

Name: _____ Team: _____

Sixth Grade Information-Sky Ranch Middle School 2020-2021

What computer apps will students use for school? What do they do?

- Teams, OneNote, Outlook, PowerPoint, Word, Sway and OneDrive are the most common apps students will use at Sky Ranch. All these apps are downloaded on each student school computer. If students are not using their school computer, they can go to www.office.com, sign in with their student ID@washoeschools.org and use their password from last year. This will allow them to use the same apps, but they are an online version of the desktop apps.



Teams

Microsoft Teams is a collaboration app that helps your classes stay organized and have conversations—all in one place. You can watch lessons and ask for help. **You will turn in ALL digital assignments on Teams.**



OneNote

OneNote is your very own digital notebook. You can watch videos, take notes, and complete assignments. **Students are expected to complete their digital work in OneNote and turn it in through Teams. OneNote automatically saves student work!**



Outlook

Outlook allows students to **write emails to their teachers** and other students. Students cannot email out of the school district network. Students email address is their student ID @washoeschools.org



PowerPoint

PowerPoint is a computer program that allows you to create and show **slides to support a presentation**. You can combine text, graphics and multi-media content to create professional presentations.



Word

Word is a Graphical word processing program that users can type with. Its purpose is to allow users to type and save documents. It has helpful tools to make documents. **Students may work on Word online which will make their documents interactive with peers for group assignments**



Sway

Sway is a new app from Microsoft Office that makes it easy to **create and share interactive reports, personal stories, presentations and more**. Students can use this to display their work.

