

Hello Professional Division Students! We are very excited to welcome you to the building this Fall! We are sending out this Virtual Guide to help you get set up in Google Classrooms. While all your dance classes will be in-person, we want to be prepared in case we need to move online quickly due to unforeseen circumstances.

This guide allows you to join the following classes in Google Classroom:

- Cohort Group – where group updates will be posted
- Bulletin Board - where announcements will be posted
- Advisement - where you will make appointments to meet virtually with your advisor
- Physical Therapy - where you can make appointments with the Ailey School's Physical Therapists (PT appointments in person)

We will not be posting assignments to these classes or holding classes in Google Classrooms. However, these classes will allow you to remain connected with the Ailey staff as well other students. Likewise – we will not be using the Zoom feature for classes but again, we would like you to go ahead and set up your Zoom account using your ailey.school email account in case we are forced to move classes online. Please read the document in full and let us know if you have any questions!

Complete this checklist BY END OF DAY FRIDAY, September 3

- Review this entire Guide
- Login to Google Classroom
- Accept Invites for each of your classes
- Create your Zoom account

Technology Guides

HOW TO

	Page #
Login to Google Classroom	2 - 3
Accept Your Classes (Bulletin Board, Cohorts)	4
Checking your Ailey.School Email Account	5
Creating Your Zoom Account	6
Login to Zoom	7 - 8
Getting to Classes	8 - 10

RESOURCES

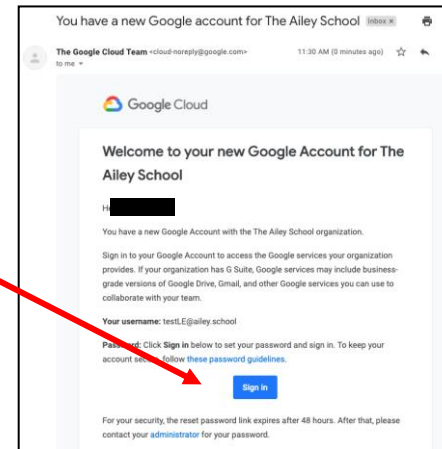
	Page #
Cohort Class	11
Bulletin Board	12
Advisement	13
Physical Therapy	14
How to Schedule Appointments through GC	15
Stream Tab	16
Zoom Capabilities	17
Support	18

LOGIN TO GOOGLE CLASSROOM

**If you need a password reset – please contact Kaitlyn Miller at KMiller@alvinailey.org*

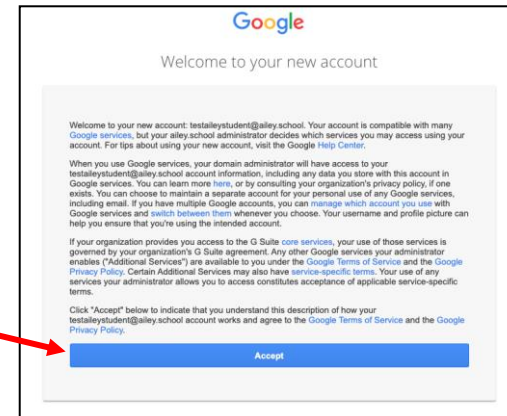
1

Look for your Google Account Welcome email.
Click on “Sign In”.



2

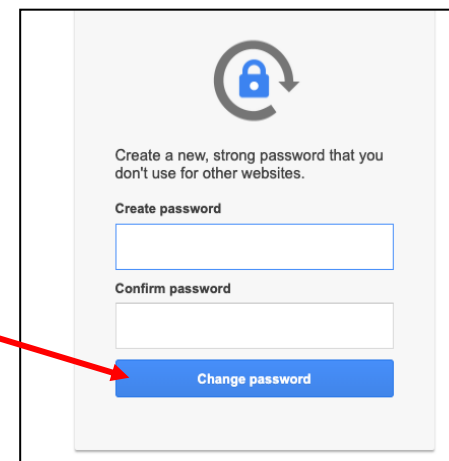
Click “Accept”.



3

Create a password for your account and then click “Change Password”.

Be sure to keep this password somewhere safe and easily accessible.



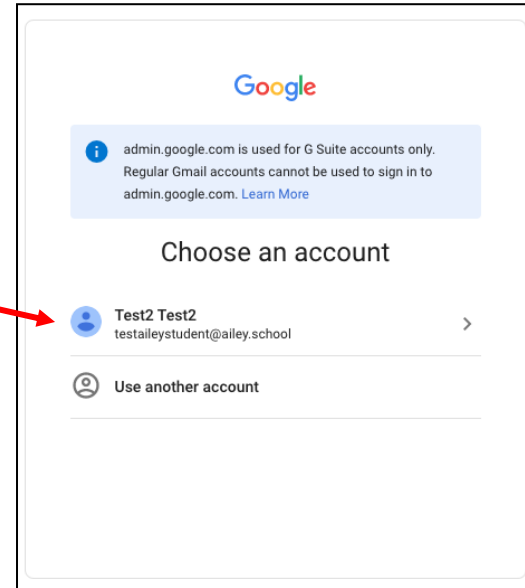
4

If you already have another Google account for another school or your personal use, it may show up here.

