

# How to Prepare for Distance Learning

Shifting from classroom teaching to online teaching is an adjustment, no doubt, but with a little planning and practice, you can do it too. The District has identified digital resources such as Go Math, Wonders, Big Ideas, Springboard, Khan Academy and iReady that you can use to deliver core content. However, you may use digital resources of your choosing to provide students with assignments during the school closures.



Communicating with your students during the closure is crucial. If you are not using a specific communication tool, consider using [Microsoft Teams](#) to stay connected with your students and monitor their progress.

Here are some tips on how to prepare for online teaching.

## 1. Plan Your Classes

- Your students are not physically in front of you. In fact, they probably will never all be online at the same time.
- Planning is essential for an online classroom environment.
- Decide which digital resources you will use to deliver content and facilitate online learning.

## 2. Prepare to Use the Technology

- You need a reliable computer, a strong internet connection, and the most appropriate collaboration platform to meet your needs.
- If you don't have a computer at home, ask your administration to check out a district device.
- The District has compiled a comprehensive collection of online content and digital resources, many of which you and your students currently use and are familiar with.
- Whichever online tool or platform you choose, spend time familiarizing yourself with it. Knowing your online classroom platform and instructional tools will help you make your online classroom environment the best it can be.
- Inform parents and students which digital resource(s) and communication tool(s) you will be using, and which assignments will be required for completion.
- Conduct a dry run of what a typical online learning day would look like with your students. Ensure they know how to log into the online platforms/programs and navigate through them. Students should practice using the tools' features to collaborate and communicate with peers and teacher.

## 3. Set Up Your Working Online Environment

- Set up a workspace; this space should be intended for work only.
- Keep your work environment free of distractions: television, family members, chores.
- Natural lighting and a comfortable chair can go a long way in setting up your ideal work environment.
- Set a fixed time each day during school hours to have students engage with you and monitor their progress.
- Communicate the time to students/parents and demonstrate how to log into the online collaboration platform.

## 4. Communicate with Students Daily

- Communication is essential

- Encourage participation through online discussions, chats, posts, or feedback, like you would in a physical class.
- Maintain a consistent online presence and answer questions in a timely manner.
- Check your email twice a day, at a minimum.
- Ensure your principal is forwarding any briefings related to your grade/subject area.

## **5. Motivate Your Students**

- Everyone learns differently - and motivation plays a big part in the learning process.
- Think of ways to motivate your students to get the most out of your class.
- Your goal is to find ways to help your students get the most out of your class without the benefit that a physical presence brings.