

# Parent's Guide to AMI for Grades PreK-6th

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Used during AMI Days



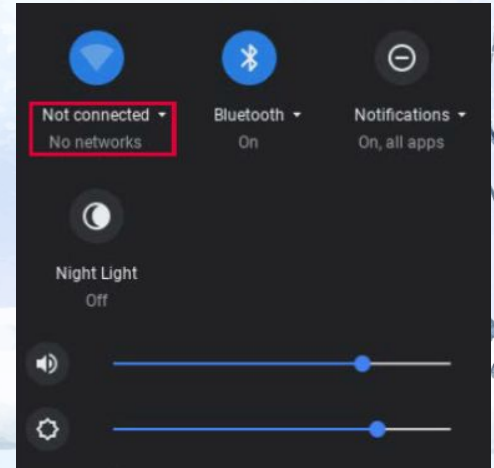
# What is AMI?

- AMI means Alternative Method of Instruction.
  - When school is closed due to inclement weather, it may be an AMI day.
    - The first 6 inclement weather closures will be AMI.
    - 7th day of school closure will be a snow day with consecutive days of
  - Pre-K through 6th grade students will be in session online from 8:30 a.m. to noon except Williams (see note below). The breakdown of the activities depends on the grade. Students' schedules will be posted in Google Classroom.
    - NOTE: Williams Early Childhood Center AM classes will be online from 8:30 to 10:15 a.m. and Williams PM classes will be online from 10:15 a.m. to noon.



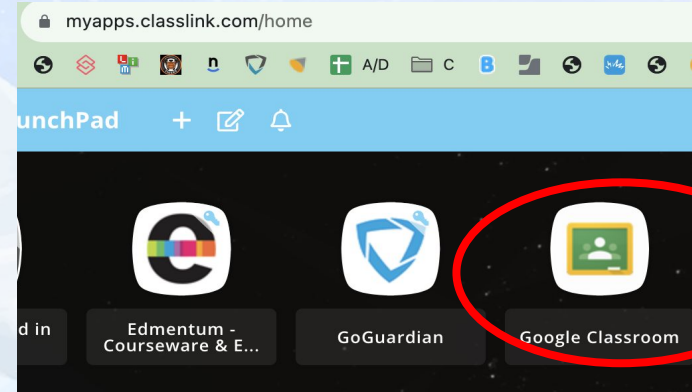
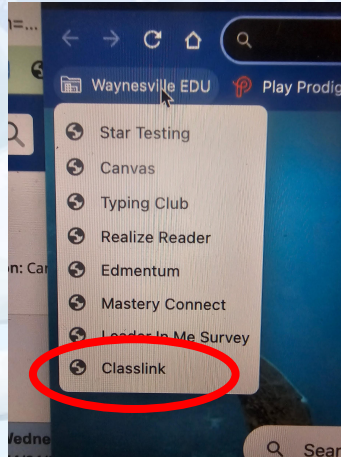
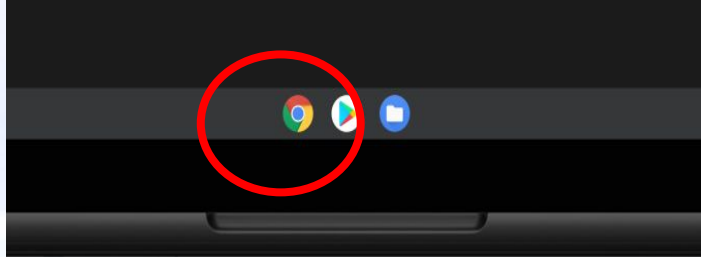
# Accessing Internet on Chromebook

- **Connect to your Wifi by doing the following:**
  - **Select the bottom-right corner, where the clock is**
  - **Select the drop down arrow to access internet options**
  - **Select your Wifi name**
  - **Enter password**



