



2020-21 Personal Leadership Development Course

Instructor Instructions

Welcome to the Personal Leadership Course! Whether you are a certificated staff member or admin, you have been identified to guide students through this course material this semester. We hope you find it to be a meaningful experience for both you and the student.

What are your responsibilities as the instructor?

Before you get started:

- Request access to the updated course documents from [Rachel Amato](#).
- Use your preferred platform (Canvas or Google Classroom) and invite [Rachel Amato](#) to be part of the class as an instructor. This is important & required!
- Review syllabus and course assignments with students so the expectations, due dates, and assignments are clear.

Weekly:

- Review student assignments online, issue grades when applicable & work with students to develop and stay on track with their leadership projects & SMART Goals.

End of Course:

- When students are completed with the coursework, review final grade. Verify student completion of reflection and analysis then issue the course grade. All assignments scores add up to 100 percent, so if an assignment is worth 10 points, that is 10% of their final grade.
- Grades may not automatically transfer from Canvas/Google Classroom to PowerSchool. Create one assignment in PowerSchool to reflect the final grade.

Questions? Contact Rachel Amato ramato@sandi.net 619-725-7308