W.H. TAYLOR VIRTUAL LEARNING HANDBOOK 2020- 2021

Charlene M. Feliton, Principal
Dr. Jennifer Banks, Assistant Principal
1122 West Princess Anne Road
Norfolk, VA 23507

Contents of this handbook have been adapted from the NPS Virtual Scholars Academy Handbook for W.H. Taylor's Virtual Instruction model during COVID19 closure.

Norfolk Public Schools 2020-2021 Academic Year Calendar

Summer: NPS Closed Fridays
3: Independence Day
Holiday – **NPS Closed**

July 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1: New Year's Day – **NPS Closed**
4: Students Return
6: Grade Reports Distributed
18: MLK Day – **NPS Closed**
28: Quarter 2 Grades Close
29: Teacher Records Day (No students)

January 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

24-25: New Teacher Orientation
26: Professional Development – Division
27: Professional Development – Building Level with CAB support for new teachers
31: Teacher Pre-service Week

August 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1: Beginning of 3rd Quarter
10: Grade Reports Distributed
15: President's Day – **NPS Closed**
17: 100th Day of School
25: Professional Development: in building
    Early Release Day

February 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

1-4: Teacher Pre-service Week
7: Labor Day – **NPS Closed**
8: Beginning of 1st Quarter
17: Professional Development: in building
    Early Release Day

September 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

5: Interim Progress Grades Close
17: Grade Reports Distributed
18: Professional Development – Division
    Early Release Day

March 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

9: Interim Progress Grades Close
12: Columbus Day – **School in session**
15: Professional Development – Division
    Early Release Day
21: Grade Reports Distributed

October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2: Good Friday
    Early Release Day
    Quarter 3 Grades Close
5-9: Spring Break
12: Beginning of 4th Quarter
14: Grade Reports Distributed

April 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2: Quarter 1 Grades Close
3: Election Day – Virtual Teacher Day (No Students)
4: Beginning of 2nd Quarter
11: Veterans Day – **NPS Closed**
13: Grade Reports Distributed
25: Early Release Day
26-27: Thanksgiving Break – **NPS Closed**

November 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

14: Interim Progress Grades Close
26: Grade Reports Distributed
31: Memorial Day – **NPS Closed**

May 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

11: Interim Progress Grades Close
21-31: Winter Break
25: Christmas – **NPS Closed**

December 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14-17: High School Exams
    Early Release Day
17: Students' Last Day
    Quarter 4 Grades Close
18: Teacher Records Day (No Students)
    Teachers' Last Day
30: Grade Reports Distributed

June 2021

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

NPS Closed	**Students Not in School**	**Early Release Day**	**Winter/Spring Break**

✳ Interim Progress / Quarterly Grade Close ⊛ Grade Reports Distributed

Revised 8/19/2020

NPS 2020-2021 Calendar Notes

Calendar updates: Calendar updates are made periodically throughout the school year, so check the www.npsk12.com web address for the latest, printable version of the calendar.

Inclement weather and emergency make-up days: Inclement weather and emergency make-up days are determined by the Superintendent of Schools based upon instructional needs and requirements at the time of the weather event or other emergency. The Commonwealth of Virginia requires all school divisions to schedule a minimum of 990 instructional hours per academic year. In order to be prepared for weather or emergency closures, Norfolk Public Schools includes in its schedule additional instructional time ("banked time") above that requirement. In general, the Superintendent will follow the below make-up day schedule depending upon instructional needs:

Day 1: Banked Day	Day 4: October 15 Early Release Day
Day 2: September 17 Early Release Day	Day 5: Banked Day
Day 3: Banked Day	Day 6: February 25 Early Release Day

Early Release Days would be moved to Full Days

High School Graduations are scheduled to take place on June 14 and 15 at ODU's Chartway Arena.

Early Release Days: Students are released two hours earlier than their normal dismissal times. Breakfast and lunch will be served on early release days.

End-of-Year Early Release Schedules for June 2021 are as follows. High school exam schedules will be announced. Breakfast and lunch will be served on early release days.

