

Upper School Distance Learning Guide to Success



GUIDE CONTENTS

- Key Resources
- Roles & Responsibilities
- Teacher Office Hours
- Tips for Successful Distance Learning
- Frequently Asked Questions



KEY RESOURCES



MOODLE

What is it?

This is where teachers put files for assignments

Where do I find it?

- App Store
- Desktop
- www.gcarams.com/student

How do I login?

GCA-TN.moodle.renweb.com

- Use school defined template for log-in.



RENWEB

What is it?

This is where you find what is due homework/test/quizzes as well as grades.

Where do I find it?

- App Store
- Internet browser (chrome, safari, etc.)

How do I login?

www.gcarams.org

District Code: gca-tn

- Use school defined template for log-in.



OFFICE 365



What is it?

Access Outlook email, Word, PowerPoint, Excel

Where do I get it?

- Internet Browser (chrome, safari, etc.)

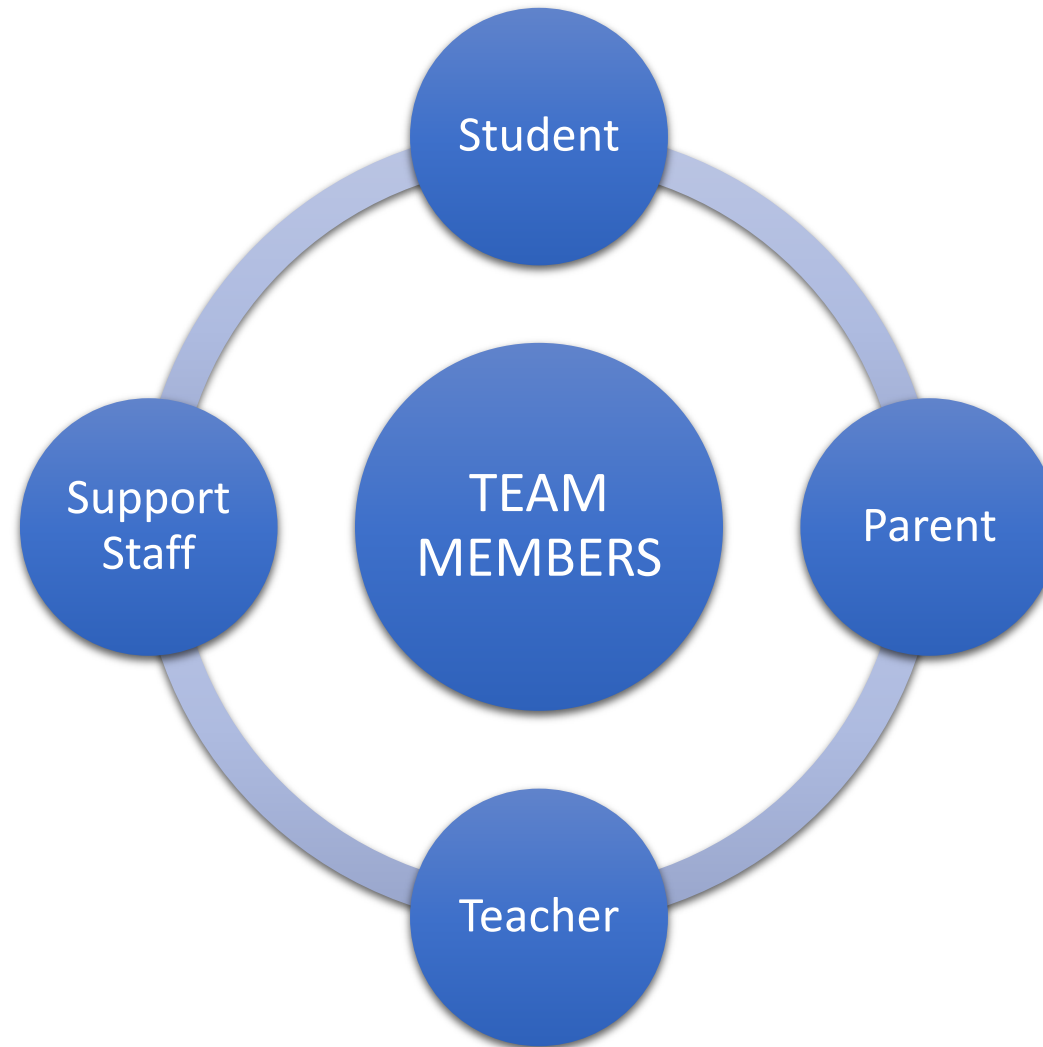
How do I login?

office.gcarams.org

- Use school defined template for log-in.



ROLES & RESPONSIBILITIES



STUDENT ROLE

Mind

- Remain committed to receiving a great education
- Be diligent in checking Renweb, email, Moodle
- Implement a daily, academic routine
- Be flexible and understanding with teachers
- Got questions? Just ask!

Body

- Stay healthy with good nutrition, rest, and physical activity
- Follow CDC and government guidelines of “social distancing”
- Stay academically and socially connected with classmates and teammates
- Let’s not lose our sense of community!

