

CREATING A DAILY SCHEDULE

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM		Language Arts	Language Arts	Language Arts	Language Arts	Science LiveLesson	
9:00 AM		Math	Math	Math	Math	Language Arts	
10:00 AM		Science	Art	Math LiveLesson	Art	Math	
11:00 AM		Lunch/ PE	Lunch/ PE	Lunch/ PE	Lunch/ PE	Lunch/ PE	
12:00 PM		Lang. Arts LiveLesson	Ed. Technology	Science	Ed. Technology	Science	
1:00 PM		Portfolio Completion	Social Studies	Social Studies	Social Studies	Portfolio Completion	
2:00 PM							

Virtual school gives the flexibility to complete daily lessons at a time and pace that is unique to each student. However, if your student does not complete all assigned lessons on a daily basis, he or she can fall behind. You can help your student stay on track and ensure that he or she will complete each of his or her courses by creating a daily schedule together.

Plan Ahead

By creating a schedule, you and your student will know what to expect each day. Creating the schedule together allows your student to take charge of learning and gives him or her an opportunity to share ideas on what to include. Plan ahead and incorporate important events such as:

- LiveLesson® sessions
- daily scheduled lessons
- extracurricular activities or other personal events

How to Create a Daily Schedule



To begin creating a daily schedule, choose the format that best fits your needs. This could be one that you create by hand, on the computer, or a pre-made template you find using an internet search.

The template will require a table showing days of the week and hourly blocks of time. Once

your template has been selected or created, decide if you will print it out and hand write each activity or complete it directly on the computer.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							

Filling in the Schedule

First, determine the best start and end times for your student's school day.

Some students work better first thing in the morning, while others are more productive a little later in the day.

Second, add LiveLesson session times.

Review your teacher WebMail messages to locate the ongoing LiveLesson session

times. Mark them in bold and color code them on the schedule so that they stand out for easy identification.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM		Language Arts	Language Arts	Language Arts	Language Arts	Science LiveLesson	
9:00 AM		Math	Math	Math	Math	Language Arts	
10:00 AM		BREAK Science	BREAK Art	Math LiveLesson	BREAK Art	BREAK Math	
11:00 AM		Lunch/ PE	Lunch/ PE	Lunch/ PE	Lunch/ PE	Lunch/ PE	
12:00 PM		Lang. Arts LiveLesson	Ed. Technology	Science	Ed. Technology	Science	
1:00 PM		Portfolio Completion	Social Studies	Social Studies	Social Studies	Portfolio Completion	
2:00 PM							

Next, refer back to your student's dashboard to determine what subjects your student completes each week, and how many times a week they complete each subject. Core courses, such as language arts, math, social studies, and science, are typically scheduled 3–5 times a week. Add these courses to the schedule at times in which you and your student agree are optimal. Don't forget to include breaks and lunch.

Accommodate other Events

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM		Language Arts	Language Arts	Language Arts	Language Arts	Science LiveLesson	
9:00 AM		Math	Math	Math	Math	Language Arts	
10:00 AM		Science	Art	Math LiveLesson	Art	Math	
11:00 AM		Lunch/ PE	Lunch/ PE	Lunch/ PE	Lunch/ PE	Lunch/ PE	
12:00 PM		Lang. Arts LiveLesson	Ed. Technology	Dr. Appt.	Ed. Technology	Science	
1:00 PM		Portfolio Completion	Social Studies	Social Studies	Social Studies	Portfolio Completion	
4:00 PM							

As your student begins to complete lessons, you may find that one subject requires extra time, while others may require less. Your schedule is a flexible document which allows you to make adjustments to accommodate learning needs as the lessons progress.

Accommodate other events that are not regularly scheduled, such as doctor appointments or state testing, by having extra templates handy and completing a special schedule for the week affected by the atypical appointment or event.

Determine the lesson(s) that are affected, and plan a time to complete those lessons. You can choose to complete the lesson(s) later that same day, another day within the week, or over the weekend.

