**This information will be placed in all four MS TEAM subjects**

Welcome to Grade 6/7 Digital Learning. This is going to be a new learning experience for you, me and your family. It is my responsibility to make this as easy as possible for you. It will take time for everyone to understand and use MS Teams productively. MS Teams can do many things and over time we will explore different aspects.

**Expectations and Guidelines**

* MS Teams is a digital venue for collaboration and learning. You will be using this site and office.com
* **RESPECT is very important. In MS Teams, there are folders for handouts and work that you will attempt to complete, and there are areas to chat and use video. You must use MS Teams appropriately. If you are using inappropriate language, or uploading information that is inappropriate, you will be removed from MS TEAMS.**
* It is an expectation that you attempt to work 2 hours per day towards your four subjects (Math, LA, Science, and Social Studies). This may be on MS Teams, assigned websites, or activities that take you away from the computer.
* It is an expectation that you read for 30 minutes over and above the 2 hours a day.
* By the end of the week, hopefully all students who are digitally capable will be signed into MS Teams and working on activities. THIS IS GOING TO TAKE SOME TIME TO GET USED TO, SO DON’T **PANIC**!
* You also have your email to send information back and forth between student to teacher, and student to student.
* Feel no pressure or stress. You will do what you can do. I will be giving opportunities and ideas to learn. You will select some/all and do your best.
* Each day, when you open your Team Folder. You will see instructions for the day. If there are no updated instructions, you are to continue on with what we were doing the day before.

**TEACHER/STUDENT CHECK-IN VIDEO CONFERENCE** – You will receive an email asking you to “[Join Microsoft Teams Meeting](https://teams.microsoft.com/l/meetup-join/19%3Ac2b832717a254cb194f0a72b3bd4d338%40thread.skype/1586190959754?context=%7b%22Tid%22%3a%224d2b5fdf-c4d2-4911-8709-68cc2f465c9f%22%2c%22Oid%22%3a%22c15b18f2-c482-4707-b3f9-cf95c716638f%22%7d)” I will be setting up specific times each week to check in with you and have a video call with the entire class. These times will be the same after this first week.

**TIMES:**

**Grade 6 Math and Language Arts - Wednesday, April 15th – 1:00 pm to 1:30 pm**

**Grade 7 Math and Language Arts – Wednesday, April 15th – 1:45 pm to 2:15 pm**

**NOTE: This will happen every week at the same time. I will be scheduling these in your email calendar and you will be notified 15 minutes before the meeting. 5-minutes before the meeting you can click the** “[Join Microsoft Teams Meeting](https://teams.microsoft.com/l/meetup-join/19%3Ac2b832717a254cb194f0a72b3bd4d338%40thread.skype/1586190959754?context=%7b%22Tid%22%3a%224d2b5fdf-c4d2-4911-8709-68cc2f465c9f%22%2c%22Oid%22%3a%22c15b18f2-c482-4707-b3f9-cf95c716638f%22%7d)” and proceed to enter the meeting. This will be a video/sound meeting. After we have said hi to each other, you will mute your sound and video. The only video you will see is mine. When you have a question, you unmute and politely interrupt. Ask your question and when answered, you mute your sound again.

At this time, I will be sharing my screen and taking you through MS Team and what we are going to be doing.

* **I will do my best not to overwhelm you. We will take this one step at a time. It is key to communicate with me when you do not understand something, or you are overwhelmed. Email me and I will do my best to get right back to you.**
* **You got THIS! You can do it! See you online on Tuesday.**