

# SAINT MARY'S SCHOOL

## Virtual Learning Guidelines: Advisors

### General Guidelines:

★ Be “backpack ready” when going home each day, weekend, and any other travel. This includes:

- Tablet and charger
- Phone and personal device charger
- Any essential notebooks or materials that are necessary to your day
- Reference material, such as textbooks, that may be needed for long-term planning

### ★ Communication

A central location for communication for advisories will be in [Microsoft Teams](#)

★ **Advisories will meet in Microsoft Teams at regularly scheduled advisory times**

- ★ Advisors will need to be [checking in on attendance](#) and academic progress more frequently as the learning curve for virtual learning will be steep for some.
  - [Advisors should check student Canvas pages](#) before checking in with individual teachers
  - Use Microsoft Teams to check in with teachers

Information regarding teaching and learning will be in Canvas.

Canvas Course for Teachers: PD for Saints

- Self-enroll in this course: <https://sms.instructure.com/enroll/NLXP87>

★ The “Teaching and Learning” OneNote Notebook will still be an active resource for bulletins, agendas, and reference material.

### ★ Set boundaries...and be flexible

Communicate your “online hours” of availability to your advisees, and create realistic limits for yourself (and your advisees).

Teachers and students that are out of the Eastern Standard Time Zone can operate within a 48 hour time frame of responding to communication, assignments, etc.

Expect variation in user experience. We all have varying levels of skill and confidence in using technology.

Draft Infographic for Communication

### Microsoft Teams



Intended for:

- Advisory Meetings
- Tutorial
- "Hallway Talk"
- Meetings: Video and/or Chat
- Document Sharing
- Internal Communication

### Canvas



Intended for:

- Classroom Instruction
- Assignments
- Resource Library
- Connecting with Class

### Outlook



Intended for:

- External Communication
- School Updates
- Lengthier communications

