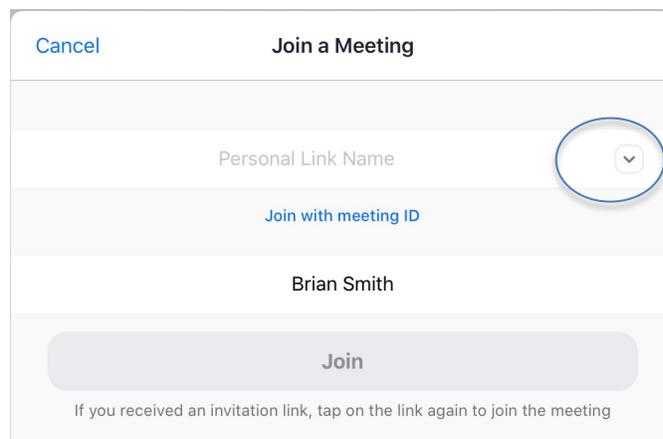


5. Enter the Zoom Personal Link Name

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.

**Catalyst Academy Charter School
 Virtual Learning Schedule (Mon., Tues., Thur., Fri.)**

Kindergarten Virtual Learning Schedule		
Time	Instructional Activity	Notes
8:30-9:00	Catalyst Community Time	Parents and families should plan to be logged in by 8:30 to start instruction.
9:00-9:30	Phonics	Ensure that scholars have as quiet and distraction-free space as possible.
9:30-10:00	Scholar Talents	Scholars will experience either Physical Education, Arts, or STEM.
10:00-11:00	Wit and Wisdom - Reading	Scholars may need their actual texts (reading books) for this block of time.
11:00-12:00	Math	Scholars will most likely need their Math workbooks during this block of time.
12:00-12:55	Lunch Break	
1:00-1:30	Office Hours	Parents and families can join teachers to ask questions or receive additional support.
1:30-2:00	Scholar Talents	Scholars will experience either Physical Education, Arts, or STEM.
2:00-2:30	Math	Scholars will most likely need their Math workbooks during this block of time.
2:30-3:00	Wit and Wisdom - Reading	Scholars may need their actual texts (reading books) for this block of time.
3:00-3:30	Scholar Talents	Scholars will experience either Physical Education, Arts, or STEM.
3:30-4:00	Scholar Talents	Scholars will experience either Physical Education, Arts, or STEM.



**Catalyst Academy Charter School
Virtual Learning Schedule (WEDNESDAY ONLY)**

Kindergarten Virtual Learning Schedule		
Time	Instructional Activity	Notes
8:30-9:00	Phonics	Ensure that scholars have as quiet and distraction-free space as possible.
9:00-9:30	Scholar Talents	Scholars will experience either Physical Education, Arts, or STEM.
9:30-10:30	Wit and Wisdom - Reading	Scholars may need their actual texts (reading books) for this block of time.
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12:00-12:30	Scholar Talents	Scholars will experience either Physical Education, Arts, or STEM.
12:30-1:30	Math	Scholars will most likely need their Math workbooks during this block of time.
1:30-2:00	Scholar Talents	Scholars will experience either Physical Education, Arts, or STEM.

**Catalyst Academy Charter School
Virtual Learning Schedule (Mon., Tues., Thur., Fri.)**

First Grade Virtual Learning Schedule		
Time	Instructional Activity	Notes
8:30-9:00	Catalyst Community Time	Parents and families should plan to be logged in by 8:30 to start instruction.
9:00-9:30	Phonics	Ensure that scholars have as quiet and distraction-free space as possible.
9:30-10:30	Wit and Wisdom - Reading	Scholars may need their actual texts (reading books) for this block of time.
10:30-11:00	Scholar Talents	Scholars will experience either Physical Education, Arts, or STEM.
11:00-12:00	Math	Scholars will most likely need their Math workbooks during this block of time.
12:00-12:55	Lunch Break	
1:00-1:30	Scholar Talents	Scholars will experience either Physical Education, Arts, or STEM.
1:30-2:00	Math	Scholars will most likely need their Math workbooks during this block of time.
2:00-2:30	Scholar-Flex Time	Teachers will utilize this time for more individualized instruction for scholars.
2:30-3:00	Scholar Talents	Scholars will experience either Physical Education, Arts, or STEM.
3:00-3:30	Wit and Wisdom - Reading	Scholars may need their actual texts (reading books) for this block of time.
3:30-4:00	Office Hours	Parents and families can join teachers to ask questions or receive additional support.



