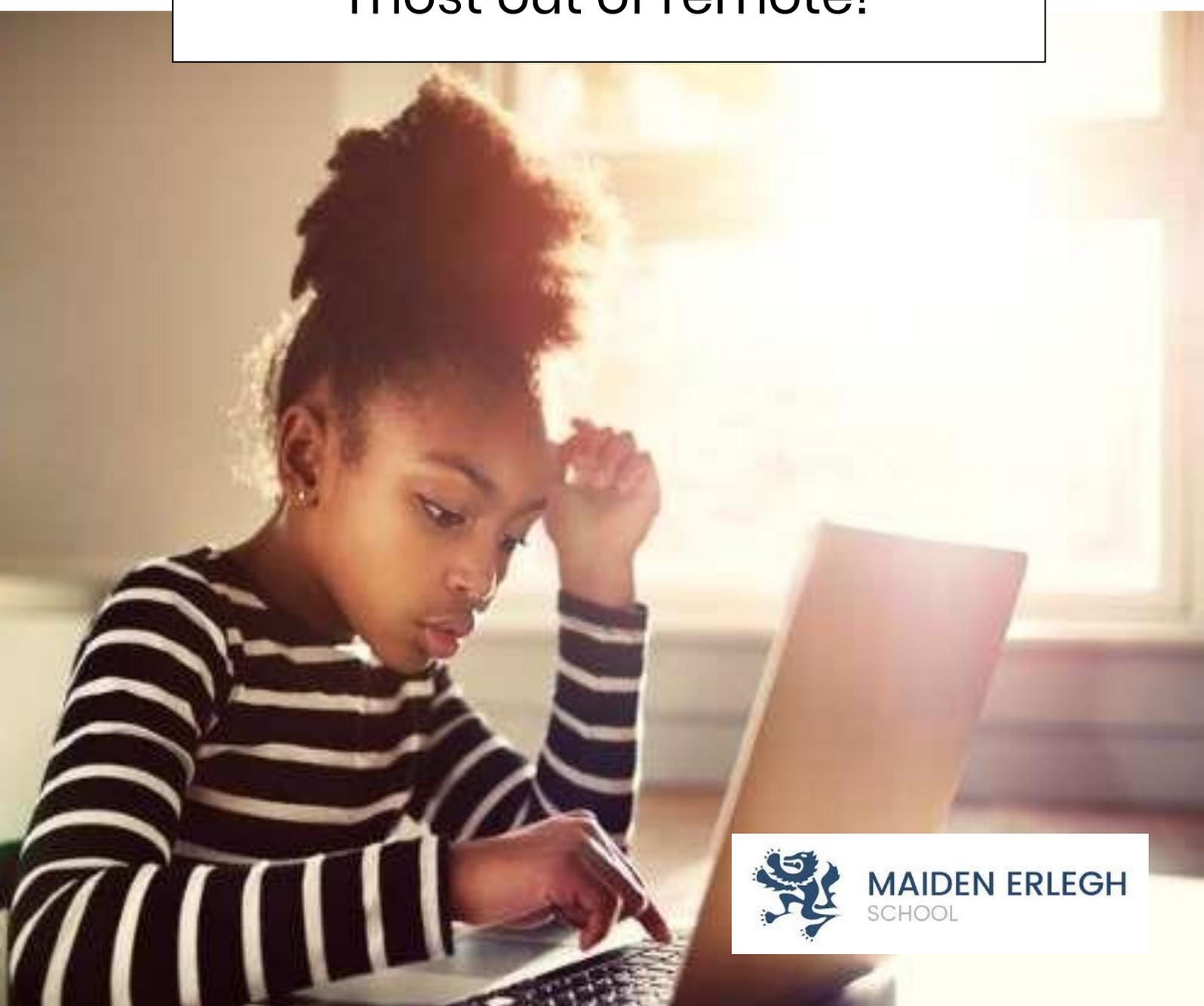


Remote Learning

A learner's guide to getting the most out of remote!

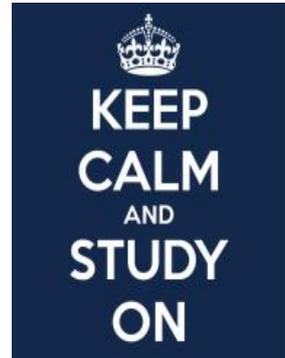


MAIDEN ERLEGH
SCHOOL

HOW DID WE GET HERE?



2020 has certainly sprung a surprise on us all! Back in September 2019, none of us would have imagined being in a situation where schools across the country closed to all but the children of critical workers, and none of us would have imagined having to contemplate what remote



forms of learning might look like in these circumstances! But, our determination to prevent Covid-19 from disrupting your education remains at the heart of what we do. Hopefully, this guide will help you to feel **confident** and **in control** as you work with us in rising to the challenge of getting the most out of remote!

