



## DESA SCHOOL REOPENING GUIDE | SY 20-21

Week of Monday, August 31, 2020

### OVERALL GUIDANCE

1. Be prepared to start each school day at 9:30a, you should be in your classes 5-10 minutes prior to start time to manage any technical difficulties logging on.
2. Log into ASPEN to see your schedule.
3. Log into CANVAS to retrieve course information, and Teams/Zoom links.
4. The first 45 minutes of each class (Monday/Tuesday) is dedicated to meet as a class in Teams/Canvas “Synchronous Learning”; remaining is independent learning or instructional support.
5. Having issues getting into CANVAS? Please see the information below and dedicated time for CANVAS Bootcamp.
6. Scheduling questions? Please contact your Counselor (grade-level assignments below with email addresses).
  - a. **At this time we are only accommodating missing courses. No scheduling changes will be addressed this week.**
7. IT Device Pick-ups or equipment issues? Please contact [desaitteam@ellingtonarts.org](mailto:desaitteam@ellingtonarts.org)
8. Director of Arts or Art Department Chairs can be contacted for any arts related scheduling support
9. Who to go to when? Contact list below.
10. **STOP: If all else fails, please review the ASPEN and CANVAS tutorials listed below on pg 4.**

### SCHEDULE FOR THE WEEK

#### **MONDAY (A SCHEDULE) - ALL GRADE LEVELS / Incoming and Returning**

9:30a - 10:50a - (PERIODS 1/2) (SEL START EACH DAY)

10:55a- 12:15p - (PERIODS 3/4)

*LUNCH 12:15p - 1:10p*

1:10p - 2:30p (PERIODS 5/6) ACADEMIC/ARTS CLASSES

2:35p - 3:55p (PERIODS 7/8) ARTS CLASSES - DEPT MEETINGS BREAKOUT

4:00p - 5:20p - (PERIODS 9/10) CANVAS BOOTCAMP

NOTE: Please refer to the Sample Schedule below to see how courses are identified in ASPEN.

**TUESDAY (B SCHEDULE) - ALL GRADE LEVELS / Incoming and Returning**

9:30a - 10:50a - (PERIODS 1/2) (SEL START EACH DAY)

10:55a- 12:15p - (PERIODS 3/4)

*LUNCH 12:15p - 1:10p*

1:10p - 2:30p (PERIODS 5/6) ACADEMIC/ARTS CLASSES

2:35p - 3:55p (PERIODS 7/8) ARTS CLASSES - DEPT MEETINGS BREAKOUT

4:00p - 5:20p - (PERIODS 9/10) CANVAS BOOTCAMP

**WEDNESDAY**

NON-INSTRUCTIONAL DAY

9a - 3p CANVAS BOOTCAMP SUPPORT

Facilitators: Jay Walker, Jennifer Turner

Platform: Zoom

<https://us02web.zoom.us/j/82011628389?pwd=WlN3NGNDWG5OYjk3WnVTTTFNY0dydz09>

Meeting ID: 820 1162 8389

Passcode: help

Phone: 13017158592, 82011628389#

**THURSDAY (A SCHEDULE) - ALL GRADE LEVELS**

9:30a - 10:50a - (PERIODS 1/2) (SEL START EACH DAY)

10:55a- 12:15p - (PERIODS 3/4)

*LUNCH 12:15p - 1:10p*

1:10p - 2:30p - (PERIODS 5/6) ACADEMIC/ARTS CLASSES

2:35p - 3:55p - (PERIODS 7/8) ARTS CLASSES - DEPT MEETINGS BREAKOUT

4:00p - 5:20p - (PERIODS 9/10)

**FRIDAY (B SCHEDULE) - ALL GRADE LEVELS**

9:30a - 10:50a - (PERIODS 1/2) (SEL START EACH DAY)

10:55a- 12:15p - (PERIODS 3/4)

*LUNCH 12:15p - 1:10p*

1:10p - 2:30p - (PERIODS 5/6) ACADEMIC/ARTS CLASSES

2:35p - 3:55p - (PERIODS 7/8) ARTS CLASSES - DEPT MEETINGS BREAKOUT

4:00p - 5:20p - (PERIODS 9/10)

**INSTRUCTIONS FOR ALL CLASSES**

*Social Emotional Learning sessions will be at the start of every instruction day*

