



AREA TECHNICAL INSTITUTE
Hybrid and Continuity of Education Plan

School	SUN Area Technical Institute
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Goal of Plan
<p>SUN Area Technical Institute values the success of our students during these challenging times. Though we will never replicate the equipment and hands-on aspects of our Career and Technical Education programs remotely, students will surely benefit from the continued engagement with their curriculum.</p> <p>Since SUN Tech offers a one-year, senior delivery method, our focus will be to assist students with completing any PC Now/dual enrollment courses, industry credentials, licensing/certification exam preparation, and finally, any topics instructors deem essential to employment that can be completed in a remote setting. Most importantly, our goal is to reach every child with the resources available to complete their senior year on a positive note and graduate. Parents, you are also an essential component of this plan. Please continue to encourage your child’s participation in completing their educational requirements provided by their instructor.</p>

Overview of Plan
<p>We will strive to provide students with Planned Instruction (online learning and formal instruction) and Enrichment Activities that reinforce or extend students’ prior learning to earn industry certifications, eligibility for State Licensure exams, completion of dual enrollment courses, and preparedness for gainful employment in industry. For this reason, Planned Instruction will be graded through all means available to ensure student participation opportunities. Instructors will connect on a routine basis with students to identify needs, technology availability, and to work through alternate options for completion of assignments.</p>

Expectations for Teaching and Learning

PHASE 1: (0-3 days for administration and staff to prepare for instructional delivery modification)

The goal for Phase I is to re-engage students and assess the resources available to our students. We will also meet as a faculty to discuss the focus of our instruction moving forward, student needs, and the amount of work to assign each week. Instructors will need to identify the critical areas (dual enrollment, industry certifications, licensing exams, and essential skills) students will need to successfully complete the program.

Phase 2: (Remote and in-person learning will start with all students according to schedule)

Since Spring 2020 the SUN Tech staff has been trained and utilizing Microsoft Teams. Students will receive training within the first two weeks of starting school. Additionally, video training resources and screen shot instructions for accessing Microsoft Teams will be provided for easy access on the SUN Tech website and included here as Appendix A: Parent Guide. Instructors and students will utilize this system regularly and are experienced with the process.

Students will be trained to utilize the Microsoft Teams platform, introduced to any industry software being utilized, and provided with appropriate devices, materials, and supplies. Our curriculum goal will be to prepare students with the technical skills, licenses and certifications to enter the workforce or continue to post-secondary education. Planned instruction assignments will consist of new learning, both practical and theory exercises, formal and summative assessments, and lecture. All assignments will be graded and required to pass the course. We expect a fairly wide disparity of time spent on the activities depending on the individual student. As we move forward and teachers become more experienced with developing assignments, the more comfortable they will become with ensuring an appropriate amount of work. Instructors and other school staff will be monitoring completion and reaching out via Microsoft Teams, Zoom, phone or school email to communicate with those students that do not engage or needs additional supports.

Communication Tools and Strategies

SUN Tech staff and faculty will communicate with students and parents through a variety of methods. These will include:

- Microsoft Teams
- Schoology
- Canvas
- Industry Supported Online Curriculum
- Remind App
- Telephone
- Videoconference
- Physical Distribution of materials as needed
- District Website
- School Messenger

- SUN Tech Student Email

Technical Support and Assistance:

Tom Gray, Director of Technology, tgray@sun-tech.org or 570-966-1031 ext. 131

Todd Hollenbach, IT Technician, thollenbach@sun-tech.org or 570-1031 ext. 180

General Assistance or Concerns:

Jennifer Hain, Administrative Director, jhain@sun-tech.org or 570-966-1031 ext. 110

Office Manager: Jodi Marshall, jmarshall@sun-tech.org or 570-966-1031 ext. 129

Kristy Etzler, Assistant Administrative Director, ketzler@sun-tech.org or 570-966-1031 ext. 121

Instructor Emails and Office Hours

- Parents may email teachers through the Skyward portal; students may reach their teacher through Microsoft Teams. Instructors will be available Monday through Friday from 8AM through 2:50PM. Visit our website and Facebook page at www.sun-tech.org

Special Education*:

Wendy Chalmers, Resource Specialist – (Adv. Art & Design, Electronics, Health 114, Health 201, Computer Networking Technology, Precision Metalworking, Masonry, Automotive Technology, Cosmetology).

