

Ultimate Guide To Teaching Online



INTRODUCTION

The world we live in as educators has very suddenly turned digital and the “new normal” expectation is that you, as a teacher, are able to run a course entirely online with no physical contact with your students.

For millions of worried parents and students, teachers are the bridge between what used to be true and what is happening now. In this high anxiety moment, you are probably rapid-cycling through the many roles you fill in the lives of the children in their care — educator, counselor, parent, nurse, mentor or coach. Not only that, you’re doing it online, without traditional settings and comfort zones. It is now the task of teachers to develop e-learning for their students. While the concept is not new, the ways and means to do it effectively are, and this means that teachers have to overcome their own concerns and focus on the strengths of the medium. It must feel as though you’re lost at sea without radio contact and a dangerous wind at your back. While we can’t change the direction of the wind, we can help you find your place on the map of this new normal and adjust your sails to reach the destination.

This guide was made to help teachers make an impact in their classrooms using online education and give them tips and tricks that can be used to set up and operate a dynamic and engaging online classroom.



Learning Outcomes and Objectives

You will gain knowledge and thorough understanding of the following content:

- The New “Normal”
- Using Online Media
- Creating Engaging Material
- Small Group Exercises
- Do’s and Don’ts
- Tips from Experts



THE NEW "NORMAL"

Teaching is rapidly moving online, on an untested and unprecedented scale. Despite their best intentions, a large number of districts do not have the infrastructure for online learning, making the scramble pronounced.

Student assessments are also moving online, with a lot of trial and error and uncertainty for everyone and many assessments have simply been cancelled. These interruptions affect students in the short-term and can have long-term implications for their careers if the knowledge gap can't be filled.

Let's focus on what is currently before us:

a state of flux that is widely being termed the New Normal. What are its implications for teachers?

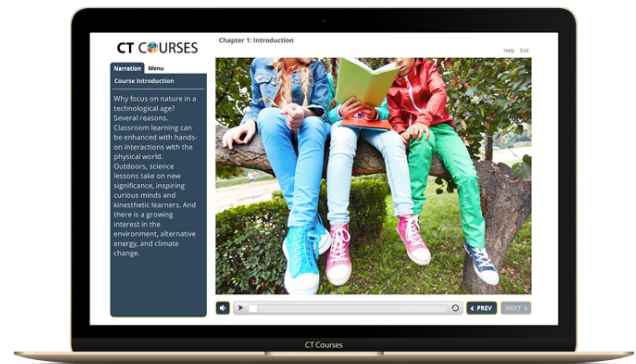
You need to be proactive in talking to your students.

All students are different and will have varying reactions to the rapid change that has come about. Since you are such a strong anchor for most of them, what you say, what you ask, and how you respond are of critical importance.

Take that first step.

If you're not already tech-savvy, there are some basics you should get acquainted with. If your district has an online Learning Management System (LMS), you will be expected to know how to:

- Set up an online class
- Integrate synchronous and asynchronous methods into your class



- Condense information into a new format
- Display media or online content
- Record lectures for students with irregular schedules
- Devise online versus written assessments and exams



USING ONLINE MEDIA

Many teachers are now trying to understand the ins-and-outs of distance learning for the first time. Some have more experience, and others already use distance learning over an LMS (Learning Management System) provided by their districts or schools.

Whether you are new to online learning or have a tremendous amount of experience, here are few small things you can implement into your online classrooms right away – we'll call this a Minimum Viable Distance Learning Approach.

- Send students clear, bulleted email with things to do and resources
- Include times when they can call you or otherwise connect
- Suggest benchmarks, but don't require
- Collect work via email, save into folders



NOTE: If you are struggling to hold your students' attention in class, "You'll want to think about shortening that experience. Try putting a video on YouTube and share the link, or use a service that manages streaming.

Use online resources to supplement lecture

It is unrealistic to expect that you, on your own, will produce a semester's worth of high quality videos. You can use pre-developed resources

available online and provide students with clickable links.

Create Group spaces

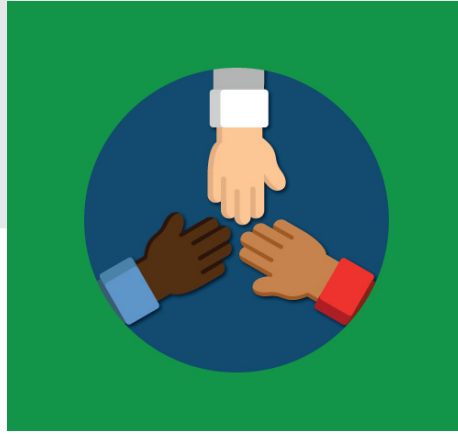
You can set up online group spaces for small groups of students and ask them to support and consult with one another. Post a couple of questions to help students break the ice and start conversation. Encourage students to use the communication tools they prefer.

Include Interactive Learning Activities

Tools such as Nearpod and Edpuzzle allow teachers to create instructional materials that students can respond to, and the tools actually collect data and send reports to teachers if they have set up classes in the tool.

Nearpod is a tool that allows teachers to embed quizzes, games, questions, and surveys into a presentation that students respond to as they go through it. **Edpuzzle** is a tool that allows a teacher to edit any video - self-created or from Youtube.





Do's and Don'ts

In closing, here are some tips on what to do and what to avoid as you are navigating the online teaching experience:

- In open discussion forums you may find that people who don't speak up in class may have more to say.
- Things you think are obvious, won't be. If something can be misinterpreted, it will be. So if you can run things by critical readers, do so. If not, add in layers of explanation and be ready to clarify.
- A distant, aloof air in the classroom may be acceptable, but seems even more cold and remote online. Be friendly!
- Structure different types of activity and engagement. "Read this for two hours and then watch this for an hour" is hard going.
- Encourage peer to peer interaction, but you will need to monitor this if in public forums. Things can flare up quickly online.
- Don't try to just replicate the lecture course (if you have time), think about what the new medium affords you – asynchronous discussion, different resources you can draw upon, a range of tools, etc

If you found this guide helpful, check out the additional resources and self-paced distance learning courses that we offer to help educators learn new classroom skills, understand learning styles, keep up their credentials and ultimately move up the pay-scale.