

5-12 STUDENT CHECKLIST E-LEARNING DAYS

P-E-M Community Schools

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 a device at home and charged so it is ready to use for an E-Learning day. If I do not have access to a device or do not have internet access at home, I will access the assignment on the following school day at school.

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 by 8:45 am.
- ➔ I will check-in with my classroom teacher (5, 6) or advisor (7-12) through Schoology or Gmail by 9:15 am.
- ➔ I will follow directions my teacher has given me.
- ➔ I will complete and submit assignments as assigned, if unable to complete during the E-Learning day in accordance with the student handbook.
- ➔ I will contact my teacher during regular school hours if I have questions.