

**English 9 & British Literature 2018-2019**  
**Miss Krzyzanowski**  
**Procedures for Technology Use and Online Communication**

Technology plays an imperative role in our classes due to the amount of writing and research that students complete throughout the year. Students will be working with their teacher and their peers to add to the academic conversation. In and out of the classroom, this will require students and teachers to communicate via technology. Below, the guidelines for the use of the various platforms are outlined. *Please keep in mind that these platforms are for academic conversations and the misuse of them can be taken away at any time.*

**Laptop Use**

As stated in the syllabus, students should come to class each day with their laptop charged and ready to go. If they need to charge their laptop, their charger should be with them. They are not permitted to go to their locker during class.

If there is an issue with a student's laptop, an email or note should be sent to Miss Krzyzanowski explaining the issue by a parent or guardian.

**Turn It In** (for writing submissions)

Some of the classwork, essays, and projects we complete will need to be turned into me via the internet, so we will be using a program the school purchases for us called *Turn It In*. Follow the instructions below for signing up and accessing this site. Signing up for this website is a REQUIREMENT for the class & we will have a day in class where we do so.

1. Go to [www.turnitin.com](http://www.turnitin.com)
2. Click on "Create an Account" in the top-right corner of the page.
3. Scroll down to the "Create a New Account" option and click on **STUDENT**.
4. Locate your class period below, and type in the corresponding **Class ID** and

**Enrollment Password:**

- a. English 9A
  - i. Class ID = \_\_\_\_\_
  - ii. Password= \_\_\_\_\_
- b. English 9B
  - i. Class ID = \_\_\_\_\_
  - ii. Password= \_\_\_\_\_
- c. British Literature C
  - i. Class ID = \_\_\_\_\_
  - ii. Password= \_\_\_\_\_

- d. English 9E
    - i. Class ID = \_\_\_\_\_
    - ii. Password= \_\_\_\_\_
  - e. English 9F
    - i. Class ID = \_\_\_\_\_
    - ii. Password= \_\_\_\_\_
5. Fill in the User Information; click on **LAST Name – FIRST Name** as the order of your display name (the *second* bullet).
  6. Enter a valid **EMAIL** address...
    - a. **IMPORTANT: the email address you use for TurnItIn MUST be an email you will check often** and can receive emails to...so NOT your school email.
  7. Create a **PASSWORD** you will remember but that others will not guess; store this password somewhere safe, as you will use it often! There is NO WAY for me to access this password or send you a new one!
  8. Click on the User Agreement to confirm and “Create Profile.”
  9. Once you are logged in, you should see Country Day School displayed at the top of your page, and you should see The Global Writing Block Course that you just enrolled in. **Be sure that the name of your class includes the proper class period.** If you’re not enrolled in the proper section, please email Miss Krzyzanowski immediately at [samantha.krzyzanowski@cds.ed.cr](mailto:samantha.krzyzanowski@cds.ed.cr).
  10. Click on the class and you’ll see were a list of assignment would be. Take a moment to familiarize yourself with the icons and buttons available.
    - a. **DATES:** Start Dates/Due Dates/ and Post Dates are listed for your reference, but these may change, depending on class progress, so always keep an eye on these.
    - b. **SIMILARITY:** The Similarity Index will let you know if your paper is worded too closely to the sources you used or if it sounds too similar to another student’s work; if the Similarity Index is too high, it is flagged for **Plagiarism!** We will learn all about this during the course of the year, but **as a general rule...the Similarity Index should never be higher than roughly 12%.**  
Click on the percentage to view the **Match Breakdown** of which parts of your paper are too similar to the work of other writers (both professional and student).
    - c. **Buttons:**
      - i. **SUBMIT:** Allows you to Submit a document to the Assignment post by either uploading it from your computer/flash drive or Google Drive.
        1. You will be asked to the name the file...please use the FILE NAME PROTOCOL your teacher will provide you for each assignment.
        2. You will be asked to CONFIRM the document you’re submitting...to avoid any technical difficulties or late

- penalties, please be sure it is the correct file before submitting.
3. You should always print a CONFIRMATION of your SUBMISSION. Store it in your binder just in case technology fails and your grade is ever in question. To do this:
    - a. Go back to the **Class Homepage** where the assignments are listed; click on the **icon** all the way to the right of the assignment (looks like a download-arrow); a drop-down menu will appear; click on **“Digital Receipt”** and print.
  4. **DO NOT** wait until the last minute to submit an assignment (i.e. the deadline is midnight and you try to submit at 11:59pm) because this website is infamous for refusing to submit essays in the last moments of the due date.
  5. **ENSURING ON-TIME SUBMISSIONS VS. RISKING LATE SUBMISSIONS**
    - a. **Email me** that you are having technical difficulties (do not use Remind).
    - b. **In the SAME email** (which should reflect a time PRIOR to the deadline), **ATTACH** your assignment for PROOF of completing it on time.
    - c. Bring your assignment on a flash drive to class the following day and **SEE ME** to ensure we get your paper in the Turnitin system.

