

TEACHERS' GUIDE TO eLEARNING

This is an unprecedented time in the field of education. Advances in technology and changes in pedagogy have uniquely positioned K-12 education to adjust to the COVID-19 disruption. Though there are several challenges, the crisis can also serve as an opportunity to provide teachers a concentrated time to explore the benefits of eLearning and what it can truly offer.

Here are a few curated strategies, tools and resources for eLearning, designed to be adaptable to unique situations so they can remain dynamic even during these extraordinary times.

How to prepare your classroom

SET UP YOUR VIRTUAL ENVIRONMENT



Video conferencing tips

- Activate closed captions. Many virtual meeting tools such as Zoom, Skype and Google Meet offer this option. Visual learners and novice readers will benefit from hearing and seeing your words. (Recommended for courses offered in English language)
- Break larger classes into smaller video chat cohorts. For example, a teacher whose 35-student class meets from 11-12:30 may meet with half of the students from 11-11:45, and the second half from 11:45-12:30.



Classroom norms

Now more than ever, it's important to set up and maintain eLearning classroom norms. If possible, involve students in the process of creating an "online class charter" to increase buy-in. You may want to consider some of the following:

- What comments are acceptable?
- When is an assignment late?
- How should students communicate with you outside of class time?

ADAPT YOUR LESSONS FOR eLEARNING



- Morning meetings and daily student check-in
- Collaborative project work with students in table groups
- Exit tickets to check for understanding after a lesson
- Office hours outside of class for drop-in sessions and additional help

GET THE RIGHT TOOLS AND TECHNOLOGIES



- Notebook or desktop PC
- Video camera, microphone, speaker, and/or headset
- External mouse and keyboard
- Proper lighting (to work and broadcast)
- Comfortable chair and ergonomic positioning
- High-speed internet connection
- Video conferencing software
- Access to your SIS, LMS, and other teaching tools



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