

# LEARNING FROM HOME CHECKLIST

CHECK	CATEGORY / DESCRIPTION
	<b>8:30 AM - 9:30 AM</b> - Did I check each of my Google Classes and complete the attendance question for every class?
	<b>8:30 AM - 9:30 AM</b> - Did I click the “Classwork” link in each of my Google Classes to identify the work that I need to do during the independent time?
	<b>8:30 AM - 9:30 AM</b> - Did I check the “Due Dates” of my independent work assignments? Did I review the tasks listed in the “Upcoming” section in the stream of each Google Classroom?
	<b>8:30 AM - 9:30 AM</b> - Did I complete all of the independent work that I had to complete to be prepared for today’s live classes?
	<b>8:30 AM - 9:30 AM</b> - Did I check the “UPCOMING” list in my Google Classroom stream? Did I check the due dates on all of my assignments?
	<b>8:30 AM - 9:30 AM</b> - Did I reach out to my teachers during their office hours to ask questions about the work that I have to complete on my own?
	<b>9:30 AM - 2:00 PM</b> - Did I check each class to locate the Zoom link or Meeting ID and am I aware of when each of my classes are supposed to meet?
	<p><b>9:30 AM - 2:00 PM</b> - If I am having trouble getting into my Zoom classes, did I try following the steps outlined below before reaching out for help?</p> <ul style="list-style-type: none"> <li>• <a href="#">Did I watch this support video on the website?</a></li> <li>• If the Zoom link isn’t working, did I try this approach? <ul style="list-style-type: none"> <li>○ Teachers post a Meeting ID and a Passcode with the Zoom link.</li> <li>○ From the TeachHUB mainscreen, click "High School" along the top. Then scroll down on the page until you find the "Zoom" icon. This will open up the Zoom page.</li> <li>○ At the top of this page on the right there is a link that says "Join a Meeting". Click that.</li> <li>○ Then, when prompted, type in the Meeting ID and then the Passcode.</li> </ul> </li> <li>• When prompted to “Sign In” click “Sign in with SSO.” When the next screen opens, type in NYCDOE “@zoom”. Then you can use your DOE email and password to log into Zoom and that should work.</li> </ul>