

Guide to learning from home

SETTING UP YOUR WORK SPACE

General guidance, tips, and resources for families and students using **365 Teams** during extended school closure.



HILLSIDE
CHRISTIAN COLLEGE



BEGINNING SOMETHING NEW

As a community working together to prevent further spread of the COVID-19 virus, you will begin full-time on-line learning for the first time.

We recognise that, for some students, learning from home is new, and will be difficult. With this guide, we have collected resources, guidance, and tips to help you stay healthy, engaged, and productive.

This guide is for you - to help you set up your workspace, stay connected to each other, and manage your time and health. Remember God understands this situation.



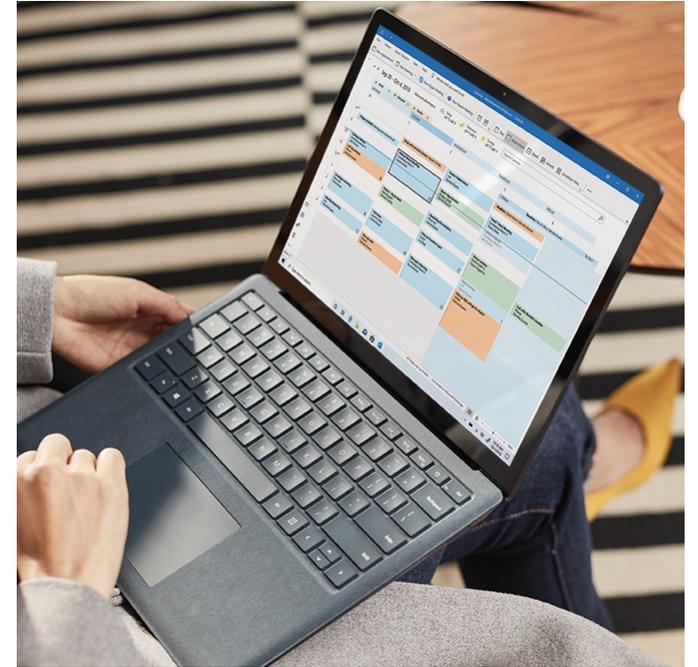
GUIDE TO ONLINE LEARNING FROM HOME



Set up
your workspace



Stay connected
to each other



Manage your time
and health



Set up your (physical and virtual) workspace

SET UP YOUR PHYSICAL WORKSPACE

Take the time to set up a workspace that is safe, comfortable, and where you can work effectively.



A safe and secure space

Find a safe space to work—good ventilation, proper lighting, good ergonomics, and comfortable furniture are just a few things to consider.



Minimize distraction and disruption

If possible, aim for a space with minimal distractions (noise or clutter) and disruptions. We realise this may be challenging with other family members at home during this time.



A place for equipment and materials

Identify a “work base” where your equipment and materials can remain undisturbed, even if you shift locations during the day.



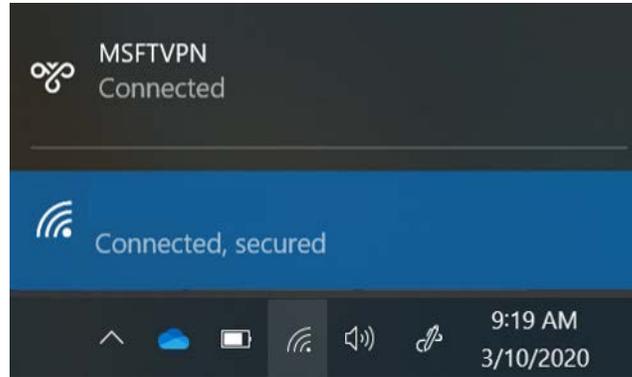
SET UP YOUR VIRTUAL WORKSPACE

Continue to collaborate and be productive from wherever you might be working.



Use your best connection

Usually a wired network connection is best, if possible. When using a wireless connection, consider your distance from the router and obstacles in between that can affect your connection quality. Get the best connection possible.



Think secure, be secure

You can use many apps and sites with a standard internet connection. To securely access internal resources and work with confidential data.



Mobile when you need it

Installing the apps you need on your phone is a great alternative when your local internet is experiencing high usage that affects your connectivity.



GET YOUR VIDEO READY

Using webcam can help connect with teachers and students when you are not together in person.



