

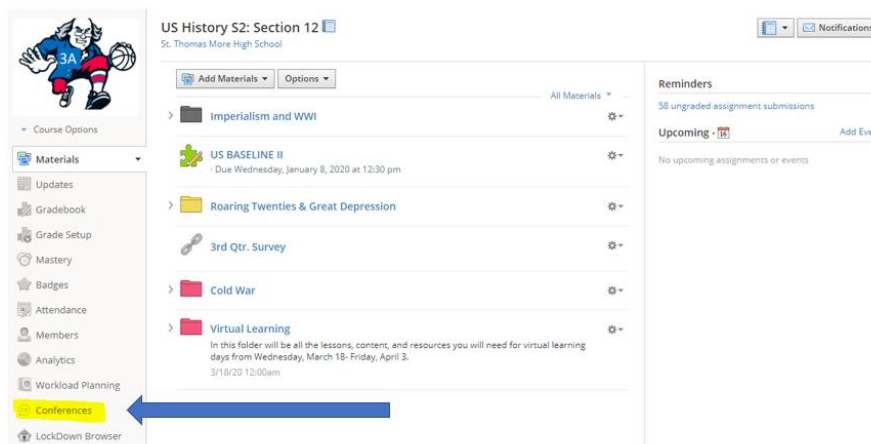
# ST. THOMAS MORE VIRTUAL LEARNING

## Student Daily Protocol

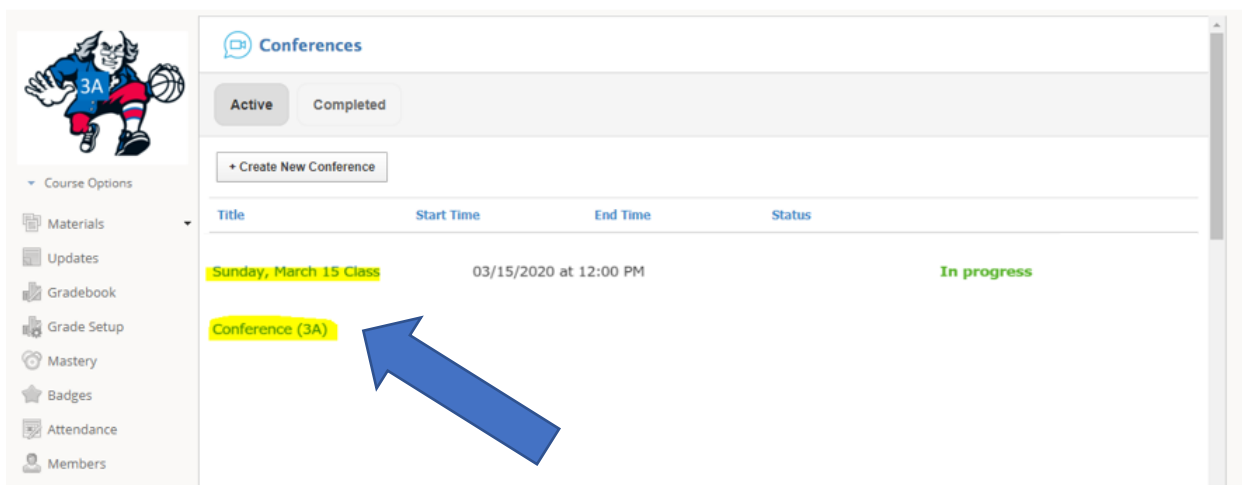
1. Students are to daily log into Schoology by 10:00 a.m.
2. Following their normal class schedule, students will then find the correct course at the correct digital learning schedule, which is below for reference.

Period 1 (A/B)	10:00 a.m. – 10:50 a.m.
Period 2 (A/B)	11:00 a.m. – 11:50 a.m.
Lunch	11:50 a.m. – 12:20 p.m.
Period 3 (A/B)	12:30 p.m. – 1:20 p.m.
Period 4 (A/B)	1:30 p.m. – 2:20 p.m.
Teacher Office Hours	2:30 p.m. – 3:00 p.m.

3. By the start time of your class, you need to enter the conference for your class. Under the materials page for your class, click on **CONFERENCES** on the left side.