**Catalyst Academy Charter School
Virtual Learning Schedule (WEDNESDAY ONLY)**

First Grade Virtual Learning Schedule		
Time	Instructional Activity	Notes
8:30-9:00	Phonics	Ensure that scholars have as quiet and distraction-free space as possible.
9:00-10:00	Math	Scholars will most likely need their Math workbooks during this block of time.
10:00-10:30	Scholar Talents	Scholars will experience either Physical Education, Arts, or STEM.
10:30-11:30	Wit and Wisdom - Reading	Scholars may need their actual texts (reading books) for this block of time.
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1:30-2:00	Scholar-Flex Time	Teachers will utilize this time for more individualized instruction for scholars.



Helpful Tutorials

Type the following link into any web browser:

- Using SeeSaw
 - <https://bit.ly/seesawtutorialparents>
- Using the Clever Badge
 - <https://bit.ly/cleverbadgevideo>

Seesaw is the website where your student will start their school day each morning. Students will have one Seesaw for their class or separate Seesaws for each of their classes. When they log in to their Seesaw page, students will find:

- The materials they will need for their classes that day.
- The assignments they must complete that day.
- Their completed assignments, with comments from their teacher.
- Messages from their teacher.

Two Ways to login

- 1.) Utilize your Clever Badge and camera on the iPad. (See video above)
- 2.) Click on the Clever app icon:



- 3.) The app will open your camera. Take your Clever Badge and hold it up to the camera.
- 4.) From there, click on the SeeSaw app icon.

1. Help Your Student Sign In

You can get to Seesaw by going to app.seesaw.me on your browser **but the easiest way is to click on the Seesaw Class icon on your iPad. Your classroom teacher may have sent you your login information.**



2. Help Your Student with the Parts of Seesaw

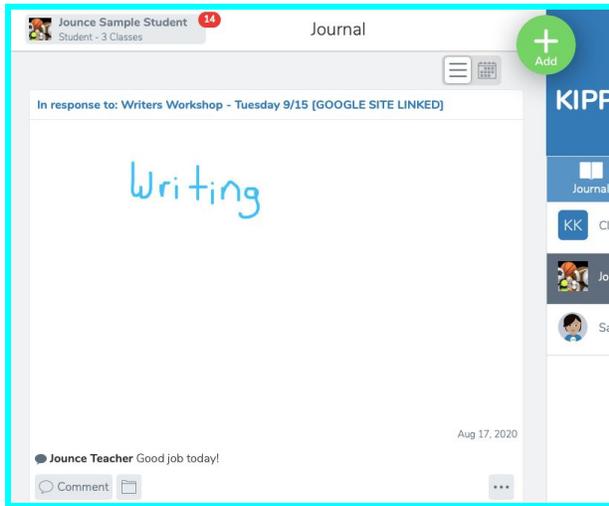
On the right side of the screen you will always see three places you can go: Journal, Activities, Inbox.



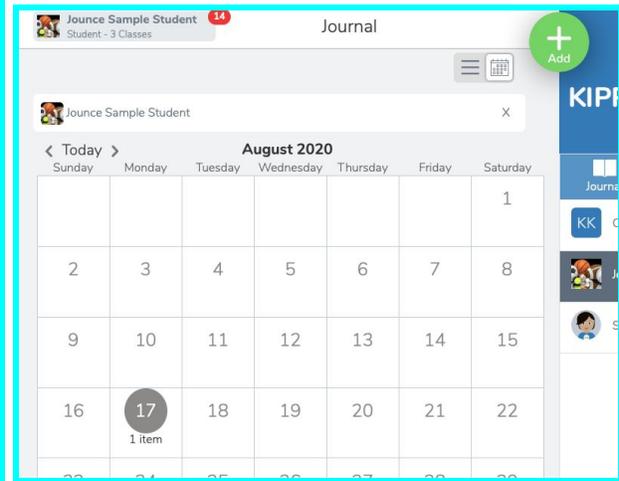
In the **Journal**, you will see:

- Activities your student has completed and the teacher has approved or commented on.
- Any responses or comments from the teacher.
- You can look at the **Journal** as a list or you can see it as a calendar and choose dates to see activities completed on each day.

list view



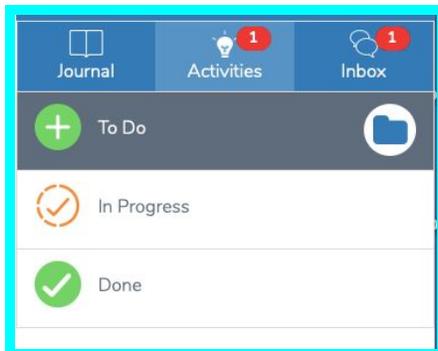
calendar view



In the list view - or when you click on a date to see the activity in the calendar view - you will see any comments from the teacher at the bottom, and your student can respond to that comment with a comment of their own. You can also choose to print your student's work by clicking the three little dots in the bottom right corner.

