

Marshall Public Schools

e-Learning Days Middle/High School Teacher Checklist

Preparation for an e-Learning Day

- ⇒ My PLC has visited about our expectations for e-Learning Days and has agreed on common resources, activities, and assessments.
- ⇒ Specific work given to students on an e-Learning Day will align to work we are currently doing in class and does not require students to use materials or technology they may not have access to.
- ⇒ My students are familiar with and have access to all the tools they'll need to be successful with the work on e-Learning 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 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 post assignments and activities for my class on Schoology 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 and 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 Secondary Student Checklist

Before an e-Learning Day

- ⇒ I understand how to access my class assignments in Schoology
- ⇒ I know how to contact my teacher if I have questions
- ⇒ I will make sure to have my device home and charged so it is ready to use for an e-Learning Day.

During an e-Learning Day

- ⇒ I will check each of my courses in Schoology to see what I need to complete on an e-Learning Day
- ⇒ I will follow directions my teacher has given me.
- ⇒ I will complete and submit assignments as assigned
- ⇒ I will contact my teacher during regular school hours if I have questions.
- ⇒ I will be ready to turn my work in within three days following the e-Learning Day if I do not submit it on the e-Learning Day.

After an e-Learning Day

- ⇒ I will talk to my teachers about completing any work not done on the e-Learning Day

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e-Learning Days Secondary Parent Checklist

Before 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 or I will help my child contact the teacher for clarification as needed.
- ⇒ I will encourage my child to complete his/her e-Learning Day activities.

After an e-Learning Day

- ⇒ I understand that I can contact my child's teacher if I have questions about any activities from the e-Learning day.