


# What Certified Staff need to do on an eLearning day

<p><b>By 9am</b></p> <p>Post Lessons</p> <ul style="list-style-type: none"> <li>Post Lesson or assignments in Skyward Message Center. (Click <a href="#">HERE</a> for Instructions)</li> </ul>	<div data-bbox="959 474 1273 560">  <b>9 a.m.</b> </div> <p>Post lesson or assignment for all classes to the Skyward Message Center.</p>
<p><b>After 9am</b></p> <ul style="list-style-type: none"> <li>Teachers to be online from 10:00-11:30am:</li> <li>Email from Students:</li> <li>eLearning Day Grades/Credit:</li> </ul>	<p>All teachers will be connected between 10:00-11:30am for student communication and assistance.</p> <p>Email from students received by 3:00pm will be answered same day.</p> <p>Grading/Assignment Credit is Teacher's discretion.</p>
<p>SPED Teachers with students who require non-digital lessons</p>	<ul style="list-style-type: none"> <li>Ensure communication with students and parents to maintain compliance with IEPs.</li> <li>Have a plan in place for alternative non-digital assignments for students with IEPs as necessary.</li> <li>Discuss plans and supports with any paraprofessionals.</li> </ul>
<h2>Student Attendance</h2>	
<ul style="list-style-type: none"> <li>❖ Monitor your student's attendance in Skyward each day. All student attendance will be posted in Skyward by 11:15 am each day.</li> <li>❖ If you see your student is marked absent – D – and you see that your student is turning work in for that day, please reach out to your student and remind them to post their attendance for that day and please mark them present for that day.</li> <li>❖ If no student work is submitted for that day and they are unaccounted for (D), then this will be handled by the attendance office as usual just like a regular unaccounted-for absence.</li> </ul>	