

The Plan

1. Workspace will be your Basecamp

Each of your teachers has created what we are calling an eLearning Basecamp that will be published in Workspace on Tuesday at some time.

a. **Everyday go-to Basecamp and click on the Google Meet link located there for your class.**

b. Here is a link to a **shorter more concise** [list of directions](#).

2. Your teachers will be creating lessons that you will access through Workspace.

In a typical Workspace you will find all the resources needed to complete assignments. There may be videos you need to watch and respond to, links to Quizlet vocabulary lists, links to online textbooks and other resources.

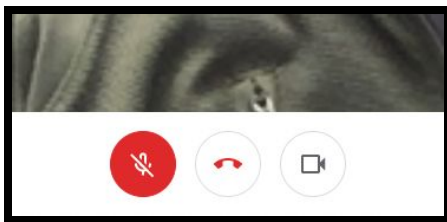
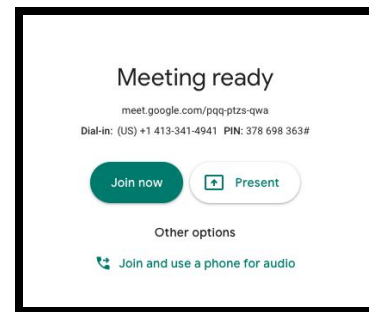
Assignments and projects will be delivered here also. I believe all of you should know how to start and submit assignments in a Workspace.

3. Google Meet will be our tool for live teacher interaction.

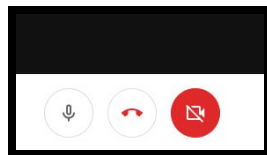
a. Click on a link to join a class/meeting. Again you will find these links in your eLearning **Basecamp**

b. When it's time for class to begin click on **Join Now**

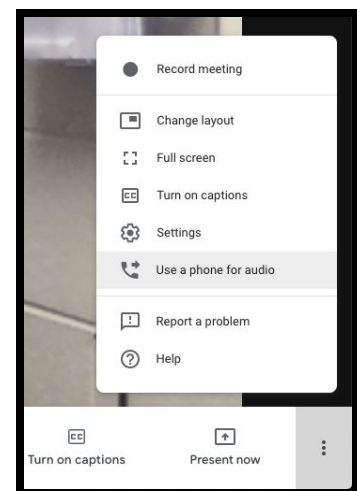
c. Once you have joined please turn off your microphone. Click the **white microphone** to turn it red which means you are muted.



d. In the bottom right corner click on the 3 dots and **change layout, then on Spotlight**. We've found this option works best.



e. Your teacher will remind you of the ground rules for a successful meeting.



4. Days you aren't required to be on Google Meet

a. Check Planbook

b. Check your emails frequently

c. Go to Workspace for directions on the day's lesson and any assignments

5. M-Period and Chapel

- a. Just enter the code listed below when you join a meeting for chapel or M-Period
- b. M-Period - Teachers will have a Google Meeting open for anyone to join and ask questions if needed.
- c. Chapel - On Monday, Wednesday, and Thursday go to "ilschapel". On Tuesday and Friday at 9:48 you will meet with your chapel homeroom teacher for a short devotion and have an opportunity to connect and/or ask questions.

Teacher	Meeting Code
Mrs. Adickes	aea
Mr. Adickes	pja
Mr. Archer	jea
Mr. Dorn	jmd
Mr. Hinz	nwh
Mrs. Jahns	rrj
Mr. Lash	jml
Mr. Rimpel	thr
Mr. Rick	jbr
Miss Schuppe	bes
Mrs. Spiaser	lms
Mr Spiaser	jfs
Miss Van Alstine	klv
Mrs. Ventura	ajv
Mr. Willitz	jdw

Continue on next page

Study Tips for Online Classes Success

- 1) **Treat online study like you would in-person study**
 - a) Make a plan to study
 - b) You can always change your plan but have a plan
- 2) **Manage your time**
 - a) Be organized
 - b) Be focused
 - c) Schedule learning breaks--more than with in-person study
 - d) Have dedicated study blocks--think study hall and after school work time
- 3) **Find a quiet space**
 - a) Get into a school frame of mind by being in a comfortable, designated space
 - i) **Not on your bed or on the couch**
 - ii) **Minimal distractions--remove the Nintendo switch, TV's, siblings**
 - b) Be mentally engaged
 - c) This will come in small chunks at first
 - d) As you are familiar with online learning this will lengthen
 - e) Noise-canceling headphones help you concentrate when other siblings around
- 4) **Limit social media during the "school day"**

*See above - Turn off the phone - It's better for you
- 5) **Break down tasks**
 - a) Read posts/resources from the teacher
 - b) Understand the different type of assignment
 - c) Do the assignment
 - d) Post discussion questions/ask teacher and students
 - e) Review the assignment for changes/errors
 - f) Hand in assignment
- 6) **Take notes**
 - a) Write down important notes just like in face-to-face learning
 - b) Especially note things in video conferences that the teacher didn't write
 - c) Presentation slides/videos still need note-taking
- 7) **Netiquette**
 - a) Write with formal grammar according to each teacher's wishes
 - b) Write as if you are in front of a teacher/classmate
 - c) Limit browser searching to the topic at hand.
 - d) Take digital notes or notecards with research to stay focused and organized
 - e) Keep track of links for citation purposes: browser bookmarks or note cards
- 8) **Stay healthy**