

Becoming a ROCK-SOLID Remote Learner

2020-2021 SCHOOL YEAR





A rock-solid remote learner...

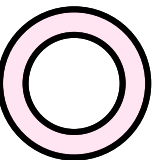
uses
TECHNOLOGY
EFFICIENTLY

knows ONLINE
ETIQUETTE

is an effective
COMMUNICATOR

is ORGANIZED

shows
RESILIENCY



● ...uses TECHNOLOGY EFFICIENTLY

Knowing how to use technology will allow you to focus on learning new things in class!

This takes **TIME!** *We don't expect you to become tech experts. You WILL become more comfortable with remote learning as we move throughout the school year.*



Using canvas

- **Fully remote students:** You should use CANVAS every single day to access assignments for EACH class.
- **Hybrid students:** You may access CANVAS from home, but please be sure that you are NOT working ahead! Your teachers are providing instruction and paper copies of your work in school for now.



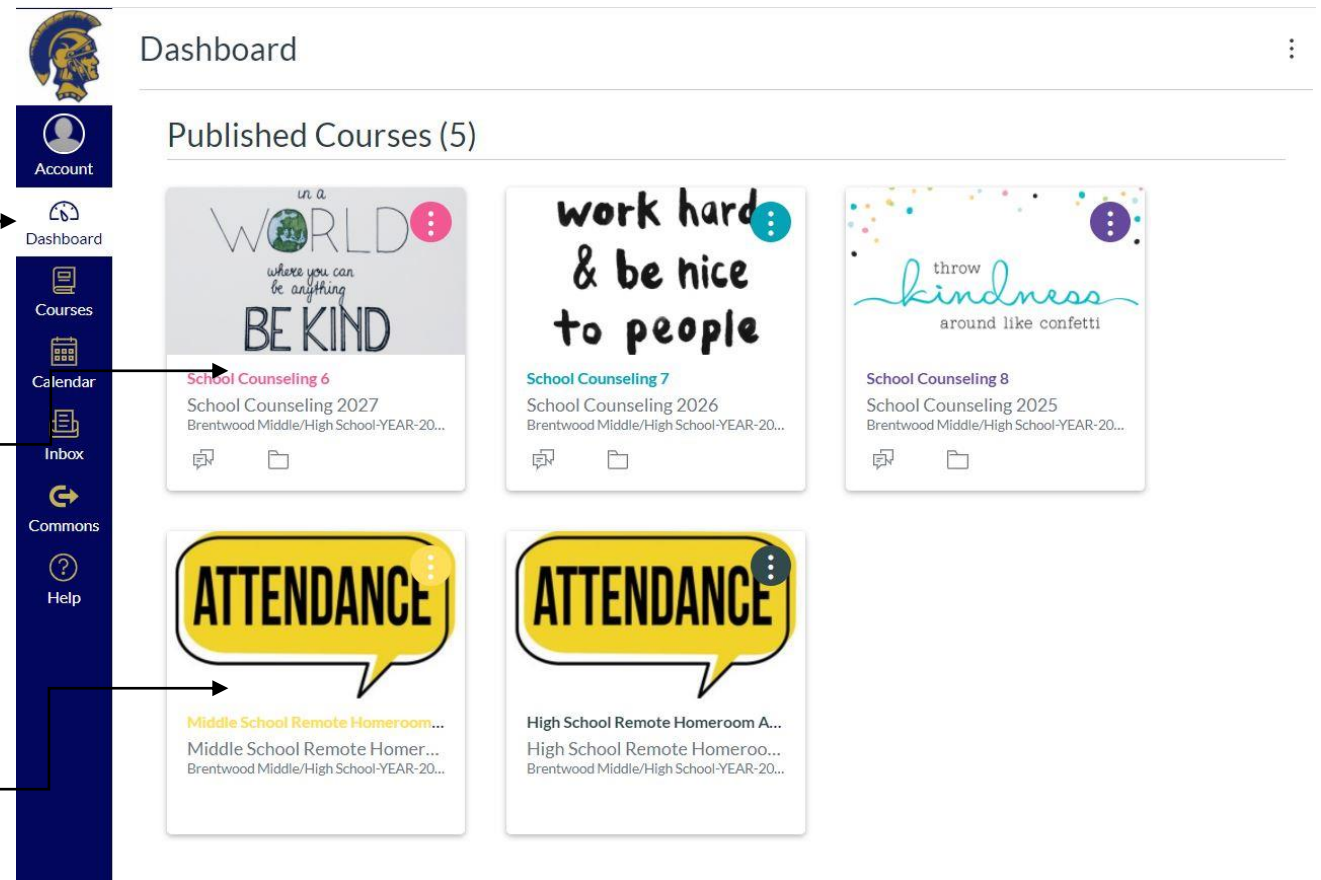
● ...uses TECHNOLOGY EFFICIENTLY

Navigating your Canvas Dashboard

Think of the Dashboard as your “Home Button.” You will be able to see all your classes here.

Each class is shown as a Tile. Fully remote students should click on EACH class EVERY SINGLE DAY.

Fully remote learners should check in to **Middle School Remote Homeroom** to complete the attendance check-in by 3:00 pm each day.



