

ONLINE LEARNING KIT

DISTRACTIONS

Distance or remove yourself from distractions. Keep your phone in a separate room (unless you are using it for a class)



Flipd: An App for Focus & Productivity

SCHEDULE

- Maintain a consistent sleep schedule
- Get dressed and ready to work productively at the start of the day

WORKSPACE

- Create a clear workspace similar to your school set up
- Check there is strong internet connection
- Find a space with natural lighting or windows that can be opened
- Remove any clutter around you

VIDEO CALLS

Microsoft Teams



- Keep your microphone on mute unless instructed otherwise. This prevents background noise from interrupting class.
- Blur your background or sit in front of a blank wall to not distract others.

PREPARATION

Print any resources you require for class to prevent having to switch screens.

ASSESSMENTS

- Make sure anyone working near you is aware you are sitting an online assessment.
- Find a quiet space without distractions
- Check you have all the equipment you need.
- Remember to set a timer

PLANNING

Plan your afternoons (generally period 5 and 6) where you have "self-directed lessons" or "no lessons".

- Prioritise your tasks
- Set time limits
- Don't multi-task

Sloth

Sloth: A Task Manager App

Search "productivity" "To Do list" on the App Store or Google Play to find a task app that works for you.

SCANNING

When submitting work to a teacher, make sure the documents are clear and legible.

Available for IOS:



Scanner App:
PDF Document Scan

Available for IOS and Android:



Adobe Scan:
Mobile PDF Scanner

STRETCH

USEFUL EXERCISES FOR A **HEALTHY POSTURE**



Using the base of your seat, lift your body upward and hold for 5 seconds. Doing a few reps strengthens your core to improve spinal support.



Sitting upright, clasp your hands and stretch your arms above your head, holding for 10 seconds. This will stretch and align your spine and supporting muscles.



Connect your hands behind your back and hold for 10 seconds. This helps to stretch your back and shoulder muscles as well as relieve muscle tension.



Moving to the edge of your seat, place one hand on your seat and pivot to face away from your desk. Rotating the spine loosens it's lateral supporting muscles.

STEP AWAY

- Go outside for fresh air
- Walk around your house
- Get a snack
- Call a friend

For more study skills and tips check out the Homework Help site on the Library and Innovation Home page!

<https://home.plc.wa.edu.au/homework-help-resources/>

CONTRIBUTE

- Continue to contribute in "Teacher directed lessons".
- Make sure to use period 5 and 6 time to ask your teachers any questions you may have. This time is for them to help you.
- Homework Help is available on Microsoft Teams from 3:30-5:00 each day.