

HOW TO STRUCTURE MY WEEK DURING DISTANCE LEARNING

MONDAY

Log into Blackboard and check **each** of your “Distance Learning Courses”. Navigate to the Weekly Assignment Sheet button on each course. Read through each assignment sheet to determine if you have any questions.

Class	I have read over the weekly assignment sheet		I have questions about something on my assignment sheet	
1 st Period	Yes	No	Yes	No
2 nd Period	Yes	No	Yes	No
3 rd Period	Yes	No	Yes	No
6 th Period	Yes	No	Yes	No
7 th Period	Yes	No	Yes	No
8 th Period	Yes	No	Yes	No
9 th Period	Yes	No	Yes	No

If you answered “YES” in the last column, email your teacher to sign up for a time slot for office hours (look for button in Blackboard). If it is a quick question, you can just email your teacher. If you don’t have any questions, begin working on your assignments.

TUESDAY

Continue working on your assignments for each class and/or attend an office hour session for any of your classes.

WEDNESDAY

Wake up and follow the schedule below:

1 st Period	9:15 – 10:00
3 rd Period	10:30 – 11:15
Lunch	
7 th Period	12:15 – 1:00
9 th Period	1:30 – 2:15

- Log into Blackboard
- Navigate to the appropriate Distance Learning Class
- Click on Blackboard Collaborate Ultra Link
 - o Navigate to your teacher’s link (you can use the search feature on the right)

THURSDAY

Continue working on your weekly assignments. Attend an office hour session for a class in which you may need help.

FRIDAY

Wake up and follow the schedule below:

2 nd Period	9:15 – 10:00
6 th Period	10:30 – 11:15
Lunch	
8 th Period	12:15 – 1:00

- Log into Blackboard
- Navigate to the appropriate Distance Learning Class
- Click on Blackboard Collaborate Ultra Link
 - o Navigate to your teacher's link (you can use the search feature on the right)