January 5, 2021

Dear Virtual Students and Families,

As you are anticipating second semester virtual learning at Norman High School, we appreciate your patience and flexibility with the growing pains we’ve all experienced in teaching and learning in the midst of a global pandemic. We want to communicate about some of the changes to virtual learning expectations.

- The change that may be most noticeable is that students will have increased opportunity to attend scheduled virtual meetings.

- Virtual students that have multiple classes in the same class period should communicate with all instructors. NHS faculty will work to accommodate you.

- Canvas is still our learning portal, teachers and staff are very committed to the success of every student, and that we are preparing students for their future beyond high school.

*Are you ready?* As you prepare for a successful virtual semester, please keep the following in mind:

1. Do you have the right supplies to be successful? If your laptop needs a refresh or you need help with a hotspot or Internet access, please contact NHS’s Tech Bar at 405-366-0561.

2. Are you enrolled in the right classes for progress to graduation? If you have questions, please contact your counselors at 405-366-5812. If you need a class change, please use the request form on the NHS website.

3. Do you need a Canvas refresh or lesson? Check out these resources on the school website for school families and students. If you need assistance with Canvas, please email your teacher or contact Canvas support at 405-366-0561.

4. When you need assistance from your teacher, please check Canvas for a live meeting, Office Hours, or Tutorial Hours. These may be before or after school and during lunch.

Families - Do you need a refresher on Canvas? Due to popular demand, NHS will host virtual Canvas Parent training on Tuesday, January 12 at 12 pm and again at 6:30 pm. A Zoom link and details will be shared in the next newsletter, so stay tuned.
The following Success Tips for Virtual Learning were gathered from Norman High School students and teachers:

**Seven Habits of Highly Effective Virtual Students**

**Set up a schedule and stick to it.**

➢ Create a calendar and block off times for school each day.
➢ If your class has synchronous Zoom meetings, build your schedule around those times.
➢ If your classes are asynchronous, have a regular time each day to do the work.

**Prioritize and organize your tasks.**

➢ You will need to develop a system that works for you: a calendar, a to-do list, etc. This is vital to keeping you on track and aware of your deadlines. Virtual students can’t rely on in-person reminders from teachers.
➢ Decide which tasks should be done first in order to meet deadlines.

**Minimize digital distraction.**

➢ Turn off notifications and limit social media while trying to accomplish tasks.

**Read all course materials.**

➢ It’s important to know the course requirements, how grades are calculated, and the instructions for each assignment.

**Monitor your grades.**

➢ Keep track of your progress and notify the teacher if there are any issues or questions.

**Reach out to your teacher via email/office hours.**

➢ This can be as simple as an introduction if you’re not having questions. It is also crucial to let a teacher know if you are struggling or have life circumstances that are impacting your ability to complete your work.

**Work hard! Don’t give up!**

➢ Learning requires consistent effort. You’ve got this!