4. When your teacher has started the conference, the link will become active. Click on the blue title of the conference to join for that date. **STUDENTS MUST ENTER THE CONFERENCE AT THE BEGINNING OF CLASS FOR ATTENDANCE.**

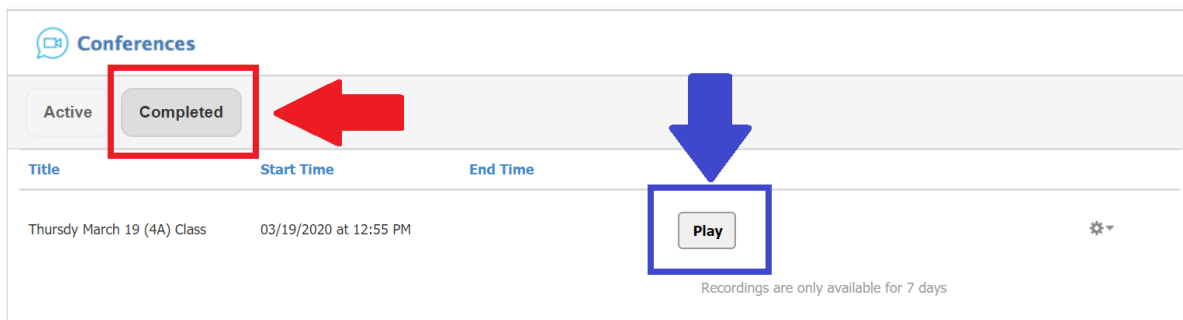


5. From here, you will be connected to your class's conference via Big Blue Button and your teacher will instruct you from here. A tutorial video is available below: (Also accessed [here](#))

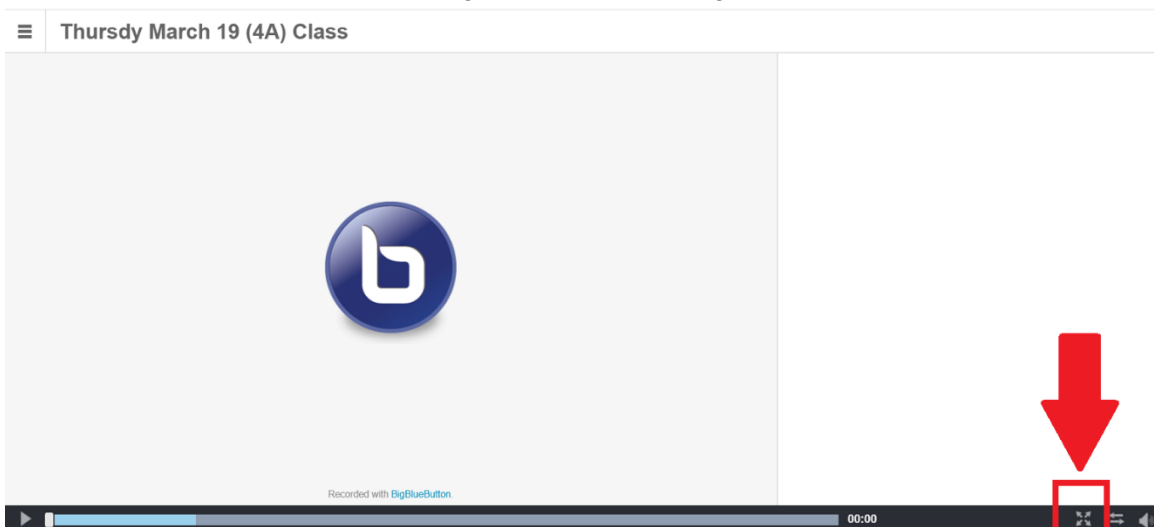


**\*\*Students also have the capability of saving conference audios. Students will have seven (7) days to download the audio of the conference, but the video will only be available online. (We are currently looking into how we can keep the videos on Schoology longer.)**

6. To watch the saved conference, you will go into the course's conference link and selected the "Completed" tab. Then, you will hit the "Play" button.



7. When the video player opens, you will be able to watch the video session of the conference online. To download the audio, click the four arrows in the bottom right corner to make it go full screen.



8. Then, select the three dots in the bottom right hand corner and select “Download.” You will see the download bar pop up at the bottom of your screen.



9. Click the “^” and select “Show in Folder.” This will take you to where the file has been downloaded. Here, it is recommended you rename the file with the date and class name and then move it to a folder more accessible in the future.

