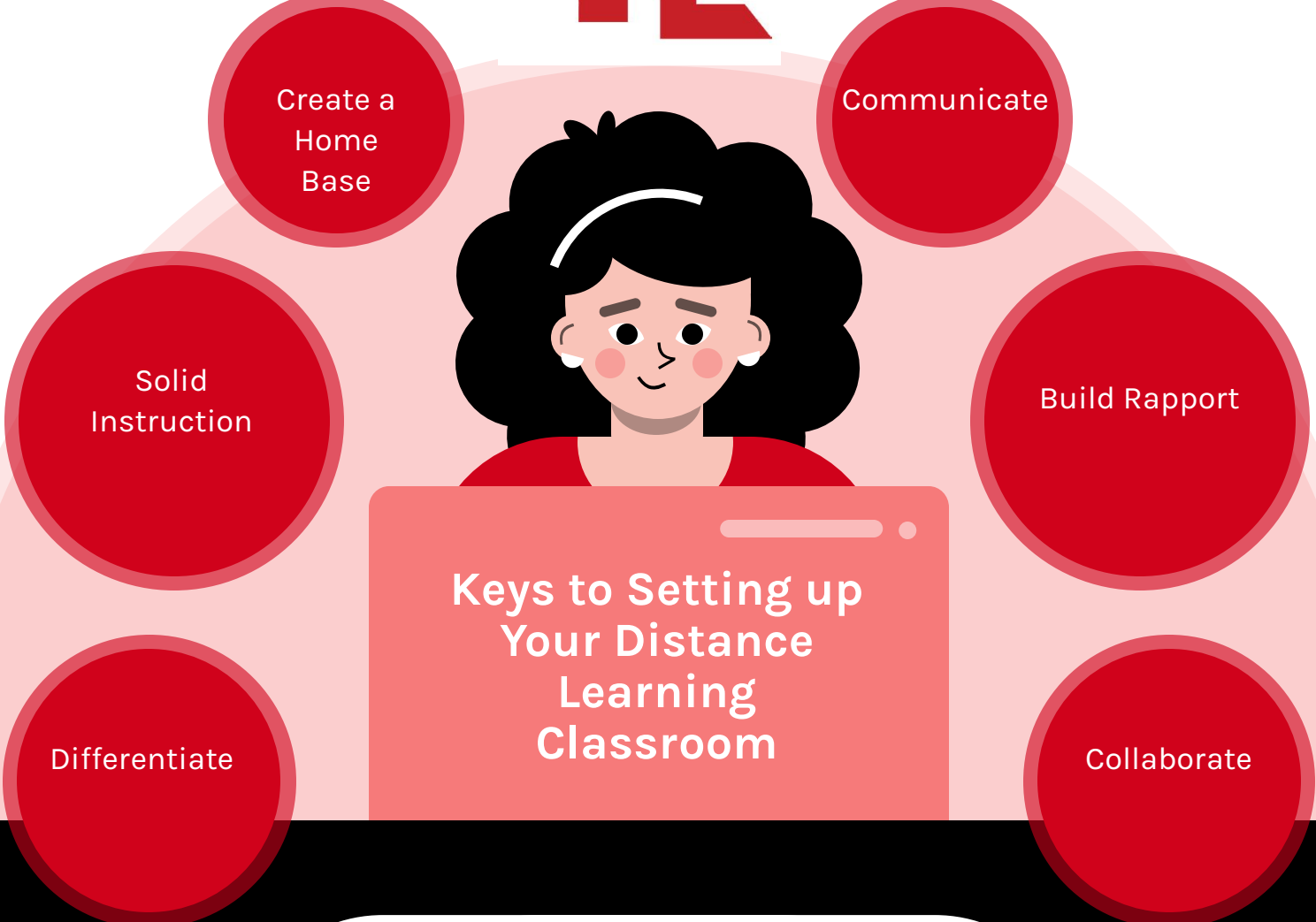


Synchronous Learning Tip Sheet



Keys to Setting up Your Distance Learning Classroom

Distance Learning Resources and Support Website



Top 6 Priorities, Tools and Reflective Questions

Reflective teaching practice assists in creating a successful distance learning environment



Create a Home Base

A student home base helps them know where to start every day. A parent home base also houses valuable information.
Tools: Showbie, Zoom, SeeSaw, Google Classroom
Questions: How can I organize simply? Am I only sharing vital resources?



