

Hello Professional Division Students! We are very excited to welcome you back into the building this Fall! We are sending out this Virtual Guide to help you get set up in Google Classrooms. While all your 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 and the schedule will be posted
- Advisement - where you will meet virtually with your advisor and the
- Physical Therapy - where you can make virtual appointments with the Ailey School's Physical Therapists

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, August 21

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

Technology Guides

HOW TO

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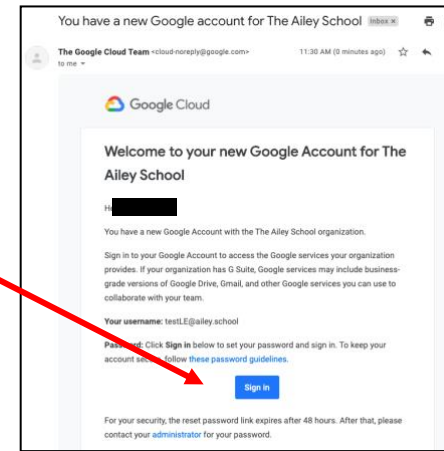
LOGIN TO GOOGLE CLASSROOM

**You can skip this step if you are a returning Non-BFA student and have your ailey.school email address from Spring 2020 – if you need a password reset – please contact Kaitlyn Miller at KMiller@alvinailey.org*

1

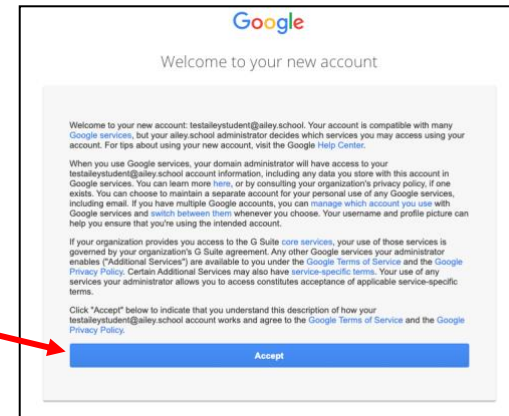
Look for your Google Account Welcome email.

Click on “Sign In”.



2

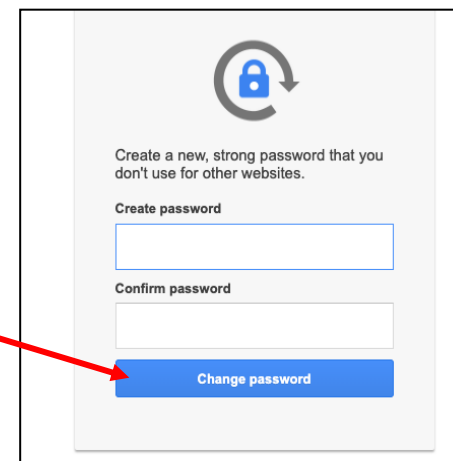
Click “Accept”.



3

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

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



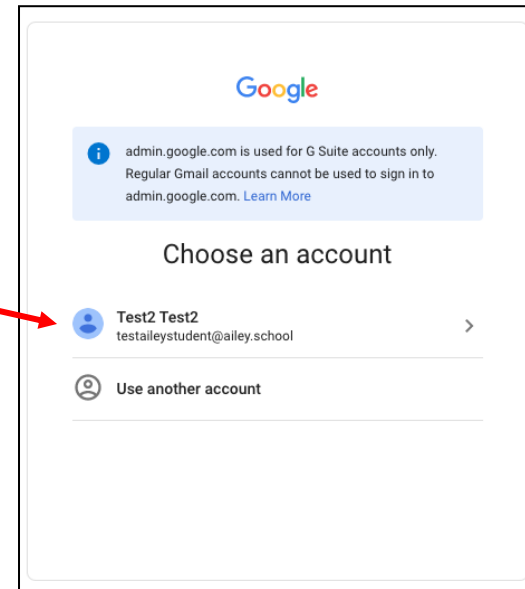
4

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.

