Parent Guide - Grades K - 5

For Accelerate Education, Using BUZZ Management System

Weatherly Area Virtual Education (WAVE)

Welcome to WAVE!

We are very excited to offer asynchronous courses online to our Weatherly students. These courses can be used to learn at any time of the day or night. Parents can help their children learn in the evening. During the day, students have the flexibility to work on their courses on a schedule set by the parents and students.

A pacing guide is available for each course to help keep on track and to assure course completion by the end of the course. Keep in mind that the pacing guide is just a guide, you will work at your own pace.

In our experience, a Learning Coach is a vital part of a child's success. The Learning Coach can be a parent, grandparent or guardian who is with your child when learning online. Accelerate Education Provides Learning Coach information which includes a Table of Contents of the Course and all the information you need to help your students with their coursework!

Sincerely,

Katie M Leach

Katie Leach, Ed. D.

Weatherly Area School District

Table of Contents

The Calendar in the coursework is set according to the Weatherly Area School District school calendar!

A new journey in online learning begins! As parents, you are now able to be a daily part of your child's learning in an online program. Your child will need encouragement and support. Many children are fearful of sending their assignments to the wrong place, or they worry that they will not be able to understand the material. We hope this guide will ease these fears. If a student has any struggles or concerns, take time to talk to your child to see how you can help. They might be struggling with things you might not be aware of such as eye fatigue or blurry vision. Some children learn best by watching videos or by listening rather than reading. As you work with your child, watch how they learn, and reach out to their online teacher for help and resources.

Buzz Learning Management System (LMS) - Parent Access

https://caola.caiu.org/genius.php

Login with your Parent/Guardian account. If you do not have this account, you did not give your email when signing up for WAVE. A parent email is needed to set up a guardian account. Please contact Mr. Hearne and give him your email address.

Choosing a Student to Observe

Click on any of your children you would like to observe

Parent Dashboard/Homescreen

On this page you can click on COURSE for your list of course cards, click the TO-DO LIST to upcoming due assignments, and click ACTIVITY STREAM see the work that has been submitted and graded. You can also click on two places to see the announcements and a Help button in the top right. Click in any of these courses to open the course.
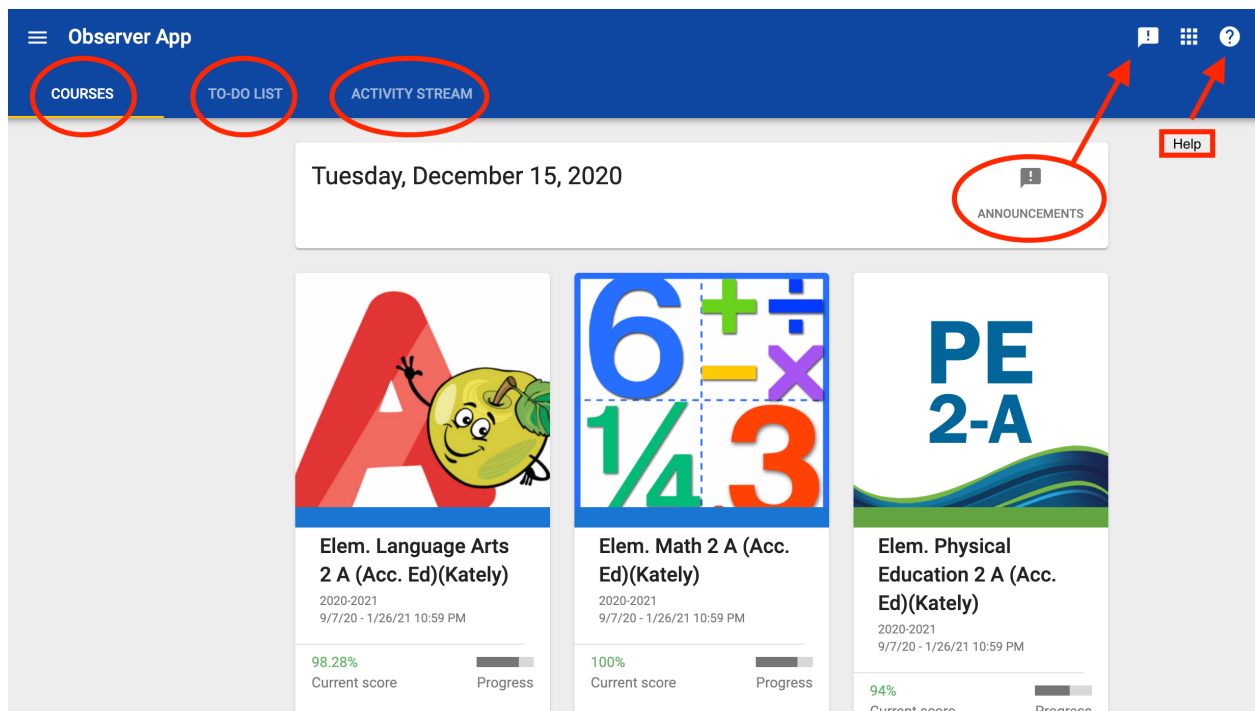

