"Where do I even begin?" Guide to Mrs. Faulkner's Hybrid Learning

Whether you're a student or parent, you can use this guide* to help you navigate this crazy world we're about to dive into for this school year. I hope this will be helpful to someone!

*Everything is subject to change.

Table of Contents

Some vocabulary

- Hybrid Classroom: for us, it's a classroom set up where there are both in-person and online students
- Synchronous teaching: in-person and online students will be learning at the same time
- Asynchronous teaching: in-person and online students will be learning at different times

What will a typical day look like?

To begin, these are not typical days, but we have to start somewhere right?

Block Schedule

Maroon vs. Gray

Unlike in the typical schedule where we see each other every day, that will not be happening this semester. We will at most see each other three times a week (depending on what period you have me). The days are categorized as either "Maroon" or "Gray". On "Maroon" days, you will see your 1st, 3rd, and 5th period teacher for 105 minute classes. On "Gray" days, you will see your 2nd, 4th, and 6th period teacher for 105 minute classes. We switch between "Maroon" and "Gray" every day. For instance, the first week goes as follows: Maroon (Monday), Gray (Tuesday), Maroon (Wednesday), Gray (Thursday), Maroon (Friday). In the following week, we start on the coloring following the last day (so the following school day will be a "Gray" day).

Lunch and Schedule Chart

There are 2 lunch periods this year. *A student does not get a choice on which lunch period they want.* It is determined by the building they are in for 3rd (Maroon) and 4th (Gray) period. Below is the block schedule.

Regular	Maroon	Gray	HOMEROOM
7:30 - 9:15	1st	2nd	7:30 - 9:05
	Homeroom		9:10-9:30
9:20-10:05	3rd	4th	9:35-10:05
10:05-10:45	1st lunch * (Buildings 200, 300, 800, & 900)		10:05-10:50
10:50-11:50	3rd cont.	4th cont.	10:55-12:00
11:10-11:50	2nd lunch (Buildings 500, 600, 700, 1400 & portables)		11:10-12:00
11:55-1:40	5th	6th	12:05-1:40

The First Week of School Schedule

During the first week of school, we will have homeroom Monday-Thursday. _It will be the first "class" that you go to in the day, not your first or second period._ The schedule presented above has the homeroom schedule FOLLOWING the first week of school. _We do not have homeroom every day during the regular school year._ Below is the schedule for the first week of school.

HOMEROOM - -	Maroon	Gray
7:30-8:10 (40)	Homeroom	
8:15-9:15 (60)	1st	2nd
9:20-10:05 (45)	3rd	4th
10:05-10:45	1st lunch	
10:50-11:50 (60)	3rd cont.	4th cont.
11:10-11:50	2nd lunch	
11:55-1:40 (105)	5th	6th

Monday - Maroon

Tuesday - Gray

Wed. - Maroon

Thursday - Gray

Friday – Regular Schedule - Maroon

*1st lunch –200, 300, 800 & 900

*2nd lunch –500, 600, 700, 1400 & portables

Starting Monday August 31st all students both digital and Brick and mortar should report to homeroom. Digital students, look for the link in your Canvas homeroom class. Brick and Mortar students assigned to Mrs. Faulkner, report to room 8-116.

In Ms. Faulkner's Class

Because class periods are 105 minutes long, we have lots of time for productive lessons! So here are some details/expectations.

I will be doing synchronous teaching. Digital academy/online students are expected to join the in-person class period every day on Zoom. Below is the general layout/split of the classroom time.

