

DIGITAL LEARNING

Expectations, Tips, Supports

We're all new to this

- We've tried to set everyone up for success – we know from other schools who are doing this that engagement and routine are important.
- We also know we will need to monitor and adjust as we go. So look for communications from your teachers and Ms. Caldwell!
- Let your advisors know how things are going!
- Set up a work space for yourself that's both comfortable and productive!

Expectations

- To be engaged with each class during the regular school bell schedule – each class will be synchronous – at least for attendance and check-in. Teachers then may assign work or activities to be turned in later, but students should check in at the beginning of every class via teams.
 - Use your breaks for bathroom and snacks and stretching!
 - Be engaged – we know this will be harder digitally, but it will make this time so much more interesting!
- Teachers will track student progress and will be in touch with parents if we students falling behind. Parents, please communicate with us if you see your child struggling.
- All emails sent from teachers to individual students will cc parents.
- Teachers and students should be on Teams and available for meetings during tutorial and beginning of community time (or by appointment).

Attendance

- All students are expected to attend school during the school day – all students will check in to each class via Microsoft Teams at the beginning of the period (bell schedules attached).
- If you are unable to attend virtual school, your parents must email msoffice@forestridge.org or hsoffice@forestridge.org. Attendance will be taken every period.

Digital Learning Tools

A list of the tools we will be using:

- Outlook (communication, questions, schedules, etc.)
- OneNote (assignments, handouts, feedback, etc.)
- Teams (private chat, group chat, etc.)
- Veracross (grades)
- Another tool (if you already use another tool in class, your teacher might use that, too)

***If you are in need of a hot spot for more reliable internet, let your advisor or the help desk know!

Contacting Teachers

- Use Teams during virtual school hours.
- Use Outlook to email teachers before and after school hours.
- Please also note that teachers will be in regularly scheduled teacher-teacher meetings when not in class and so email response time outside of school hours will be typical to regular school days.



Check Outlook and OneNote and Veracross every day.

Complete all assignments and activities

“Show up” to every class – teachers will take attendance for each class and will contact home if students are not present and/or haven’t been completing work.

Ask questions!

Habits

Rules

- Students are responsible for completing the work and “showing up” up for class.
- Be available during class. If a teacher meets you there live, be ready to participate.
- All the works counts toward your grades, just as they would during in-person school. Don’t put off doing the work because you will be expected to complete it all!
- Academic integrity rules apply!
- “In keeping with the Forest Ridge Honor Code, I completed this assignment on my own, without shortcutting my learning by receiving help not allowed on this assignment.”

Ethical Use of Technology

- Please know that what you post in Teams cannot be removed/deleted. You are responsible for your words and choices.
- You should ask your teacher for permission before posting anything off-task in the Team.
- You may not record another student (or teacher) without her permission and you may not share any other person's image, work, or words without permission.

Questions

- Stress, management, life: reach out to your teachers, advisor, or Ms. Moskat
- Tech questions: email the Help Desk at helpdesk@forestridge.org
- About specific assignments: First, check email, OneNote, and Veracross to make sure you've tried to answer your own question. Then, check in with your classmates. If those strategies don't work, then check in with your teacher for clarification.
- Communication in general – check with teachers, then advisors, then Grade Level Deans, then administration.



MICROSOFT TEAMS

[How to download Teams](#)

You do want to
download the desktop
version, so do so

Uploading to & Sharing from OneDrive

SETUP

- Open OneDrive by hitting the Windows key and typing "OneDrive"
- Make sure you're logged in and check that the little blue cloud icon shows up in the toolbar by the clock.

SAVING

- When you save a file, chose OneDrive as your location OR drag and drop a file into the OneDrive folder

SHARING

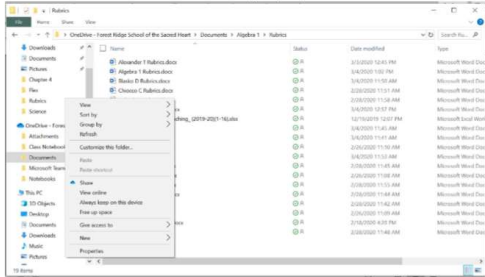
- From the Toolbar, click the cloud icon
- Click on the three dots next to the file and select **Share**



- Either enter the email address of the people you want to share with or click get sharing list.

OR

- From the File Explorer, right-click the file and choose **Share**
- Either enter the email address of the people you want to share with or click get sharing list.



ONEDRIVE

Patience

- This is new for all of us, so be patient with yourselves, your teachers, and your classmates.
- Just reach out – if you're struggling to keep up, or are going to be late/absent, reach out to your teacher or advisor so we can help you out!

Basic Troubleshooting



Restart your computer every day.



Check your internet connection.



Check your video and microphone.



Recommend using a headset if available.



Pairing your Bluetooth devices.

Check now:

- Is Teams downloaded as an app?
- Make sure your microphone works (you can also use headphones and set up with Bluetooth)
- Make sure your camera works (sticker off!)
- Your email inbox – clean it out
- Sharing to OneDrive