



# REMOTE LEARNING STUDENT CHECKLIST

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## BE PREPARED

- Wake up and get ready for a normal school day.
- At 8.30am, sign into SIMON and MS Teams, check your emails and be ready for TA at 8.55am.
- Attendance will be taken each period.
- Stay organised and keep your apps open throughout the day.

TIP: Check your email regularly. At the end of each day look at the following days timetable so you know what is coming up next.



## UNIFORM

- If learning from home or at school being supervised, you are to wear an item of uniform throughout the day, this could be a PE top, etc.
- Looking sharp leads to thinking sharp. That's why pyjamas are out.

TIP: Wearing a piece of uniform during school time and taking it off when you're done, helps your brain switch gears so you can relax.



## ONLINE ETIQUETTE

- Be as respectful online as you are in the classroom.
- Be courteous online, try not to speak over someone else.
- Follow instructions from your teacher.
- Close or minimise windows that you don't want to show before screen sharing.
- When speaking make sure your camera and mic are turned on. Blur your background for personal privacy.
- The same classroom rules apply during remote learning. Be respectful, no texting, no snacks.
- Accept your responsibility for your part in classroom learning.

TIP: Good manners are just a way of showing other people that we respect them, and that we want to be respected in return.



## PLATFORMS

- Students should have access to the following learning platforms:
  - SIMON
    - Class Resources
    - Learning Areas
    - Simon Forums
  - Outlook or Webmail
  - Office 365
    - MS Teams
  - Curriculum Support Portals
    - Edrolo
    - Libguides
    - Oxford Digital
    - Cambridge Go
    - Stile

TIP: Familiarise yourself with all platforms before class commences.



## WELLBEING

- Step away from your workspace for a few minutes before the start of each period.
- Maintain your regular school routine.
- Get a change of scenery. Avoid spending the day in your workspace.
- Take breaks from your screen at recess and lunch time.
- Eat healthy. Choose nutritious food during breaks and drink plenty of water.
- Spend time outside and make time for your own enjoyment (read a book).
- Stay focused. Get at least 8 hours of sleep at night.
- Exercise regularly: walks, jogging on the spot, be creative!
- Be social, stay in contact with your friends after "school".
- If you are feeling anxious reach out to your TA and ask for assistance

TIP: Be kind to yourself.



## LEARNING SPACE

- Choose a quiet, well lit space in your home away from distractions.
- Let the household know your schedule and that you are doing online learning.
- Have a pen, paper, and school books nearby.
- Plug your SurfacePro into a wall socket so it remains charged.
- Use headphones where possible.
- Launch the apps you need before class starts.
- Keep your phone switched off and out of site unless you are using it as a Mobile Hotspot.
- A plain background works best for video sessions if possible.

TIP: If possible this space should not be in your bedroom. You should be thinking of this space as your classroom at home.



## PRODUCTIVITY

- Practice good time management.
- Stay on task throughout the day, ensuring you make goals to achieve each subjects work program.
- Ask your teachers questions in Microsoft Teams or via email at the allocated time.
- Read and respond to emails promptly when not in class.
- Submit all work on time.
- Spend time revising and reviewing what you have learnt that day.

TIP: Stay connected and stay informed.



## SUPPORT

- For IT issues with your device or platforms contact the IT Team: helpdesk@damascus.vic.edu.au or call (03) 5337 2222
- If you are unwell and unable to attend learning on a day, please ask your parents/guardians to contact the College as they normally would.
- The usual Damascus support mechanisms remain in place. Please email your TA, Subject Teacher, House Leader, School Counsellor as needed.

TIP: Review the Remote Learning Checklist and Manual, for lots of valuable information.