To do:

StepsWeb Weekly Checklist

These are the steps we recommend that all teachers and teacher aides take on a weekly basis – or more often, if possible!

It is crucial to identify when a student is having genuine problems – or is simply not on task and messing around.

By checking the following aspects weekly, you will ensure that problems are identified and addressed. Remember: StepsWeb is not intended to **replace** your teaching! It's intended to **support** your teaching and make it more efficient and effective!

Educator Management Screen

Check Notifications	○

Class Reports

Low Accuracy	○
Low Usage	○
Assigned Work	○
Weekly Goals	○

Student Reports

Student Logs - all Tier 3 and 4 students	○
Student Logs - all students identified by Class report check	○

Bear in mind that this is a minimum – designed to help you identify problems as soon as they occur. You also have access to all the printable reports, of course.

Also, don't forget that you can monitor your students in real-time too! You can even send them a message:

"Stop looking out the window and do your work, Richard!"

It can come as a bit of a shock for students to realise their teacher can see exactly what they're doing!