

## PARENT MONITOR CHECKLIST

Parent Monitor Item	Yes	No
I logged in to check my student's progress this week.		
My student has logged in at least 4 times this week.		
My student has worked on his/her course for _____ minutes this week.		
My student completed _____ assignments this week.		
My student is on track with his/her due dates. <small>(If the answer is no, refer to item 1 below for tips on what to do.)</small>		
My student is ready to take his/her semester exam. <small>(If the answer is yes, refer to item 2 below for tips on what to do.)</small>		
My student is an academic concern. <small>(If the answer is yes, refer to item 3 below for tips on what to do.)</small>		
My student has late or failed assignments. <small>(If the answer is yes, refer to item 4 below for tips on what to do.)</small>		
My student has communicated with his/her instructor this week.		

1. If your student is behind on his/her assignments, decide on a plan with your student for how to get back on track. Here are some examples:

- Students could plan to work an additional 15 to 30 minutes per day until they are caught up in their course.
- Students could work for additional time on the weekend or a weeknight.
- If needed, submit a support ticket for a course extension.

2. If your student is ready to take his/her semester exam, plan a time for your student to sit in a quiet place without disruptions to take the exam. Retrieve the exam password from the school administrator, the instructor, or by submitting a support ticket. Enter the password when your student is ready to begin the exam.

3. If your student is an academic concern, message the instructor to find out why. Discuss the academic concern with your student. Make a plan to correct the concern.

4. If your student has late or failed assignments, you can message the instructor if your student would like to redo an assignment. (Instructors are permitted to allow retakes on some assignments.)

- Refer to #1 for tips of getting your student back on track with their assignments.
- Ask your student to study over the material again before moving on.