

# **ENGAGE. EDUCATE. EMPOWER.**

## **eLearning Communication for Staff**

Students and parents should have well publicized methods to reach a teacher. Email access is expected and telephone communication is strongly recommended for the day. If a staff member does not have access to the Internet at home, he/she should relocate to a site with functioning Internet, unless the county alert status is elevated to a no travel level. Students and parents should receive a live response to questions and concerns (email or call) within 1 hour of the initial contact, if the initial contact is made during designated times from 9:00 a.m.-5:00 p.m. Notify parents of when you plan to take a one hour lunch break in a reasonable amount of time.

### **Email Communication - Required**

All teachers should have email open during an eLearning day. Since it may be impossible to respond immediately to each student, all teachers should set up and turn on an automatic reply to their email account during the eLearning day. An automatic reply will let the sender know that you have received the message and you will contact them shortly.

*Example – Thank you for contacting me on our eLearning day. I may be working with another student at the moment, but your question is important to me. I will contact you as soon as I can.*

To set up an Automatic Reply, please go to this link:

<https://support.google.com/mail/answer/25922?co=GENIE.Platform%3DDesktop&hl=en> Don't forget to turn this off at the end of the day. Once an automatic reply is created, it is stored and can be used again by simply selecting different date and time ranges.

You may also post an announcement on Google Classroom. If you need help learning how to set up and Automatic Reply, please let your building administrator know.

### **Learning Management System (LMS)-Google Classroom- Highly Recommended**

The use of Google Classroom as your LMS is encouraged during an eLearning day. You can notify students, assign tasks and turn in work through your LMS.

### **Other Forms of Communication - Recommended**

In addition to email and phone access, many teachers are also communicating with students and parents via Google Classroom, class website, Facebook, Twitter, Class Dojo, Chat/Messaging, Google Voice, or video conferencing, etc. These are also acceptable forms of communication, but should be used in combination with email and/or phone contact.



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