In the **Activities** section, you will see:

- Activities that your student has completed
- Activities that your student has started working on but not handed in
- Activities that have been assigned but not started yet



In the **To Do** list and **In Progress** list under **Activities**, students can complete the task, and you will see the date and time that the activity was assigned in the bottom left corner.

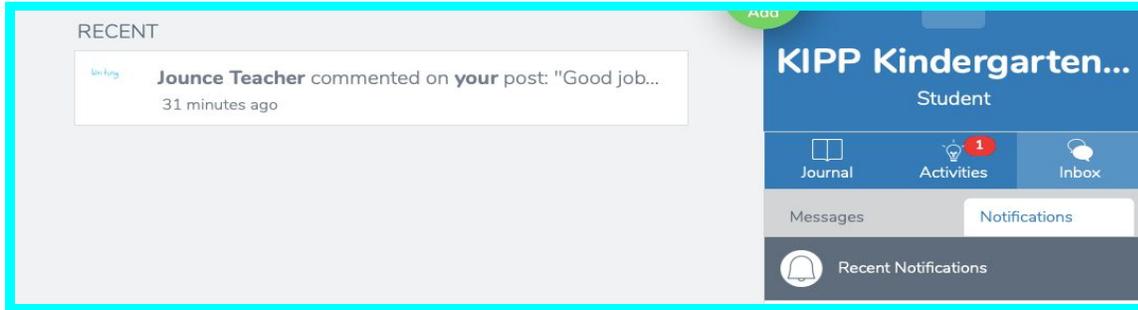
In the **Done** list under **Activities**, students can choose to respond again to the activity. They can also click on the activity to see their completed work and see the teacher’s comments. Sometimes they will also be able to see other classmates’ work on that activity after they have completed their own.

In the **Inbox** section, you will see:

- Messages that were sent to the class or to your student directly.
- Notifications when a new activity was completed and the teacher commented on it.

messages to the class or individual students

notifications when student work is completed and the teacher responds

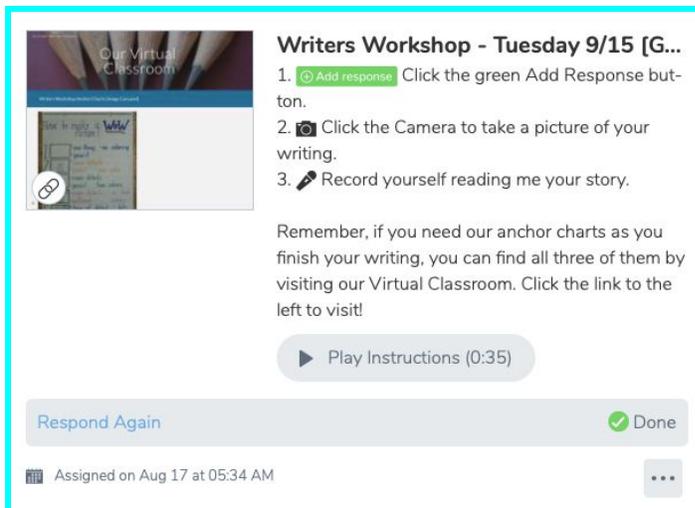


3. Help Your Student Complete and Hand In Assignments

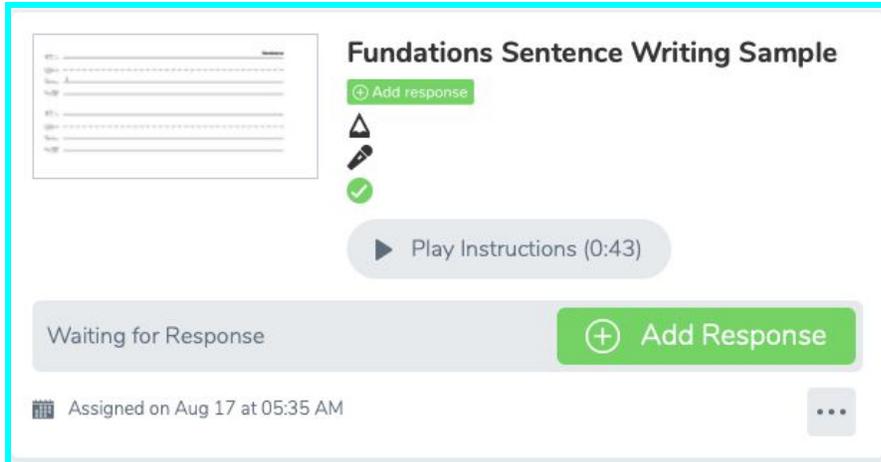
In the **Activities** section go to **To Do** or **In Progress** to see assignments that need to be completed. Click on the assignment. The directions for the assignment may include:

