

## 2020-21 ACPS K-12 Winter PBL Parent/Student Information

The ACPS School Board gave approval for all K-12 students to complete project-based learning (PBL) for the week of February 8-12th to allow for schools to plan and organize schedules as well as transportation for students who may be transferring from Amherst Remote Academy (ARA) back to their base-school or for students who will be transferring from their base-school to the (ARA). A PBL is a project focused on problem solving and that spans across content.

All students have downloaded the PBLs to their Chromebooks for offline access, however students who have reliable internet access should complete and submit the PBLs through Canvas or Google Classroom. Most students will have two PBLs to complete during the week of February 8-12th. Depending on their coursework, some of the high school students may only need to complete one PBL. If a student attends the Governor's School, STEM Academy, or CVCC they are exempted from the Winter PBLs since their coursework continues uninterrupted at those locations.

This document has been provided to give you and your student clarity regarding the expectations for the Winter PBLs.

### FAQ for K-12 Winter PBLs

**1. Are the PBLs required or optional?**

The PBLs are required for all K-12 students. There are two STEM PBLs to choose from and two Humanities PBLs to choose from. Each student should select the PBL they feel would give them the most success. Parents may review the PBLs at any time from their students Chromebook and reach out to their building administrator with any concerns.

**2. Where can the downloaded PBLs be found on the Chromebook?**

Each Chromebook has a file containing all course information that has been downloaded to the devices as indicated below. See the last pages for details about how to locate them on student devices.

**3. How much time does my student have to complete the PBL?**

PBLs should be completed during the week of February 8-12th with final submission to their teacher by Tuesday, February 16th.

**4. How do students complete and submit their PBLs if they are not using Canvas (ie. Google Classroom)?**

Students working offline will save all their work to their Chromebooks and submit it to their teacher upon return to school (Monday, February 15th or Tuesday, February 16th). The final day for PBL submissions for Canvas or Google Classroom will be Tuesday, February 16th.

**5. How do offline students save work to a Chromebook?**

When a Word Document is opened in a module by clicking on it, it will automatically download to the Chromebook. You will see it in your files. Once a student begins writing their response or answer on the Word Document you will need to save it by giving it a name so you can remember what class it is for:

“Student Full Name-PBL Subject -Teacher”      “Mike Cargill-STEM PBL-Mrs. Dolder

**6. How do offline ARA students submit their PBLs?**

ARA students who are offline will drop off their completed PBLs on the usual designated Monday or Friday distribution day.

## 7. Will the PBLs be graded?

Each PBL will be graded using the universal rubric shown below.

### ACPS Winter PBL Rubric

ACPS Winter PBL Rubric					
Criteria	Ratings				Pts
Daily Tasks	<b>4.0 pts Full</b> All tasks are completed.	<b>3.0 pts Some</b> All but one of the tasks are completed.	<b>2.0 pts Partial</b> All but two of the tasks are completed.	<b>1.0 pts Limited</b> Several of the tasks are not completed.	4.0 pts
Neatness/Organization	<b>4.0 pts Full</b> The work is presented in a neat, clear, organized fashion that is easy to understand.	<b>3.0 pts Some</b> The work is presented in a neat and organized fashion that is usually easy to understand.	<b>2.0 pts Partial</b> The work is presented in an organized fashion but may be hard to understand at times.	<b>1.0 pts Limited</b> The work appears disorganized or difficult to understand. It is hard to know what information goes together.	4.0 pts
Content Skills/Concepts	<b>4.0 pts Full</b> Responses show a complete understanding of the concepts used to solve the problem(s).	<b>3.0 pts Some</b> Responses show a substantial understanding of the concepts used to solve the problem(s).	<b>2.0 pts Partial</b> Responses show some understanding of the concepts needed to solve the problem(s).	<b>1.0 pts Limited</b> Responses show a very limited understanding of the underlying concepts needed to solve the problem(s) OR is not written.	4.0 pts
Visuals/Charts/Sketches	<b>4.0 pts Full</b> The visuals included are clear and greatly add to understanding the project.	<b>3.0 pts Some</b> The visuals included are clear and easy to understand.	<b>2.0 pts Partial</b> The visuals included are somewhat difficult to understand.	<b>1.0 pts Limited</b> The visuals included are difficult to understand or are not included in the project.	4.0 pts
Reflection	<b>4.0 pts Full</b> The reflection is very detailed and clear.	<b>3.0 pts Some</b> The reflection is somewhat clear, but only includes a several critical components.	<b>2.0 pts Partial</b> The reflection is a little difficult to understand, but includes a few critical components.	<b>1.0 pts Limited</b> The reflection is difficult to understand and is missing several components OR was not included.	4.0 pts
Total Points: 20.0					

