

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.
- The assignment does not require students to use materials or technology they may not have access to, or it provides options that allow for varied access to technology and addresses any special or assistive needs.
- I have created a Canvas CoLD home page in each of my courses.
- 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 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 set-up [Shoretel on my MacBook](#) and have confirmed that it works. *If it is not working, I have submitted a HelpDesk ticket to get assistance.*
- 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.
- I know how to contact technology support if I need assistance.

During a Connected Learning Day

Before the start of the student school day:

- I will change the Canvas home page in each of courses to my CoLD home page.
- I will ensure that directions and links on my CoLD day home page are updated and accurate for the day's activity.

During regular school hours:

- I will check and respond to my email and voicemail at least twice in the morning and twice in the afternoon.
- I will take attendance in Infinite Campus, marking all students present.
- 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.