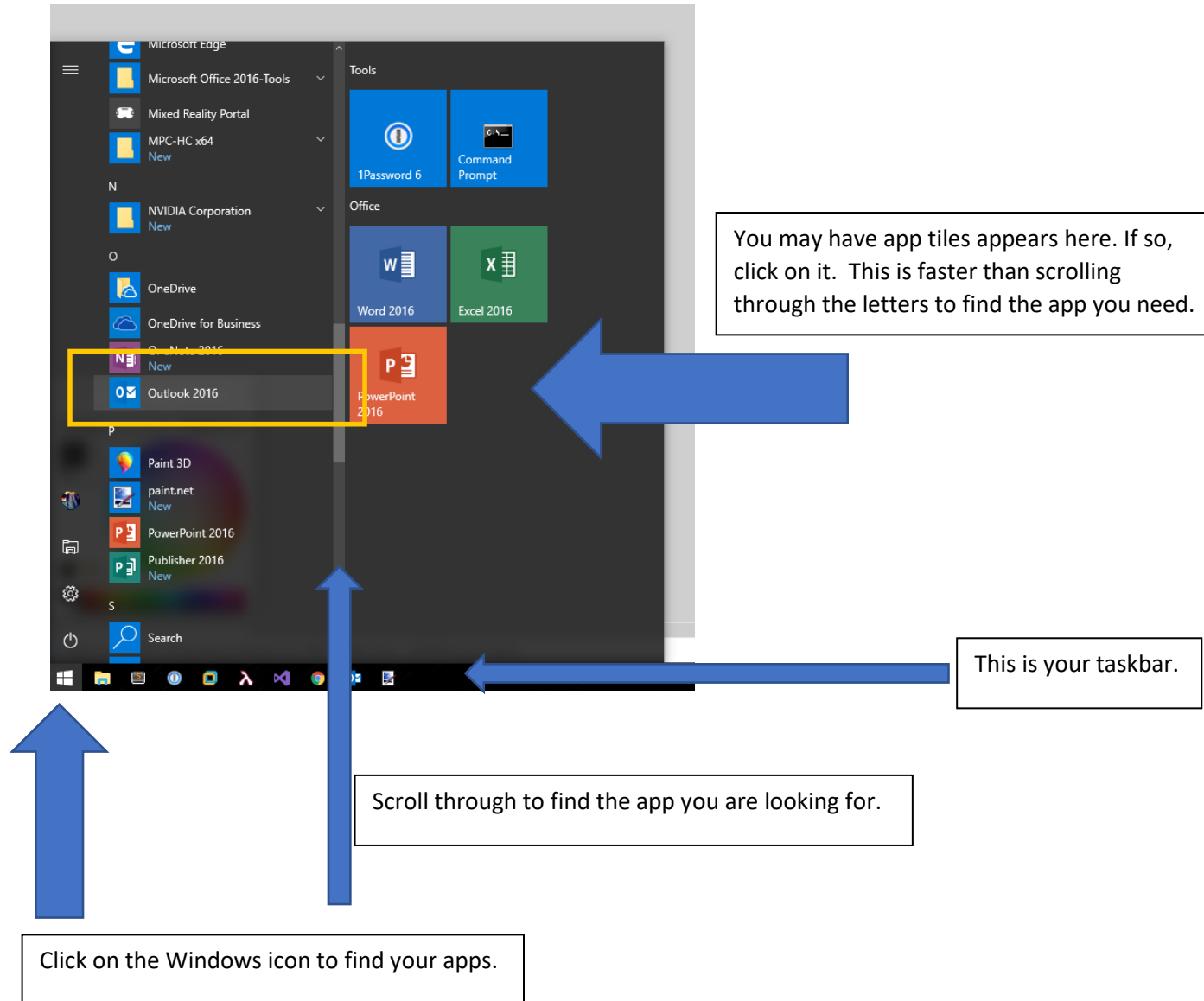


OneDrive

OneDrive is the Microsoft cloud service that connects you to all your files. It lets you store and protect your files, share them with others, and get to them from anywhere on all your devices. **Students are expected to save all their work to OneDrive.**

How do students find apps on their computer?

- All apps can be found by clicking the Windows icon on the bottom left of their computer screen. Scroll through the apps until you find the one you want. You can also right click on the app you want and pin it to the taskbar (which is the bar on the bottom of your screen). Some school computers may already have your apps pinned to the task bar.

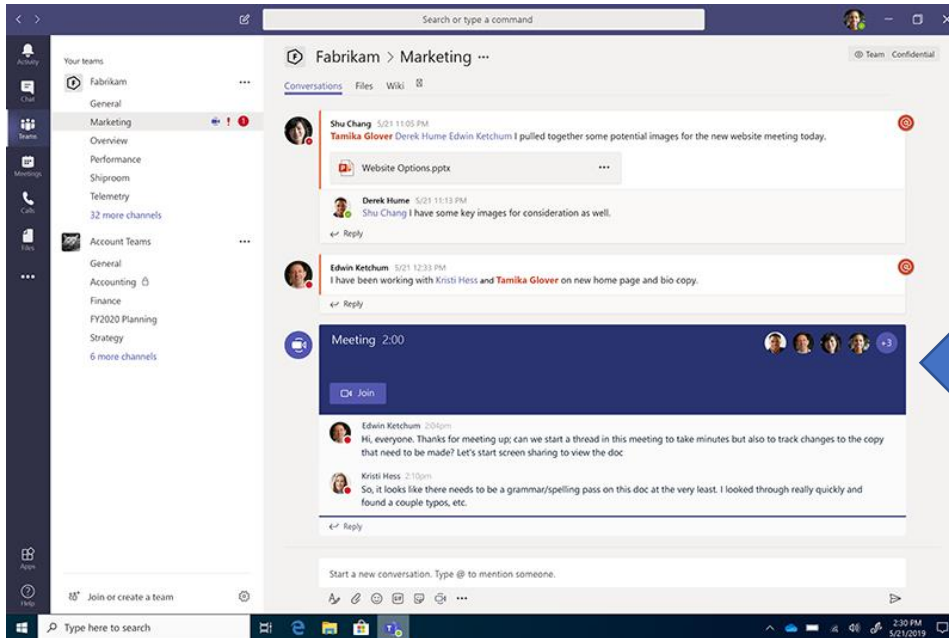


Can students download other apps?

- Per WCSD technology policy, students should NOT download apps to their school computer unless they are approved by the district. A complete list of approved apps is listed on the WCSD website: <https://approvedlt.washoeschools.net/>
- We do suggest downloading Google Chrome.

What should a student's schedule look like when they are learning from home?

- We STRONGLY suggest students follow the same schedule as if they were at school. For example, they should be in front of their computer at 7:30am to begin their 1st period class. When it is passing period, students should get up, stretch, use the restroom or get a snack. If students are unable to follow their normal school schedule, they must still complete their work for that assigned day. Each period should consist of about 40 minutes of work during this hybrid model which translates to 240 minutes of 4 hours of work per day.
- Some teachers will have LIVE lessons where students need to attend. Students need to immediately check their class through TEAMS during each of their normal class period times. This will allow them to see if there is a LIVE lesson. LIVE lessons will be posted on the conversation tab with a link.



