



Teacher Distance Learning Preparedness

Secondary Level

We use many digital learning tools each day to deliver instruction. In the event of a school closure please review the following procedures below.

We ask all teachers to email their classes in the event of a school cancellation with instructional content or activity of no more than 20-30 minutes for that day. You can do this by sending an Outlook email using the [email class feature in PowerSchool](#). Your email message should go to the students' district email and parents should be copied as well in the Bcc: field. The email should include

- Learning Target
- Activities for lesson
- Directions to where they can find your instructional content as well as how to access the content
- Student Expectations
- Email subject line: Class Name, Teacher, Date

Example Email Text:

This is the classwork for Financial Literacy in the 21st Century (insert date here).

Learning Target: I understand that my interests, attitude, and abilities have an impact on my career path.

Activity: Students will complete a Nearpod presentation

Directions: You will need to access our Class Pages and find the link to the self-paced Nearpod. The link is also here <https://share.nearpod.com/vsph/eu7HT3t8LP>

Student Expectations: Students should complete all the Nearpod activities you will be provided a participation grade based on completing the Nearpod. Email me if you have any questions.

Some Tips:


Have a plan to talk with students in class about where you are posting instructional resources should we be closed. Please plan on using resources students are familiar with in your class. Keep in mind any accommodations you may need to make for students and review with them how to access their necessary accommodations through a digital assignment. Some ideas for delivering digital content are below. Remind students to bring home their laptops every day and get in a habit of bringing home your laptop as well.

- Post classwork to PowerSchool Unified Classroom/Class Pages, OneNote, attach or include content in email to students, teacher webpage, or use Schoology. Use methods that your class is already familiar with.
- You can include classwork or specific directions where to find classwork in the email to students.
- You can populate content in a [OneDrive Folder and Share the Link](#) in the email

Need ideas on how to deliver content virtually?

- Create a PowerPoint with a Voice Over Lecture ([click for video-based directions](#)).
- Deliver a student-paced Nearpod with activities.
 - Nearpod can combine videos and slides with questions and it is simple for students of all ages to login.
- Create a threaded discussion in either [Class Pages](#) or [Schoology](#).
- Attach instructional materials and have students respond to you through email.

Accommodations:

- Read Aloud Text and Assessment Questions:
 - Word Documents, OneNote, Forms, and Nearpod all have the [Immersive Reader](#) functionality built-in. Students can click on this icon  to have text read aloud. Immersive Reader can also mask text as well.
 - Some digital textbooks and programs have read aloud functions available in them as well.
 - Chrome Extensions such as [Read Aloud](#) can be added independently to student web browsers for students to hear the text being read on any webpage.
- Assignments and Assessments in Learning Class Pages, Schoology, and Forms can be resubmitted multiple times as needed.
- Speech to Text Options (Scribe): The features are available in Word or OneNote. To enable click Dictate from the Home Tab.
- Record Voice Over in PowerPoints to assist students with reading in content areas.

Support for You

- You should contact your Instructional Technology Specialist if you need support in using any tools or would like ideas for how you can deliver content. During virtual school days, we will be immediately accessible through email and can provide a wide variety of support and assistance.
 - jhanlon@wtps.org
 - epitel@wtps.org