


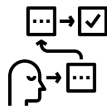



Online Learning Safety Tips




- ✓ Use school appropriate language
- ✓ Do not plagiarize or copy anyone’s work
- ✓ Do not share your address or phone number
- ✓ Keep your passwords safe and private
- ✓ Ask permission before downloading anything to your device
- ✓ Logout of Schoology after you are done with your assignments
- ✓ Respect others

Online Learning is as easy as 1 – 2 – 3!



Step 1: Get Ready to Learn

|  Work Area |  Information |  Routine |
|---|--|---|
| <p>Set up a distraction-free learning space where you can use your computer and writing materials to complete schoolwork.</p> | <p>Review your assignment due dates on a regular basis.</p> <p>Read teacher emails and Schoology posts and note the dates and times for online meetings.</p> | <p>Prepare for online conferences by testing your technology before the meeting.</p> <p>Login on time or early for online meetings.</p> |

Step 2: Complete Learning Activities

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| <p>Self-Paced Learning: Complete the self-paced learning in Schoology.</p> <p>Contact the teacher with questions.</p> <p>Live, Real-Time Learning: Participate in live conferences with your teacher through Schoology Conferences or Zoom.</p> <p>Collaborate and engage in feedback with your teachers and peers.</p> | <p>When in a live conference:</p> <p>Mute the microphone unless you are speaking.</p> <p>Only use the chat feature for discussions related to the class content.</p> <p>Wear school appropriate clothing.</p> <p>Follow the Student Code of Conduct.</p> | <p>Talk to your parents about what you are learning:</p> <p><i>I am learning ____ today in ____.</i></p> <p><i>It is important that I learn about that because ____.</i></p> <p><i>This learning connects to ____.</i> (Think of something else you are learning or make a connection to something in your life.)</p> |
| <p>Synchronous Engagement: Attend your teacher’s office hours for questions (attend as needed).</p> | | |

Step 3: Review What You Learned

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|  <p>Review the feedback from your teacher or peers and revise.</p> |  <p>Resubmit your assignment if necessary.</p> |
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