Getting to Your Child's Courses/Course Cards

Click on one of the course cards. Here you see a list of ACTIVITIES and the TO-DO list again, and you will see grade information and progress in the top left. At the bottom of the screen you will see a file, "Resources" that should be read before starting the course. The Learning Coach's guide is here as is the information to get started with the program. Often the success or failure

for the student relies on the Learning Coach. The information here will help the Learning Coach, as will the information in the next section!
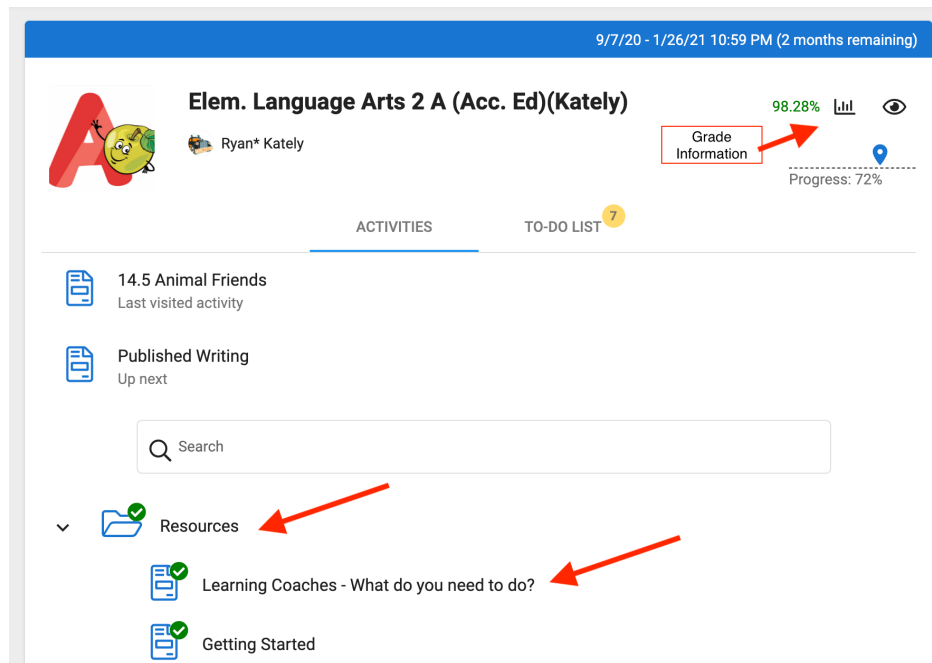
Learning Coach's Guide, K - Grade 5

Students in grades K to 5 have a file folder in the Resource file, "Learning Coaches - What do you need to do?" In our experience, a Learning Coach is a vital part of a child's success. The Learning Coach can be a parent, grandparent or guardian who is with your child when learning online. To find the Learning Coach information, click on the Resource file and you will see the file.
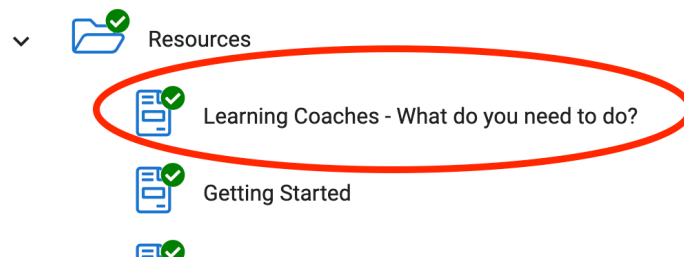
Learning Coach's Responsibilities

Here you will find the Table of Contents for the course, and the Learning Coach tab on the left

And on the right hand side, you will be able to change the course background to your child's favorite color!

Ready to Begin the Course

After you have read everything in the Resources folder, your child is ready to click on Module One and begin the coursework!
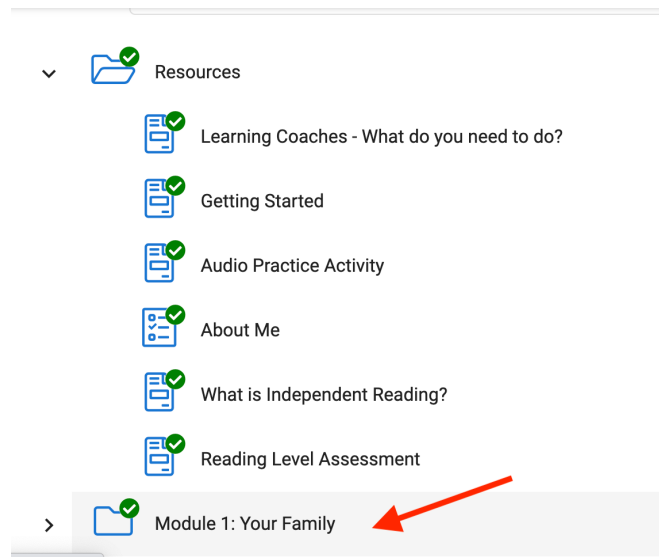

