



Distance Learning/Remote Instruction Student Checklist

How to manage and be accountable for your daily routine
online and offline.

BEFORE LEARNING

	Wake up
	Eat breakfast, take a shower, brush your teeth and get dressed for the day
	Prepare your learning environment and space for comfort and productivity (free from extra distractions and other siblings)
	<p>Set up your charged device. Open Canvas and your CGS Email Account.</p> <p>Go to classes on your dashboard within Canvas based on the A/B day schedule.</p> <p>MS/HS Students check in to start the day by emailing your Homeroom (1st Period) Teacher.</p>
	<p>Check your CGS student email &/or parent email. Review your teacher notifications and directions - read any learning activity/course announcements. Record your learning activities or assignments.</p> <p>Read/Refer to Weekly Message (sent by Sunday at 5:00 p.m.) with overview for the week for each course.</p>
	<p>Record a time management plan on paper. Use your school planner to organize your day, and check off items as you go.</p> <ul style="list-style-type: none"> ○ Complete assignments in order (your usual school day routine) ○ Complete most challenging assignments first ○ Complete least challenging assignments first ○ Some other approach that works best for you <p>Use the Daily Student Schedule appropriate for your grade level.</p>
	Bring a water bottle or glass of water to your work space

DURING LEARNING

	<p>Begin your assignments in the order as outlined by your teacher, or follow the management plan you developed before learning. Complete the work for one class before moving to the next course.</p> <p>★ You should complete and submit work as assigned daily.</p>
	<p>Ask questions of your teacher(s) using the communication tool provided.</p> <p>Canvas CGS Email Account School Telephone # (336) 586-9440</p>
	<p>Maintain your pace for learning and interacting with the activities and assignments. Work ahead on assignments for the next day or those that may require immediate teacher feedback. Contact any teachers with questions.</p> <p>★ You should be demonstrating mastery of standards taught.</p>
	<p>Take a couple of 10-15 minute Brain Breaks each day--shift from planning to doing, S-T-R-E-T-C-H, eat a snack or lunch, wash your hands, get some fresh air/walk outside if permitted; and then return to your work and finish up.</p>

AFTER LEARNING

	<p>Submit your assignments to your teacher(s) by the assigned due dates.</p> <p>★ You should complete and submit work as assigned daily.</p> <p>★ <u>Final</u> due date for all weekly assignments is 11:59 P.M. Sunday. This due date should ONLY be used if additional time on an assignment is needed.</p>
	<p>Plug in/Charge your device for the next day of learning. DO NOT let the power run all the way down!</p>
	<p>Clean up your work space. Put your materials away for the next day.</p>
	<p>Revisit your time management plan...</p> <p>How did it work for you?</p> <p>Do you need to revise your plan?</p> <p>Do you need to contact your teacher? If so, go ahead and send an email now.</p>
	<p>Continually monitor your progress in Canvas and PowerSchool.</p>
	<p>Self evaluate and reflect on the experience learning from a distance. Look in the mirror; smile; say you are proud of yourself and pat yourself on the back!</p>
	<p>Share your learning with someone at home!</p>