



Distance Learning Guide

Distance Learners need access to:

- A Computer with camera and microphone
- Google Browser

Students will need to:

1. Log into Google with their SJS Account
2. Log into Schoology

Once in Schoology:

Find the Distance Learning Links and other information.

Go to the Homeroom Tile

OR

Distance Learning Class as indicated by classroom teacher

3. Google Meet is used for Distance Learning Classes.

Students MUST be logged into his/her SJS Google Account to access the meeting.

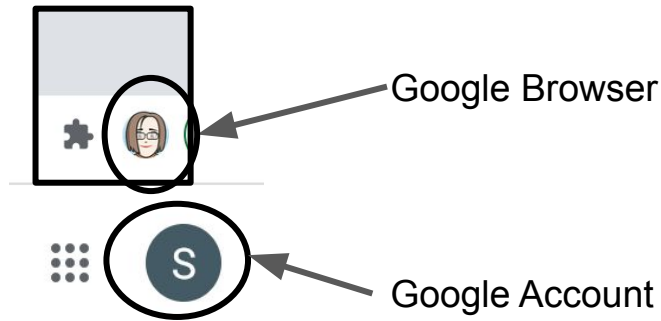
Please contact Mrs. Hatley - c.hatley@sjschoolva.org or Mr. Dean at itsupport@sjschoolva.org if you need your password reset or need any help with Google or Schoology.

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SJS Google Account Information

All students have an SJS Google Account. Students will need to log into the Google Browser and sync their data AND log into their SJS Google Account. There are TWO places to log in with the same information.



SJS Google Account Logins

Students SJS email address is as follows:

firstname.lastinitialgraduationyear@sjschoolva.org

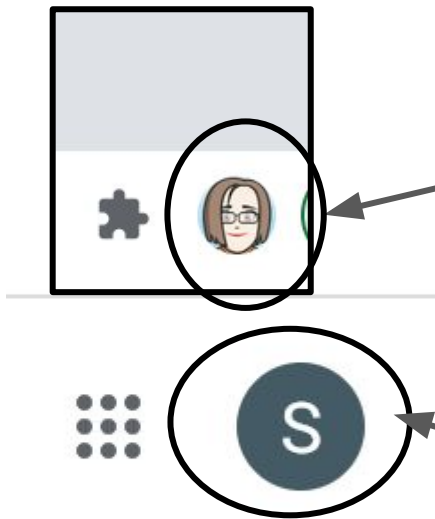
Example:caryn.h25@sjschoolva.org

The chart below lists the graduation year and password for each grade level. The graduation year is the number used in the SJS email address.

Grade	Graduation Year	Password
K	29	school750
1	28	school750
2	27	school750
3	26	school750
4	25	Student Selected
5	24	Student Selected
6	23	Student Selected
7	22	Student Selected
8	21	Student Selected

Syncing the Google Browser

There are two places to log in with SJS school account information in Google Chrome Web Browser.



1. The Google **Browser**

Logging in the Google Browser allows the security settings to be in place while at home. This allows syncs Apps that are used at school to be used at home such as Kami

2. Google Account



To log in the Google Browser

Click the Top Icon (the top S shown in the example)

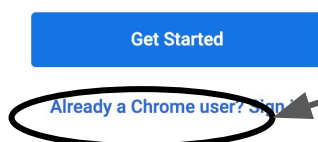
Click **Add** at the bottom of the drop down box