## 8. In what subject will the PBL grade be reported?

Grades for the Winter PBLs will be reported in 2nd Semester courses. The score can only be used once in a teacher's course but can be used by other teachers.

- Let's say Wanda is a 5th grade student who has completed her Humanities PBL. The grade for Wanda's Humanities PBL can be reported as a grade in her Reading and Art 1 classes.
- Craig completed his 10th grade STEM PBL. The grade for his STEM PBL can be reported as a grade in his Health/PE, AFDA, and Science classes.
- This also means that Dr. Lyle cannot use both the STEM and the Humanities PBL grades in his students' English 8 class. He can only use one PBL grade in each of his classes.

## 9. What if my child needs help?

Elementary student families should contact their classroom teacher directly for support.

Secondary student families should contact the 1st Semester teacher (Advisory, Homeroom, or 1st Period Teacher) who had the students download the PBLs to their Chromebooks.

## 10. When will my child receive his/her grade for the PBLs?

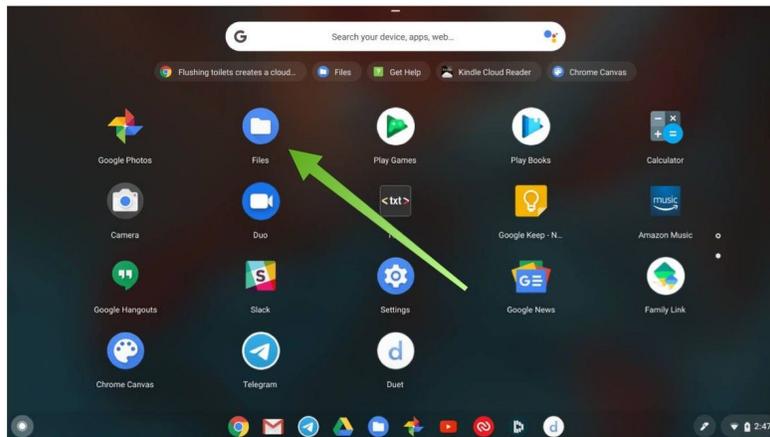
Grades for PBLs will be released after March 3rd when all teachers have completed their grading.

# Steps to access downloaded Canvas materials on Chromebook (Students without internet)

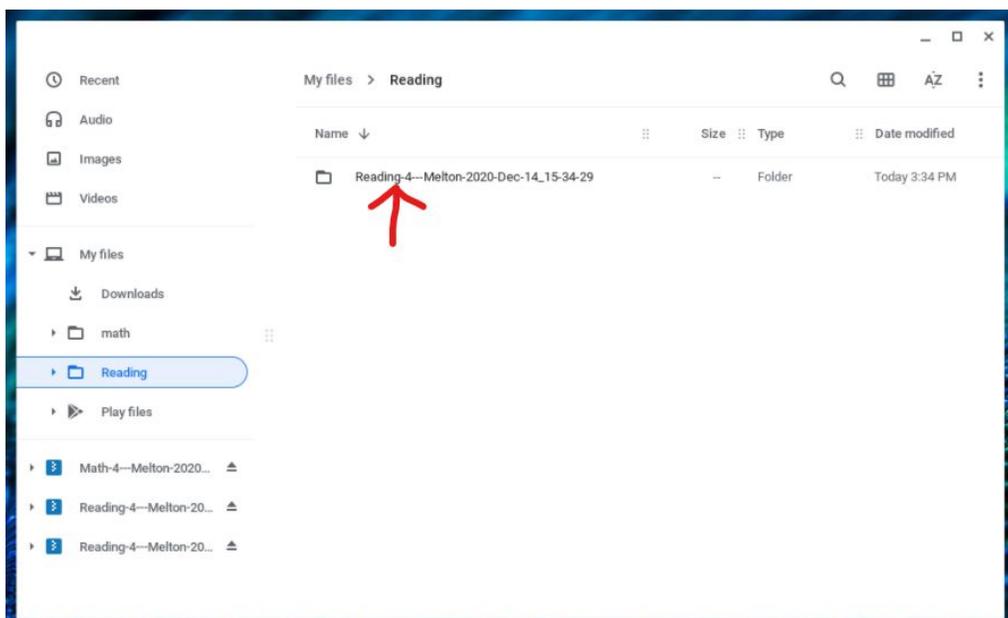
1. To access downloaded files on the Chromebook, click the circle in the bottom left hand corner.