- Words
- Icons/pictures
- A voice recording of the directions

This example has all three:

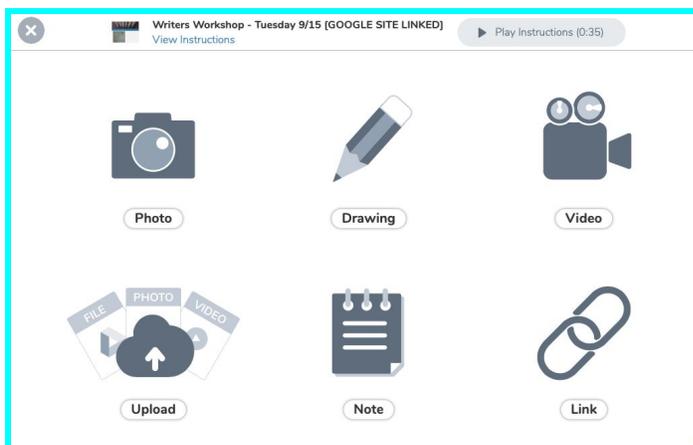


This example has only icons and recorded directions. The icons mean: “draw” (pencil), “record yourself” (microphone), “submit your work” (green check). Help your student look for the recorded directions and click on the triangle play button to hear the teacher’s directions.



Additional information that students will need for the assignment is in the top left corner. This could be a video, a picture, words, more voice recording, or a link to a website. This is the learning material for the lesson. There may also be links for the student to click on in the written directions section.

When your student clicks on “Add Response,” they may see a screen that looks like this:

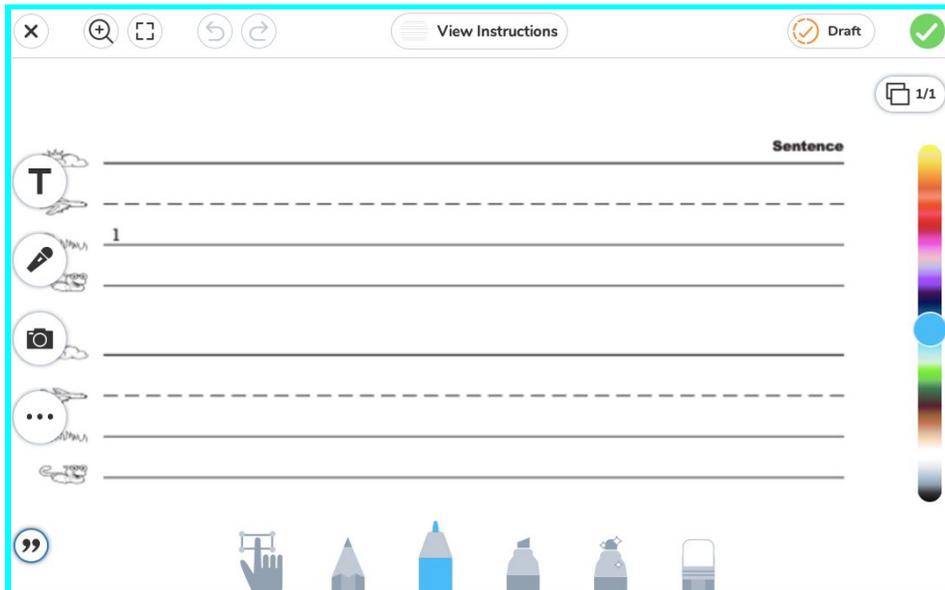


The teacher’s directions are at the top of the screen with a link (“View Instructions”) and the voice recording.

- If they click the camera, the camera on their computer will turn on so that they can hold up their work and take a picture of it.
- If they click the video camera, the camera on their computer will turn on and they can record themselves talking and explaining their answers.
- If they click the pencil or notebook they can draw or write their answers.
- If they click the link or upload buttons, they can answer the question by linking to another website or work they have done.

The teacher's directions will tell your student which button to push to complete the assignment. After they have answered the question, they will see a green check mark button to submit their work.

Sometimes when your student clicks on the assignment, it will look like this:



The teacher's directions are at the top of the screen again ("View Instructions"). This time they will be working on this background that the teacher put into the assignment.

