April 21, 2020

Good morning, Cotting Families,
I hope everyone is healthy and well, and that you were able to enjoy the weekend.

Our update today focuses on important information regarding Student Distance Learning Plans and student schedules.

**Distance Learning Plans** - On Friday you should have received an email from Leah Thibodeau with a link to your child’s Distance Learning Folder. In this folder were three documents: a cover letter, the Student Distance Learning Plan, and the Individual Student Schedule. If you did not receive this link, please contact Leah Thibodeau at lthibodeau@cotting.org. Please note that this folder was also shared with your school district.

**Student Schedules** - Each student schedule includes all live group and individual video meetings and the corresponding Zoom links for each meeting. It is important to remember these schedules are live google documents and should be accessed via the link rather than downloading. Any future changes or updates will be made directly to the live document. Using the link to the live document will ensure that you are accessing the most current version of the schedule. Please note these schedules were also sent to students at their Cotting gmail accounts.

**Zoom Links** - Cotting School is providing over 300 live video sessions each week for students! This amounts to more than 1300 Zoom links. We have individually checked every single one of these links to ensure they are as accurate as possible but we all should be prepared that it will not be perfect.

**Meeting problems** - If you encounter a problem with a Zoom link or any part of a meeting, please email helpme@cotting.org and someone will respond. There was problem with the helpme@cotting.org account last week but that has been resolved. We know that it is very frustrating when meeting links or any aspect of technology does not work as expected. We will continue to make any corrections as needed and ask for
your patience and understanding as we do our best to manage a high volume of weekly live meetings.

**Video Meeting Security** - We are continuing to stay abreast of evolving best practices in this new method of interacting with students to ensure safety for our entire community. All of the Zoom links on your child’s schedule have the **password embedded directly in the link** as our technology staff have determined this is the most effective and most secure process. In addition, it is now a standard security measure to enable the **waiting room feature** for all Zoom meetings. This allows us to control who enters a meeting and prevent anyone who does not belong from having access.

We will continue to review the schedules and assess how this process is working for our community. Again, thank you for your patience and feedback as we work together through the challenges of distance learning.

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