Dirk Metzger, Resource Specialist – (Diesel Technology, Culinary Arts, Welding, Electrical Systems, HVAC/Plumbing, Carpentry, Dental Technology, Collision Repair, Criminal Justice, Wood Design Technology).

Additional office hours:

Ms. Chalmers will have office hours every day Monday through Friday from 8AM to 12 PM and from 1 PM to 3PM. She can be reached at wchalmers@sun-tech.org or by calling 570-966-1031 ext. 301

Mr. Metzger will have office hours every day Monday through Friday from 8AM to 12 PM and from 1 PM to 3PM. He can be reached at dmetzger@sun-tech.org or by calling 570-966-1031 ext. 300

Mrs. Davis (Precision Metalworking, Advertising Art, Electrical Systems) will have office hours every day Monday through Friday from 8AM to 12 PM and from 1 PM to 3PM and can be reached at sdavis@sun-tech.org

Mrs. Smith (Cosmetology, Health Professions 201, Criminal Justice, Wood Design) will have office hours every day Monday through Friday from 8AM to 12 PM and from 1 PM to 3PM and can be reached at ssmith@sun-tech.org

Mrs. Zechman (Collision, Welding, Masonry) will have office hours every day Monday through Friday from 8AM to 12 PM and from 1 PM to 3PM and can be reached at bzechman@sun-tech.org

Mrs. Sherman (Health 114, Dental, and Carpentry) will have office hours every day Monday through Friday from 8AM to 12 PM and from 1 PM to 3PM. She can be reached at rsherman@sun-tech.org

Mrs. Hendricks (Culinary and Diesel Technology) will have office hours every day Monday through Friday from 8AM to 12 PM and from 1 PM to 3PM. She can be reached at lhendricks@sun-tech.org

Mr. Clark (Electronics, HVAC, Auto Tech) will have office hours every day Monday through Friday from 8AM to 12 PM and from 1 PM to 3PM. He can be reached at jclark@sun-tech.org

Access (Devices, Platforms, Handouts)

Microsoft Teams, Schoology, Canvas, Zoom, SUN Tech student email, and program specific online curriculum will be the mode of delivering lessons, activities and assignments to students. All SUN Tech students can access their email and coursework through Microsoft Office 365 using log in information provided (ex. username@sun-tech.org and [password](#)).

Students that do not remember their SUN Tech username/password should email their program instructor.

TECHNICAL SUPPORT:

Tom Gray, Director of Technology, tgray@sun-tech.org or 570-966-1031 ext. 131 or Todd Hollenbach, IT Technician, thollenbach@sun-tech.org or 570-966-1031 ext. 180

DEVICE ACCESS OPTIONS: SUN Tech will be providing computers or iPads to all students based on program needs. Students will be responsible for damage beyond normal use or accidents. Technical assistance can also be provided by calling 570-966-1031 ext. 180 and leaving a message.

INTERNET ACCESS OPTIONS: There are several options for families who do not have internet access:

1. SUN Tech Hot Spots: Tom Gray, Director of Technology, tgray@sun-tech.org or 570-966-1031 ext. 131
2. Guide to Internet Service: <https://www.sun-tech.org/wp-content/uploads/2020/03/Guide-to-Internet-Service-during-COVID-19.pdf>
3. Hot Spot locations: https://www.sun-tech.org/wp-content/uploads/2020/04/wifi-flyer_location-450x582.jpg

NO INTERNET ACCESS: In cases where there are no feasible options for a student to access the internet, SUN Tech will provide the student assignments and content using non-internet means, either paper/pencil, USB flash drive, or a combination of methods. Students may pick up the materials at an established time or have assignments mailed, and if necessary, they will be delivered. This will be managed on a case-by-case basis and alternate assignments may be provided as necessary. Each week students will turn in their completed work and will receive new assignments. If capable, students may use the Apps below on their cell phone to return written work.

Resource for those without internet:

Scanning completed documents or taking pictures of completed documents on phone and texting and/or emailing from phone/device.