Communicate

Student communication is essential. Parents almost become teaching partners during distance learning, so communication with them is key.
Tools: Private messages, video and audio feedback, phone calls
Questions: Am I clear on what I'm saying? Is my feedback regular?



Solid Instruction

Getting back to the fundamentals of great instruction can help us transition to remote teaching. Assessments give us valuable information and helps to inform instruction. Ensure that feedback is meaningful.
Tools: Google Forms, Quizlet, Padlet, HyperDocs, video and audio feedback
Questions: How can I build in self assessment? Am I clear on what I want my students to do?



Build Rapport

Building rapport with students is crucial in a virtual setting. The relationships you develop will motivate students to learn and complete assignments.
Tools: Flipgrid, PicCollage, Time set aside for community building.
Questions: Can my students tell how much I care? How have I shared my interests and shown curiosity in my students interests?



Differentiate

Make small adjustments to meet students where they are. Give students choice and voice.
Tools: Student interest surveys, student self assessments, conferencing
Questions: What parts of this assignment can be adjusted? What can students self-select? How can I move from full group to small group?



Collaborate

All learning is social. Collaboration helps students feel connected. Finding opportunities for talk partners, small group discussion and group projects will assist in creating a community of learners at a distance.
Tools: Flipgrid, comments in slides and docs, Insert Learning.
Questions: How can I create a culture of ongoing collaboration?

18 Distance Learning Tools

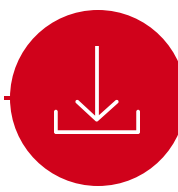


Facilitating Class Discussions



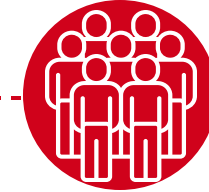
Establish Online Etiquette and a Discussion Agenda

Etiquette rules such as muting, un-muting, and avoiding talking over one another are crucial to successful class discussions. Provide an agenda to make the discussion purposeful. When students go off topic, steer learners back to the subject matter.



Facilitate Discussion

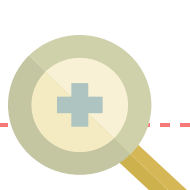
Value student voice. Teachers should avoid dominating the discussion. Students should talk 80% of the discussion time with the educator helping to guide the discussion.



Be Purposeful about Group Size and Role Assignment

If you have a large class size, consider scheduling smaller sessions of learners for discussions. Assign roles to students during the discussion in order to increase participation.

Best Practices



Help students develop new routines and strategies

- Schedule work times and break times.
- Set a timer for students and encourage them to keep working until it goes off.
- Try different [apps to help with focus.](#)
- Set a goal. For example: *I will write one paragraph before I take a break.*



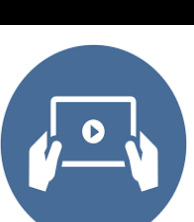
Keep the Easy Part Easy

- Teach students how to access class information.
- Simplify directions.
- Be consistent in how class materials are organized and presented.



Have your students sign a code of conduct

Codes of conduct are an objective, clear way to create common expectations that you can refer to when issues arise. You can use or adapt this pledge sheet with your learners: <https://docs.google.com/document/d/1VCPGMbOuegxFuGzv3uL1ro9u10V4NR0gpo7UYaAmkg/edit>



Finally,

Teaching can be an isolating profession. Teaching at a distance magnifies this isolation. Don't be afraid to ask for help. Your colleagues are your greatest resource.