Teacher Checklist

Consistency is key for our students and parents to have a successful online learning experience. Check each of the green boxes below to ensure you're Canvas Modules are set for the week.

Teachers *Helping* **Parents**

Setup Online Lessons for the Week

If you include the following tasks when establishing your Canvas content for the week, it will provide little confusion for your student and parents with their online learning experience.

☐ **Add to Modules Only**. Whether you're adding Pages, Discussions, Assignments or Quizzes, all items should exist in a Module so students go to one spot for their content of the week.

☐ **Sort your Modules** so that the current module has been moved to the top of the page. Less scrolling aids in a better online learning experience

☐ **Add Due Dates (not shown)** – Please be sure Assignment, Discussions, & quizzes have due dates tied to them. This will also populate the students' calendars with those important items.

☐ **Title each Module** with weeks range of dates. This way students and parents can easily find the module of focus for the week.

▾ 6th Grade Science: Week of March 30 - April 3	✔ + ⋮
From the Teacher	✔ ⋮
📄 STEMScopedia - Formation of New Substances	✔ ⋮
Choice Board (see Instructions below)	✔ ⋮
📄 CHOICE BOARD INSTRUCTIONS	✔ ⋮
📝 Choice Board Option 1: Draw a Picture 0 pts	✔ ⋮
📝 Choice Board Option 2: Choose a Tool 0 pts	✔ ⋮
📝 Choice Board Option 3: Research 0 pts	✔ ⋮
📝 Choice Board Option 4: U-Teach 0 pts	✔ ⋮

Calendar

Visit the Calendar view. Uncheck the box next to your name and check your class dates to see if they're displayed as desired.

☐ **Zoom Meetings Scheduled** – Make sure you Zoom meetings with students appear.

WED	THU	FRI	SAT
1	2	3	4
📅 **9a** Science 2nd Period Zoom Q&A		📝 Choice Board Option 1: Draw a Picture	
		📝 Choice Board Option 2: Choose a Tool	
		📝 Choice Board Option 3: Research	
		📝 Practice BIO Quiz	

☐ **Due Dates appear** as they should for Assignments, Discussions, quizzes or anything else with a Due Date.

Communication

☐ **Announcements**
Send out an announcement on few key items. Like "This week's module is now available." or "This week's Zoom meeting time is…"

☐ **Inbox**
You can send messages through the Canvas Inbox. Include a more elaborate weekly newsletter, with links and other key information. Do not attach anything that can easily be added to the body of your message.