- If they click the camera, the camera on their computer will turn on so that they can hold up their work and take a picture of it.
- If they click the microphone they can record their voice answering the questions.
- If they click the "T" they can type their answer.
- They can also use the pencil and marker tools at the bottom to write or draw their answer.

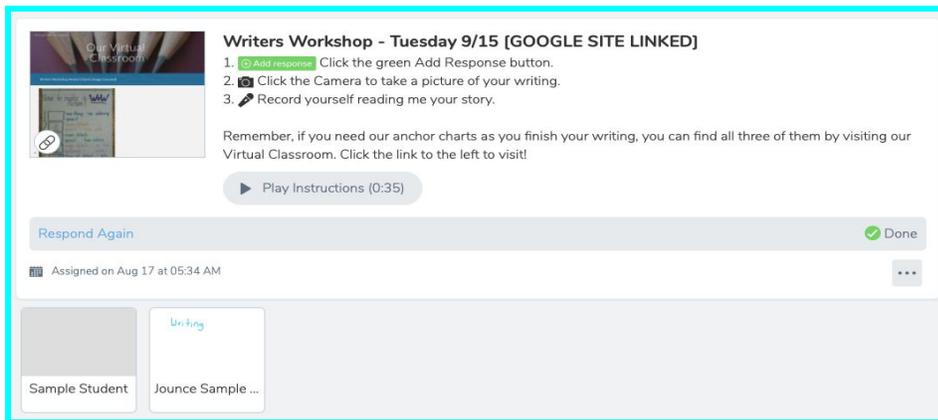
The teacher's directions will tell your student which tools to use to complete the assignment. There is a little picture in the top right corner of pages that says 1/1. If this says 1/2 or 1/3 or 1/4, there are more pages for your student to complete. After they have answered the question, they will press the green check mark button to submit their work.

4. Help Your Student Look for Work That is Missing, Due Soon, or Has Been Returned

You will see work that has been returned in the **Journal**, but the easiest thing to do is always go straight to **Activities**. Red circles on the **Activities** button will show you how many have not been completed.

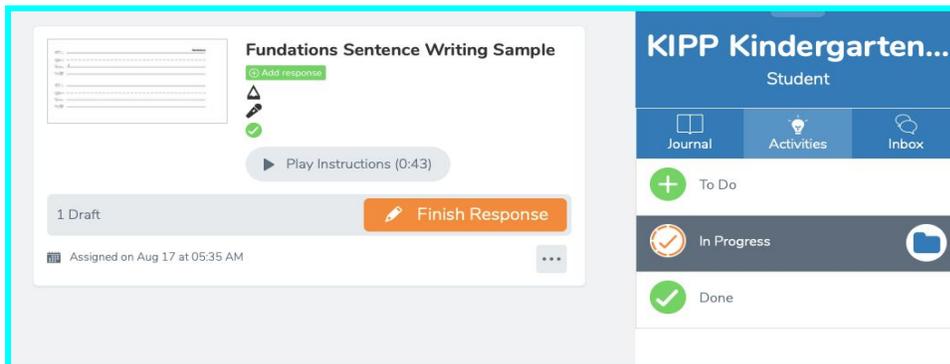
Look at the work that is **Done**. Click on it to see or listen to teacher comments and respond again.

click on the pieces of work at the bottom to see teacher comments



The screenshot shows a completed activity titled "Writers Workshop - Tuesday 9/15 [GOOGLE SITE LINKED]". It includes a list of instructions: 1. Add response (Click the green Add Response button), 2. Click the Camera to take a picture of your writing, and 3. Record yourself reading me your story. Below the instructions is a "Play Instructions (0:35)" button. A "Respond Again" button is visible with a green checkmark and the word "Done" next to it. The activity was assigned on Aug 17 at 05:34 AM. At the bottom, there are two sample student work items: "Sample Student" and "Jounce Sample ...".

Look at the work that is **In Progress**. This means the teacher has sent it back to your student and it needs to be finished.



The screenshot shows a student's dashboard for "KIPP Kindergarten...". The main activity is "Foundations Sentence Writing Sample". It includes a "Play Instructions (0:43)" button and a "Finish Response" button. The activity is marked as "1 Draft" and was assigned on Aug 17 at 05:35 AM. On the right side, there is a navigation menu with "Journal", "Activities", and "Inbox". Below the menu, there are three status indicators: "To Do" (green plus), "In Progress" (orange checkmark), and "Done" (green checkmark). The "In Progress" indicator is highlighted with a blue bar.