More information for the Learning Coach During the Course

Now that your child is working on the course, it will be helpful to keep an eye on the work being done in the course. To do this, click on the three bars on the top left corner of the page.
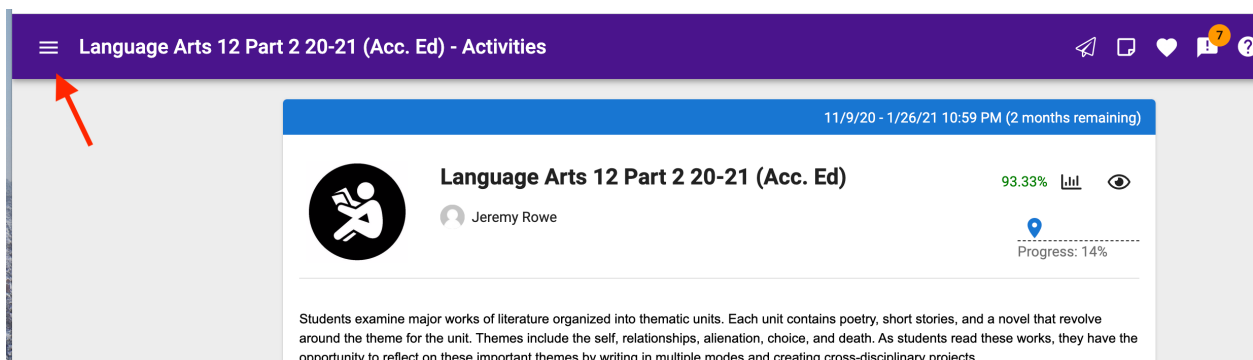
This will take you to the home of all the material in the Left navigation bar, which will be displayed two different ways, depending on which page you are in, in the course:
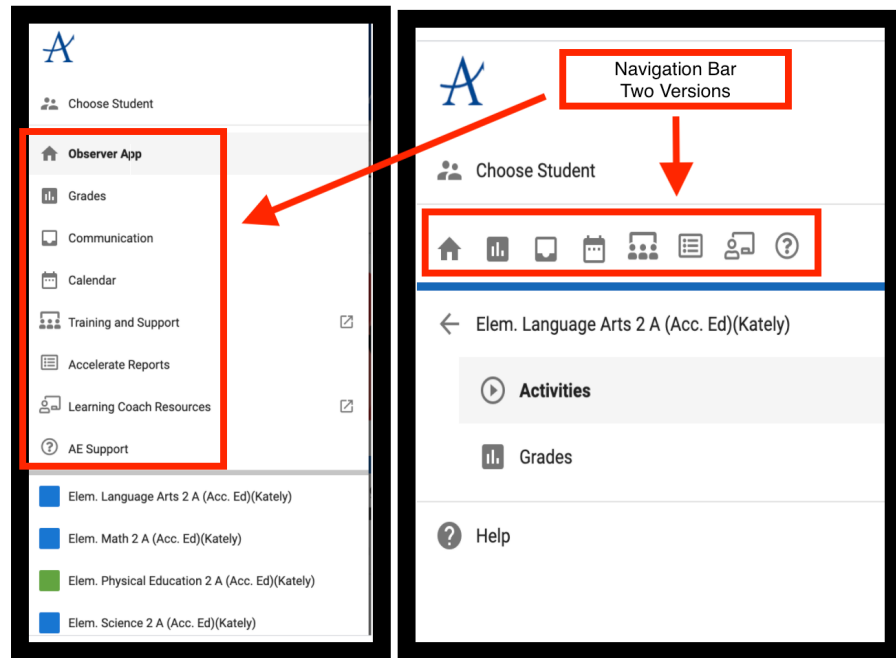
Navigation Bar Icons Explained

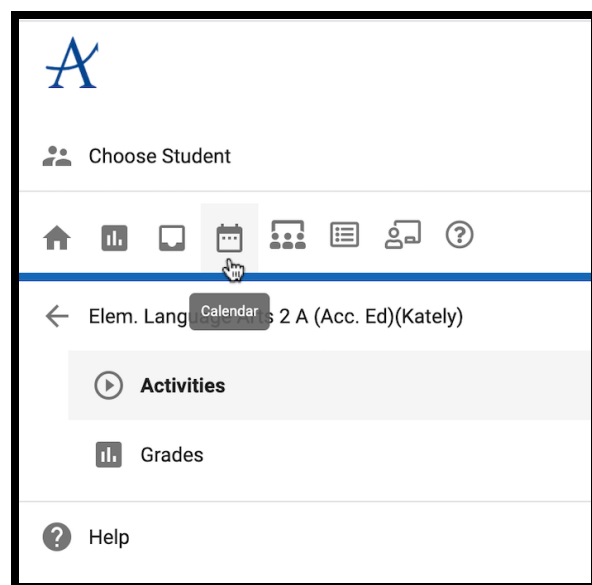Each picture will tell you what you can find! First, the icon for Grades!
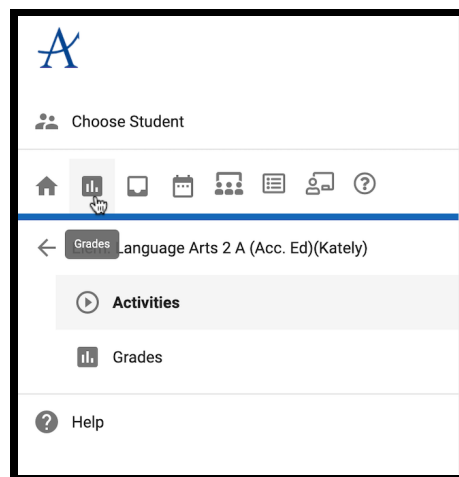
Communication
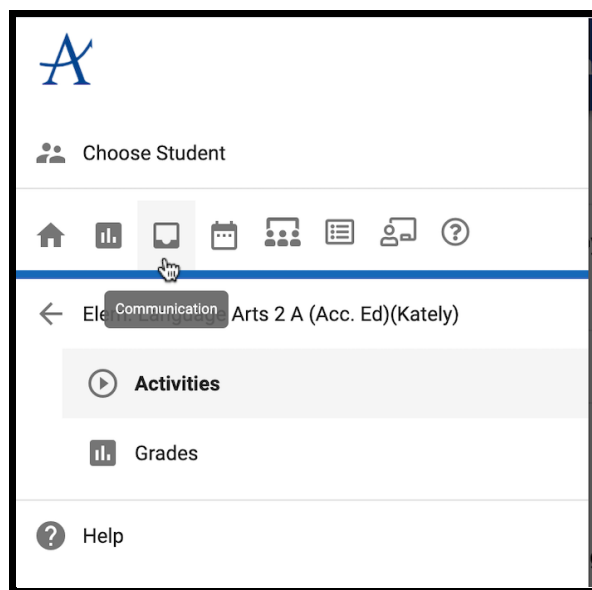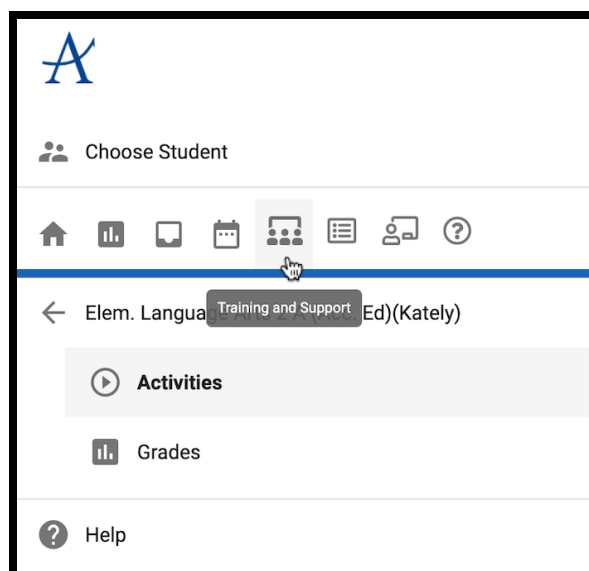

