



## Mrs. Chaplin's Checklist for Phase 2 of CBDLP

<b>Daily Expectations for Students</b>	<ul style="list-style-type: none"><li>• Attend our classroom check-in by logging in to <b>Microsoft Teams</b> on Monday &amp; Wednesday from 9:00-9:30am. (Once you are in your Teams, click Calendar of Left Toolbar, click on the meeting, and click "Join.")</li><li>• Check <b>Mrs. Chaplin's website</b> for our daily/weekly assignments and schedule.</li><li>• Complete and submit assignments by the due date.</li><li>• Abide by CB Online Meeting Guidelines, <a href="#">found here</a>.</li></ul>
<b>Office Hours</b>	<ul style="list-style-type: none"><li>• I will be available to parents and students each day from <b>10:00-10:30 AM and 1:30-2:00 PM</b>.</li><li>• You can reach me through <b>e-mail and Teams Chat</b>. (For a <b>Teams Chat</b>, click on <b>Calls</b> on the left toolbar, click <b>Make Call</b> at the bottom left, <b>type in my name</b> (Annalia Chaplin, and click the <b>phone</b> icon for an audio only call or the <b>video camera</b> icon for a video call).</li></ul>
<b>Classroom Tools</b>	Our classroom will be using <b>Mrs. Chaplin's website, Teams, and Seesaw</b> as the primary mode of assigning and collecting work.
<b>Resources</b>	<p>Please visit my website and my resource e-mail to access valuable resources. Please see a list of some of these resources below.</p> <ul style="list-style-type: none"><li>• <b>Mrs. Chaplin's Website:</b> <a href="http://www.cbsd.org/achaplin">www.cbsd.org/achaplin</a></li></ul> <p><b>Resources Include:</b></p> <ul style="list-style-type: none"><li>○ Our Class Schedule for Distance Learning (Website &amp; email)</li><li>○ Passwords/Login Information (sent home in Distance Learning folder)</li><li>○ Teams Directions (Website &amp; email)</li><li>○ Seesaw Home Learning Codes and Directions (email on March 15<sup>th</sup>)</li></ul>