






Daily Checklist





	Monday						
	Check Gmail						
	In each course:	Math	LA	Science	SS	Conn. 1	Conn. 2
requires about 1 hour each class	✓ Read news item						
	✓ Grades > See feedback						
	✓ Go to Course Schedule						
	✓ Read/take notes/study lesson						
	✓ Review EVALUATE page						
	✓ Complete assignments						
	✓ Save to Folder						
✓ Submit (DB, SW, Quiz, etc.)							
	Check Gmail						

	Tuesday						
	Check Gmail						
	In each course:	Math	LA	Science	SS	Conn. 1	Conn. 2
requires about 1 hour each class	✓ Read news item						
	✓ Grades > See feedback						
	✓ Go to Course Schedule						
	✓ Read/take notes/study lesson						
	✓ Review EVALUATE page						
	✓ Complete assignments						
	✓ Save to Folder						
✓ Submit (DB, SW, Quiz, etc.)							
	Check Gmail						

Notes: When reviewing the course schedule, look for any overdue assignments. Begin the lesson in your hardest subject either first or second in the morning. Work all the way through each course before moving on to another course. Takes notes as necessary in each course. Remember that each lesson should take you about an hour to complete; that means you are reading EVERY WORD, watching video clips, following links, and taking notes to learn the material being presented. Take a short 15-20 minute break after completing two courses. Never skip around from one course to another - finish all the lessons and tasks assigned for the day in that subject before you move on. Contact your teacher via phone, email, or text as needed. It's helpful to write down start and stop times for each course to see how long you're working. For more info, see <https://gocounseling.wordpress.com/2018/08/09/getting-organized-2/>

	Wednesday						
	Check Gmail						
	In each course:	Math	LA	Science	SS	Conn. 1	Conn. 2
requires about 1 hour each class	✓ Read news item						
	✓ Grades > See feedback						
	✓ Go to Course Schedule						
	✓ Read/take notes/study lesson						
	✓ Review EVALUATE page						
	✓ Complete assignments						
	✓ Save to Folder						
✓ Submit (DB, SW, Quiz, etc.)							
	Check Gmail						

	Thursday						
	Check Gmail						
	In each course:	Math	LA	Science	SS	Conn. 1	Conn. 2
requires about 1 hour each class	✓ Read news item						
	✓ Grades > See feedback						
	✓ Go to Course Schedule						
	✓ Read/take notes/study lesson						
	✓ Review EVALUATE page						
	✓ Complete assignments						
	✓ Save to Folder						
✓ Submit (DB, SW, Quiz, etc.)							
	Check Gmail						

	Friday						
	Check Gmail						
	In each course:	Math	LA	Science	SS	Conn. 1	Conn. 2
requires about 1 hour each class	✓ Read news item						
	✓ Grades > See feedback						
	✓ Go to Course Schedule						
	✓ Read/take notes/study lesson						
	✓ Review EVALUATE page						
	✓ Complete assignments						
	✓ Save to Folder						
✓ Submit (DB, SW, Quiz, etc.)							
	Check Gmail						