



Remote Learning Checklist for Teachers

1st Semester

- ☐ Import [Canvas Shells](#) and Update/personalize [information in Canvas](#)
- ☐ Post [weekly agenda](#) in Canvas
- ☐ [Remote Login Information Sheet](#) sent home
- ☐ Review [Remote Learning 101](#) instructions
- ☐ Create a [Microsoft Teams Join link](#) for upcoming Remote Practice Day in Canvas
- ☐ [Practice Remote Day](#) (click the link for more details)
 - Teachers print off QR codes (**iPads only**) or other necessary login information ([Canvas](#)) ([Clever](#))
 - [Using your iPad Remotely](#): Ensure all iPads are signed into the Zscaler App
 - Take time to explore [educational apps or tools](#) that could be utilized during remote learning (i.e: Canvas, Nearpod, Adobe Express, Microsoft Whiteboard)
 - Have students log into Canvas to locate assignments and access Teams link.
 - Have students join a Microsoft Teams call and complete an activity.
- ☐ Monthly - Students log into Canvas/Clever in your class
- ☐ If a Remote Learning Day happens, teachers should [collect student feedback](#).

2nd Semester

- ☐ Import [Canvas Shells](#) and Update/personalize [information in Canvas](#) (if needed)
- ☐ Post [weekly agenda](#) in Canvas
- ☐ Resend [Remote Login Information Sheet](#) home
- ☐ Review [Remote Learning 101](#) instructions
- ☐ Monthly - Students log into Canvas/Clever in your class
- ☐ Repeat monthly [Remote Day practice](#)
- ☐ If a Remote Learning Day happens, teachers should [collect student feedback](#).

Need ideas for remote learning tasks? Explore these [Choice boards](#) created by our GCS content areas.