



Attendance

- Students required to engage daily in order to be marked present for attendance
- Students may be marked present if
 - Attend live meetings scheduled by teacher
 - Submit assignment(s) via HUB
 - When unable to submit via HUB, students should submit assignments or contact teacher via Microsoft Teams Chat
- Absences can be resolved by submitting HUB assignment by 11:59PM that same day

College /Dual Credit

- Courses will be subject to the policies of HCC
- Your HCC advisor is Rosario Maldonado
Rosario.Salazar@hccs.edu

MONDAY – THURSDAY VIRTUAL SCHEDULE							
MEETING	START	END	H:MM	MONDAY [A]	TUESDAY [B]	WEDNESDAY [A]	THURSDAY [B]
A1/B1	7:55 AM	8:40 AM	0:45	SYNCHRONOUS	SYNCHRONOUS	ASYNCHRONOUS	ASYNCHRONOUS
	8:40 AM	9:25 AM	0:45	ASYNCHRONOUS	ASYNCHRONOUS	OFFICE	OFFICE
BREAK	9:25 AM	9:30 AM	0:05	BREAK	BREAK	BREAK	BREAK
A2/B2	9:30 AM	10:15 AM	0:45	SYNCHRONOUS	SYNCHRONOUS	ASYNCHRONOUS	ASYNCHRONOUS
	ADA	10:15 AM	11:00 AM	ASYNCHRONOUS	ASYNCHRONOUS	OFFICE	OFFICE
LUNCH	11:00 AM	11:30 AM	0:30	LUNCH	LUNCH	LUNCH	LUNCH
BREAK	11:30 AM	11:35 AM	0:05	BREAK	BREAK	BREAK	BREAK
AVID	11:35 AM	12:20 PM	0:45	OFFICE	OFFICE	SYNCHRONOUS	SYNCHRONOUS
	BREAK	12:20 PM	12:25 PM	0:05	BREAK	BREAK	BREAK
A3/B3	12:25 PM	1:10 PM	0:45	SYNCHRONOUS	SYNCHRONOUS	ASYNCHRONOUS	ASYNCHRONOUS
		1:10 PM	1:55 PM	ASYNCHRONOUS	ASYNCHRONOUS	OFFICE	OFFICE
BREAK	1:55 PM	2:00 PM	0:05	BREAK	BREAK	BREAK	BREAK
A4/B4	2:00 PM	2:45 PM	0:45	SYNCHRONOUS	SYNCHRONOUS	ASYNCHRONOUS	ASYNCHRONOUS
		2:45 PM	3:30 PM	ASYNCHRONOUS	ASYNCHRONOUS	OFFICE	OFFICE

FRIDAY VIRTUAL SCHEDULE				
MEETING	START	END	H:MM	FRIDAY
A1	7:55 AM	8:40 AM	0:45	ASYNCHRONOUS
B1	8:40 AM	9:25 AM	0:45	ASYNCHRONOUS
A2*ADA*	9:25 AM	10:10 AM	0:45	ASYNCHRONOUS
B2	10:10 AM	10:55 AM	0:45	ASYNCHRONOUS
LUNCH	10:55 AM	11:25 AM	0:30	LUNCH
OFFICE	11:25 AM	12:10 PM	0:45	OFFICE
BREAK	12:10 PM	12:30 PM	0:20	BREAK
A3	12:30 PM	1:15 PM	0:45	ASYNCHRONOUS
B3	1:15 PM	2:00 PM	0:45	ASYNCHRONOUS
A4	2:00 PM	2:45 PM	0:45	ASYNCHRONOUS
B4	2:45 PM	3:30 PM	0:45	ASYNCHRONOUS

SYNCHRONOUS

- Lesson occurring at the **SAME TIME** for everyone
- Students should be engaged via Microsoft Teams
- Teams meetings will appear on student calendars
- Teams generates attendance list for teachers

ASYNCHRONOUS

- Lesson not occurring at the same time for everyone
- Self-guided student learning via HUB
- Live meetings will be scheduled by teacher on a rotational basis
- Meetings scheduled by teacher will appear on student calendar

OFFICE

- Students initiate this process via Microsoft Teams Chat (send a message to teacher)
- Students seek instructional support from teacher
- Attendance is optional and based on student need