

Student Readiness Checklist for Distance Learning

Checklist for students

Tick each item when complete. Use the notes column for evidence, dates or follow-up actions.

Before the first day

Done	Readiness item	Notes / evidence
<input type="checkbox"/>	I know my timetable and when lessons start.	
<input type="checkbox"/>	I know where to find lesson links and assignments.	
<input type="checkbox"/>	I can log in to my school account and approved learning platforms.	
<input type="checkbox"/>	My device is charged and ready for use.	

Ready to learn

Done	Readiness item	Notes / evidence
<input type="checkbox"/>	I have a quiet space to work where possible.	
<input type="checkbox"/>	I have books, stationery and any materials I need.	
<input type="checkbox"/>	I understand the school's expectations for behaviour in online lessons.	
<input type="checkbox"/>	I know how to ask for help if I do not understand something.	

During lessons

Done	Readiness item	Notes / evidence
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<input type="checkbox"/>	I join lessons on time and follow the teacher's instructions.	
<input type="checkbox"/>	I take part in tasks, discussions and activities.	
<input type="checkbox"/>	I keep track of deadlines and submit work in the correct place.	

If there is a problem

Done	Readiness item	Notes / evidence
<input type="checkbox"/>	I know whom to contact if I cannot access a lesson.	
<input type="checkbox"/>	I know I should tell an adult or my teacher if something is not working.	
<input type="checkbox"/>	I know I must not share my password with other students.	

School use: controlled operational checklist.