

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 at UHS has an Outlook email address.

Here are the steps you need to access this email:

- A. From the HAWKS 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. Senatore at rsenatore@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 Ms. Ernstes 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 Ms. Ernstes at sernstes@k12.wv.us if you have questions about your WV Virtual classes.
 10. If you need a test proctored, you must email Ms. Ernstes at least 24 hours in advance to set up a time to test.