Calendar

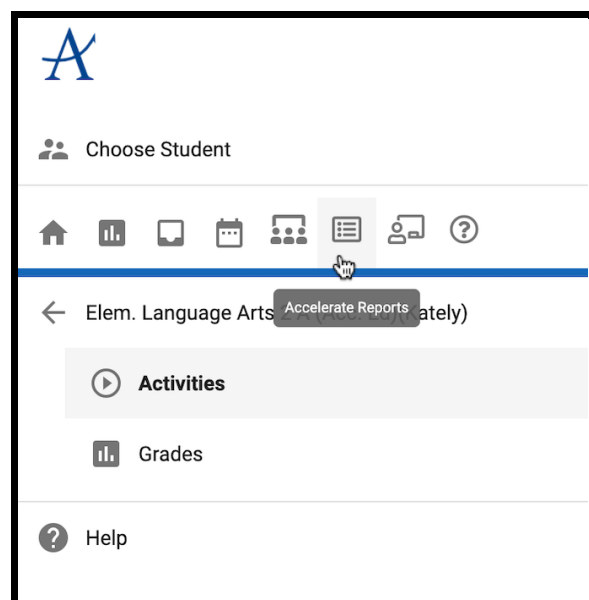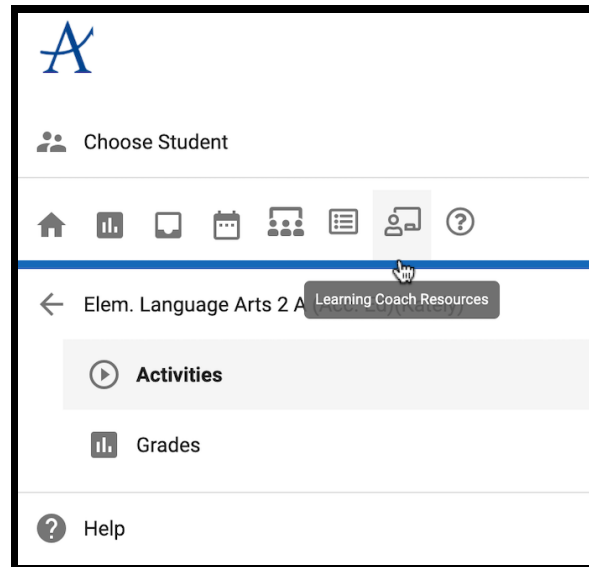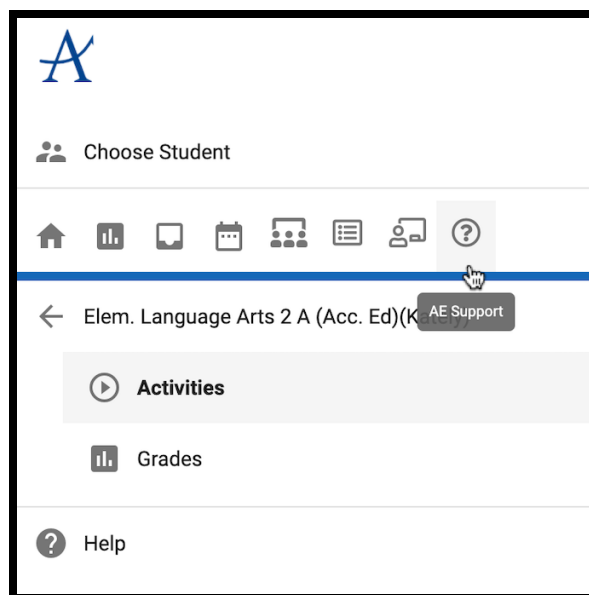Training and Support