Make sure to pick your new Ailey School account in order to access the Ailey School content.

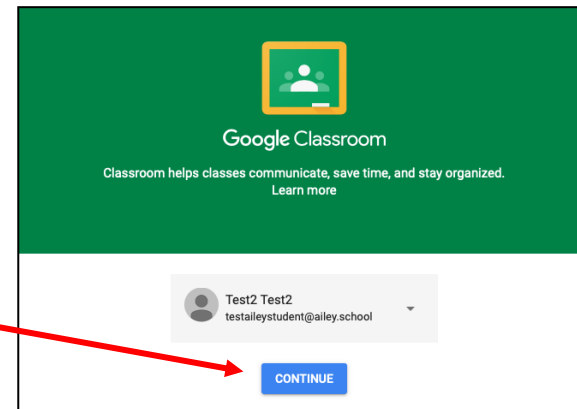
Helpful Hint:

If you have multiple Google accounts, it is helpful to login to your Ailey School account in a different internet browser than you typically use. For example, use Google Chrome for your personal google account and Internet Explorer for your Ailey School account. This will limit the need to switch between accounts.



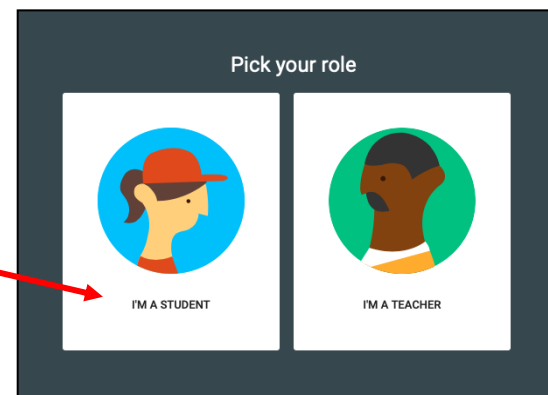
5

Click "Continue".



6

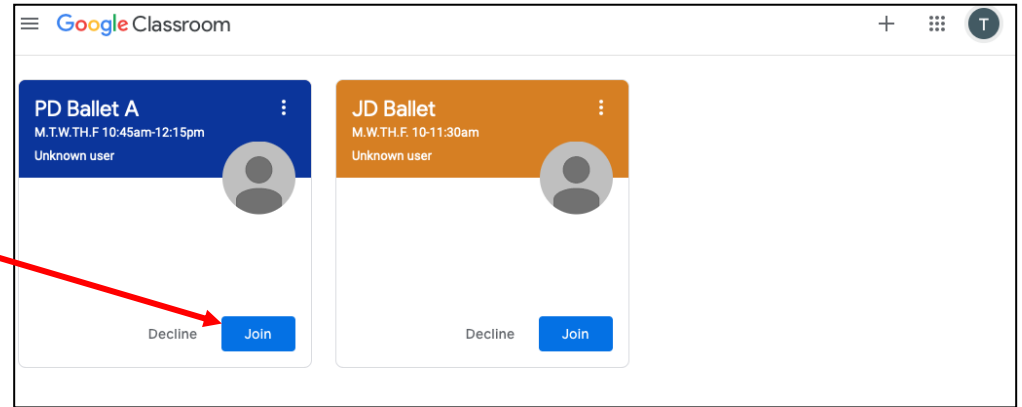
Choose "I'm a student".



