

Good Evening Freeman Families,

I hope that you are doing well on this Friday afternoon! I wanted to send you a message tonight to walk you through how students will access their online classes on the first day of school on Tuesday, September 8, 2020.

A few tips before school starts on Tuesday:

1. Practice logging on to your courses in Schoology. Your teachers are preparing their courses for next week. You should see a banner, welcoming students to class each day, along with an agenda and, in some cases, materials for the course organized for the first Unit of the year.

***If you cannot log in to Schoology this weekend, please email jkiokan@henrico.k12.va.us ASAP.**

2. Make sure your [webcam](#) and HCPS computer [mic](#) are working on your computer.

3. Restart your computer prior to Tuesday. While we previously published that you needed to come to connect to any school wifi to complete an update, that is not required for you to access your classes on Tuesday. We do suspect that update may help performance next week, but we know that is a big ask.

4. Look for ONE email to both you and students on Sunday with videos from each of your students 7 teachers, introducing themselves. We very much hope that students will watch these short videos prior to Tuesday to meet their teachers and learn about their classes.

What do I do on the first day of school?

- **Tuesday is a Day One day which means you will attend your 1st, 3rd, 5th, Freeman Focus (labeled “directed study”) and 7th period classes.**
- **On Tuesday morning before 9:00 a.m.**, open your laptop and go to [Schoology](#). Your Schoology login is the same as your computer login.
- To start your day, locate your **First period class** in your course lists and click on the link for this course.
- You will see your teacher’s daily agenda, with a plan for the day, and a folder marked “First Day.” You should see a link to your class meeting, where you can log on to interact with your teacher and the class to start your day.
- Once your teacher admits you in the class, participate in the class and follow your teacher’s expectations and directions and participate in your class.
- At 9:55, take a 10-minute break.
- **At or before, 10:05** log back into [Schoology](#), and **click on the course link for your 3rd period class.**
- You will see your teacher’s daily agenda, with a plan for the day, and a folder marked “First Day.” You should see a link to your class meeting, where you can log on to interact with your teacher and the class to start your day.
- Once your teacher admits you in the class, participate in the class and follow your teacher’s expectations and directions and participate in your class.
- At 11:40, take your lunch break.
- **At or before 12:15**, log back into [Schoology](#), and **click on the course link for your 5th period class.**

- At 1:55, Log into your “Directed Study” class for Freeman Focus. We will meet with Freeman Focus teachers each day next week, and then every Wednesday for the first nine-weeks.
- Once your teacher admits you in the class, participate in the class and follow your teacher's expectations and directions and participate in your class.
- **At or before 2:25**, log back into [Schology](#), and **click on the course link for your 7th period class**.
- At 3:55, **you are finished with your online learning day**.

A few other things to mention:

- If you are scheduled for an early bird class, you will follow the above procedures and log on to your early bird class at or before 8:00 a.m.
- If you are a senior who has early release, you will attend the classes on your schedule, and then you are finished for the day.
- If you have a study hall in your schedule, you are not required to check in for this class during online learning. You can use this time to complete work or study at your own pace at home.

If you have technical difficulties or immediate questions/concerns on the first day of schools

- If you have difficulties with the virtual experience, Please use one of the following options on Tuesday, we'll be here to help:
 - Email: dsfDay1@gmail.com
 - Log on to the LIVE the [Help Center Virtual Meeting](#), located on the banner at the top of www.atdsf.com
 - Call DSF at (804) 673-3700

I cannot overstate how incredibly hard your teachers are working to make our virtual learning a success. I also must share, that there will be challenges and glitches as we continue to learn how to do this. I know how divided we were about the decision for virtual learning, and if you are looking for those glitches, you will find some. You will also find a team of professionals working like crazy to re-invent their profession, a group of students hungry to get back to school and engage, and a community that realizes that we all have a common goal to build world class learners and leaders and that we must work together to achieve it.

In that spirit, I wish you a wonderful weekend and cannot wait to start this journey on Tuesday!

John Marshall

Principal

Douglas S. Freeman High School