

Butler Elementary
Kim K. Clark, Principal ~ Ryan R. Abbott, Assistant Principal
Telephone 260-868-2123 ~ Fax 260-868-1709
1025 South Broadway
Butler, Indiana 46721

Dear Students and Parents,

November 18, 2020

We are excited to have you participate in the Dekalb Eastern Schools Remote Learning Program. A Remote Learning teacher will be designated by grade level to deliver instruction to students. All of a student's direct instruction will take place in Schoology. Students who participate in the Remote Learning option may be required to come to school to pick up supplies, participate in statewide testing, attend meetings with teachers or other in person activities assigned by school administration.

1. Chromebook log-ins are your child's [firstinitiallastname@dkeschools.com](mailto:firstname.lastname@dkeschools.com). For example: John Smith who is in 3rd grade is: johnsmith30@dkeschools.com
2. Passwords are firstinitiallastname^{lunchnumber} (jsmith1234 if 1234 is John Smith's lunch number). If this doesn't work, please try "Password1" prior to contacting the office.
3. Open Chrome and navigate to "dkeschools.schoology.com". Then click to log in with your school Google account.
4. Students will log into Schoology to access their Remote Learning. Live-stream Zoom Conferencing will be utilized for direct instruction. These Zoom Conferences will be accessed through the student's Schoology course. Assignments will then be posted to the same Schoology course.
5. Students will view and participate in direct teacher instruction just like they are in class. When the teacher concludes a lesson, the Zoom conference will end. Students may message the teacher in Schoology or via email with any question after the Zoom conference has been ended.
6. Assignments are due just as if the Remote Learners are sitting in class (this could be the same day, the next day, or whenever the teacher specifies).
7. We encourage students to be in a quiet place at home so they are able to participate in class discussions so that at home noises do not disturb the in-class learners.
8. Students and teachers will not be penalized for technological issues that may occur. Communication will be a vital piece for students and teachers in order to maintain productivity during issues.
9. Teacher emails are [firstinitiallastname@dkeschools.com](mailto:firstname.lastname@dkeschools.com). For example if Susan Smith is a teacher, her email address is: ssmith@dkeschools.com.

Thank you for your support!

Kim Clark, Principal

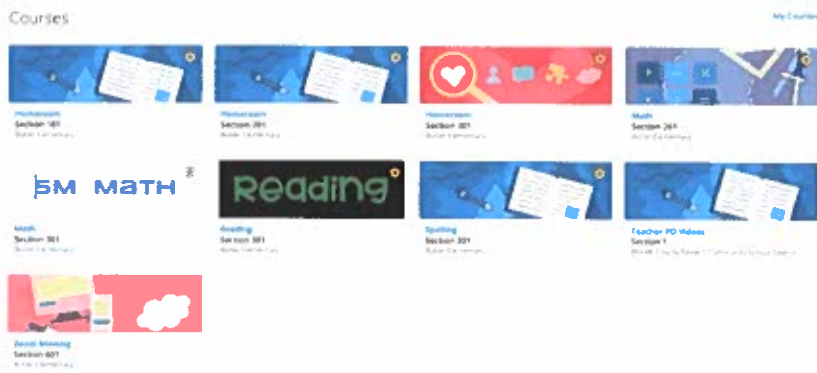
Ryan Abbott, Assistant Principal

BUTLER ELEMENTARY SCHOOL
DeKalb County Eastern Community School District
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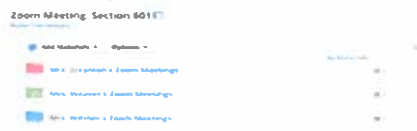
Remote Learners Accessing Zoom

(Zooms will no longer be located in individual subjects, they will be found in a Zoom course)

1. Log into your Chromebook.
2. Open the Chrome browser.
3. Navigate to <https://dkeschools.schoolology.com/>
4. Sign in using Google (it will come up automatically if you have signed in before)
5. Choose the Zoom Course under the courses tab.



6. Choose your teacher.



7. Choose the scheduled Zoom to join.



8. Click join to join the Zoom.



Other Information:

- After the Zoom, you may have to go to a specific subject (Example: Math Course) to complete assignments.
- Gym, Art, and Music will post assignments on Schoology in their course. They will not be live Zooming.

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Dear Parents and Students,

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Question: A live scheduled Zoom lesson did not work, what do I do?

Answer: If a Zoom lesson does not work, please notify the teacher immediately by email or a message in Schoology. This shows that you attempted to log into the meeting on time, but the Zoom did not work properly. You may attempt to complete the assignment at this time or simply wait for the teacher to post the video of the live instruction by the end of the school day. If live Zooms do not work, teachers still have the ability to video record the lesson. Lessons where technological problems occur, will be posted by video at the end of the school day. An email or message to the teacher is a great way to indicate that you need access to the video as soon as possible. Please keep in mind that teachers have a room full of students, and will not be able to post videos immediately. Finally, please attempt to attend your next scheduled Zoom instruction. It is our goal to resolve technical difficulties quickly, and it is very possible the issue has been resolved prior to the start of your next Zoom. Please don't hesitate to contact us with any questions.

Thank you for your support,

Ms. Kim Clark, Principal

Mr. Ryan Abbott, Assistant Principal