

# eLearning Checklist for Guidance Counsellors

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- Ensure **PRISM accounts are accurate** for your school... Request new ones be created as required and others no longer required inactivated.
- Request **re-assignment of students in PRISM** to a new GC each time a GC has moved on.
- Ensure **School Information is accurate** in PRISM and up to date as this is where PRISM pull recipient emails.
- Visit the **Verify Waitlisted Students tool** in PRISM regularly to quickly remove students as well as bump your students up in the queue for acceptance.
- When registering students:
  1. Inform the student that the **email address that is contained in PRISM is the one that will be used for course related messaging**. It is ESSENTIAL that the student check this email regularly.
  2. Have the student **demonstrate that they are able to log into D2L (BrightSpace)** and can see their My Courses in Other Boards Widget.
- Inform DeLCs / eRegistrars of students for whom **Priority Acceptance** needs to be flagged in PRISM.
- Download **Final Evaluation and Proctoring Information** in PRISM and ensure required arrangements are made.

NOTE: Boards with students who are ABSOLUTELY UNABLE to attend a final evaluation at the scheduled time due to conflicts with other final evaluations MUST contact the eTeacher or DeLC of the delivering Board to initiate a request for accommodations for these students. In such instances, delivering Boards, where possible, WILL OFFER FLEXIBILITY to accommodate those students who have scheduling issues that cannot otherwise be resolved.
- Generate and send **signed report cards to BOTH** the student's home and the student's home school.
- Manually **enter marks into your SIS** for your students taking out-of-Board courses (found in PRISM).