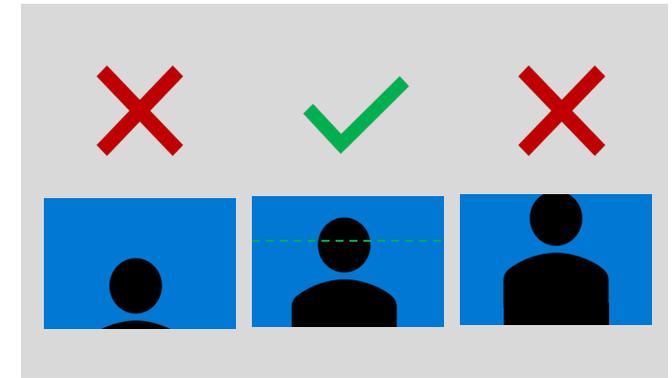
Video on (when possible)

It makes for more inclusive meetings and helps you to be present and engaged in the meeting. It can also help to see facial expressions to increase connection and understanding.



Check your surroundings

Be aware of what is in view and use “blur my background” in Microsoft Teams to help minimize distractions and protect privacy.



Camera framing

Point your camera so your eyes are ~2/3 up the screen and your face is visible.



Video can sometimes strain limited bandwidth so consider turning your camera off if the connection is poor. Need additional resources for using Teams video? Learn more on the [Office support site](#).



Stay connected to each other

COMMUNICATE

There are many ways to stay connected while working and learning from home.



Communicate often

Make it a habit to connect frequently with your teachers and classmates. **Teams** has been set up for you to engage in an ongoing conversation and for shared documents.



Make space for fun

Use a Teams' space to enjoy the learning — with the teacher's guidance you can share news, pictures, and stories. Try a GIF, sticker or emoji to express yourself.



Virtual “water cooler”

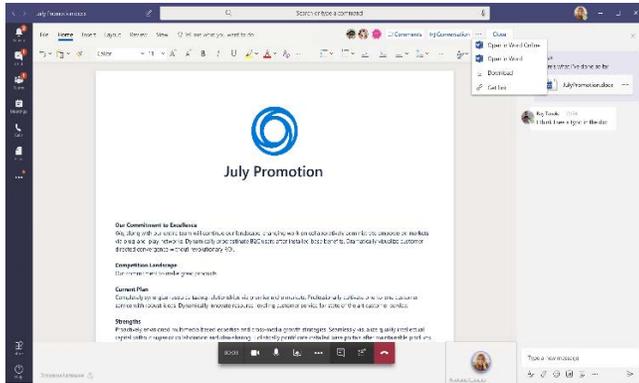
Make up for missing lunch time talk or connecting in class by using chat messages or calling. Set yourself a reminder to check in with friends regularly.



[Channel conversations in Teams](#) are a great way to keep the whole team in the know. Watch the [Quick Start Videos](#) for a walk-through of Teams and use the [Quick Start Guide](#) to learn the Teams basics.

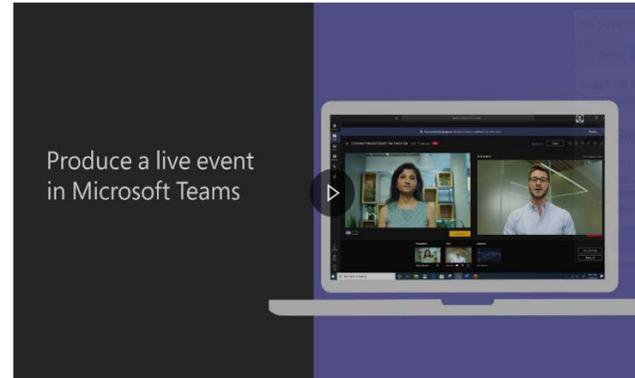
COLLABORATE

Don't miss a beat by using technology to connect and collaborate regardless of location.



Collaborate and learn in real time

Share the content your audience needs to see with screen sharing, and work to edit in real time with coauthoring in Teams. If you need to brainstorm, use Whiteboard in Teams as a digital canvas for your ideas to come to life.



Switch to digital events

Keep your events on the books with Teams live events that allow you to broadcast video and meeting content to large online audiences. This can be used for anything from a team all-hands to external forums.