ACCEPT YOUR CLASSES

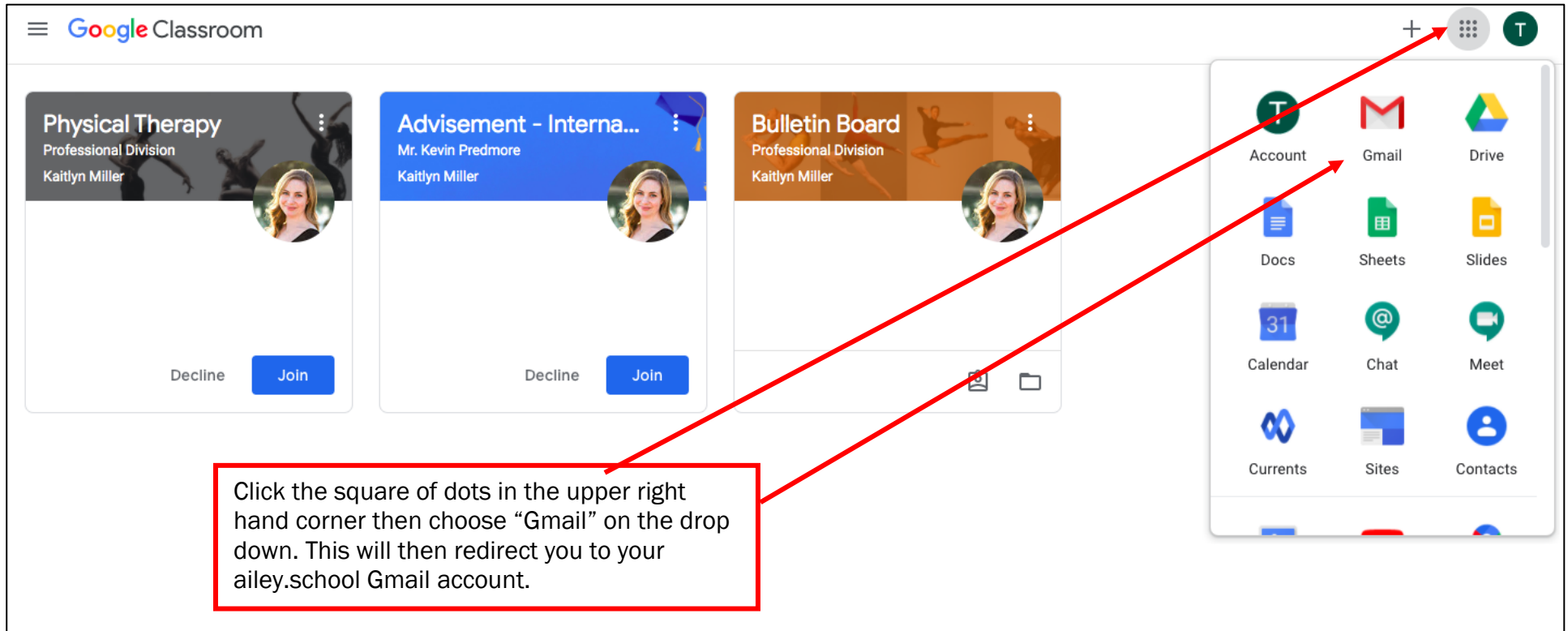
1

Click "Join" for all of the classes listed in your account.



CHECKING YOUR AILEY.SCHOOL EMAIL ACCOUNT

Once you have your Google Classroom account set up, you will also have a gmail account attached to your ailey.school account that you can use! You will get an email notification any time that someone posts to any of your classes as well.



The screenshot shows the Google Classroom interface. At the top left is the Google Classroom logo. Below it are three class cards: 'Physical Therapy' by Kaitlyn Miller, 'Advisement - Intern...' by Mr. Kevin Predmore and Kaitlyn Miller, and 'Bulletin Board' by Kaitlyn Miller. Each card has a 'Decline' and 'Join' button. In the top right corner, there is a '+' icon, a grid of dots icon, and a profile icon. A red arrow points from a text box to the grid of dots icon. A red box highlights the 'Gmail' option in the service menu that appears below the grid of dots icon. The service menu includes icons for Account, Gmail, Drive, Docs, Sheets, Slides, Calendar, Chat, Meet, Currents, Sites, and Contacts.

Click the square of dots in the upper right hand corner then choose "Gmail" on the drop down. This will then redirect you to your ailey.school Gmail account.

CREATING YOUR ZOOM ACCOUNT

Please note – you must create a NEW account in Zoom using your Ailey School provided email address (name@ailey.school). You will be unable to access classes if you are signed into a personal zoom account.

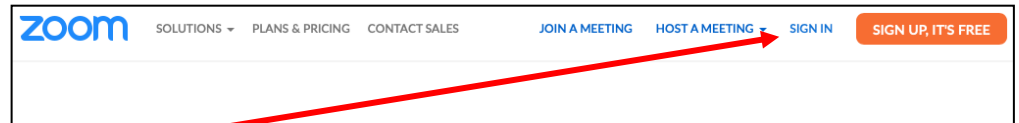
1

Click on the below link to access Zoom online.

