



Recommendations for Incoming First Year High School Students Working Virtually

Have a separate place for studying/work and avoid going to class in your bed.

- This will help to create and cultivate a learning environment as well as compartmentalize your school day.
- This will help you maintain focus during classes and lessen distractions.

Log-on at least 5 minutes before the start of the meeting to troubleshoot any technical issues.

- This will help to reduce stress and not be overwhelmed during your time of learning a new format and environment of learning.
- When it comes to the Zoom Settings, make sure to go in and edit your screen name to what you would like to be called as well as your preferred pronoun next to your name.

For speakers/presenters, don't forget to pause so notetakers, interpreters, and captioning can keep up. It also allows for people the opportunity to ask clarifying questions.

- Speak slowly and clearly into the microphone.
- Mute yourself, if you are not speaking to eliminate echo and background noise.

Maintain a schedule for every day.

- Creating a routine will bring structure that is needed for optimal learning to happen, especially when new topics are being presented. It also will provide some sense of familiarity to being in an academic setting.
- It will help you have some sort of a 'normal' schedule to follow for when you are in that designated space that you created for school courses and work.
- It will help to keep you awake and from the need to take many breaks in a format that is challenging to fall back into the swing of things or easily pick up where you left off.

- Don't forget to eat before each online classes/ meeting.

Take your normal breaks as scheduled for when you are physically at school.

- Lunch breaks, for 30 minutes.
- Have a break from screens to prevent moments of blankness and shutdowns.
- Take self-care breaks that will increase your heart rate and get blood flowing.

Have a tag friend to keep you in check.

- Select someone that can “check you” on something in your back ground that isn't appropriate, can “call you out” if they notice you look disengaged, off task, or falling asleep.
- Can remind you to keep your screen muted when you aren't speaking and for all other un-ideal happenings that could potentially be distracting or create a barrier for learning.

Make your work space comfortable and ideal for learning.

- Decorate it how you would your locker at school.
- Keep your books and learning utensils in that area.
- Get a comfortable chair.
- Set up a pillow for your back, something to fidget with during classes/ meetings, blanket to go across your lap, water and any other items that help you stay engaged.

Let others in your household when you need quiet time so that they aren't being a distraction to you or your classmates.

- Specifically, during live classes, meetings, studying and tests, ask folks in your household to keep noise level minimal and to only interrupt you if necessary.
- Could also help to share your schedule with folks in your household so they aren't asking or expecting you to follow through with other tasks (if possible) such as household chores, babysitting, etc. Your commitment is to school only, as it would be if you are physically at your high school.
- Inform your instructor in cases where this isn't possible because you are caring for someone in the household while parents are working, in cases of emergencies, etc.

Ask the instructor if it possible to record classes and then upload them onto Google Classroom/ file or save within Zoom.

- This will benefit students that need to re-hear concepts or didn't understand the first time something was explained, receive clarification and for note taking.
- Also, may need to be absent for a class or only present for a portion of class.

Type questions into the group chat to be read by the facilitator.

- Double check to make sure that you are sending the correct message to the instructor or person you are trying to communicate with. Keep the chat box positive and limited in use.

Do work on paper and then send pictures or mail, especially if Wi-Fi service is spotty or unreliable for sending classwork in AND to keep a trail that will account for all work done.

Find creative virtual ways to socialize and to “hangout” with your classmates.

- Share social apps and games.
- Create an online club (fantasy sports, online chess club, etc.).
- Have your instructor host live lunches and breakout sessions focused on getting to know your classmates.

Tips for Teachers and School Administration

Schools should provide hotspots and computers for students in need

Provide all students with tutorials in the form of videos, best practices, live trainings and FAQs for apps they will use for learning (Zoom, Google Classroom, etc.)

These considerations were created by Oregon Trauma Advocates Coalition (OTAC), a youth-led advisory council. These recommendations are for students by students who are entering their first year of school who are working remotely.