Virtual "huddle"

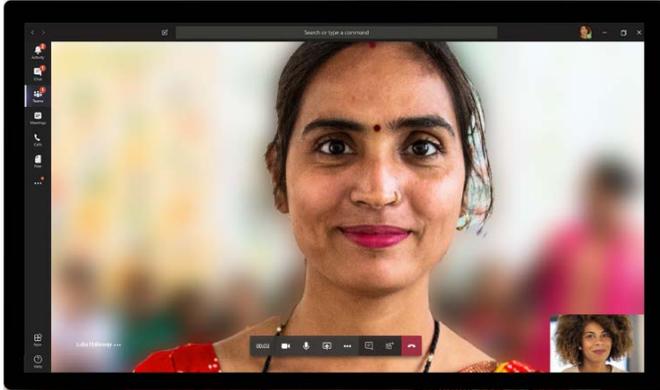
Quick meetings are effective at getting everyone on the same page quickly. Schedule a quick call with your collaborators to get the same impact of a quick in-person connection.



Use the [Microsoft Whiteboard app in Teams](#).
Watch a [training](#) on how to produce a Teams live event.

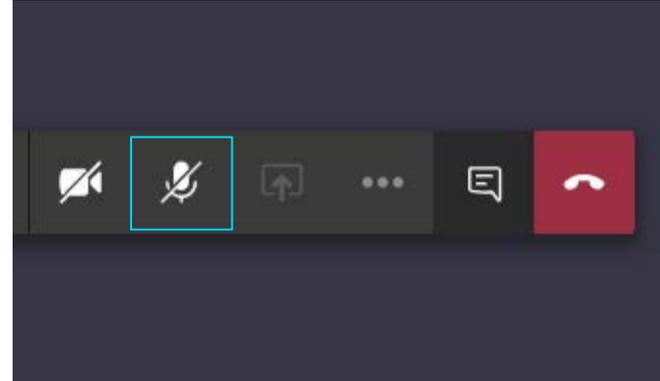
PRODUCTIVE ONLINE LESSONS

As you move your meetings online, take these steps to make them productive and welcoming for everyone.



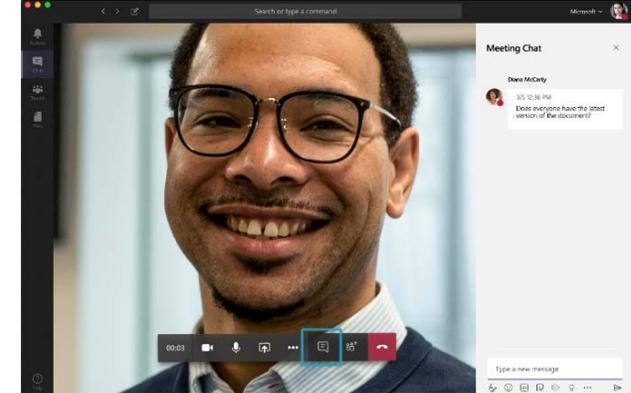
Be present and respectful

Limit multi-tasking during meetings. Turning on your video can show that you are paying attention and allow you to focus on the person or people on your call. Blur your background to reduce distractions.



Pause for others to speak

It can be hard to find space to speak in a meeting, and even harder when everyone is virtual. Make sure there's time and opportunity for all voices to be heard.



Monitor meeting chat

People may not feel comfortable breaking into the conversation or may be having technical difficulties. Check the Teams meeting chat often for comments.



Make sure all meetings have a [virtual “join” option](#) to create an online conference room. [Record meetings in Teams](#) and share the recording link in chat so people can catch up later.

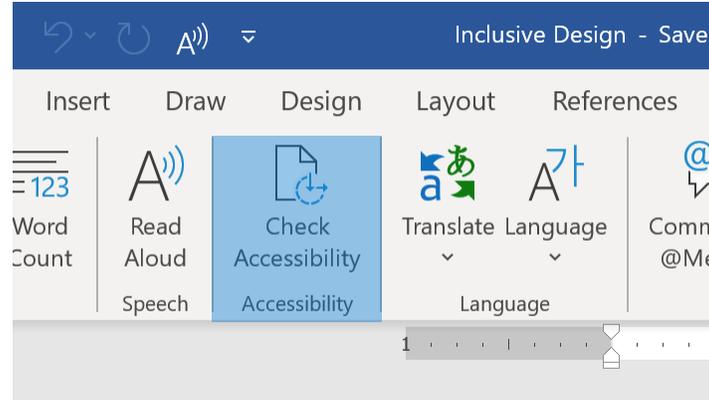
ACCESSIBILITY

Follow these simple tips to improve accessibility for people with disabilities.



Turn on live captions

Turn on live captions in Microsoft Teams to get real-time captions during your call. If posting a video use Microsoft Stream to automatically add real-time captions and searchable transcript.



Make sure content is accessible

Send materials ahead of the meeting and use Accessibility Checker to check your Microsoft 365 documents are inclusive to people with disabilities. Remember ~70% of disability is invisible; you never know who needs accessible content.

