

Welcome to the first 'Remote Learning Ready' update.

Each week, we will be bringing you best practices, hints and tips to get the most out of remote learning. Together, we are committed to focussing on the work at hand, building new routines, and remaining a strong Mercy community. Your commitment to online learning is very important.

Library Digital Learning Support

Library staff are ready and able to assist students over the holiday period. Contact them via email (library@sjcnda.vic.edu.au) on weekdays from 8:30am to 4:30pm.

The library can help with:

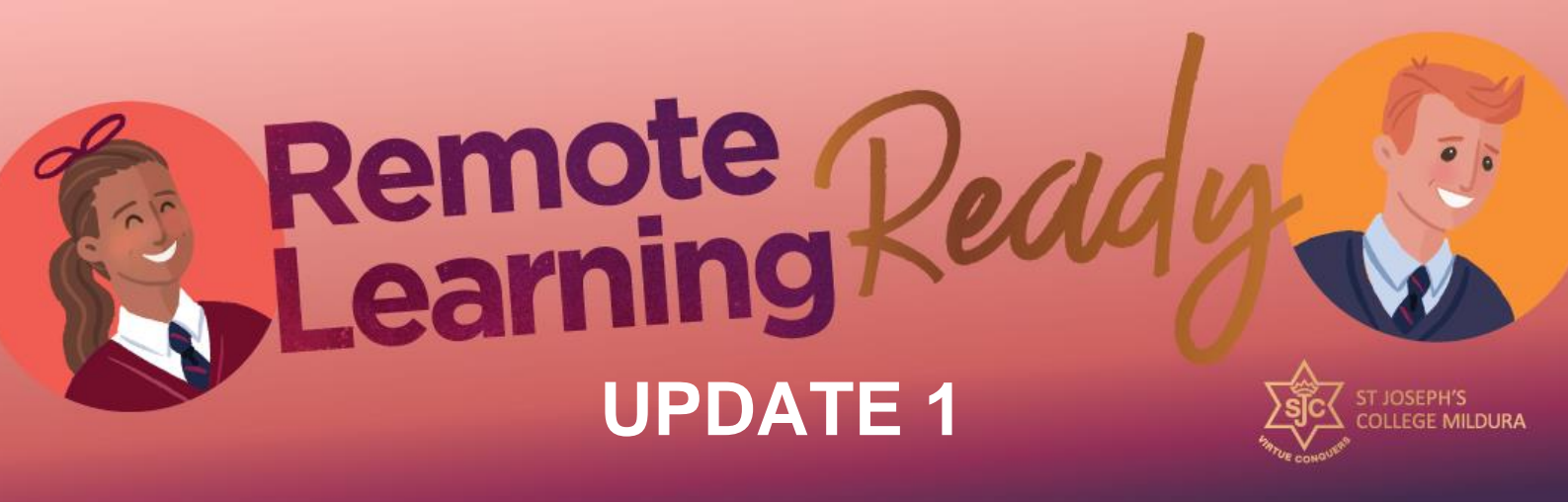
- navigating the library website
- audiobooks
- ebooks
- clickview
- worldbook
- research
- saving files
- creating graphics
- digital resources

For any laptop issues, please email inttec@sjcnda.vic.edu.au

Zoom Best Practices

If you're new to Zoom, you're not alone. Follow these handy tips, and you'll be using it like a pro in no time.

- Set up in a quiet space.
- Make sure you mute your microphone whenever you join a meeting or are not speaking.
- Get your teacher's attention during a live stream by using 'raise your hand'.
- Ask questions via chats.
- Think before you speak or type during meetings.
- Engage with your classmates by using reactions.
- Above all, respect others and behave as though you were in class.
- Try not to let [this](#) happen!



Wellbeing Soft Skills

Being a 'well being' isn't effortless. Prioritising your wellbeing and mental fitness takes practice, especially during extraordinary times. Here are some ways to soothe your mind and find peace whenever you need it.

- Take heart. Choose to be kind every day, especially towards yourself.
- Get a grasp on gratitude. The glow of gratitude makes us feel 'warm and fuzzy'.
- Harbour hope. It may be small, but when nurtured it will grow quickly.
- Pursue positivity. Don't get so blindsided that you can't see the upside.
- Relish routine. Setting a new weekly routine is the best way to adapt and find your stride.
- Celebrate who you are with compassion. You are always enough.

Check the College's [website](#) for more tips from the Wellbeing Team.

Reaching Out for Help

Predicting what life will look like in the coming weeks and months can make anyone feel anxious. [This collection of wellbeing resources](#) created especially for young people by [ReachOut.com](#) will help you hone coping skills, bolster resilience and renew confidence. Reach Out also provides a safe space to discuss mental health in its [online forums](#), monitored by qualified staff, along with trained volunteers aged 14-25. Reach Out is Australia's leading online youth mental health organisation.

Efficiently Ergonomic: Workstation Set-up Tips

Arrange your new 'office' with comfort and safety in mind.

- Prop your laptop at eye height on a stack of books to keep your neck feeling comfortable.
- Choose an arm-free chair that allows you to rest your feet flat on the floor.
- If you can't find a chair low enough, prop a box under your feet so that they lie flat.
- Make sure that everything you regularly use is within arm's reach.
- Remember to get up to retrieve items that are out of arm's reach instead of overreaching or leaning.