- IOS [scanning](#) on iPad and iPhone
- Android - [CamsScanner app](#)

Staff General Expectations

Phase 1 (0-3 days for administration and staff to prepare for instructional delivery modification)

- Communicate with families through School Messenger, Skyward Portal, Microsoft Teams, and SUN Tech website.
- Virtual and in-person meetings with staff and faculty (updates, continuity plan, student needs, expectations, and best practices).
- Virtually and in-person provide staff and faculty with training/support on Microsoft Teams and Zoom.
- Instructors begin identifying appropriate curriculum content, plan assignments, and connecting with all students in the program.
- Instructors communicate with students and parents to identify student needs and available technology.
- Host student pick-up days to secure texts, materials, and technology devices if needed.
- Instructors will set daily theory times for attendance and office hours on Fridays. Instructors should be talking with all students daily.
- IT Department will set up support line and training for students, staff, and faculty
- Career Center will provide wellness and career/college resources on the website.

Phase 2 (Remote learning will start with all students)

- Weekly virtual meetings with staff and faculty (updates, continuity plan, student needs, expectations, and best practices).
- Communicate with families through School Messenger, Social Media, and SUN Tech website.
- Instructors communicate with students and parents to identify student needs and available technology.
- Host student pick-up days to secure texts, materials, and technology devices.
- Begin course assignments and online training for students.
- Monitor student progress and identify students who are failing.
- Complete marking period report cards.
- Post Planned Instruction (graded) and Enrichment (un-graded) Daily Agenda to Microsoft Teams.
- Grade both participation and Planned Instruction assignments.
- Expectations could be changed or supplemented at any time, employees should check their school issued email frequently, especially between the hours of 8:30 AM to 2:30 PM, for any additional updates, instructions, or assignments from administration.
- All courses will end by May 21st, instructors must have all grades submitted by Friday, May 21st at 8PM.

INSTRUCTORS:

- Planned Instruction and Enrichment/Review Assignments should be assigned in one week increments and uploaded and modified by every Friday.
- Post Daily Agenda of Planned Instruction and Enrichment Assignments to Microsoft Teams by every Friday for following week.
- Be available by email to students and respond timely to communications daily between 8:00am-Noon and 12:30pm-2:30pm.
- Hold office hours on Friday for 3 hours.
- Schedule, communicate, and attend at least one (1) Teams or Zoom session open for all students or schedule 1:1 sessions or phone calls on a case-by-case basis.
- Make personal contact (telephone if possible) with as many students/parents as possible to check-in; focus on students where there are concerns or where there is lack of online engagement.
- Teachers must inform students if any online session is being recorded and students may opt to turn their individual video off during a recorded session.
- Grade assignments as submitted; our goal is that every student can complete assignments to a level of satisfactory completion; allow for resubmissions as necessary during the week.
- Coordinate with resource specialists and paraprofessionals to adapt assignments for students without internet access.
- Expectations could be changed or supplemented at any time, employees should check their school issued email frequently, especially between the hours of 8:30 AM to 2:30 PM, for any additional updates, instructions, or assignments from administration.
- Coordinate with resource specialists and paraprofessionals to adapt assignments for students with special needs.
- Complete Professional Development Activities as assigned.
 - ✓ Online Teaching Strategies
 - ✓ Microsoft Team
 - ✓ Zoom video conferencing
 - ✓ TBD as needed
- Attend weekly virtual or in-person staff meetings

RESOURCE SPECIALISTS:

Our special education staff, faculty, and the sending district special education programs have been and will continue to work together over the school closure to continue providing education and ensure that necessary supports are provided.

- Initiate and coordinate communications between teachers, students, and parents to implement specially designed instruction for students to the extent appropriate and feasible.
- Initiate and coordinate communications with students/parents to discuss specific needs and identify strategies to be employed for remote learning case-by-case as necessary.

- Contact IEP students currently failing the marking period or for the school year, alerting them to the closure of the marking period and reviewing possible options for those students.
- Coordinate necessary activities related to student IEPs; attend IEP meetings as necessary and feasible.
- Initiate and coordinate communications between teachers, students, and parents to implement specially designed instruction for students to the extent appropriate and feasible.
- Instructors are currently focused on getting the students to make their best attempt to complete work. Students have also been encouraged in some instances to use technology to work with classmates if possible.
- Special Education Staff will be providing additional resources and materials to assist with transition related services as well as virtual assistance by phone, email, or electronic means.
- There will be a Resource Room link on our website with additional information for services, supports, and resources for students receiving special education.
- All staff will have weekly office hours allowing students to virtually connect with instructors and support staff to gain assistance, answer questions, and address concerns.
- Expectations could be changed or supplemented at any time, employees should check their school issued email frequently, especially between the hours of 8:30 AM to 2:30 PM, for any additional updates, instructions, or assignments from administration.
- Complete Professional Development Activities as assigned.
 - ✓ Online Teaching Strategies
 - ✓ Microsoft Team
 - ✓ Zoom video conferencing
 - ✓ TBD as needed
- Attend weekly virtual or in-person staff meetings