<https://zoom.us>

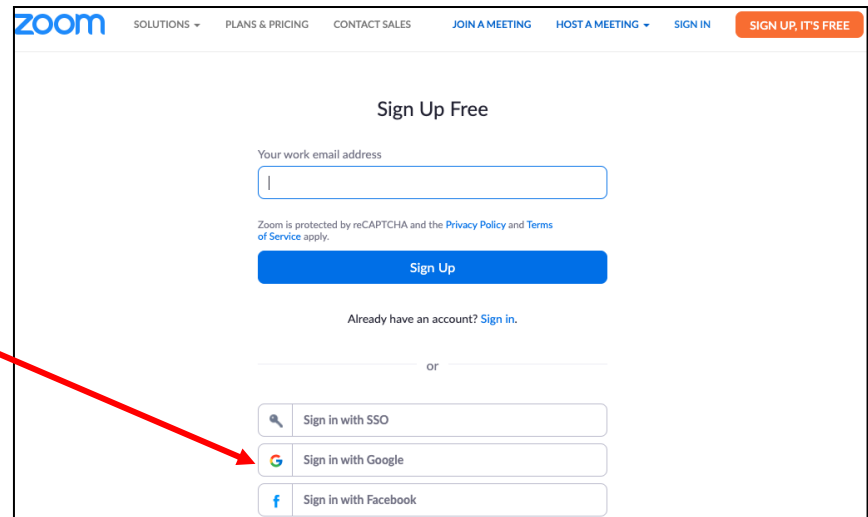
PLEASE NOTE: If you are already logged into another zoom account you MUST log out of that account before proceeding.

Then, click “SIGN IN”.



2

Click “Sign In with Google”.



3

Type in your ailey.school address and click "Next".

LOGIN TO ZOOM

Sign in with Google

Sign in
to continue to Zoom

Email or phone

[Forgot email?](#)

To continue, Google will share your name, email address, language preference, and profile picture with Zoom. Before using this app, you can review Zoom's [privacy policy](#) and [terms of service](#).

[Create account](#) **Next**

4

Click "Create Account".

Welcome to Zoom

Create your Zoom account with your Google account

T **Test Student**
teststudent@ailley.school

Create Account

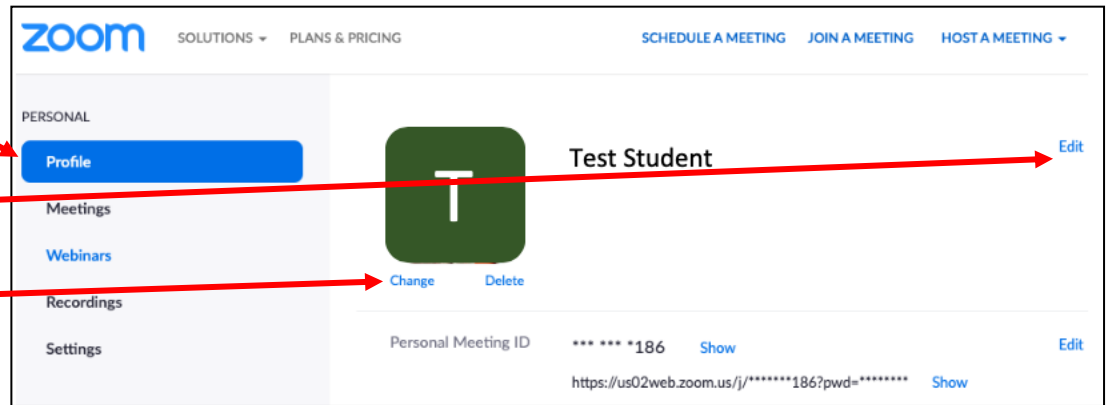
By submitting this form, you agree to the [Terms of Service](#)

5

Once in your account, click on “Profile”.

Here, you can change your name by clicking “Edit”.

You can change your picture by clicking “Change”.



GETTING TO CLASSES

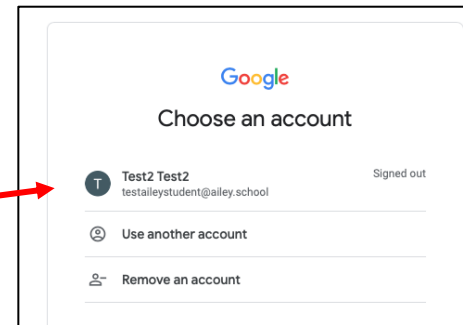
NOTE: THIS WILL ONLY BE USED IF A COHORT IS FORCED TO MOVE FULLY ONLINE DUE TO UNFORSEEN CIRCUMSTANCES.

1

Click on the below link to access Google Classroom.

www.classroom.google.com

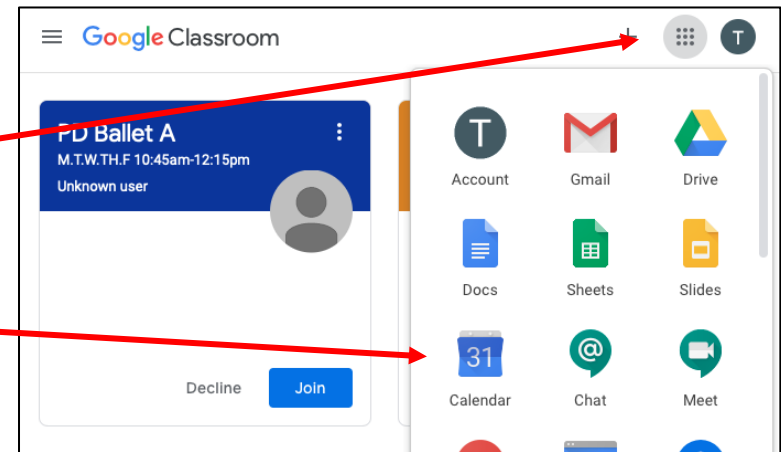
Login to your ailey.school.