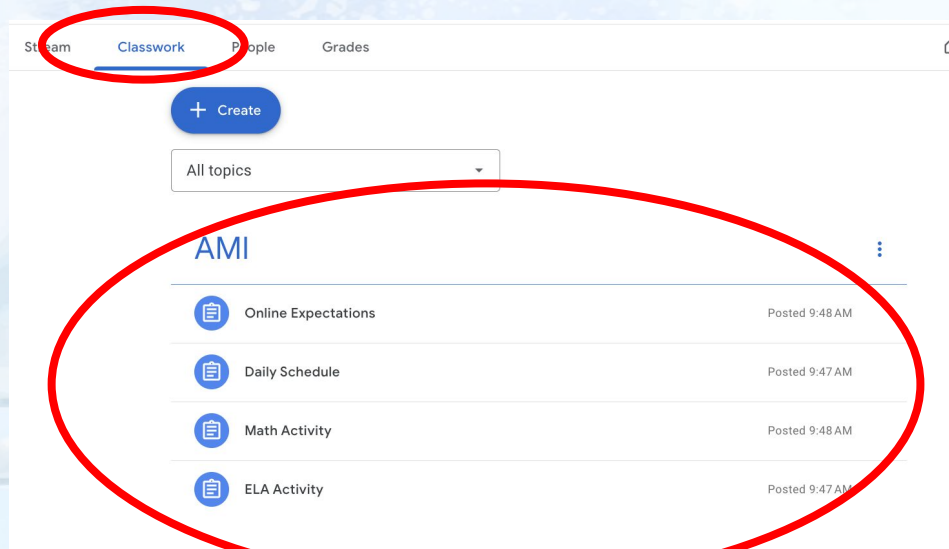
# Accessing Google Classroom

- Log on to the student's account and click the Google Chrome Icon on the bottom of the screen
  - This will open Classlink.
    - If it does not, click on the top left corner where it say Waynesville EDU and click Classlink.
- It should open to Classlink
- Click on the Google Classroom



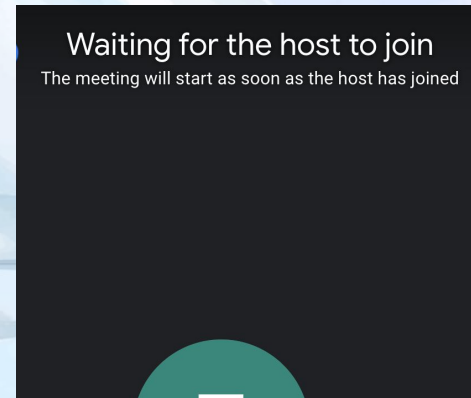
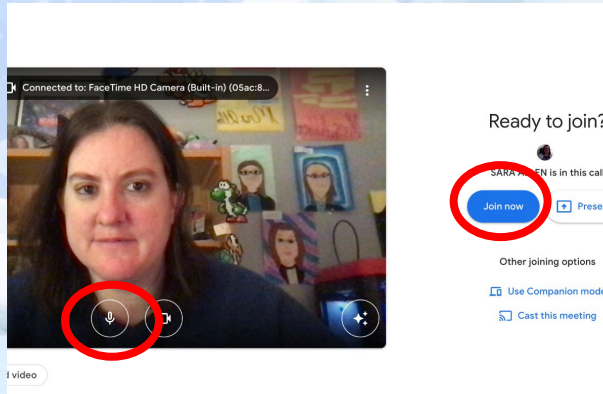
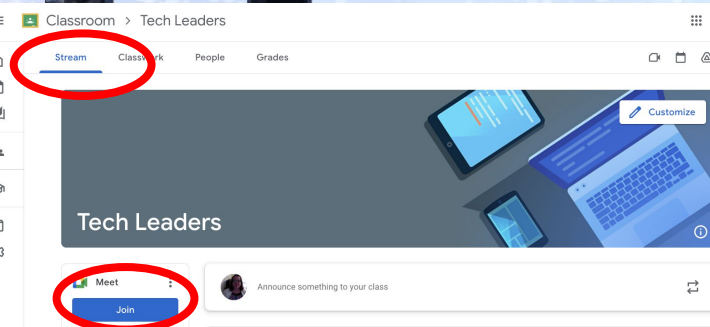
# Using Google Classroom

- While logged into Google Classroom, click “Classwork” to find work for the day
  - Look under the tab “AMI” to find all the required assignments.
    - The teacher will explain what your student will do.
    - Follow the posted schedule for the designated assignments and activities.



