Dear Central Westmoreland Students and Parents/Guardians;

The world is currently seeing firsthand the dangers and impacts of the Coronavirus. Due to this pandemic, our nation, state and schools are now facing unprecedented challenges. I hope this time has provided the opportunity to identify what is most important in our lives and has afforded everyone the ability to spend quality time with our families and loved ones.

In an effort to provide continuing education for all of our students, we will begin online instruction beginning on Wednesday, April 1, 2020. CWCTC will be using a combination of Google Classroom and Zoom to provide assignments and instruction. I have also encouraged the staff to look for other programs and apps to help with digital instruction while we are closed. Please see the information below for instructions for students with a device and internet access and for those currently without a device and internet access.

**For Students with a Device and Internet Access**

Each CWCTC instructor has created a Google Classroom for their program and your child will need to log in to access it. Google Classroom enrollment codes for students will be emailed to the student. This information will be sent via email no later than Monday, March 30, 2020 at 3:00pm, if it has not been sent to you by your child’s teacher already.

Right now, there are two things that we would like you to gather and practice as soon as possible.

1. Please practice going to [classroom.google.com](https://classroom.google.com) or the Google Classroom app if using a smartphone.

2. The default login information for students is their email address, (for example Brad Smith bsmith@cwctc.org), as their username and if they have never logged into their email the default password is “Password1$$” as their password.

Once your child receives his/her classroom code or invitation email, they can join a class. It is important to note that there are many students in the center who have been using Google Classroom and are familiar with how it functions.

**For Students Without a Device or Internet Access**

Our goal is to provide online and device access for every student who does not currently have it. If your telephone’s voice mail is not set up or is full, you will need to address this as soon as possible so that we can keep in contact with you. We will be in touch again to discuss a distribution plan with you. Students will not be expected to be on a device during the times traditionally in the building. The assignments and instruction will be at times scheduled by the instructor. If you are in need of a device, please contact Mr. Capraun at (724) 925-3532 ext. 1360.

We fully anticipate that you may have questions related to the above instructions and may need extra help and support. If your needs are hardware related, contact Mr. Capraun at (724) 925-3532 ext. 1360. If your needs are classroom related, please contact your child’s program instructor.