***TO CONFIRM YOUR UNDERSTANDING OF THIS ON-TIME/LATE POLICY, PLEASE HAVE A PARENT/GUARDIAN SIGN THE STATEMENT AT THE END OF THIS PACKET.***

**ii. VIEW**

1. This button lets you view the document you sent to me. Always double-check that you submitted the right one before logging out!

**iii. DOWNLOAD ARROW**

1. By clicking on this icon, a drop-down menu will appear, which allows access to a copy of:
  - a. The original file you submitted
  - b. A PDF version of the file you submitted
  - c. A **Digital Receipt** of your submission

## **Google Classroom, Drive, & Gmail**

“Classroom”, “Drive”, and “Gmail” are connected to YOUR Google account that is provided to you through the Country Day School. These two main components will be used at least three times a week, if not more. You can log in using your CDS email & password.

“Classroom” will act as a space for you to turn in digital assignments, alongside TurnItIn. It allows the teacher to follow along with your progress, leave you comments, and to grade you online. AND we SAVE PAPER! This means that there will be less printing and less back breaking for Miss Krzyzanowski. As we begin to integrate the platform of Google Classroom, you will learn the procedures that go along with it. Always remember that it is an academic space for academic growth and communication.

“Drive” acts as a “Cloud” for you to save documents to and to share documents with other writers. Google Drive is connected to Google Classroom and allows for you to add documents from Drive to Classroom! Remember though that you should ALWAYS back up your Drive documents to a flash drive to be safe!

“Gmail” is the Google Email system. This is a GREAT way to connect with Miss Krzyzanowski and to contact her quickly when there is an emergency. Unlike Remind, you can write longer messages and Miss Krzyzanowski can read them easier. This is where you can contact Miss Krzyzanowski if TurnItIn or Classroom are not working to ensure that your assignments are in on time. This is also how Miss Krzyzanowski will reach out to you individually. If possible, I would download the Gmail app onto your phone for ease of access.

*\* All three of these platforms, along with others, are accessed through your student login and password for the district. We will be covering how to access it all in class during the first two weeks of school. \**

### **Google Classroom Codes:**

**English 9A** - vk5ep3k

**English 9B** - tzzu7c

**British Literature C** - canrew

**English 9E** - kn1ekzd

**English 9F** - 7acur8

**Parent/Guardian Signatures:  
English 9 & British Literature/Krzyzanowski  
Procedures for Technology Use and Online Communication**

Dear Parents/Guardians,

Thank you for taking the time to read through the attached requirements for technology use and online communication/sharing for this course. Please complete the following forms below to either grant or deny permission regarding the various modes of communication outline in this document and also to acknowledge the guidelines and expectations mentioned throughout.

If you have any questions or concerns, please do not hesitate to contact me at [Samantha\\_krzyzanowski@cds.ed.cr](mailto:Samantha_krzyzanowski@cds.ed.cr).

Yours in Education,

Samantha Krzyzanowski



Student Name: \_\_\_\_\_ Block: \_\_\_\_\_

**Return this form by August 27, 2018**

**Parents/Guardians, please read and sign either approval/dismissal for each category:**

**Student Support Site (BLOG)/Instagram/Google Classroom**

As a means of celebrating student success, and in an effort to advance in the academic field, I hope to obtain your permission to do the following:

- Post individual student and/or group presentation **videos** online to Google Classroom where students can view these materials online and learn from them.
- Post individual and/or group **written work** to the student support site and Google Classroom where students, parents, and educators alike can view the materials online.
- Post individual and/or group **photos** taken in the classroom during the learning process to complement instructional information and feedback; these photos will also be viewable online for students, parents, and educators alike.
- Occasionally post **scoring output** alongside student learning samples for other educators and students to use as a resource. Students names will always be removed.

Students and parents may view any of the above materials online at any time, but in signing this permission form you allow full rights to the teacher to comment freely on the performance's strengths and weaknesses, and to maintain rights to any of the classroom video footage/photos/written work following the close of the active/current school year.

The student support site is: <https://misskenglish.wordpress.com>

The classroom Instagram handle is: @englishwithmsk

If you permit me to do this for your son/daughter/child, please sign below:

I hereby grant the instructor of this course permission to post to the class blog, the classroom Instagram and Google Classroom the videos/photos/written work of my son/daughter/child as he/she complete the academic tasks related to their English course; the materials collected and featured online will be used to celebrate success and to educate other students and professionals within the field of education in order to strengthen instruction for students worldwide.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TURN OVER ->

**Turn It In – Assignment Submission Program**

SIGN HERE THAT YOU HAVE READ AND AGREE TO THESE TERMS AND REQUIREMENTS FOR ONLINE SUBMISSION.

STUDENT NAME (print): \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

**Permission to photograph and/or video record students as part of the course requirements.**

Watching oneself present is a valuable way to reflect on your performance and to pinpoint areas that you may need to work on. I have found that it is a key step in helping students grow in their presentations skills.

I hereby grant the instructor of this course permission to photograph and/or video record my son/daughter/child as he/she complete the academic tasks related to your student's English course; the images collected will be used to celebrate success and to educate other professionals within the field of education in order to strengthen instruction for our students.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please feel free to email me with any questions, comments, or concerns.*