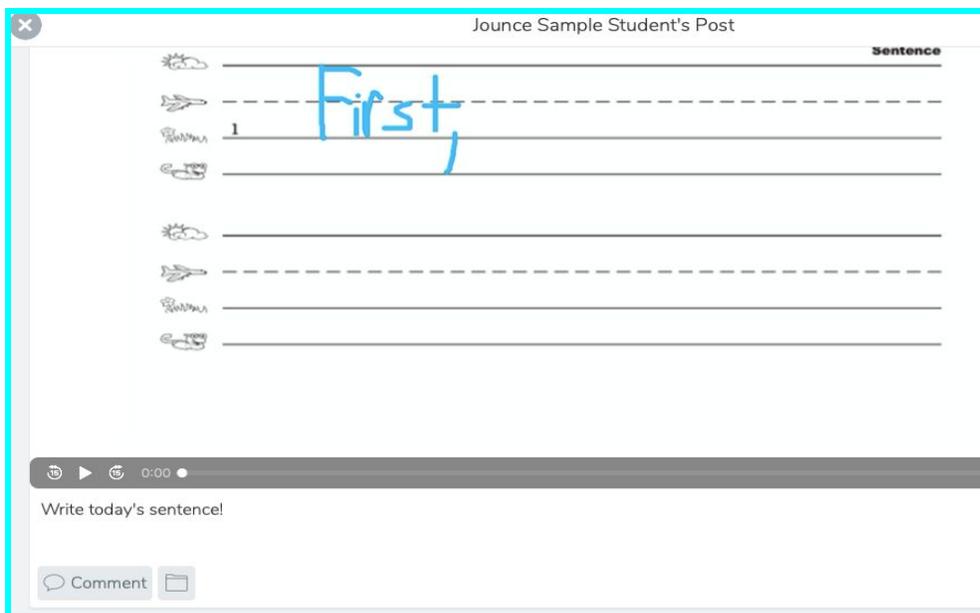
Look at the work that is **To Do**. You will see "Waiting for a response" and the date it was assigned.



The teacher will send a message in the **Journal** about work that is past due.

5. Help Your Student Ask the Teacher for Help

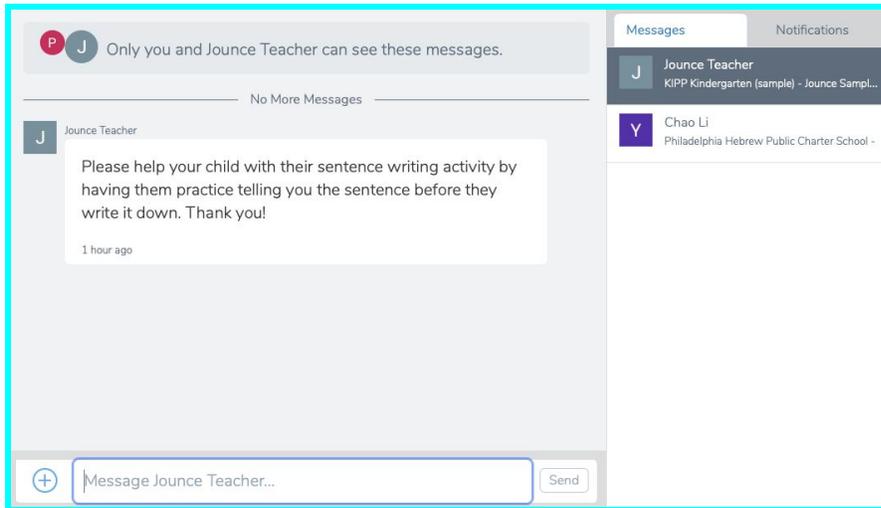
Your student will not be able to send a message to the teacher in the **Inbox** or **Journal** in Seesaw, but for every activity, there is a **Comment** button at the bottom left corner when your student is working on the activity. They can use this button to ask the teacher for help, or use phone, email, or Zoom lesson time to ask for help.



