



Legacy Mentoring Procedures

- 1. Come in, open your laptop, and log into Summit Learning.**
- 2. In a different tab, open Canvas and review your current grades in Canvas and Summit.**
- 3. Set a Daily Goal based on the information you see in Canvas and Summit.**
- 4. If you have a Check-In, make sure you have completed all the prep work.**
 - a. If there is an Academic Habit of Success Checkpoint, participate in that lesson until the teacher instructs you to start on your self-directed learning time.**
- 5. Work on assignments, projects, or assessments for the next 35 - 45 minutes depending on the day.**
- 6. The final 5 minutes of class review your daily goal. Assess what you did to meet it, or what you need to do to adapt and change.**
- 7. Lastly, look at your goals to determine what you have accomplished and plan what you need to continue to work on.**