Accelerate Reports

Learning Coach Resources

AE (Accelerate Education) Support

**Directions for Setting Up and Sharing a Google Folder for Each Course**

You will need to create a folder in Google Drive to keep all the assignments for each course. Create a Google Account, and you will see a gray circle with nine small squares inside.   Click on this button(#1), then you will see options to open, as on the screenshot below. Click on Drive(#2).
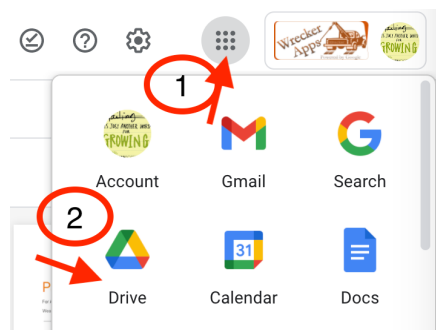
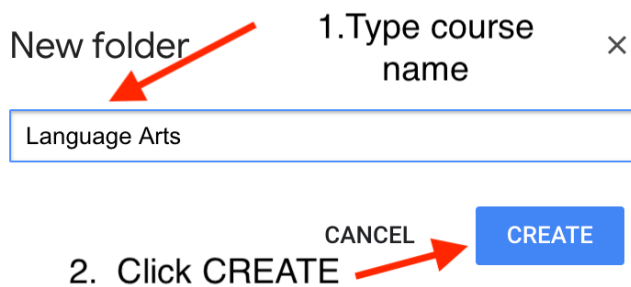In Drive, you will see the New button, click on this
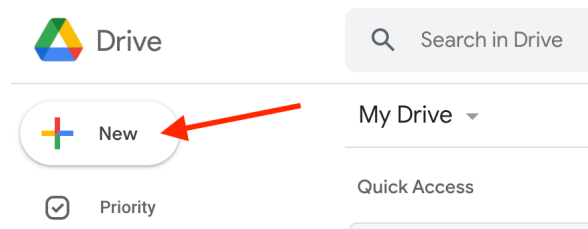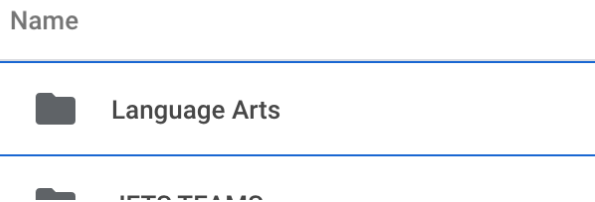

Next, click the + Folder
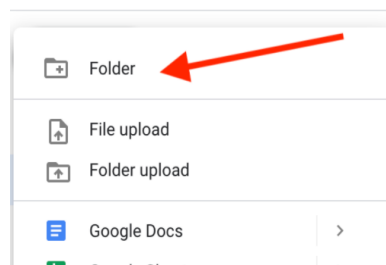
You will now be able to label your first folder! Choose one of the courses your child is taking to make it easy for your child to locate the folder and put assignments in it. In our sample, we will label the folder, "Language Arts". After you type in the name, click CREATE!
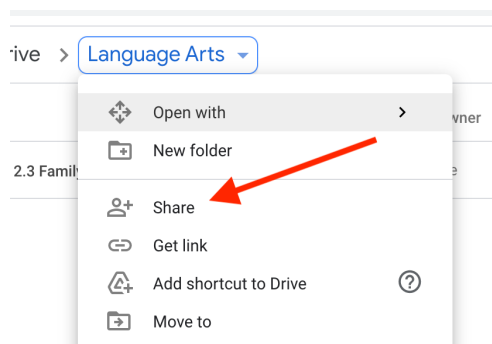

If you have successfully created the folder, you will see it now
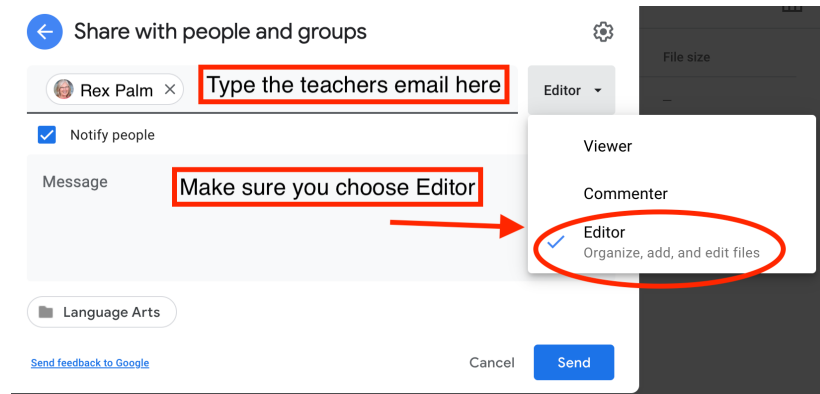

