



Teacher Distance Learning Preparedness
Secondary Level



Preparing for Virtual Learning

Notes, tips and guides to help get you started!



Every Day Virtual Schooling Is In Effect

- Email parents and students
- 20-30 minutes per class maximum
- An activity or content that you can have students complete at home, on their own
- Provide
 - Learning target
 - Activities for lesson
 - Directions to where they can find your instructional content as well as how to access the content
 - Student expectations



Teaching Asynchronously

- Classes will not run at regular times
- You will keep a regular work day- 8:00- 3:00
- Try to have email sent by 8:30 (or as close as you can)
- Some students will need support of family members
- Some students sharing devices with younger siblings or helping watch younger children
- Be flexible on due dates and times
- Keep in mind students may work on things when you are “off the clock” so you may want to give a due time that allows for family flexibility
- Share your hours with students so they know when to expect you on the clock



Teaching Asynchronously

- Sample Typical Day Schedule
 - 8-8:30 Send and communicate day's activity
 - 8:30-11:00 Prepare materials for next day, communicate with students as needed
 - 11-12 Lunch
 - 12:00-3:00 Grade student submissions from previous days and provide feedback, communicate with students as needed



Delivering Virtual Instruction Tips



- Keep it simple.
- Use programs your students are already familiar with from class.
 - Never a good idea to introduce a new tech tool in emergency situation. Get students familiar with things you may want to use ahead of time.



Delivering Virtual Instruction Tips

Tools to Communicate and Collect- Again use what you normally would

- Class Pages Or Schoology
- Unified Classroom
- OneNote
- Office 365 Email
- Shared Folders and Documents
- Resources available in your Digital Textbook
- Voice Over Your PowerPoints
- Create Screencasts (If that is in your comfort zone)





Delivering Virtual Instruction Tips

- Use what we have- we have these tools at our disposal
 - Nearpod
 - Student paced lessons
 - Access to the Nearpod Lesson Library
 - All lessons are adaptable
 - No login required by students
 - Brainpop
 - You can create classes with lessons of content
 - Videos, quizzes, short answer worksheets, graphic organizers
 - Students would have to create an account at some point if you want to collect data
 - Flocabulary
 - Office 365 login
 - Videos have other resources
 - No Safari Montage from home



School	School username	Password	Educator Code to create your own account
OVMS	orchardvalley	panther	PCTP3783
CRMS	chestnutridge	brainpop	IUCN4564
BHMS	bunkerhillms	brainpop	ERKZ9876

Brainpop Educator Codes by Building



Delivering Virtual Instruction Tips

The district is not supporting or encouraging live streaming of instruction or video chatting with students at this time.

- Technology concerns
- Privacy concerns

You may record yourself if you choose, and all should be comfortable with adding their voice to a PowerPoint or Screencast. We can assist with this.



Collecting back info/ working with students

- Email is a simple way to talk to students, encourage them to email you
 - You may want to set up email “office hours” so they know when you are officially off the clock
- Threaded discussions
 - If already using Class Pages or Schoology, you can set up private or public threaded discussions
- Unified Classroom Tools
 - Messaging area (goes to email as backup)
 - Assignment turn in spots
- Nearpod Collaboration boards and open ended questions can be used to gather data
- Forms/ Class Pages Assessments can be used to gather data and evaluate understanding



