

# Digital Learning Days Teacher Information



# RED LEVEL 1

## OVERVIEW

For pre-planned professional learning days or short-term emergency school closures, instruction will continue as *asynchronous* DLD: Red Level 1. Teachers will provide lessons via Canvas for students to complete independently at home. Teachers will be available for virtual office hours through Canvas for students or parents who have questions on the material or need assistance with digital learning.

Should a teacher be scheduled into full-day PL, he/she should respond to questions via email/Canvas following PL and provide parents with a school contact for immediate support. School admin can assist with identifying school support contacts when necessary.

## DAILY ASSIGNMENT EXPECTATIONS

### Kindergarten – 5<sup>th</sup> Grade

One assignment in each of the following:  
Math, ELA with Science & Social Studies integrated, and specials (see schedule).

\* Venture teachers will provide assignments for students on the usually scheduled day

### 6<sup>th</sup> – 8<sup>th</sup> Grade

One assignment from each of a student's classes

### 9<sup>th</sup> – 12<sup>th</sup> Grade

One assignment from each of a student's classes

## REQUIREMENTS

- All Digital Work will be housed in Canvas in a module labeled "DATE Digital Learning Day."
- The module will be published for student access by 9:00 am on the Digital Learning Day.
- Each subject's work will have a submission component such as quiz, discussion, or assignment.
- Work must be relevant and meaningful to the current standards.
- Combined work from all classes totals 2-3 hours for elementary students and 4-5 hours for middle and high school students.

## NEED HELP?

- Visit the [Instructional Technology Help Center](#)
- Contact the school's Instructional Technology Coach.
- Contact Canvas support for immediate help.

## TIPS FOR SUCCESS

- Use Canvas regularly throughout the school year.
- Utilize district resources and tools that integrate with Canvas.
- Prepare lessons in advance with your team by unit or standard.
- Share contact information – notify parents/students how you can be reached via email or Canvas.
- Proactively share the PCSD resources that provide a large library of digital support videos.  
[Parent Digital Learning Video Series](#)

## WORK HOURS

- **Standard teacher office hours:**
  - Elementary: 9-10 am or 1-2 pm
  - Middle/High: 10-11 am or 2-3 pm
- **On designated professional learning days**, teachers participating in PL may not be available during standard office hours. Teachers should provide parents with a school contact for immediate support and respond to email/Canvas messages following PL.
- For the remainder of the workday, teachers should be providing student feedback, responding to messages, planning, grading, and/or attending PL sessions.

## DIGITAL ACCESS CONCERNS

- Request a hard copy of assignments upon return to school.
- Students will have time upon returning to school to complete assignments.
- Media Centers will be open before and after school as needed following a closure to provide students access to computers.

## ELEMENTARY SPECIALS SCHEDULE

For emergency closure, specials teachers should post assignments for the scheduled classes they would have taught had students attended in-person.

For preplanned DLD, **school admin will determine which specials classes will be posted for each grade-level** according to the school's staffing so that students do not have the same specials classes for every DLD day. (Ex. First grade may have Music on September DLD, Art on October DLD, STEM on November DLD, and PE on January DLD.) Admin should be mindful when scheduling teachers split between schools.