

Middle School Student Daily Checklist

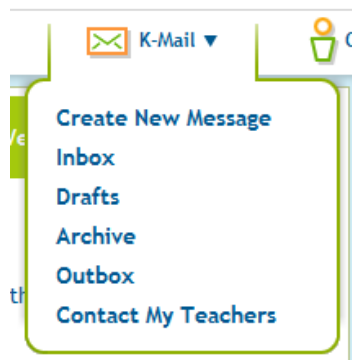
Agora Eagle's School Website: <http://www.agoraeagles.org/>
(You can find your team websites there as well, under Departments.)

✓ **Log into your student account through the OLS**

- Please Note: See the NEW and IMPROVED attendance policy that the school board put into effect this year. Attendance will be taken within the first 15 minutes of class. If you were late or think you were marked absent for any reason, contact the attendance office through kmail. (Search—Administrator—Attendance as the first name, Office as the last name).

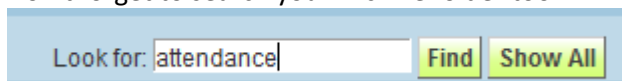
✓ **Check your kmail at least twice a day**

- Look for important notes from teachers, updates, announcements, weekly assignment lists, missing assignment notices, ways to get help, etc.
- Reply to your teacher if needed.
- Print or save any attachments your teachers have sent



Helpful Hint: How to search your k-mails for important information?

- Use the Find box at the top of your k-mail inbox to search for k-mails.
- **Example:** Search for any k-mails about attendance or from a specific teacher.
- Don't forget to search your Archive folder too.



✓ **Attend all of your class connect sessions for the day**

- Class Connect link or the Daily Plans will display times and links each day for your live classes.

TODAY'S TO DO LIST

Wednesday, January 16,

Plan ▾

Daily Plan
Weekly Plan
Class Connect Sessions
Materials for Today
Advance Prep for Today

CLASS CONNECT SESSIONS

- 8:30 AM - 10:00 AM 9:00-9:45 Math Unit 7 Review
- 10:00 AM - 11:00 AM Life Science 10:00 Class

✓ **Complete ALL your work for the day as assigned by the teacher, NOT the daily plan. At the middle school, we DO NOT follow the daily plan.**

REMEMBER, you will complete an OLS lesson with your teacher in class. This doesn't mean you have to do a lesson in class AND a lesson from your daily plan.

Your work for the day *may* include:

- The lesson you did in your live class.
- Anything specific your teacher asks you to do from the OLS (Could be a lesson on your daily plan, an assignment in a kmail, a quiz in class...)
- When in doubt on what work you need to complete for the day, kmail your teacher or check your team's website!

| Courses | | | | | | | |
|---------|---|--|--|--|--|------------------------------------|---|
| | Agora Math 7 Unit 9: Lesson 8: Samples and Prediction | | | | | Assessment Mastered 100% | ✓ |
| | Intermediate Language Skills B Vocabulary Unit 5: Lesson 3: (Optional) Your Choice | | | | | No Assessment | ✓ |
| | Intermediate Literature B Unit 9: Lesson 10: (Optional) Your Choice | | | | | No Assessment | ✓ |
| | Intermediate World History A Unit 9: Lesson 3: An Empire Threatens | | | | | Lesson Assessment Mastered 100% | ✓ |
| | Intermediate Art: World A Unit 4: Lesson 3: The Figure in Sculpture: Studio 2 | | | | | Lesson Assessment Mastered 100% | ✓ |
| | Study Island Please remember to log on to | How do I mark lessons complete in the OLS? | | | | | |

This might not match what you did in class! You must keep up with what your teacher is doing

Filled in green circle means it's complete

1. Go to courses
2. Subject
3. Find the unit and lesson
4. Click on the lesson, go to lesson navigator
5. And click on lesson completion

✓ **Log into Study Island DAILY beginning in October.**

- Each student will have a Study Island account, which will be provided to you from your teacher.
- How to log in...
 - Website: <http://www.studyisland.com>
 - Username (StudentID@agora) & Password (agora) are in your k-mail.
 - Click on "All 7th Grade" and complete your monthly pathways for Reading and Math. **You must do 10 questions for each topic and earn a 70% or higher to get your blue ribbon!**
 - Click on your Math teacher's name to complete graded class assignments
 - Click on your English teacher's name to complete graded class assignments

Helpful Hint:

→ Anything in *green* was completed; anything in *red* needs completed or revised

✓ **Set up a Sapphire Grades Account**

- What is it? Contains: Grade book, report cards, core schedule, and attendance.
- Select the type of account you wish to create (you will need a student account AND parent account)

Create Your Sapphire Account

1. Go to Agora's Community Portal at <https://agora-sapphire.k12system.com/CommunityWebPortal/>
2. Click on "Community Portal Application and Acceptable Use Policy Form".



- Fill out the application and click on SAVE FORM and CONTINUE
- You will receive an email within 48 if your form was approved
- Keep your username, password, and pin code in a safe place!

Reminders:

- **Use our Agora Website!**

<http://www.agoraeagles.org/>

It has links to everything you'll need!

Middle School Teams <http://www.agoraeagles.org/teams.html>

- **Take notes during class!** Taking great notes will not only help prepare you for exams, papers, and assignments, doing so will allow you to practice writing skills which will be important during and after high school.
- Have a notebook, pens, pencils, and a calculator readily available as you work throughout the school day.
- Always contact the **Attendance Office** in regards to an unexcused absence. Excuses must be K-Mailed to the Attendance Office within three days of the absence.

Check your **Sapphire** account each week to see your up-to-date grades in all of your classes and a list of any missing assignments (<https://agora-sapphire.k12system.com/gradebook>)

My Passwords!

Sapphire

Access your grades for all of your classes at any time

Website: <https://agora-sapphire.k12system.com/gradebook>

Username: _____

Password: _____

Pin Code: _____

Study Island

Complete all assignments and pathways assigned to you

Website: <http://studyisland.com>

Username: StudentID@agora

Password: agora



OLS Account

Username: _____

Password: _____