Your LIVE lesson or class meeting will appear on the conversation tab. Click on the join button. You will be prompted if you want to join with audio and video. You do NOT need to join with either. If you have a question, unmute yourself and ask at the appropriate time. Most teachers will pause periodically and ask if anyone has any questions.

- Some teachers will post a recorded lesson instead of teaching LIVE. These lessons will be posted throughout the day depending on each teacher's schedule. Recorded lessons will be posted on the conversation tab AND in their OneNote.
- During and after each lesson, students will complete work. This can be lesson notes and an assignment. We strongly suggest students take notes in a spiral notebook (or on their digital notebook) so they can reference the lesson later. Any digital assignment will be in OneNote and in Teams. Paper copies of work will be turned in at school, though your teacher may still need them to be marked turned in through Teams which will notify the teacher of its completion.

How do parents know what work their child should complete?

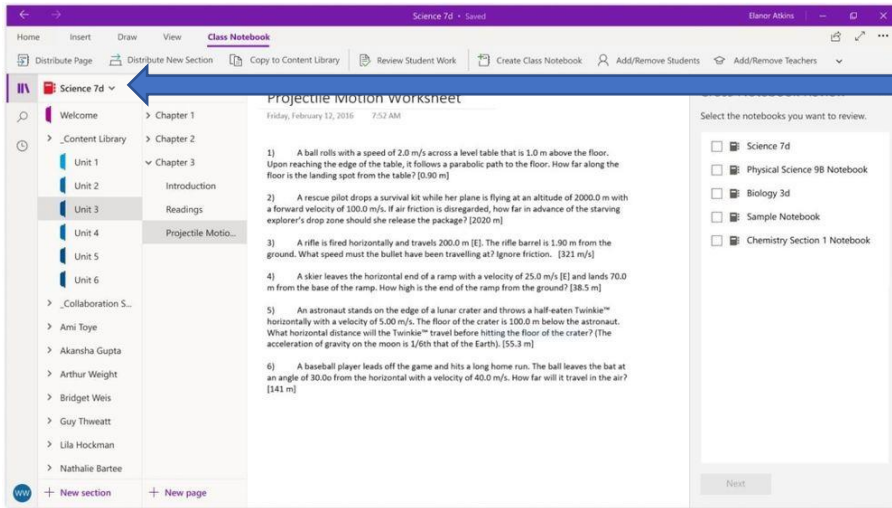
- Each student will have a Sky Ranch paper planner. During enrichment, students will fill out their planners with classwork they didn't finish and any required homework. Students will also write important dates, class information, and their weekly grades. We also suggest students share their username and password with their parents and teach them how to navigate Teams/OneNote. This will allow parents to know what assignments are missing or turned in late before it is posted on Infinite Campus.
- Students are required to share their planners daily with parents. Maintaining a complete planner is part of a student's weekly enrichment grade.
- Parents can also check their child's team website for important information. Please go to the Sky Ranch website at www.washeschools.net/skyranch; click on SIXTH GRADE WEBSITE; then click on the correct Base.

How do students meet their daily attendance requirement?

- Students MUST check in with their teacher on distant learning days. Teachers are required to take attendance daily for every period. If students are in a LIVE lesson, the teacher will take attendance and students can respond with "here" or "present" during roll call. If students don't attend a LIVE lesson, or there is not one for the day, it is the student's responsibility to turn in their daily work BEFORE 2:00pm. If teachers do not receive work from students before 2:00pm they will be marked absent.
- Other than attending a LIVE session, students can meet their attendance requirements by completing and turning in their daily work through Teams. If students do NOT complete their daily work on distant learning days, they are marked absent.
- Teachers are not expected to track down students for attendance.

Where should students work on assignments? How should students turn in assignments?