● ...uses TECHNOLOGY EFFICIENTLY

Navigating your classes in Canvas

Every class Homepage will have similar parts: 1) Class banner, 2) Navigation buttons, 3) Weekly Agenda/Announcements

All your assignments should be accessed by clicking the **Classwork** button.

Use the other buttons to gain access to class **Resources**, **Video** meetings/conferences, **Grades**, and **Help** from your teachers

Reading the **Weekly Agenda/Announcements** is the **FIRST THING** you check for **EACH** class **EVERY SINGLE DAY**. *It will tell you what your assignments are and when they are due.*

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Rubrics

Quizzes

Modules

Conferences

Collaborations

Grade Sync

Office 365

Attendance

Google Drive

Nearpod

Edpuzzle

Settings

Mrs. Reynolds' SCHOOL COUNSELING CORNER CLASS OF 2027

classwork

resources

video

grades

help

Weekly Agenda / Announcements

Monday	Tuesday	Wednesday	Thursday	Friday
Homework:				



...knows ONLINE ETIQUETTE

(aka “NETIQUETTE”)

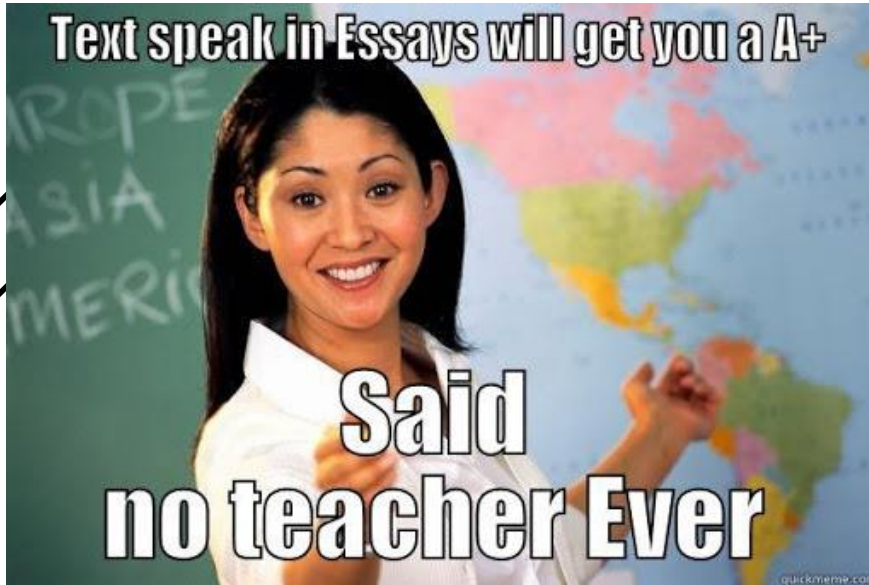
Being mindful of your online manners is super important as a remote learner.

In general, expectations for remote learners are the same as the expectations for in-person learners at school.

