

Student Workflow During Distance Learning

What students are expected to do every day

Purpose: This workflow can be shared with students as a summary of expectations during remote learning.

STEP 1 Check the daily timetable, device, internet connection and school account.



STEP 2 Join each online lesson on time using the approved link via Mojo.



STEP 3 Follow the teacher's instructions and participate respectfully.



STEP 4 Complete classwork and independent tasks as directed.



STEP 5 Submit work through the agreed platform before the deadline.



STEP 6 Read teacher feedback and improve work where required.



STEP 7 Prepare for the next lesson and check the timetable again.

Key note: If access or understanding becomes a barrier, ask for help early from a parent, class teacher or subject teacher.