

Online Learning for Students – Quick Reference Guide



Using and checking DAYMAP regularly is the key to success while learning online. Use the blue hyperlinks to help you quickly open any of the sites or apps you need.

Your teachers will also provide links to regular video classrooms via “WebEx”. Make sure you check out the [Guidelines for Students using Webex](#) video to make sure you understand school expectations during online lessons.

Start of Each Day



- Don't sleep in late! Students will still be expected to be ready for Care Group at 8:40am each morning.
- Open your [DAYMAP](#) and read your [Learnlink](#) emails.
- Check for the DAYMAP message from your Care Group teacher and respond to them during Care Group time → if you don't do this you will be marked as unexplained and someone will need to contact home!

Daily Routine

- Lessons will follow your regular DAYMAP timetable
- If there is a “Class Post” for your lesson, make sure that you respond
- If your teacher has included a link to a WebEx meeting, make sure you click on the link and join at the START of your lesson.
- Have a break from your screen and do some exercise at your normal recess and lunchtime breaks.



DAYMAP



- Read all your lesson notes for the day.
- Check for any “Assignments” or “Classroom Activities” as well.
- Check for “Class Posts” or WebEx links that you need to join.
- Upload any work that you need to provide by the due date
- Message your teachers if you are struggling with knowing what to do.

Finding it Hard?



- If you are having trouble with understanding the work you need to do, contact your subject teacher via a DAYMAP message
- [Look after yourself](#)
- If you are struggling with personal stuff and need someone to talk to, DAYMAP message one of the Wellbeing Team (Mr Harrington, Ms Beinke, Ms Davey, your Year Level Manager or Care Group teacher)...don't go through it alone!

Keep this document open so you can click on the links whenever you need them!