

GETTING STARTED WITH DISTANCE LEARNING

TEACHER CHECKLIST

✓ RECONSIDER THE "SCHOOL DAY"

- Now is a good time to take stock of what kids know. Start with work that will build confidence and ramp up as your class acclimates to being remote
- Think of a school day in terms of **benchmarks**, **assignments** and **face time**, as opposed to shifting traditional school hours to time behind a screen
- Structuring work as projects or multi-day assignments can give students independent or group responsibilities that reinforce learning in a new way

✓ DEFINE YOUR NEW SCHOOL DAY ROUTINE

You, your students and their families are starting new routines. Make a plan for how you will handle each day and set a schedule for students. Include benchmarks and guidelines for students so they know they're on track.

- Send home a memo that outlines what a "school day" or "school week" in your class will look like. Ask yourself:
 - What learning goals should students meet and when?
 - What assignments should students complete and when?
 - How much time should students spend doing what?
 - How will you give feedback to students?
- Stay in touch so students know you're out there

QUICK TIP
Record yourself walking through a problem or send visuals that students can reference over and over

✓ FILL YOUR TOOLBOX

Leverage digital tools you're already using and get students comfortable with new tools before requiring it for work - build up to it with something simple or a game for practice

✓ SET EXPECTATIONS FOR COMMUNICATION

✓ Written Communication

- How do you plan to contact students?
- How frequently will you be in touch?
- When and how should students contact you?
- How should parents engage with student learning?

✓ Face Time

- Will you meet with students individually - in groups - as a class?
- What will all students see and do and what will just some students see and do?
- What should students be doing during the time you're apart?

QUICK TIP
While some students work independently, video conference with others one-on-one or in small groups

✓ BE KIND TO YOURSELF

Take it slow. We are all getting used to a new learning environment and no one expects to have a full solution immediately. Start simple and work your way up.