

What Certified Staff need to do on an eLearning day

By 9am

Post Lessons

- Post Lesson or assignments in Skyward Message Center. (Instructions on Page 2)



9 a.m.

Post lesson or assignment for all classes to the Skyward Message Center.
*Note the email option should not be selected.

After 9am

- Teachers to be online from 10:00-11:30am:
- Email from Students:
- eLearning Day Grades/Credit:

All teachers will be connected between 10:00-11:30am for student communication and assistance.

Email from students received by 3:00pm will be answered same day.

Grading/Assignment Credit is Teacher's discretion.

SPED Teachers with students who require non-digital lessons

- Ensure communication with students and parents to maintain compliance with IEPs.
- Have a plan in place for alternative non-digital assignments for students with IEPs as necessary.
- Discuss plans and supports with any paraprofessionals.

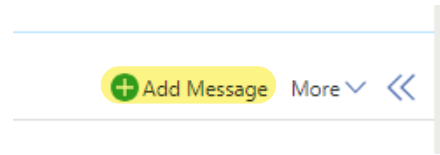
Posting to the Message Center

Message Center through Teacher Access

- Go to Teacher Access
- Message Center
- Features - Message Center



- On the top right-side locate **Add Message**



Complete the new message for your **Class, or Multiple Classes**, making sure to include the following:

- **Recipients - students**
- **Set Priority to High**
- **Subject - eLearning assignment**
- **Message**
- Complete the **Student Section Filters** to determine the courses that will receive this assignment

MESSAGE DETAILS

*Recipients

+ Student Section Filters (modified)

Send CC to Other Staff

Allow Replies

Priority

Student Full Name + Insert Field

*Subject

*Message

- Click on the magnifying glass in **Section Length** and pick the current semester and YR
- Click on the magnifying glass in **Subject** and select the subject you are posting an assignment for
- Click on the magnifying glass in **Section** and select the sections you are posting an assignment for
- Select **Next** at the top left of window

— Student Section Filters (modified)

Teachers

Section Length

Grade Bucket

Department

Subject

Curriculum

Section

Grade Level

Student Type

Gender

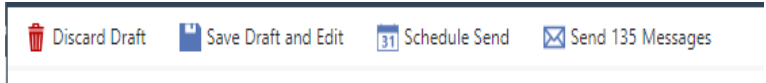
[No Data]

B - Blank

F - Female

M - Male

- A list of students that will receive the message will populate
- Select your next step
- Send the Message will send it immediately
- Schedule Send will allow you to select a date and time to send
- Discard Draft - puts the message in the trash



Student Attendance

- ❖ Monitor your students' attendance in Skyward.
All student attendance will be posted in Skyward by 11:15 am
- ❖ If you see your student is not marked present with a -9- and you see that your student is turning in work on the eLearning day, please reach out to the student and remind them to post their attendance for the day through the Skyward Message center - Message subject = eLearning Attendance
- ❖ If no student work is submitted for the day and they are not marked present -9-, then this student will be marked -D- and will be handled by the deans as an unaccounted for absence.

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