SCHOOL STAGGERS	Dates
First-Stagger Schools	June 14-17 – 11:30 a.m.
Second-Stagger Schools	June 14-17 – 12:10 p.m.
Third-Stagger Schools	June 14-17 – 12:50 p.m.
Fourth-Stagger Schools	June 14-17 – 1:25 p.m.

High School Graduation Schedule
Chartway Arena, 4320 Hampton Blvd. Norfolk, VA 23529

2021 Graduation Schedule	
High School	**Date / Time**
Norview	Mon., June 14, 2021 @ 1:00 p.m.
Booker T. Washington	Mon., June 14, 2021 @ 4:00 p.m.
Maury	Tues., June 15, 2021 @ 1:00 p.m.
Lake Taylor	Tues., June 15, 2021 @ 4:00 p.m.
Granby	Tues., June 15, 2021 @ 7:00 p.m.

High School Graduation Rehearsals – Friday, June 11, 2021
Chartway Arena, 4320 Hampton Blvd. Norfolk, VA 23529
Rehearsal Timeline: Remind students to report 30 minutes early

SCHOOL	TIME
Norview	8:45 – 10:15 a.m.
Booker T. Washington	10:30 – 12:00 p.m.
Maury	12:15 – 1:45 p.m.
Lake Taylor	2:00 – 3:30 p.m.
Granby	3:45 – 5:15 p.m

Parent and students: Park in the 43rd Street Parking Garage on the day of rehearsal

Virtual Technology Requirements

Students must have reliable access to a computer with a built-in microphone, camera, and internet. Access to these pieces of technology will enable students to remain successful while learning in a virtual environment. If reliable access to these technologies is unavailable, you will need to inform your child's teacher and ***W.H. Taylor's*** administration immediately.

Reliable internet and a computer are two components to a virtual & hybrid environment. Depending on your child's age and learning ability, the following items, ***although not required***, may prove to be vital to their success:

- Headphones with a microphone
- Mouse - This helps younger students navigate the screen.

If your child loses access to reliable internet or a computer, it is the Learning Coach's (parents/guardians) responsibility to communicate with their student's teacher and school administration. Failure to communicate any technical issues may result in failing grades since your child will be unable to complete online assignments.

Students must have access to Canvas, Virtual Virginia, and Zoom on their computers. **Norfolk Public Schools provides students with Chromebooks/iPads. These devices can access all three necessary platforms.** To ensure your child is able to participate in Zoom sessions and other online activities, they will need access to a microphone and camera. Most Chromebooks have built-in cameras and microphones. Please ensure your child's computer has the following:

- a camera
- a microphone
- Canvas
- Zoom

Although smartphones are a convenient means of communication and access to resources, ***it is not recommended*** students use these devices for online learning. Instead, you and your child can use a smartphone to:

- Check grades
- Check Synergy Parent VUE
- Communicate with your student's teacher

If you or your child have additional questions on technology requirements, please contact your child's teacher or administration.

Student Responsibilities

Students in grades K-5 will require support from their Learning Coaches (parents/guardians) to ensure they are successful during online/hybrid learning. Support may begin to taper and change as needed as the student becomes more familiar with expectations and manipulating the virtual environment. The level of support will depend on the needs of the individual student.

During the first few weeks of school, our teachers will work diligently with students and families to help guide you through the learning platforms. Students will be taught how to view assignments, submit assignments, and access learning materials. This will take time, but your student will be able to navigate and access everything he/she needs to be successful. Please be patient with the learning process.

Elementary K-5
- Log in and check Canvas Monday through Friday, or as needed. Your teacher will communicate the days they typically upload new assignments.
- Attend teacher scheduled Zoom meetings and lessons.
- Have your Learning Coach (parent/guardian) contact the teacher for assistance with assignments or technology.
- Continue reading for 14.2 minutes a day. Have your Learning Coach (parent/guardian) assist you in completing your Daily Reading Log.
- Follow your Virtual Daily Schedule.
- Take Brain Breaks throughout the day.
- Have your Learning Coach (parent/guardian) check and monitor your comprehension and grades.
- Follow the W.H. Taylor PBIS Expectations Matrix. A new way to S.O.A.R on the next page.

