



TIPS FOR TEACHING VIRTUALLY

Making the transition to online teaching can be overwhelming. We put together some tips to help make the leap to virtual teaching as successful as possible for both you and your students.

- 1. Set up your digital classroom rules:** Send communications to students and parents that outline the rules for online learning. Asking questions will help guide learning as well. Ex. Where is your learning space? Who is helping you at home? Do you need extra time to complete tasks and assignments?
- 2. Begin each day with a digital morning message:** This direct communication will help students stay connected to you and their classroom. You might email this to parents or post it to a shared school or classroom chat space.
- 3. Expectations:** Just as you would in the classroom, be transparent about your expectations—for both virtual learning and academic expectations. Provide frequent feedback and comments on assignments.
- 4. Keep your students motivated and energized:** Try to come up with 2-3 energizing activities or “brain breaks” each day.
- 5. Simplicity is key:** It is critical to design distance learning experiences that have clear instructions and resources. It is a good idea, when possible, to provide resources such as PDFs that students can always access.
- 6. Student (and teacher) Connections:** Now more than ever, students will be missing the human connection component of a regular school day. Find creative ways to keep students feeling connected to one another by having them engage with each other online.
- 7. Use multiple methods to communicate with your students and their families:** Post your announcements in various places to make sure students and parents don’t miss vital information. Put it on your school platform, email it, text it, set reminders in group chats. It is also essential to ensure that students and families have multiple ways to communicate with you. Provide your email and phone number with each communication. It is also a good idea to set clear “office hours.” Students need to know when and where they can go to get support as they work remotely.
- 8. Take care of yourself:** Remember, this is a challenge for everyone. You are learning how to use online learning platforms as a teacher just as your class is learning how to use them as students. Schedule time for yourself to reflect on how things are going. Remember, things will probably not be perfect. Go easy on yourself!