

April 27, 2020

Dear Kilmer Families,

We are looking forward to our synchronous classes on Wednesday and Friday this week. Students also have an opportunity to connect with their teachers during Office Hours on Tuesday and Thursday. At this time, students should have received **a unique Blackboard Collaborate Link for each teacher to their fcpschools.net email to access synchronous learning and office hours**. Below please find information that will help your student be successful in our Distance Learning Environment.

Kilmer Distance Learning Hub

To streamline communication for parents and students, we developed the [Kilmer Distance Learning Hub](#). The purpose of the Kilmer Distance Learning Hub is to provide one place for students to access all course information and to assist students with organization in a Distance Learning environment. Here is the link to the [Kilmer Distance Learning Hub](#). Please note, the Kilmer Distance Learning Hub is housed in the student's FCPS Google Drive so your **student** will need to log in to his/her account to access it.

We strongly recommend that students Bookmark the Distance Learning Hub for quick and easy access.

Your child's school counselor will send the link to the Kilmer Distance Learning Hub to their fcpschools.net email this evening. Please encourage your child to access this resource for class information and weekly reminders.

Blackboard Collaborate Ultra Links

Click [here](#) for a **step by step guide** on how to access Blackboard Collaborate Links.

Please note that students will need to expand the email to see the link. For some students, they will need to click on the three gray dots on the bottom left hand corner of the email.

Please view [this video](#) for help in finding and using the new link.

The same, student-specific link will be used for all classroom instruction and teacher office hours moving forward. To assist students with staying organized, each student should cut and paste each link into the [distance learning schedule](#), a fillable document also posted on the Kilmer website.

Office Hours

All teachers will hold Office Hours every Tuesday and Thursday. We strongly encourage students to "pop into" their teacher's office hours tomorrow to make sure they can access all the Blackboard Collaborate Ultra Links.

We are very much looking forward to this week. Please take care of yourselves, your families, and each other.

Sincerely,

Kilmer Administrative Team

