

Shakopee Schools • Connected Learning Days

Secondary Teacher CoLD Checklist

Preparation for a Connected Learning Day

- ☐ My PLCs have created an assignment, activity, or short virtual lesson in preparation for a potential or practice CoLD day.
- ☐ I have ensured that my students have downloaded and are familiar with any apps or digital tools they may be required to use or I have created/supplied online tutorials or screencasts to guide students through use of the digital tool.
- ☐ I have created a Canvas CoLD home page in each of my courses (Middle School)
 - ☐ My CoLD home pages include contact information (clickable email address) for students who may need help or have questions during the Connected Learning Day.
- ☐ I know how to [set an "Out of Office"](#) in Outlook - to be used if I am sick and unable to work on during a CoLD event.
- ☐ I know how to contact technology support if I need assistance helpdesk@shakopee.k12.mn.us

During a Connected Learning Day

Before the start of the student school day:

- ☐ I will change the home page in each course to my CoLD home page (Middle School)
- ☐ I will post an announcement in each course with clear directions for the day
- ☐ I will ensure that directions and links for the day's activity are accurate and functional.
- ☐ I will ensure that CoLD assignments address any special or assistive needs.

During regular school hours:

- ☐ I will take attendance in Infinite Campus, marking all students present.
- ☐ I will check and respond to my email and voicemail at least twice in the morning and twice in the afternoon.
- ☐ I understand that any voicemails should automatically come to my Outlook inbox and I will respond to those calls in a timely manner.
- ☐ I will contact my assigned administrator if I need help during the Connected Learning Day.

After a Connected Learning Day

- ☐ I will talk to individual student(s) about a plan for completing work not accomplished on the Connected Learning Day. Deadlines and grading are teacher decisions that should be consistent with your regular practice .
- ☐ I will check my email regularly for updates from student(s).
- ☐ I will continue to help students complete Connected Learning Day work for the applicable due date.