



Legacy Mentoring

Teacher Procedures

- 2:05** Welcome students at the door.
- 2:05** Offer prompts to students to log into Summit and Canvas to review progress and set a Daily Goal.
- 2:07** As students set goals, have the goal view open to show which students have set goals.
- 2:09** Walk around the classroom to make sure all students are on task.
- 2:10** As the teacher, you have the flexibility in determining when the checkpoint for the week will be completed. If you want to do 5 minutes a day, or take 20 minutes one of the days, that is up to you. Both options are presented here.

Option A - Checkpoint / Academic Habit of Success all in one day.

Monday

- 2:10** Introduce Academic Habit of Success. Complete Checkpoint and discussion.
- 2:24** Have students get started on work. Walk around classroom.
- 2:26** Begin first Check-In
- 2:35** Walk around classroom
- 2:37** Begin second Check-In
- 2:46** Walk around classroom. Instruct students to review progress at 2:50 and to check off any goals that they achieved.
- 2:53** Instruct students to put laptops away.

Tuesday / Thursday / Friday

- 2:12** Begin first Check-In
- 2:21** Walk around classroom.
- 2:23** Begin second Check-In.
- 2:32** Walk around classroom.
- 2:34** Begin third Check-In
- 2:43** Walk around classroom
- 2:45** Begin fourth Check-In (If possible.) Instruct students to review progress at 2:50 and to check off any goals that they achieved.
- 2:53** Instruct students to put laptops away.
- 2:55** End class.

Teachers can adjust check-in's as needed to meet with 12-13 students per week.)

Option B – Checkpoint / Academic Habit of Success everyday

Monday, Tuesday, Thursday, and Friday

- 2:10** Introduce Academic Habit of Success. Complete Checkpoint and discussion.
- 2:18** Have students get started on work. Walk around classroom.
- 2:20** Begin first Check-In
- 2:28** Walk around classroom
- 2:30** Begin second Check-In
- 2:38** Walk around classroom.
- 2:40** Begin third Check-In
- 2:48** Walk around classroom. Instruct students to look at their goals to see what they have achieved and what they need to continue to work on.
- 2:53** Instruct students to put laptops away.
- 2:55** End class.