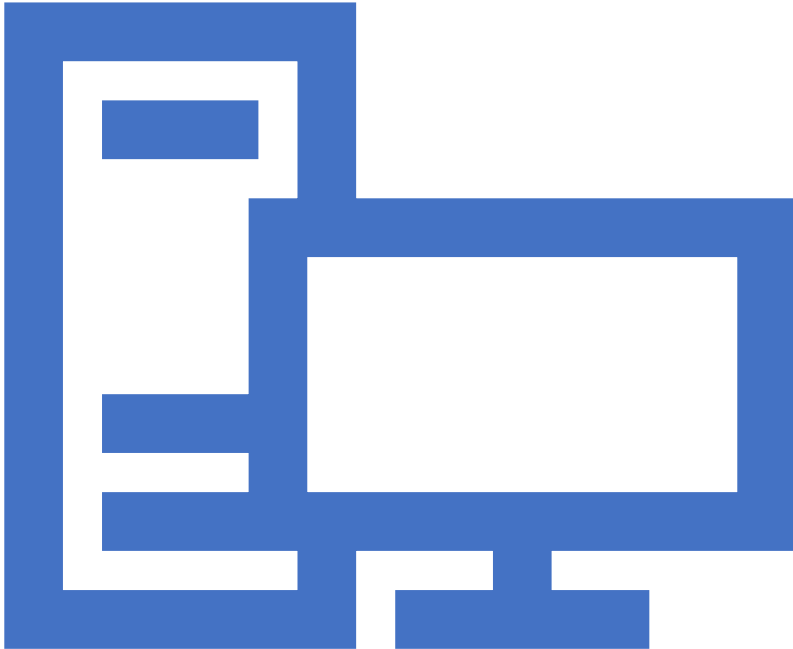
Other ideas

If you are struggling from home, you can email me, Skype me, or reach out in other ways so that I can help support you.

- Feel free to use resources that work in an asynchronous environment (Homework style) provided that they are not new to your class
 - Quizizz (Homework Mode)
 - Kahoot (Challenge Mode)
 - EdPuzzle/PlayPosit Interactive Videos
 - Quizlet flash cards/ games

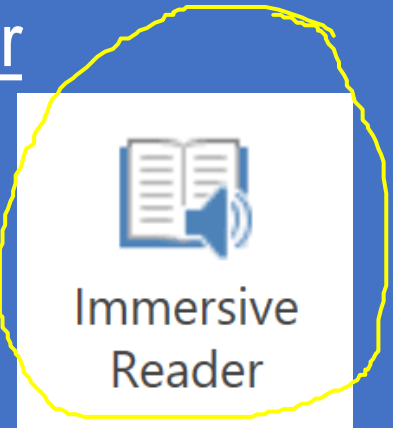


Accommodations



- Read aloud tools
 - Immersive Reader
 - Word
 - OneNote
 - Forms
 - Nearpod
- Built into textbooks
- Chrome Extensions available for other programs
 - Read Aloud

view



Accommodations

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.



Activities

- We are fully encouraging everyone to leverage technology to communicate ideas to families.
- Email was chosen for consistency, and ease of use
- By using technology, you will not have to guess as to what the students need to work on
- If you provide paper based anything ahead of time, it is imperative that it is accompanied with the email which should also contain supports and directions (videos, help links, etc)
- In case of a long term absence, paper based activities may not be sufficient



Follow Up Session

I will stay on Teams this afternoon and tomorrow for sessions, stay tuned for more information.



How Should I Do Next?



Not necessary to plan all your lessons fully

You will do this as we go



Look at upcoming units brainstorm resources

What Nearpod, Brianpop Videos, EdPuzzle Videos etc. do you have to Supplement your digital programs



Practice using PowerPoint voiceover tools or screencast Tools



Work with co-teachers to discuss plan of attack



Create a plan / Collect email addresses



Figure out what students need to know now.

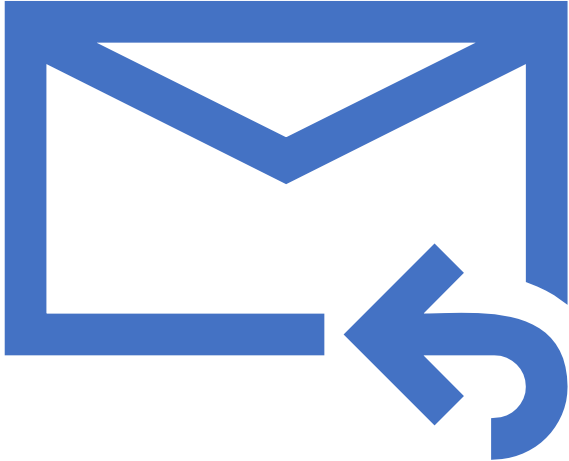


Families without Internet

- The district and the I.T. department will be providing a solution to get all families onto a wireless network
- You will not have to provide an alternative assignment for anyone
- You may see some delays with these families, please be flexible



Support



- You can always email me, I will have email constantly running.
- You can also have students email me. If I cannot handle their issue, I can send it to the appropriate people. I will triage their cases.



