

Parent and Student Instructions for St. Thomas PREP 2020-21

Virtual Class Lessons and Meetings

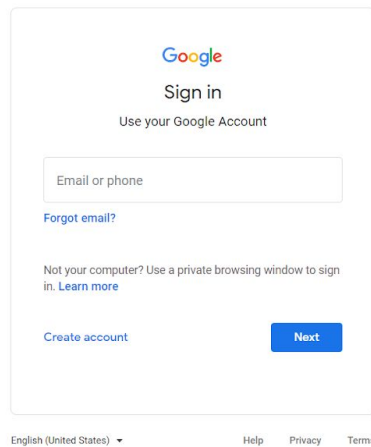
Student User Account

- Your student received his or her PREP Google account and password on the index card which can be found in their folder. The email address will be similar to this format: p##-first initial-last [name@stagnmills.org](mailto:stagnmills.org). The password is randomly generated.
- The student must use this account for all PREP virtual lessons and classes.
- When accessing the PREP lessons, always be sure to check that you are logged in with the **correct** PREP user account.

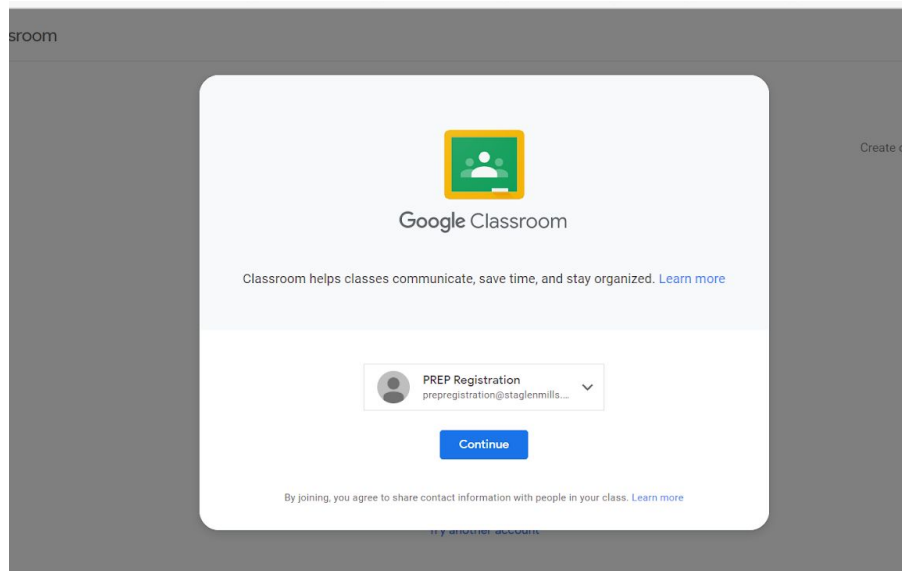
Google Classroom

- The students will access all of their work AND meeting information in Google Classroom.
 - The Google Classroom **code** for your student was sent home with their materials on an index card. To start using Google Classroom, do the following:
 - On your preferred device (should be ok on a laptop, chromebook, tablet or phone), start Google Classroom either
 - In any internet browser, by going to the site: **classroom.google.com**
- OR
- If you have a tablet or phone with an available Google Classroom app, this should work too.
- These instructions refer to a laptop - on other devices there may be slight differences.**

- Log in with your PREP user account



- Once you enter the login and password, you may see this screen, where you will click **CONTINUE**.



- You will then see the following screen. Click the + sign to **Join** the class.

Create or join your first class!



Don't see your existing classes?
[Try another account](#)

- Click “Join class” and this screen should appear.

✕ Join class
Join

You're currently signed in as

PREP Registration

```
prepreparation@staglenmills.org
```

[Switch account](#)

Class code
 Ask your teacher for the class code, then enter it here.

Class code

To sign in with a class code

- Use an authorized account
- Use a class code with 5-7 letters or numbers, and no spaces or symbols

If you have trouble joining the class, go to the [Help Center article](#)

- Use the **Class Code** which was supplied on the index card sent home with your PREP materials. Enter that code into the “class code” field. Then click “Join”.
- Once you join successfully, you will be brought to the Classroom you have joined. It will look something like this:

TE3A - Level 3 Tuesday Evening PREP

Stream Classwork People

TE3A - Level 3 Tuesday Evening PREP

Meet link <https://meet.google.com/lookup/hmjv6rjtkh>

Upcoming

Woohoo, no work due soon!

View all

Share something with your class...

PREP Chestnut posted a new material: Bible Story Videos for Levels 1-3
Sep 13

PREP Chestnut
Sep 8

I'm looking forward to our first meeting on Tuesday October 6 at 6PM!! At that time, use the link at the top of the screen to join our meeting!! See you then! Mrs. Chestnut

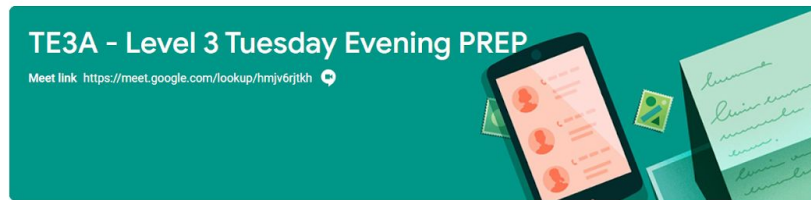
- Notice the 3 tabs across the top, labelled, “**Stream**”, “**Classwork**”, and “**People**”. Most of the information your child will need will be found on the Classwork link. You should see one new assignment each week, corresponding to the PREP calendar.
- The lessons consist of a slideshow (made with Google Slides) along with an activity or quiz at the end of the slideshow. The activity or quiz will be found on the last slide, or as an activity below the slideshow.

About the slideshows:

- The students can play the slideshow at their own pace, and repeat them as often as they wish
- Please have the students use their textbooks and have pencils/crayons available when playing the slideshow. If any additional materials are required, the teacher will mention this on the first slide.
- Many of the slides have video clips of the teacher narrating or explaining the slide. We hope this will be especially helpful for our younger students or any that have reading difficulties.
- Some of the slides will have embedded videos or music clips which the students will be asked to listen to or watch.
- At the end, there will usually be a link to a **quiz**. The student should click on the link and complete the short quiz or activity. Please make sure they fill out their own name as well as the teacher’s name if prompted. **This will be used toward counting attendance.**

Google Meet

- The children will join weekly meetings online using the **Google Meet** application.
- All of the information required to joining the meeting is found in your child's Google Classroom, in the **banner** for the Class:



- Note the **“Meet link”** which appears below the Class name.
- At the designated meeting time, the children should login to Google Classroom, and click on the “Meet Link”.
- When they do this, the initial Meeting screen will appear, and they can **“Join now”**. They may be asked to verify that their microphone and camera are working.

Meet

preregistra



- Once they join the meeting, they will appear along with the catechist and other classmates, on a group meeting page (similar to Zoom).
- The children are able to Mute/Unmute and Share/Disable their camera. We prefer to have the children visible if possible.

- The teacher will be able to mute students if needed.
- All of the students and teacher can use the **Chat** feature to type in questions or comments, as managed by the teacher.
- The teacher will use this time to bond with the students, pray together, review lessons, or share stories, activities and videos.
- Please ask your student to use good digital etiquette when participating in these meetings. We appreciate it!
- For privacy and security reasons, these meetings will NOT be recorded. If your child misses a meeting, please contact the catechist for any updates or anything that was missed.