Executive Functions Skills to Teach Students

These are skills that teachers should work with students to learn and practice. Class time should be given to walk students through these skills and have time to practice them. Students should not be graded on using a skill until it has been explicitly taught and practiced. (Teachers should also be given time to learn/practice these skills to be ready to teach them to students. Grade-level, cross curricular teams should meet regularly to discuss consistency and balance from the student perspective.)

CANVAS	
Logging in and Navigating Courses	● How to login to Canvas and navigate courses.
Notification Settings	● How to set up notifications in Canvas to receive messages and announcements in a way that is most helpful to each student (forward to email or not, notifications or not, etc)
Messages and Announcements	● When to expect and check messages and announcements (DAILY) and what info will come from each source.
Submitting Assignments	● Go over how you would like students to submit their assignments on Canvas.
Feedback	● Students often do not know how to effectively check for feedback when it is embedded into Canvas. Explain how you will be using Canvas for feed and how to check Canvas feedback
Canvas Calendar	● How to use the Canvas calendar to know when meetings/classes are being held and when assignments are due. In a remote learning environment, the calendar functions as a student's planner. ● How to export Canvas Calendar (if students use/prefer another iCal or if parents would like to export the calendar)
Discussions	● How to use Canvas Discussion
Quizzes	● How to take Canvas Quizzes

Google Suite

Logging into PSB Email	• [How to log in to PSB email](#)
Organizing Email	• [How to organize emails](#)- filters, starred, folders
Checking Email	• Help students create a routine for checking their emails and messages daily and explain what information you plan on sharing via email. *Students can forward their Canvas messages to email (see how by looking at the Canvas chart above under notifications)
Sync GDrive with Canvas	• [How to sync](#) Google Drive and Canvas (instructions in Canvas @ BHS)
Organizing GDrive	• Explain how to make google folders for subjects and [share with their teacher properly](#) and organize their work for your class.
Viewing google files on Canvas	• [How to view google drive files in canvas](#)
Sharing files and folders for group work	• How to make a [quick link](#) to someone else's google file or folder to find easily.