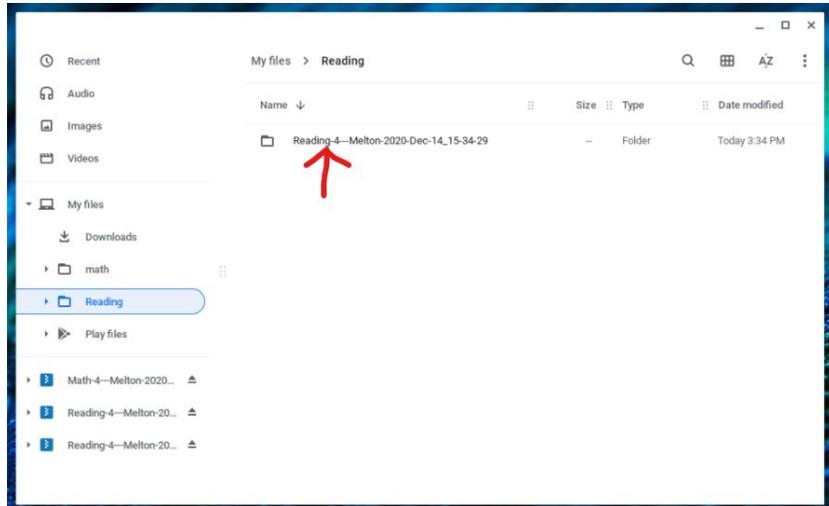
2. Find the files app and click on it. You may have to click the arrow to see all of the app options.



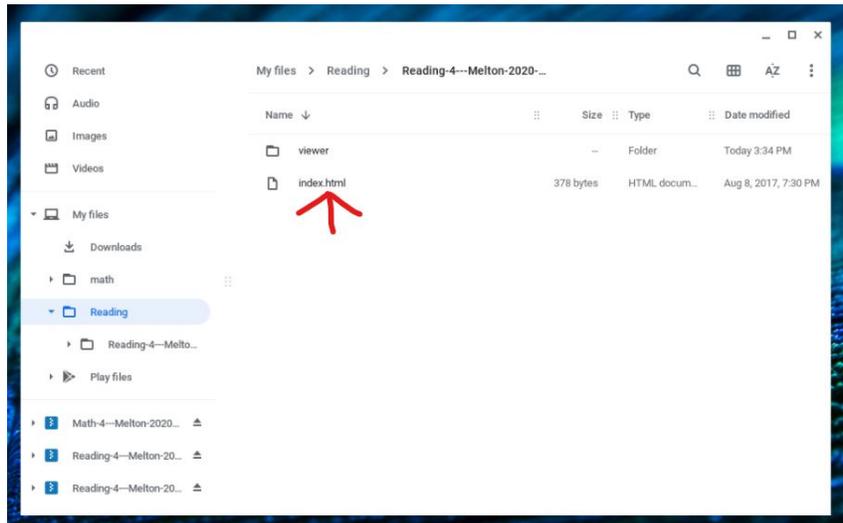
3. On the left hand side of the file app, click on the subject you are trying to open. For this example, we will use reading.



