

## Learning Coach Checklist

- ✓ Create a workplace for your student that is free of distractions. Make sure all materials provided by K12 are available to your student.
- ✓ Plan and follow a schedule for your student to wake up, have breakfast and be ready to engage in Class Connects and learning each day.
- ✓ Check personal email for information from your school.
- ✓ Login to Learning Coach account daily and do not share your password with your student.
- ✓ Ensure student has the password for the Student Account and logs in daily to attend Class Connect sessions, complete any course assignments, read and responds to email.
- ✓ Guide student to Daily Plan/Schedule to see course work and any Class Connect sessions for that day. Verify attendance and assignment completion daily. For more information view the [Elementary](#) or [MS/HS](#) Video.
- ✓ Check Class Connect Session schedule for live class instruction requirements and opportunities.
- ✓ Plan ahead by reviewing the next day or week schedule. Ensure student is aware and prepared for any upcoming due dates or conferences.
- ✓ Enter attendance as directed by school attendance policy.
- ✓ Email student's teacher with any questions or concerns.
- ✓ Visit school website for information on testing, events and school announcements.
- ✓ Visit the [Engage](#) website for help as well as tips and tricks.