



GWCS SKYPE SET-UP DIRECTIONS

Not feeling well enough to come to school – but able to sit up in bed and function? Well then, why don't you Skype into class! Don't worry if your computer does not have video capability – you can still view what is going on in your class and even participate via chat. Follow these simple step-by-step directions:

1. Download Skype to school computer or home computer – whichever you will be using:
 - > www.skype.com
 - > Select "Get Skype"
 - > Select "Get Skype for Windows" (for Mac or PC)
 - > Select "Download" and follow directions
2. Login to your Skype account.
3. If you haven't already, request that your GWCS teachers add you to their account:
 - > Select "Directory" on bottom left corner below "Contacts / Conversations"
 - > Type in the Skype Name for your teachers. See list below:

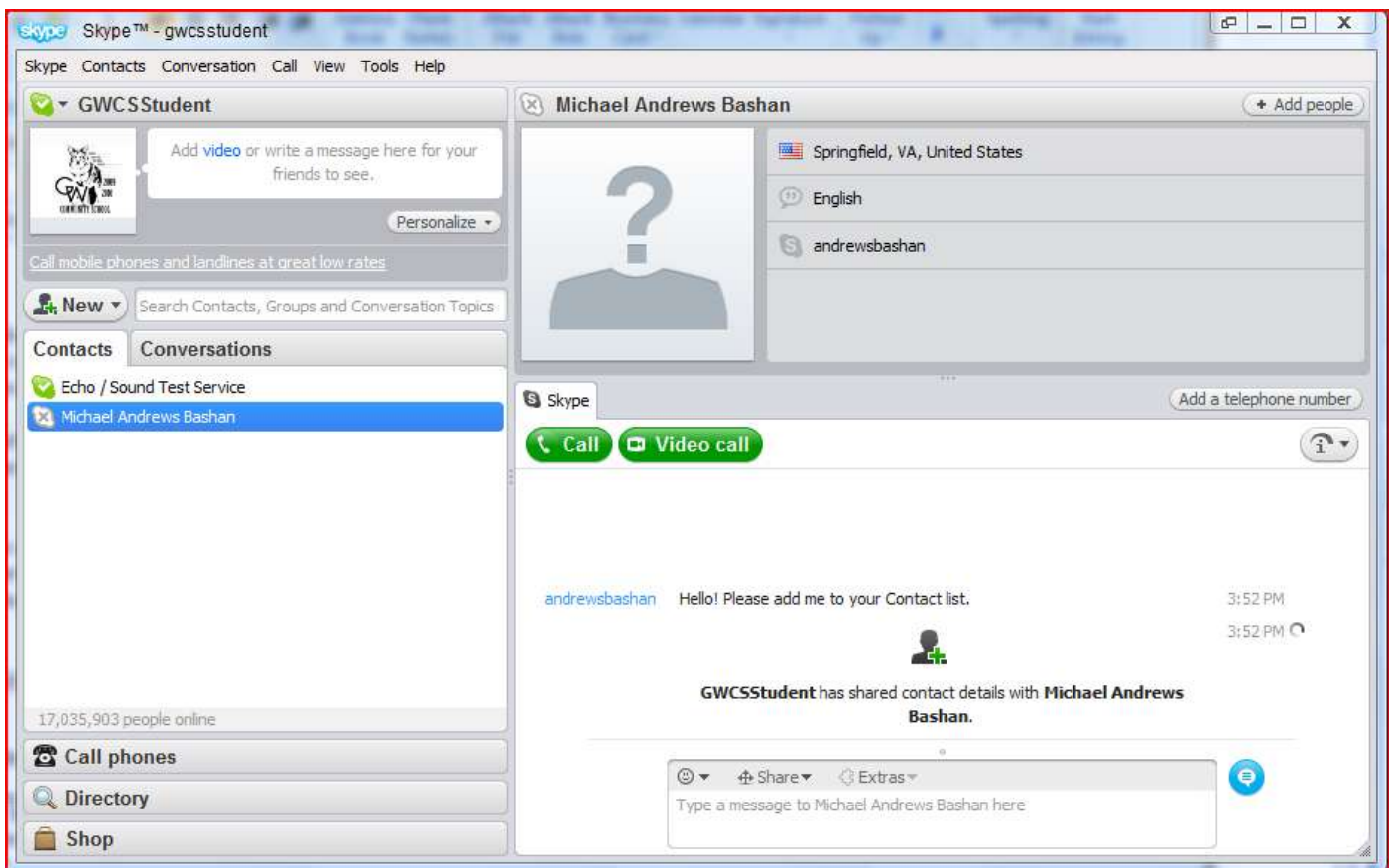
GW Staff	GW Staff Skype User Name
Lisa Bowen	bowenlr
Tim Connelly	tim.connelly4
Caroline Cox	dr. caroline.cox
Jordana Eisen	n/a
Rick Goldie	Scotch59
Gary Lindner	lindnergt
Mike Mallonee	michael.mallonee
Roger Muntu	rogermuntu
Rachel North	rachel.emily.north
Daniel Pereira	bigbluegrizzly
Cassie Sinichko	csinichko
Alejandro Torres	darkopap
Alexa Warden	alexa.warden

GWCS Bell Schedule	
1 st Period	8:30 am – 9:20 am
2 nd Period	9:22 am – 10:12 am
3 rd Period	10:18 am – 11:08 am
4 th Period	11:10 am – 12:00 pm
LUNCH	12:00 pm – 12:35 pm
Advisory	12:35 pm – 12:54 pm
5 th Period	12:56 pm – 1:46 pm
6 th Period	1:48 pm – 2:38 pm
7 th Period	2:40 pm – 3:30 pm

4. Email your teachers and let them know you will be logged on for their class(es) so that they know to do the same. If you have any trouble viewing a class taking place – call Mrs. Sinichko

at 703-978-7208 or send her a Skype message and she will let your teacher know. Refer to bell schedule above.

5. Once you have downloaded and logged in to the software, a screen appears which looks like the image below.
 - > Find your teacher under “Contacts”, click on their name.
 - > On the right side of the screen click on the green “Video Call” button if you have a webcam on your computer.
 - > Once your teacher accepts your call they will appear on your screen.
6. If you do not have a webcam on your computer (or if you prefer not to be visible), click on the green “Call” button. Your teacher will answer with video so that you can see the class.
7. A third option is to chat (typed message) using the box at the bottom of the right screen.



Need more help, refer to Skype Support at: <https://support.skype.com/>

NOTE: If you are having problems with Skype log-in, the best first step is to go to Skype.com and download the newest version (at least 5.5). The version on most computers is 4.1 and it has some problems with the GWCS proxy server.

