

# Distance Learning Checklist

A distance learning checklist for setting up at-home remote school and supporting K-12 students.

## Set up the workspace

- Pick a quiet, well-lit spot used only for schoolwork.
- Set up the device, charger and reliable internet.
- Add headphones to cut down on background noise.
- Keep supplies like pens, paper and books within reach.
- Remove toys, TV and other distractions from the area.

A clear space helps signal that it is school time.

## Build a daily routine

- Wake, dress and eat breakfast at a consistent time.
- Post the day's class schedule where the child can see it.
- Log in to each live class a few minutes early.
- Schedule short breaks and a real lunch break.
- End the day by tidying the workspace for tomorrow.

## Stay focused and engaged

- Silence phones and notifications during lessons.
- Encourage the child to take notes during class.
- Have them ask questions in chat or by unmuting.
- Add movement breaks between lessons to reset focus.
- Keep a glass of water and healthy snacks nearby.

## Keep up with assignments

- Check the school portal each morning for tasks.
- Write assignments and due dates on a visible list.
- Set aside time to complete homework each day.
- Submit work online and confirm it uploaded.
- Review returned work and teacher feedback.

## Parent support

- Check in at the start and end of the school day.
- Help troubleshoot tech and login problems.
- Stay in contact with teachers about progress.
- Praise effort and celebrate completed work.
- Watch for signs of stress and adjust the routine as needed.