

Everett Online Classes Information 2022-2023

Welcome to class! Please read this document and save it somewhere you can access it in case you have any questions. You can contact me with questions anytime. I'm your instructor and I'm here to help you succeed! Sherm Iversen- Siversen@everettsd.org

Finding your class in Canvas and logging in

You may use any of these options to log in and access your online class:

Direct link to Canvas: If you are logged in to your district account, pull up the link, and you should be automatically logged into Canvas. If you are using Chrome with a district computer, Canvas is in the *Managed Bookmarks*.

Use your district log-in and PW to access Canvas using this link:
<https://everettsd.instructure.com/> Then click on *My Courses*.

SOU/SLP Form- Required, please complete ASAP. More info: <https://www.everettsd.org/domain/4342>

Communication is Important- Always include *your full name* and *the course name* in all emails and text messages and please use proper grammar and spelling.

Announcements- Read all the posted Announcements at the beginning of the semester and check for new *Announcements*.

Check your email often. Important information is sent out to email addresses. Please contact your teacher if you need to change or update your email address. If you want to use a personal email address instead of your district email address, contact me using that account. You can also insert your personal email address in the Student Contact Form. (See next item)

Student Contact Form- Please fill this online form out ASAP. The link is posted in the Announcements and here. <https://forms.gle/h8WV94HBjMcGK2NK7>

Everett Online Classes are Open 24/7- Work whenever you like but work when you can be most productive. Students who spend time working in their online classes each day are successful students. The #1 reason students fall behind in their online classes is due to them not spending enough time working in their classes. Consistency is the key! An hour each day pays off and it can be difficult to make all that time up later.

Log in and work daily- Please log in and work in your class each school day. A good rule of thumb is to spend a minimum of one hour in your online class each school day.

Teacher Info- Find teacher bio and contact info in *Module 0: Meet your Teacher*. Your teacher for this class is Mr, Sherm Iversen: siversen@everettsd.org

Response Time- Please give your teacher one school day to reply/respond to email or text messages and up to 3 school days to grade submitted work. It may take less time than that, and teachers will try to respond and grade your work as soon as possible. If you send an email but do not hear back in one school day (Not including weekends and holidays), please send another email or even a text message.

Stay up to date- Please submit work on time. If something comes up and you fall behind, please communicate this with your teacher to come up with a plan to catch up.

Time of Day- Please disregard the “time of day” on the *Class Calendar* with due dates. They will usually show a default setting of 11:59 pm. Assignments, projects, discussions, and tests are due by the end of the day on the posted date. (12 pm/midnight or even later. You will not be penalized for submitting something which was due at 11:59 pm, at 3:00 am. The end-of-semester dates and times do matter and are usually set at 10 am.

Academic Honesty- Please do not copy/paste work or turn in any work other than your own. All students must do their own work unless otherwise noted.

Overall//Final Grade- Final grades are calculated by dividing the *total points earned* by the *total points possible in the class*. Earning 60% of the possible points earns credit for the class. A grading scale is posted in *Module 0: About Your Course*.

Class Gradebook and LMS Gradebook- Grades are updated daily in each online class which means it is the most current and accurate grade. Teachers post updated grades each week in *LMS*. If your grade in your class and your grade in *LMS* do not match, your grade in the class is probably the better grade and more accurate one, since the *LMS* grades are updated weekly.

Emergency Absences/Other- Students should notify their teachers of any extenuating circumstances, family emergencies, extended illnesses, etc.... We can work out a plan for you to succeed.

Feel free to be creative- If you have any ideas and/or you would like to approach an assignment or project in the class in a different manner, please contact me and explain and we can probably work something out. I want you to enjoy the class and learn in the best way possible

Have fun! Have an enjoyable learning experience this semester in your online class. Please contact me with any questions.

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