Video Directions

- The following slides have video directions on how to complete the following tasks
 - Export emails from PowerPoint and Put in Outlook BCC
 - Create a voiceover in PowerPoint
 - Use Screencast-o-matic
 - Share a OneDrive Folder
 - Use Threaded Discussions in Learning Class Pages



Email Parents and Students Using PowerSchool and Outlook BCC

The screenshot shows the Unified Classroom dashboard for a 7(D) Computer and Financial Literacy class. The interface includes a top navigation bar with the school name, a class selector, and user information. A left sidebar contains navigation links for Students, Communication, Class Pages, Library, Grading, Analysis, and Calendar. The main content area is divided into three sections: Calendar, Standards, and Traditional Grades. The Calendar section shows the date Monday, March 9, 2020, and lists Events, Assignments, and Personal Reminders, all of which are currently empty. The Standards section shows the class does not have standards grades in S2. The Traditional Grades section is also empty. On the right, a Recent Assignments list shows several tasks, including Pizza Party Scratch Exercise, Ozaria Levels 1-4, Scratch Project Planning Game Selection, Amazing Scratch Project, Level 4 Python- Chatting with your Sprite, and Scratch Ocean Dodge. An Activity Feed section is partially visible at the bottom right.

Unified Classroom

7(D) Computer and Financial...

Dashboard

Calendar

Monday, March 9, 2020

Events

Assignments

Personal Reminder

No events

No assignments

Standards - S2

7(D) Computer and Financial Literacy

This class does not have standards grades in S2.

Traditional Grades - S2

7(D) Computer and Financial Literacy

Recent Assignments - 7(D) Computer and Financial Literacy

- Feb 28 DIST-MINOR ASSESSMENTS Pizza Party Scratch Exercise
- Feb 27 DIST-SUPPORTIVE ASSESSMENTS Ozaria Levels 1-4
- Feb 27 DIST-SUPPORTIVE ASSESSMENTS Scratch Project Planning Game Selection
- Feb 20 DIST-MINOR ASSESSMENTS Amazing Scratch Project
- Feb 20 DIST-MINOR ASSESSMENTS Level 4 Python- Chatting with your Sprite
- Feb 13 DIST-MINOR ASSESSMENTS Scratch Ocean Dodge

Activity Feed



Create a Voice Over in PowerPoint



https://www.office.com/?auth=2

Office 365 Search

Good afternoon

Start new Outlook OneDrive Word Excel PowerPoint OneNote SharePoint Teams Forms Stream All apps