Timestamps	Attendance (Closed or Open)	What will happen? What is the student doing?
First 5 minutes	Closed	Online students will start logging onto Zoom. *It is imperative you join within the first five minutes. If you join too late, you will be marked as "Tardy".* *In-person students will sanitize their work area*
@5-15 minutes	Open	Review homework and address any leftover previous-day questions.
@15-60 minutes	Open	Interactive lecture and group collaboration (from a distance of course) whenever it's applicable.
@60-65 minutes	Closed*	Mask break for in-person students (if necessary). DA – use a restroom pass ☺.
@65-95 minutes	Open Closed possible at a given point*	Continue the lesson. Assignments or notes/More exploration time. *If you have questions/comments during this time, you can either type it into the video chat or "raise your hand" in Zoom to ask it verbally. If you do that, then I will unmute you to hear your question.*
@95 – 105 minutes	Closed*	Final questions and wrap up.
@105 minutes	Closed	Log off conference call officially.

*Digital Academy students only: After, and only after, I have given you the clear to leave the call, if you feel like you're comfortable enough to complete all parts of the assignments on your own during your own time, you can log off of the call. That may happen around the 85 minute mark into the class period, but it will vary day by day. *There is no extra credit associated with staying on the call the entire class period. Your grade will not be decreased and you will not be marked absent if you log off during the question and answer time.*

Student Section

Canvas

Let's just jump the biggest hurdle first! What is it? It's the online platform every Leon County teacher and student is expected to use. It's the one-stop shop for everything if you will. On Canvas, you'll see all of your classes, any announcements/reminders your teacher gives, assignments, FLVS content*, etc. You will have the ability to send messages to your teacher, almost like an email. It's quite amazing what Canvas can do!

During the first week of school, we will explore Canvas together so we can get used to the platform. We will learn how to navigate to our class and how to go everywhere else in Canvas that will be essential to the class.

Zoom vs. Teams

After a lot of deliberation and weighing of features on either platform, I've decided to use Zoom rather than Microsoft Teams for conferencing/linking the digital academy students to my class. Zoom seems more conducive to the learning environment. However, given that Zoom is subject to crashing, Teams will be used as a back-up. *If you know that we're supposed to be meeting virtually at a certain time and Zoom is having issues, immediately go to Canvas and find our class, go to the Microsoft Teams Link page, and join that call ASAP. I will join that call as soon as I see issues on my side with Zoom.*

The Zoom link is near the bottom of the homepage in Canvass. You can click it and it will take you to the meeting. You will also find the meeting credentials (the meeting ID and password) if the link doesn't work.

With the same steps, you can find the "Microsoft Teams Link". Within the page, there will be a link that will take you straight to our Team (class period). You will see a meeting in progress as soon as I join the meeting.

On either platform, there will be a waiting room/lobby. Be patient, I will add you to the meeting at the appropriate time.

OneNote Class Notebook

We will use the Microsoft's OneNote feature to keep a notebook of lessons and notes every day. *This is where you'll be able to access and upload assignments and notes whenever you need to regardless of which computer you use.* OneNote will be better for the course as there is limited file space in Canvas. In OneNote, the space is practically infinite, so we will be able to upload as many documents (like completed notes) in OneNote as we need.

We will explore how to navigate there thru Canvas together in class, but if you want to try on your own, go to our class in Canvas, click on the "Class Notebook" menu option. It will ask you to either open OneNote or open it online. It's up to you. Either way, I've created sections that act as folders for you already. You will have the ability to copy and paste pages from my Content Library into your sections. You will not have

the ability to edit any of my content. You're not limited to the sections I created. If you want to create more you can.

I suggest that you utilize the Assignments folder that I've created for you as a way to keep all of your completed homework in one place. Because we are turning in assignments online (mostly by taking pictures of your work and converting it to a pdf), you can put all of your documents in this folder. That way you can access your homework at any time from any location.

Grades/Turning in Assignments

Teachers are expected to continue to use Focus for grading because we're unsure if the link between Canvas to Focus will be good to use later if we needed to transfer grades from Canvas to Focus. With that being said, I'm going to require that _you will upload your completed assignments on both Focus and Canvas_.

With that being said and even though Focus will be the main platform I use to grade, the gradebook in Canvas has a nice feature where you have the ability to "put in grades" on assignments and assessments to see what your grade would be for the class. Use that feature however you see fit.