2

Click the “square grid” symbol in the top right corner of the screen.

Then, choose “Calendar”.

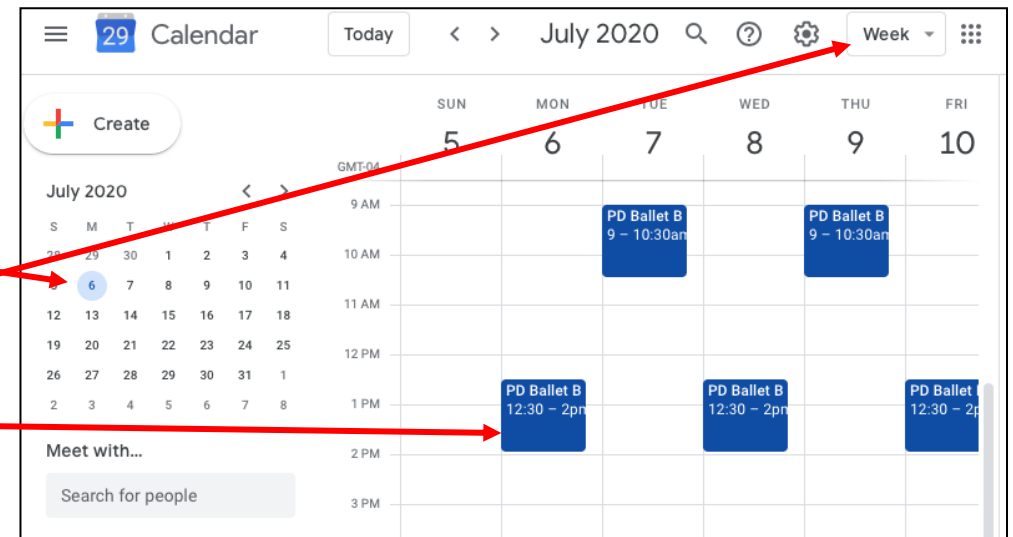


3

Once on the calendar page, make sure you are on the correct date.

Choose week view to see your full schedule.

Click on the class you would like to join.

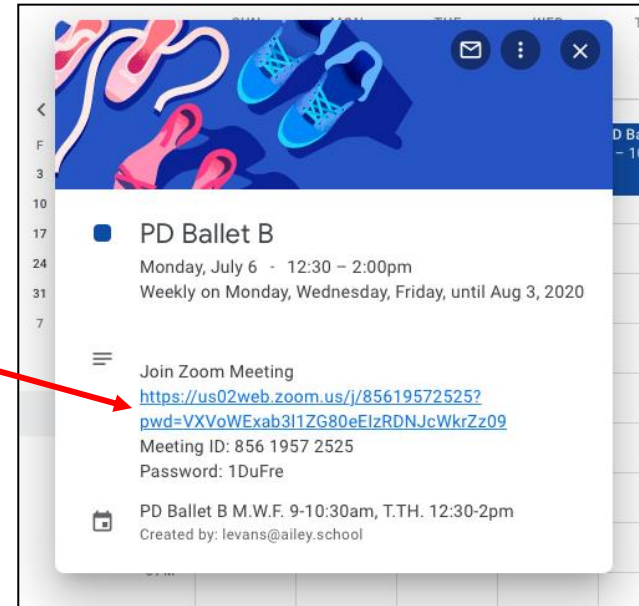


4

Once you click on the class, you will see the Zoom meeting ID, password and link.

If you click the link you will be redirected to open the [Zoom application on your computer](#).

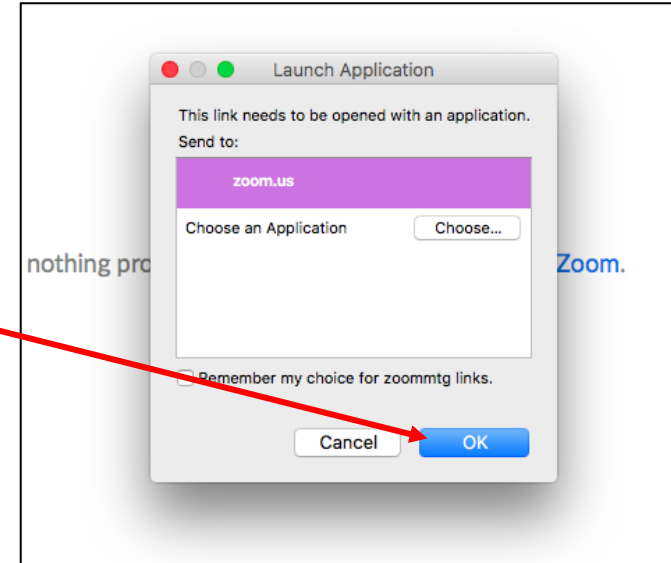
We recommend downloading the Zoom app to expedite the process of entering classes.



