

Canvas Observer Guidelines and Procedures 2021-22 School Year



Canvas

Parents/Guardians as Observers

Note: Electing to be a Parent Observer in Canvas is optional and a personal choice

- Enter through the Parent App or Portal
- Student can share a pairing code with you from their account
- Work with your student to decide if this is right for your family

Role of a Canvas Observer

- Check in on student's academic progress in each of their classes
- Use as a tool to help facilitate academic conversations
- Help your student develop organizational or time management strategies

NOT the Role of a Canvas Observer

Observers should be focusing on student progress and not analyzing the teacher or their class materials.

Please note teachers are working under the expectation that they will update their grades and missing assignments at a minimum of every two weeks. Please give teachers some grace, and reach out to the teacher directly via e-mail if you need further clarification about your student's grade status.

Communication

Communication Do's and Don'ts

- **Do**
 - Use e-mail to communicate with teachers.
- **Don't**
 - Send a teacher a message through Canvas if you are a parent/guardian. We want Canvas to be reserved for communications between students and teachers about school work.
 - Call a teacher on their personal cell phone number.

Email Replies

Allow 48 hours to receive email replies from faculty during the work week

This timeframe does not apply to weekends, vacations, or holidays

Line of Communication

- If your student is struggling in **most** classes, please initially reach out to the advisor to discuss and create a plan.
- If your student is struggling in **1-2** classes, we encourage you or your child to first connect with that teacher via e-mail to develop some strategies and cc their advisor.
- If beneficial to the situation, you or your student can also loop in additional supports within the school such as the School Counselors or Learning Resources.

Workload Guidelines

Independent Work Guidelines

Created with an awareness of a range of students across different abilities

- 6th and 7th Grade
 - Max of 4 hrs of independent work weekly (30 minutes per class, per week)
- 8th Grade
 - Max of 5 hrs of independent work weekly (38 minutes per class, per week)
- 9th and 10th Grade
 - Max of 6 hrs of independent work weekly (45 minutes per class, per week)
- 11th and 12th Grade
 - Max of 8hrs of independent work weekly (60 minutes per class, per week)

Considerations

- Teachers will focus on quality (digging deeper) rather than quantity of independent work
- Teachers will keep in mind students who have extended time and help monitor their workload to try to keep it within the above workload guidelines.
- Teachers will work with those students who need more challenge to provide enrichment activities.
- Not every item of independent work will be graded, but teachers are expected to provide feedback in the gradebook on at least one item of classwork every two weeks.