Set up your browser in a few simple steps

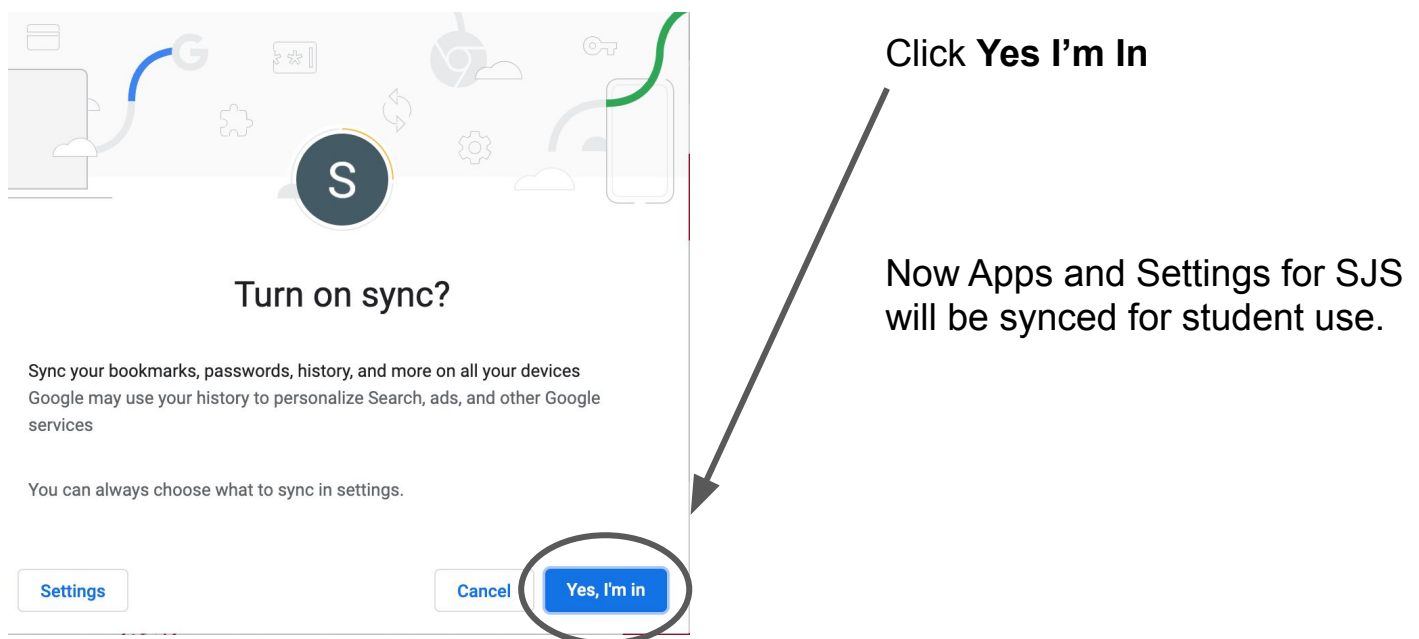