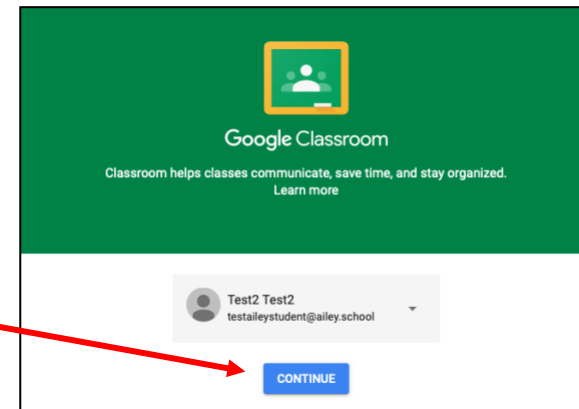
Helpful Hint:

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.



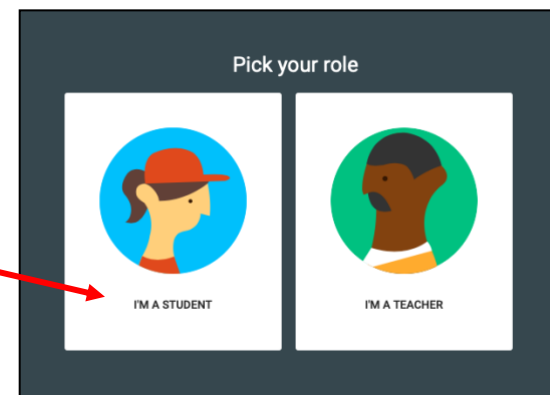
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Click "Continue".



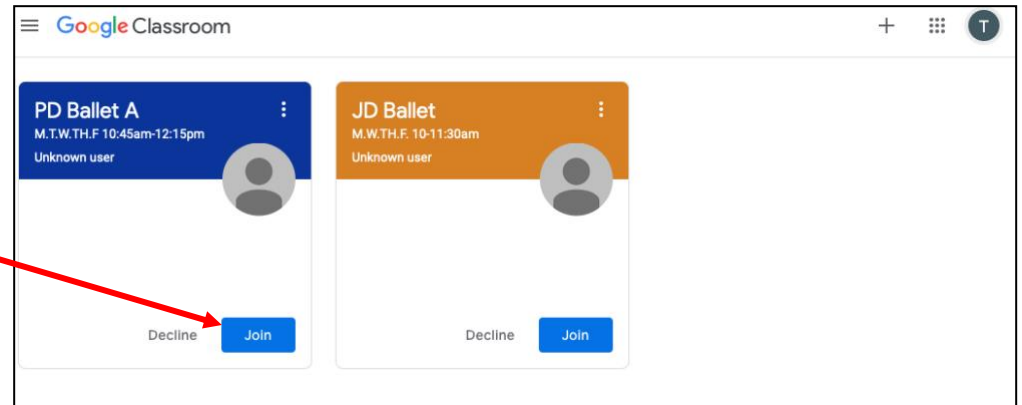
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Choose "I'm a student".