Reminders Dismiss all

Whalen CTE 6 hrs overdue 7:20a - 3:20p

Class Notebook Sway

Recommended

Elizabeth Pitel edited this 2h ago

You recently opened this 1h ago

Theresa Saponara sent this Yesterday at 8:43 AM

Theresa Saponara sent this Yesterday at 11:19 AM

Feedback

Type here to search

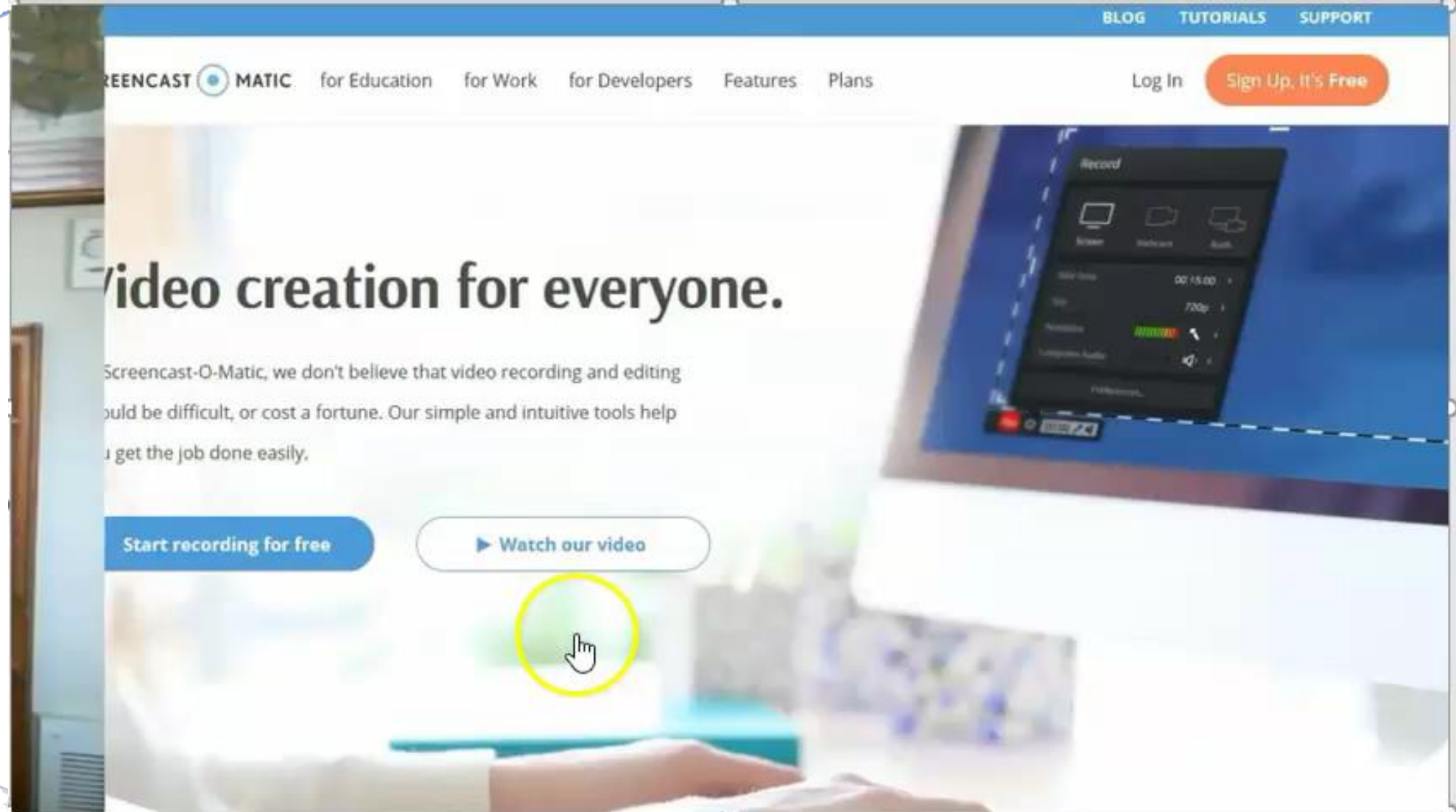
Type here to search

Desktop

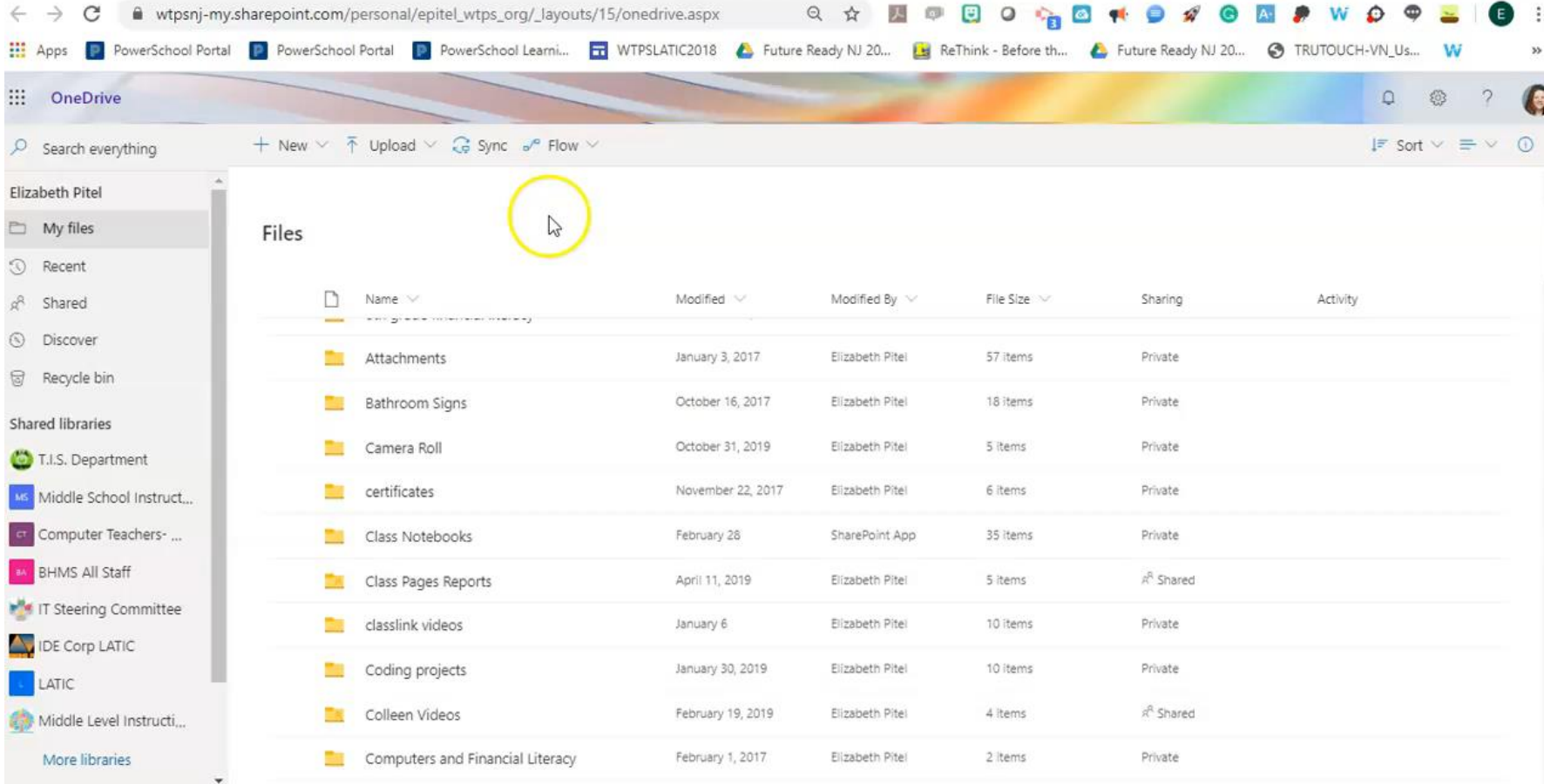
1:59 PM 3/10/2020

The image shows the Microsoft Office 365 web interface. The PowerPoint icon is highlighted with a yellow circle in the 'Start new' section. The Windows taskbar at the bottom also has the PowerPoint icon highlighted with a yellow circle. The interface includes a search bar, a 'Good afternoon' greeting, and various app tiles for Office products and services. A 'Reminders' panel on the right shows a reminder for 'Whalen CTE'. The 'Recommended' section displays recent documents and updates. The Windows taskbar shows the system clock as 1:59 PM on 3/10/2020.

Create a Screencast-o-matic Video



Sharing a OneDrive Folder



The screenshot shows the OneDrive web interface for Elizabeth Pitel. The left sidebar lists 'My files' and 'Shared libraries'. The main area displays a table of files and folders. A yellow circle highlights the 'Files' section header.

Name	Modified	Modified By	File Size	Sharing	Activity
Attachments	January 3, 2017	Elizabeth Pitel	57 items	Private	
Bathroom Signs	October 16, 2017	Elizabeth Pitel	18 items	Private	
Camera Roll	October 31, 2019	Elizabeth Pitel	5 items	Private	
certificates	November 22, 2017	Elizabeth Pitel	6 items	Private	
Class Notebooks	February 28	SharePoint App	35 items	Private	
Class Pages Reports	April 11, 2019	Elizabeth Pitel	5 items	Shared	