Resource Specialists:

Ms. Chalmers will have office hours every day Monday through Friday from 8AM to 12 PM and from 1 PM to 3PM. She can be reached at wchalmers@sun-tech.org or by calling 570-966-1031 ext. 301

Mr. Metzger will have office hours every day Monday through Friday from 8AM to 12 PM and from 1 PM to 3PM. He can be reached at dmetzger@sun-tech.org or by calling 570-966-1031 ext. 300

PARAPROFESSIONALS:

- Complete Professional Development Activities as assigned.
 - ✓ Online Teaching Strategies
 - ✓ Microsoft Team
 - ✓ Zoom video conferencing
 - ✓ TBD as needed
- Attend weekly virtual or in-person staff meetings
- Coordinate with resource specialists and instructors to adapt assignments and provide support for students with special needs.

- Attend virtual program online meetings and trainings.
- Attend weekly virtual Staff Meetings and bi-monthly Team Meetings.
- Expectations could be changed or supplemented at any time, employees should check their school issued email frequently, especially between the hours of 8:00 AM to 2:50 PM, for any additional updates, instructions, or assignments from administration.

COUNSELOR:

- Provide resources for Career, Academic, or SEL growth for students under the Coursework tab on the SUN Tech website.
- Initiate and respond to communications with students/parents to discuss specific needs and concerns, paying particular attention to reach out to students with whom regular contact occurs.
- Coordinate and check-in with teachers about concerns, issues, and students to assist with problem solving solutions.
- Contact students currently failing the 3rd Marking Period or for the school year, alerting them to the closure of the marking period and reviewing possible options for those students.
- Assist students preparing to make the transition to post-secondary education.
- Provide community resources for family needs and mental health on the website.
- Expectations could be changed or supplemented at any time, employees should check their school issued email frequently, especially between the hours of 8:00 AM to 2:50 PM, for any additional updates, instructions, or assignments from administration.
- Complete Professional Development Activities as assigned.
 - ✓ Online Teaching Strategies
 - ✓ Microsoft Team
 - ✓ Zoom video conferencing
 - ✓ TBD as needed
- Attend weekly virtual or in-person staff meetings

COOPERATIVE EDUCATION COORDINATOR:

- Continue to follow up with employers on employment prospects.
- Assist students in completing resumes, interviews and employment applications.
- Assist with the delivery of materials to students.
- Assist students preparing to make the transition to employment.
- Serve as resource to students.
- Expectations could be changed or supplemented at any time, employees should check their school issued email frequently, especially between the hours of 8:00 AM to 2:50 PM, for any additional updates, instructions, or assignments from administration.
- Complete Professional Development Activities as assigned.
 - ✓ Online Teaching Strategies
 - ✓ Microsoft Team
 - ✓ Zoom video conferencing
 - ✓ TBD as needed
- Attend weekly virtual or in-person staff meetings

Student Expectations

Students are expected to check in twice daily to attend online sessions required by the instructor. Students should check SUN Tech email and Teams daily to receive the weekly assignments and complete by the due date. Parents can check student progress in the Skyward portal and find announcements on the SUN Tech website under Coronavirus Updates. All Planned Instruction assignments will be graded as part of the marking period grade. Enrichment Activities will also be provided for students to enhance their learning. Since our focus is to assist students with completing any PC Now/dual enrollment courses, industry credentials, licensing/certification exam preparation, and finally any topics instructors deem essential to employment. Student assignments may vary to meet the needs of the individual student.

Students have a variety of support services through their instructors, resource staff, career center, technical support, and administration. Students and parents should not hesitate to reach out at any time when they are struggling, need assistance, or have questions or concerns. The SUN Tech Team is here to help students finish this year successfully.

Students acting inappropriately in any online session will be referred to the attention of administration, just as they would in a physical classroom.

Attendance/Accountability

ATTENDANCE: Students are expected to meet at least twice daily with their instructor for updates, lectures, and check-ins. Instructors will be hosting online training sessions and Teams/ZOOM meetings; students are expected to attend all scheduled online sessions. Attendance will be taken during each of these meeting times and check-ins. Attendance will also be tracked by the submission of Planned Instruction assignments each week.