# Accessing the Google Meet

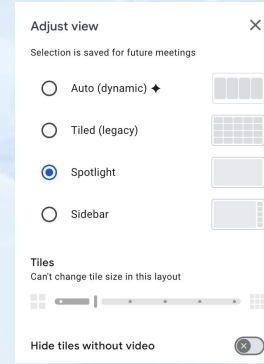
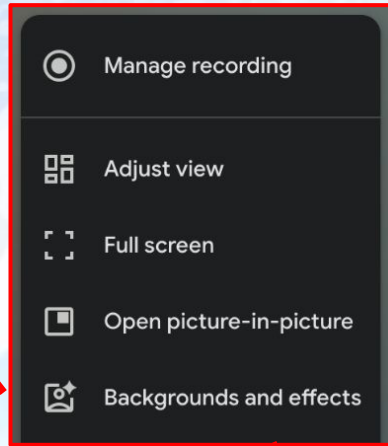
- Once in Google Classroom, click on the Stream and the join button on the left
- Turn off the microphone by clicking the microphone icon. It will turn red.
- Click the “Join now” button
- Students will be put in a “Waiting Room” until the teacher has joined.



# Buttons in Google Meet

Backgrounds and effects are available to be used with Teacher approval only.

Moving backgrounds may slow down individual computers



Spotlight view is great for students

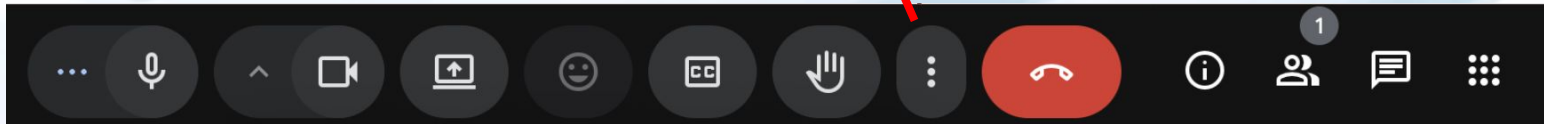
On or Off  
Microphone and  
Camera

Reactions

Raise  
hand

End Call

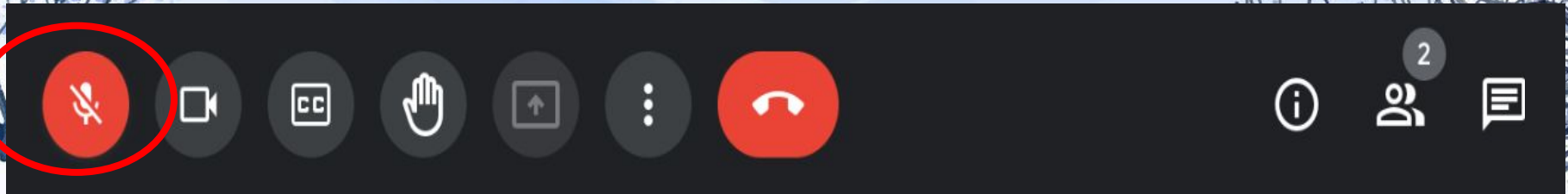
Chat



Tools

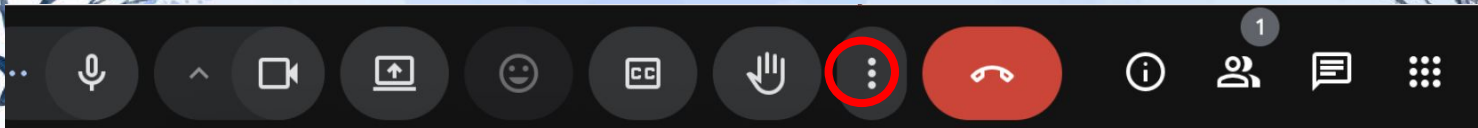
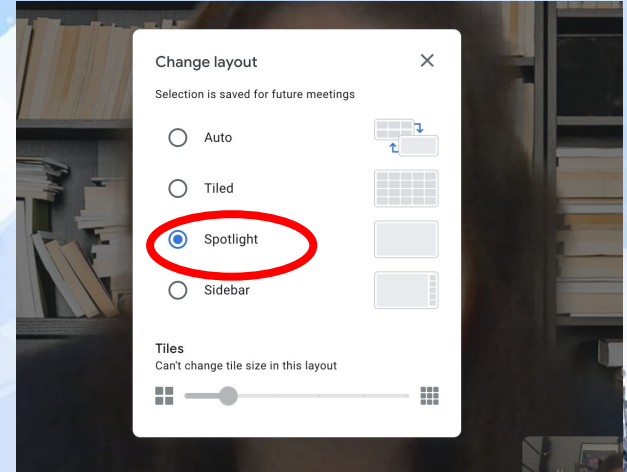
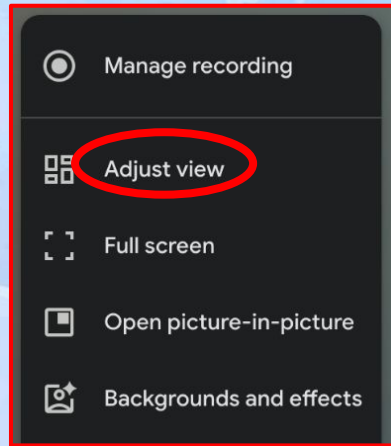
# Mute/Unmute