S.O.A.R. VIRTUAL LEARNING MATRIX

S
SELF-CONTROL

- Follow instructions
- Wait for your turn to speak or contribute
- Use the raise your hand feature
- Minimize distractions
- Utilize chat features appropriately

O
ON-TASK

- Log in on time
- Be present/actively engaged
- Organize your materials
- Set daily goals
- Make yourself visible
- Have a backup plan if you get disconnected

A
ACHIEVEMENT

- Complete tasks on time/Stay on top of assignments
- Be prepared
- Complete preparation work
- Reach out to the teacher for help
- Share and collaborate
- Write in complete sentences
- Create a schedule/space to complete assignments (something about time and space management)

R
RESPECT

- Mute microphone when others are speaking
- Respect others' perspectives
- Use kind words
- Use proper text etiquette (i.e., ALL CAPS, bold, Italics, sarcasm/jokes, etc.). Can be misinterpreted in a digital space
- Help each other during group assignments and in designated meeting rooms
- Resolve conflict peacefully

EQUITY
in school
discipline

PBIS
Rewards.
PBISrewards.com

A Learning Coach is an adult in the student's residence that can support a student during their virtual/hybrid journey. The primary learning coach is the adult in the home that is available for immediate communication regarding the academic and social achievement of the student. A learning coach will provide the structure needed to ensure their child establishes a routine to remain successful. The learning coach will monitor attendance and ensure their child is engaged in academic content. The learning coach will also maintain communication with the teacher through email, Dojo, Canvas, Zoom, and additional communication tools the teacher may utilize.

Learning Coach Responsibilities

Learning coaches will be responsible for learning the virtual tools their students will be utilizing. There will be virtual training and videos available around August/September 2020 (dates will be provided), so that you can become familiar with the platforms being utilized for instruction.

General Learning Coach Responsibilities

1. Establish routines and expectations
- Set the home expectations and routines on the first day of Home Learning. Consistent routines are essential for student success.
- Use the school provided Daily Schedule to guide the structure of your day at home. We understand that this may not be suitable for all families and learning engagements can be completed at different times of the day in accordance with family routines.
- Please check teacher emails/Class Dojo at the start and end of every day and respond accordingly in receipt of the communication.
- Continue with regular morning and bedtime routines.

2. Define the physical space for your child's studies
- Identify a single space within your home that is suitable for Home Learning for an extended period of time.
- This should be a public/family place, not a child's bedroom.
- A routine, single location where the child can learn is the most beneficial.
- Space should be where an adult presence is preferred and where they are able to monitor the child's learning.
- Ensure your student has the necessary tools to participate in learning activities and complete assignments:
    - Chromebook/Laptop/Desktop Computer
    - Charging Cable
    - Headphones (preferably with integrated microphone)
    - Webcam
    - Access to the Internet

○ General School Supply list

○ Other assignment specific supplies/equipment indicated by the teacher.

3. Monitor communication from your child's classroom teacher

- Be aware and a part of daily communication. As part of the daily plans, teachers will contact students (morning instructions with the learning plan for the day/week, throughout the day for follow up, at the end of the day with feedback, etc.).
- Review instructional materials posted by teachers. These materials will outline the learning for the students each week.
- Ensure students have seen and understand instructions sent by teachers via Canvas/Dojo/email.
- Be mindful that your student's teacher is supporting many families and that communication with them should be essential, succinct, and mindful of the situation. It is important to be aware that a teacher may not reply to emails immediately.
- Emails to teachers after 3:30 pm may not be responded to until the following school day.
- Teachers will attempt to reply to emails within 24 hours where possible during a regular school week.
- Become familiar with other learning platforms being used by the teacher/school (IXL, EPIC SCHOOLS!, SmartyAnts, Class Dojo etc.). If unfamiliar with additional platforms, contact the teacher for help understanding the other learning platforms.
- Monitor when the teacher has scheduled assessments for your child.

4. Check-ins with students and parents/guardians

- Check in with your student as they work through their learning tasks. Some students can be hesitant to ask for help. Check-ins should be a regular part of your daily/weekly routine and be established from the first day of Home Learning.
- Check progress reports that will be provided by your child's teacher.

