Hello everyone,

I'm pleased that you have enrolled in **my Career Education class** and I look forward to working with you. I encourage you to begin working on the course right away.

**Setting and Sticking to Your Completion Schedule**

I will be setting due dates for assignments on a weekly basis. You may be able to complete your assignments ahead of schedule once I release them to you. All work for the week will be due by the date set up for you in your assignments. You can see the due dates and directions by going to “Modules” on the left side navigation or by looking for the due dates on your calendar, which is color-coded for each class. **Any work after this date will be considered late.** You may have a penalty for late assignments unless you have made arrangements with me prior to the due date. If you are confused or need help with an assignment, I will make every effort to help you meet any due dates, but I cannot promise to grade numerous assignments at once to help you meet those deadlines if you should fall behind schedule. You need to set a schedule and stick to it. My feedback to your work is an essential part of the learning process.

**Where Should You Begin**

You should begin by clicking on “Module” located on the left side navigation. Once you are in the Module view, you should select the “Course Introduction” Module. Please follow along in the Module in the order I have added your work. You will be given more specific directions once you click on each assignment, discussion, content page or quiz.

**Asking Questions**

You are welcome to contact me with questions about the course content. If it is a question critical for your completion of an assignment, please note that in the subject heading of your e-mail message so I can get back to you immediately. Remember, questions regarding scheduling and taking your Keystone or PSSA tests should be directed to your guidance counselor, Miss Hand. She can be reached at (814) 938-5151 ext. 1540.

**How to Submit Assignments**

Your instructions for submitting assignments will be included in the actual assignment. Please follow those directions carefully.

I do not want to accept assignments that are sent as e-mail attachments. If you are having trouble attaching a file to submit an assignment, please use e-mail as the last option. I do not have the tools to give you feedback in Canvas if you do not submit your assignment via the “submit assignment” button.

**How to Receive Feedback on Your Assignments**

Check your assignments for feedback. You will be notified on your homepage when work has been graded. Please keep in mind that official grades are recorded in our SIS (Student Information System) located on the district homepage. If you need access to SIS, please contact the guidance office for directions and your user name and password.

I am looking forward to a successful year. Please make sure you contact me if you have questions at **(814) 938-5151 ext. 1123** or by using the messages in Canvas. You may also contact the cyber monitor, Mrs. Fedigan, at (814) 938-5151 ext. 1216.

Thank you,

**Teacher’s name**