Sharing a Google Folder with the Teacher for Each Course

Click on the folder to set up sharing with your child's teacher. This must be done to assure the teacher will see the assignments. Click on the Share button.
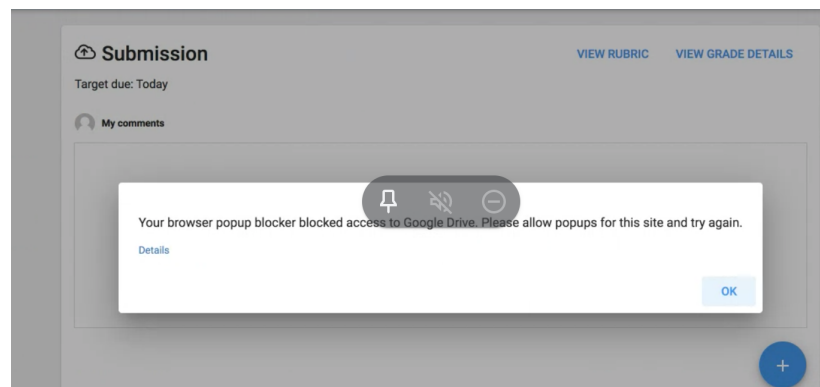
Type in your teacher's email address, which will be given to you by the teacher. Make sure the teacher has editing privileges.

The last, but very important step is to allow Pop-ups to access your Google Drive. If you do not, this will be the message you receive:


To allow Pop-ups in Google Chrome, follow these steps:
1. Open Chrome
2. At the top right, click **More** in settings
3. Under "Privacy and security", click **Site settings**
4. Click **Pop-ups**
5. At the top, turn the setting to **Allowed**

Submitting the First Assignment

When your child gets to an assignment in the coursework, download the assignment into the shared folder for the course, then complete the assignment. When finished, click, the Plus Sign found on the same page as the assignment. A drop-down menu will appear, click on "Choose Google Document".
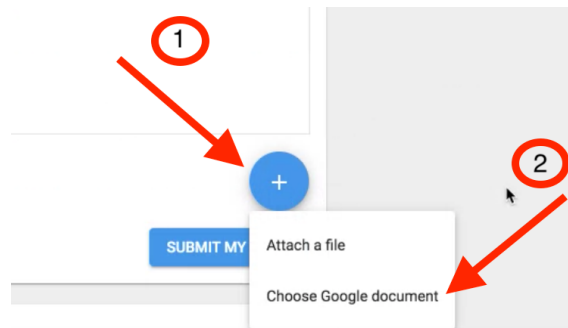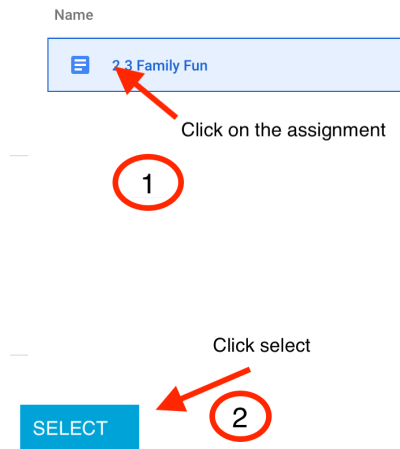

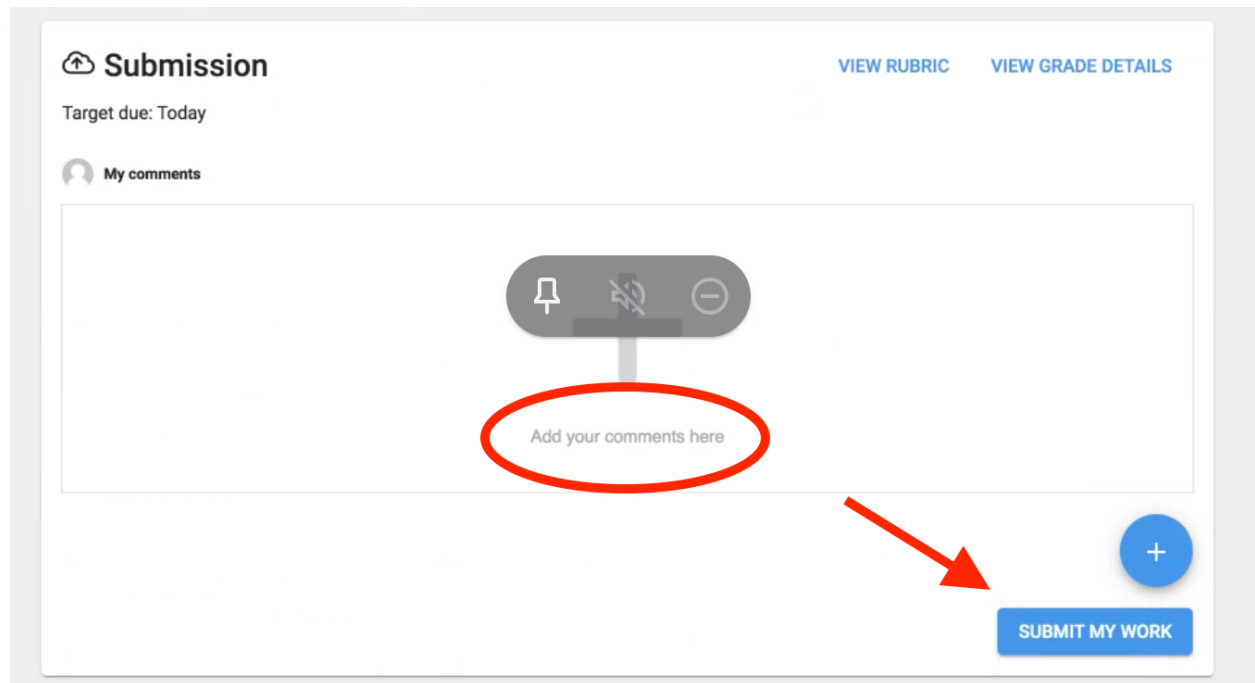The link will take you back to Google Drive, where you will find the shared folder, and click on it.
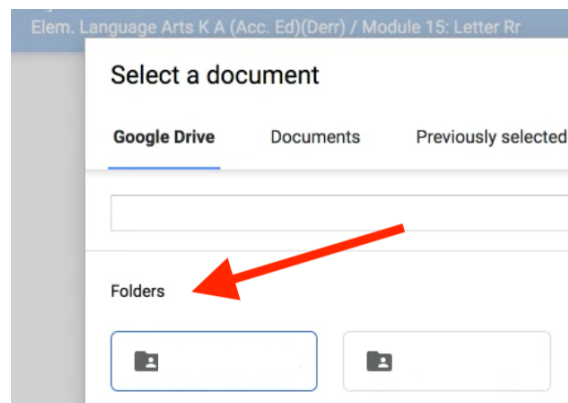
Find the assignment, click on the assignment, then click on SELECT at the bottom left of the page.

