Good afternoon, school partners!

**All NSU E-learning classes are moving to online**.  There will be no DDN or blended connections.  All instructional elements (recorded class sessions) and all content elements (homework) are designed for equitable access by all students regardless of each student’s access to computers or the internet.  Here’s how do we designed class sessions and work for equitable access.

* **Instructional elements**:  Recorded Panopto class sessions will be available in 2 ways:
	+ in D2L content as the class session link
	+ in D2L content as the podcast link. The podcast link allows students and/or e-mentors to download the class session for viewing off line.  E-mentors are asked to download podcasts to jump drives and distribute with homework packets to students locally so all students can complete coursework whether they have Internet access or not. [All K-12 e-mentors and students who download the Panopto podcasts to jump drives need to delete them when the school year is over.]
	+ Students who have a cell phone can access the Panopto lectures by downloading the Panopto app to their cell phones. They can use their D2L credentials in the Panopto app.

The steps are:

* + - 1. Download the Panopto app from the app store
			2. When prompted, enter your @wolves.northern.edu email address, or tap “Enter Site URL” at the top right and type in: northern.hosted.panopto.com
			3. Make sure D2L Brightspace (Faculty & Students) is selected in the drop-down box and then tap Sign in
			4. Enter the same credentials you use to login to D2L
* **Content elements**: All homework will be posted on D2L content as a PDF document.  E-mentors are asked to download homework PDFs and print one packet of homework for each student so all students can complete coursework whether they have Internet access or not.
* All homework will be submitted to a D2L drop box. Students with internet access and the ability to scan may submit upon completion; students without internet access and/or the ability to scan will either return work to e-mentors (as arranged locally) or will scan and submit when they return to school.
* Please note that no electronic resources will be used. All content work becomes paper-and-pencil.
* **Class sessions and homework for March 23 – 27, will be posted on D2L Content by noon on Friday, March 20 (or sooner)**; weekly messages to schools from teachers will be sent by that time as well (or sooner).
* The move to online will be in effect March 23 – March 27.  The situation will be revisited as appropriate for changing circumstances.

The safety of teachers, students and school staff is our priority right now.  Please let me know if you have any questions or concerns. I appreciate your partnership!

Mary