**MS. ROBERT’S QUICK GUIDE TO STUDENT DISTANCE LEARNING**

**HOW DO I ACCESS MY CLASS?**

All of my classes are run on **Google Classroom**. If you do not have internet access everything I do online will be available in paper form through school that you can pick up.

**HOW DO I COMMUNICATE WITH MY TEACHER?**

There are several ways to get ahold of me if you have questions or concerns.

1. Email [grobert@nvknights.org](mailto:grobert@nvknights.org)
2. Contact form on my Weebly at [robertms@weebly.com](mailto:robertms@weebly.com)
3. Ask with a comment on Google Classroom
4. Call the school office at 563-9563 room 329
5. If you can’t get ahold of me for some reason email Mr. Meneghini at [Rmeneghini@nvknights.org](mailto:Rmeneghini@nvknights.org)

**WHERE WILL I FIND MY CLASS SCHEDULE?**

The Middle School Office will always have your schedule for you and you can also see it via PowerSchool

If we go completely online each teacher will notify you of required Google Meets that you can go to on your iPad or you can use your phone

**WHAT TECHNOLOGY AND SKILLS DO I NEED TO LEARN REMOTLEY?**

1. **Google classroom**
2. **Google Meet** is an online group meeting that I will use to hold our daily classes if we are learning remotely. I will record meetings for students who may not be in attendance.
3. **Email**: you will have your own school email accessible through Google

**WHAT STRATEGIES SHOULD I USE TO BE SUCCESSFUL IN MY REMOTE LEARNING COURSES?**

1. **Time:**  Give yourself much more time to complete your assignments than what you normally have at school. When you are home it is easier to be distracted and walk away from your work than it is at school when we are face-to-face and you have me reminding you to stay on task. .
2. **Workspace:** Create a space in your home that is comfortable, doesn’t have many distractions, holds all of your materials and is just for you to do your school work in.
3. **Schedule:** Keep a schedule, calendar or chart of everything you need to complete for each class and when it is due. If you stay organized it will help you feel less stressed or confused about what you need to complete.
4. **Questions and Help:** Always ask questions. If we are in the classroom, or online. Remember, if you have the question it is most likely that a few other students have the same question too. Take time to look through your assignments right away when they are assigned and if you are not sure about the assignment or if you are missing materials or don’t know how to get to an assignment or link PLEASE make sure to ask for help.

**OTHER RESOURCES FOR THIS GUIDE**

Here is a link to an easy motivational slide presentation about learning remotely <https://docs.google.com/presentation/d/15RAiWCVoCQV90V3lj4CbOkfONs_KDaRMmx0oGSpEC8A/edit#slide=id.g813bde0454_0_102>