



A Draft of Student Workflow Guidelines

Student Workflow Guidelines for Teachers

These guidelines are based on extensive faculty and student feedback and discussions which recognized that when staff utilizes tools consistently, students have common experiences that make workflow more efficient and accessible for both students and staff.

For faculty using online tools, the Student Workflow Committee endorses using Canvas as the means by which students will access learning resources and activities (including curricular materials, turning in assignments, online assessments/quizzes, online discussions, communication/announcements, and participating in online group work). Teachers may continue to integrate other instructional applications for daily lessons such as Quizlet, Nearpod, Pear Deck, Kahoot, EdPuzzle, etc.

For faculty communicating electronically with students, the District requires the use of the following District-supported tools for two-way communication with students: Student Email (GMail); Faculty and Staff Email (Microsoft Outlook); G Suite for Education (Docs, Sheets, Slides, Forms, etc.); Canvas; Remind; PowerSchool BrightArrow. Using these tools assures effective, efficient communication and provides the greatest protection for faculty and students.

Best Practices:

A. Design

- a. Establish and communicate consistent expectations and routines for Student Workflow to be utilized throughout the school year (e.g. consider having your homepage describe how your course is organized or include it in your Course Expectations).
- b. Hide links, resources, files, functions/features that are not being used.
- c. Verify the student view on the iPad is what you intended.

B. Organization

Organization is not just for the students in your classroom, but is also for your colleagues who support their learning as well (e.g. Resource, GAP, Bridges, etc.).

- a. Organize files, links, resources, etc. in a clear and consistent system.
 - i. Files should be shared in accessible formats that support their intended use (e.g. if students are expected to annotate/draw on a document verify that this is supported on the iPad).
 - ii. Publish long and short-term calendars to help students manage their workflow. If you use Canvas assignments, publish them with due dates, which allows students to utilize the To-Do/Calendar features.
- b. Provide materials
 - i. Publish materials/assignments when relevant (e.g. When all materials/assignments for a semester are published at the outset, it can be overwhelming to the students).
 - ii. If you expect students to have a hard-copy, provide the copy.

C. Communication

Students receive communication via multiple platforms, making it difficult to manage.

- a. Use Canvas messaging ("Conversations") in lieu of email for whole class, group, and individual student communications.
- b. Use *Canvas Announcements* or *Remind* in lieu of other texting apps and only for reminders or last-minute change of plans.