

Shakopee Schools • Connected Learning Days

Elementary Teacher CoLD Checklist

Preparation for a Connected Learning Day

- ☐ My PLC created a SABERS activity board in preparation for potential or practice CoLD.
- ☐ The activities do not require students to use materials or technology they may not have access to.
- ☐ We listed our contact information for students on the SABERS board page in case students/parents have questions during the Connected Learning Day.
- ☐ **Specialist:** Update your activities in the correct grade level board in the Elementary District curriculum folder.
- ☐ **Grade-Level PLC:** Format the SABERS board so that it all fits on **one page**.
- ☐ Send in your finished CoLD boards with the [Parent/Student Checklist](#) on the back side to Central Duplication for your team.
- ☐ I know how to [set an "Out of Office"](#) in Outlook in case I am sick and unable to work on during a CoLD event.

During a Connected Learning Day

- ☐ I will take attendance in Infinite Campus, marking all students present.
- ☐ I will check and respond to my email and voicemail periodically on the Connected Learning Day (at least twice in the morning and twice in the afternoon.)
- ☐ I will contact my assigned administrator if I need help during the Connected Learning Day.
- ☐ Return phone calls using *67 to block your personal number.
- ☐ Optional: I will post the SABERS activity board to Seesaw so parents have a digital copy of the board, in case the paper copy has been misplaced.

After a Connected Learning Day

- ☐ I will make time for a classroom discussion for students to share what they completed on their SABERS activity board.