

Hello Students & Parents,

Welcome to Online Digital Photography! My name is Mr. Stiles, and I am excited to work with you this summer. On that note, please read this letter very carefully, so that we can get on the same page.

Before the class begins, you must purchase a subscription to Photoshop for a minimum of two months. Students were not charged a materials fee for this class, as it's easier for you to just purchase two months of Photoshop on your own.

Please see the Tutorial document included in this email, which explains how to purchase and sign into Photoshop. You will sign into your Photoshop account with the email that you used to purchase it. The first assignment is Photoshop based, so it's recommended that you play with the program a little beforehand.

Please watch the PVPSS Informational Video (pvpss.com → Summer High School → Informational Video) one more time, and then continue reading this letter afterward.

Now that you have seen the recording again, let's go over a few key points:

- **This is an asynchronous course, and I am available for virtual support by email.**
- **Students may not fall behind the pacing guide, but they are allowed to work ahead of it**
- **Assignments submitted one day late receive up to 50% credit (no credit by second day)**
- **No cheating, which includes submitting photos not taken by you**
- **Go to *pvpss.com* → *Summer High School* → *Policies for details***

*All email communication takes place through the PVPSS account, and an email with login instructions has been sent to you already (check your Spam/Junk folder if it never went to your inbox).* Please make sure to sign into that account if you have not done so already, and check it on a daily basis. You should be able to access **Teams** from your summer school email and password. Anyone having trouble logging in can contact our Technology Director (Charles Willis) at [tech@pvpss.com](mailto:tech@pvpss.com). **You may also access Teams 1<sup>st</sup> & 2<sup>nd</sup> Semester here:**

<https://teams.cloud.microsoft>

All assignments, calendar, written and recorded lessons, and past student examples are currently posted on our class website here: <http://www.mrstilesphotographyclass.com/recAssign.html>. Scroll down to where it says Summer School. They are also posted on **Teams**, which is where you will submit your completed photos. Also, Smart Phone photos are acceptable for the majority of assignments. File types of JPG or PSD (Photoshop Documents) are preferred.

I grade primarily on shown effort. Grades will usually be posted on **Teams** 24 -48 hours after their due date. Assignment photos should be uploaded to the Teams assignment. Simply attach your photos into the matching assignment folder on Teams. **Always double check that all of your photos were uploaded!**

FYI the time and date that you uploaded your assignments are automatically shown on Teams. If you have questions or need help with an assignment, please email me at [stilesj@pvpss.com](mailto:stilesj@pvpss.com)

Emails received after 1:30pm will not be returned until the following day.

Again, I look forward to having you in my class!

Sincerely, Mr. Stiles