

MEMORANDUM OF UNDERSTANDING

BETWEEN

CAPISTRANO UNIFIED SCHOOL DISTRICT

AND

CAPISTRANO UNIFIED EDUCATION ASSOCIATION

Elementary Program A and B Temporary Scheduling

The District and CUEA have a shared interest in providing time to elementary teachers and extended learning staff for the purpose of learning Canvas and extended learning. Tuesday, August 25, through Friday, August 28, Elementary Program A and Program B students will all attend morning sessions together. This will maintain the current instructional minutes provided for students, while creating learning time for teachers in our new platform of Canvas.

The expectation for employees is to prioritize the learning of the Canvas platform during the part of the day without students. At the end of the dates outlined above, the following Canvas skills will be implemented by all certificated staff:

- **Create content** (use the rich content editor proficiently)
- **Use the calendar, the in-box** (to compose messages to parents and students), **and creating discussions**
- **Building assignments** (creating, use settings, and types of submissions)
- **Use the grade book** (speed grader, give comments or feedback to students)
- **Search the student card to monitor the analytics of students** (online activity, participation rate, and grades)
- **Add people to their course** (such as student, paraeducator, co-teacher)
- **Create a link or a module to notify the paraeducator of their content** for extended learning

Once proficient in these areas, teachers will use the time outlined above to address assessments and extended learning content.

This Memorandum of Understanding is non-precedential and expires September 1, 2020.

APPROVED:

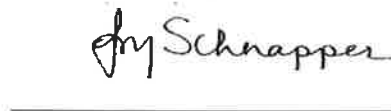


Capistrano Unified School District

8-21-2020

Date

APPROVED:



Capistrano Unified Education Association

8-21-2020

Date