Secondary Student Distance Learning Checklist

- Get ready for the day!
  - Get ready, even if I am not going anywhere. Stick to daily routines.
  - Set up my workspace, limiting distractions.
- Login to Canvas
  - Check my Calendar. (Try using Agenda View.)
  - Read daily announcements in each Canvas course. (Teachers will post a daily announcement by 9 AM each day.)
  - Create or write down my daily to-do list.
  - Follow the directions my teachers give me in Canvas.
  - Complete and submit assignments.
  - Read and respond to teacher feedback.
- Check my school email
  - Read any new emails and notifications.
  - If I reached out for help, respond to my teacher to thank them and let them know I received their message.
- Take breaks!
- Plug in my device
- If I need help, I will...
  - Email my teacher(s) during regular school hours:
    - High School: 7:30-3:30
    - East/West: 7:15-3:15