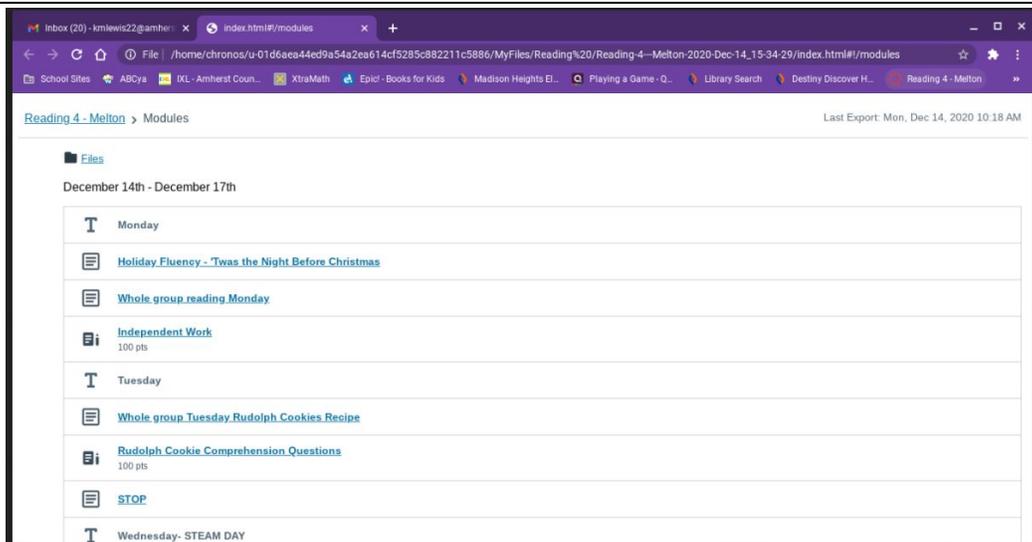
4. Double click on the reading course. It will open it up..



5. Double click the file index.html to open the course modules.



6. A Google Chrome tab will open up with the module contents.



# Google Classroom - Accessing Course Content Offline

*Note: You must be connected to the internet to download files. Once they are downloaded to your Chromebook, you can then access it offline. You may drive up to any school location and access WIFI from the school parking lot.*

Watch a video:



<https://youtu.be/Y76CFLrYwB4>

## **Checking to see if Offline mode is turned on**

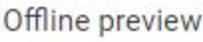
1. Check to see if Offline Mode is enabled
2. Open Google Drive - <https://drive.google.com/>
3. Click on the gear icon  in the upper right corner
4. Select Settings
5. Make sure there is a checkmark next to "Create, open and edit your recent..."

## **Making files available offline**

1. Open Google Classroom - <https://classroom.google.com/>
2. Open your class and go to the Classwork tab
3. You will need to open each assignment and open each file attached to each assignment

**If the files are Google Docs, Google Sheets, or Google Slides all you will need to do is open the file and it will be available offline.**

## **Check to see if a Google Docs, Google Sheets, or Google Slides file is available offline**

1. Go to the Classwork tab
2. Open the Class Drive Folder
3. Look for the  icon (upper left)
4. Turn on Offline Preview 
5. Any files that are dark are available offline. Any files that are gray are not available.

If it is not available turn off preview, open the file and then check offline preview again.

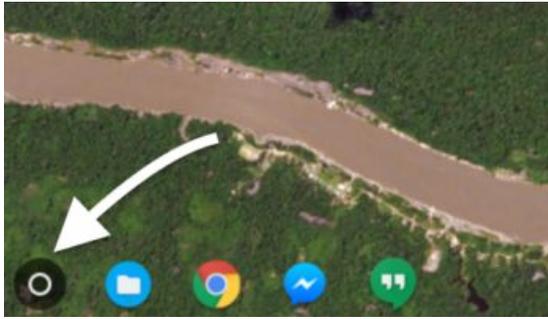
## **For all other file types they will need to be downloaded**

1. Click on the file
2. Go to the three dots  in the upper right corner
3. Select Open in new window
4. Click on the download icon 

## **Accessing Downloaded Files**

1. When at home or offline, to view the contents of the downloaded Course Modules, sign into the Chromebook under the same student account that did the download.

2. Then navigate to the My Files area. To do that, click on the Launcher/Start Menu circle at the bottom left corner, then click on Files icon (hit up arrow if it's not visible to find it).



3. Open the downloads folder to find the files that were downloaded to the Chromebook