

IN PERSON

FACT OUTREACH EMAIL FORMAT - GOOGLE MEET:

I can do your FACT on Monday, March 16th during 2nd period. I will join your class at about 9:20am to begin the FACT at 9:25am. I will just come in and wait until you are ready to introduce me to the class. I will explain the process to them after you leave the room.

I will be using the chat and 'present screen' features in Google Meet, so every student (in-person and remote) needs to be individually logged into the Meet session. Please let me know if you have any questions about how this will work.

We will meet later to discuss the results of the FACT. This meeting will take about half an hour. When are you available to meet? I am free...

- Monday, March 16th at 10:30am or 1:00pm
- or Tuesday, March 17th anytime between 8:00am and noon

Let me know if there is a good time to meet for the debrief and I will send a calendar invite with a meeting link.

Take care,
Carolyn

REMOTE FACT OUTREACH EMAIL FORMAT - ZOOM:

I can do your FACT on Monday, March 16th during 2nd period. I will join your class at about 9:20am to begin the FACT at 9:25am. I will just come in and wait until you are ready to introduce me to the class. I will explain the process to them after you leave the room.

I will be using chat and share s'creen features' in Zoom, so every student (in-person and remote) needs to be individually logged into the session. **I will need to act as the Host when you leave the class.** Please let me know if you have any questions about how this will work.

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I will be using breakout rooms in Google Meet, so every student (in-person and remote) needs to be individually logged into the Meet session. It is also important that each student have a set of headphones. Please let me know if you have any questions about how this will work.

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I will be using the breakout rooms in Zoom, so every student (in-person and remote) needs to be individually logged into the session. **You will need to make me the Host when you leave the class.** It is also important that each student have a set of headphones. Please let me know if you have any questions about how this will work.

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STANDARD FACT OUTREACH EMAIL FORMAT:

I can do your FACT on Monday, March 16th during 2nd period. I will plan to arrive about 9:20am to begin the FACT at 9:25am. I will just come in and wait until you are ready to introduce me to the class. I will explain the process to them after you leave the room.

We will meet later to discuss the results of the FACT. This meeting will take about half an hour. When are you available to meet? I am free...

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