

Class Meeting Information and Office Hours E-Learning Schedule

Class Schedule

E-Learning classes begin Wednesday, March 25, 2020.

A – 8:15-9 a.m.

B – 9-9:45 a.m.

C – 10-10:45 a.m.

D – 10:45-11:30 a.m.

E – 11:30 a.m.-12:15 p.m.

Lunch – 12:15-12:45 p.m.

F – 12:45-1:30 p.m.

G – 1:30-2:15 p.m.

H – 2:15-3:00 p.m.

Class Information

- **Classes ‘meet’ MWF.**
You may choose to view the posted content at your convenience (you do not have to be at your computer at the above times) as long you do so in a way that allows you to keep up with assignments. Some teachers will post a week’s worth of material so that you can work ahead.
- **No Need to Check for Work in PE, Weight Training, Study Halls (including Directed Study Hall, and TA).** These classes are suspended for now.
- **Each class’s pre-recorded content and documents will be uploaded by the teacher or ready to go by class time each day.**
- **Check Moodle! It will be extremely difficult to be successful with e-learning without checking Moodle daily.** Assignments or directions as to where to find assignments will be posted in the top-most section of Moodle. If teachers choose to post materials on a site such as OneNote or Teams, they will put a link on the Moodle page to direct you to that site. If you cannot find your assignments, email your teacher right away.
- **‘Essential Class Information for E-Learning’ document can be found on Moodle at the top of your class page. This is where the teacher clearly communicates in writing to you how the class will work.**

Office Hours Schedule

Are you stuck? Reach out to your teacher or counselor/advisor right away. You can email your teacher and you can talk with them 'live' at the following times. Some teachers may prefer to set up a live chat through Microsoft Teams.

Department	Day(s)	Time
Wellness	Thursday	8-9
Other	Tuesday	8-9
Fine Art	Thursday	9-10
Religion	Tuesday	9-10
English	Tuesday/Thursday	10-11
Guidance	Fridays	10-12
Math	Tuesday/Thursday	11-12
World Languages	Tuesday/Thursday	12-1
Science	Tuesday/Thursday	1-2
Social Studies	Tuesday/Thursday	2-3

Office Hours Parameters

- Office Hours are held on Tuesdays and Thursdays and are optional for students. Exception: Guidance: Fridays 10 a.m.-12 p.m. (If you have a crisis situation, contact your counselor or an administrator right away.) **Teachers will be available for live help (video or chat) at the posted time as long as you have emailed them by the start of office hours that day that you need help.**
- **If** you have emailed and requested to meet during office hours, the teacher opens a video or chat session on Teams and invites students to join the call. You may log off whenever you want (e.g., if your questions are answered in first few minutes of session).
- **Etiquette/Behavior: Teachers will be recording the live sessions. It is important that you are properly clothed and participating from a location that is conducive to learning.** These sessions are an extension of the formal classroom. Proper behavior is required for participation. Students who have difficulty with proper online behavior may be asked to leave the session.
- Some of your questions may be easily answered by email rather than by live sessions.
- **Emailing Your Teachers:** Teachers will tell you in writing about their unique policies to responding to email. For example, if you email a teacher at 9 p.m., they might not respond until the next day. This could be problematic if you are working on an assignment at the last minute.

Tech Help

- Students may request **Technology Help** (e.g., resetting passwords, help with logins, troubleshooting Microsoft issues, and other limited issues).
- Some of your questions may be easily answered by **email** (M-F 8-3). If you need live help (video or chat), consult the Technology Office Hours and email to be schedule for a live session by the start of office hours.

Technology Office Hours:

Mrs. Liberty Phillips, 8-10 a.m. M-F | Mrs. Dawn Harbin, 1-3 p.m. M-F

Tips:

- Check **Technology Resources for Students on Moodle** for helpful how-to videos and tutorials.
- Many technology questions can also be answered through Google, Youtube, or other Internet resources.
- **Password reset requests** can often be made through the application (Renweb, Moodle, etc.)

Other

- **It's Real Class:** Teachers have been instructed to give a graded assessment within the first 4-5 class days to emphasize the importance of staying up-to-date with work.
- **Materials Left at School:** Did you leave something at school? The building will be open March 23-25 from 10:00 a.m. to 2:00 p.m. to allow you time to visit the bookstore, pick up a copy, or retrieve a book.
- **Testing:** Each individual teacher will explain how assessments will work in his classroom on the **Essential Class Info for E-Learning document posted on the class Moodle page**.
- **Worried? Stressed?:** Guidance and The Learning Center Office Hours are Fridays 10 a.m.-12 p.m. This experience will affect students differently. Some will love it and some could struggle.

May the God of Hope Fill You with All Joy and Peace as You Trust in Him, So that You May Overflow with Hope, By the Power of the Holy Spirit

Romans 15:13