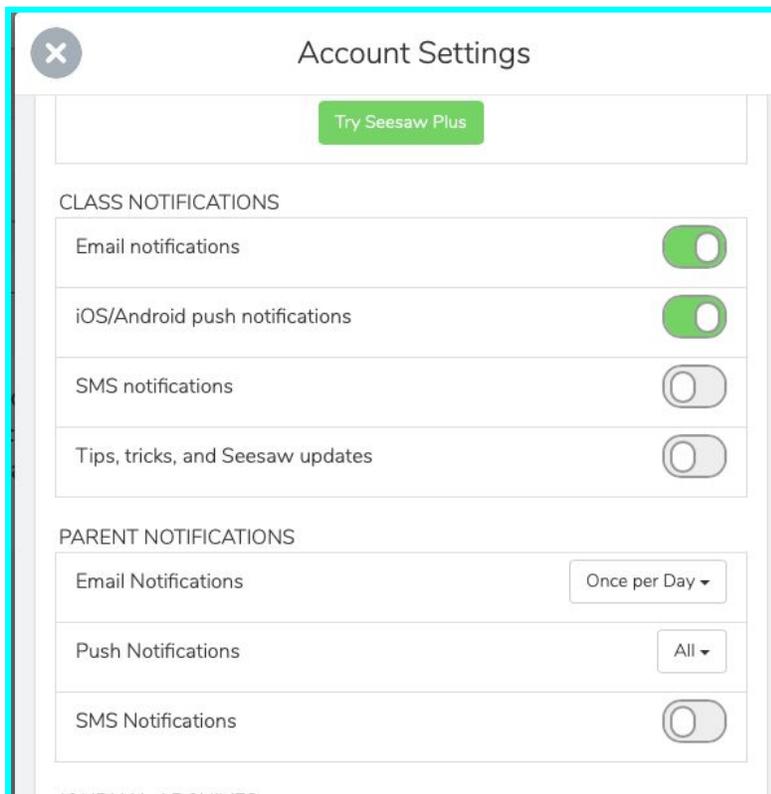
6. Communicate Directly With The Teacher

Your student will be part of a Seesaw Class account. You can communicate with the teacher in that account. Your student's teacher may also invite you to join on a family account. This is free, but requires you to create a sign in. If you have the family account, the teacher can send you messages directly and you can send messages to the teacher directly. You will also be able to see your student's completed work in the **Journal** of this account.

parent-teacher and teacher-parent messaging in Family Account



If you are invited to open a family account, you will start to get notifications when new work is posted, your student submits work, and other activities happen. You can change the settings to get more or fewer alerts in your family account.





Zoom Overview Document

Zoom is the video meeting program that your student will use to join their classmates and teachers for online learning. Scholars will be given a Zoom Meeting Name to go to each day. (See additional document). Zoom meetings for each class will be at scheduled times - it's very important that your student joins the Zoom meeting on time or even a little early.

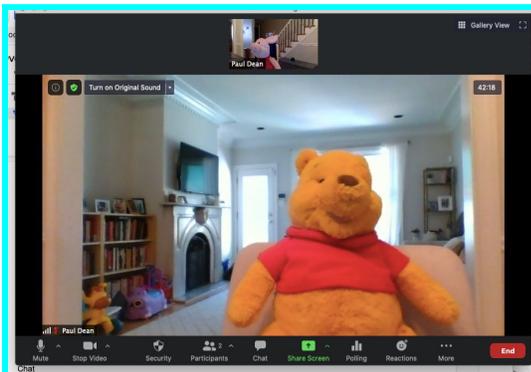
1. Help Your Scholar Get On To Zoom

You will need to have the Zoom app on your student's iPad. This app will already be on the iPads that students get from school. Scholars can get onto Zoom by clicking the Zoom icon and then putting in the meeting room name (e.g. the room name associated with your scholar's classroom), or sometimes a link will be provided that can be clicked to take you right into the meeting room.

2. Help Your Scholar Follow Along on Zoom

When your student opens a Zoom link, they will see their own face, the teacher, and the other students in the class. If the screen is in **Speaker View**, the teacher or someone else talking will take up most of the screen while the other people are in small boxes. If the screen is in **Gallery View**, all of the students and teachers will be in smaller boxes.

Speaker View

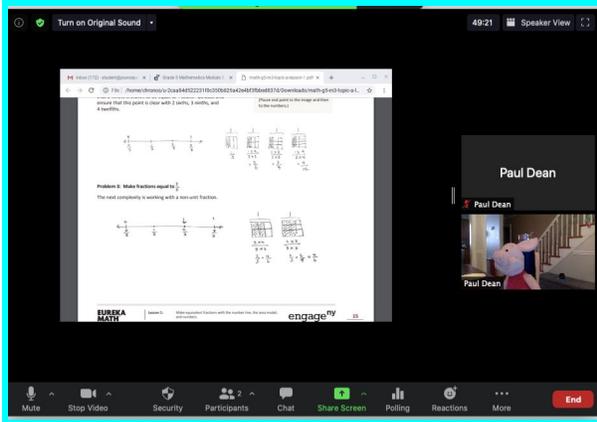


Gallery View

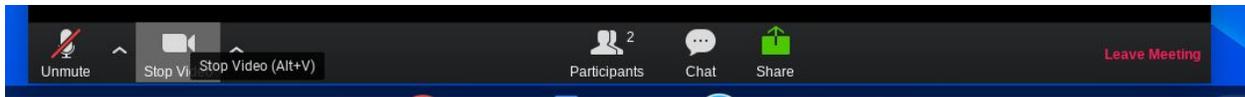


Scholars can change between speaker and gallery view by clicking in the top right corner of the Zoom screen. The teacher will often tell students which view is better to be in.