Name

2.3 Family Fun

Click on the assignment

1

Click select

SELECT   2

This will take you back to the assignment page, and now you can add any comments in the big text box, under, "My comments", then click on "SUBMIT MY WORK".

⬆ Submission   VIEW RUBRIC   VIEW GRADE DETAILS

Target due: Today

My comments

Add your comments here

+

SUBMIT MY WORK

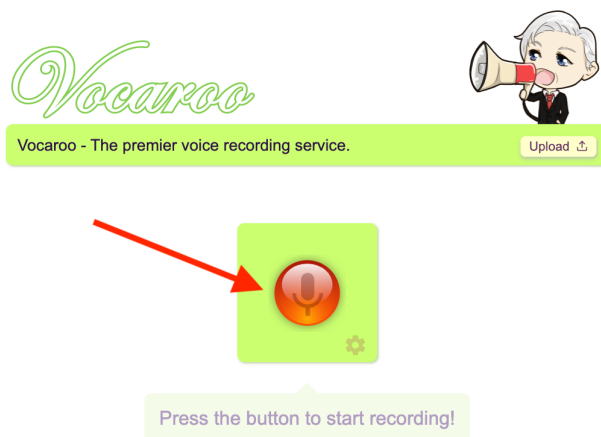You will know the assignment has been successfully submitted when you look in the grades section.

Making an Audio Recording for an Assignment with Vocaroo

Website for Vocaroo: https://vocaroo.com/
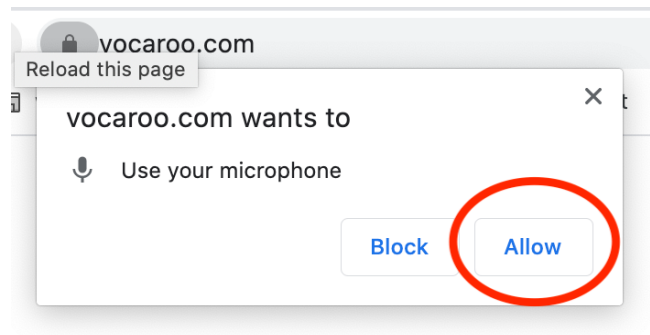
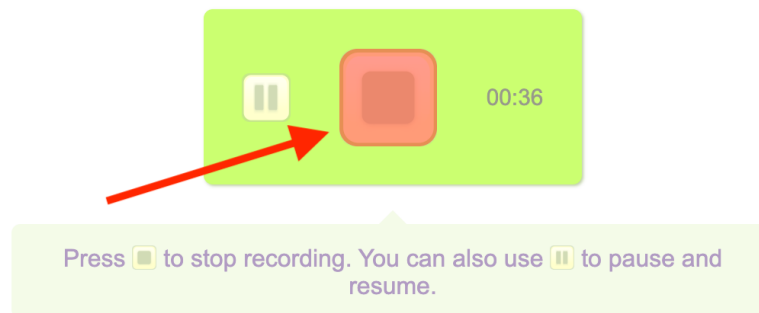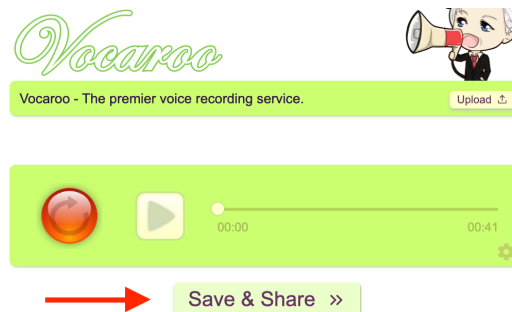Click on the button to start recording.

Click "Allow" to let Vocaroo use your microphone

After the recording is completed, click on the square red button to end the recording.

