



Student Success Checklist for Online Learning

Dear students,

We are missing you very much during this unprecedented time. As you embark on your online learning, we thought you might need a checklist to help plan your day and also some clarification for your online learning environment.

My high school student has good marks in their classes right now. If they're going to pass anyway, do they really need to do it anymore?

Yes, they do. The government expects that every student, regardless of their geographic location or socioeconomic status, will continue to learn while in-school classes across the province are cancelled. A healthy, capable high school student with supports at home is expected to continue their studies. Failing to do so when they're able may result in a lower grade than their current standing.

Does my Grade 12 student need to complete courses if there are no scheduled diploma exams?

Yes. In order to progress, it is important that students cover as much course content as possible. Students who are healthy and able are expected to stay on schedule to learn the course material they will receive credit in.

If the student is unable to complete a course that would have led them to achieve a high school diploma, such as work experience or a career and technology studies (CTS) course, principals have the authority to award credits to ensure the student graduates.

What happens if my high school student runs into problems like having to work long hours, becoming ill, or not having the internet to complete work online?

Please remember your teachers are here to help you. It is important to contact your teacher or call the school if a student is not able to continue with learning for reasons beyond your control.

Checklist Items:

My login information for Google and GMAIL is Username _____
Password _____

- I have received the welcome email from my W.R. Myers Teacher.
- I know where to find my W.R. Myers Teacher's contact information and the methods I can use to communicate with my W.R. Myers Teacher.
- The person responsible (Distance Education contact) for helping me with my distance learning course at my school is _____.
- I have logged into my Google Classroom course. Print-based students also have access to Google Classroom courses.
- I have reviewed each of the Navigational buttons on the top dashboard of the course in Google Classroom.
- I know what materials my course requires.
- I know how I will be obtaining the materials the course requires.
- I will be working on my course

Times of Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

- I have informed my W.R. Myers teacher of my intended completion dates and requested a timeline.
- I know which assignments/projects/quizzes/exams must be done to complete the course.

Completing Your Course

- I read and understand W.R. Myers Plagiarism and Work Sharing policies. Policy Guidelines - [click here](#)
- I know how to access content which may include: readings, investigations, examples, labs, videos and interactives related to my course.
- I know how to access and complete practice, self check assessments, and access their solutions prior to starting assignments that are submitted for marks. (*Not all courses will contain practice assessments).
- I know how to use the submission page in my Google Classroom course to submit my assignments.
- I know I should submit assessments for marking the same day I complete them.

- I have access to a scanner, or a free scanning app, to digitize paper copies of assignments into one PDF file.
- I will look at the feedback in my Google Classroom course after my assignment has been marked.
- I know how to contact the teacher if I have questions about feedback from assignments/quizzes/exams.

Good luck with your online learning plan! We are happy to help and assist you during this time. Please call the school, 403-223-2292, if you have any questions.

Take care,

Mr. Pon and Mr. Bowes