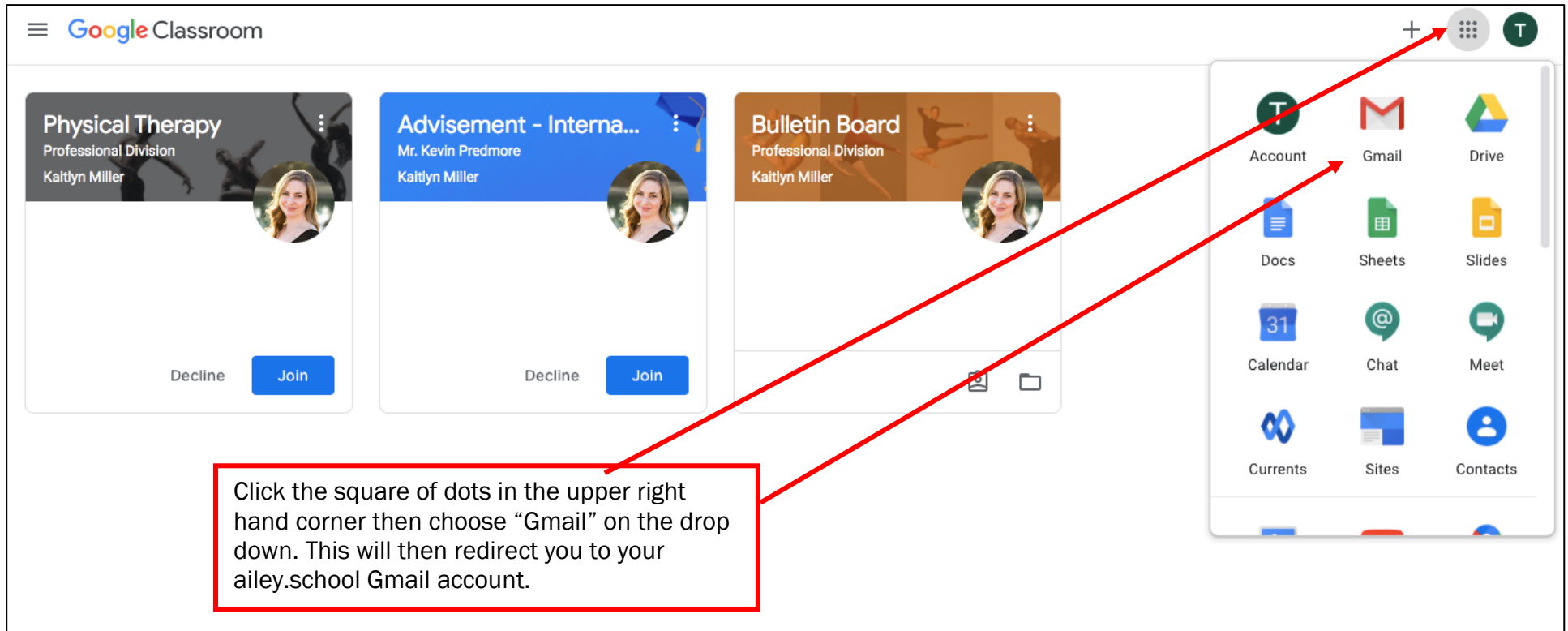
1

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, there is a navigation bar with the Google Classroom logo and a user profile icon. Below the navigation bar, there are three class cards: "Physical Therapy", "Advisement - Interna...", and "Bulletin Board". Each card has a "Decline" button and a "Join" button. In the top right corner, there is a square icon with a grid of dots. A red box highlights this icon, and a red arrow points from it to the "Gmail" option in the dropdown menu that appears when the icon is clicked. The dropdown menu contains various Google services: 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.

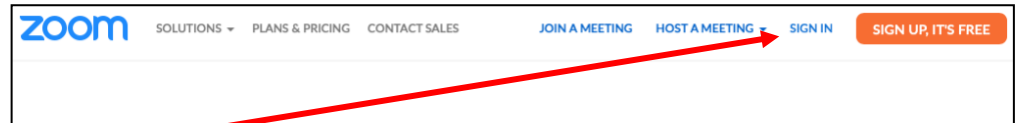
1

Click on the below link to access Zoom online.

<https://zoom.us>

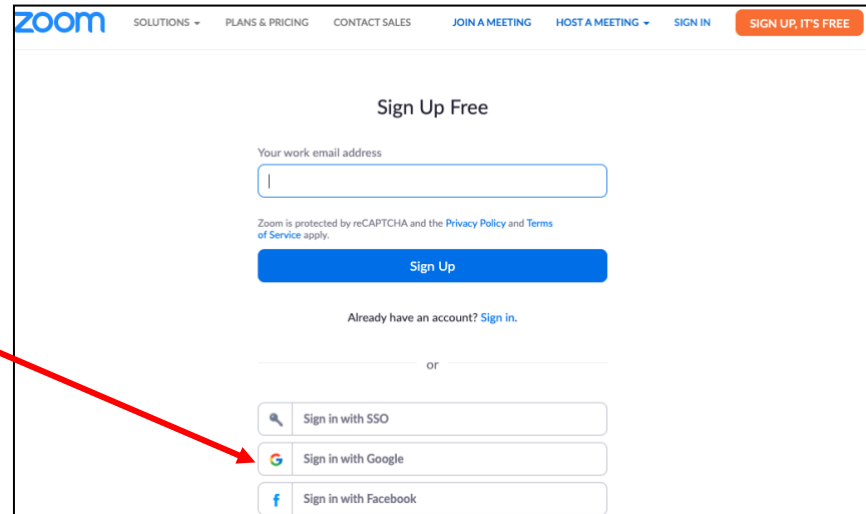
PLEASE NOTE: If you are already logged into another zoom account you MUST log out of that account before proceeding.