5. Take an active role in helping your child process and own their learning

- Regularly engage with your student about their learning. The hundreds of interactions with other students and adults in a traditional setting include sharing ideas with peers, large and small group discussions, collaborating on group work, and asking for clarification. Only some of these interactions are replicated online. The rest must be facilitated by the learning coach or family.
- Beyond the check-ins, regularly circle back and engage with your child about their learning.
- Do **NOT** complete learning tasks on your student's behalf. It is important to remember that the Home Learning tasks are the student's work: seek clarification if you are not sure how to support your child.
- Monitor student comprehension and grades by checking ParentVUE and Canvas assignments.
- Attend Learning Coach/Parent-Teacher conferences.

6. Establish times for quiet learning and reflection

- One challenge may be balancing the needs of multiple students at home and their individual learning needs.
- If possible, siblings may need separate locations in the house to work quietly and avoid distractions.

7. Encourage physical activity and/or exercise to include outside activities

- Physical activity is an important part of health and wellbeing and has been proven to have a positive impact on learning.
- Encourage/require students to complete physical education activities recommended in PE teachers' weekly subject lessons.
- Ensure students are taking brain breaks and physically moving around. Brain breaks will be provided to the student's daily.
- Get outside on nice days. A simple walk around the block is a great way to reenergize the brain and re-establish focus.

8. Remain mindful of your child's stress or worry

- Help manage students' worry, anxiety, and other possible emotions. Remember: students' well-being remains our highest priority, as it does and should for you.
- Allow opportunities to discuss feelings and emotions as a family and talk about some of the changes that are happening.
- Maintain a regular routine as much as possible to support your student best.
- *Request a one-on-one session with our counselor Ms. Guest. @ dlguest@nps.k12.va.us*

9. Monitor students' online screen time.

- Many activities or learning sequences will be set online, this does not mean that have to be completed online. Follow online instruction and make, play, do, create using hands-on approaches.
- We are mindful of how much screen time we are assigning as a part of the Home Learning engagement.

10. Keep your student social

- The initial excitement of Home Learning will quickly fade when students begin to miss their friends, classmates, and teachers.
- Help your child maintain contact with friends by phone, video calls, or other means when appropriate.

11. Set rules around students' social media interactions

- Monitor your child's social media use.
- Norfolk Public Schools' sanctioned social media outlets (Facebook, Instagram, and Twitter) will regularly release news updates.
- TikTok, WhatsApp, Snapchat, and social media apps (other than Facebook, Twitter, and Instagram) will NEVER be used or encouraged by the school.
- Canvas, Zoom, Class Dojo and any other chat/communication platforms being used for instruction must be used responsibly during learning experiences.
- Students are to comply with the NPS policies and acceptable user agreements.

- Remind your student to be polite, safe, responsible, respectful, and appropriate in all digital communications (including school email and other school platforms).
- Students will have both off-screen and on-screen learning activities designed to engage learners in experiences that connect to current curriculum.
- The primary tool for communication between teachers and families will be email/Parent Communication Portals.

Teacher Responsibilities

Norfolk Public School's teachers are here to ensure each student receives the appropriate amount of rigor, engagement, and support with online content. Each teacher makes connections with students and Learning Coaches (parents/guardians) to ensure a strong and effective partnership is maintained.

Each teacher will have different strategies for engaging their students. These strategies will be based on the needs of the students in their class. Teachers will ensure they are engaging their students by allowing them to directly engage with the teacher, peers, and the content.

During the first few weeks of school, teachers will acclimate all students and their families on how to access assignments, submit assignments, and participate in the virtual environment.

W.H. Taylor will create a schedule that will include Synchronous/Asynchronous learning, small group/intervention instruction, support hours, lesson planning, feedback, and grading.

All teachers are responsible for submitting daily attendance and following up with families when a child hasn't participated in ZOOM lessons for the day.

Teacher Responsibilities: Synchronous/Asynchronous Learning
- Follow the district's pacing guides and curriculum.
  - Align asynchronous and synchronous activities/content with Norfolk Public Schools' pacing guide and curriculum.
- Assign asynchronous instruction, lessons, and activities using Virtual Virginia via the Canvas Learning Management System.
  - Maintain organizational structure in Canvas.
  - Require independent reading 14.2 minutes every day.
  - Asynchronous lessons will be delivered to students via Canvas.
    - Instructional videos do not equate to additional assignments. Instructional videos should act as a lesson that supports your students' learning for the week or upcoming learning units.
    - Keep in mind that instructional videos can be viewed at any time and anywhere by students and Learning Coaches. If a student is struggling with a concept you can redirect them to the instructional video that covers that concept.

