

Daily Check-in Instructions for Students

Please log into your webmail using your laptop: <https://owa.eq.edu.au>

Recommended web browsers : Internet Explorer, Safari

We will be doing a daily check in to ensure you are ready to go online and learn. Please let us know by **10.00am** by responding using the **voting options**.

You are asked to choose one of the following **options**:

- In attendance learning at home
- Need help learning
- Need help personal

If you respond that you are in attendance learning at home, you will be marked present.

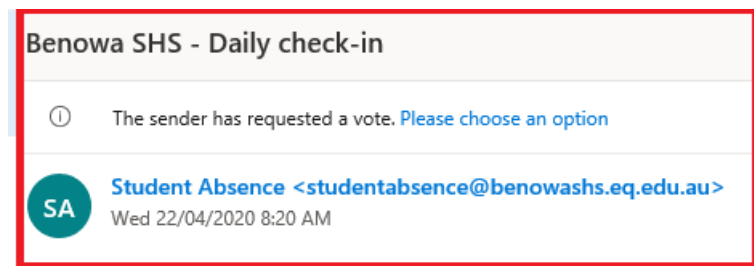
If you respond that you need help with a learning matter, this will be referred to HOD or a Teacher who will contact you.

If you respond that you need help on a personal matter, this will be referred to our Student Support Services Team who will contact you.

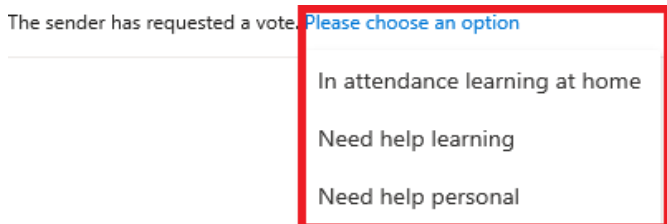
If you haven't responded, you will be marked absent and a text message sent to your parent/caregiver by 11am daily.

Follow the steps 1 to 3

1. **At the top of this email**, you will see the following – The sender has requested a vote. [Please choose an option](#) (example below).



2. Click on [Please choose an option](#) and a drop down will appear (example below).



3. Once you have clicked on your option, a message box will appear (example below), press **OK**.

You have chosen to respond In attendance learning at home



Once you have clicked Ok, your daily check in has been completed.