Then, click “SIGN IN”.



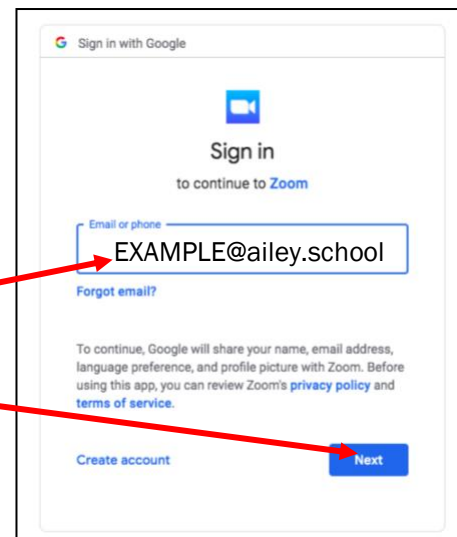
2

Click “Sign In with Google”.



3

Type in your ailey.school address and click “Next”.




4

Click "Create Account".

Welcome to Zoom

Create your Zoom account with your Google account



Test Student
 teststudent@ailey.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".

zoom SOLUTIONS ▾ PLANS & PRICING SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

PERSONAL

- [Profile](#)
- [Meetings](#)
- [Webinars](#)
- [Recordings](#)
- [Settings](#)



Test Student
[Edit](#)

[Change](#) [Delete](#)

Personal Meeting ID *** **186 [Show](#) [Edit](#)

https://us02web.zoom.us/j/*****186?pwd=***** [Show](#)

GETTING TO CLASSES

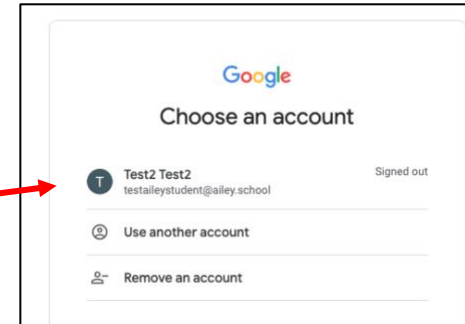
NOTE: THIS WILL ONLY BE USED IF A COHORT IS FORCED TO MOVE FULLY ONLINE DUE TO UNFORSEEN CIRCUMSTANCES.

1

Click on the below link to access Google Classroom.

www.classroom.google.com

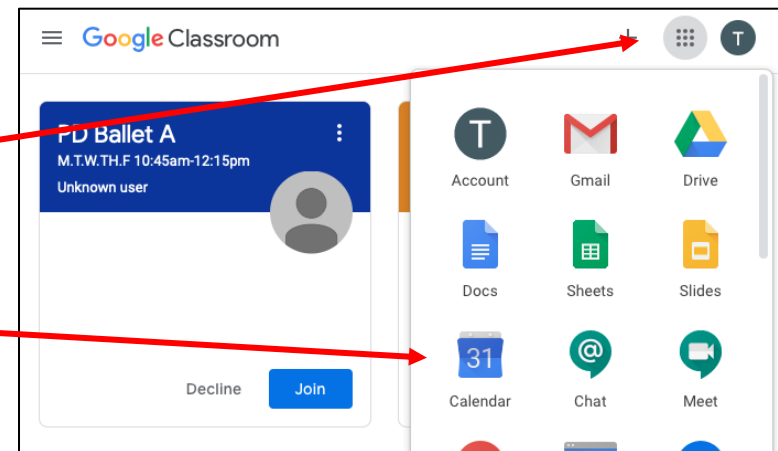
Login to your ailey.school.



2

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

Then, choose “Calendar”.

