

**High School Online Options
Information Sheet
Sherm Iversen- Online Social Studies**

Welcome to class! Please read this document and save it somewhere you can access it. You can contact me with questions anytime!

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*, where you will find your current class listed

Online Options Website: <https://www.everettsd.org/onlinehigh> Then click on *Canvas> My Courses*

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

*Please make this the first thing you do!

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.

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 almost always successful.

***IMPORTANT- Log in and work daily-** Please login 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. Even if you can't spend an hour EVERY day, please log in and spend at least some time in the class each school day.

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

Response Time- Please give me 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 I 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, contact me and we can come up with a plan for you 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 p.m. Assignments, projects, discussions, and tests are due by the end of the day on the posted date.

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*.

Earning A and B grades- To earn an A or B grade in the class for a final grade, stay up to date with the posted due dates and keep your grade up to at least a B (80%) all semester. If you are behind for much of the semester with a low grade, then you submit most of your work at the end of the semester, you will not be able to earn an A or B grade, regardless of how many points you earn.

Athletics and Activities Eligibility- Your online class is part of your official schedule, and you need to be at 60% or more in this class to be eligible for practices and competition.

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- Please notify me 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 the way that works best for you.

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

Sherm Iversen, Online Options- Social Studies
siversen@everettsd.org