

11th Grade

Distance Learning Class Orientation Directions

Wednesday, April 1, 2020

Block 1 & **Block 4** English 11

Hi Class!

We hope everyone and their families are doing well during these challenging times. We know how stressful, anxiety-provoking, and disconcerting everything has been. Even though it doesn't look like it right now, things **WILL** get better and normal life will resume once again. Stay positive, stay healthy, and make sure to take care of yourself and your loved ones.

As you know, we are transitioning into our new phase of Distance Learning where we are going to introduce ***new content***. Please refer to the email sent out by the district on the specifics related to "Phase 2" or ask us if you have any questions. This new phase officially starts on Monday, April 6th.

Today (**Wednesday**) and tomorrow (**Thursday**), our goal is to make sure you are acquainted with how class is now going to look. First and foremost, we want you to get used to **Teams Meetings**. Please read below for directions for class on Wednesday and Thursday and to learn about Teams. ***Please note: we will NOT be having Teams Meetings every day, but occasionally.***

✓ **Your Goal: Getting Familiar with Teams Meetings**



- We're going to hold "**office hours**" on **Wednesday** and **Thursday**.
 - **Block 1:** your **office hours** are from **9:30-10:30am on Wednesday**.
 - **Block 4:** your **office hours** are from **12:00-1:00pm on Thursday**.
 - ***Note:** you do not need to be present for the entire hour. Just checking in for 10 minutes is fine! If you can't make the time, please email us.

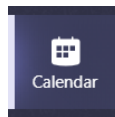
- Before anything else, please review the District's **Teams Call Etiquette** document found at the bottom of this document (scroll all the way down!)

- The purpose of these **office hours** is to help you become familiar with **Teams**, a piece of Microsoft Software (like Word or PowerPoint) that will allow us to speak directly with the class through video or audio calls or an instant-messenger chat.

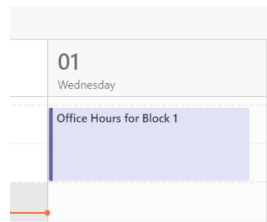
- After reading [Teams Call Etiquette](#), you need to do the following:
 - o Make sure you know your designated time block for your class' **office hours**. You only need to check in for 10 minutes, but please email us if you cannot make the meeting.
 - o Now, open the **Teams** icon on your computer. If you don't know where it is, click the Windows icon on your keyboard and search "**Teams**." From here, click on the icon and open it up!



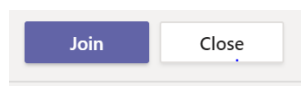
- Now, this might look a little new. That's okay! **Teams** isn't too hard to manage. What you're going to do next in order to be a part of the **Teams Meeting** is very important so follow these directions closely:
 1. When **Teams** is open, go to the left side of the application and find an icon that says "Calendar."



2. Here, click on the "Calendar" and you will see a digital calendar with a few dates/events. Find the event that is labeled "Office Hours for (Your Class)." It will either be on **Wednesday** or **Thursday**.



3. Click on it, and in the top right corner you should see a button labeled "Join." Now, you can join our **Teams Meeting**! It's that simple.



4. Once in the meeting, we'll be answering any questions you have and making sure you're comfortable with using **Teams**. Make sure to use proper Teams call etiquette. We'll be practicing muting/unmuting our microphones, making sure everyone can hear us when we teach, etc.



We look forward to speaking with you on our very first **Teams Meeting**! Remember, you need to participate for at least 10 minutes during the meeting at the designated **office hours** for your class (see above!). As always, **please refer back to Mr. Kline's Schoolwires page for daily instructions and announcements.** We will still be posting important information and lessons there (like on *April 6th*, our first day of class). If you have any questions or trouble accessing Teams, please email us! Thank you.






Teams Call Etiquette

Overview Video: <https://www.wevideo.com/view/1629173941>

Policy: Our main goal is keeping students safe on-line. With Teams, and any of our Live Check-in tools, our district can monitor all chat and conversations. According to our current [Board Policy 815](#), CBSD will provide protection measures for minors and maintain a usage log. We also have the obligation of monitoring online activities of minors.

Please remind your child about appropriate content on all of our online tools. When being shown on video, they should use appropriate behavior. Teams uses SSL technology and encrypts the contents of video conferences end to end. Only individuals who have an invitation link are able to join such a video conference.

Student Expectations

	<p>Students are expected to conduct themselves appropriately. Their actions should always reflect our district policies and procedures.</p> <p>All students are to adhere to the same standards of behavior online as they would face-to-face. Everything the students post in the chat window can be viewed by our teachers.</p>
	<p>Students are not permitted to take or post images, videos or screenshots of classmates, teachers or class content and post to the web or social media.</p>
	<p>All students are to support and assist efforts to promote acceptance of others. Teasing and hazing will not be tolerated.</p>

