



Centre for Alternative and Virtual Education (C.A.V.E)

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Teachers and staff at the CAVE are ready to support student learning during the COVID-19 pandemic.

- Staff have contacted students regarding coursework to determine whether students prefer online learning and/or paper assignments.
- Chromebooks are available for students to borrow to access courses online. If students have not picked up a chromebook and would like to borrow one, they can call the CAVE and arrange pick up.
- Paper resources will be made available to students who have indicated to their teacher(s) that they want to use paper to support their at home learning. The paper pick up / drop off directions are below.
- We encourage students to scan their documents and place them in the dropbox online where possible. (See below for options.)

For everyone's safety, please read the following pick up/drop off instructions.

- Monday is the only day for pick up/drop off.
- Parents are to pick up/drop off student work at the designated time. Parents will be contacted by CAVE staff to set up a pick up/drop off time.
- Students are not permitted in the building unless arrangements have been previously made.
- The materials being picked up will have been placed in the bins 5 days prior to pick up to ensure there is no contamination.
- The materials that are dropped off will remain in the drop off bin for 5 days before they are distributed to teachers for marking.

Scanning documents instructions

1. Using the iPhone to scan

- Go to "notes" and hit the little camera button. It will ask if you want to scan a document. Lay out the pages you want to scan and it will save them all as a PDF file!
 - Nothing needs to be downloaded to run this feature on the iPhone
- Fastscanner
 - Free
 - Download Fastscanner from the app store

2. Using an Android to scan

- Fastscanner
 - Free
 - Download Fastscanner from Google Play

3.

Writing on a PDF in Google Drive

- Students might not have a printer, and might not have access to Microsoft Word. But there is a way teachers can use their original Word document, without transferring it into a Google doc where it could lose formatting. The Word document can be saved as a PDF and an extension can be used that allows the student to type and make annotations right on the PDF, save it, and submit it with no printer required.
- One easy Chrome extension that allows you to type on a pdf is [Kami](#)
- Is free during the pandemic.
- See video [here](#).

**Kami is the extension of choice that is being supported by
Aspen View Public Schools.
Kami has been pushed out to all devices for staff and students to use.**