

We hope you had a good weekend. The letter/email is long, so please take the time to read all of it.

Good Morning 7th Grade,

As all of your teachers have stressed since the first day, communication and organization are very important. We need to communicate so things go smoothly and we are not stressed out. We appreciate all the messages, the feedback and the patience everyone has had the past two weeks.

We know there have been a lot of technology issues (wifi, schoology, passwords, powerschool...) on top of trying to get familiar with Schoology and how each class is set up for assignments.

We know you are being asked to be very independent and manage your schedule and your time in a way you aren't used to - and you are off to a good start. For something brand new that we have never done before - it's working out.... but we want it to be better for you.

Now that we have been working together for a few weeks, the teachers have a few things to ask of you that we think might help.

1. Please read the directions for the assignment and follow them.

Our directions appear many places and are repeated multiple times. Some teachers have added voice recording to their assignments as another way to make sure you know what you are doing. Please make sure you have read them and attended any LIVE that day, prior to messaging. We are getting so many messages a day that can be avoided by reading directions.

Every core teacher is posting assignments on Schoology in the following way:

Date/Subject/Title of Assignment	Example:
	9/28 Math Workbook Page 2-3

These will show up on your calendar like this AND in the upcoming events section of Schoology (on the right side). The assignments will also be on the materials page.

2. Please turn assignments in where they are supposed to be turned in.

To assure your assignment makes it to your teachers, we are asking that all assignments are submitted through Schoology only!

If it is something you need to write on, it will be a **WORD or PDF** document OR it will be assigned as a **One Drive** assignment.

If you print and write on it and submit a picture, it should be **through Schoology, NOT email.**

When assignments are in the correct virtual inbox, the time it saves allows us get the assignment graded much quicker.

We need you to work with us - please read the assignment, follow the directions and turn the assignment in to the proper place. It will always be through Schoology.

3. Please make every attempt to get the assignments done by their due date.

Doing school work during the day allows you to join a Live for lesson instruction, ask questions if you need clarification or the concept explained another way, go over homework so you understand why an answer is that answer, play Kahoot if that is part of the lesson, and get tech help or login information.

During the school day there is dedicated time to talk and work with a teacher.

The great thing about technology is it allows us to talk one on one more often or to give quick feedback.

The school day is 8 AM - 12 PM – that only means that is the time to meet LIVE with your teachers. That does not mean you cannot work outside of those hours. That doesn't mean you can't submit things outside of those hours.

The reason our school day is over at 12 is so you can reach out to use in the evening if you need to. Each teacher has a few hours scheduled EVERY NIGHT to communicate with students that need help with their assignments or to speak to parents that have questions or concerns.

If you email or message us outside of those scheduled hours, we cannot guarantee we will get back to you right away.

4. LIVE MEETINGS

Please remember to come into any meeting with your mic off. We strongly encourage you to turn the video on (using a plain wall as your background). We are finding it very challenging to get to know everyone with no faces to attach to your names.

All teachers will add the LIVE to the calendar and the Upcoming Events so you know what time they will be. We are trying to stick to the same 2 days each week, but meeting and things come up and that can be hard for us to adhere to. We will all add LIVES the same way so that they look the same.

Example: LIVE -Science @ 8:20

Some teachers will use Schoology Conference and some will use Microsoft Teams.

On Schoology, ONLY THE TEACHER CAN SEE YOU.

On Teams, there is a disclaimer at the start and end of teach meeting. You are not to be messaging any other students after the teacher has ended a meeting.

The chat feature should ONLY BE USED TO ANSWER THE TEACHER'S QUESTIONS.

All rules and expectations given on Day 1 and the virtual code of conduct will be enforced at all times.

5. Check your updates and your settings

- You should always be using Chrome
- The WM logo in the top left (on Schoology) will show you the daily feed for all teacher updates!
- Please be sure that you are signed into Office 365- this is the reason some of you are unable to submit or open certain assignments. To do this, go to www.office.com and use your email and first name to sign in.

Example: 123456@wmasd.org for username and your password is first name lowercase letters

(You can also access this through the school website Technology tab and then Office 365)

6. The grace period for grading

Beginning this week, all assignments (homework, classwork, essays, and projects) will be accepted and considered on time until the end of the following week.

iReady lessons can be completed up until the end of the 9 week period.

This change is being made because instruction is virtual and we don't always get to see each other every day, there will be times you will have questions and may need more time to get help and to complete the assignment.

Example: After school on Thursday (9/17) you are working on the assignment "How does figurative language affect the mood of the poem?" and you aren't sure what you are thinking is correct and want some help. And the assignment is due Thursday night at 11:59 PM.

You can get help from me or Ms. Salopek in a LIVE on Friday (9/18) so you understand the assignment. The assignment will be accepted and considered on time until the end of the following week (Friday 9/25).

This is not a free pass to turn everything in late. It is for the times you need some help and/or more time to complete the assignment.

It is in your best interest to continue to turn things in on time so you do not get behind and feel overwhelmed. Use the grace period when you need help or more time to work on an assignment.

We truly feel that things will settle into place and begin to run smoother starting this week. We are staying positive and optimistic and encourage you and your families to do the same. We are all a team and we are all in this together. We will get through this and we will be successful.

Thank you for your patience and communication,

Your 7th Grade Team of Teachers