

# Online Learning for Extended School Closings Checklist

This is a sample checklist for completion of online learning days when schools are closed. If using the planner in itslearning, post a lesson titled School Closure Lesson for "Date School Missed"—(For Example, School Closure Lesson for 3/19/2020).

- 1** Lesson is posted in the itslearning course planner by the start of a normal school day



In that lesson in the planner, I have done each of the following...

- 2** For Date, selected the date school is being missed

- 3** For Description, provided details about the lesson

- 4** For Homework, entered anything that must be submitted

- 5** Under Resources and Activities, I have linked any files, assignments, tests, discussions, etc. needed for the lesson

- 6** I have notified parents to let them know the lesson is posted in itslearning and how to contact me (Outlook email, itslearning email, etc.) during office hours. (Sent message through itslearning, emailed from Outlook, or sent a Remind 101 notice.)

- 7** I have posted office hours showing my availability. (We recommend adding this in an Announcement on the Overview Page of your Course.)

## Guidelines:

- Lesson must only be 20 – 30 minutes total in length.
- This checklist should be used for each day of online learning.
- Students should complete work as assigned during an extended school closure. Teachers should be flexible with students upon return.
- In a co-teach situation, the co-teacher should assist the primary teacher in designing, modifying, and assessing the activities.
- Please do not expect families to have printers for printing materials.