Checklist (MS/HS) to Prepare for Remote Learning

- ☐ Canvas course cards published & **practiced** (*in-person*)
    - ☐ posting / receiving assignments
    - ☐ Content delivery/links
- ☐ Google Meet link created, posted and **practiced**
    - ☐ This video explains the process of creating a persistent Google Meet link.
    - ☐ Google Meet Best Practices
    - ☐ Create a Canvas link or button
    - ☐ Be ready to set-up Breakout rooms
- ☐ Identify digital content for lessons/curriculum & **practiced**
    - ☐ A-Z Digital Resource List
- ☐ Home Internet connectivity survey >> send students to school FPAFamily Liaison that do not have wifi at home.
- ☐ Students with known technology issues? (get student tech request in ASAP)
- ☐ Bring home/have all devices for Google two-step authentication.

Other Resources from Learning Currents:

- ● Google Meet
- ● Canvas

==========

✅ Canvas/Google Meet Recommendations

I know that with all of the substitute needs and student absences right now, you may be feeling heightened pressure to ensure your curriculum is accessible online. It will make your life easy if the sub plan can be as simple as, "Have the kids go to Canvas and do the work for today."

Here are a few ideas to ease the burden of absences:

1. Make sure students know how to find and submit assignments on Canvas, and that the daily agenda is consistently posted in an obvious location, like on the home page or in the announcements.
2. Send out an email to parents explaining where students can find assignments and how and when they can contact you about missing work, and how much time they have to complete missing work.

3. Use any day in the upcoming weeks as a make-up day and allow students to demonstrate skills that they may not have been able to show you yet this year.
4. Scan any documents that you had planned to hand out as hard copies so that you can post them on Canvas if necessary.
5. Decide which formative assessments are going to be crucial for you to review to determine students' skills, and make them as concise as possible. For example, reduce the number of problems on a review sheet from 10 to 5, turn a free response into a short quiz so Canvas can help you grade, etc.
6. Consider marking formative assessments and reviews as complete/incomplete and/or worth minimal points to ensure that students who are absent do not fall too far behind.
7. Take a day's slideshow and turn it into a student-paced Nearpod so that kids can work independently either at home or with a sub in the room. Remember that Nearpod can be integrated into Canvas, which will allow you to use SpeedGrader to see students' responses quickly.