

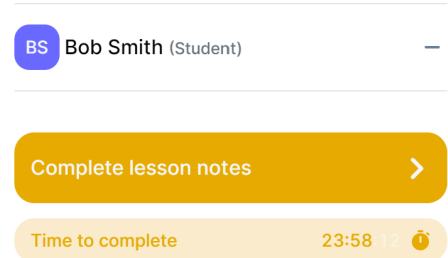
## Lesson Note Submission

### Accessing the Lesson Notes

From your Live Prep Calendar, click on your class to open the Lesson Description popup. Classes with unsubmitted lesson notes will be **yellow** on your calendar.

- You will have **24 hours** from the time of the class to submit the notes before a \$5 penalty will be administered. The **“Time to Complete”** bar shows you how much time you have left to complete them (HH:MM).
- Click on **“Complete Lesson Notes”** to open up the Lesson notes menu.

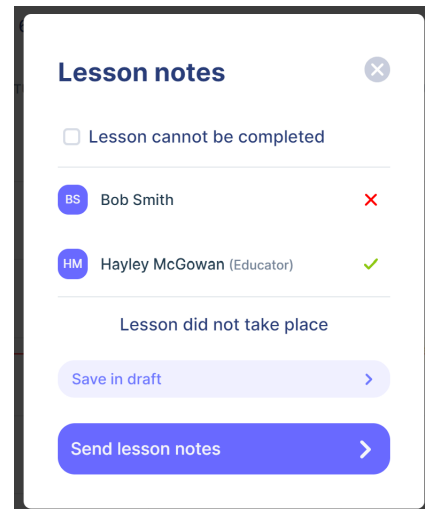
**Note:** The **Complete Lesson Notes** option will not be viewable until the end time of the class has elapsed.



### Marking Attendance

Verify that the student and educator attendance have been marked correctly.

- These will automatically be marked based on whether the student and educator checked into the class.
- You can make manual corrections, if needed, by clicking on the **attendance icons** to the right of the student and educator names.
  - You must check the student’s attendance **IMMEDIATELY** after the class and verify it is correct, and use the **“Save in Draft”** option if you made any changes.
  - If the platform is not letting you do this, please reach out to **Support** ASAP so we can fix the attendance and enable you to fill out the lesson notes correctly.



### Lesson Notes: Student No-Show

If the student **did not** attend the class, verify that the educator is marked as attended and the student is marked as absent.

- You do not need to fill out comments in this situation. Simply click **“Send lesson notes”** to submit the notes.
- If the student did not attend and you marked them as a no-show, the lesson will turn **red** when you submit the notes.

**Lesson Notes: Student Attended Lesson**

If the student did attend the class, verify that both the educator and the student are marked as attended.

- Additional prompts will open up to leave comments.
  - If the platform has the student marked as absent even though they attended class, you will need to manually change the attendance to mark the student present to open up the comment fields.

- BS

Bob Smith

✓
- HM

Hayley McGowan (Educator)

✓

**“Was the homework completed by the student before the lesson today?”\***

Choose **YES** if...

- The student was assigned HW for today’s class and **completed** it.
  - If you select YES, you will need to put in a **score**, such as:
    - [number of qs correct / total number of qs]
    - “complete”

Choose **NO** if...

- The student was assigned HW for today’s class and **did not complete** it.

Choose **N/A** if...

- There was no homework assigned for today’s class.

\*This section is not applicable to lesson notes for Group Classes.

Was the homework completed by the student before the lesson today? (N/A = None Assigned)

Yes  No  N/A

Score: [# correct] / [total] OR “satisfactory”

10/12

**“Next homework assigned?”**

Choose **YES** if...

- There **is** homework assigned for the next class.
  - If you select YES, you will need to put in the **Title** of the assignment and set the **Due Date**.

Choose **NO** if...

- There **is no** homework assigned for the next class.

Is homework assigned for the next class?

Yes  No

Homework Title and Problem #s

HW 4 (all problems)

Due date

11/22/2023 

## “What did the student learn today?”

Leave a description of the material covered during class.

- Comments should be in complete sentences and need to **exceed the 125 character minimum**.

What content/lesson material was explored today? (Practice sets, mocks, problem #s, etc.)

Type here

125 chars left

## “How was the student's effort and participation?”\*

Leave comments about the student’s engagement and performance during class.

- Comments should be in complete sentences and need to **exceed the 100 character minimum**.

**Note:** As these notes will be sent out to parents, we ask that you use encouraging language instead of critical comments. If you have serious concerns about a student, please contact Hayley ([hayley@zinkerz.com](mailto:hayley@zinkerz.com)) and we will speak to the student directly.

\*This section is not applicable to lesson notes for Group Classes.

Describe the student’s engagement and participation today.

Type here

100 chars left

## “Other Comments”

This field is **optional**. You can leave comments as needed on things such as:

- Additional encouragement for the student
- Notes on where to pick up next class
- Notes on additional topics the student wants/needs to review

Other notes to self/parents/students or links to resources.

Type here

Optional

## Submitting the Completed Lesson Notes

Once all fields have been filled out, click on **“Send lesson notes.”**

- If you don’t have enough time to complete all the lesson notes, click on **“Save in draft”** to save your progress. You can click on **“Complete lesson notes”** to return to the popup to finish your notes. Click on **“Send lesson notes”** to complete the class.
- The “Send lesson notes” button will remain grayed out until you have filled out all the fields correctly.

Save in draft >

Send lesson notes >

Save in draft >

Send lesson notes >

### Confirming the Lesson Notes Are Properly Submitted

Once you have submitted the notes using the “[Send lesson notes](#)” button, confirm that they have been submitted.

- If the class is **yellow** on your calendar, the lesson notes **have not been properly submitted**.
  - Go back and confirm that all the fields in the lesson notes are completely filled out and have been submitted using the “[Send lesson notes](#)” button.
- If the class is **green** (attended lesson) or **red** (student no-show) on your calendar, the lesson notes **are complete**.

