Lower School Remote Learning Checklist

	DONE?	I WILL...	TIPS/SUGGESTIONS...
BEFORE SCHOOL		Get my Chromebook / laptop	**THINK AHEAD:** Where is my Chromebook or laptop charger?
		Look at my schedule	
		Gather my materials	Keep pencils, pens, eraser, sharpener, charger, etc. together & nearby
BEGINNING OF CLASS/ SESSION		Arrive on time	**THINK AHEAD:** What time does my class start?
DURING CLASS/ SESSION		Turn the audio **OFF** and the webcam **ON**	**WHY?** So my teacher can see me & hear students one at a time
		Be engaged in class	**THINK:** Am I doing my best to pay attention, respond to polls, raise my hand, speak up, actively listen?
		Speak/chat with civility and respect	Keep pencils, pens, eraser, sharpener, charger, etc. together & nearby
		Take a break when I need one	**HOW?** Tell my teacher with the break icon when I need to use the bathroom, get a snack, or take a movement break (5-7 minutes)

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Lower School Remote Learning Checklist, continued

	DONE?	I WILL...	TIPS/SUGGESTIONS...
END OF CLASS/ SESSION		"Turn in" homework on time (4/5)	Don't forget to press **SUBMIT**!
		Ask questions if I am confused	Send an email, use the raised hand icon, or privately chat with the teacher as soon as I think of a question
		Write the homework in my planner	I can ask my teacher to check that I wrote the homework down right
AFTER SCHOOL		Complete my homework ☐ Check Classroom/folder ☐ Find today's date ☐ Read & reread instructions carefully ☐ Ask adult questions ☐ Submit homework	Check Google Classroom/folder
		Charge my Chromebook/laptop	
		Clean up my workspace	
		Relax	Do something you find fun! (read, draw, bake, daydream)

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