classlink videos	January 6	Elizabeth Pitel	10 items	Private	
Coding projects	January 30, 2019	Elizabeth Pitel	10 items	Private	
Colleen Videos	February 19, 2019	Elizabeth Pitel	4 items	Shared	
Computers and Financial Literacy	February 1, 2017	Elizabeth Pitel	2 items	Private	



Creating and Using Threaded Discussions

The screenshot shows a web browser window with multiple tabs. The active tab is 'wtps.learning.powerschool.com/pitelclasses/period7/cms_page/view/50288914'. The browser's address bar and tabs are visible at the top. Below the browser window, the 'Unified Classroom' interface is displayed. The header bar is dark blue with the 'Unified Classroom' logo on the left and a dropdown menu showing '7(D) Computer and Financial...'. A notification box in the center of the header says 'Sample Discussions has been published.' Below the header, there is a navigation bar with 'Pages', 'Calendar', 'Activities', and 'Grades'. The 'Pages' tab is selected, and a sidebar on the left lists various page types: 'Add Page', 'Learning Targets and Daily Goals', 'Discussion', 'PSA- Online Safety', 'Coding', and 'Sample Discussions'. The main content area is titled 'Sample Discussions' and features a '+ Add Content Block' button. Below this button, there are two large grey boxes with the text 'Click the "Add Content Block" button to get started.' The interface is clean and modern, with a dark blue header and a light grey main content area.

[Visit this link for the how to in Schoology](#)



Next...

- Want to join a live Teams session?
 - Give your name to the question taker
 - I'll start a new session on Teams with you all
- Want to work on your own?
 - Use these resources to help you
 - Reach out with follow up questions