Teacher Responsibilities: Grading

- Teachers are responsible for inputting grades into Synergy.
- Turnaround time for grades will vary depending on the type of assignment the students are completing.
- Teachers will follow the Norfolk Public Schools 2020-2021 Grading Handbook.
- Assignments that are completed and graded should be returned to students and Learning Coaches with explicit feedback on how a student performed.
- Feedback will be developmentally appropriate for the age of the student.

Student/Learning-Coach Contact Hours and Support Hours

- Teachers will provide Learning Coaches/Parents will contact information.
- Teachers are available to support:
  - Questions
  - Providing extra tutoring
  - Learning coach/Parent and teacher conferencing

Privacy Guidelines/Expectations

To ensure a positive and productive learning environment, it is important that students adhere to the following guidelines.

- Always be respectful to other students & teachers during Zoom sessions.
- Inappropriate, offensive or threatening comments; misrepresentation of identity, and/or disruptive behavior by any participants during sessions will not be tolerated.
- Students must not share their log-in credentials. Sharing of this information violates other students' and teachers' rights to confidentiality.
- Students who are disruptive and/or "trespass" Zoom sessions will receive appropriate consequences in accordance with the Student Code of Conduct.

To ensure a positive, productive learning environment and assure confidentiality for students and teachers during virtual learning, all parents/guardians are asked to adhere to the following privacy guidelines.

- Zoom sessions are designed for students. To prevent disruptions, parents/guardians should not actively participate in sessions, although parents/guardians may assist their child with technology and/or remain nearby.
- Do NOT record, video, photograph, live stream, post on social media or transmit in any way any part of a Zoom session.
- Any confidential or personally identifiable information related to students participating in Zoom sessions would not be collected, discussed or shared.
- Parents/guardians should not engage with students during Zoom sessions. If you need to speak with your student during a Zoom session, please be sure your student's microphone is muted first.
- If a parent/guardian has a question for the teacher, please email your child's teacher.

Attendance/Truancy

Norfolk Public Schools is committed to working with students and parents/guardians to provide a framework that supports consistent and regular attendance for all children. Our staff urges you to make daily attendance a priority. Most experts acknowledge that good school attendance increases academic success and reduces the likelihood of criminal and other anti-social behavior such as substance abuse, promiscuity, running away, and parent-child conflict. We value the education of our students, recognizing the relationship between regular attendance and student achievement. We work with our families to ensure that whenever possible, their children attend school.

These next few pages provide information about the laws and regulations governing school attendance, and the procedures followed by the division to maintain compliance with these mandated policies. These procedures help ensure students attend school regularly and reinforce the consistent implementation of attendance procedures across all grade levels, Pre-K through 12th grade. Please read the following information with care so you are fully informed of school policies, practices, and procedures.

Virginia Compulsory Attendance Law The Virginia Compulsory Attendance Law indicates children between ages 5 and 18 are required to attend school whether it is a public school, private school, home instruction, or another state-approved option (See §22.1-254 Code of Virginia). Every parent, guardian, or other person in the Commonwealth, having control or charge of any child who will have reached the fifth birthday on or before September 30th of any school year, and who has not passed the 18th birthday, shall ensure that the student in their charge is enrolled and actively attending a public, private denominational, or parochial school. Home instruction is addressed under this regulation; however, a Notice of Intent to Provide Home Instruction is required to be on file with the Department of Student Support Services for the current school year.

To ensure that we are meeting the Virginia Compulsory Attendance Law, multiple means of collecting attendance will be utilized.

- ❖ Attendance will be taken at every required Zoom meeting. Students that are actively participating and engaging in the Zoom meetings will be marked present for the day.
- ❖ Our goal is to have our students **meaningfully engaged** in learning 5 days a week. If a situation arises and your student cannot participate in the daily Zoom class, please report the absence to the teacher with your intention for your child to work **asynchronously for that day**. Your child will be marked present for the day.