Next, you will want to save and share your recording to send to the teacher. Click "Save and Share"
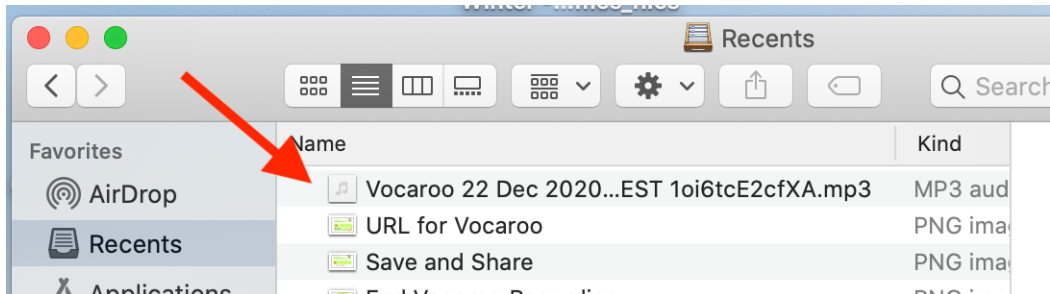
You will be given a link to the recording, and other options for your recording. If a link does not automatically pop up, click the button marked by the arrow.
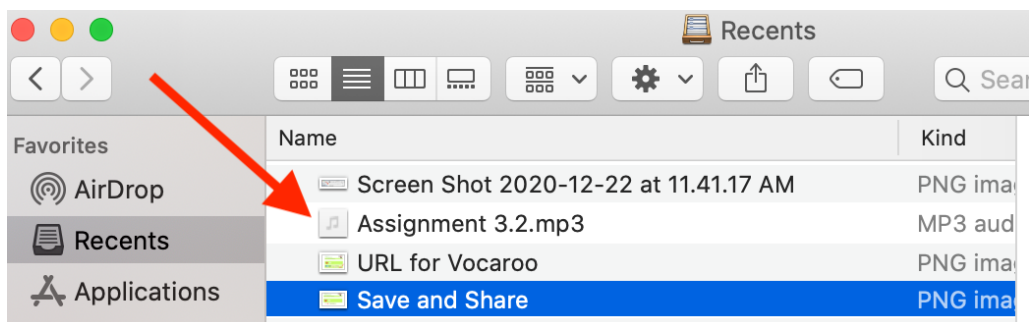

Next, you will want to download your recording, rename it with the assignment title and send it to your teacher! First, click the download button in oval
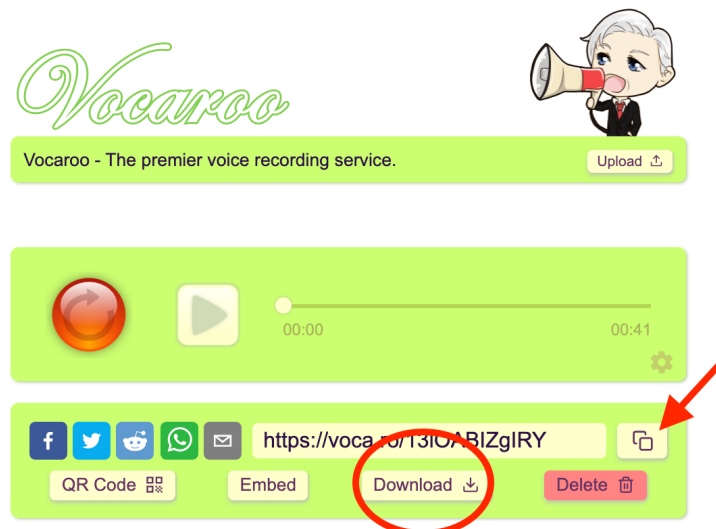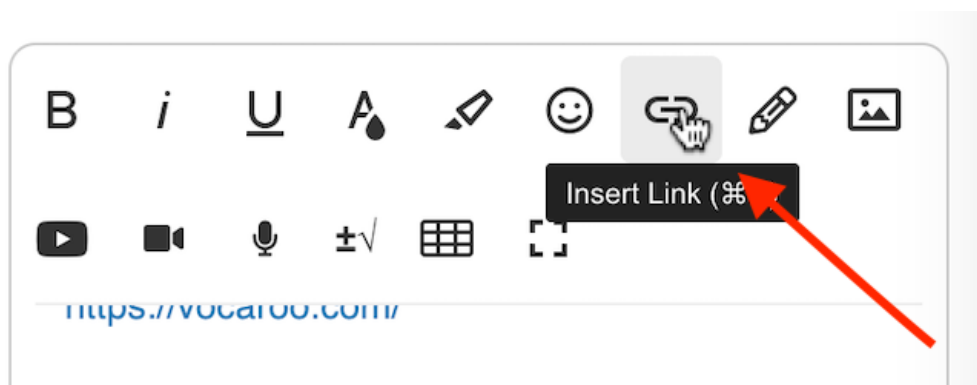
Go to "Recent" or "Download" files, and find the file

Hold your cursor over the file name, click twice, you can now change the name of the file to the assignment name

To send the link to your teacher, go the the page to submit the assignment, and find the button to insert a link.

Taking a Picture with Chromebook

An excellent tutorial can be found at this link:

https://docs.google.com/document/d/1ALfsdtdYTDvHrZrewqbHTjSsWybqN8utFUEvczGESdg/edit#

We hope this Parent Guide has been helpful to you. All screen shots were taken just a few weeks before this guide was created in December, 2020. As company's continue to change and improve their websites, these screen shots may be "out of date". If you go the a link and you do not see the same picture, please let us know. If you have any questions, please contact Katie Leach by email, leachk@weatherlysd.org or by phone, 570-427-8521.