

Mrs. Hartmann's Art Class

Things to know

Prior to a session,

- **You will receive an invite to a meeting for art.**
 - **Different types of meetings you may receive:**
 - **LIVE Meeting** = Mrs. Hartmann will be leading a LIVE meeting to go over instructions and assist students who need help.
 - **Teacher Available Meeting (TA)** = Pre-recorded Lesson; Mrs. Hartmann will be available via Chat
 - **Independent Work Meeting (IW)** = Mrs. Hartmann uploaded an assignment with directions; I will check the Questions channel for any questions from students.
- **Look for any art assignments or links that may have been posted in the assignments tab. They also pop up in General or Art channels.**
- **Make sure you can open and access the assignments and links.**
- **You will not need to begin the assignment prior to our scheduled session as that will be the activity for the session.**

*Scroll down for **during a session***

During a session,

- **Make sure you have basic art supplies ready. The list of materials should be in the document for the assignment.**
- **We will generally meet LIVE as a class for the first 5/10 minutes to say hello and for me to go over instructions.**
- **After that, I will let you know that you can leave the call, open up the assignment and links, and get started working.**
- **Take time in your work. Do not feel rushed.**
- **I will remain LIVE in case you have any questions and also to show me your work if you would like to. Make sure to ask first in the chat.**
- **You will not turn in work after every art session. Only when your work is complete on the due date!**



*Scroll down for **how to turn in your artwork***

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How to turn in your artwork

To turn in an art assignment, you will need to take a photo of it and post it in the link for that assignment under the *Assignments* tab. **Do not put it in the files tab or chat.** Please refer to the video below on how to do this.

[Note: If you have a school computer, it might not allow you to take photos. You can also download the Teams app on a phone (ask your mom and dad first), easily take pictures of your work, then upload the image directly into your assignment!]

How to Attach a File or Photo to a Teams Assignment:
<https://safeyoutube.net/w/Yix2>

If you have any questions, please email me at shartmann@sacredheart.org.

For **tech specific** questions, please email Mrs. Simons at dsimons@sacredheart.org.

