

Student Guide for Digital Learning Day (DLD)

Step #1: Check Schoology for the day's schedule.

Teachers will post assignments for the day by 10:00 a.m. READ ALL INSTRUCTIONS AND DIRECTIONS FOR ASSIGNMENTS

Step #2: Check Schoology to see what you have been assigned. Carefully. Read online postings twice so you have a better idea as to what is being communicated. Organize and Prioritize your Day.

Step #3: Prioritize your classes and assignments. Look over all your assignments before beginning to determine when they are due (time and date). Use the table below.

Class Period	Course	Assignment	Estimated Amount of Time Needed	Time it is Due	Order to Complete Assignments

A note about due dates: if you know it will be impossible to submit an assignment by the due date because of unforeseen circumstances (illness, family concern, etc.), contact your teacher as soon as possible, **before** the assignment is due.

Step #4. Set up your Study Spot: Find a place where you will not be distracted and can connect to the internet. You will make better use of your time if you can eliminate commotion. It is strongly recommended that students put their iPad in “academic mode” with notifications turned OFF.

Step #5. Ask for help when you need it.