*Course Syllabus, Expectations, Virtual Etiquette and Behaviors*

## SAMPLE CLASS SCHEDULE

Time		S1					
	M - Monday	T - Tuesday	W - Wednesday	H - Thursday	F - Friday		
1-Period 1	M41-02 Algebra II & Trigonometry Kasinowski, Katrina 310	L31-01 Italian I Moticka, Laura 127		M41-02 Algebra II & Trigonometry Kasinowski, Katrina 310	L31-01 Italian I Moticka, Laura 127		
2-Period 2							
3-Period 3	E09-04 Advanced English I Comegys, Deidre 212	PE1-13 Fitness & Lifetime Sports I Nelson, Leonard G26		E09-04 Advanced English I Comegys, Deidre 212	PE1-13 Fitness & Lifetime Sports I Nelson, Leonard G26		
4-Period 4							
ADV-Advisory							
LN-LUNCH	AA7-01 Lunch Teacher, TBD-I G00	AA7-01 Lunch Teacher, TBD-I G00	AA7-01 Lunch Teacher, TBD-I G00	AA7-01 Lunch Teacher, TBD-I G00	AA7-01 Lunch Teacher, TBD-I G00		
5-Period 5	HC5-M6 World History & Geography I: Middle Ages Moore, Lynn 369	S64-P05 Hon Biology Pascucci, Eileen G05		HC5-M6 World History & Geography I: Middle Ages Moore, Lynn 369	S64-P05 Hon Biology Pascucci, Eileen G05		
6-Period 6							
7-Period 7	U64-07 Accl Piano & Music Theory II Gray, Lynne 337	UK0-08 Intro to Sight Singing Teacher, TBD-I 373		U64-07 Accl Piano & Music Theory II Gray, Lynne 337	UK0-08 Intro to Sight Singing Teacher, TBD-I 373		
8-Period 8							
9-Period 9	U51-09 Concert Choir I Holmes, M; Joseph, X; Cooper, M 338	UJ6A-10 Vocal Technique I Joseph, Xavier		U51-09 Concert Choir I Holmes, M; Joseph, X; Cooper, M 338	UJ6A-10 Vocal Technique I Joseph, Xavier		
10-Period 10							
VA-Virtual Attendance	VPAT-001 Virtual Period Attendance	VPAT-001 Virtual Period Attendance	VPAT-001 Virtual Period Attendance	VPAT-001 Virtual Period Attendance	VPAT-001 Virtual Period Attendance	VPAT-001 Virtual Period Attendance	

## CANVAS BOOTCAMP

Facilitators: Jay Walker, Jennifer Turner

Platform: Zoom

<https://us02web.zoom.us/j/82011628389?pwd=WIN3NGNDWG5OYjk3WnVTTTFNY0dydz09>

Meeting ID: 820 1162 8389

Passcode: help

Phone: 13017158592,82011628389#

Time frame: 3:55p - 5:20p

Participants: For students and parents

Mr. Jay Walker: [james.walker4@k12.dc.gov](mailto:james.walker4@k12.dc.gov); (202)997-2733

Ms. Jennifer Turner: [jennifer.turner2@k12.dc.gov](mailto:jennifer.turner2@k12.dc.gov)

## WHO SHOULD I CONTACT, WHEN?

**Principal.....Sandi Logan**

*sandi.logan@k12.dc.gov*

**Assistant Principal (9<sup>th</sup> and 10<sup>th</sup> Parent Contact) .....Lisa Jones**

*Lisa.Jones2@k12.dc.gov*

**Interim Assistant Principal (11<sup>th</sup> and 12<sup>th</sup> Parent Contact) .....Isaac Daniel**

*Isaac.Daniel@k12.dc.gov*

**Director of Administrative Operations..... Donna Hayden**  
*Donna.Hayden@k12.dc.gov*

**Director of Arts (Arts Departments)..... Angela Jones**  
*ajones@ellingtonarts.org*

**Director of External Affairs.....Savannah Overton Williams**  
*sroverton@ellingtonarts.org*

**Director of Finance..... Lee Jackson**  
*ljackson@ellingtonarts.org*

**Director of Operations.....Jevelle Branch**  
*jbranch@ellingtonarts.org*

**Director of Parent and Student Engagement.....Jay Walker**  
*James.Walker4@k12.dc.gov*

**Director of Social Emotional Learning & Shepherding..... Donna Hollis**  
*dhollis@ellingtonarts.org*

### **COUNSELOR ASSIGNMENTS**

9th Grade: Ms. Ricks - [lashawn.ricks@k12.dc.gov](mailto:lashawn.ricks@k12.dc.gov)

10th/11th Grade: Mr. Mathis - [marquis.mathis@k12.dc.gov](mailto:marquis.mathis@k12.dc.gov)

12th Grade: Mrs. Reavis - [suwana.reavis@k12.dc.gov](mailto:suwana.reavis@k12.dc.gov)

### **VIRTUAL RESOURCES - FROM AP LISA JONES**

**Good Afternoon Ellington Families,**

**As promised during the parent meetings, I am providing you with a list of resources and links that will assist you with navigating our new virtual reality with learning at home. They include the attached resources for Microsoft Teams & Canvas:**

**Attached Resources:**

- **Student Log in Instructions for Canvas**
- **Microsoft Office 365 Pro Plus for Education-(Free Downloading)**
- **Parent Portal Guide for Aspen**