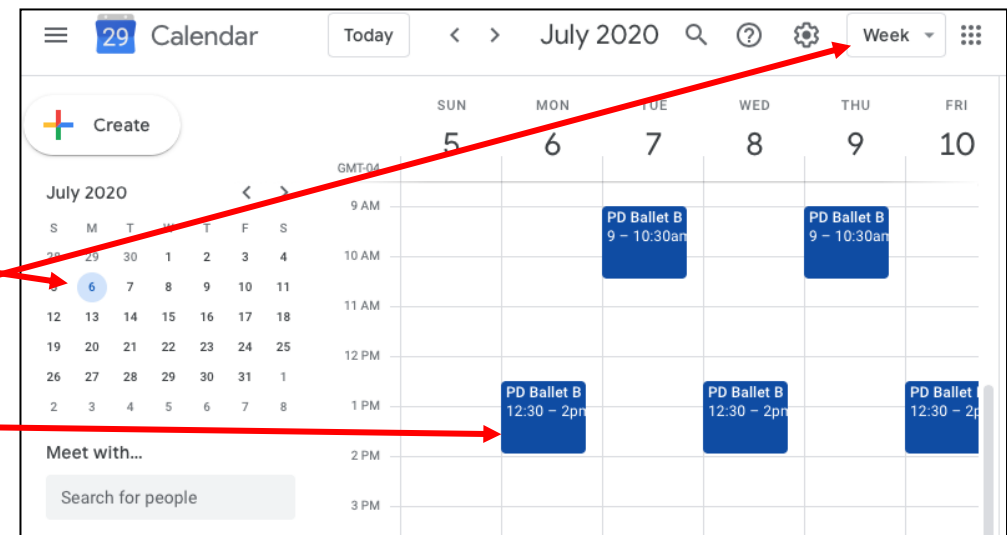


3

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.

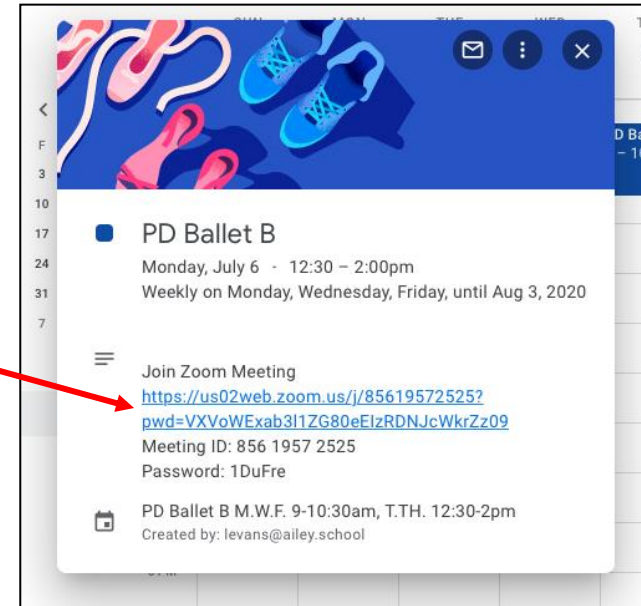


4

Once you click on the class, you will
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](#).

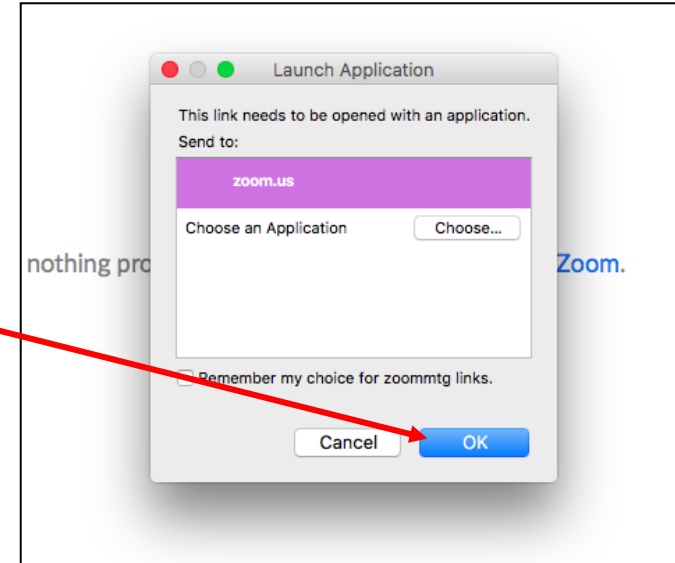
We recommend downloading the Zoom app
to expedite the process of entering classes.