5

Click "OK" and you will enter the class.

You might receive a message that says you are in the "waiting Room". That means the teacher has not yet started class. Once the teacher begins class, you will automatically see their video feed.

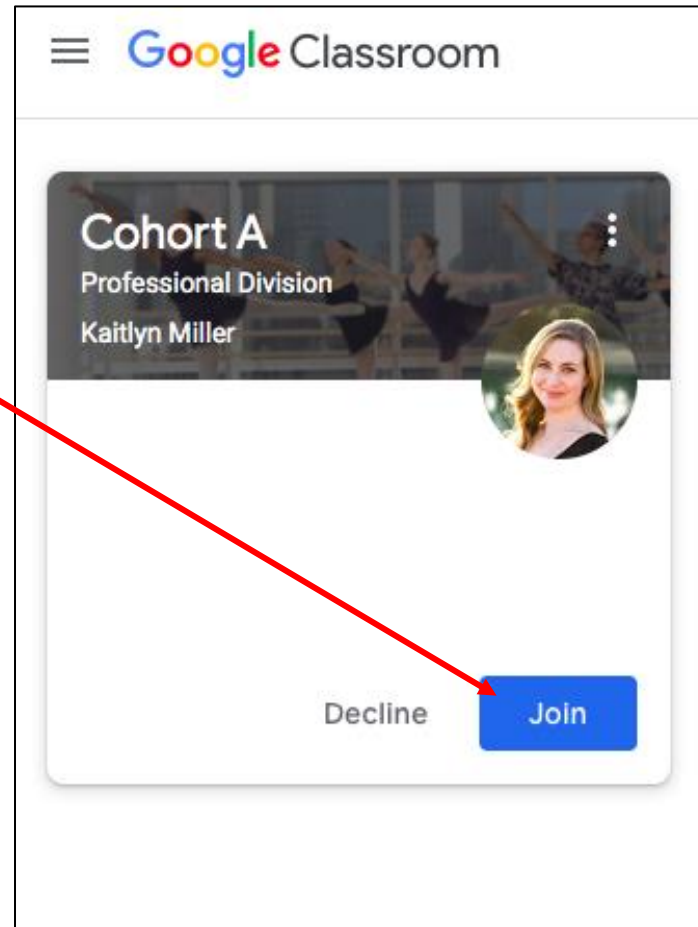


COHORT CLASS

What is the class titled Cohort?

The Cohort class will serve as a class for all Professional Division students to see daily announcements, updates, etc for their specific Cohort class. You will not have any actual “live” Cohort online classes or assignments. When you sign into your ailey.school, be sure to join your Cohort class along with your other classes. In the event we have to move online, this is where your Zoom links for online classes will be posted.

Click “Join”.

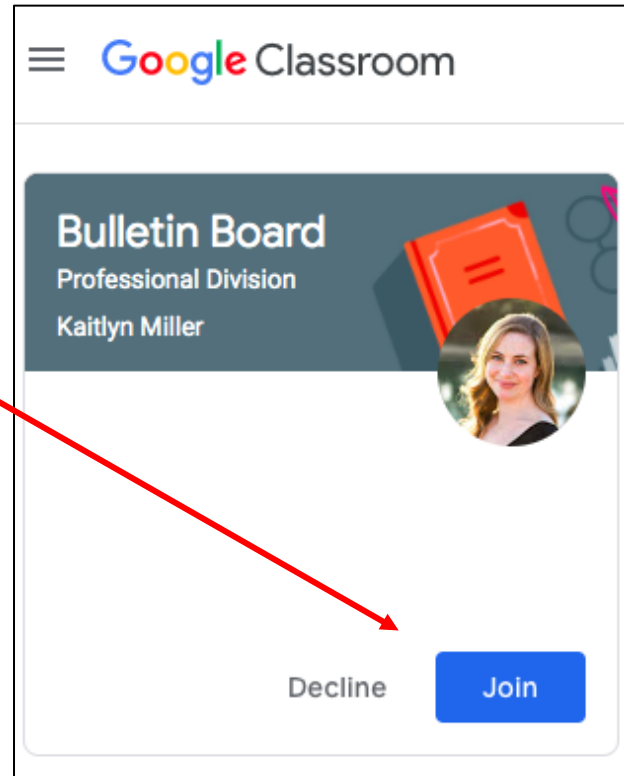


BULLETIN BOARD CLASS

What is the class titled Bulletin Board?