GRADING: Students will be given daily grade points for work ethic, check-ins and online sessions with their instructors. Depending on the number of meetings students may receive points from 1-5 times per week. All Planned Instruction assignments will be graded to produce a marking period grade. Students who do not complete an assignment satisfactorily or fail to attend a check-in will be given corresponding grade. We will be flexible; understanding students will have limitations of access to technology, internet, and/or may have a special education accommodation that impedes their ability to complete an assignment. While Enrichment Activities compliment the students' learning, we encourage students to complete the assignments and instructors will offer feedback rather than grades for these activities.

Note: SUN Tech does not have the opportunity to offer credit recovery programs.

***Note:** While Cosmetology students are able to graduate according to the grading method above, the State Board of Cosmetology does not allow us to count hours if a student does not complete

the marking period with a passing average. To earn Cosmetology hours all assignments and daily grades must be recorded and satisfactorily passed.

Good Faith Efforts for Access and Equity for All Students

SUN Tech is committed to providing all students the highest level of education within our capacity. Though we have considered and detailed possible solutions to issues of access, equity, and FAPE that can best be applied under the current circumstances, we are receptive to and appreciate suggestions from parents, students, staff, and other community members that may better enable our students' successes.

Special Education Supports

Special Education details are also found in the "STAFF EXPECTATIONS" section.

Staff will continue to differentiate instruction and provide support to students through phone conferencing, video conferencing, or other means to the best of their ability while maintaining the health and well-being of students and staff during these unprecedented times.

Some provided supports are as follows:

- Resource Specialists will communicate with parents and/or students via phone, text (google voice), email, Microsoft Teams Chat for classes, or Zoom meetings weekly.
- Specially designed instruction (SDI's) can include modified assignments, extended time, grading on pass/fail, accept best attempt effort of work completion.
- Paraprofessionals will be in contact with teachers and attend Zoom meetings or other group meetings that are conducted by individual teachers.
- Office hours for all LS Staff (resource specialists and paraprofessionals) are found in the "Communication Strategies" section of this document, posted on the SUN Tech website and given to students individually.
- The SUN Tech webpage has a list of resources under the coursework, resource room tab. Resources include assistive technology support, emergency relief/need, transition related activities resources, and directions to contact Directors of Special Education at the sending districts. Additional information about SATs, studying for CNA and ASVAB tests, college searches, career development, and self-assessments can be found, along with enrichment activities to supplement work that is occurring in their program areas.

- Our Resource Specialists will work collaboratively with each teacher to help them problem-solve and trouble shoot issues that may arise to help make any of their lessons and content more user friendly and accessible to their students.

ELL Supports

SUN Tech will coordinate with our sending school districts to provide ELL support as necessary on a case by case basis. Non-IEP students may contact Erik Strawser at estrawser@sun-tech.org or by calling 570-966-1031 ext. 111. Students with IEPs may contact Ms. Chalmers at wchalmers@sun-tech.org or by calling 570-966-1031 ext. 301 and Mr. Metzger at dmetzger@sun-tech.org or by calling 570-966-1031 ext. 300

Some provided supports are as follows:

- Communication with students directly via phone, email, Zoom meetings, chats, etc.
- Communication also occurs with ELL teacher support from sending district to navigate situations as they occur and also communicate with families.
- Resources for translation can be provided in email and provided to instructors and paraprofessionals to assist as needed.

Gifted Education

Handled by each sending district.

Building/Grade Level Contacts

Jennifer Hain, Administrative Director jhain@sun-tech.org or (570)966-1031 ext. 110
 Kristy Etzler, Assistant Administrative Director, ketzler@sun-tech.org (570)966-1031 ext. 121

Resource Links

Several resources are located on the SUN Tech Website in the Coronavirus Update tab. Please check back frequently, as we will continue to add resources to the website as they become available.