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.

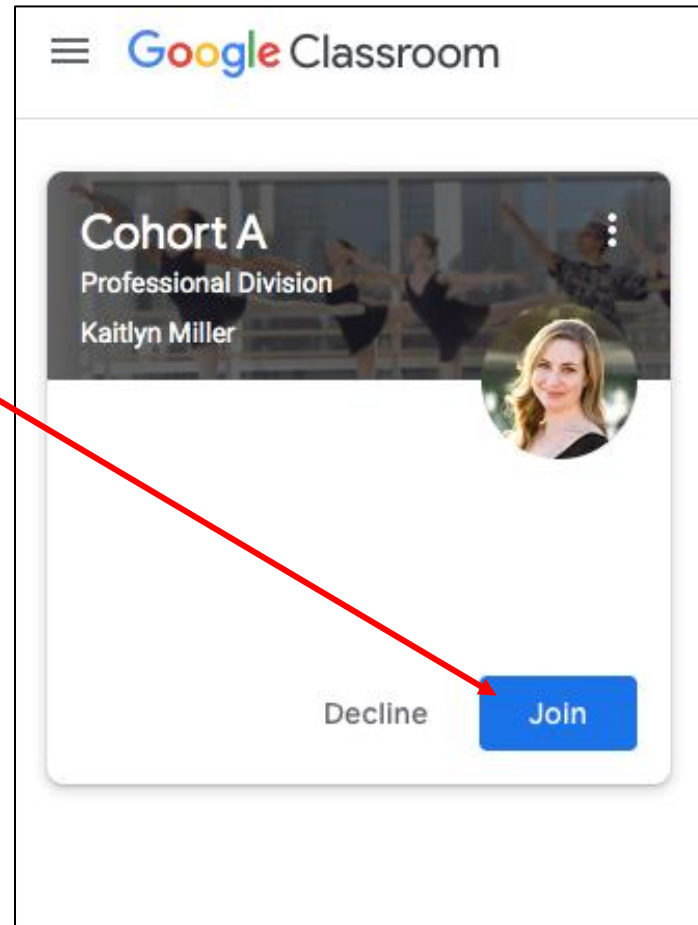


COHORT CLASS

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”.



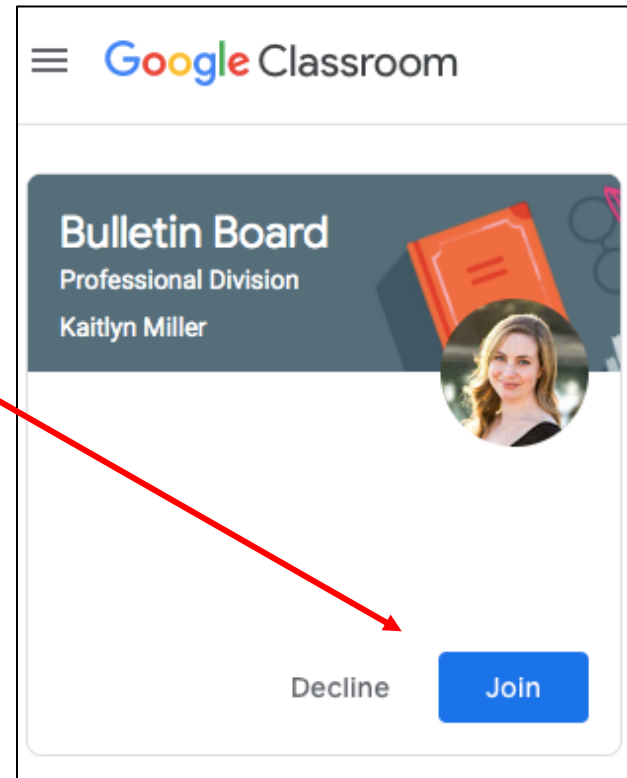
BULLETIN BOARD CLASS

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.