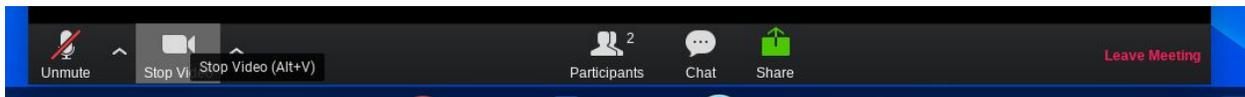
If the teacher shares their screen, students will see something on their screen and still see the teacher's face or a few other students.



While the expectation will usually be to have the video on during lessons, your student is able to turn their video on or off with the button in the lower left corner.

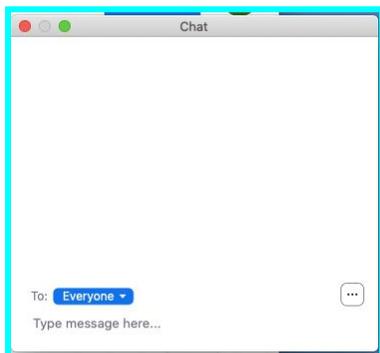
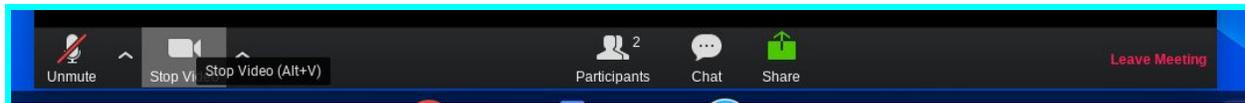


Scholars will often be asked to mute themselves to keep any noise from distracting others during the lesson and to unmute themselves in order to answer questions, discuss, and participate; the button to mute and unmute is also in the bottom left corner of the Zoom screen.

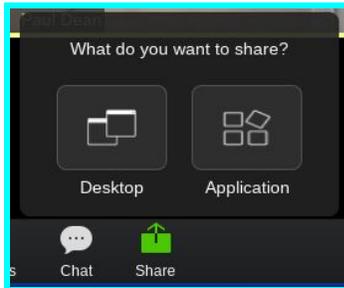


3. Help Your Scholar Participate on Zoom

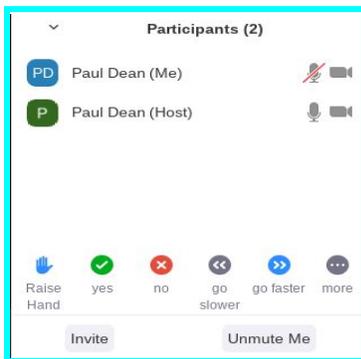
There are three important ways your student can participate in the class while on Zoom, in addition to talking to their teacher and classmates. They can **Chat** by clicking the chat button at the bottom of the Zoom screen and typing. They can choose to chat to **everyone** or just to the **teacher** by clicking the blue button at the bottom of the chat window.



They can **Screenshare** by clicking the screen share button at the bottom of the Zoom screen to show something they are doing on their own computer. They should choose to share the **Application**, not the whole **Desktop**.



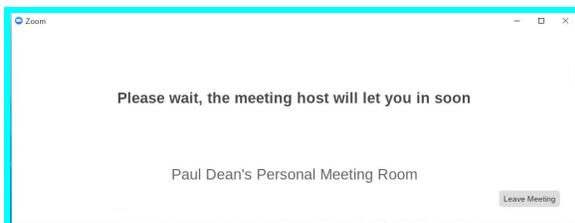
They can **Participate** by clicking on the **Participants** button at the bottom of the Zoom screen. With this, they can “raise a hand,” respond with “yes” or “no,” and give a “thumbs up” or “thumbs down” by clicking on the three little dots at the right side of the box.



4. Help Your Scholar Stay Safe on Zoom

The teacher will always be present and monitoring scholars in Zoom class meetings, just like in a classroom at school. In addition, there are two things the teacher will do to ensure that only the proper people are joining a Zoom meeting.

Waiting Room: when your student joins a Zoom class, they will start in the **waiting room**.



The teacher will let them in - and the teacher will only let in students and teachers who are supposed to be in the class.

Lock Meeting: when all students are present in the Zoom meeting, the teacher can **lock the meeting** so that no one else could enter.