Remote Learning Preparation Checklist

- Set up a workspace
  - Take a few minutes to set up a space that you will use as your remote classroom.
  - Things that you might want to put in your workspace:
    - The computer or device that you will be using as well as the charger for that device
    - Any Materials that your teachers sent you home with, like journals or binders.
    - Extra paper and pens or pencils
  - Keep in mind:
    - Privacy is nice, but too much privacy makes it easy to get off task, so consider a space that is quiet but not isolated.
    - Your phone will be your biggest distraction, so consider plugging it in in another room during your classes.

- Set alarms for start times
  - It might help you to get into your classes on time if you set alarms or reminders for the start of all of your classes.
  - Click here for another copy of the schedule that you filled out in PRIDE while we were in person.

- Bookmark important websites on your web browser
  - Google Chrome is the recommended web browser
  - There are several websites that you will use often, so add them to your bookmarks or taskbar.
    - These are the websites that you should add:
      - My.cherrycreekschools.org
      - Your Schoology login or homepage
      - Microsoft Teams homepage (download this app if you can)

- Run any necessary updates on your computer so that it is ready to go
- Print out this weekly agenda to keep track of assignments for all of your classes
- Complete any missing assignments that you currently have
  - Grades for this quarter will continue on from this point, so any missing assignments that you have should still be turned in
  - Look at all of your grades on PowerSchool and complete or redo any assignments that you can.
  - Over the next two days, after completing those assignments, turn them in to your teachers either through email or Schoology