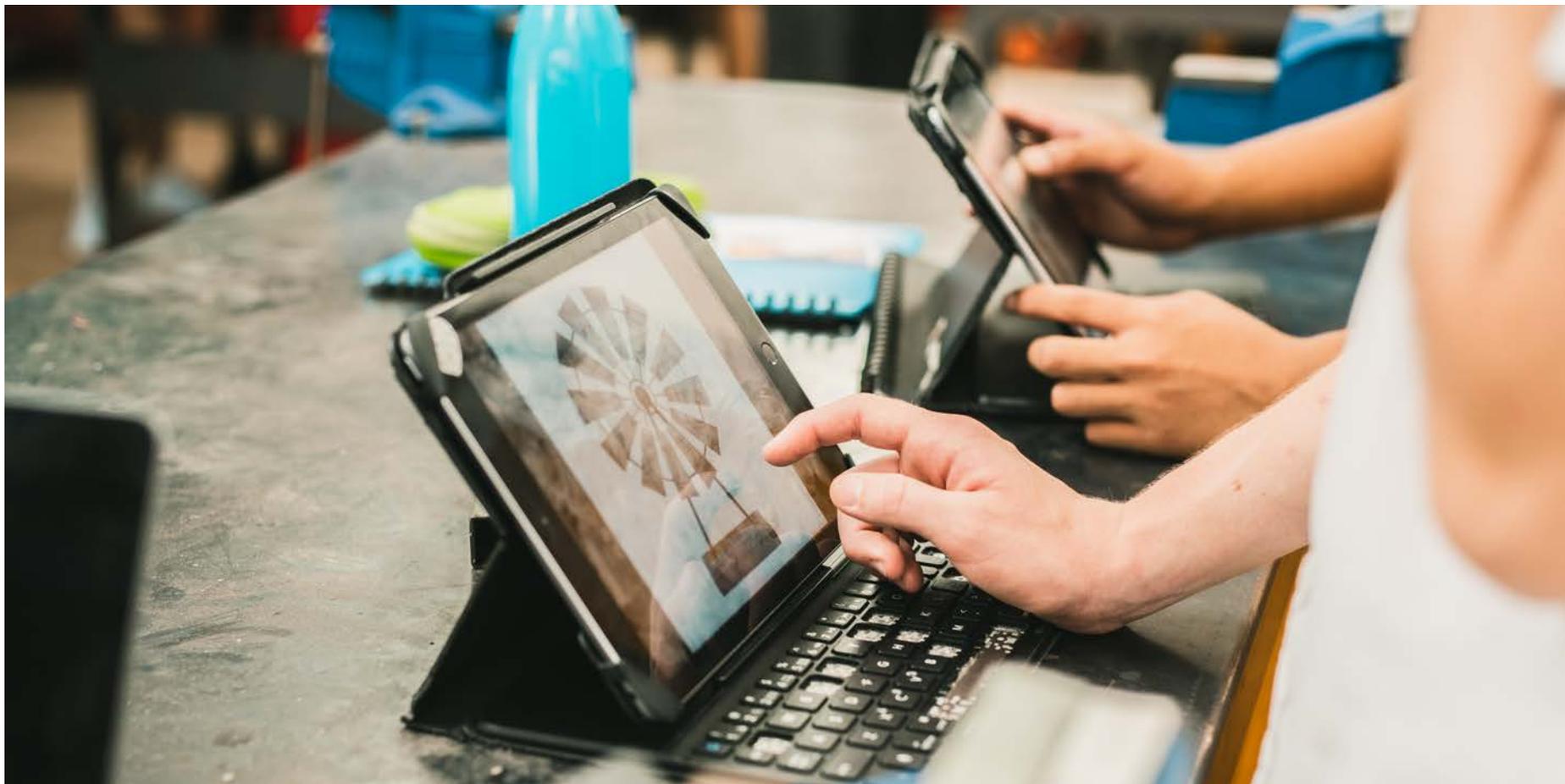


Increase visibility

Is your cursor hard to see? Need to increase font size or need to distinguish colours easily? You can change all these and more in MAC environment. Settings' changes can improve visibility.