Here are few additional expectations to keep in mind:

1. Mute your mic during Teams meetings/conferences
2. Do not record or take pictures during Teams meetings or conferences
3. Keep your comments and questions relevant and appropriate





It's **Before** not "b4".
We speak **English** not
Bingo.



...is an EFFECTIVE COMMUNICATOR

You should communicate with your teachers in the same way that you would communicate with your boss at work...you should NOT be using "text speak"!

Messages and emails to teachers should include:

- A subject line
- A greeting (e.g., Hi Mr. Radcliffe)
- Correct grammar and punctuation
- A specific and concise message
- A closing (e.g., "Thank you!")

● ...is an EFFECTIVE COMMUNICATOR

Do:



Compose Message ×

Course School Counseling 6

To Whitney Reynolds

Subject Locker Combination ← **Subject line**



☐ Send an individual message to each recipient

Hi Mrs. Reynolds, ← **Greeting**

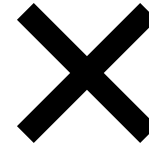
I lost my copy of my schedule that has my locker combination on it. Can I please get a new copy of my schedule, or could you tell me my locker combination?

Thank you! ↑ **Closing**

Specific message with correct grammar and punctuation

  Cancel Send

Don't:



Compose Message ×

Course School Counseling 6

To Whitney Reynolds



Subject No subject ← **Blank subject line**

☐ Send an individual message to each recipient

i need my lockr combd ← **No greeting**

Incorrect grammar and punctuation

No closing

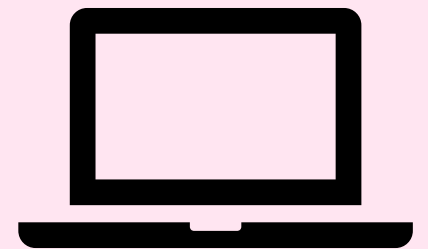
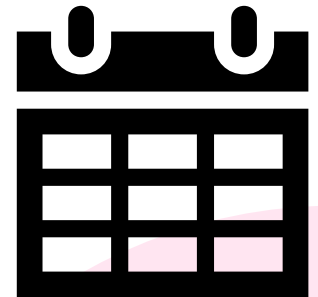
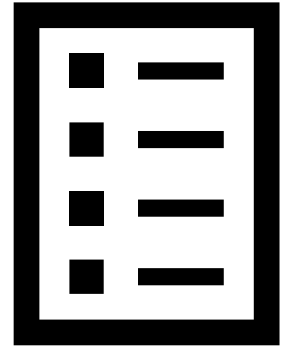
  Cancel Send



...is ORGANIZED

Whether you are fully remote or in-person at school part-time, staying organized is crucial for success.

Having a **ROUTINE**, establishing a quiet **WORKSPACE**, and using a **CALENDAR or AGENDA** to track your assignments and due dates are just a few ways you can stay organized.





...is ORGANIZED

Just like you follow a schedule at school, you should follow a schedule at home during remote learning.

Key tips for a remote learning ROUTINE:

1. Wake up in the morning at the same time every day
2. Log into Canvas in the MORNING
3. Give yourself 10-15 minute breaks every 45 minutes to an hour
4. Schedule time for lunch