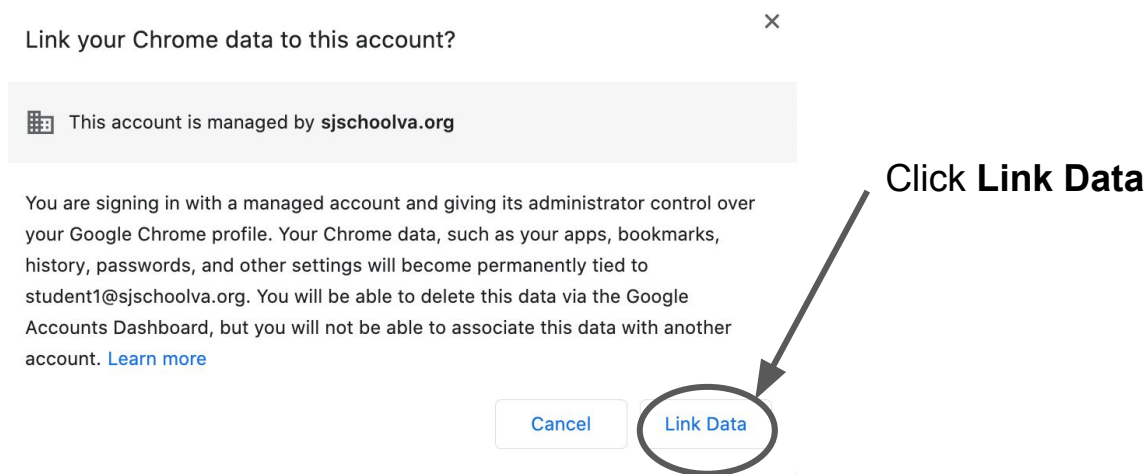
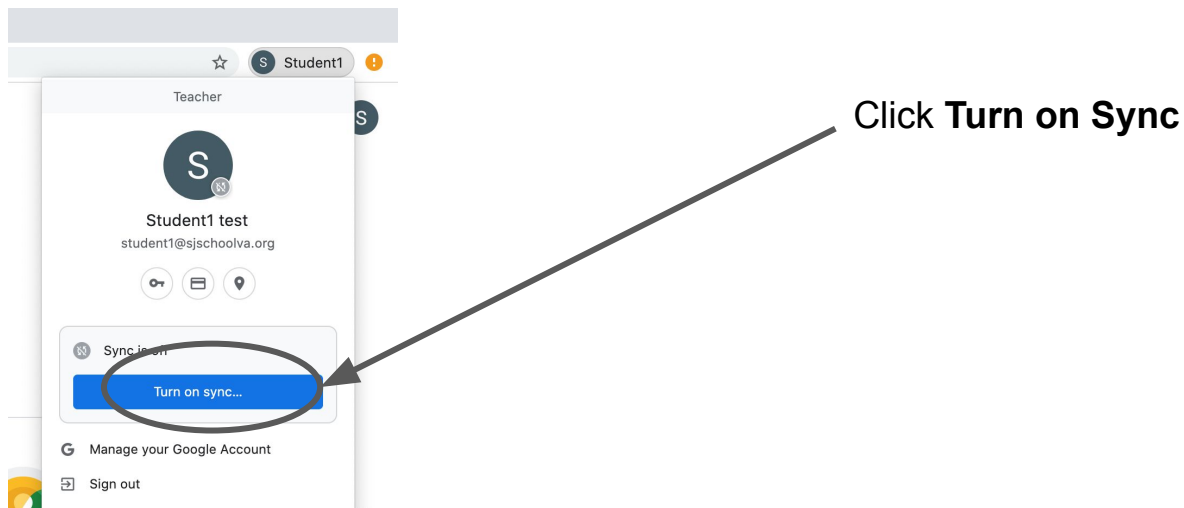
Make Chrome your own

