

Directions to “Turn in” Completed Learning Packet Work

All students are required to complete school work during the closure either online or in packet form. Packets will **NOT** be collected at the school at this time. Do not bring work to the school. In order to submit Learning Packet assignments please choose one of the following options.

Option 1:

Install the Google Classroom app on a device that has internet capabilities. (tablet or smartphone) and sign into your google classroom account. For all students, the username is last.first@acpsmd.org. Each student should have a minimum of 6 classes to join (Math, English Language Arts, Science, Social Studies, and 2 Creative Arts classes). Contact the school or teacher if you do not see all of your classes.

- Take a photo of only your graded assignment and submit this picture via google classroom.
- Watch this video tutorial on how to turn in paper copies using google classroom:
<https://www.youtube.com/watch?v=fCIWMZDhRik>

Option 2:

Using a smartphone or tablet, take a picture of the completed assignment and email it the teacher. Teacher emails can be found in ASPEN or the school webpage. If you can not find the teacher's email, you may email all of your work to Mrs. Puffenberger at lora.puffenberger@acpsmd.org.

Option 3: (USE THIS OPTION IF YOU DO NOT HAVE INTERNET ACCESS)

Submit your work via text message to Mrs. Puffenberger or other staff who have provided a number to students. Take a picture of only the graded assignments and send the picture via text to **301-338-8136**. ***Include your name and grade with the text or have it written on the top of the paper.***

Only Graded Assignments need to be submitted. If you do not have the capability to submit your assignments in one of the 3 options or have questions please call the school and leave a message at 301-463-5751 or phone/text 301-338-8136 to reach Mrs. Puffenberger.

Westmar Staff misses our students. We can't wait to see you when school resumes.



Stay safe and healthy!.