Student Resources:

- Program resources can be found under the program tab on the SUN Tech Coronavirus Updates page: <https://www.sun-tech.org/coronavirus-updates/>
- Scanning completed documents or taking pictures of completed documents on phone and texting and/or emailing from phone/device.
 - IOS [scanning](#) on iPad and iPhone
 - Android - [Camscanner app](#)

Parent Updates and Resources

- School updates and community resources can be found under the SUN Tech Coronavirus Update page: <https://www.sun-tech.org/coronavirus-updates/>

**Proposal for Hybrid Learning Model 2020/2021 School Year
COVID-19 Impact and Social Distancing Plan**

Instructional Schedule- 50% In-school and 50% Remote learning

Days	Monday	Tuesday	Wednesday	Thursday	Friday
Who reports to SUN Tech?	District Group A District Group B will utilize independent remote learning	District Group B District Group A will utilize independent remote learning	District Group A District Group B will utilize independent remote learning	District Group B District Group A will utilize independent remote learning	Remote learning for all, theory, office hours, and planning time
When will the student participate in CTE?	Each student will be designated as “A or B Group” participate in CTE according to their designated sending district arrival and departure time (i.e. 8:05 AM - 2:45PM). Students will participate in person on days scheduled at SUN Tech and remotely from home on their non-scheduled days Monday through Friday. All Cosmetology students will be attending live training Monday through Thursday.				
When will the student participate in their Math courses?	Each student who is enrolled in a Math course will participate remotely in their academic course during their designated online training days. While participating on live instruction days, students will be visited by the Math instructor in the training program to check for understand and assignment progress.				
What is the purpose of the flexible instruction day?	Instructors will conduct group theory lessons, hold office hours for questions and remediation, provide student accommodations, post grades in Skyward, communicate with families, and update Microsoft Teams with course content.				

Transportation

Days	Monday	Tuesday	Wednesday	Thursday	Friday
When will the busses arrive and dismiss?	Busses will arrive at SUN Tech in the morning according to each district's AM schedule and dismiss from SUN in the afternoon according to each district's PM schedule.				
Who will use the busses to attend SUN Tech?	District Group A	District Group B	District Group A	District Group B	Remote learning for all, theory, office hours, and planning time
Are students permitted to drive to SUN Tech?	Students may wish to drive directly to SUN Tech but must follow the sending district and SUN Tech driving policies. Students may only attend on their scheduled day.				

How does this schedule follow CDC Guidelines for Social Distancing and

Class sizes are reduced to permit social distancing within each classroom/program area.

This schedule permits time for the custodial team to clean between each district group (e.g. deep cleaning would occur on Tuesday evening and on Fridays).

How will we manage lunch?

What type of lunch will be served at SUN Tech?

Students would eat their lunch in their designated program areas or cafeteria.

Appendix A

Microsoft Teams - Parent Guide

Introduction

This guide is designed to help parents navigate Microsoft Teams so they are able to help their student complete the work that has been assigned by their instructor(s) on Remote Learning Days. It will walk you through where to locate the material for that day and what the student needs to complete.

How to Access Microsoft Teams

1. Your student will need to go the Microsoft Teams App on their home screen for their school issued device.

2. Your student will need to login to Microsoft Teams using their school email and password (username@sun-tech.org)

To access from your Microsoft Team App on their home device follow the following steps:

- Access the website: <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/group-chat-software>
- Sign in using your school email and password
- Follow remaining steps the same

3. Once the student is logged in, they will be logged into the Microsoft Teams account, where they can see the teams they are associated with.

Accessing the Remote Learning Day Lessons

1. Once logged into Microsoft Teams, click the "Teams" link at the left of the page.

2. Select the team that you want to access. The team you select should be your course.

3. After you select a team, you have the option to select Posts, Files, Class Notebook, Assignments, Grades or Notes from the top of the page. ***Select Files.***

4. Inside you will find an instructions file with the day and date. On that page, you will see a message from the instructor for students instructing what needs to be completed for that day's lesson.

5. Below the instruction page you will see the learning guide that is associated with the lesson. This document will describe the objectives for the lesson, list new vocabulary, and states how the lesson aligns with state standards and industry tasks.

6. Any additional documents that are associated with that day's lesson, if applicable, may be posted for the students to complete.

Submitting Assessment/Assignments

1. After completion of the student's work lesson, student should complete the assessment of the day's lesson. This can be done by accessing assignments under the ASSIGNMENTS tab, located at the top of the page.

2. Once into the Assignments tab, you will see the assignments that are posted with an upcoming due date (which is specified).

3. Select the assignment.

4. If there are attachments with the assignment, you may access these. Complete the task and click "add work" and select your file.

5. After file selection, turn in, located on the top right of the screen is how you will submit your completed work.

6. Additional educational requirements may be posted in Microsoft Teams for your child to complete, such as watch a video, post to a discussion board, complete open-ended questions, etc. Each teacher's page will be different, but each instruction page will let your student know exactly what they are to complete, and all necessary support materials will be posted.