

Student eLearning Day Checklist

1. All assignments for your classes will be listed on your Canvas calendar **by 9:00 a.m.** Your calendar will look the same as it does for a normal day of school. Simply click on each class to see the work you need to complete.
2. Your teachers have set Office Hours where they are available to message through Canvas if you have any questions. **Canvas is the quickest and best way for you to connect with your teacher.** Office hours are listed on your teacher's Canvas page and also on the WMS website (link).
3. If you experience any issues with your device, password, or Canvas we have a technology hotline set up for you to call at **317-867-8087**. The tech hotline will be available from 9:00 a.m. - 8:00 p.m. the day of the school cancellation/eLearning day. Messages can be left and phone calls will be returned.
4. You have two (2) school days after an eLearning day to complete and submit your work.
 - a. For example, if Tuesday is an eLearning day you must complete and submit all assignments by the start of school Friday morning.
 - b. If you run into Internet issues at home, the Media Center will have open hours the two afternoons after an eLearning day from 3:00 p.m.-6:00 p.m. The Media Center will be supervised by a WMS teacher. (For the example above, the Media Center would be open Wednesday and Thursday afternoons.)
5. Your attendance for the eLearning day is determined by completing and submitting assignments for each class. **If you do not turn in an assignment for a class on time you WILL be counted ABSENT for that class.** Below is an example of how teachers will take attendance.
 - a. If you submit all your work in language arts your language arts teacher will enter your attendance in PowerSchool as **"Present"** for language arts on the day of eLearning.
 - b. If you DO NOT submit your math assignment your math teacher will enter your attendance in PowerSchool as **"Absent"** for math on the of eLearning.
 - c. Attendance will be taken by completed assignments for each of your classes.
 - d. Taking attendance on an eLearning day is required like a regular school day by the Indiana Department of Education. Absences on eLearning days are included in a student's total absences.