



## Student Daily Tasks for Success in Pearson Connexus

| Task                                                                                                                                                                                                                                                        | What To Do                                                                                                                                                                                    | Help Video                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| To-do List Check your To-Do   List and Plan Your Day   Ourse Guide [Teacher]   HS Spanish I A, 6.23   Past due: May 9, 2024   Ourse Overview   HS Spanish I A, 6.23   Past due: May 9, 2024   Ourse Overview   HS Spanish I A, 6.23   Past due: May 9, 2024 | Look over any past due items<br>(if any) and create a catch up<br>plan. Next, focus on items<br>due today and plan out your<br>day to make sure they are<br>completed before your log<br>off. | <u>Calendar vs To-Do List</u> |
| Activity Stream <sup>5</sup><br>Check Your Activity Stream                                                                                                                                                                                                  | Use the activity stream to<br>check feedback on your<br>work/grades and other<br>important items.                                                                                             | What is the Activity Stream?  |
| Gradebook Access and Look at Your Grades                                                                                                                                                                                                                    | Check your current grades<br>for your courses. Click on the<br>names of courses for a more<br>detailed view.                                                                                  | <u>Gradebook</u>              |
| ≌ <sup>WebMail</sup><br>Check Your WebMail                                                                                                                                                                                                                  | Check your WebMail when<br>you log in and before you log<br>off for any important<br>communications from your<br>Pearson Teachers.                                                            | <u>WebMail Overview</u>       |
| Calendar Plan Ahead Using<br>the Calendar Tool                                                                                                                                                                                                              | Remember that you can use<br>the calendar tool to make a<br>plan for tomorrow or into the<br>future.                                                                                          | <u>Calendar vs To-Do List</u> |

For more information on what to do each day, review this video on <u>What to Check Each Day</u>.