

Your Key Responsibilities



1. CREATE A ROUTINE.

Set a daily routine. A schedule and daily routine will help you stay organized, meet deadlines, and complete the work that needs to get done first. Following a routine saves you time, energy, and brain power. It's also important to take breaks during the day. Schedule time to stretch or get a snack.



2. BE PREPARED TO LEARN EVERY DAY.

Check your home page for the day's LiveLesson® sessions and events. Look at each of your assigned lessons to plan your day and decide when you will complete each one.



3. WORK HARD.

It takes time, practice, and patience to meet your goals. When you are learning and studying, set aside all your screen devices except for the computer you're using.

Work through lessons carefully. You'll see many activities, like reading assignments, practice problems, and videos to view. Make sure to complete them all. Ask your Learning Coach and teachers for help when you don't understand something.

Attend the LiveLesson sessions your teachers schedule. Be an active participant; ask and answer questions. Watch recordings of sessions you miss to study and review.



4. MANAGE YOUR TIME.

Each lesson should take a minimum of 30–90 minutes. Some lessons may take longer. Pace yourself as you work through each one. Once you know how

long it takes you to complete specific-subject lessons, plan your day with those time frames in mind with help from your Learning Coach.

If you notice overdue lessons appearing in your To-Do List, work with your Learning Coach to revise your routine and create a plan that will help you get back on track. Ask your teacher for help if your plans aren't working.



5. PARTICIPATE IN SPECIAL PHONE CALLS WITH YOUR TEACHERS.

Be available when you have calls scheduled with your teachers. Discuss what you're learning, respond thoughtfully to your teacher's questions, and stay focused. Put aside everything else while you're on calls with your teachers.



6. PRACTICE MAKES PROGRESS.

Always review your completed lessons and assessments in your Grade Book alongside your Learning Coach. Read through your teachers' feedback to better understand where you can improve and celebrate where you have excelled.



7. BE A PROACTIVE COMMUNICATOR

Keep the flow of communication going with your teachers. Work together to plan how to tackle a big project, get extra support on a confusing topic, or just to share exciting news. Your teachers want to hear from you. They like nothing more than helping you learn and grow. Lead the way and reach out to them.