The Bulletin Board class will serve as a class for all Professional Division students to see daily announcements, updates, etc. You will not have any actual “live” Bulletin Board classes. When you sign into your ailey.school, be sure to join the Bulletin Board class along with your other classes.

Click “Join”.

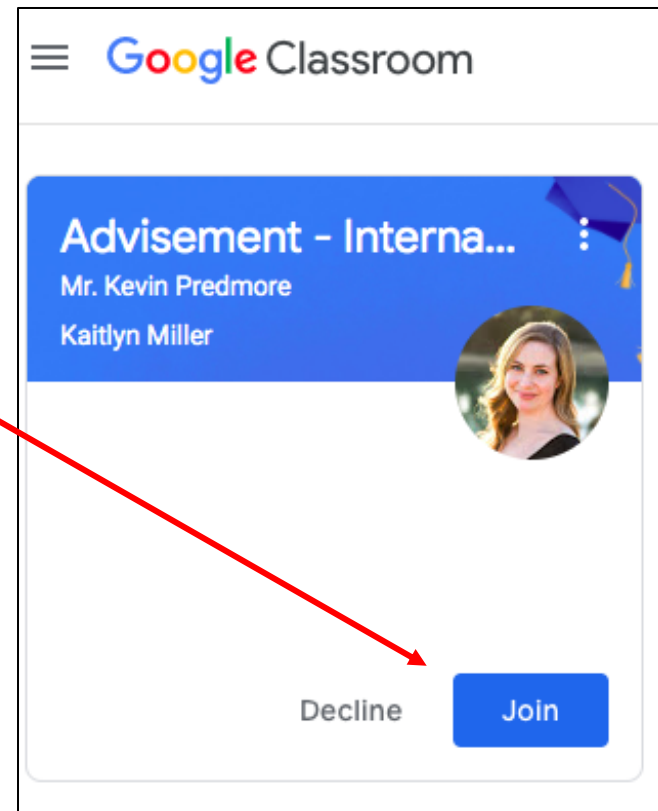


ADVISEMENT CLASS

What is the Advisement Class?

The Advisement class will serve as a class for all Professional Division students to make appointments to meet with their advisor. You will be able to schedule advisement appointments and meet via Zoom with your advisor. When you sign into your ailey.school, be sure to join your Advisement class along with your other classes.

Click "Join".

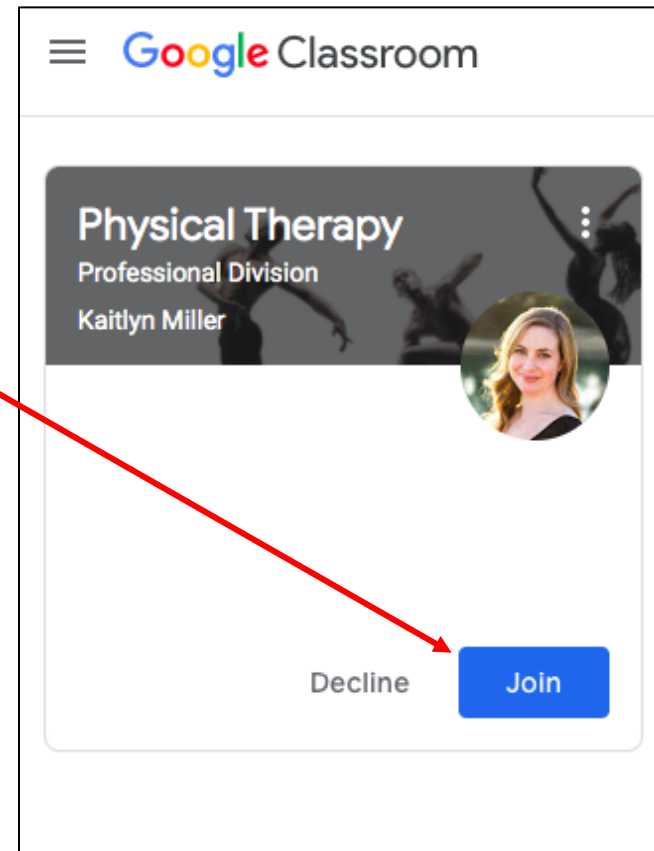


PHYSICAL THERAPY CLASS

What is the Physical Therapy Class?

The Physical Therapy class will serve as a class for all Professional Division students to make appointments to meet in person with one of the school's Physical Therapists. Physical Therapy sessions will be conducted at The Ailey School – 3rd Floor PT Room. When you sign into your ailey.school, be sure to join the Physical Therapy class along with your other classes.

Click "Join".




HOW TO SCHEDULE APPOINTMENTS THROUGH GOOGLE CLASSROOM (PT & ADVSIOR)

When available, schedule an appointment (limit 4 per student/semester – for Physical Therapy):

1. Use the “OPEN APPOINTMENTS” link under the “stream” tab in Physical therapy or your Advisement class:
2. Choose and SAVE a time slot.
3. Confirm the appointment is on YOUR calendar.

