

LEARNING AT HOME

Workspace Checklist

<i>LEARNING ENVIRONMENT</i>	Tick when completed:
TRIP HAZARDS: Is my area free of trip hazards (mats, electrical cords)?	
ADEQUATE LIGHTING: Can I easily see documents and complete computer tasks without glare, reflection and without the need to strain my eyes?	
NOISE: Is my area in a place where noise levels can be kept at a minimum to support concentration and productivity?	
TEMPERATURE: Is my area well ventilated? Can the temperature be controlled so it is comfortable?	
DISTRACTIONS: Is my area free from things that could distract me?	
POWER: Do I have access to enough power points for the technology I am using to learn? Can I ensure everything is plugged in to a power point to avoid using batteries and risking the technology shutting down during a lesson?	
<i>WORKSTATION SETUP</i>	
TABLE and CHAIR: Is my chair stable? Am I sitting upright so that my lower back is supported? Is my table and chair at a suitable height so my vision is level with the screen and posture correct?	
KEYBOARD and MOUSE: Is my keyboard centred and on a flat surface? Is there enough room for wrist and forearm support?	
TECHNOLOGY AND NOTEBOOKS: Is everything that I require for learning at an easily reachable distance?	
DESK: Does my desk/table have adequate space for my legs and are my feet flat on the floor? Is there enough space on my desk/table to complete my work comfortably? (Your bed/couch is not a sufficient substitute for a desk/table)	