

E-Learning Procedures, Portage Township Schools

During the 2018/2019 school year, E-Learning days will take place on the day of the “inclement weather” event. Portage Township Schools has initially designated two days as E-Learning days

Work must be posted by 8:00 AM on the day of the event

Teachers General Information:

Educator Online Classroom Hours:

Teachers will be “online” during the following hours:

8:00 AM until 2:30 PM

During those hours teachers should be communicating with students and parents actively, responding to emails in “real” time, for those using Schoology checking work submissions, participating in discussions, answering messages.

Teachers will be required to complete a Google Form on the day of the event tallying up student contacts. The link to the Google Form will be emailed the day of the event and posted on the district website

Teachers who are not able to complete the above requirements will have to take the appropriate leave for that day.

Students should be prepared for the day, all teachers should review procedures of an E-Learning day and the classroom expectations.

The District will set a due date for student work to be completed and a final report, typically three school days after the day of the event.

Elementary Schools (Grades K-2):

- Each grade level will provide a Google Doc (separately) that will provide schoolwork, web links, and other online work that students are able to complete digitally. The Google docs will be posted on the Portage Township School’s website (not individual school pages) where parents and students can easily access.
- Teachers should provide a convenient way to their usernames and passwords.
- Teachers should require SSR as part of that day.
- Students will also have the opportunity to receive paper materials, in the event a student is not able to access work digitally.
- Parents will complete a work completed log that must be turned in on the due dates provided above along with any paper assignments that were completed.

- Teachers need to provide students/parents their PTS email address and make themselves available.

Elementary Schools (Grades 3-5):

- Teachers will share a folder in Google Drive to their students in their class. The document will contain all work necessary for that day, including links to web activities. It is suggested that in that folder students also store usernames and passwords to activities.
- Teachers should have all usernames and passwords so that they are able to reply to parents whose children may have forgotten.
- Teachers should require SSR as part of that day.
- Students will also have the opportunity to receive paper materials, in the event a student is not able to access work digitally.
- Parents will complete a work completed log that must be turned in on the due dates.
- Teachers need to provide students/parents their PTS email address and make themselves available.

Secondary Schools: (Grades 6-12):

- All work in every class must be placed in Schoology. Each lesson must align with the current work taking place in the classroom.
- Work must be equivalent to 45 minutes per course.
- SSR time should be required of all students on that day.
- Teachers should make sure all students know and are able to log in to Schoology.
- Teachers must be reachable through their email and through Schoology messenger.

Principals:

Will also make themselves available to staff and parents. Parents will be notified to contact their building principal if they are not able to communicate with a teacher. The principal will reach out to the teacher when contacted by a parent.

Technical Help and Assistance:

Student and Parent email contact:
elearninghelp@portage.k12.in.us

This email is for technical help only, all other questions learning related should be directed to the student's teacher. The email address will only be active on the day of the make-up day from 8:00 AM until 3:00 PM

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