



PERHAM HIGH SCHOOL  
800 Coney Street W, Perham, Minnesota 56573  
(218) 346-6500 Fax: (218) 346-6504  
Principal, Ehren Zimmerman

Dear Students,

I hope my message finds you in good health and practicing social distancing. You are receiving this letter because you were on my list of students without internet access. We want to share with you tools to support your coursework, so you can continue to receive fair educational opportunities while participating in Distance Learning. Your work will be available for pick up each week at PHS Door 1 on carts with assigned folders to each of you. The time to pick your course work up will be anytime between 6:00am and 10:00pm Monday - Wednesday. Your job will be to complete the work using the materials I have printed or saved to the flash drive according to the schedules that have been provided by your teachers.

Each week, you will pick up the assignments at the school, complete the assignments on paper, and return them to the school and at that time new work will be ready for you in folders. Communication will be key so please leave notes in the folder for teachers if you have questions or please call the school at 218-346-6500 and we will get you in contact with your teacher if they have not left a contact number for you.

If you find yourself able to use the internet in some capacity, please use that resource to your advantage to complete work and communicate with your teachers. For example, if you find you are able to email or watch a video online either in YouTube or Google Classroom, you will be able to find all of your courses in MOODLE or Google Classroom from your teachers. Best of luck to you, and please feel free to reach out using one of the communication methods listed below.

#### Communication Methods

1. Call the school | 218-346-6500
2. Email me if you have access to email | Any Staff Member you are looking to contact
3. Write a note on paper and include it with your assignments
4. If you can, use Google Classroom to see course updates.

Sincerely,

PHS STAFF

## **STUDENT TROUBLESHOOTING RESOURCES**

How do I transfer files to/from My Flash Drive on My Chromebook?

You can transfer your files manually to your Flash Drive using your Chromebook. The flash drive (whether an SDCard or a USB Stick) should auto-open the files app.

1. Open the Files app by clicking on the icon.
2. When connected to your Chromebook, the device appears as a folder in the left navigation panel of the Files app.
3. Click to place check marks next to any files and folders you want to copy.
4. Drag and drop the selected items to copy them between the external drive and Chromebook.

Alternatively, press Ctrl + C to copy the selected items to the clipboard, navigate to the desired destination, and then press Ctrl + V to paste to the new location. It is this easy to move files around the ChromeOS “file explorer”

Troubleshoot Issues with USB Flash Drive on Chromebook

If you have multiple SDCards and/or USB Sticks, you could try them to see if some are detected and others not. You could try the USB Stick on a different computer. That is about all we can suggest from afar like this since it really requires hands-on testing to try to determine if it is a bad USB port, a bad flash drive, or what exactly is going on. Please send me a note explaining the issue you are having so I can better help you in the following week.

RE: Zoom Sessions

Each week, I will offer a Zoom session with students. Zoom is a video conferencing web-based tool. The schedule is below. If you are able to access the internet, you can find the invitation to the Zoom session in Google Classroom. The Zoom sessions will be recorded, and if there is content I feel necessary to be shared with every student, I will download it to the USB Drive for offline students to listen to/view.

Zoom meetings will follow a similar agenda each week:

1. You answer the essential questions posted by Wacker
2. We review expectations/assignments
3. I answer your questions & provide help

March 30-April 17		
Block 1 10:00-10:35 a.m.	Video Productions	Tuesday
Block 2 10:45-11:20 a.m.	Ms. Wacker open for calls, emails, or pre-arranged one-on-one zoom sessions	Monday-Friday <b>*NO Zoom April 10 &amp; April 13</b>
Block 3 11:30-12:05 a.m.	Public Speaking	Wednesday
Block 4 12:45-1:20 p.m.	Public Speaking	Wednesday
Block 5 1:30-2:05 p.m.	College Public Speaking	Tuesday
Block 6 2:15-2:50 p.m.	Public Speaking	Wednesday

**NOTE:** Any LIVE instruction I provide will take place during this time. I will record the sessions considered “instructional” and post them to the Google Classroom Classwork Page and send out on USB Drive to those without internet access.

## Zoom Classroom Etiquette

*If we can't handle ourselves, no more Zoom*

<p style="text-align: center; margin: 0;"><b>Class Culture</b></p> <p style="text-align: center; margin: 5px 0;">Use school email &amp; photo</p> <p style="text-align: center; margin: 5px 0;">No swearing or inappropriate language</p> <p style="text-align: center; margin: 5px 0;">No distractions</p>	<p style="text-align: center; margin: 0;"><b>Chat Responsibly</b></p> <p style="text-align: center; margin: 5px 0;">Only type when asked by teacher OR When you have a legitimate question</p>	<p style="text-align: center; margin: 0;"><b>Signals</b></p> <p style="margin: 5px 0;">Use the thumbs up  when you understand</p> <p style="margin: 5px 0;">Use the raise hand feature when you want to speak </p>
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