Virtual Learning at Warren Tech

Step 1  Prepare Your Technology
- Charge your Chromebook and make sure all of your technology is working correctly.
- If you do not have internet access at home, please fill out the Mobile Hotspot Request Form. [Mobile Hotspot Request Form](mailto:cammarotar@wctech.org) or contact Mr. Cammarota at cammarotar@wctech.org
- **As per our Acceptable Use Policy, Hotspots may only be used for schoolwork.** They do not have enough data to be used for other activities or to allow family members to use. All hotspots are monitored.

Step 2  Your Schedule and Grades
- Student schedules and grades can be found on Genesis. Both parents and students can access Genesis.
- To access Genesis, click on the icons on the top right of our website, www.wctech.org.

- The icon to the right is for Student/Parent Genesis Access.
• If you have an issue with logging in to Genesis, please contact Mr. Cammarota at cammarotar@wctech.org to resolve the issue.

Step 3  Google Classroom

• At your scheduled class time, login to the Google Classroom.
• A Google Meet code will be linked in every Google Classroom. Join the Google Meet at the scheduled time.
• Your teacher will take attendance and get everyone started
• If you do not attend each Google Meet, you will be marked absent.
• **Students will be required to be on-camera during Google Meets.** Students who refuse to be on-camera will be marked absent. Any special circumstances that prevent a student from being on camera must be addressed in writing to Mr. Tierney at tierneyj@wctech.org.

Step 4  Review Google Meet Expectations

Google Meet Expectations

• Please show up at the correct time & stay in the Meet for the entire time.
• Find a quiet place away from distractions such as siblings, TV, pets, etc.
• Mute your microphone until you are called upon to speak.
• If you are called upon to speak, unmute your microphone, so we can hear you.
• If you have a question, put it in the chat
• Keep the sidebar chat on topic.
• Refrain from chewing gum or eating food in front of the camera
• Hang up at the end of the Meet

**Always be respectful & responsible and follow the teacher rules for Meets.**

*If you need assistance with Google Meet codes, please contact Ms. Matias at matiasn@wctech.org
Step 5  Review the Daily Schedule

- It is the student's responsibility to log into each of their Google Classrooms and join Google Meets at the time of the class period.

<table>
<thead>
<tr>
<th>Period</th>
<th>Start</th>
<th>End</th>
<th>Student Role Daily</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>8:02</td>
<td>8:51</td>
<td>Students will join Google Meet for Period 1 and complete assignments</td>
</tr>
<tr>
<td>Period 2</td>
<td>8:55</td>
<td>9:39</td>
<td>Students will join Google Meet for Period 2 and complete assignments</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:43</td>
<td>10:27</td>
<td>Students will join Google Meet for Period 3 and complete assignments</td>
</tr>
<tr>
<td>Period 4</td>
<td>10:31</td>
<td>11:15</td>
<td>Students will join Google Meet for Period 4 and complete assignments</td>
</tr>
<tr>
<td>Period 5A</td>
<td>11:19</td>
<td>12:03</td>
<td>Students will join Google Meet for Period 5A and complete assignments</td>
</tr>
<tr>
<td>Period 5A Lunch</td>
<td>11:19</td>
<td>11:44</td>
<td>LUNCH BREAK for 5A Lunch</td>
</tr>
<tr>
<td>Period 5B</td>
<td>11:48</td>
<td>12:32</td>
<td>Students will join Google Meet for Period 5B and complete assignments</td>
</tr>
<tr>
<td>Period 5B Lunch</td>
<td>12:07</td>
<td>12:32</td>
<td>LUNCH BREAK for 5B Lunch</td>
</tr>
<tr>
<td>Period 6</td>
<td>12:36</td>
<td>1:20</td>
<td>Students will join Google Meet for Period 6 and complete assignments</td>
</tr>
<tr>
<td>Period 7</td>
<td>1:24</td>
<td>2:08</td>
<td>Students will join Google Meet for Period 7 and complete assignments</td>
</tr>
<tr>
<td>Period 8</td>
<td>2:12</td>
<td>2:55</td>
<td>Students will join Google Meet for Period 8 and complete assignments</td>
</tr>
</tbody>
</table>
Step 6 Reach Out for Assistance

Ms. Matias matias@wctech.org
➢ Virtual Learning Issues
➢ Google Classroom and Google Meet Codes

Mr. Tierney tierneyj@wctech.org
➢ Attendance
➢ Schedules

Mr. Cammarota cammarotar@wctech.org
➢ Chromebooks
➢ Login Issues
➢ Technology needs

Ms. Henry henrym@wctech.org and Ms. Nace nacek@wctech.org
➢ IEP Questions
➢ Special Education

Ms. Sarte sartek@wctech.org
➢ Harassment, Intimidation, Bullying
➢ 11/12 Grade Guidance Counselor

Mr. Orchulli orchullij@wctech.org
➢ 9/10th Grade Guidance Counselor

Mr. Bowers bowerse@wctech.org
➢ 504 Plans
➢ Counseling 9-12

Ms. Dentzau dentzauh@wctech.org
➢ Counseling 9-12
➢ Crisis Support