**In addition, please see the Webinar & Tutorial Video Resources in the links below. They include information on Microsoft Teams, Canvas and Zoom.**

1. **Dashboard Overview**
2. **Canvas Student App**
3. **Assignments Overview**

4. **Discussion Posts**
5. **Canvas Student Guide**
6. **Assignment Submissions**
7. **Checking Assignment Grades**
8. **Zoom Tutorials & Training Center**

**I have also attached a copy of the Parent Portal Guide from DCPS. Also, here is the link to get to the Parent Portal Guide which has videos/tutorials on logging in an using the functions in Aspen: <https://dcps.dc.gov/page/parent-portal>**

## [Parent Portal | dcps](#)

The goal of the District's Parent Portal is to create an open portal of communication between teachers and families to more easily work as a team in supporting each student's learning. The portal provides families more insight into what occurs in the classroom, helping them become better equipped to support their child's strengths and areas of growth.

[dcps.dc.gov](https://dcps.dc.gov)

It includes:

1. Getting Started
2. Finding Your Child & Checking their Schedule
3. Assignments & Grades
4. Calendar & Email
5. Transcripts & Graduation Process

Please feel free to reach out if you have any questions or concerns.

## **HOW TO LOGIN TO MICROSOFT TEAMS:(Students)**

**Your login for Microsoft Office is your Student [ID@students.k12.dc.gov](mailto:ID@students.k12.dc.gov)**

**Your password is the numerical form of your birthday, 2mo 2day 2year**

**See the attached Office 365 One Pager for staff and students to review how to log on. You may also log into 365 directly from your Canvas!**

### [Connecting with Microsoft Teams as a student](#)

Learn how to communicate with Microsoft Teams using chats, posts, calls, and video chats. Stay connected with your school from any device.

[https://youtu.be/PasT3Q1ZR\\_I](https://youtu.be/PasT3Q1ZR_I)

Signing into Microsoft Teams for the first time if you're a student

<https://youtu.be/qx8xHpRMFHU>

Working with classes and classmates in Microsoft Teams

<https://youtu.be/5yT1K34RJo4>

Organize schoolwork with Microsoft Teams

<https://youtu.be/knOp1wT84x8>

You Can Access Office Online Free And From Anywhere: Mini Tour Of Office.com!

<https://youtu.be/wJKDtQh48Mg>

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### **Canvas Tutorials:**

#### Canvas Overview (Students)

In this video, you will learn about your Canvas Dashboard and Global Navigation links. You'll also learn about navigating a course and accessing assignments.

<https://community.canvaslms.com/t5/Video-Guide/Canvas-Overview-Students/ta-p/383771>

#### Dashboard Overview (Students)

In this video, you will learn about managing your dashboard and sidebar.

<https://community.canvaslms.com/t5/Video-Guide/Dashboard-Overview-Students/ta-p/384217>

#### Canvas Student App

This video is for Canvas Student app users on iOS and Android devices. The steps in this video are shown for a phone display, but unless otherwise noted, tablet displays mirror the same steps. To learn more about this topic, visit the Canvas Guides at [guides.canvaslms.com](https://guides.canvaslms.com). Additionally, permissions and login steps vary between users and institutions, so what you see in this video may be different from what you see in the Student app.

<https://community.canvaslms.com/t5/Video-Guide/Canvas-Student-App/ta-p/384213>

#### Assignments Overview (Students)

In this video you will learn about viewing and accessing assignments in Canvas.

<https://community.canvaslms.com/t5/Video-Guide/Assignments-Overview-Students/ta-p/384075>

#### Discussions Overview (Students)

In this video, you will learn how to view, reply to, and edit discussion posts.

<https://community.canvaslms.com/t5/Video-Guide/Discussions-Overview-Students/ta-p/383515>

For more information, visit the Canvas Student Guide here:

<https://community.canvaslms.com/t5/Student-Guide/tkb-p/student>

#### Assignment Submissions (Students)

In this video, you will learn about the different ways you can submit assignments in Canvas.

<https://community.canvaslms.com/t5/Video-Guide/Assignment-Submissions-Students/ta-p/3841>

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#### Grades (Students)

In this video you will learn how to check your grades in Canvas.

<https://community.canvaslms.com/t5/Video-Guide/Grades-Students/ta-p/384190>

### [Grades \(Students\) - Canvas Community](#)

In this video you will learn how to check your grades in Canvas. Last updated 2019-04-23 To view subtitles for this video, click the CC button. View the script for this video. Video overviews reflect current feature functionality in Canvas; they are updated based on workflow changes, not on min...

[community.canvaslms.com](https://community.canvaslms.com)

<https://support.zoom.us/hc/en-us/articles/217214286-Watch-Recorded-Training-Sessions>