

## It's an nclass@home day – What do I do?

### Moment School is Cancelled ACIC, JEBMS, ACSHS

Make <b>Day</b> assignment active on Google Classroom.	
Check to make sure your computer system is functioning properly.	

### Day of Cancellation All Schools

Begin monitoring classroom and or contacting students to check in. Make contact with students through some form of media listed on the Staff Activity Report. Monitor classroom and any other modes of communication you have told your students to use, between the hours of 8:00-3:00 and at other times deemed necessary to support students. (i.e check in every hour) Complete any other tasks assigned by administrators.	
Fill out the <b>Staff Activity Report</b> each day of cancellation through Google Classroom. Go into your Google Classroom and click on Classified or Certified Log.	
Fill out the <b>Student Activity Report</b> in Infinite Campus for all digital learners. <i>See Example below:</i>	