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# TIPS To Work From Home Like A Pro

**Most important tip:**  
**Be patient and flexible-**  
**We're all learning together!**

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## Decide where you will work

Find a place where you can work. Working at a desk or a table is best. Remember, if you share video, everyone will see where you are working. You are not required to share video



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## Check your email @fcpsschools.net

Your teachers will communicate and provide feedback to your @fcpsschools.net account. Also use that email to reach out to us. We are all here to help so let us know what you need!

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## Know your schedule

Follow the schedule for meeting with your classes and your teachers on Tuesdays and Thursdays. Use the other days to do your school work and to take care of yourself and your families.

Distance Learning will go from April 14-June 12.

### MONDAY

#### Independent Work Day:

- Check Google Classroom for assignments.
- Check your phone or email for any announcements.
- Do your homework.

Teachers will be in meetings and doing planning all day on Mondays.

### TUESDAY

#### LIVE Classes

Period 1: 9:15-10:00

Period 2: 10:30-11:15

#### Lunch Break

Period 3: 12:15-1:00

Period 4: 1:30-2:15

Get the link from Google Classroom and log-in to the virtual classroom at the assigned time.

### WEDNESDAY

#### Independent Work Day:

- Check Google Classroom for assignments.
- Check your phone or email for any announcements.
- Do your homework.

#### Teacher "office hours":

- 9:00 English
- 10:30 Science & Electives
- 12:00 Social Studies
- 1:30 Math & ESOL

### THURSDAY

#### LIVE Classes

Period 1: 9:15-10:00

Period 2: 10:30-11:15

#### Lunch Break

Period 3: 12:15-1:00

Period 4: 1:30-2:15

Get the link from Google Classroom and log-in to the virtual classroom at the assigned time.

### FRIDAY

#### Independent Work Day:

- Check Google Classroom for assignments.
- Check your phone or email for any announcements.
- Do your homework.

#### Teacher "office hours":

- 9:00 Science & Electives
- 10:30 Social Studies
- 12:00 Math & ESOL
- 1:30 English

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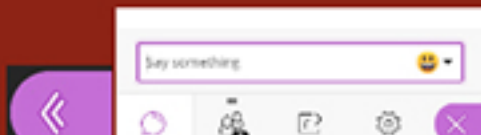


## Use Blackboard Collaborate Ultra Like a Pro!

- Make sure your microphone is on mute when you are not speaking.



- Raise your hand and wait to be called on. Lower your hand after you have spoken.



- Use the chat to speak with your class and to ask questions.

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## Stay connected with Google Classroom

You teachers will continue to update assignments and communicate expectations with you via Blackboard and Google Classroom. Check regularly for announcements regarding your scheduled class time and to see what you should be doing outside of those meetings.



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