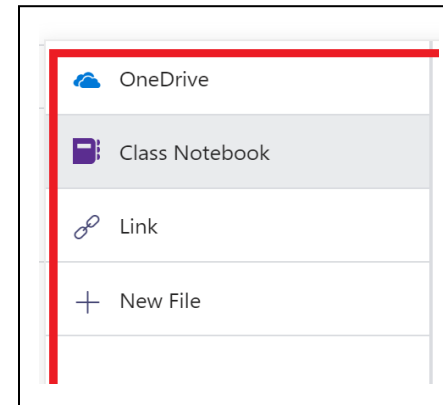
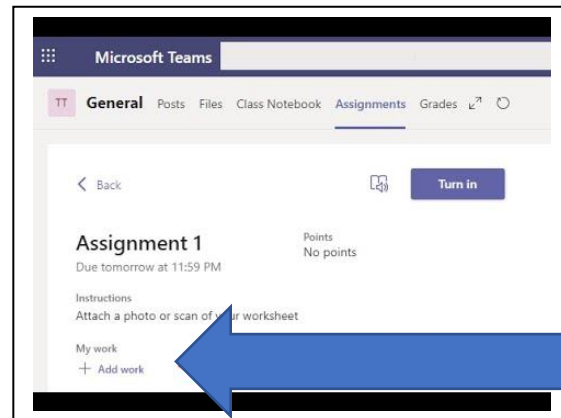
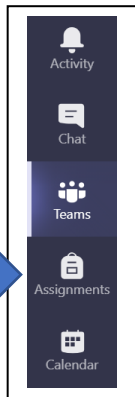
- Students can work on their digital assignments through TEAMS or OneNote; OneNote is more user friendly than Teams. Everything you work on through OneNote automatically saves, so we suggest using OneNote when at all possible.



Make sure students are in the correct OneNote class. You can choose your different notebooks by clicking the down arrow. Then, find the correct section and page students need to access.

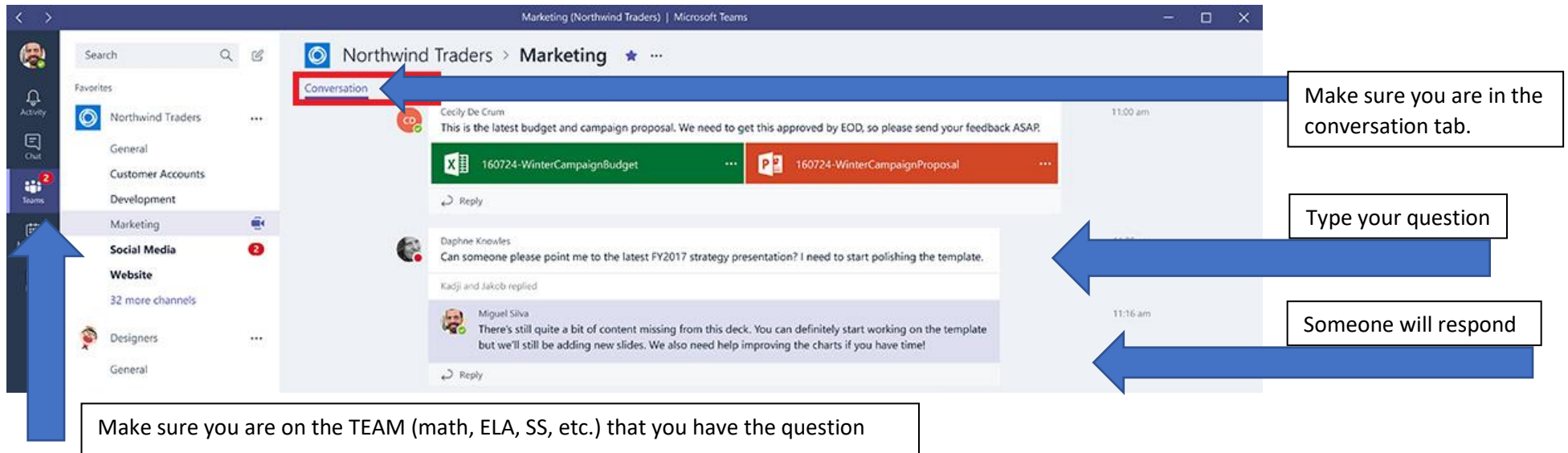
Student's OneNote notebook lives in Teams, and in an individual app. We suggest opening it in the individual app vs. through Teams.

- Once students complete their work on OneNote, they need to attach their work through Teams when instructed to do so. Please make sure to clearly read the assignment directions.
- Click on the assignments tab in Teams. Then find the assignment you need to turn in. Click on it. Hit the plus button on the bottom of the screen. Then click on your OneNote class notebook and attach the correct assignment. Then click **TURN IN**.
- After students completed an assignment on Teams, be patient for your grade. Teachers must transfer grades from Teams to Infinite Campus for parents to view.



What if students need help?

