

## DAILY PLANNER

DATE \_\_\_\_\_

<u>Class Connects today</u>	<u>Courses</u>	<u>Time Spent</u>

## LEARNING COACH CHECKLIST

- Night before- Go over class connect times with student and assignments due the next day.
- Am - Watch student log in.  
Check LC kmail.
- Noon- Check in with student. Ask details about the morning classes and assignments.
- PM- Review with student what was accomplished. Log into LC OLS > Click on courses > **View as student** (icon with two people side by side)
- Log Attendance daily.

## QUESTIONS/NOTES