

# VIRTUAL LEARNING TIPS

## SET A MORNING ROUTINE

It's so easy to roll out of bed just in time to log-on for your first class, bedhead and all, but you'll be more focused and motivated if you start every virtual learning day with your regular school-day routine. Give yourself time to shower, dress and eat breakfast, just as if you're headed off for a day of in-person classes.

## CREATE YOUR LEARNING SPACE

Plan a comfortable workspace that's free of distractions. [Not your bed - you don't need it to be *that comfortable!*] Make sure that your space is well lit and your materials are handy. Stay focused. Don't drift off into surfing or playing games. You're going to be most successful when you're engaged and attentive to classes.

## SCHEDULE YOUR TIME

Schedule specific times dedicated to your classes and homework each day. Set reminders on your phone to help you stay on track. Track assignments and tests on a calendar. Schedule the time to study for your tests. Some of you are helping siblings with their remote learning as well. Remember to prioritize your own learning and be sure you're allowing time for yourself!

## STAY ORGANIZED

Keep your space, assignments and materials tidy. Save files to OneDrive in folders for each class, with subfolders for assignments or topics. Use notebooks to keep notes and all printed material organized by class and neat. Organization will reduce stress and anxiety as you are completing your work, allowing you to access to materials that you need quickly.

## PARTICIPATE IN CLASS

The more engaged you are in your classes, the more motivated and successful you will be. Participate in class discussions. Ask questions if things are unclear. Reach out to your teachers through Teams or by email if you need additional support or have questions. They are ready and willing to help you.

## TAKE BRAIN BREAKS

Sitting in one place all day for online instruction gets monotonous. Allow yourself time for brain breaks! Choose an online brain break activity or make your own. Between classes, turn up your music and dance! Stretch or do simple exercises to get your blood flowing and help you refocus. Always get up and move between classes!

## COLLABORATE

Let's face it, one of the most engaging parts of the school day is interacting with your peers. You can still talk about assignments or study together, even during remote learning! Consider requesting a channel on Teams and "meet" with your friends after class to work together.

## KEEP YOUR COOL

Virtual learning can be stressful. Internet issues, struggles with laptops and logins can be frustrating. Reach out for help as soon as you identify a problem, but don't stress about it. Remember, we're all in this together! If you need a moment to regain your cool, explore a virtual calming room at [virtualcalmingroom.net](http://virtualcalmingroom.net).

We recognize many are stretched beyond your comfort zones right now. We're proud of you! Keep moving forward and doing your best. Your Student Services Team is here for you if you need more support. Utilize face-to-face chats through Teams on days that you are learning remotely. If you'd like to meet with a team member, please complete the "I Need To See A Counselor" form. *Together, we rise!*