



## Distance Learning Phase 2 Overview

Starting on April 6th, we will be implementing Phase 2 of our Distance Learning plan. During this phase, students will be moving forward with new learning. We will be taking the next few days to ensure everyone gets setup and acclimated with the communicated expectations and district tools.

### Phase 2 of Distance Learning (CBDLP) begins Monday April 6th.

<b>Daily Expectations for Students</b>	<ul style="list-style-type: none"><li>• Attend our classroom check-in meetings, which will be held on <b>Mondays and Wednesdays at 9am</b> via <b>Microsoft TEAMS</b>.<ul style="list-style-type: none"><li>◦ You will receive an email invite to our <b>TEAMS</b> meeting on Sunday night. To join the meeting, you can either:<ul style="list-style-type: none"><li>▪ <i>click the link in the email</i></li><li>▪ <i>log into <b>TEAMS</b>, click on <b>Calendar</b> on the left Toolbar, click into the <b>meeting</b> and click "<b>Join</b>".</i></li></ul></li></ul></li><li>• Check <b>Ms. Ward's website</b> daily for updates &amp; schedule.<ul style="list-style-type: none"><li>◦ All Daily/Weekly assignments will be posted in <b>TEAMS</b>.</li></ul></li><li>• Complete and submit assignments in <b>TEAMS</b> by the due date.</li><li>• Review and abide by the CB TEAMS Meeting Guidelines found <a href="#">here</a>.</li></ul>
<b>Office Hours</b>	<ul style="list-style-type: none"><li>• I will be available to parents and students from <b>11:30am – 12:30pm Monday – Thursday</b>.</li><li>• You can reach me through <b>email</b> or <b>TEAMS chat</b>.<ul style="list-style-type: none"><li>◦ <i>For a <b>TEAMS chat</b></i><ul style="list-style-type: none"><li>▪ <i>click on <b>Calls</b> on the left Toolbar</i></li><li>▪ <i>click <b>Make Call</b> at the bottom</i></li><li>▪ <i>type in my name (Megan Ward)</i></li><li>▪ <i>click the <b>phone</b> icon for a voice call or the <b>video camera</b> icon for a video call.</i></li></ul></li></ul></li></ul>
<b>Classroom Tools</b>	Our classroom will be using <b>Ms. Ward's Website</b> and <b>Microsoft TEAMS</b> as the primary mode of assigning and collecting work.
<b>Resources</b>	In addition to the resources below, please review my DLP Phase 2 email and the <a href="#">District's DLP Presentation</a> to access many valuable resources. <ul style="list-style-type: none"><li>• <a href="#">Ms. Ward's class website</a></li><li>• <a href="#">Our Distance Learning Schedule</a></li><li>• <a href="#">Using Microsoft Teams</a></li></ul>