



Action Checklist for eStudents

INTRODUCTION:

To follow is a guideline that should be used by eStudents:

As eStudents, it is important that you strive to achieve these roles and responsibilities for your personal success in education. Additionally, as a student you are an integral part of the success that this program. eStudents should be able to demonstrate to the administration any of the following procedural skills that are provided in their key areas of this document.

BE SURE TO REFER BACK TO THIS DOCUMENT OFTEN WHEN YOU REQUIRE CLARIFICATION ON RESPONSIBILITIES.

ORIENTATION: eSTUDENTS

- ❖ Have you setup your folders on your computer, a jump drive, or created an online storage account at box.net or Yahoo briefcase? For example labels, tests, soc 10, eng. 10, etc..
- ❖ Have you taken down important information? For example, username and password, proper assignment labeling format for assignments, Elluminate Live times and days, etc.
- ❖ Have you printed a copy of the “Outline” page and “Unit Outcomes” from ANGEL to use as a guide for your lesson completion? Write the date beside the lessons you send and this will help you to keep track of your progress. Moreover, write your mark beside each assignment for further reference.

DAILY: eSTUDENTS

- ❖ Are you communicating what problems you are having to the site teacher and the Credenda eTeacher(s). For example, what materials you need, when you will be away and for how long, different marks for your assignments than those posted in ANGEL, etc.
- ❖ Are you checking your ANGEL email first thing in the morning and then throughout the day for any messages you may be receiving?
- ❖ Are you attending the Elluminate Live at scheduled times?
- ❖ Are you able to access and utilize Elluminate Live seminars or archives? Do you have the ability to print the screen from the Elluminate Live session that can be used as notes?
- ❖ Are you printing your menu of lessons for each course? Are you printing your lessons from the lessons icon in ANGEL one unit at a time? This is important so that you are able to continue working on your lessons even when technology is down. If you have not done this, make sure to talk to your site teacher as they should have a copy of these lessons on a CD.
- ❖ Are you able to effectively use your ANGEL mail and send assignments as attachments?
- ❖ Do you have an username and able to utilize all of the functions within Elluminate Live effectively? For example, talk function, text messaging, whiteboard, etc...

WEEKLY: eSTUDENTS

- 🏆 Are you checking your marks in ANGEL by clicking on the marks icon every week?
- 🏆 Are you being proactive by making sure to check the marks icon before asking Site Facilitators or Credenda eTeachers? This will help to eliminate semester end confusion in terms of where you are at course end and throughout the course.
- 🏆 Do you know how to check your progress on assignments? Check the marks section on your course homepage. Remember to write these down next to the date of each of the lessons listed on your “Units” page for each course.
- 🏆 Are you keeping up with the calendar and are you following the sequence of lessons in each unit. If not, why? If you are... Awesome!!!

MONTHLY: eSTUDENT


- 🏆 Are you printing off the monthly calendars for all of your courses?
- 🏆 Are you keeping up with the monthly timetable?
- 🏆 Are you meeting with your site teacher to go over your monthly assessment and then putting together action plans to get things done and be successful?

SEMESTER: eSTUDENT

- 🏆 At years end do you know what your final grade is?

Note: The following comments refer only to those eStudents writing SK Learning departmental exams.

- 🏆 Are you aware of departmental test times and the designated writing centers for your area?
- 🏆 Have you read the departmental exam preparation manual?

 Have you written a departmental practice exam for each of your courses?

	ASSIGNMENT COMPLETION CHECKLIST Course: _____	Date Completed	Site Facilitator Initial
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Please print and place in your subject binder. Record the unit # and name of the assignment

(ie. 1-1-1 Safe Practices- Introduction to Chemistry).