

# Digital Academy Step-by-Step Guide

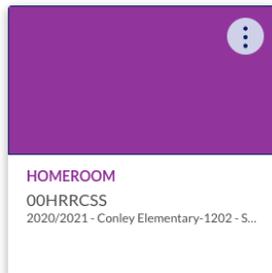
1. Wake up and get ready for school.
2. Go to your **quiet** learning space.
3. Log in to **ClassLink** from the **Conley** website.



4. Click the **Canvas** icon.



5. Complete **Special Area Assignment**. (See instructions from your Special Area teacher)
6. Click on your **Homeroom** course.



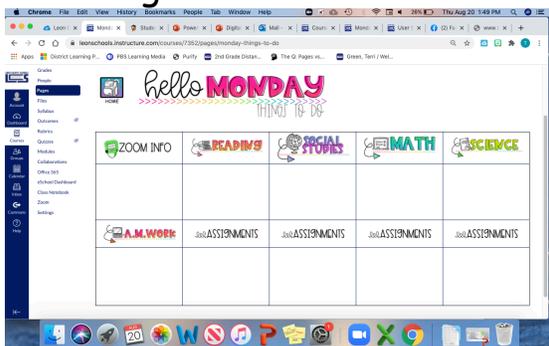
7. Click on the **Morning Meeting** button a few minutes before 9:30 to join the Zoom Meeting where attendance will be taken.



8. Click today's day of the week button.



9. Click on the links in the "Things To Do" table to access online modules and assignments.



Go in order of the following subjects:

|             |  |
|-------------|--|
| 7:45-8:30   | Get Ready for School                     |
| 8:30-8:45   | A.M. Work                                |
| 8:45-9:30   | Special Area                             |
| 9:30-10:00  | Morning Meeting/Attendance               |
| 10:00-11:20 | Reading Independent Work                 |
| 11:20-11:55 | Lunch                                    |
| 11:55-12:30 | Recess/ Free Play                        |
| 12:30-1:30  | Math Independent Work                    |
| 1:30-2:15   | Science/ Social Studies/<br>Computer Lab |
| 2:15-2:50   | DEAR Time                                |

| Small Group Times (*This will be assigned by your child's teacher) |               |
|--|---------------|
| 10:00-10:30  | Small Group A |
| 10:30-10:55  | Small Group B |
| 1:10-1:35  | Small Group C |
| 1:35-2:00  | Small Group D |
| 2:00-2:25  | Small Group E |

\*\*Click on the Zoom link in the daily assignment table when it is time for your small group.