

# SUCCESS IN DISTANCE LEARNING

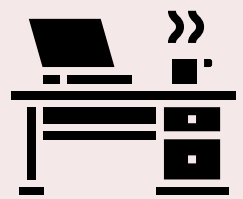
## *Tips for Students*



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### A SPACE FOR WORKING

- Create a space just for learning.
- Find a space that is free of distractions and is quiet enough to focus.
- Sit at a desk or a table and have all of the materials you will need for learning handy. A space with a wall as a backdrop will ensure greater privacy when on camera.



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### SET GOALS AND MANAGE YOUR TIME

- Ensure you login on time for Zoom lessons.
- Keep a checklist of tasks that are due with their due dates.
- Prioritize your work based on due dates.
- Create a schedule of how you will use your independent work time to complete work in a timely manner.



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### ASK QUESTIONS WHEN NEEDED

- Use the raise hand feature in Zoom to indicate you have a question.
- If the chat is enabled, you can also send a private message to your teacher to ask a question.
- You might also consider reaching out to a classmate for clarification.
- Your teacher is also available via email to support if it is outside of class time.



### USING TECHNOLOGICAL TOOLS

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- If you struggle with reading, remember to use the **accessibility features** on your device (ensure spoken content is enabled in your accessibility settings).
- To support with writing, activate "Enable Dictation" in your keyboard settings in order to use speech-to-text. Remember to dictate all punctuation and line changes.
- Use your predictive text and spell check features to help edit your work before submitting.
- Remember, you can adjust the speed of videos and enable Closed Captioning in YouTube.
- Use kiddle.co instead of Google, for safer browsing



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### BE AN ACTIVE PARTICIPANT

- The more engaged you are in the lesson, the better you will learn.
- During live lessons, offer answers, engage in interactions and use the chat and reactions as asked. Student participation is an important part of building community and a great way for your teacher to know if students are understanding the lesson.
- Keep your camera on as much as possible, and be mindful of your actions so as not to distract other learners.
- Remember, when you unmute your microphone, everyone can hear. To protect your privacy, keep yourself on mute when not participating.



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### DO YOUR BEST

- Make sure you have read and understood the instructions and expectations for your work.
- Submit only work that you have completed.
- Ensure assignments are complete and submitted on time.



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### MAKE THE MOST OF YOUR BREAKS

- Step away from the screen during break times.
- Incorporate some movement or activity during your breaks. Increased activity goes hand in hand with increased focus.
- Eat during your break times so that you are able to focus on learning when you are connected during live lessons.
- Ensure you are logging back in on time and ready to continue learning.



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### ONLINE SECURITY AND PRIVACY

- Use a digital background in Zoom for privacy.
- Please do not share screenshots or videos of live learning.
- Turn off the location tracking in the camera.
- For safer browsing, use kiddle.co instead of Google.
- Remember that even data and information that has been deleted can be retrieved. Be mindful of your choices online.