Type Name
Choice an Icon
Click Add

Click **Already a Chrome User**



Syncing the Google Browser (cont.)



SJS Schoology Account Information

All students have a Schoology account.

Use this URL to access Schoology:

<https://arlingtondiocese.schoology.com/login?destination=home%2Frequests&school=2584948373#group>

If needed, the School or Postal Code is *Catholic Diocese of Arlington*

All the students have the option of using a QR Code.

In person 1st Graders have a QR Code in their Green Home Folder. 2nd Graders have a QR Code in their SJS Student Planner.

Click on *Scan QR Code* and it will log into their Schoology Account without having to type Username and password.

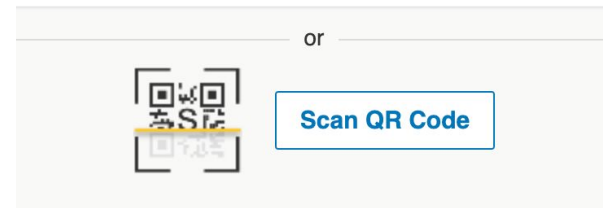
Sign in to Schoology

All fields are required

Catholic Diocese of Arlington Arlington, VA

Log in

[Forgot your password](#)



SJS Schoology Account Logins

Students Schoology Accounts:

Username: firstname.lastinitialgraduationyear

Example:caryn.h25

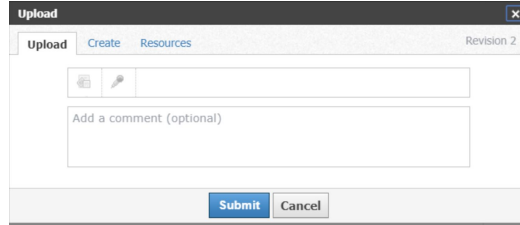
The chart below lists the graduation year and password for each grade level. The graduation year is the number used in the Schoology username.

