

# Shakopee Public Schools • Connected Learning Days (CoLD)

## Secondary Student Checklist

### Before a Connected Learning Day

- I understand how to access my class assignments in Canvas.
- I know how to email my teacher if I have questions.
- I will make sure my assigned device is up to date with any apps or software to complete my assignments.
- I understand it is especially important to be up to date so that I am prepared to work independently on a Connected Learning Day.

### During a Connected Learning Day

- I will check each of my courses in Canvas to see what I need to do on a Connected Learning Day.
- I will follow directions my teachers give me in Canvas.
- I will complete and submit assignments.
- I will ask my parents to help me with activities if I need help.
- If I have questions I will contact my teacher(s) during regular school hours.
- If I contact my teacher(s) for help, I will email back to thank them and let them know that I have received their reply.
- I will be ready to turn in my work on the next school day if it is not being submitted through Canvas or in some other way.

### After a Connected Learning Day

- I will talk to my teachers about completing any work not done on the Connected Learning Day.

## Secondary Parent Checklist

### Before a Connected Learning Day

- I am prepared to email teachers with any questions about the activities for the Connected Learning Day.
- I have signed up to be an observer in Canvas so that I can access my child's courses and Connected Learning Day assignments.

### During a Connected Learning Day

- I will help my child with Connected Learning Day activities if they need help or help my child email the teacher for clarification.
- I will remind my child to complete Connected Learning Day activities.

### After a Connected Learning Day

- If needed, I will ask my child how the teacher followed up with them on the work that was completed.
- I understand that I can check on daily activities in Canvas and final grades in Infinite Campus.
- I will contact the teacher with any questions I had about the activities my child did on the Connected Learning Day.