
Thank you for setting up your HGS email.

Next steps:

1. Copy my email signature, including the company logo. Paste it into your email signature and personalize it. Use the links below to help you set up your signature.
 - [Signature Setup - Outlook Desktop Application](#)
 - [Signature Setup – Outlook Web Based](#)
 - **Send me an email to confirm that your signature is set up properly.**
2. To prepare for Fall Semester scheduling of courses, please fill out the following form ASAP: [Teacher Course and Availability Form](#)
3. Check your HGS Outlook email for a message with your username and password for the My Virtual Campus (maestro) student information system (SIS).
 - Be sure to save your username and password and favorite/bookmark this site for easy access.
 - Messages in Maestro need to be checked daily in addition to your company email.
 - Note: All student correspondence will go through Maestro (you must communicate with students at least once per week)
 - Note: You can set up groups in Maestro to send group messages about live lesson, office hours, or class information.
 - Please familiarize yourself with Maestro and let me know if you have any questions
4. Send me a copy of your Welcome Letter
 - Please download a copy of the template below to your desktop
[Welcome Letter Template](#)
 - Send me a copy once you have completed this
5. By setting up your company email you now have access to MS Sharepoint. Currently this is where we house all our training documents and videos. Most questions can be answered by looking through these trainings. Please review these videos and presentations as soon as possible.
 - [Teaching Model Expectations](#)
 - [Troubleshooting Document](#)

- [My Virtual Campus Training Videos Folder](#)
 - [Accelerate Training Videos Folder](#)
 - [Synchronous Class Platform Training](#)
 - [Live Lesson Expectations](#)
 - [ESL Teacher Expectations](#)
 - [Synchronous Instruction Guide](#)
6. Check emails and the Maestro Message Center daily for new enrollments and send welcome message to students.
- Use the template provided at the link below
[Procedures for New Enrollment/Welcome Email Template to Students](#)
 - You can send this message to your new students in the Maestro Message Center
 - ***This message should also be posted as an announcement in each of your courses***
 - When you get your first enrollment, feel free to reach out to me if you have any questions
7. *COMING SOON! You can expect to be enrolled in a Teacher Success course.*
- *When you are enrolled you will need to complete the course and save your completion certificate.*
 - *Note: All links listed above will be available in the Teacher Success course*
8. Reach out to me with any questions or concerns!
- Please always communicate with me through your company email address.
 - Please plan to attend my next office hours or we can set up a separate time that works for both of us
 - **My office hours are:**
 - Mondays at Noon est to 1pm est
 - My Zoom Meeting Room link is:
<https://myvsoe.zoom.us/j/6251680699?pwd=V3FuTTA4UXl1ejdBOWN5dVovSkJDQT09>

For your reference, below is a list of all Mentor Teachers, as they may reach out to you in the future:

Mentor Teacher	Subject Area
Electives	Keisha Nleka Keisha.Nleka@hudsonglobalscholars.com
English	Cara Randle

	Cara.Randle@hudsonglobalscholars.com
Math	Ashley Healing-Scheremeta Ashley.Scheremeta@hudsonglobalscholars.com
Science	Allison Kahan Allison.Kahan@hudsonglobalscholars.com
Social Studies/Theology	Chris Swanson Chris.Swanson@hudsonglobalscholars.com

We are excited to welcome you to our teaching team!