Grade	Graduation Year	Password
K	29	Bernie29
1	28	Bernie28*
2	27	Bernie27&
3	26	Bernie26^
4	25	Bernie25\$
5	24	Student Selected
6	23	Student Selected
7	22	Student Selected
8	21	Student Selected

Submitting Assignments in Schoology

Depending on the assignment, students have three options in submitting work:

1. Create
2. Upload which is used for attached scanned files or pictures
3. Resources is used for assignments saved in his/her Google Drive



For more help:

Use Schoology Help Link for Submitting Assignments :

<https://support.schoology.com/hc/en-us/articles/201001323-How-do-students-submit-assignments->

Additional Schoology Help

For more help:

<https://support.schoology.com/hc/en-us/articles/201001203-Homepage-Students->

Schoology App for Mobile Devices

We recommend using the Schoology App for these items:

1. Uploading assignments that need to be “scanned” or pictures
2. Overview of Assignments
3. Checking grades

For more help:

Use Schoology Help Link for using Mobile apps::

<https://support.schoology.com/hc/en-us/sections/204324727-Schoology-Mobile-Apps>

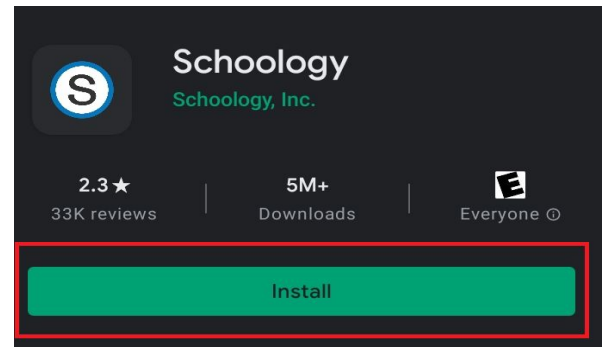
Schoology App for Android Devices

1. Open **Google play store**



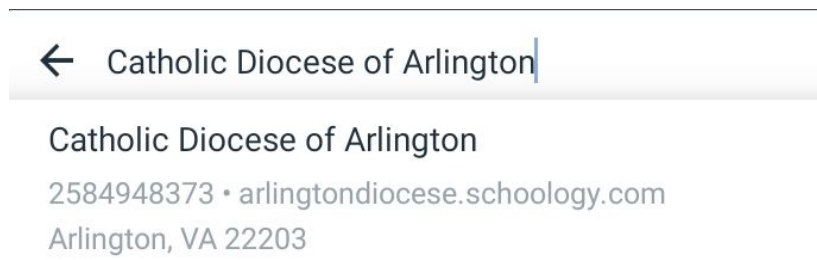
2. At the top of the screen in the search bar type **Schoology**

3. Select the Schoology app and select **Install**



4. Once downloaded Open Schoology app

5. In **School or Domain** type **Catholic Diocese of Arlington**



6. Type in student username and password to sign in

Schoology App for iOS Devices

1. Open **App Store**



App Store

2. At the top of the screen in the search bar type **Schoology**

3. Select the Schoology app and select **Install**



4. Once downloaded Open Schoology app

5. In **School or Domain**

← Catholic Diocese of Arlington

Catholic Diocese of Arlington

2584948373 • arlingtondiocese.schoology.com

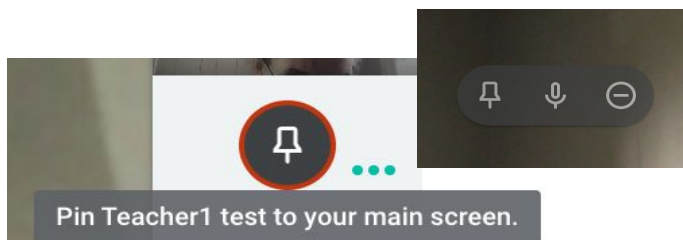
Arlington, VA 22203

6. Type in student username and password to sign in

Steps for Accessing Distance Learning Class

1. Log into Google using SJS Student Account Information
2. Log-in Schoology (Separate Directions)
3. Go to the Homeroom Class or DL Class in Schoology
4. Click Distance Learning link to get to the Google Meet Link. Always use this link to enter class, it will never change.
5. Join the Meeting. **Note:** You will need to allow Google Meets to use the microphone and camera the first time you use Google Meets. Click **Allow** when asked.
6. Students **must** pin the main screen to see and hear the teacher **every time** you connect to a Distance Learning class.

To do this: Hover over the screen that reads **DL Stream** and click the Tack. The streaming screen should fill your screen.




7. To speak or to ask questions in class, students need to **Press and Hold** the Spacebar. Continue to hold the spacebar until finished speaking.
8. To raise hand in class: Students should Click the image of the Hand Raise to raise your hand **or** Click the Thumbs Up Image to interact appropriately during the class
9. To end the Session, student should click the phone receiver on the bottom, middle of the screen.