***THIS IS WHERE THE STUDIO SCHEDULE WILL BE POSTED! THE SCREENS AT THE AILEY STUDIOS WILL NOT HAVE THE DAILY SCHEDULE ON THE SCREENS!**

Click “Join”.

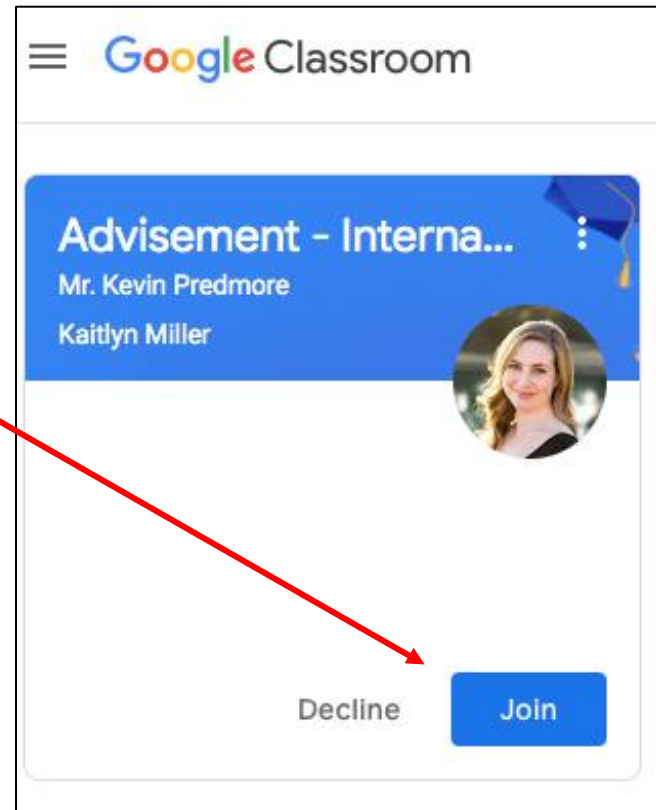


ADVISEMENT CLASS

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 Google Meet and/or 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".

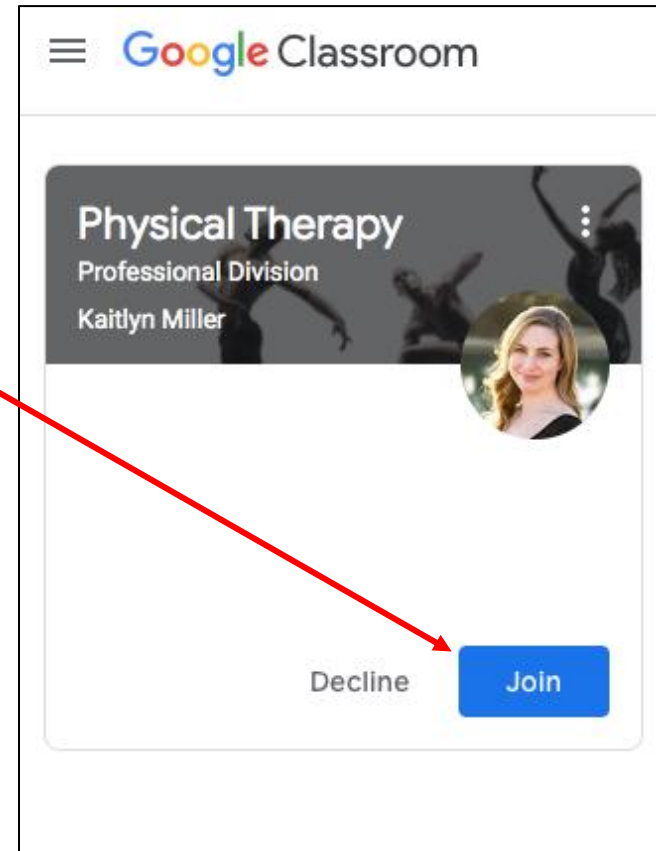


PHYSICAL THERAPY CLASS

What is the Physical Therapy Class?