Spirit

- Reflect on personal relationship with Christ.
- Don’t fret – believers can rely on a “peace that passes all understanding”
- Attend “online” church or create a time of worship at home

Trustworthiness

The cornerstone of GCA’s mission is bearing the image of Christ. Assignments and assessments must be the student’s original work. We (GCA teachers and administration) are trusting that students will do their part to maintain academic integrity.



TEACHER ROLE

- Will hold regular office hours (*see schedule next page*)
- Communicate all assignments via Moodle/Renweb
- Be available via email to answer questions beyond office hours
- Grade and provide feedback regularly
- Be flexible
- Pray for each student



Teacher Office Hours (March 25-April 3)

Monday	Tuesday	Wednesday	Thursday	Friday
Math 9:00-10:00am	English 9:00-10:00am	Math 9:00-10:00am	Chapel 9:00-9:30am	Math 9:00-10:00am
World Language 10:30-11:30am	History 10:30-11:30am	World Language 10:30-11:30am	English 10:00-11:00am	World Language 10:30-11:30am
Science 12:30-1:30pm	Bible 12:30-1:30pm	Science 12:30-1:30pm	History 12:30-1:30pm	Science 12:30-1:30pm
Fine Arts 2:00-3:00pm	-	Electives*/P.E./Health 2:00-3:00pm	Bible 2:00-3:00pm	-

***Electives:** 20th Century, Appalachian Heritage, Mission and Evangelism, Sociology,
Personal Finance, Computer Science, Yearbook

PARENT ROLE

- You are not alone...We're all in this together!
- Support your student
- Encourage your student(s) to check **Moodle, Renweb** and **email** daily
- Make sure your teen gets plenty of rest
- Be flexible and understanding with teachers and your student
- Follow CDC Guidelines for “social distancing”
- Pray for staff/teachers/GCA community



SUPPORT STAFF ROLE

- Feeling overwhelmed, stressed or anxious about Distance Learning:
 - Email Mrs. Lay to set up a meeting: allison.lay@gcarams.org
- Need transcripts to send for colleges or scholarships:
 - Email Mrs. Comfort: linda.comfort@gcarams.org
- Winterim/Senior Capstone
 - Email Mrs. Nordhorn: angie.nordhorn@gcarams.org

We will be praying for you during this time of transition!



Tips for Successful Distance Learning





TIPS FOR SUCCESS

- **Routines Rule!**
 - Get up at the same time, shower, get dressed, eat a good breakfast
- **Lighting**
 - Find a space with natural light to reduce eye strain and headaches
- **Use Do Not Disturb** feature on your mobile device and messaging
 - We all need undistracted work time to get into a good flow to complete assignments
- **Comfortable seating and desk**
 - Find a place that is quiet and allows you to concentrate
 - But, avoid getting too comfortable. You don't want to be sleepy
- **Check email/Moodle often**
 - 2-3 times per day to ensure you're picking up all of your work



TIPS FOR SUCCESS CONTINUED

- **Keep up with your work/don't procrastinate**

- Take charge of your learning
- Don't wait until the last minute

- **Take frequent breaks**

- Stand up, move/stretch every 60 minutes to prevent fatigue
- Rest your eyes to prevent headaches from too much screen time

- **Get a goodnight's rest**

- According to the American Academy of Pediatrics, “teenagers between ages 13-18 are recommended 8-10 hours of sleep per night to promote optimal health.”

- **Be flexible**

- This is a new learning style for you and we're here for your success

- **Stay hydrated & eat healthy**

- Eat healthy and drink plenty of water for maximum retention

- **Questions?**

- Ask teachers or staff. We're here for you.



FREQUENTLY ASKED QUESTIONS



YOU CAN DO IT.
We can help.

FAQ'S

- **What's the best way to reach my teacher if I have questions about my work?**
 - Email your teacher. They will hold office hours to assist you!
- **I don't have reliable internet at my house, how can I get my assignments?**
 - Email your teacher or Mrs. Lay: *allison.lay@gcarams.org* or Mrs. Nordhorn: *angie.nordhorn@gcarams.org*
- **Who can help me with Email/Renweb/Moodle issues?**
 - Tech support: *andrew.gouge@gcarams.org*

FAQ's continued

- **I can't get my assignments to submit, who can help?**
 - It's a great idea to start with your teacher first (send an email or ask to set up a call).
- **How do I choose my classes for next year?**
 - We will be working to deliver that information in the coming weeks. Be on the lookout for that email from Mrs. Lay.
- **I'm really stressed about this new normal schedule, and I need to speak to someone. Who can help?**
 - Email Mrs. Lay (allison.lay@gcarams.org) or Mrs. Nordhorn (angie.nordhorn@gcarams.org)



Many Thanks to the GCA community for playing a key role to uphold the mission of
Lead. Build. Equip.

*"And whatever you do, in word or deed, do
everything in the name of the Lord Jesus, giving
thanks to God the Father through him."*

Colossians 3:17