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 AM	Breakfast/ Get ready	Breakfast/ Get ready	Breakfast/ Get ready	Breakfast/ Get ready	Breakfast/ Get ready	Breakfast/ Get ready	Breakfast/ Get ready
9:00 AM	Travel to School	History Prep	Ameri. Lit. HW	Can. Lit. Hw	Can. Lit. Hw	Open Study	Open Study
10:00 AM	Can. Lit. Prep	Ameri. Lit Prep	Travel to School	Hist. HW	Can. Lit. Hw	Open Study	Open Study
11:00 AM	Poli. Sci	Phil. Prep	Poli. Sci.	Break + Lunch	Hist. HW	Open Study	Open Study
12:00 PM	Poli. Sci	Travel to School	Poli. Sci.	Ameri. Lit. Hw	Break + Lunch	Travel to Work	Travel to Work
1:00 PM	Can. Lit.	History	Phil.	Phil. HW	Hist. HW	Work	Work
2:00 PM	Can. Lit.	History	Phil.	Break + Snack	Phil. HW	work	Work
3:00 PM	Can. Lit.	History	Phil.	Can. Lit. Prep	Phil. HW	Work	Work
4:00 PM	Travel /Lunch	Ameri. Lit.	Travel /Lunch	Poli. Sci.	Poli. Sci.	Work	Work
5:00 PM	Free Time	Ameri. Lit.	Free Time	Hist. HW	Poli. Sci.	Work	Work
6:00 PM	History Prep	Ameri. Lit.	Poli. Sci HW	Break + Dinner	Ameri. Lit. HW	Work	Work
7:00 PM	Poli. Sci Prep	Travel Home +Dinner	Phil. HW	Ameri. Lit. HW	Ameri. Lit. HW	Travel Home	Travel Home
8:00 PM	Free Time	Free Time	Free Time	Phil. HW	Free Time	Free Time	Free Time
9:00 PM	Free Time	Phil. Prep	Free Time	Free Time	Free Time	Free Time	Free Time
10:00 PM	to Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
Key	Self-Care	Communting	In Class	Free Time	HW/ Study	Work	



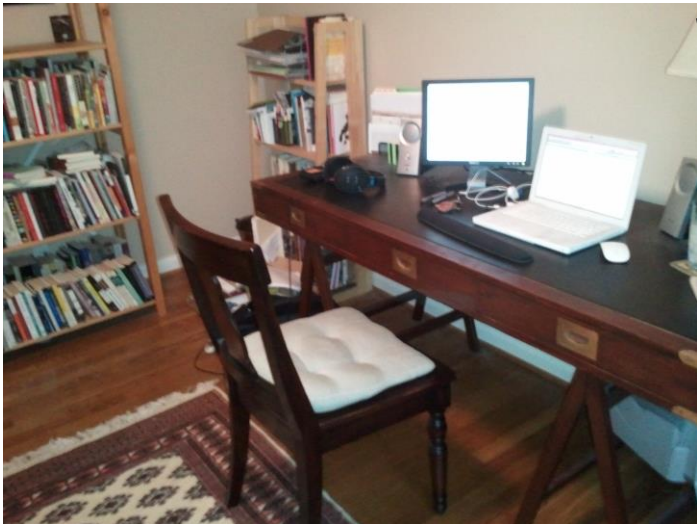
● ...is ORGANIZED

DO This

Workspace Must-Haves:

- Desk/table clear of clutter
- Upright chair
- Light source (natural light or lamps)
- Electrical outlet to charge device
- Writing utensils and paper
- Books and other materials provided by teachers

NOT This



...is ORGANIZED

Fully remote students should keep track of assignments or due dates in the **Canvas Calendar**

Today ◀ ▶ April 2016

1 Week Month Agenda Scheduler +

2

SUN MON TUE WED THU FRI SAT

27 28 29 30 31 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

3

Calendars

- Doug Roberts ***
- Biology 101 ***
- History 101 ***
- Marketing 101 ***
- Simple Canvas Course ***
- Using Technology in Education (K-12) ***
- Biology 101 Fall 2015 ***
- Biology 103 ***
- Canvas Course ***
- Canvas Instructor Orientation ***

Hybrid students should keep track of assignments on the **Weekly Agenda Tracker** provided by the teachers