Grades will be determined by points rather than weighting assignments and assessments. However assessments will be worth more points than assignments.

Uploading into Focus and Canvas

PDFs are the required format for submitting assignments. If you do not have a scanner at home, you can use a smartphone to do this. A popular app to use is called "CamScanner". I know, however, that **iPhones** already have the capability to convert pictures into pdf using the notes app.

1. Go into "Notes". Title the note into what you want. I suggest whatever the document's name will be.
2. Click on the camera icon.
3. Click "Scan Documents" and take a picture of the document you need.
   a. After you take a picture, you will be able to crop the image. Then click "Keep Scan". It will go back to the camera screen. If the document is multiple pages, take another picture and follow through with these steps as many times as needed.
4. Click "Save".
5. Press the share button on the top right corner of the screen.
6. Scroll all the way down to the "Save to Files".
7. Save the document "On my iPhone" and click "Save".
   a. You can also email the pdf to yourself if you prefer.

YouTube/Recorded Lessons

It's bound to happen; you're going to be absent (either physically, mentally, or virtually). So to make sure you're staying in the loop and caught up on lessons, not only can you use OneNote to access the lesson,

you'll have access to recordings of the lesson on YouTube. That way if looking at the lesson on OneNote is not enough, you can watch the video to hear my or other student explanations.

In Canvas, there will be a page that will have a link to our class's YouTube playlist. That playlist will hold all of our recordings.

Parent Section

Canvas

As a parent, you can join your child's Canvas courses as an observer. That way you can stay up to date on what's happening in our class, see assignments, and announcements. Use this link or copy and paste the URL below into a web browser to see instructions on how to become an observer.

Instructions for creating parent account: https://community.canvaslms.com/t5/Observer-Guide/How-do-I-sign-up-for-a-Canvas-account-as-a-parent/ta-p/540

Your student will have to create a pairing code for you once you've created a parent account. There are hyperlinks within the above link, but if you want to go straight to that article, click here or copy and paste the URL below into a web browser.

Instructions for creating pairing codes: https://community.canvaslms.com/t5/Student-Guide/How-do-I-generate-a-pairing-code-for-an-observer-as-a-student/ta-p/418

Contact with Mrs. Faulkner

At this point email is the best way to contact me. If you do not hear back within two school days please try emailing from Focus. Unfortunately, our spam blocker catches many parent emails. I will ask for a parent email during the first week to try to trouble shoot this and to get any updated contact information that may be needed. I will also send out parent emails through Focus about twice per grading period.

(Anticipated) Questions & Answers

Students

Q: If I want to see the homework assignments for a week, where do I go?

A: You will be able to find an assignments list in Canvas on the home page. My goal right now is to update homepage on Fridays or Saturdays for the following week.   You will be able to access assignments in Canvas using the "Assignments" tab, the "Class Notebook" tab, or the "Modules" tab in our class. If the assignment is in the notebook, that will be stated on the home page list.

Q: If I missed the notes or lost mine, where do I go?

A: Go to the "Class Notebook" tab in our course on Canvas. Each class will be recorded so you can see what you missed. I will use one recording per day so it may or may not be your class but it will be one with the same content. You will need to go to Mrs. Faulkner's Content Library. Open the section for "Daily Lessons"

Q: If I'm absent, what should I do? How can I catch up?

A: Go to Canvas to check for any new assignments. You may also want to check out our "Class Notebook" to see the lesson for the day(s) you were absent.

Parents

Q: I'm not receiving the emails that you said you would be sending? What gives?

A: I've come to find out that not all parents have their email address or other contact information updated on Focus. I think you can update that information through Parent Portal.

Both

Q: Is there a Canvas app?

A: There is! There's one for parents and students. You can find it in your designated app store (Apple Store or Google Play Store). I suggest getting it so you get notifications as soon as I (Mrs. Faulkner) make an update.