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| --- | --- | --- |
|  | **Remote Learning – Setup Checklist** | **Tick when Complete** |
| **Programs downloaded** | Microsoft Teams |  |
| Subject specific apps/programs (Adobe Photoshop, Illustrator etc) |  |
| **File/storage** | I am synching files and classwork in OneDrive |  |
| I have one folder per subject with files named appropriately on OneDrive |  |
| **Finding information and staying in touch** | I am checking my emails regularly everyday |  |
| I am checking announcements in SEQTA everyday |  |
| I am checking the ‘Remote Learning’ site regularly |  |
| I know where to find notifications of my assessments (SEQTA) |  |
| I know where to find resources for my classes (SEQTA) |  |
| **SEQTA (Yrs. 7-11)** | | |
| SEQTA | I can locate and understand my timetable |  |
| I can locate and find Announcements from my teacher |  |
| I can locate and download files |  |
| I can upload and submit work through ‘Assessments’ |  |
| I can find teacher feedback and grades through ‘Assessments’ |  |
| My parents know how to use SEQTA Engage |  |
| **Teams** | | |
| **Classes** | I can see a Team for all of my classes |  |
| **Video** | I can join a live class video conference |  |
| I can mute my microphone and turn off my camera |  |
| I can hear through speakers and speak into my mic and adjust speakers and volume |  |
| **Screen Sharing** | I know how to share my screen with my teacher |  |
| **Chat** | I can write a chat message |  |
| I know how to ‘like’ a chat message |  |
| I understand what the ‘thumbs up’, ‘teddy bear’’ and ‘hi five’ Emoji signal mean and I can use them in the chat |  |