Name _____ Grade 6

Week of: _____

Brentwood Middle School Weekly Agenda

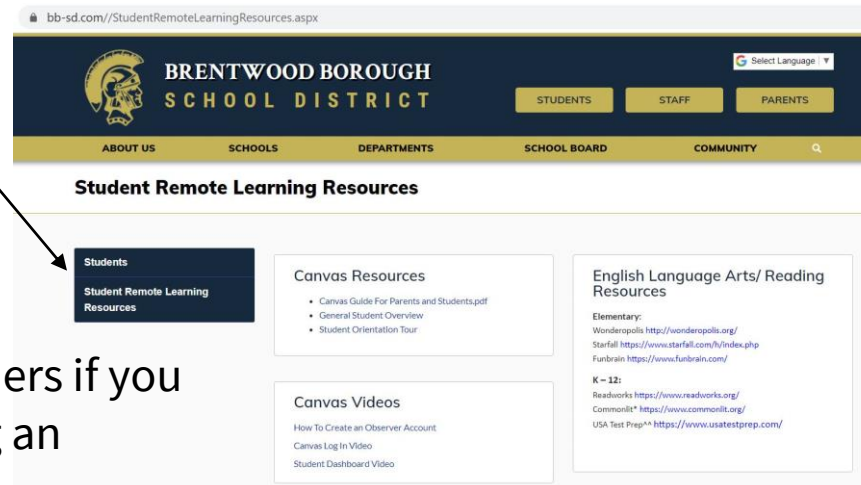
	Monday	Tuesday	Wednesday	Thursday	Friday
ELA					
Math					
Science					
Social Studies					
PE					
Cycle					
Other					

...shows RESILIENCY

We know that remote learning can be challenging and frustrating at times.
Showing **RESILIENCY** means you never give up and keep trying to find solutions!

**If you experience trouble with your
DEVICE or CANVAS:**

- Visit the Student Remote Learning Resources page on the district website

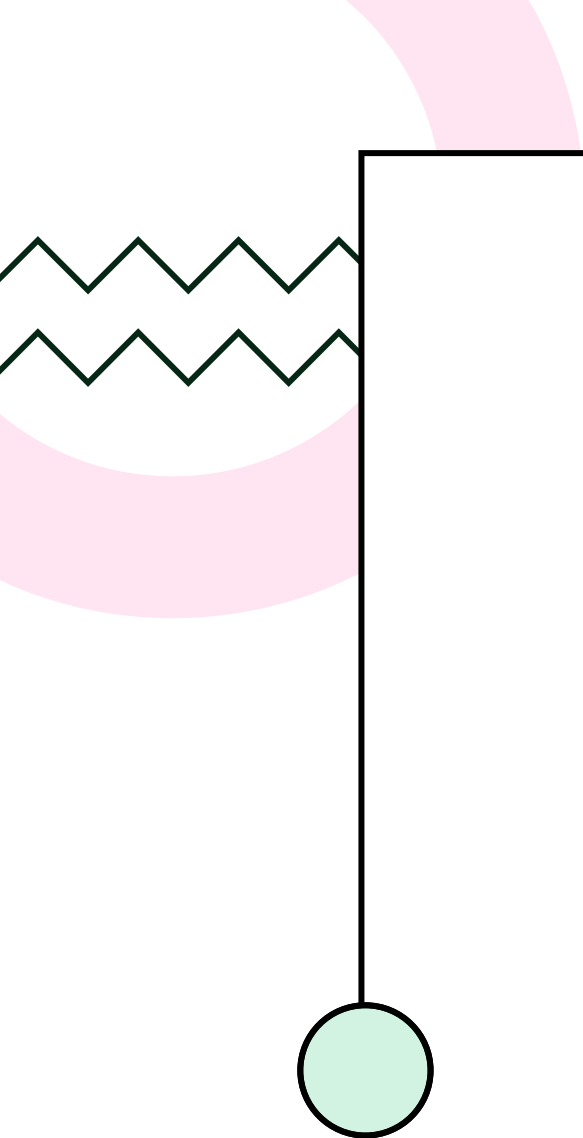


- Send a message to your teachers if you are having trouble submitting an assignment
- Email remote.support@bb-sd.com if you are unable to fix the problem

**If you are having trouble understanding
what you are learning in your CLASSES:**

- Make sure you are reviewing ALL CONTENT in Canvas, including videos, links, and documents provided by your teachers
- Attend all Teams meetings and conferences with your teachers
- Send a message to your teachers explaining what you are specifically having trouble understanding
- Reach out to Mrs. Reynolds to help you find a solution if you continue to have trouble





NOW YOU KNOW HOW TO BE A ROCK-SOLID REMOTE LEARNER!

COMPLETE THE **REMOTE LEARNING PLAN** TO
SHOW US HOW YOU PLAN TO BE A ROCK-SOLID
REMOTE LEARNER!

