

## Online Learning Checklist

### Monday - Friday

#### Morning time.

Have I woken up at least 20 minutes before my first lesson?

Have I had some breakfast?

Have I got my materials ready for my first lesson?

Have I attended my first 3 lessons - whether it is a live lesson, an assignment upload or a lesson in a different format?

Have I made sure that I view my assignments during the scheduled class time?

Am I completing all of my work during the class time? If not, am I writing it down that this work must be finished later?

Have I made sure to take down my homework / projects into my journal?

Have I made a good effort to engage with the material in each lesson this morning?

Have I written down any given assignments and their due dates?

Have I given my morning lessons 110% and asked any questions when I was unsure of the work?

#### Lunchtime.

Have I put away my books and copies and left my workspace tidy?

Have I taken the timed lunch break - 11:45-12:20pm - to get something to eat and recharge my batteries?

#### Afternoon

Have I prepared my workspace for my next 3 lessons? (Timetable depending - you may have a class break).

Have I got my homework journal beside me to make note of homework/other work to do?

Am I motivated to continue the day - am I organised? Am I on time for my next lesson? Am I putting 110% into my work?

Is my copy neat and tidy? - will I be able to read these notes when it comes to studying for tests?

Have I attended all of my afternoon lessons?

After 3:20pm / 1:00pm

Have I stopped working at 3:20pm / 1:00pm to take a break after a school day?

Have I gone out on a walk to get some fresh air, which will improve my energy and concentration levels?

Have I taken some time out for some 'me-time', even for 20 minutes - talking to my family members, kicking a ball around, movement breaks.

Have I cleared my workspace, ready to begin my homework/ finish classwork?

Have I spent 5 minutes looking over my assignment tab on Teams which will help me see my assignment due dates?

Have I taken note of any assignments that were not submitted and are past the due date? Why have they not been completed/ completed on time?