

# Remote Learning Emergency Checklist

In the event of having to move to remote learning at short notice, we need to be prepared. Below is a checklist of things to ensure you have in place to help towards a smooth transition. Click on the links to see video instructions to help with each stage.

## 1. Set up your class Team. [Click here](#)

- Do all children have Office 365 accounts?
- Do all children know their login details?
- Do all children know how to access Teams?

## 2. Schedule a meeting to meet with your class. [Click here](#)

- Does your camera work?
- Does your microphone work?
- Do you know how to share your screen?
- Set meeting options so that only you can present (your administrator can set this as a policy so you don't have to set this for every meeting. [Click here](#))

## 3. Set work for the children. [Click here](#)

- Do you have resources ready to upload?
- Will the work be accessible to all children? (Try to avoid setting work that requires printing)
- Create a folder of activities that the children could do for the first day of remote learning to give you time to set up assignments.

