

How to create a daily schedule *to stay on track*

Online school provides your student with extra flexibility throughout the day. However, your student will still need to fulfill state attendance requirements and complete their daily lessons.



Help your student stay on track by creating a weekly schedule together. Use the flexibility available through the online school experience to complete lessons at times and days that are unique to your student. All lessons that are assigned on the student's Planner should be completed by the end of each week so he or she does not fall behind, but you have the freedom to choose times that make sense for your student!

Here are some things to know

- Your student's **Connexus® Planner** lists specific lessons that are to be completed on assigned days.
- You can create a personalized **weekly schedule** by assigning lesson subjects to preferred days within the week and specific times.



Here are some tips for creating the schedule

- Include your student in the decision process when creating the schedule.
- Consider your student's preferred time to complete various subjects as you create the schedule together.
- Include LiveLesson® session times and other extracurricular activities or personal events on the schedule.
- As your student begins to complete lessons, you may find that one subject requires extra time, while another requires less—schedule accordingly!
- Set your student up for success—if your student has any overdue lessons by the end of the day on Friday, schedule weekend work.
- See *Creating an Alternative or Block Schedule* resource for other scheduling ideas.

continued

Create a schedule using a computer-generated schedule or the Connexus Planner

Computer-Generated Schedule

- Create a computer-generated schedule using the template below or another calendar tool.
- Complete the day/time spaces indicating the name of the subject or activity for a specific time and day.
- Refer to your student's Connexus Planner to view the number of lessons that are scheduled for each subject each week. Be sure the number of lessons scheduled by subject is reflected in your schedule. It's okay to rearrange daily subjects on your weekly schedule as long as the correct number of lessons for each subject is completed each week.
- Print and display the schedule for easy reference throughout the day.
- Create a new schedule as necessary to accommodate appointments or other changes.

Connexus Student Planner

- Use the day or week view to schedule subjects by time. View options are found in the upper right corner of the Planner.
- Select the space next to a time shown on the Planner to open a New Appointment box.
- Complete the box indicating the name of the subject or activity. The *Purpose* area should indicate *Personal (non-credit)* so you can revise the schedule as needed. Using other labels require teacher intervention to revise.

Note:

The **Connexus Scheduler** is an additional tool used to redistribute lessons across the semester and to rearrange daily lessons on the Connexus Planner. The Scheduler is not available at some schools or for high school courses. See Scheduler tutorials on Learning Coach Central in the Getting Started area for complete directions and limitations on using the Connexus Scheduler.



continued

Example schedule

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------|--------|----------------------|---------------|--------------------|---------------|----------------------|----------|
| 8:00 AM | | English 9 | English 9 | English 9 | English 9 | English 9 | |
| 8:30 AM | | | | | | | |
| 9:00 AM | | English 9 LiveLesson | Earth Science | Earth Science | Earth Science | Earth Science | |
| 9:30 AM | | | | | | | |
| 10:00 AM | | BREAK | BREAK | BREAK | BREAK | BREAK | |
| 10:30 AM | | Earth Science | Spanish 1 | Spanish 1 | Spanish 1 | Algebra 1 LiveLesson | |
| 11:00 AM | | | | | | | |
| 11:30 AM | | Lunch | Lunch | Lunch | Lunch | Lunch | |
| 12:00 PM | | PE | Health | PE | Health | PE | |
| 12:30 PM | | | | | | | |
| 1:00 PM | | Algebra 1 | Career Prep A | Science LiveLesson | Career Prep A | Algebra 1 | |
| 1:30 PM | | | | | | | |
| 2:00 PM | | | PIANO | World History | World History | BREAK | |
| 2:30 PM | | | | | | | |
| 3:00 PM | | SOCCER | | SOCCER | SOCCER | World History | |
| 3:30 PM | | | | | | | |
| 4:00 PM | | | World History | | | | |
| 4:30 PM | | | | Algebra 1 | Algebra 1 | | |
| 5:00 PM | | World History | | | | | |

- If you have more than one student in your household, create multiple schedules or color-code one computer-generated schedule. (Connexus Planners cannot be combined into one schedule.)



Example two-student schedule

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------|--------|---------------------------------------|---------------------------------------|---------------------------------------|-------------------------------------|----------------------------------|----------|
| 9:00 AM | | Social Studies World History | Language Arts LiveLesson Algebra 1 | Social Studies World History | Social Studies World History | Ed Tech English 9 | |
| 10:00 AM | | Ed Tech English 9 | Language Arts Career Prep A | Language Arts English 9 LiveLesson | Art English 9 | Science LiveLesson Algebra 1 | |
| 11:00 AM | | Math Spanish 1 | Science World History | Science English 9 | Language Arts Science LiveLesson | Science World History | |
| 12:00 PM | | LUNCH LUNCH | LUNCH LUNCH | LUNCH LUNCH | LUNCH LUNCH | LUNCH LUNCH | |
| 12:30 PM | | PE PE | PE Health | PE PE | PE Health | PE PE | |
| 1:00 PM | | Language Arts Math LiveLesson | Math Spanish 1 | Math LiveLesson Algebra 1 | Math Earth Science | Language Arts Earth Science | |
| 2:00 PM | | Portfolio Completion Earth Science | Earth Science | Math Career Prep A | Spanish 1 | Math World History LiveLesson | |
| 3:00 PM | | Algebra 1 | English 9 | Earth Science | Algebra 1 | | |

Key:
Sally – Green
John – Brown

continued

Here is a fillable template for you to use



| | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|----------|--------|--------|---------|-----------|----------|--------|----------|
| 8:00 AM | | | | | | | |
| 9:00 AM | | | | | | | |
| 10:00 AM | | | | | | | |
| 11:00 AM | | | | | | | |
| 12:00 PM | | | | | | | |
| 12:30 PM | | | | | | | |
| 1:00 PM | | | | | | | |
| 2:00 PM | | | | | | | |
| 3:00 PM | | | | | | | |
| 4:00 PM | | | | | | | |
| 5:00 PM | | | | | | | |