

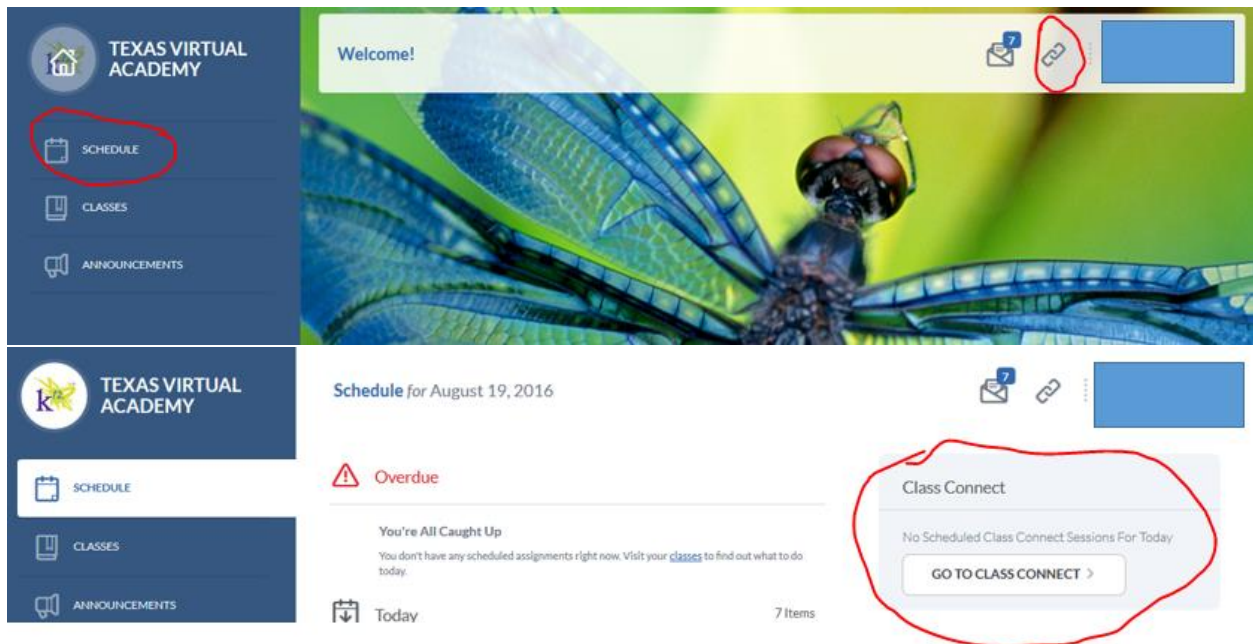
Here is a checklist for the first week of school:

- ✓ Students, check email in the Online School (OLS) twice a day by clicking on...



Learning Coaches (LCs) receive school emails in their personal account and students receive emails in the OLS. For returning families, kmail no longer exists!

- ✓ Complete PLA Math and Reading Assessments-Instructions were attached to 8/18 email on how to log on, complete and see results. Email and let me know if you need them again!
- ✓ Attend required Class Connect session (CCs) and meet your teachers! Math, ELA, Science and Social Studies are required CCs and they are Monday through Thursday from 9 am-12 pm CST. Links to CCs can be found by clicking on....



Remember that sessions starting with REQ you are required to attend and the ones starting with OPT are optional. If you miss any required CCs, you can watch the recording of the missed class by clicking on the same link an hour after the conclusion of the missed class. Onboarding (HR stands for Homeroom and Content) sessions are offered each week as an extra support for students and Learning Coaches. You can attend these sessions to ask questions and get help from your teachers. However, they are optional.

- ✓ Complete weekly lessons in the OLS using the Course Calendar. The Course Calendar will be sent in an email monthly and tells you the exact lesson to complete in each course. I have also attached to this email. Only complete lessons of the courses you are enrolled in! Print the Course Calendar every time it arrives in your

inbox. **DO NOT FOLLOW THE DAILY PLAN IN THE OLS UNDER SCHEDULE (See Daily Plan below)!**

The lessons on the daily plan are the wrong ones! I don't want you working hard on a lesson only to find out it is not required. You have been emailed the course calendar for this month! The exact lessons you are supposed to do independently each week can be found in the course calendar! All lessons can be accessed by clicking on **CLASSES** on the home page in the OLS and selecting the course you want to work in.

- ✓ Attend WOW on Wednesdays at 8:30 am. It is an optional CC, but we meet as a homeroom and discuss what's happening in our school for the week!
- ✓ If we haven't spoken over the phone, please call me or email me back with a good number and time to call. I am teaching in the mornings, but my afternoons are open. I would like to speak with you before the end of the week!
- ✓ LCs need to record 7 hours of attendance each day. Don't forget to add time in class connect sessions and PE if you are enrolled! Up to an hour can be added for recess and lunch under Study Island. Anytime a student is working away from the computer, time needs to be entered under attendance as well under the subject the student was working on!
- ✓ Complete Welcome to Online Learning course by going to the course tab or finding it under the Daily Plan (only use the Daily Plan this one time)!
- ✓ Learning Coaches can check grades by clicking on Gradebook under the Quick Links on the main page of their OLS account throughout the year. I'm still not sure how students can access the gradebook as the main page has changed from last year! If you figure it, let me know!
- ✓ Technical help, missing materials? Call HELP DESK at 866.512.2273 or visit help.K12.com