Marshall Public Schools

e-Learning Days Elementary Teacher Checklist

Preparation for an e-Learning Day

⇒ My PLC created an activity matrix framework in preparation for a potential e-Learning Day and has it formatted to fit on one page when printed.
⇒ The activity matrix does not require students to use materials or technology they may not have access to.
⇒ Specific work given to students on an e-Learning Day will align to work we are currently doing in class.
⇒ I have practiced the type of activities I’ll assign on e-Learning Days with my class and have ensured students are familiar with and have access to all the tools they’ll need to be successful with the work on these days.
⇒ I have planned for a way to distribute work to students who may not have access to online materials on e-Learning Days. These students will be allowed adequate time to complete the work after regular school days resume.
⇒ I have communicated with Specialists (EL, SPED, Title, Technology, PE, Music) and we have determined what instruction will look like for students with these services on e-Learning Days.
⇒ Specialists: Communicate expectations with families for your students and make your activities accessible to students and families in a simple way (linked to homeroom activity matrix for example)
⇒ I know how to set up my “Out of Office” assistant in Outlook in case I am sick and unable to work during an e-Learning Day.

During an e-Learning Day

⇒ I will share my activity matrix with my class via Bloomz, SeeSaw, e-mail, and/or Teams no later than 10:00 a.m.
⇒ I will report attendance in Infinite Campus, marking students present
⇒ I will check and respond to my e-mails and voicemails periodically during the e-Learning Day (at least twice during the morning and twice during the afternoon)
⇒ I will contact my administrator if I need help during the e-Learning Day

After an e-Learning Day

⇒ I will collect all work provide feedback as appropriate. The due date for all e-Learning Day work is 3 days following the e-Learning Day.
⇒ I will make time for a classroom discussion for students to share feedback and provide any necessary feedback with my administrator.
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e-Learning Days Elementary Student Checklist

Before an e-Learning Day
⇒ My teacher has talked to me about the activities I can do on an e-Learning Day
⇒ I know how to access the activity matrix for e-Learning Days

During an e-Learning Day
⇒ I will do my best to complete the work my teacher(s) assign to me
⇒ I will ask my parents/caretaker and teacher for help if I need it

After an e-Learning Day
⇒ I will talk to my teacher about any questions I had about the activities I did on the e-Learning Day.
⇒ I will be ready to share the work I did with my teacher.

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e-Learning Days Elementary Parent Checklist

Before an e-Learning Day
⇒ My child has brought home an e-Learning Day activity matrix and/or I know how to access it
⇒ My child’s teacher has shared contact information with me, so I know how to reach him/her during an e-Learning Day

During an e-Learning Day
⇒ I will help my child with e-Learning Day activities if they need help.
⇒ I will encourage my child to complete his/her e-Learning Day activities.

After an e-Learning Day
⇒ I will contact my child’s teacher with any questions I had about the activities from the e-Learning Day.