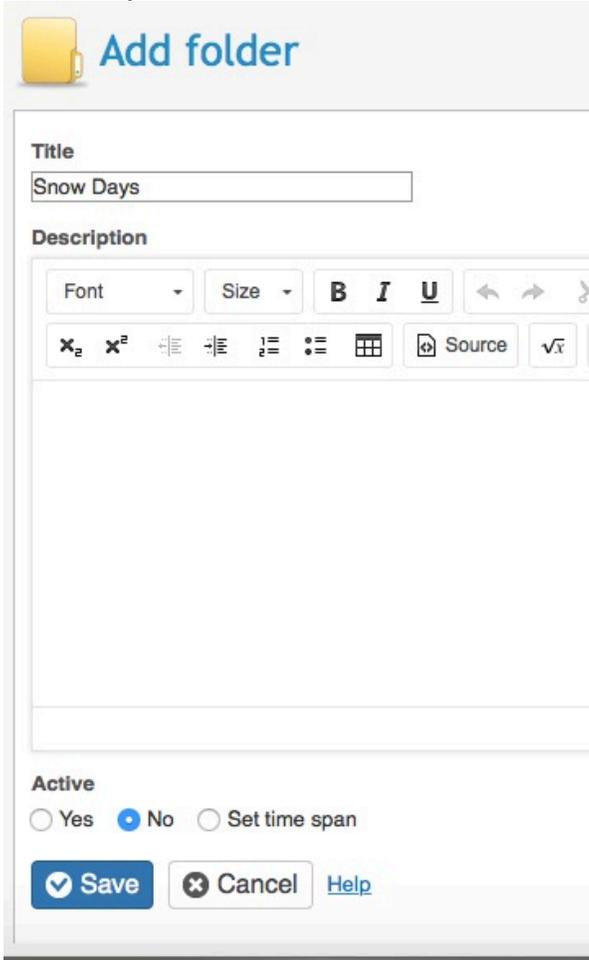


# Snow Day Activities ‘How To Get Them’ Guide

1. Login to itsLearning and go to your CONDUCT course (K-4).
2. Go to the folder list on the left side of your screen and click the +Add button
3. Select the ‘Folder ‘ Option and Title it ‘Snow Day Examples’, mark the Active button NO, and click save. (You will want to review these activities before moving them to your actual ‘Snow Day’ folder).
4. Add one more Folder called ‘Snow Days’ and mark the Active button NO as well. (Once you review the activities, you can move them to this folder. This folder will be for the REAL activities you use).



**Add folder**

**Title**  
Snow Days

**Description**

Font Size **B** **I** **U** [undo] [redo] [delete]

x<sub>2</sub> x<sup>2</sup> [bulleted list] [numbered list] [table] [source] [sqrt]

**Active**  
 Yes  No  Set time span

[Help](#)

4. Now go to the ‘Sharon Staff Information’ course.
5. Go to the folder on the left side of the screen (in the folder list) titled:



3. Click on the folder to go to the grade level folders inside & go to YOUR grade level folder or one of the additional activity folders inside this Elementary Lesson Ideas folder.

<input type="checkbox"/>	Type	Title	Published	Active
<input type="checkbox"/>		K-5 Online Learning for School Closings Checklist	12/7/2014 Brandon, Susan	Yes
<input type="checkbox"/>		Pre-K	11/21/2014 Brandon, Susan	Yes
<input type="checkbox"/>		K	11/21/2014 Brandon, Susan	Yes

4. Be sure to click the box above all the folders you want to include. (I wanted ALL the activities in the Kindergarten folder so I selected the box above ALL the activities).

Be sure to select '**Copy to**' NOT 'Move To' or no one else will be able to access these activities!!!

The screenshot shows a file management interface with a table of folders. At the top, there are buttons for 'Up one level', 'Add', 'Action', 'Reorganize', and 'Select the elements to allow'. The table has columns for 'Type', 'Title', 'Published', and 'Active'. A red arrow points to a checked checkbox in the first column. A red box highlights the 'Copy to' option in the 'Action' dropdown menu. The 'Move to' option is crossed out with a blue 'X'.

<input checked="" type="checkbox"/>	Type	Title	Copy to	Published	Active
<input checked="" type="checkbox"/>	Folder	ELA	<del>Move to</del>	11/21/2014 Brandon, Susan	Yes
<input checked="" type="checkbox"/>	Folder	Math	Delete	11/21/2014 Brandon, Susan	Yes
<input checked="" type="checkbox"/>	Folder	Science	Take ownership	11/21/2014 Brandon, Susan	Yes
<input checked="" type="checkbox"/>	Folder	Social Stu	Export	11/21/2014 Brandon, Susan	Yes

5. Select the course- (In K-4<sup>th</sup>, this is your CONDUCT COURSE).

6. Then select the 'Snow Days' folder.

7. Leave the box for 'Include answers and submissions' un-checked.

8. Click the 'Copy' button. (If it says MOVE, click Cancel and please try this again).

\*Do not put anything in your sandbox.

\*Your conduct course should already be in your favorite at the top of the pop up box.

The screenshot shows a 'Favorites' list with a sub-section for 'Courses'. The course 'SES Grade 1(Conduct) (1000-4) C Hockenberry' is selected and highlighted.

Favorites  
---- Courses ----  
SES Grade 1(Conduct) (1000-4) C Hockenberry

The screenshot shows a 'Snow Days' folder selection screen with a folder icon and the text 'Snow Days'.

Folder icon Snow Days

Include answers and submissions

The screenshot shows a dialog box with three buttons: 'Copy' (with a checkmark icon), 'Cancel' (with an 'X' icon), and 'Help'.

Copy Cancel Help

**IMPORTANT:** On the actual snow days, you will go back to this folder and click the 'Active' button so your students can see the activities. The students will not be able to see the activities if the folder is marked 'Inactive.'