

OGS E-Learning Staff Information Document

1. **There will be two weeks of E-Learning.**
 - a. **Week one** will include the apps and activities that you provided on the staff meeting day, Monday, March 9th. These are not lesson or curriculum specific.
 - b. **Week two** will be more structured and aligned to curriculum. This would include mini lessons, projects, activities, etc. aligned to your scope and sequence.
2. **Log in by 8:30 AM, and check in using the [Staff Attendance Form](#)**
3. **From 8:30 - 9:00 AM** will be time for you to prepare and post your day's plan. **Your learning activity/plan needs to be posted by 9:00 AM**
4. **You will need to be available for TWO one-hour blocks during the day for each E-Learning day**
 - a. **Block One** = 9:00 - 10:00 AM
 - b. **Block Two** = 1:00 - 2:00 PM
5. **During the times that you are logged on:**
 - a. **Week One (March 17 - March 20)** - During the times that you are scheduled to be available online, use that time to respond to student questions or send additional feedback.
 - b. **Week Two (March 30 - April 3)** - During the times that you are logged on refer to the table on page two:

What Certified Staff Need to Do on an e-Learning Day

| Elementary School Staff (K-3) | Intermediate / Middle School Staff (4-8) |
|---|---|
| <p>By 9:00 AM</p> <ul style="list-style-type: none"> Email families with directions/links to the daily E-Learning Plan Post the day's learning activity in SeeSaw | <p>By 9:00 AM</p> <ul style="list-style-type: none"> Email families with directions/links to the daily E-Learning Plan Post the day's learning activity in Otus |
| <p>From 9:00 - 10:00 AM</p> <ul style="list-style-type: none"> Teachers will be available during this hour to review student work, interact with students, or provide other support | <p>From 9:00 - 10:00 AM</p> <ul style="list-style-type: none"> Teachers will be available during this hour to review student work, interact with students, or provide other support |
| <p>From 1:00 - 2:00 PM</p> <ul style="list-style-type: none"> Teachers will be online checking email and Seesaw work - providing feedback and support as needed Communications from students/parents via Seesaw and email received by 1:00 PM will be answered on that day | <p>From 1:00 - 2:00 PM</p> <ul style="list-style-type: none"> Teachers will be online checking email and Otus work - providing feedback and support as needed Communications from students/parents via Otus and email received by 1:00 pm will be answered on that day. Grades will be input at teachers discretion |
| <p style="text-align: center;">Special Ed Teachers, SLPs, OT</p> | |
| <ul style="list-style-type: none"> Ensure communication with students and parents so they know they can contact you for help or questions Share any needed individualized information needed for your students with students & parents Example: SLPs share resources (ex: artic activities sent to parents) Send a daily email to your caseload of students and parents offering positive support and asking if you can help in any way | |

Math and Reading Specialists

- Be available during the two one-hour time blocks to address any academic concerns of the students they work with
- Will provide additional support through resources shared with students and parents in the daily E-Learning plan

Social Work and Psychs

- Be available during the two one-hour time blocks to address any social emotional concerns of the students they work with
- Send a daily email to your caseload of students and parents offering positive support and asking if you can help in any way