

Daily, Weekly & Quarterly Activities

Daily Teacher Activities

- **Attendance**
 - Taken at the beginning of each session within the specified timeframe. In addition to occupational teachers, supplemental and academic teachers can take attendance if the system has been setup to do so.
- **Work Ethic Grade Edits**
 - The default work ethic grade assigned to each student should be edited daily to reflect the students actual performance that day in the classroom. Use the comments section for grades that have been edited. (WE Present=10)
- **Assign Knowledge Activities**
 - Assign knowledge activities to students. Once assigned the activity can be graded.
- **Record Grades for Knowledge Activities & Skill**
 - All grades should be recorded as they are given. This allows administration, students and parents access to the most accurate grades. Students in academic trouble are easily identified and can quickly receive intervention.
- **Create Discipline Referrals & Anecdotal**
 - Discipline referrals will be created on an as needed basis

Weekly Teacher Activities

- **Follow-Up on Discipline Referrals**
 - Follow-Up on discipline referrals created during the week. Use the Actions Tab to see what discipline actions have been taken by administration.
- **End of Week Grading Check**
 - Follow-Up on graded tasks and knowledge activities from the week. Ensure all grades have been entered into ClassMate. This allows the entire staff to have an accurate snapshot of student performance.

Quarterly Teacher Activities

- **Progress Reports**
 - Create Progress Reports for students. It is recommended that Progress Reports be created for all students however, school policy determines who receives, when they are created and how the Progress Reports are delivered.
- **Report Card Comments**
 - Enter Report Card comments for all students by the date established and communicated by administration.