Notice: Classroom calendars are separate and do NOT show appointments.

Computer user	Phone user
<ul style="list-style-type: none">▪ Open your calendar  <p>Click the “square grid” symbol in the top right corner of the screen.</p> <p>Then, choose “Calendar”.</p> <ul style="list-style-type: none">▪ Confirm the appointment appears. <i>By default, the RSVP is “yes”.</i>	<ul style="list-style-type: none">▪ Use Google’s Calendar app (separate app from Google Classroom)▪ Confirm ailey.school account is signed-in.▪ Confirm the appointment appears. <i>By default, the RSVP is “yes”.</i>

Cancel an appointment:

1. Only advanced cancellation permitted. Missed appointments without advanced cancellation cannot be rescheduled. The forfeited visit will lower the number of appointments available to you this semester (for Physical Therapy).

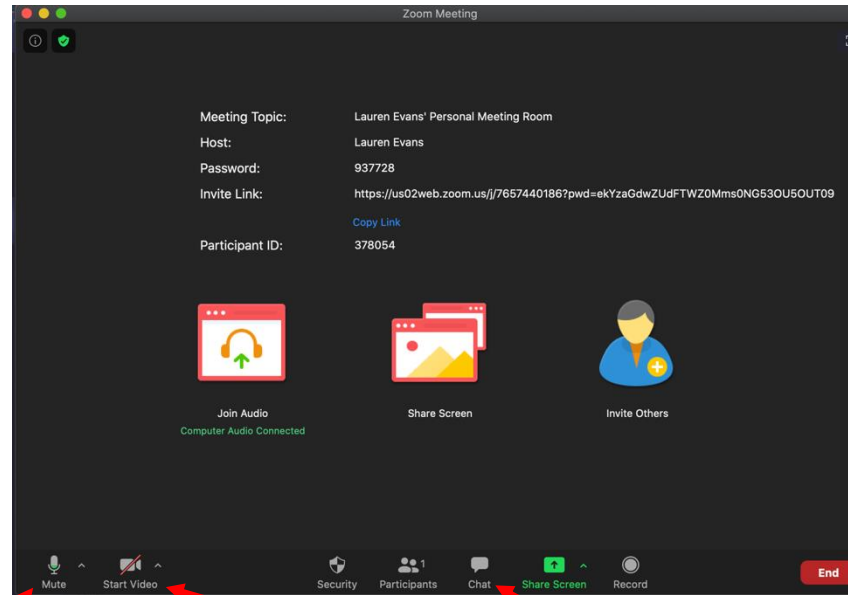
2. Open the appointment on YOUR calendar.
 - Instructions are above for computer and phone users.
 - Classroom calendars do NOT show appointments.
3. Delete the appointment.
4. Confirm the appointment is not on your Google Calendar.

STREAM TAB

When you click on a class, you will automatically come to the “Stream” tab. You will see a text box that says, “Share something with your class”. Use that box to type messages that your other classmates and instructors will see. You can also reply to comments as well. Ailey Staff and faculty will also use this area to post announcements, updates, etc.

The screenshot shows the 'Stream' tab of the Bulletin Board Professional Division. At the top, there are navigation tabs: 'Stream' (highlighted with a red box), 'Classwork', and 'People'. Below the navigation is a banner image with the text 'Bulletin Board Professional Division' and five photos of dancers in various poses. A red box on the left contains the text 'Write a comment or question.' with a red arrow pointing to the text input field in the stream area. The input field contains the placeholder text 'Share something with your class...'. Below the input field is a section titled 'View class updates and connect with your class here' with a sub-section 'Upcoming' containing the text 'Woohoo, no work due soon!' and a 'View all' link. There is also a link 'See when new assignments are posted' with a calendar icon.

ZOOM CAPABILITIES



Click "Mute" to unmute yourself to speak to the teacher.

Please note: Audio can be muffled if too many people are unmuted. We recommend you stay muted as much as possible.

Click "Start Video" to turn your front facing camera on.

Please note: We recommend you turn your front camera on during class so the teacher can give you feedback.

Click "Chat" to open the chat box.

Please note: You can use this feature to ask questions without unmuting yourself. This is a great way to talk to the teacher or the host, who can help you with technology problems.

Click "End" to exit the class.

SUPPORT

If you are having trouble with Google Classroom, Zoom or any other aspects please, contact the following staff:

STAFF MEMBER	EMAIL ADDRESS	TOPIC
Kaitlyn Miller	KMiller@alvinailey.org	General GC and Zoom Support
Michela Boschetto	Mboschetto@alvinailey.org	Help with making PT and/or advisor appointments
Emily Riehle	Eriehle@alvinailey.org	BFA specific questions