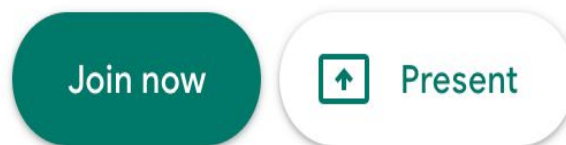
How to Access the Google Meets Link

St. Joseph Catholic School will be using Google Meets for Distance Learning.

Students will need to log into their Schoology Account to get to the Distance Learning Link.

1. Log-in Schoology (Separate Directions)
2. Click on **Homeroom** Class
3. Click this link to get to the Google Meet Link.  [Distance Learning Link](#)
Always use this link to enter class, it will never change.
4. Join the Meeting:

Click: Join
Now

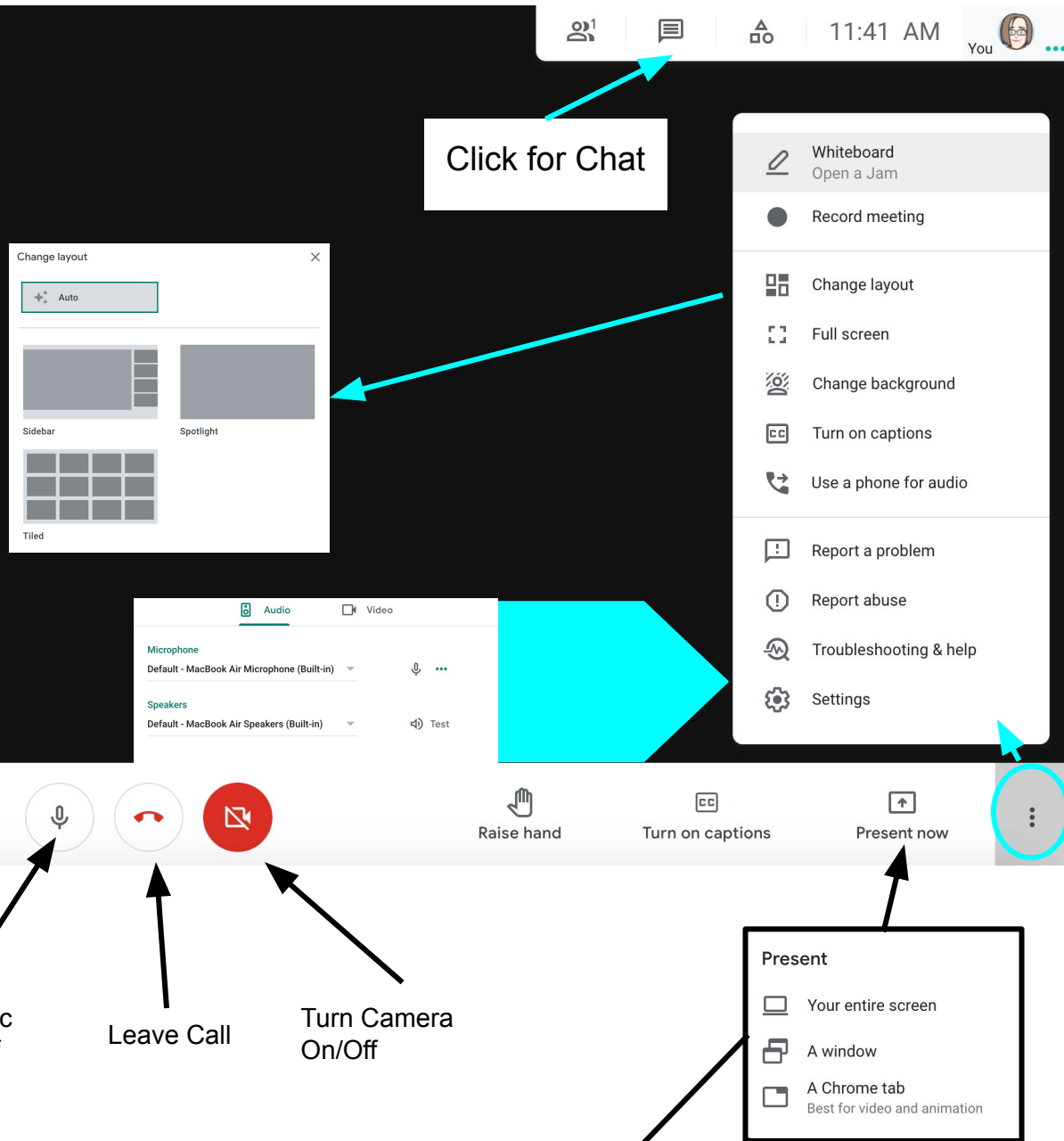


Other options

 [Join and use a phone for audio](#)

NOTE: You will need to allow Google Meets to use the microphone and camera the first time you use Google Meets. Click **Allow** when asked.

Other Google Meets Features

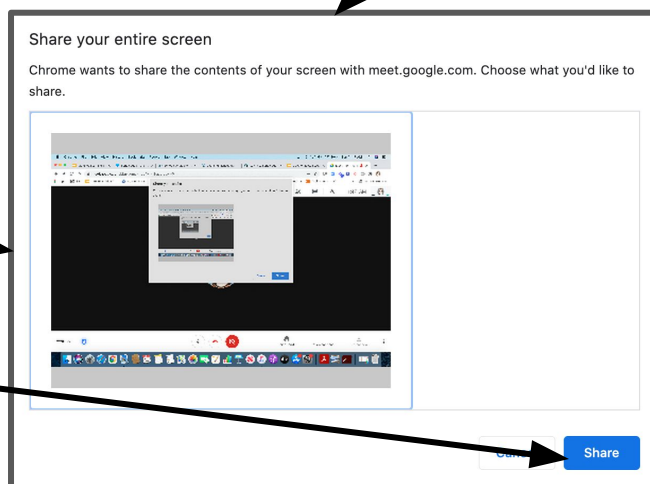


To Share Screen:

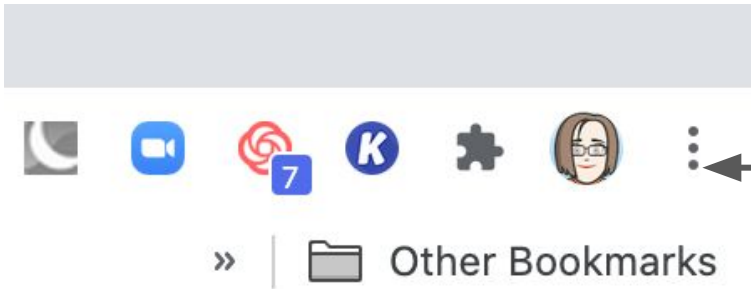
Click *Your Entire Screen*

Click the Screen to get a blue outline

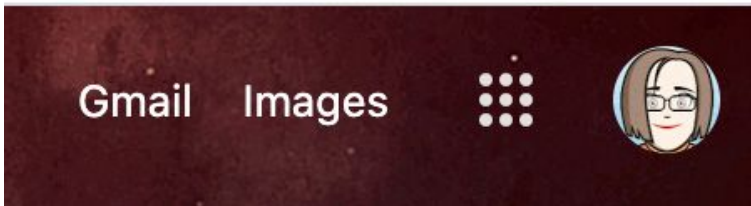
Click *Share*



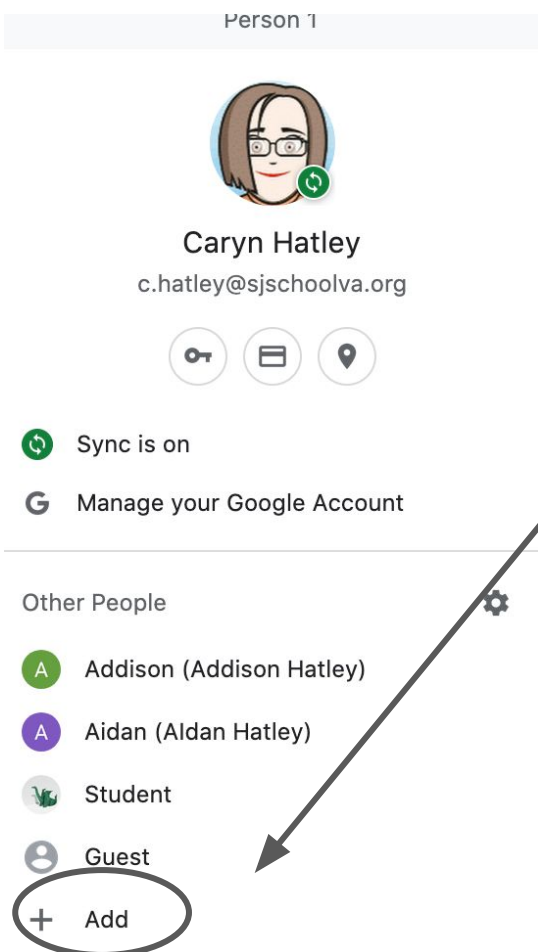
Signing into Kami through Schoology



1. Log into the Google Browser:
2. Click the Face or the Icon that you see



3. Click Add
4. Type Student Name and Choose Icon



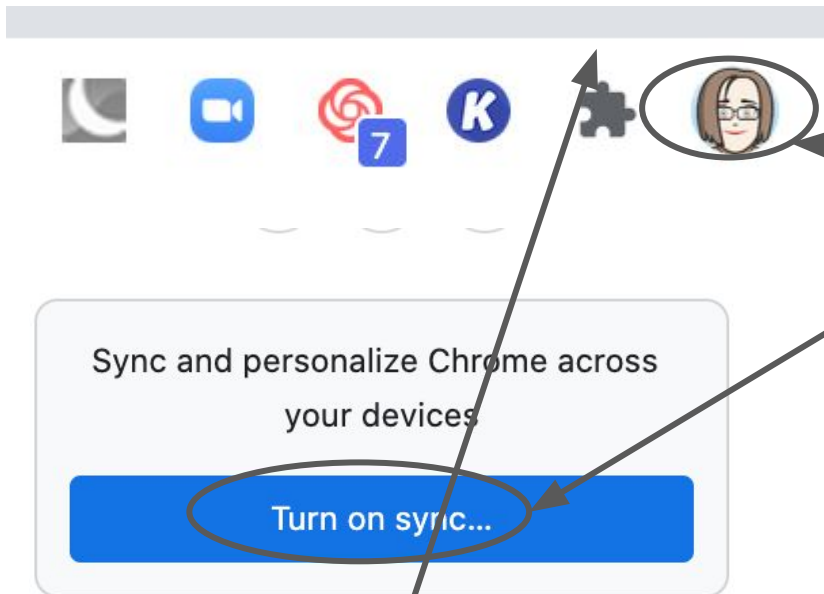
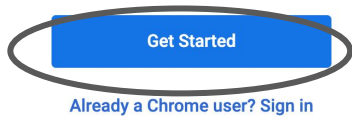
Signing into Kami through Schoology (cont.)

Set up your browser in a few simple steps

Make Chrome your own

4. Click Already a Chrome User

Type your SJS username and password



5. Go back to the Google Icon at the top of web browser

6. Click on Turn On Sync
Allow to sync with sjschoolva.org

Once synced, the Kami extension should appear

7. Click the Kami extension. It may ask you for the sjschoolva.org account again.

If you don't see the Kami Extension:

Click the puzzle piece
Scroll down and you should see Kami
Click the push pin to pin to the top.

Go Back to the Assignment with the PDF. You should see a view in Kami choice if you are logged in.

If you are logged in through the web browser, you shouldn't have to do this again.

Using a Chromebook

1. Open Chromebook

1st Time Logging into a Chromebook

1. Click **Add Person**
2. Type in SJS Email Address
(eMail is on for grades 5-8 only)

Students SJS email address is as follows:

firstname.lastinitialgraduationyear@sjschoolva.org

Example:caryn.h25@sjschoolva.org

3. Click Next
4. Type Password
5. Click Enter

Subsequent Logging in

1. Click **Name in List on Chromebook**
2. Type Password
3. Click Enter

Please contact Mrs. Hatley - c.hatley@sjschoolva.org or Mr. Dean at itsupport@sjschoolva.org if you need your password reset or have trouble logging into your child's Google account.