The Physical Therapy class will serve as a class for all Professional Division students to make appointments meet with one of the school's Physical Therapists. Physical Therapy sessions will be conducted virtually online using a HIPPA compliant virtual meeting program (Doxy). When you sign into your ailey.school, be sure to join the Physical Therapy class along with your other classes.

Click "Join".

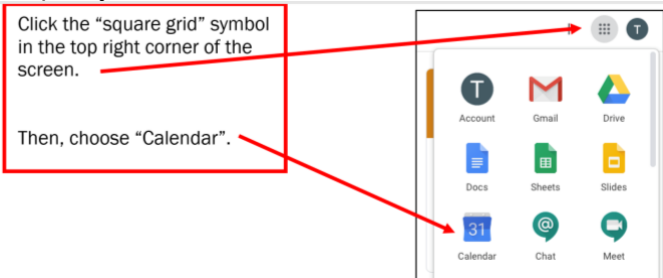


HOW TO SCHEDULE APPOINTMENTS THROUGH GOOGLE CLASSROOM (PT & ADVSIOR)

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 Click the “square grid” symbol in the top right corner of the screen. Then, choose “Calendar”. ▪ 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>

Attend an appointment:

1. Open the appointment on YOUR calendar.
 - Instructions are above for computer and phone users.
 - Classroom calendars do NOT show appointments.
2. Use the link in the appointment to connect virtually.

Cancel an appointment:

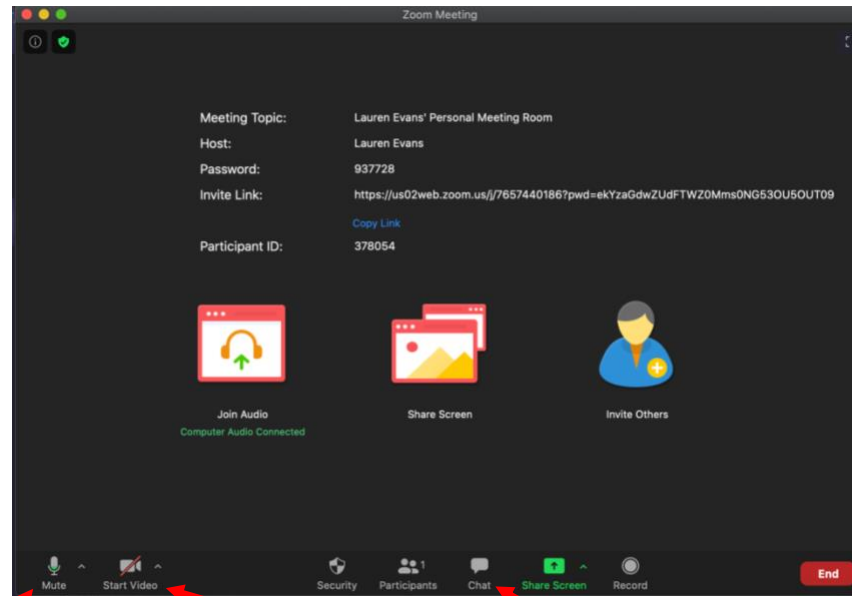
1. Only advanced cancellation permitted.
Missed appointments without advanced cancellation cannot be rescheduled.
The forfeited visit will lower the number of appointments available to you this semester (for Physical Therapy).
2. Open the appointment on YOUR calendar.
 - Instructions are above for computer 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 bar is a banner image featuring five dancers in various poses, with the text 'Bulletin Board Professional Division' overlaid. To the left of the main content area, there is a sidebar with an 'Upcoming' section containing the text 'Woohoo, no work due soon!' and a 'View all' link. The main content area features a large text input box with a placeholder text 'Share something with your class...' and a red arrow pointing to it from a callout box that says 'Write a comment or question.'. Below the input box, there is a section titled 'View class updates and connect with your class here' with a sub-link 'See when new assignments are posted'.

Write a comment or question.



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	Kmillier@alvinailey.org	General GC and Zoom Support
Rod Hines	Rhines@alvinailey.org	Help with making PT and/or advisor appointments
Emily Riehle	Eriehle@alvinailey.org	BFA specific questions