FAQ

Q: Can a student submit his/her assignment after a Digital Learning Day is over?
A: Refer to your local late work policy

Q: Can K-2 use technology other than Canvas for their assignments/virtual office hours?
A: For consistency, all digital work needs to launch from Canvas. You can link to outside resources, but there should be a link in Canvas for that outside resource.

Q. Can I use Canvas Chat for office hours?
A. Yes, it wasn't included originally because most teachers choose to turn it off because it is easy for students to start conversations without the teacher's knowledge, but if the teachers are monitoring during the 2 hours it is fine.

Q: How do I Turn off private chat in Canvas Conferences?
A: When you log into the Canvas Conference in the bottom of the users box, click the settings wheel (beside the smiley face), select "lock viewers", and then check "Private Chat". Make sure all students in the conference display a lock next to their name. If they do not, click the settings wheel beside their name and select "Demote to viewer"

Q: Will my password be reset over the break? Will the students?
A: Staff passwords must be changed every 180 days. However, we are going to pause the reset over winter break so that no staff members' password is automatically reset. Student passwords are only reset en masse at the beginning of each school year. In the past, some High School counselors have done a mass reset of Infinite Campus passwords prior to classroom guidance. However, that should not be necessary this year since we now sync IC passwords with logins to the computers. It is highly recommended that teachers make sure all students know their password prior to leaving for winter break.

Q: What are special needs pre-k's expectations?
A: Special needs pre-k can follow the same expectations as K-2 teachers.

Q: What role would EIP/Title 1/Other support teachers play?
A: All teachers, regardless of role, will need to hold virtual office hours for their students. In addition, these support teachers should assist the gen ed/classroom teachers with scaffolding and any differentiation needed for their students. They should also assist with the grading/feedback to their students. The classroom teacher will need to add them as a teacher in Canvas for this component.

Q: If I give a student a paper copy of the assignment, do I need to upload his completed assignment to Canvas?
A: No, they should just keep some documentation of their completion. That could just be entering a grade for the paper assignment in the Canvas gradebook where the digital grades are kept. They will need to provide feedback on any paper assignments that are submitted.

Q: What documentation will be sent out from the county?

A: We are currently preparing the following:

- Teacher quick tips for setting up module
- Student quick tips for accessing and submitting work
- Parent quick tips for accessing and viewing work and messaging the teacher
- Template for Parent Letter
- Teacher quick tips of expectations
- Videos to accompany the above This documentation will be sent out ASAP.

Q: Can a team use the exact same assignment/module?

A: Yes, teams can collaborate and use the same assignment/module; however, each individual teacher should familiarize themselves with the module so that they can provide assistance and feedback to the students. Each teacher should also consider the individual learning needs of their students and adjust/scaffold/provide extensions for their students.

Q: How do I add a support teacher to my course so that they can hold office hours and assist with grading/feedback?

A: Go into the course you wish to add a teacher to. Click "People". Click "+People". Type the support teacher's e-mail address and make sure the role selected is "Teacher", click "Next", verify the correct person is selected, click "Add Users".

Q: What about Media, Speech teachers, Guidance? Do they have any requirements?

A: Discussions continue regarding additional make-up days for staff. Some schools are using their Media Center as an open lab before or after school the week after a Digital Learning Day to allow for students who did not have access during the break to complete their assignments.

Q: Who all needs to hold virtual office hours?

A: All teachers need to hold virtual office hours in Canvas.