

Mercy Distance Learning

2020 School Closure
Digital Toolbox for Students



Digital Tools Overview

Teachers will use whichever tools they think are necessary to deliver the best instruction to you, but they are mostly grouped around three areas:

- **Written: Schoology** for assignments and links. **Gmail/Gchat** for small group or one-on-one communication.
- **Recorded video:** Teachers will use a variety of video apps to deliver instruction, and these will not require you to login or may require a Google Authentication. Teachers will share instructions individually.
- **Real-time meetings: Zoom or Google Hangouts** for meetings and discussions.
 - Zoom is very user-friendly, and used at most colleges, universities, and job sites, so this won't be a singular experience for you! Instructions follow.



Getting Started

We know you like to be prepared, so go through these steps if you have never used Zoom:

- Download Zoom on your iPad, phone, or computer (or all).
- Start a practice meeting (by yourself or with a friend/parent) by clicking on “Start Meeting.”
- Practice the features listed on the next slide
- Watch the 1-minute videos in this slidedeck to get started

The first time you click on a link to join a meeting you will be guided through the download if you have not done it already!



Zoom/Google Hangout/Google Meet Norms

- Your teachers will most often place you on “mute” when you enter the Zoom meeting.
- Do not unmute yourself unless prompted.
- Use the chat and raised hand feature for questions.
- Ask or suggest that your teacher records the meeting if direct instruction is involved.
- Please be patient the first few days of using these tools. Your teachers have had only a few days to shift their instruction to distance learning. **They are doing their best, we promise!**
- They know you are doing your best too, so they will be patient as well! :)



Other helpful tips

- [The Chrome Extension can be helpful for scheduling.](#) Click on the link to download.
- The videos on the pages below are all about a minute. Watch them so you feel comfortable Zooming!
- Request one-on-one meetings with teachers, as needed. Know that time will be a constraint for teachers, so you may need to do more Zoom meetings with friends, peer tutors, or groups of classmates.



Basic how to join a meeting.



Basic Zoom Controls



If you are having audio or video problems ...



Creating your own meeting on the website

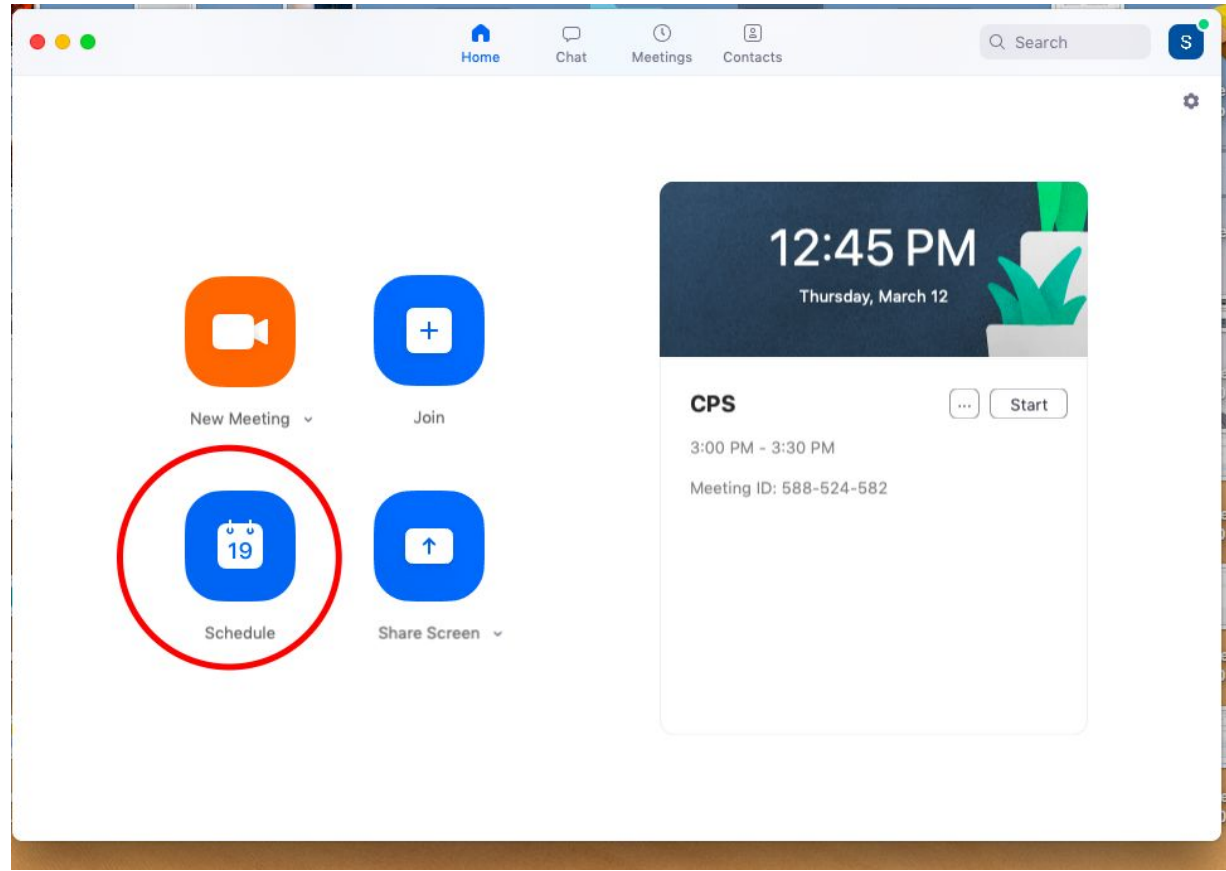


To schedule a meeting with Google Calendar



Starting your own meeting from the app.

Schedule



Controlling a meeting, including sharing screens.

