

Our Distance Learning Classroom:

Welcome and FAQ

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Welcome, families, to another fantastic school year! We'll be starting Monday, August 31st! Do you have questions about the technology in our classroom? Use this guide as a helpful resource. Print out and post the cheat sheet for quick reference. Contact me at any time if you have other questions or concerns.

For parents and caregivers:

Q: How will I get information about assignments, progress, and other classroom news?

A: *Students should log in to their Canvas account daily. Assignments and activities will be posted there. You can check Powerschool for grades and my website for classroom news as it applies to families.*

<http://dchampionclassblog.weebly.com/>

Q: How/where should my child keep track of their assignments?

A: *For anything that they need to save, I recommend making a French folder in the student's school Google Drive. That way all of their assignments are in one place and easy to find. Each assignment can be found either on the module or in the assignment tab on the left side of the screen in Canvas.*

Q: How can I contact you? How can my child contact you?

A: *I am here to help! I know this is not easy and can be very stressful. If you foresee an issue, please be proactive in contacting me via email with any questions or concerns. Email is best*

dchampioncheatham@kgcs.k12.va.us. *I have office hours every Wednesday from 10-11:30AM.*

Q: What should we do if we have technical difficulties or our device breaks?

A: *If you have a problem with your device or logging in to Canvas/Google Meet, you will need to fill out a [trouble ticket](#). It is located on the middle school main page on an orange button marked "help desk for families."*

If you have an issue regarding an assignment, email me directly.

Q: How will the school help facilitate social connections while distance learning?

A: *For many students, the social aspect is as important to their health and wellbeing as the instruction. We will work hard to foster relationships between peers and staff with online discussion groups, office hours for extra help, and our live Google Meet classes.*

Q: Will you have office hours or other one-on-one time with kids?

A: Absolutely! After every live Google Meet class, I will have time where students can potentially have one-on-one time to ask questions. I will also have office hours on Wednesdays from 10-11:30AM for either student or parent meetings.

Q: How can I help keep my child on task?

A: Try to minimize distractions for your child. If possible, create a space in your home that is just for class that is quiet and conducive to learning. We all need breaks, make sure they get screen breaks and eat during the day. Make sure their device is charged every night or they are able to keep it plugged in. Finally, make sure they have access to help.

Q: What happens if my child is absent?

A: When absent, students will complete the [Absent Work Request Google Form](#) located in Canvas or on my website to make sure they get caught up on anything they missed. If you know they'll be absent, have them submit this form ahead of time if possible!

Q: If my child is struggling, what should I do?

A: Please email me if your child is struggling. Oftentimes, there are manageable solutions to the problems they are having in my classroom. I can provide extra help or resources as needed. If desired, parent/teacher meetings can be scheduled on Wednesdays between 10-11:30AM.

Q: How will we know how to access online classes? Where will the links be?

A: Google Meet links will be available on my website and on the Canvas course home page. There will be a separate button for each period.

For students:

Q: What's the best way for me to get in contact with you?

A: For questions or concerns that require a response from me, please email me at dchampioncheatham@kgcs.k12.va.us. Please don't use Canvas inbox to send me questions or concerns that need a reply. I will only be using Canvas to send you announcements and feedback on submitted assignments. You can sign up for a slot during my office hours on Wednesday from 10-11:30AM or send me an email and we can meet when it is convenient for us both. (This is done through Canvas in the calendar portion of the page)

Q: How will I know how to access online classes? Where will the links be?

A: Google Meet links will be available on my website and on the Canvas course home page. There will be a separate button for each period. You should be accessing Canvas through Clever daily.

Q: What should I do if I have technical difficulties?

A: If you have a problem with your device or logging in to Google Meet, you will need to fill out a [trouble ticket](#). It is located on the middle school main page on an orange button marked help desk for families. If you have an issue regarding an assignment, email me directly.

Q: What are the expectations during distance-learning classes?

A: Expect to:

- Log-in daily between 7:25AM and 2:25PM for live class meetings (synchronous), individual teacher meetings, group discussions, etc.
- Engage in a virtual environment that is as rigorous as a traditional in-person class.
- Complete and submit all assignments on time through the use of Canvas.
- Complete asynchronous (independent work/not in live class) assignments and activities
- Connect with your teachers at a much higher frequency than you did last spring. (This will be much different than the “emergency learning plan” used last March.)

Q: What are the consequences of not meeting expectations?

A: If you are not in our synchronous learning sessions, you will miss instructional time, so it will definitely affect your grades. Consequences for inappropriate virtual class behavior include warnings, parent emails/phone calls, referral to administration, and removal from class.

Q: How should I keep track of my assignments?

A: In Canvas! You will have a calendar there with all of your assignments, due dates, and reminders.

Q: What happens if I'm absent?

A: Please make sure you complete the [Absent Work Request Google Form](#) in Canvas to alert me of your absence. I will then send instructions on what you need to do to make up the absence.

Q: What should I do if I'm feeling sad, disconnected from people, or anxious?

A: First let me say, I feel the same way sometimes! I hate to say it, but it is the new normal and we are all struggling to make social connections in this new format. I am hopeful that in my class sessions I will provide a safe place to interact with your peers. Learning is not often something that can be done alone. It works best with peers and teachers that are present and participating together. I will work hard to create this type of environment as much as possible. I am always willing to find time to “chat” or “Google meet” you when you need it. Please just let me know!

