



Here are a few ideas for supporting a student as he/she catches up in his/her classes:

- 1. View each of the student's Blackboard courses with them, perhaps sometime over the weekend.** Be sure to view the "Assignments" button and the "My Class Grades" button. Those are both ways to see what has been assigned and what has been submitted by the student.
- 2. Have the student make a list of missing assignments for each course.** Have the student plan specifically **when** they will do the missed assignments. Writing the plan down in a planner or on a calendar can help remind the student to get those past assignments completed while still maintaining current assignments.
- 3. Communicate the student's plan to their teachers.** This will let them know that the student is working towards catching up. They can also help hold the student accountable.
- 4. Even if the student is an independent worker, check on them daily until they have these assignments caught up.** Consider setting aside a specific time each day (even just 15 minutes) so that they can show you what they have completed. This is a great way to communicate how important their education is to you.
- 5. If the student thinks they did turn in assignments that seem to be missing, they can check their email for "Submission Receipts."** Students receive a "Submission Receipt" in their student email account every time they submit something to their teachers. [Here](#) are instructions for forwarding a student email account to your parent email account. That way you will see all of the emails that the student is getting as well. It is a great way to keep up with your student. :)

Here are a few ideas for helping a student stay caught up:

1. Print the Weekly Plan/Assignments for each class at the beginning of the week. Having a printed list is an effective method for staying organized and making sure assignments don't get overlooked. Post the list of assignments in the student's work area each week. Cross off each assignment as it is completed and submitted.

OR

2. Have your student write down all of their assignments for all of their classes at the beginning of the week. Sunday evenings are a great time to do this type of prep. Writing all of the assignments down is a great way for students to realize exactly what is due in each class. They can print a [Weekly Assignment Chart](#) to use, but the spaces are pretty small since they have so many classes to keep track of. They may even just want to draw their own chart on paper or a whiteboard so that they have as much room as they need to write the assignments. They can cross off each assignment as they complete it.

3. Check in with your student daily to be sure assignments are getting submitted on time. This will help avoid missing assignments and falling behind.