

Student Guide for E-Learning 2020-2021

Start with creating your own workspace

An Optimal Workspace



Situate
in a room
with little
noise or use
headphones
and have a
glass / bottle
of water
handy

Access to the
natural light
and good
lighting

Access to a
table and
chair

Access to
the textbook,
notebook
and writing
supplies

Access to
chromebook
at eye level

How to login to a course

Google Meet



You can login to the course in a number of ways when you are logged into your isnaschools.com email account:

- Go to Google Calendar and click on the meeting link that is posted on the time slot of the day
- Go to Google Classroom and click on the “Meet” link in the classwork tab

Zoom



Your teacher will post a link on Google Classroom with the URL to join the class, make sure you login with your full name, your teacher will let you into the class from the waiting room

Expectation of students

✓ In Class

- Be on time! Prepare to be ready for class 5 minutes on your Chromebook before start time with:
 - A notebook for each class
 - A pencil/pen to write with
 - A calculator if necessary
- It is mandatory your camera is on when you join the class
- Mute your mic as you enter the class, unmute it when it is appropriate to contribute to the lesson/activity
- You cannot rename yourself in class
- Participate during group activities or classroom discussions with proper Islamic 'adab (manners)
- Keep your personal devices in a different room so that you can focus on the lesson

✓ Attendance

- Attending live lessons is mandatory and you will be marked absent if not present. The regular school attendance policy will be applied – at 15 absences you are at risk of losing the credit.
- Lates- You will not be permitted into class after 30mins from start time. Email your teacher if you will be late due to certain circumstances. Students will be marked Late.

✔ **LIFE Session - Monday, Thursday, Friday**

- It is mandatory for all students to attend LIFE sessions
- Attendance will be taken
- Absent students will be marked absent and parents will be notified

✔ **Assignments/Projects**

- Do your best work by completing your assignments with integrity and academic honesty
- Complete your work on time unless there is a strenuous circumstance. If that is the case, communicate with your teacher before the due date.
- Use a personal calendar or Google Calendar to be aware of submission dates and to pace your work

Best practices for success

- Start your day in the name of Allah by doing dhikr and/or reciting your favourite surah as you login to your classes
- Renew your intentions that the goal for your education is to help you in this life and the Hereafter
- Establish a routine for yourself for the school week, wake up so that you have time to:
 - Eat and drink something so that you have enough energy to get through the lessons
 - Change your clothes, this can have a positive mental impact on you and make you more attentive during the lesson
 - Find a quiet and comfortable space where you can log into your classes
- Teachers are available; however, you need to reach out to them. If you have any questions or concerns, book a meeting with them
- Email teachers as needed with an appropriate title and allow teachers at least one school day to respond to it

Suggested e-Learning Schedule

My E-Learning Timetable

| TIME | My Task(s) |
|----------------|--|
| 8:00am | Prepare to start the day : Dress for Success, make my bed, Balanced breakfast, move to optimal workspace. |
| 9:00 - 10:00 | Period 1: English 10 - keep a separate notebook, textbooks. Morning Dua |
| 10:00-10:15 | Break - Get up, stretch, walking around, drink water, take a break from a screen (no personal devices or tv) |
| 10:15 - 11:15 | Period 2: Math 10 - keep a separate notebook, textbook ready, calculator |
| 11:15 - 12:00 | Lunch- Eat a full lunch, catch up with my family, friends, share my day, get up and walk around or go in the backyard/ balcony and get fresh air |
| 12:00 - 1:00 | Period 3: Islamic Studies - keep a separate notebook, textbook |
| 1:05 - 2:00 | Tues / Thurs LIFE Session/Salah- Keep a LIFE journal to write down my reflections, points that affect my life. On days there is no LIFE session (Mon, Wed) I have free time to relax, do something I like, Listen to the Quran for 5mins and get /ready for Dhuhr Salah. Have a snack |
| 2:00- 3:00 | Period 4: Civics/Careers -keep separate notebook, textbook |
| 3:15 - 3:45 | Virtual Clubs |
| End of the day | <p>Make a schedule for assigned work to finish and make sure chromebook is charged for the next day.</p> <p>Email teachers for any help I need or need to make an appointment.</p> <p>Move away from my workspace/room and spend time with my family.</p> <p>Have dinner with family and help with house chores.</p> <p>Organize my workspace/my room.</p> |

Suggested e-Learning Schedule

Friday Schedule

| TIME | My Task(s) |
|---------------|--|
| 8-9:00 | Sunnah for preparing for Jummah Salah: <ul style="list-style-type: none"> • Showering, cutting nails, fresh clean clothes, smell nice • Make my bed, Balanced breakfast, move to optimal workspace |
| 9:00 - 9:45 | English 10 - keep a separate notebook, textbooks. Morning Dua |
| 9:50- 10:35 | Math 10 - keep a separate notebook, textbook ready, calculator |
| 10:35 - 11:05 | Spiritual Program - Attend virtual halaqa and strengthen relationship with Allah |
| 11:05 - 11:45 | Lunch |
| 11:45 - 12:30 | Islamic Studies - keep a separate notebook, textbook |
| 12:35 - 1:20 | Civics/Careers -keep separate notebook, textbook |
| 1:30 - 2:00 | Jum'a Read Surah Al Kahf |