

# NOTE TO SELF

Students and families retrieve information at any time of the day or week. Develop an FAQ (frequently asked questions) to post on your student and family pages.

QUESTIONS	YOUR RESPONSES
Where can I find weekly and monthly schedules?	<a href="#">Weekly schedules can be found in the CLASSWORK tab in Google Classroom. Once hybrid, you can find the schedule on your school's website.</a>
Where do I find assignments and materials?	<a href="#">Assignments and materials can be found in the CLASSWORK tab in Google Classroom. Check out the HELPFUL RESOURCES topic/folder. There are great tutorials and support for everybody!</a>
How do I submit work?	<a href="#">Click on VIEW YOUR WORK at the top of your GC. You can view what has been submitted and what needs to be submitted/what is due. Click on the assignment and you will see the "turn in" button on the right hand side. Tutorial in Helpful Resources.</a>
How do I retrieve graded work?	<a href="#">Your Google Classroom grades are synched to your SchoolTool Grade book. Parents can receive an email summary which includes: missing work, upcoming work, and class activities. Grades are not included in GC email summaries.</a>
How do I contact the teacher for academic help?	<a href="#">Go to GC → Classroom → Ways to Contact Madame Simeone. There are several ways to contact me, including a link to schedule a Google Meet extra help session.</a>
How do I get technical help?	<a href="#">Go to <a href="http://arlingtonschools.org">arlingtonschools.org</a>. Then click on "Arlington COVID-19 Hub". There are tutorials and a Parent Technology Help form to submit for more assistance. When in doubt, just ask, If I know the answer, I will gladly share it with you :-)</a>