

Dear Students,

I apologize for cancelling the Zoom Office Hours. Since a person does not need a username or password to gain access to the classroom website, it would be available for anyone to see and I did not want others to join in on our Zoom Office Hours; therefore, I have set up a Google Classroom for each class. I will need to have your email to place you in the classroom. You may set up a gmail account for free. If you need help in doing so, please let me know. Please send me your email address once you have one so you may gain access into your Google Classroom. Once I have all students in the room, I will set up Office Hours for each room. This will be a more secure way to communicate. As you know, if you have any questions concerning your work, you may click on the Question tab and ask the question. I will post your answer. Please send your email address by clicking on the upper-right hand corner of [www.metcalfclassroom.com](http://www.metcalfclassroom.com) to Email Mrs. Metcalf, enter your full name, your email address, Subject should say “email address”, and in the message box type your email address you want me to use to place you in your Google Classroom.

Your teacher,

Mrs. Metcalf