

MS. WILSON DISTANCE EDUCATION PROTOCOL SHEET

STUDENT COMMUNICATION

- Students are to communicate with Ms. Wilson through their Office 365 email **ONLY**
- Communications from accounts other than Office 365 will not be answered
- Private chats with Ms. Wilson through Microsoft Teams will be answered, however likely not as regularly as email
- If you require a one on one conversation for any reason over the phone you need to email me and we'll set up a time, this can likely be immediate but please initiate a conversation through email first
- All families will be called during school hours on Thursday April 2nd or Friday April 3rd please do not request a phone conversation until that initial conversation has taken place

PARENT COMMUNICATION

- Please email me at bronwyn.wilson@burnabyschools.ca at any time and I can respond to your email
- If you desire a personal one on one conversation, please email me first to set up a time
- All families will be called during school hours on Thursday April 2nd or Friday April 3rd please do not request a phone conversation until that initial conversation has taken place

CLASSROOM BLOG

- Currently the classroom blog will be used to mass send out information that both parents and students will need access to
- Most student only information will not be posted on the blog

MICROSOFT TEAMS AND ASSIGNMENTS

- Microsoft teams will be our digital classroom
- Student access will be released sometime Friday April 3rd 2020
- Microsoft Teams can be found in the Office365 dashboard where you find Outlook and OneNote
- Please familiarize yourself with the platform over the weekend and early next week
- All assignments will be posted, handed in, and marked through Microsoft Teams
- DO NOT email me an assignment or "share" an assignment with me
- Several document types can be uploaded into an assignment
- If you are having trouble accessing any of your Office 365 accounts please note Ms. Anania needed to change all student passwords
- Your username is still your student id number
- Your password is your original password plus "!!!"