

Procedures and Schedule

For remote learning, scholars are expected to complete the following tasks daily:

1. Log on to your **district-issued Google Account** with your laptop/device
<http://classroom.google.com>
Default Username for Google Accounts: YourLunchNumber@eastorange.k12.nj.us
Default Password for Google Accounts: INITIALSYourLunchNumber
(INITIALS ARE CAPITALIZED)
NOTE: The login for your school-issued Chromebook is the same as your login for Google Classroom.
2. Open your FOCUS Student Account to view your class schedule
URL: <http://eosd.focusschoolsoftware.com>
App Store (Mac): [EOSD Community Portal](#)
Play Store (Android): [EOSD Community Portal](#)
3. You must log into FOCUS Each day and click the “I’m Here” button **no later than 8:00 AM.**
 - a. **Please click “I’m Here” prior to the start of each class.**
4. Open the Google Classroom Application.
5. Your teachers have invited you to their Google Classrooms. Accept all invitations by clicking “join”. If you’re scheduled for a class, and have not received a Google Classroom invite, **please email that teacher directly through the FOCUS portal.**
6. Follow the instructional schedule listed on the next page during synchronous learning time.

<u>Description of Issue</u>	<u>Contact Person</u>	<u>Email Address</u>
FOCUS Account	Jade Alston	jade.alston@eastorange.k12.nj.us
School-issued Laptop*	Bryan Jones	bryan.jones@eastorange.k12.nj.us
Google Account	Jade Alston	jade.alston@eastorange.k12.nj.us
Missing Google Classroom Invite	Teacher on your Schedule	Send Email Through FOCUS

= The Technology Department is not authorized to fix personal devices. If the student needs a device, they must schedule an appointment with the school to pick up a Chromebook. To obtain a school-issued Chromebook, please fill out this [form](#) and then contact (973) 266-7300 to arrange for device pickup.

Synchronous Learning Schedule (Monday, Tuesday, Thursday, Friday)

<u>Period</u>	<u>Time</u>
Ready for Learning: Attendance- I'm HERE	8:00 AM
Period 1	8:30 AM - 9:00 AM
Period 2	9:00 AM - 9:30 AM
Period 3	9:30 AM - 10:00 AM
Period 4	10:00 AM - 10:30 AM
Period 5	10:30 AM - 11:00 AM
Period 6	11:00 AM - 11:30 AM
Period 7	11:30 AM - 12:00 PM
Period 8	12:00 PM - 12:30 PM
Period 9	12:30 PM - 1:00 PM
Lunch/Break	1:00 PM - 1:30 PM
Tutoring Support- Asynchronous Work Small Group Virtual Instruction Social Emotional Learning	1:30 PM - 3:00 PM