

Welcome to the first day of Virtual School.

Full-Time Virtual Students

1. If you are a full-time virtual school student you do not need to check in with your homeroom teacher or any of the other classes on your Schoology schedule. From this point forward, you are self paced and working directly with your virtual school instructors. However, it is expected that you log into your courses and make progress every day.
2. At this point you should have received all or some of your virtual courses. You may have not received your courses for a few different reasons:
 - a. You submitted your requests during the Labor Day weekend. We will send in those requests today and you should receive an email with a link to your courses within the next week.
 - b. You are not logging into your Microsoft email account. All communication through the WV Virtual School will take place through your student email account. *See below for more instructions.
 - c. You never submitted your course requests. Please do this as soon as possible.
 - d. The state is still processing some or all of your course requests. If you do not receive the email with the links to your courses by Thursday, please contact Mr. Colistra at kcolistra@k12.wv.us
3. If your courses are incorrect, please email Mr. Colistra at kcolistra@k12.wv.us with Incorrect Virtual Courses in the subject line.

MCS Distance Learning Students

1. Please see the information above concerning receiving your courses through your student email account.
2. All students taking virtual courses instead of MHS classes should log onto their virtual courses during the class time stated on their Schoology schedules. Students do not need to check in with their MHS teachers for that specific subject when taking a virtual course. The virtual instructor is now their point of contact. .
3. If you have not received your courses yet, please use that time to work ahead in your other virtual courses. They are all self-paced courses. If you do not receive a link to your courses by Thursday, please email Mr. Colistra at kcolistra@k12.wv.us

How To Access A WV Virtual Class

1. Go to your Microsoft Office Outlook email. This is your Username@stu.k12.wv.us student email. Every student has an Outlook email address. Here are the steps you need to access this email:
 - a. From the MHS website, click on “Check Email”

- b. Login using username@stu.k12.wv.us email address. You will have to put in the whole address. (Your username is the same as your Chromebook)
 - c. Enter your password. This will be the same as your Chromebook as well.
 - d. Once logged in, click on “Outlook”.
 - e. *If you need any help with account information please email Mr. Colistra at kcolistra@k12.wv.us*
2. Check this email daily for information about starting your WV Virtual class as well as important information from your virtual teachers. Make sure you are signed up for the correct classes. Email Mr. Colistra ASAP if you see a course error.
3. Once in the class, take some time to familiarize yourself with how to turn in work, deadlines, your virtual teacher’s email address, how to check your progress and how to check your grades.
4. Plan out how you are going to pace yourself to complete the class by the end of the semester. Set goals each week.
5. Mark your calendar for due dates for tests and midterm dates and when the class must be finished.
6. If you have questions about assignments or class material always email the virtual instructor for help.
7. You must be online at least weekly or due to inactivity you could be dropped from the class.
8. You should work on the virtual classes daily just like you would be taking the class face to face.
9. Email Mr. Colistra at kcolistra@k12.wv.us if you have questions about your WV Virtual classes.
10. If you need a test proctored, you must email Mr. Warbel at awarbel@k12.wv.us at least 24 hours in advance to set up a time to test.