

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.
- ⇒ E-Learning Day matrices will be developed and sent home at the beginning of each month (November-March).
- ⇒ 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 assigned on the matrix for an e-Learning Day 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 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 grade level teams to be included in the matrices that are developed.
- ⇒ 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 SeeSaw and/or e-mail no later than 10:00 a.m.
- ⇒ I will mark all students present in Campus for the day and update as needed
- ⇒ 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 complete the assigned PD activities for the e-Learning day
- ⇒ 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 will keep the activity matrix for e-Learning Days in a safe place at home so I am prepared for e-Learning

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 I will keep it in a safe spot to access during an e-Learning Day
- ⇒ 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 send completed work back to school with my student
- ⇒ I will contact my child's teacher with any questions I had about the activities from the e-Learning Day