- **FIRST** - click on the Team you need to ask your question (math, ELA, SS, etc.). Type your question on the conversation tab in the correct Team. **Make sure to type the @ symbol to tag your teacher**. One of your fellow classmates may be able to help you before your teacher can assist you. **The conversation tab is for help on lessons, NOT to chat with friends.**



The screenshot shows the Microsoft Teams interface for a team named "Northwind Traders" with a sub-team "Marketing". The left sidebar shows various channels like "General", "Customer Accounts", "Development", "Marketing", "Social Media", "Website", and "Designers". The main chat area shows a conversation with messages from Cecily De Crum, Daphne Knowles, and Miguel Silva. Annotations include blue arrows pointing to the "Conversation" tab, the "Marketing" channel, and the chat messages, with text boxes explaining each step.

Make sure you are on the TEAM (math, ELA, SS, etc.) that you have the question

Make sure you are in the conversation tab.

Type your question

Someone will respond

- **SECOND**-if you still need help, or your question did not get answered, email your teacher through Outlook. Please make sure to email your teacher properly. See example.
 - 1-Open up your Outlook app and click new mail
 - 2-Type in your teacher's email address (see list below)
 - 3-Type your topic in the subject line (ex: Assignment Help)
 - 4-compose an appropriate email with a greeting, your question, and a salutation using correct grammar, spelling and capitalization.

Dear Dr. Toswell,

My name is Jes D.A., and I'm in Section 1 of your Old English course (on Tuesdays at 10:00 a.m.). After looking over the syllabus last night, I noticed that the deadline for our final essay is listed as March 7, which is a Monday. However, in class, the deadline was noted as being Thursday, March 10. I don't mean to bother you, but I wanted to verify the correct deadline so that I can appropriately organize my schedule and turn in my assignment on time. Thank you so much for your time and patience!

Best regards,
Jes D.A.

- Please be patient with your teacher. Teachers usually check their email before school, on their prep period, and after school. It may take a couple hours to get back to you. Therefore, we highly suggest using the conversation tab.

Sixth Grade Teacher Email List

Core Teachers

Angel Base	Eagle Base	Pyramid Base
Morgan Langtimm (ELA/SS) mlangtimm@washoeschools.net Caity Hodges (Math/Science) chodges@washoeschools.net	Sara Day (ELA/SS) siday@washoeschools.net Lisa Lowery (Math/Science) llowery@washoeschools.net	Maureen Jackson (ELA/SS) maureen.jackson@washoeschools.net Andrew Morss (Math/Science) aemorss@washoeschools.net
Tahoe Base	Topaz Base	Washoe Base
Justin Albright (ELA/SS) justin.albright@washoeschools.net Alex Mattingly (Math/Science) amattingly@washoeschools.net	Kris Ross (ELA/SS) kburst@washoeschools.net Stephanie Black (Math/Science) sablack@washoeschools.net	Annie Norris (ELA/SS) cpolak@washoeschools.net Jenn Becker (Math/Science) jbecker@washoeschools.net
Griswold Base (GT)	Resource Teachers	
Olivia McElhany omcelhany@washoeschools.net Luke Sorenson lsorensen@washoeschools.net Sierra Plumb sierra.plumb@washoeschools.net	Nichole Coombe (resource) ncoombe@washoeschools.net Valerie Barton (resource) vbarton@washoeschools.net Erica Coffelt (speech) erica.coffelt@washoeschools.net	

Specialists

Music & PE	Other	Counselors
Patricia Hudson (band) patricia.hudson@washoeschools.net Sarah Bryant (choir) sarah.bryant@washoeschools.net Becky Steelmon (orchestra) bsteelmon@washoeschools.net Shannon Johnson (pe) srjohnson@washoeschools.net Mike Bosco (pe) mbosco@washoeschools.net Ryan Hill (pe) ryan-hill@washoeschools.net	Mark Ochs (STEM) maochs@washoeschools.net Lou Stien (Graphic Design) lstien@washoeschools.net Kate Carter (art) kcarter@washoeschools.net Jennifer Gravenstein (leadership/yearbook) jgravenstein@washoeschools.net Amy Hybarger (librarian) ahybarger@washoeschools.net	Kelly Yost kyost@washoeschools.net Rebecca Gunderson rgunderson@washoeschools.net Jewel Cuellar jewelienne.cuellar@washoeschools.net Claudia Bessette cbessette@washoeschools.net

