

Subject: E Learning Day Today

Date: Monday, March 16, 2020 at 8:20:50 AM Central Daylight Time

From: William Breisch Jr

To: Proviso Mathematics & Science Academy Recipients

Good Morning PMSA Students,

Today is our first E-Learning Day! We want all of you to know that we are here to support you. Thank you for your extraordinary support and understanding over the past several days, as we have worked together to protect our PMSA community during the growing coronavirus / COVID-19 pandemic.

Listed below are some reminders about our E-Learning Days. If you have any questions please do not hesitate to contact us.

ATTENDANCE

Please fill out the E-Learning Attendance link by 10:00 AM to report your attendance so you are not considered absent for the day.

-The link is on your desktop, or you can click here. <https://tinyurl.com/provisoatt>

-The attendance link will also be emailed to you.

-How-to attendance video

-<https://youtu.be/ssJYXGw3-rs>

LIMITED TEACHER AVAILABILITY UNTIL 10 AM TODAY

Teachers will have limited availability until after 10:00 a.m. today. To best serve you and our community, teachers are engaging in meetings and training. Please be patient as teachers will respond to your questions after 10:00 a.m. While many teachers have already posted assignments to Microsoft Teams, assignments from some teachers will not be posted until that time. Thank you for your understanding.

FREE GRAB AND GO BREAKFAST AND LUNCH

D209 will assist families during this time with free Grab & Go Breakfast and Lunch . Families can pick up meals for school age children age 18 and under at the nearest PTHS D209 school.

Breakfast will be served from 9:00 am to 10:00 am and lunch will be served between 11:30 am to 1:30 pm Meals will be distributed at the Tower Entrance at Proviso East, the Visitor Entrance at Proviso West, and the North Entrance at PMSA.

TECHNOLOGY SUPPORT

On Monday, March 16, the technology team members will be located near the food service distribution areas for

students who are in need of support.

Beginning Tuesday, March 17, remote technology support will be available to teachers, students, and staff during the hours of 7:45 am - 3:30 pm.

A Helpdesk ticket can be generated by:

- Calling 708-338-5911
- Logging into Outlook and sending an email to Helpdesk@pths209.org
- Creating a ticket at <https://Helpdesk.pths209.org>

E-LEARNING DAY EXPECTATIONS

E-Learning is designed for you to continue your education during a school closure. Each day you work, will count as a day of school attendance. You will receive grades and/or feedback on your completed work. Your teachers will be available during your regular class period via email, chat, and Microsoft Teams Meet Now, to communicate to you regarding assignments or other needed supports.

Follow the steps below to ensure your assignments are submitted properly. How- to videos are linked to each step, in case you need help.

Log into Microsoft Teams to participate in your classes.

-How- to sign into Teams

-<https://youtu.be/5OQGdTFgSHA>

Access assignments through your Microsoft Team page.

Complete assignments during the given timeframes.

-How to access assignments and class resources

-<https://youtu.be/ScvWEIHddRs>

Contact your teachers, counselors, administrators, or the Help Desk as needed during the school day hours.

-How to communicate within Teams

-<https://youtu.be/nH655uSkLwc>

Download the Teams app on their cellphones to serve as a back-up to their laptop applications.

Thank you,

Mr. Breisch

Assistant Principal in Charge

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