- When the teacher calls on your child, they will need to unmute themselves to answer.
  - They must mute themselves once they have answered.



# The Best Layout

- To ensure students stay focused, make sure the layout is “Spotlight”
  - Click the three dots
  - Click “Change Layout”
  - Click “Spotlight”



# Breakout

- During 30 minutes of the AMI schedule, students will attend a breakout room with either their normal teacher or a different teacher.
- They need to accept the invite by selecting “Join” when the message pops up
- Students will automatically be moved to the main virtual room once the breakout rooms are over

## Join a breakout room

You've been invited to join "Breakout 1". You can return to the main call at any time.

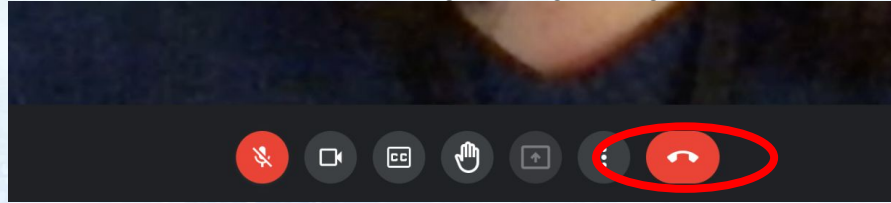
Cancel

Join

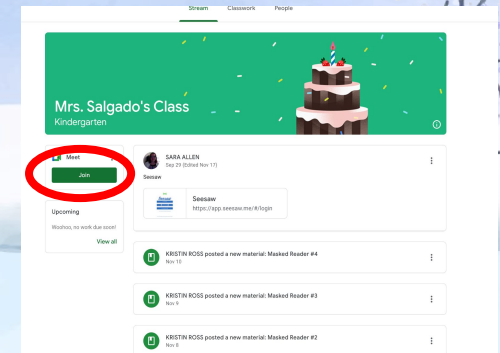
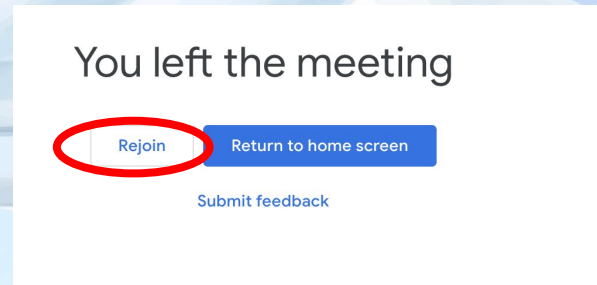


# Ending the Call/Rejoining

- The teacher will end the call for all at the end of the AMI Session.
- If a student needs to leave early, they may click the hangup button



- Students may not reenter a virtual room unless the teacher has joined
- If a student is kicked out, they can click rejoin or go back to Classlink to access Google Classroom and click the Join button



# Chromebook Best Practices

- Set up a routine of charging the Chromebook every night
- After charging the Chromebook, leave the charger at home (a fully charged chromebook will last an entire school day).
- Find a safe place to charge your Chromebook where pets or younger siblings cannot get it
- Students are responsible for their assigned Chromebook and should only use their assigned Chromebook and charger.

# Continued Chromebook Best Practices

- Keep food and drinks away from Chromebooks.
- The school issued charger must be the one returned.
- The only sticker that should be on the Chromebook is the official school labels.
- Chromebooks, chargers, and carry bags are school property and must be returned in good working order by the end of the year.