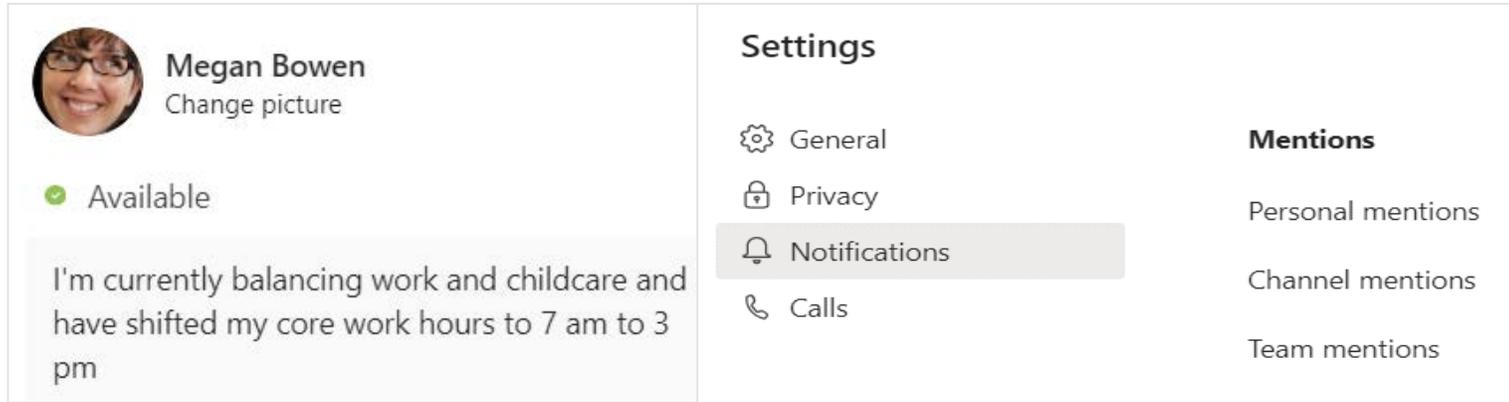
For more hints and tips on accessibility check out the [Accessibility site](#).
If you are a person with disability needing assistance with accessibility features, contact the [Disability Answer Desk](#).



Manage your time and well-being

SHARE YOUR SCHEDULE AND SIGNAL AVAILABILITY

Setting healthy boundaries, managing interruptions, and being clear about when you are available is an important part of managing your time when studying from home.



Megan Bowen
Change picture

Available

I'm currently balancing work and childcare and have shifted my core work hours to 7 am to 3 pm

Settings

- General
- Privacy
- Notifications
- Calls

Mentions

- Personal mentions
- Channel mentions
- Team mentions



Set limited time for devices

Your daily schedule or even the hours that you study may change while working from home. Set expectations within your Team (and those you live with) around your school day.

See what is important

With everybody working from home, you might see an increase in messages. Use the settings available in Teams and Outlook to customize notifications and prioritize conversations.

Set boundaries

It can be a challenge to switch 'on' your school day when you don't leave the house. If needed, set clear intentions about study time and leisure time to avoid burnout or 'always working'.



[Manage notifications](#) for Teams activities, channels, and on mobile.
[Set a status message](#) in Teams and update your calendar to indicate if you are free or busy.
Set quiet hours in Teams mobile to limit notifications to your work hours and turn [Focus Assist](#) on in Windows 10.

TAKE CARE AND TAKE TIME FOR GOD IN YOUR DAY

In challenging circumstances, we need to remember to take steps that focus on our relationship with God and staying positive.



Don't forget to take breaks

It can be difficult to remember to take breaks. Use your calendar to turn meals and breaks into appointments, so you get regular reminders. Block time on your calendar for exercise, prayer and fresh air—or just time to step away from your workspace.



Spiritual focus

We recognize that while studying from home you need to read your Bible, pray and interact with others. You will need to remember redirect your time and energy to spiritual needs. Try to also interact with your family and friends. Check out the Youth Facebook page too, which will keep you connect. HillSide Church is now online for services.



Check-in with yourself (and others)

This will be a more isolating time for you, but if you recognize this, and take steps to engage with others and communicate, you will be better supported. Make sure to check in on others within the HillSide community too.



HOW YOUR TEACHER WILL HELP YOU

Teachers play a key role in the success of their Teams, especially during times of uncertainty and change.



Teachers lead by example

They model positive habits to their students. Teachers will check in with their students, ask for perspectives, and identify any areas for improvement.



Support in new ways

Teachers will help each student create their best and most productive work from in the home environment. Students are encouraged to be curious and ask questions that helps them to find solutions.



Frequent check-ins

These are unusual times with unanticipated challenges and may require more frequent check-ins. Teachers will be sure of managing expectations, offering support, and taking time to understand the unique need of every student in the class (Team).