Some days may finish earlier than others. Use these days to schedule activities such as piano lessons. Add sports or other regularly scheduled activities to the master schedule, as well. If any activities interrupt the school day, schedule remaining daily lessons after the activity. This may mean that some lessons are completed in the evening.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM		English 9	English 9	English 9	English 9	English 9	
8:30 AM		English 9	English 9	English 9	English 9	English 9	
9:00 AM		English 9 LiveLesson	Earth Science	Earth Science	Earth Science	Earth Science	
9:30 AM							
10:00 AM		BREAK	BREAK	BREAK	BREAK	BREAK	
10:30 AM		Earth Science	Spanish I	Spanish I	Spanish I	Algebra 1 LiveLesson	
11:00 AM							
11:30 AM		Lunch	Lunch	Lunch	Lunch	Lunch	
12:00 PM		PE	Health	PE	Health	PE	
12:30 PM							
1:00 PM		Algebra 1	Career Prep A	Science LiveLesson	Career Prep A	Algebra 1	
1:30 PM							
2:00 PM			PIANO	World History	World History	BREAK	
2:30 PM							
3:00 PM		SOCCER		SOCCER	SOCCER	World History	
3:30 PM							
4:00 PM			World History				
4:30 PM				Algebra 1	Algebra 1		
5:00 PM		World History					

Schedules for Multiple Students

Master Schedule							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00 AM		Social Studies World History	Language Arts LiveLesson Algebra 1	Social Studies World History	Social Studies World History	Ed Tech English 9 Science LiveLesson	
10:00 AM		Ed. Tech English 9	Language Arts Career Prep A	Language Arts English 9 LiveLesson	Art English 9	Algebra 1	
11:00 AM		Math Spanish 1	Science World History	Science English 9	Language Arts Science LiveLesson	Science World History	
12:00 PM		LUNCH LUNCH	LUNCH LUNCH	LUNCH LUNCH	LUNCH LUNCH	LUNCH LUNCH	
12:30 PM		PE PE	PE Health	PE PE	PE Health	PE PE	
1:00 PM		Language Arts Math LiveLesson	Math Spanish 1	Math Algebra 1 LiveLesson	Math Earth Science	Language Arts Earth Science	
2:00 PM		Portfolio Completion Earth Science	Earth Science	Math Career Pep A	Spanish 1	Math World History LiveLesson	
3:00 PM		Algebra 1	English 9	Earth Science	Algebra 1		

Key:
John - Brown
Sally - Green

When multiple students are enrolled, extra steps need to be taken. Begin by creating individual schedules for each student, noting all LiveLesson sessions, courses, and other extracurricular activities. Then, create a master schedule that combines all of the students' schedules. On the master schedule, color code each student for easy identification.

Scheduling Options

Use one of these scheduling options:

- *Block scheduling:* Allows students to focus on one subject per day.
- *Modified block scheduling:* Student completes lessons in language arts and math every day of the week and focuses on one additional subject each day.

Block Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM		Language Arts	Science	Math	Social Studies	Science LiveLesson	
9:00 AM		Language Arts	Science	Math	Social Studies	Ed. Technology	
10:00 AM		Language Arts	Science	Math	Math LiveLesson	Art	
11:00 AM		Lunch/ PE	Lunch/ PE	Lunch/ PE	Lunch/ PE	Lunch/ PE	
12:00 PM		Language Arts	Lang. Arts LiveLesson	Math	Social Studies	Art	
1:00 PM		Language Arts	Portfolio Completion	Math	Portfolio Completion	Art	

Modified Block Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00 AM		Language Arts	Language Arts	Language Arts	Language Arts	Science LiveLesson	
10:00 AM		Math	Math	Math	Math	Language Arts	
11:00 AM		Science	Art	Math LiveLesson	Ed. Technology	Math	
12:00 PM		Lunch/ PE	Lunch/ PE	Lunch/ PE	Lunch/ PE	Lunch/ PE	
1:00 PM		Lang Arts LiveLesson	Art	Social Studies	Ed. Technology	Science	
2:00 PM		Science	Portfolio Completion	Social Studies	Portfolio Completion		
3:00 PM		Science		Social Studies			

As shown in the block schedule example, one particular subject is scheduled on one particular day of the week. However, daily practice in reading and math is key to mastery. Therefore, another option that may be more effective and lead to greater student success is known as modified block scheduling.

As shown in the modified block schedule example, the student completes lessons in language arts and math every day of the week and focuses on one additional subject each day. In both block scheduling and modified block scheduling, the same number of lessons that were originally scheduled for the week are completed. As an example, if three art lessons are scheduled each week, then three art lessons are still completed each week using the block schedule or modified block schedule. Your student may accrue overdue lessons from day-to-day within the week, but there should not be any overdue lessons at the end of each week.

Invest time to create a daily schedule to meet your student's needs and ensure that he or she has a plan for completing lessons.