Dear parents and students,

I hope this letter finds you and your family in good health. We are truly experiencing something we have never before seen in our lifetime. Thank you for your patience as we transition from a traditional school setting to a distant learning platform. We will all experience a range of emotions as we transition to include frustration, anger, satisfaction and accomplishment. Please be patient as we are travel these unchartered waters together.

We will be using the Schoology Platform throughout the district. Schoology is a social networking service and virtual learning environment that allows users to create, manage, and share academic content. EPISD high school and middle schools have been using this platform successfully for years. It is very user friendly and a simple platform. Please follow the schedule closely as I will post only one week’s assignment at a time. The first week will be used mainly to understand and navigate the program.

I will also be doing a live video conference via ZOOM with the students every Monday, Wednesday and Friday from 9:30 a.m. to 10:00 a.m. It is here we will be able to answer any student/parent questions. Our first session on Monday will be used as general housekeeping to go over the academic program and try to answer any questions during this confusing time.

I will also have virtual office hours daily from 9:00 a.m. to 1:00 p.m. (As you know I am always available for questions or concerns). It is during this time I will be available to answer any emails, concerns or questions you may have. Feel free to email me at: [fdesanto@episd.org](mailto:fdesanto@episd.org), message me on Class Dojo or text me at (915)328-7026.

Thank you again for your patience and understanding as we make this voyage together. Please understand teachers are also using this technology for the first time and there will be mistakes and errors made. Above all, please do not panic or think you have done something wrong. We are all in the learning process stage and will get through it together.

A screenshot of a computer

Description automatically generatedThe first thing students MUST do is log onto **Schoology**. The easiest steps to do this are as follows:

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1.Go to [www.episd.org](http://www.episd.org/)

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2. Scroll to the very bottom and under the resource

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section, click on:  CLASSLINK

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3. Have the student put their AR username and password

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into CLASSLINK

* cadwy1234 (example) password
* 19930614 (Year of student birth/month/day)-username

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### 4. Sign in with AR [Username@episd.org](mailto:Username@episd.org) and then password

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### [Cadwy1234@episd.org](mailto:Cadwy1234@episd.org) (example) – Click Next

### 19930614 (Year of student birth/month/day) –Sign In

A screenshot of a cell phone

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5. In order to enable Classlink, click on Continue

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to Website

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6. Permission Requested may be required at this point

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7. Once in CLASSLINK, all the apps will be available for

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student use (Istation, MyON and Schoology, Office 365.)

Now Click on the Schoology App.

A screenshot of a computer

Description automatically generated8-You are then logged into Schoology. From the courses

tab, you may click on the appropriate math section

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for your child. (4B, 4C OR 4D)

The following are course numbers if you should need them:

4B: B4WT-JG36-JWQKB

4C: QPJ6-XFDQ-4HJST

4D: 3G35-7XC9-VPR8V

### To access individual student emails, the student must do the following:

### -Log onto [WWW.office.com](http://WWW.office.com)

### -Click Sign In

### -Click on Work or School account

### -Sign in with AR [Username@episd.org](mailto:Username@episd.org) and then password

### [Cadwy1234@episd.org](mailto:Cadwy1234@episd.org) (example) – Click Next

### 19930614 (Year of student birth/month/day) – Click Sign In

### -Stay Signed In screen appears – Click Yes

### -You are now in Office 365 main page.

### -Click on Outlook to enable EMAIL.

### -Your student can email me completed emails from this section.

### -Your student will now have an email address similar to the following example:

### [Cadwy1234@episdorg.onmicrosoft.com](mailto:Cadwy1234@episdorg.onmicrosoft.com)

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### To access math ZOOM videoconferencing:

* Join Zoom Meeting  
  https://zoom.us/j/875344050?pwd=SVh5UWNrWlBMU0RrQWlPU2ZnVzIzUT09  
    
  Meeting ID: 875 344 050  
  Password: 227864