Feeling prepared...

<https://www.youtube.com/watch?v=o5IKkVeob-o>

TIP!

Identify a dedicated study space, ideally away from distractions. Try to avoid working on the sofa, or on the bed. Not only will this make it difficult for you to concentrate, but could also contribute to poor posture.

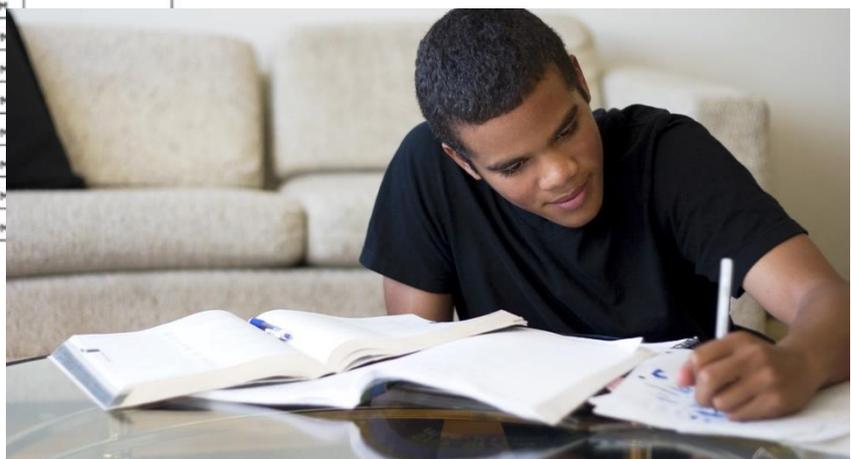
TIP!

Try to ensure that you work in a space with good, natural light. A well-ventilated room can help with concentration and keep tiredness at bay.

TIP!

TODAY'S GOALS		:00	:30
1.	5AM		
2.	6AM		
3.	7AM		
4.	8AM		
5.	9AM		
	10AM		
	11AM		
	12PM		
	1PM		
	2PM		
	3PM		
	4PM		
	5PM		
	6PM		
	7PM		
	8PM		

Consider the use of a planner in helping you to keep tabs of what work has been set, and when deadlines are. You might be happy to use Google Classroom in this way, but sometimes the visual reminder on your bedroom wall can be a help too!



TIP!

Exercise good **self-discipline!** Try to avoid the temptation of continually looking at your phone, especially as you work to complete set tasks or take part in live lessons. Catching snippets of what is being covered due to the interruption of social media can ultimately increase stress and make it more difficult for you to feel in control of your studies. A self-social media ban isn't required, just moderation!



TIP!



Become a **creature of routine!** If one thing is difficult to establish right now, it's routine! Continue to be consistent in getting up and getting ready for the day ahead, just as you would when coming into school. Build breaks into your day, including time off for lunch. Wherever possible, identify a start and end time while you are sat working, and try hard to stick to it!

Make the most of each day...

Being able to navigate your way around Google Classroom is the starting point for successful remote learning. Be sure to keep any work that you complete online organised and accessible to you. The following link might help if you are in any way unsure about the functions of this platform...



<https://www.youtube.com/watch?v=qSxNLaWm74g>

TIP!



It can be incredibly helpful to organise your Google Classroom folders in order to avoid mixing up assignments. You can go to a Class > Classwork > Google Drive and open the folder in the new tab. Right-click on it and rename or change the color of the folder. Consider a different colour for each of your subjects, perhaps... (guidingtech.com)



Google Classroom integrates other Google apps and services. You can use YouTube Video, Google Docs file, Google Sheets file, or even Google Drawing file to submit your assignments. Open the class > Classroom > Open an assignment and tap add or create under Your work menu. It will open a sliding menu with the option to add file from various sources - Google Drive, direct link, attach a file and you can even create new documents. Check carefully what precise instructions your teachers give you, however, so that you submit work in the required way. (guidingtech.com)



As a student, you might want to view your work and deadlines periodically. Sometimes, it can be confusing to keep track of submissions. And you might end up missing the deadline for the project. You can open a class > Classwork > View Your Work and here you can view all the assigned work with title, due date, attached file, and more. You can also use the side filter menu to streamline the list. (guidingtech.com)



Dealing with multiple classes at a time may confuse you with all the incoming notifications. Thankfully, Google Classroom allows you to customise them. From the Google Classroom app, tap on the hamburger menu and go to Settings. You will see the notifications toggles for all the comments and classes that you are enrolled in. Adjust them based on your needs. To manage notifications by class, tap on Class Notification and here you can see all your enrolled classes. Turn off the unnecessary ones. (guidingtech.com)

Asking for help ...



Never struggle in silence. If you experience difficulties with remote learning at any time, please just ask – your teachers will always be willing to help!

