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| **Distance Learning (Online Class) Checklist** | | |
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* **Distance Learning Checklist (for Parents)**

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|  | Content | | | Check |
| Preparing for Distance Learning | **Have you been informed by the homeroom teacher about how distance learning works?**  (Distance learning class plan, application platform and device, learning materials, etc.) | | | **☐** |
| **Are you prepared with space and device(s) for distance learning?** | | | |
| Digital tools for distance learning  (Mobile phone, desktop PC, laptop, tablet, etc.) | **☐** | Internet access to be connected with digital device  (Internet via Ethernet or Wi-Fi) | **☐** |
| ※ If you do not have any digital device/Internet access, contact your school or teacher. | | | |
| Minimum space for your child’s distance learning | **☐** | Information about how to use the distance learning platform  (Cyber Learning System, Zoom, Google Hangouts, Cisco Webex, etc.) | **☐** |
| **Have you checked whether you can access the distance learning platform?** (Cyber Learning System, Zoom, Google Hangouts, Cisco Webex, KakaoTalk, NAVER Band, etc.) | | | **☐** |
| **Did you complete your registration for the e-classroom opened by the homeroom teacher (subject teacher, etc.) on the platform?**  (Cyber Learning System, Zoom, Google Hangouts, Cisco Webex, KakaoTalk, NAVER Band, etc.) | | | **☐** |
| **Have you informed your child about distance learning?** | | | |
| How to use digital devices for distance learning  (Mobile phone, desktop PC, laptop, tablet, etc.) | **☐** | How to use the distance learning platform  (Cyber Learning System, Zoom, Google Hangouts, Cisco Webex, etc.) | **☐** |
| Distance learning class plan and class schedule | **☐** | Distance learning class materials (Textbook, print-outs, supplies, etc.) | **☐** |
| How to check attendance for distance learning | **☐** | How to respond when there are issues with digital devices and/or distance learning | **☐** |
| **Have you checked the emergency contact information to prepare for distance learning?** (Homeroom teacher, school, Office of Education, Multicultural Education Support Center, etc.) | | | **☐** |
| Distance Learning (Online Class) | **Have you checked whether your child has any difficulty with distance learning?**  (Attendance, connecting to the platform, digital device errors, etc.) | | | **☐** |
| **Have you been informed about other alternative learning methods if it is difficult to participate in distance learning?** | | | **☐** |
| **Have you been informed about distance learning class assignments and checked whether your child has submitted his/her assignments?** | | | **☐** |

* **Distance Learning Checklist (for Students)**

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|  | Content | | | Check |
| Preparing for Distance Learning | **Have you been informed about what distance learning is and received guidance on how to participate from your teacher or parent?** | | |  |
| How to use digital devices for distance learning  (Mobile phone, desktop PC, laptop, tablet, etc.) | **☐** | How to use the distance learning platform  (Cyber Learning System, Zoom, Google Hangouts, Cisco Webex, etc.) | **☐** |
| Distance learning class plan and class schedule | **☐** | How to check attendance for distance learning | **☐** |
| **Do you fully understand what distance learning is and how to participate?** | | | **☐** |
| **Do you have the necessary digital device(s) for distance learning?** (Mobile phone, desktop PC, laptop, tablet, etc.) | | | **☐** |
| **Do you have Internet access for distance learning?** (Internet via Ethernet or Wi-Fi) | | | **☐** |
| **Do you have physical space in which to participate in distance learning?** | | | **☐** |
| **Have you signed up for the distance learning platform?** (Cyber Learning System, Zoom, Google Hangouts, Cisco Webex, etc.) | | | **☐** |
| **Have you signed up for the distance learning classroom?** (Classroom invite from your teacher, NAVER Band, etc.) | | | **☐** |
| **Do you know your homeroom teacher’s contact information?** | | | **☐** |
| Distance Learning (Online Class) | **Have you checked the learning goals and descriptions for your classes?** | | | **☐** |
| **Have you been provided with learning materials required for distance learning?** (Textbook, print-outs, supplies, etc.) | | | **☐** |
| **Is distance learning with your teacher going smoothly?** | | | **☐** |
| **Have you been informed about other alternative learning methods if it is difficult to participate in distance learning?** | | | **☐** |
| **Are you checking and submitting your distance learning assignments?** | | | **☐** |

※ This checklist may be used for checking up on the status of distance learning (online class) and modified, if necessary.