

# BEING PREPARED FOR OFF-CAMPUS-LEARNING

Edmund Rice College Students and Staff Rising to the Challenge

## GET A GOOD START TO THE DAY

- ✓ Plan to be ready to start at 8.00am.
- ✓ Because you don't have to travel to school, do something active for 15 – 30 minutes
- ✓ Eat breakfast and speak to the people in your family
- ✓ Check in with your friends then turn off social media or switch phone to airplane mode
- ✓ At 8.00am check your College email for announcements and the daily reflection
- ✓ Check your timetable for the day and know which classes you have
- ✓ Ready to connect to your first class at 8.15am

## LEARNING SPACE

- Set up a learning space
- Make sure it is neat and away from distractions
- Turn off the TV
- Be respectful of others if you are sharing the space



## DRESS FOR SUCCESS

- Dress in neat, casual clothes
- If it helps to wear your uniform, you can do that
- Do not wear pyjamas
- Ensure your profile picture is blank OR your College photo

## BEHAVIOUR

- Be polite and respectful at all times
- MUTE your camera and microphone in Zoom classes
- Use the Raise Hand function to ask a question
- Follow all instructions from your teachers
- Use the Chat function only as advised by your teachers

## LEARNING MATERIALS

- Ensure your electronic learning device is charged and ready each day
- Confirm you are able to access Zoom and Google Classroom
- Have your workbooks, textbooks and writing materials ready
- Over the ear headphones are best, especially if you are sharing a space with others

## BE HEALTHY

- Stay hydrated: Use your water bottle
- Take a break at the end of each lesson. Your teacher will plan to finish in 40 minutes so you have 20 minutes before the next lesson starts
- Stretch! See the guideline on LERA
- Stop for recess and lunch breaks and make healthy choices

## BE PRODUCTIVE

- Prioritise: Manage your time wisely
- Submit all assigned work
- Ask questions when you don't understand something
- Collaborate with others to develop study notes
- Check emails each day. Read and reply.
- If you forget any procedures, check the Learning Links on LERA

**IT SUPPORT**  
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**COUNSELLING CHECK IN**  
<https://ercwollongong.simplybook.me/v2/>

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