

## Tutorial At Home Learning Daily Organizer

Use this organizer to help you complete and stay up-to-date on your class work during At Home Learning (AHL). If you need support, please email your teacher: [glukens@juhsd.net](mailto:glukens@juhsd.net), [pmenard@juhsd.net](mailto:pmenard@juhsd.net), [ckorp@jeffersonunion.net](mailto:ckorp@jeffersonunion.net), or [lpoehler@juhsd.net](mailto:lpoehler@juhsd.net) to arrange for a conference.

**Step 1:** Everyday, check what you need to do:

- Oceana AHL website: [At Home Learning Assignments](#)
- Google Classrooms (if your teachers use them)
- Your school email account
- Synergy grade book for missed assignments/revisits/make-up work

**Step 2:** Write down what you need to complete for the day and prioritize assignments

Class	Assignment/What to complete	Priority
		High Medium Low
		High Medium Low
		High Medium Low
		High Medium Low
		High Medium Low

**Step 3:** Make your schedule and don't forget to include brain breaks and lunch or snacks! (Try working during school hours of 8:00 am-2:30 pm)

What	When

**Step 4:** Document your accomplishments and questions:

What accomplishment are you proud of today?

Where can you focus more to be more effective tomorrow?

What are you struggling with that might require support?