

Mentor Daily Checklist



Dear Mentor,

Thank you for being here today. As always, you providing an essential component for continuity in the learning environment. These students are working online to complete their coursework. You can walk around to make sure everyone stays on task. Each student should be at their own computer with their headphones plugged into the computer, not their cell phone. They cannot work in groups or in pairs.

Beginning of Class

- All students are at a computer with a notebook.
- Take attendance.
- Have students sign out headphones and laptops, if needed, one by one.
- Make sure all students are logged into Edgenuity™ and are working.

During Class

- Walk around to each student to see if he/she have any questions and are on task.
- Check that headphones are plugged into their computer and are on their ears.
- Ensure students are taking notes.
- Encourage students to contact their teacher by email, phone, or schedule an appointment for tutoring in Virtual classroom.
- Encourage students to contact Concept Coaches for additional tutoring.
- All students should be seated and working on their computers.
- Contact Customer Support for any technology issues.

End of Class

- Have students sign-in the headphones and laptops one by one. Please notify administration if a student does not return any devices.
- Have student document the Completion Percentage of their course.
- Have students log off the computer.
- Have students clean up around their computer area.
- Dismiss the class.