



Greystanes High School

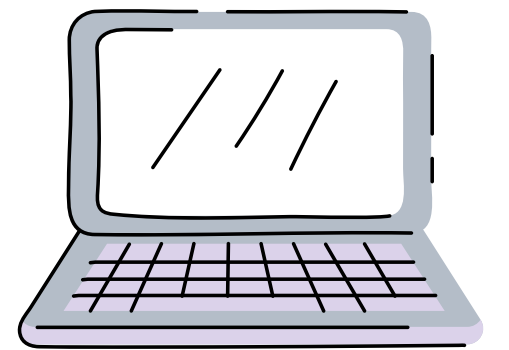
Working Effectively in an Online Environment

Everyday you must...

- ✓ Create a **TO-DO list** in order of importance to keep yourself organised.
- ✓ At home, follow your **school timetable** so you don't miss out on any subjects.
- ✓ Check the **stream** on all your Google Classrooms for important announcements, material and assignments.
- ✓ Check **Sentral Student Portal** for announcements and class work
- ✓ Make sure you consistently check your school email through Student Portal.
- ✓ Keep your **notifications** for Google Classroom on so that you get an **email** anytime your teachers post.

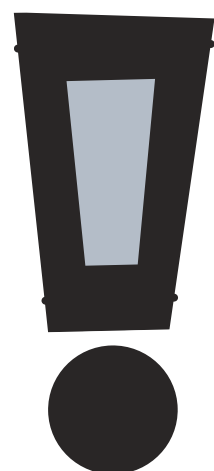
When completing class work you need to...

- Carefully read the **instructions** on all assignments on Google Classroom **before** beginning a task.
- Don't forget to check the **'STREAM'**
- **TURN IN** all assignments/class work so that your teacher is notified that you have completed the task.
- **Attach** all necessary tasks **before** you turn in the assignment otherwise it will be left blank.
- Make sure you use proper **grammar and punctuation**. This is just as important when completing tasks online as it is when completing work on paper.



Important TIPS

- Always login with your **school email address**. Keep checking throughout the day that you are still logged in with this email.
- To easily access **Google Apps** (such as Google Classroom, Docs, Drive, etc) you need to sign into Student Portal and select G Suite under the 'Learning' tab.



Communication

When communicating with your teachers/peers online remember to be **respectful**, be **specific** with what you are asking and use proper grammar and punctuation.

Check all teacher **feedback** for progress and suggestions for improvement.

