**Accessing My Rosetta Stone Account**

1. On our Mac Airs use the Google Chrome browser. On the desktops use Safari.

2. Visit our Battery Park City School website: <http://www.bpcschool.org/>

3. Click on our “**MIDDLE SCHOOL**” tab.

4. Look for “**BPC SCHOOL LIBRARY**” and click.





5. Scroll down and look for the **ROSETTA STONE** icon and click.

6. Type in your username and password.



 Lastname\_Firstname

Username\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ex) Potter\_Harry

Password\_\_\_\_\_\_\_**bpc276**\_\_\_\_\_\_\_\_\_\_

**Our Rosetta Stone Expectations and Requirements**

**Attendance**

Our class meets three times a week. In the event that you are absent, you are required to make up your study time at home. You will need to be on time to ensure that you have the maximum amount of learning time. Attendance will be taken in all of our classes.

**Grades**

This is a “pass or fail” class. Your ability to pass this class is based on a combination of factors: attendance, being on time, using our equipment responsibly, staying on task, and logging in the required amount of study hours.

**Signing Out Our Tech Equipment**

Our Mac Airs and headsets need to be signed for at the beginning and end of class. A big part of our class involves signing out these items. Please wait your turn in a patient and orderly manner. Return our Mac Airs in a neat way and be aware of the cords. Our motto is: “Leave it neater than you found it!”

**Class Expectations**

Be on time and ready to learn. Try to do your best in each class. Be accountable for your own learning. Be mindful and respectful of your teachers and the learning needs of your fellow learners. Each lesson must be done in order and in a sequential manner. Complete each lesson or learning activity until its completion. If by accident you skip a lesson, redo the lesson you have skipped. If you did not “pass” a particular lesson, you must redo it.  You can always redo lessons to reinforce what you have learned.

**Class Log In Time**

Each week you are responsible for the completion of at least 90 minutes of study during our class. In October we will learn how to independently observe and monitor our progress, so that you can do this yourself.

**Homework**

Each week you are responsible for the completion of at least 30 minutes of Rosetta Stone time; you'll have about 30-35 minutes each day, leaving room for signing out your equipment and signing it back in.  Between the time spent in class and time spent at home, you should be logging a minimum of two hours a week.  In the event that you are absent, it is your responsibility to still complete the hours. If you are really not feeling well, you can always catch up the next week.  If you would like to study more than the two hours, you can certainly do so.  Learning a language takes time, practice and patience with yourself.

**Bathroom/Nurse/Office**

A sign out sheet is kept on the little desk near the door. Sign out every time.