If a student is unable to attend a required Zoom session or engage in asynchronous instruction due to illness or unforeseen events, the student's Learning Coach (parent/guardian) is required to inform the teacher of their absence. Similar to in-person instruction, a parent must provide documentation to ensure their student receives an excused absence. If a student does not attend a Zoom session or actively engage in asynchronous learning, their absence will be marked unexcused. The label of unexcused absence will not change until documentation is received from the Learning Coach (parent/guardian).

Ultimately, student attendance is dependent on teacher and Learning Coach communication. The daily schedule and routines that are created for your student will strengthen their academic success. Attendance and participation are essential to the success of your student.

Additional Support Resources

- Tech Support: If you are having technology issues related to a school issued device, please call the Help Desk (757) 628-3900.
- Academic Concerns: Parents should contact your student's teacher via email or Dojo.
- Self-Care Concerns: Contact our School Counselor Ms. Guest @ dlguest@nps.k12.va.us
- Student Records: Contact our Student Data Specialist Donna Clark dclark@nps.k12.va.us
- Administration:
  Charlene Feliton, Principal @ cfeliton@nps.k12.va.us
  Dr. Jennifer Banks, Assistant Principal @ jbanks@nps.k12.va.us

Using the Chromebook from home

Connecting Chromebook to home wireless
1. Power on Chromebook
2. Select the wireless icon in the bottom right tool bar
3. Select "Not Connected" under wireless icon at top left of popup
4. Locate and select the wireless network being connected to
5. When prompted enter network password
6. Select "Connect". If connection fails, select "back" and verify network password

Logging on to the Chromebook
1. Ensure Chromebook is powered on and connected to wireless network
2. At the log in screen use NPS student account information (ex: 1234@npsk12.net) and select "Next"
3. Enter password and select "Sign in"

Accessing email on Chromebook
4. Ensure Chromebook is powered on and connected to wireless network
5. At the log in screen use NPS student account information (1234@npsk12.net) and select "Next"
6. Enter password and select "Sign in"
7. Launch Chrome if not already launched
8. Select "NPS Bookmarks"
9. Select "NPS Student Email"
10. At the log in screen use NPS student account information (1234@npsk12.net) and select "Next"
11. Enter password and select "Sign in"
12. Once logged in, access email by selecting "Outlook" in top menu

Adding your name before joining a Zoom meeting

It is very important that participants add their name before joining a Zoom meeting. The host/teacher must know who is being admitted to the meeting. If you have not added your name, first name and last initial, the host/teacher will not admit you. This is a security measure to keep you, other participants, and the host safe.
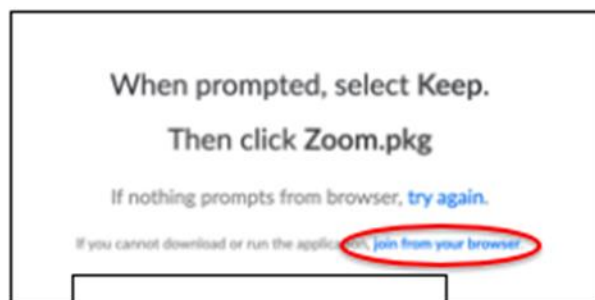
Below show how to add your name before entering a Zoom meeting.

Using Zoom in a browser:
-- Go to zoom.us in a browser (Chrome, Internet Explorer).
-- Do not sign in.
-- Click on the Join a Meeting link.
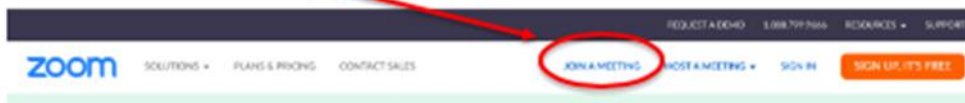
-- In the next window, select the "join from your browser" option.

-- The next window will allow you to enter your name (first name and last initial) and check the box that you are not a robot.
-- Click the blue join button.
-- Enter the meeting password.

PLEASE NOTE: Teachers will not admit participants into the meeting if the participant cannot be easily identified. This is to ensure the security of all participants and the teacher.