

# How to be Successful Distance Learning



## #1. Create your space & stay organized

Set aside a place at home for your schoolwork. Put materials together such as chrome book, pencils, paper and textbooks. Work from the same place each day.



## #2. Create a schedule

Go to bed and get up the same time each school day. Be up and working between 7-8 a.m. until at least 12 p.m. or later.



## #3. Stay in touch

Email teachers immediately with concerns. Ask direct and detailed questions like, "I don't understand the concept taught in part 2 of today's lesson."



## #4. Login to canvas FIRST

\*See attached and detailed canvas guide; follow the steps each day and communicate with teachers immediately if you have questions or trouble completing a task.

## #5. Parents check Gradebook

Parents should check gradebook weekly. Traditional grades will be given this year; distance learners are held to the same standard as in-person learners. Parents can contact teachers with questions about grades/work and can do so directly through gradebook email.

*Cottonwood High*

# Important Things to Understand

## **CANVAS**

Canvas is the online platform where teachers post lessons, assign homework, and give tests and quizzes. Every class has a canvas page. Students can email teachers through canvas; teachers will communicate most often to students through their canvas pages.

## **PARENT PORTAL**

The parent portal is where parents can access all their student's information as well as set up alerts and notifications about grades and attendance. Parents can update personal information, see test scores, and access anything having to do with their student.

## **TEACHER AVAILABILITY**

During school hours (7:30 a.m. - 2:10 p.m.), teachers are teaching in-person learners and likely can't respond immediately to student/parent emails. Students should not expect instant responses to questions; most teachers will respond that afternoon or evening.

## **GRADEBOOK**

Gradebook is accessed through the parent portal. Parents can see their student's grades and attendance as well as email teachers through gradebook. Sometimes canvas and gradebook don't sync immediately so gradebook isn't updated in real time.

## **STILL HAVE QUESTIONS?**

Contact your student's counselor:

**385-646-5265**

**[www.coltscounseling.com](http://www.coltscounseling.com)**

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