

In the event that CBSD moves to Distance Learning, the instructions below should help answer your questions and guide you where to go to access work to be done while at home.

All courses can be accessed through CANVAS. Once students log on to Canvas they will see the class on their homepage. From there the student should follow the instructions below.

1. Where should I initially go to find the day's instruction and work?
  - After logging into Canvas and accessing the class page, you should go the CALENDAR. The work for that day will be posted ON that day on the Calendar.
  - For example: to access work to be done on Friday March 13<sup>th</sup>, you would select the post ON Friday March 13<sup>th</sup>.
2. How do I go from the Calendar page to the Assignments page for that day's work?
  - When on the CALENDAR page, select the notice box for that day. There you can select the TITLE of the assignment, and that will take you to the specific assignment's page.
3. Where can I find course notes and answer copies and re-teaching videos?
  - All of the above, plus more, can be found on the specific chapter's PAGE. The list of items on the left will take you to the specific chapter PAGE. Also my homepage on Canvas has the listing of each chapter's PAGE there.
4. Where can I submit the work once I complete it?
  - The instructions posted on the specific calendar page will tell you where you can post your answers. Most of the time you can either type your answers into a submission box there or attach your hand-written answers as a file document (doc, pdf, jpeg image, etc) on the submission page.
  - The SUBMISSION tab will be at the upper-right of the assignment instructions page.
5. How can I contact Gable if I have any questions?
  - You can always email me ([jgable@cbsd.org](mailto:jgable@cbsd.org)) from your email, or you can email me through Canvas.
  - On the DISCUSSIONS link (to the left) you will see a discussion thread started for the specific chapter we are covering. The DISCUSSIONS thread is open for all students to see and help each other. I will also monitor this thread for questions and help as well.
6. Will / How will these assignments be graded?
  - You WILL receive constructive feedback on these assignments. I will "grade" these assignments – and post in Canvas – for your reflection only. The "grades" will not carry over to Infinite Campus / Parent Portal. We are waiting on further instructions about this from the district.

We are going to do our best to get the information out to you, help you learn the information, and provide me with suitable evidence that you are learning. Be sure to use the resources at your disposal, ask questions of me, and communicate with your classmates when able to. Most importantly set a routine for completing the work. Find a quiet place, eliminate distractions, and get down to work. I have done distance-online learning for college classes. It is difficult at first, but once you create and stick to a routine it can be a positive learning experience. Good luck.

Mr. Gable – [jgable@cbsd.org](mailto:jgable@cbsd.org)