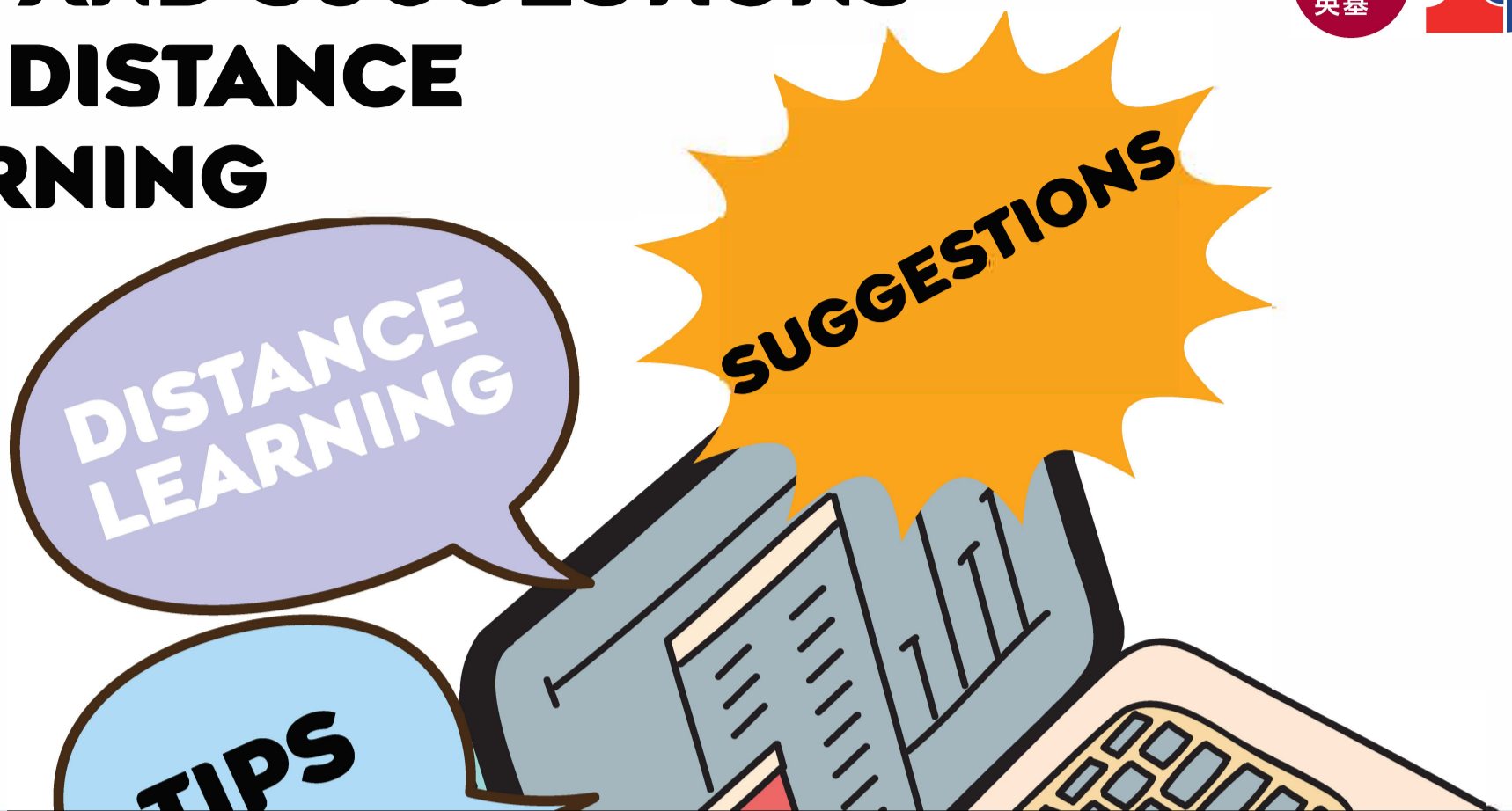


TIPS AND SUGGESTIONS FOR DISTANCE LEARNING



Setting up your work area

- Find a place that is as quiet as possible with minimum background noise.
- Arrange your laptop, charger, headphones, book and resources that you will need for the day.

Organising your day

- Keep to a routine of a regular bedtime and wake up time.
- Dress for lessons (do not stay in your pyjamas)
- Use this guide, follow your timetable, take regular breaks away from the screen and keep active.

Keeping active

- Try some of these ideas to keep active during online learning. [See Link](#)

Get used to your laptop

- Check your microphone and camera - get used to speaking online and sharing your video - perhaps arrange to Zoom a friend or family member.

Every day

- Register with your tutor
- Access Google Classroom at the start of each lesson
- Follow instructions on Google Classroom
- Join online lessons via Zoom
- Submit evidence of your work each lesson on Google Classroom and mark it as 'Done.'
- Check your Gmail at least twice a day for any emails from teachers or students.
- Check your Google Classroom 'To-Do list.'