



Middleton–Cross Plains
Area School District
inclusive. innovative. inspiring.

March 26, 2020

Secondary Communication to Students and Families

We hope you are doing well and staying healthy! The Middleton-Cross Plains Area School District (MCPASD) Educators are working hard to prepare for the online learning that will begin next week.

Here is some information we hope will help you.

WHAT IS BUZZ AND WHY ARE WE USING IT FOR ONLINE LEARNING?

- Your classes will be in a Learning Management System (LMS) called [BUZZ](#).
- BUZZ will provide you with **one location** for communication with your teachers for all of your courses.
- BUZZ allows different school staff to support you with your online learning, such as your advisory or ELT teacher, your counselor, and your principal. They will all be able to see how you are progressing across all of your courses.

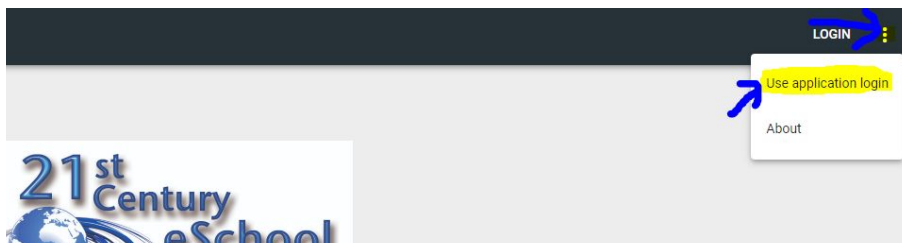
Here are some things to do to prepare.

COMPLETE A GOOGLE SURVEY

- By the end of the day on Monday, March 30, look for a Google survey through Infinite Campus Messenger.
- It will be from your middle school ELT teacher or your high school Advisor.
- It will ask about your access to BUZZ and your comfort with online learning.

LOG INTO BUZZ

- Click this link: [BUZZ](#). Your screen should look like the image below.



- Your login to BUZZ was emailed to you last week.
- **Click the three dots** and then enter your school username and password (starting with "mcp.####")
- DO NOT click on the word "LOGIN"
- If you are having trouble logging in, please check again to make sure you are following the steps above.
- If you have checked that and are still having problems, please complete this [form](#).

COMPLETE DIGITAL CITIZENSHIP LESSONS

- The first and only course you should see on Monday, March 30, 2020, is the BUZZ Orientation course.
- This course includes your Digital Citizenship lessons.
- Please complete these lessons.

ENROLL IN YOUR COURSES THROUGH GENIUS

- Your teachers will each send you a Course Code to enroll in each of your courses.
- You will enroll in your courses using a system called Genius. (BUZZ is linked to Genius.)
- This will be the only time you will need to use Genius.
- You will not see your courses until you have entered the course codes from your teachers into Genius.
- *Note: This step is **new** for those of you who have accessed BUZZ for previous courses.*

REACH OUT WHEN YOU NEED HELP

- **Please contact your teachers by email or Google chat when you have questions or need help.**
- They will respond as soon as possible, likely within 24 hours.

ENGAGE WITH ONLINE LEARNING & TAKE CARE OF YOURSELF

- Your classes and learning are important, but your wellbeing is most important of all.
- We recognize that this is a very stressful time for many students and families and that some days you may not be able to engage online for the full recommended time. We simply ask that you do your best.
- The recommended total time for learning each day is as follows:
 - Middle school students: 2-2.5 hours online; 2-3 hours learning offline
 - High school students: 3-3.5 hours online; 3-4 hours learning offline
- It helps to remain physically active and to learn offline. Here are some examples of learning offline:
 - reading
 - writing a response
 - interviewing a relative
 - drawing
 - creating or designing something
 - playing a board game
 - practicing an instrument
 - engaging in physical activity
 - engaging in mindfulness practice
 - watching a documentary

Here are some things we want you to know.

WE ARE STARTING SLOWLY

- We have asked teachers to keep online work to a minimum for each of the courses you have, especially in the beginning.
- We suggest teachers monitor your learning progress and not focus on grades/grading in the traditional sense.
- In late April, you will start to see progress posted in Infinite Campus, so you will know if you are making adequate progress toward learning goals.

WE ARE WORKING ON A WEBSITE

- Free learning resources suggested for you by MCPASD Educators can be found here at [this online learning MCPASD Google Site](#).
- This site will also have information to help you solve any problems with your technology.
- We will link it to the MCPASD Website.