



Brink Jr High Quarantine Help Sheet and Q & A

First off, we want to let you know that you are missed. Hopefully, you are getting a lot of work done and haven't been experiencing any issues. We hate that you are not here and want to make sure your communication lines are open. Please look through this information and let us know if there is anything, we can do to assist you. Most importantly, hang in there. We will see you soon!

All students should be able to access all class materials through Canvas.

- This will help guide you with some frequently asked questions and will give you details to make this a smooth transition.
- Please email each teacher and reach out with concerns should they come up.
- Please make sure to get on canvas each day, check your calendar and task list, and complete all assignments.
- **If you get behind**, your work will be counted late unless of course you are ill.

Who do I reach out to with questions?

Email teachers directly - For help with individual work in classes

Email counselors – For support emotionally or with concerns

(<https://www.mooreschools.com/domain/1320>)

Call Technology – For connectivity issues, if you require a hot spot 405.735.4001

Email Tina Clinton – For log in issues for email, office 365, or canvas

(tinaclinton@mooreschools.com)

Canvas Information – FOR PARENTS

Parent observer instructions:

<https://www.mooreschools.com/cms/lib/OK01000367/Centricity/Domain/68/Parent%20Canvas%20Account%20Setup.mp4>

Pairing Code Instructions:

<https://www.mooreschools.com/cms/lib/OK01000367/Centricity/Domain/68/Parent%20Account%20Setup%20Steps3.pdf>

Frequently Asked Questions & Answers

What is considered direct contact/direct exposure?

Per CDC and Health Department, 6 feet for 15 minutes is considered direct and a 14-day quarantine is mandatory.

If my child (or student) has direct contact/direct exposure, can they test and return if negative?

No, a 14-day quarantine is still necessary. Symptoms may develop any time during the 2-14-day incubation period.

Does my child (or student) need to be tested before returning to school after quarantine?

No, a test is not necessary unless symptoms develop. If symptoms develop during this time, a test would be necessary. We ask that during the 14-day quarantine you monitor for symptom development and notify us if there are any changes.

Do other siblings in the household need to quarantine if my child (student) is sent home for an exposure?

No, the other siblings have not come into direct contact by a positive individual, so there is no need to quarantine at this time. If someone within the household becomes positive this will change and a quarantine will be necessary.

Basic Details on Internet, Canvas, Chrome books, and online textbooks

What if we are having issues with connectivity?

Make sure to contact technology at 405.735.4001, if you need connectivity assistance.

What do I do if the Big Ideas Math Textbook won't open?

Occasionally, work through Big Ideas (MATH) will not open. Students need to clear their browsing history, log out of all apps. Then, re-login. This has corrected every issue I have seen with students being unable to work in Big Ideas or see their assignment list.

How do I split screen on the Chrome books?

You can use alt + [and alt +] to split screen on a Chromebook.

What do I need to do while I am out?

Please complete all the things that are posted on Canvas. If you don't see something listed, please reach out to the teacher directly. It is probably there, and you may need direction to locate it.

Where do I find assignments?

You, or your child, should be able to navigate through a teacher's canvas site, but not everyone posts assignments as assignments - some are just files in a module that you open, read, then print and turn in by hand, some are online Canvas assignments, some are Kami, some are in the task bar, etc. If you can't find something for the day, please reach out directly to the teacher for the assignment.

How do I get my assignments?

Each teacher has worked individually with each class to go over specifics for their individual classroom on canvas set up and format. All assignments are posted in the calendar, on the task list, or in modules (usually grouped by unit or week.) If you are waiting on a Daily recorded presentation, they aren't usually posted until after school. Teachers are trying to get them out there as soon as possible daily.

Are my due dates the same as students doing in-person classes?

- Yes, if you quarantined, due dates are the same unless you are sick and your parent emails the teacher. You are expected to do the work just as if you are physically at school.
- Teachers are posting work in Canvas daily, and students who are at home should be checking Canvas, each day, for each class. If students do not turn in their work during their quarantine the work will be counted as missing once the due date has passed or on the day you return to school. Exceptions will be made for extenuating circumstances on a case by case basis.
- Due dates are different for each assignment, so please check each assignment individually.
- If you do not turn in your quarantine work by the due date, it will be posted as missing, which is a zero.
- Please refer to each individual teacher's syllabus for their policies and procedures regarding missing work.

Can I take a picture of an assignment, that other students completed/turned in during class, then email it to you?

Yes, if there are no specific instructions on how to load the assignment then please email it to the teacher. That's the best way to turn stuff in on time without coming to school at this point.

How do I scan, print, and upload?

- If you have an iPhone it is simple. Choose a new note on your phone, click the camera icon, then click scan documents. Hold the camera above the document until it captures it. (it is best to place the paper on a dark surface) Occasionally you will need to click the camera button and capture it yourself and then resize it. Once it captures, click the save button in the bottom right corner and name it.
- If you have an Android, use Office Lens app, through Office 365. Open the app, take a picture of the document. It will automatically save to your OneDrive. You can attach the document from OneDrive.
- If you need to print something and do not have a printer, we are happy to help you use Kami. Kami is a new system that we have put into place that allows your student to write on the papers using a text box. We are training the students on it now. If that doesn't work for the assignment, please contact the main office and we can arrange a pick up or drop off.

No teacher's page will be the same...

As every classroom teacher is different, so will their canvas pages differ in content and organization. We worked hard in August and September to prepare them in the classroom, so they would feel comfortable navigating the system. If students are unsure of where to find assignments for a specific class, they should e-mail the teacher for that class as soon as possible.

How do I see grades on work or locate work to complete: some teachers post "grades" just to show what assignments are coming up, graded, late, or missing, some teachers use only assignments in canvas to post them, some teachers only use a calendar and you have to open every item in the calendar to see what's what, some people use modules - to post entire units so students /parents can see the reading that goes with it and the work is attached Canvas should link to IC but if there is an issue, all grades on Infinite Campus/Parent Portal are accurate. Parent Portal is always the best place to go to for accuracy at this point.

How do I reach out to my teachers and when should I hear back?

As mentioned before, every class is different. We would suggest that you reach out and ask each teacher their preference. You are welcome to email them at any time, but please be patient with the response time. Depending on what is going on in class that day, they may be teaching bell to bell and need time to get through emails. Some answer in between classes, some only at plan, some only after school, some are zooming weekly, and some even answer at night when they are not necessarily required to off work hours. Regardless, they are all working to assist you and your child.

Instruction through Canvas...

Some teachers record a class and upload that at the end of the school day. This may delay your time turning it in, but it is additional help if needed. Some teachers will post page numbers to a text book with no further explanations if it has been previously discussed. Some teachers ZOOM with student once a week to answer questions. Again, it varies by the teacher. Please reach out to them individually.

If you have any information to pass on that may help us navigate this uncharted territory, please email the Assistant Principal at brandycorcoran@mooreschools.com.