

# Need to Know Information

## Taking a Class with Mrs. Zubko

### Google Classroom:

- Please join Google Classroom for your class with Mrs. Zubko
- Even better download the Google Classroom app on your phone
- If you have questions about an assignment, comment directly in the Google Classroom by adding a private comment
- Submit any digital work to the Classroom if you want it assessed. DO NOT email it to me. \*You can attach ANY type of document in the Google Classroom
- Do NOT submit a blank document
- Delete any attachments provided by me, so that only your submitted work remains
- Make sure that your FULL NAME is in the top right corner of your assignment
- Name your document (give it a title in the top left of the document - Title should reflect class as well as assignment. Ex. History - DR Chart) - this will allow you to find it later in your drive
- If you missed something or would like to fix an error - UNSUBMIT your assignment to make changes and then RESUBMIT in the Google Classroom

### Communications:

Email: [shayna.zubko@gssdschools.ca](mailto:shayna.zubko@gssdschools.ca)

- DO NOT use this email to submit assignments. If you do they will be deleted. They must be submitted to the Google Classroom
- If you are not at school for any reason (regular absence, remote learning, bus day, etc.) check your school email (gssdschools) as well as the Google Classroom - communication will come from me in one of these formats on a regular basis

### Absences:

- It is your responsibility to check the Google Classroom as well as emails to see what work you have missed and may need to work on
- If you happen to have missed a test or a due date for an assignment, it is expected that the day you return you will submit your work and/or write your exam
- Although work is posted in the Google Classroom, your best chance of success is to attend class

### Edsby:

- Do your best to track your OWN progress and work, keep track of assignments via paper and on those marked Turned In on the Google Classroom
- DO NOT throw away any graded and returned work that you handed in on paper - those grades may be needed at a later date