Virtual Teaching Toolkit

Tips to get started teaching online. Again.

Getting Started

These slides will help you get started with fully-online teaching. Each slide is meant to be a quick reference to videos, blog posts, and bullet-point reminders.

There are many more resources in the pages linked to the right. Be sure to bookmark those places for quick reference.

You can always email instructional-tech@elkhart.k12.in.us for instructional help.
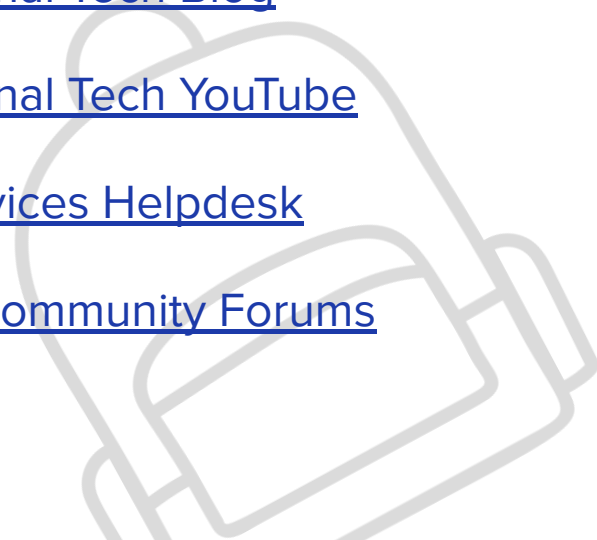
Digital Learning Resources for Staff

All Professional Development

Instructional Tech Blog

Instructional Tech YouTube

Tech Services Helpdesk

Canvas Community Forums

First Day Logistics

For the student

- **Mute when not speaking**
- [Set timers on their iPads](#) or devices so they don't miss class times
- Contact information should be collected early on (ex: Google Form) - PS can have outdated info
- Routine and [connection](#) is very important - some chat/small talk time is worth it.
- Having their cameras on may cause wifi connection problems or make students feel uncomfortable - set norms for this based on your course

For the teacher

- **Mute when not speaking**
- Set up nicknames for your Google Meets (NOT links) and make sure you are the last one to leave, for security reasons. *You do not have to be on the Meet the whole period.*
- It is not a requirement that you record your Google Meet, but videos are very helpful (see "[Teaching Videos](#)")
- Decide how you will take attendance (ex: Google Form, Meet Attendance)
- Decide how you will give feedback to students during class (see "[Efficiency](#)")

Teaching Videos

When you're teaching online, reserve your face-to-face time with students for *interaction*. Make sure they have space for talking with you about their learning.

Avoid using Google Meet for all instruction. This is not an equitable solution! You can reclaim some time by recording short lessons instead. There are three simple rules:

1. Keep it short (3-5 mins)
2. Use visuals
3. Make it easy to find
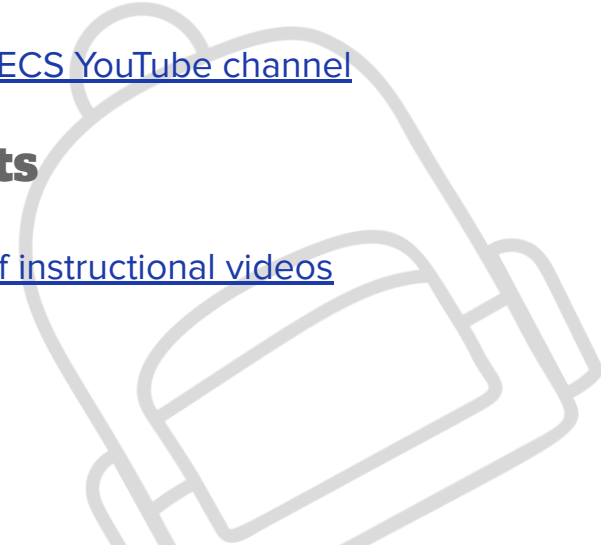
Recorded PD

[Record a Google Meet with a whiteboard](#)

[Record Explain Edu videos](#)

[Manage your ECS YouTube channel](#)

Blog Posts

[Three types of instructional videos](#)

Accessibility

Make sure your material is accessible to *all* students. This will not only help students with documented need. All students benefit from simpler language, images, audio/video, and smaller chunks of content.

Accessibility is more than tools and layout. Be sure you're modifying complex language for students to help with vocabulary development. Provide multiple means of engagement. *Check for understanding* after teaching a concept.
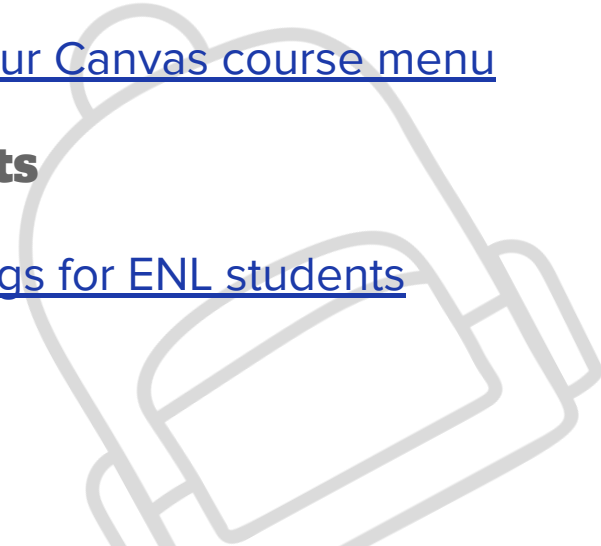
Recorded PD

[Making an accessible Canvas home page](#)

[Simplify your Canvas course menu](#)

Blog Posts

[iPad Settings for ENL students](#)

Efficiency

Example Day:

1. Small talk/catch up (keeping connections to students)
2. Go over class announcements and agenda (share screen to show where things are in Canvas)
3. Bellwork: Watch a video and react, find an example IRL, practice, etc. (Set timer). Students send you their work so you can see how they're doing. Go over it with student examples.
4. Watch Teaching Video/Introduce activity
5. Students work on activity. Students can check in as they're working.
6. Students check in at the end of the hour for exit ticket/survey to check progress and understanding

Teacher can log off once all students are gone

How to communicate with students/get feedback:

1. Ask students to put their answer in chat or how they are feeling out of 10. **Wait**. Count down: "3... 2.... 1.... Enter" (Students don't influence each other as much, and they feel less intimidated to answer)
2. Students send you pictures or questions privately through Remind or Chat
3. Thumbs up/down on camera
4. EdPuzzle, review games such as Kahoot, Quizizz, etc.
5. Exit ticket
6. Google Form (could be added to attendance form)

Communication with Students

Over communication is better than under when you're fully online. Low communication leads to students and parents guessing about what they need to do each day. Use different communication channels to reach all students and families regularly.

Consider using Google Chat in addition to email and Canvas messaging for quick check ins.

Recorded PD

[Adding Video to your announcements](#)

[Using the Canvas Inbox to message all students](#)

Blog Posts

[Contact students by course activity](#)

[Add Canvas announcements to the course homepage](#)