DEVELOPING AN EFFECTIVE ONLINE LEARNING PLAN

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Customer Success Manager
This webinar is for you:

1. If you must implement **remote learning ASAP** and need actionable guidance
2. If you’re researching how to implement remote learning as a sustainable educational environment and wish to better understand key success factors

By the end of this webinar, you will:

1. Have a set of steps to follow for establishing a remote learning plan
2. Have a set of actions to execute to successfully create a remote learning environment
3. Learn key remote learning success factors from two itslearning customers
4. Gain access to a remote learning resource
Knowing is not enough. We must apply.  
Being willing is not enough. We must do.
Plans to Make  +  Actions to Take
Plans to Make

1. Technology/Access
2. Curriculum & Instruction
3. Expectations & Communication
Do students have access at home or on a device?
Identify and address students who do not have access at home or on a device.
What is your technology/access troubleshooting plan?
○ Delivery of instruction should be consistent within levels - elementary, secondary, higher ed, etc.

○ Lessons should be relatively short and content chunked.

○ Lessons should be inviting and as engaging as possible - video, interactivity, sound, etc.

○ Lessons should foster cooperation and collaboration.
Online Learning for Extended School Closings Checklist

This is a sample checklist for completion of online learning days when schools are closed. If using the planner in itslearning, post a lesson titled School Closure Lesson for "Date School Missed"—(For Example, School Closure Lesson for 3/19/2020).

- Lesson is posted in the itslearning course planner by the start of a normal school day
- In that lesson in the planner, I have done each of the following...
- For Date, selected the date school is being missed
- For Description, provided details about the lesson
- For Homework, entered anything that must be submitted
- Under Resources and Activities, I have linked any files, assignments, tests, discussions, etc. needed for the lesson
- I have notified parents to let them know the lesson is posted in itslearning and how to contact me (Outlook email, itslearning email, etc.) during office hours. (Sent message through itslearning, emailed from Outlook, or sent a Remind 101 notice.)
- I have posted office hours showing my availability. (We recommend adding this in an Announcement on the Course Page of your Course.)
Expectations & Communication

- Expectations for teachers
- Expectations for students
- Expectations for parents and guardians
- Expectations for community members (if any are involved)
- Everyone involved needs to know what is happening at all times!
# Your Team

<table>
<thead>
<tr>
<th>Central Authority/District</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Technology Representative</td>
<td>➢ Principal/Headmaster</td>
</tr>
<tr>
<td>➢ Instructional Technology Representative</td>
<td>➢ Assistant Principal/Headmaster</td>
</tr>
<tr>
<td>➢ Curriculum &amp; Instruction Representative</td>
<td>➢ Data/Attendance Clerk</td>
</tr>
<tr>
<td>➢ Student Support Representative</td>
<td>➢ Counselor</td>
</tr>
<tr>
<td>➢ Student Information System Representative</td>
<td>➢ Department Heads/Grade Level Chairs</td>
</tr>
<tr>
<td>➢ PR/Communications Representative</td>
<td>➢ Media Specialist</td>
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Actions to Take

1. Centrally
2. By School
3. By Role
### Central Actions

- Convene your team
- Create documentation explaining the three pieces of the plan
- Ensure all stakeholders have clear expectations
- Ensure training documentation - video and hard copy is available

### School Actions

- Convene your team
- Use as-is or modify central/district plan documentation for your building/school
- Ensure all stakeholders have clear expectations
- Ensure training documentation - video and hard copy is available
## Actions by Role

<table>
<thead>
<tr>
<th>Admins</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Ensure there is clear communication to staff, students and parents on expectations of e-learning days</td>
<td>○ Access LMS daily</td>
</tr>
<tr>
<td>○ Support teachers and students in online teaching and learning</td>
<td>○ Complete all work on time and satisfactorily</td>
</tr>
<tr>
<td>○ itslearning admins: contact your local support or reach out to us on support.itslearning.com</td>
<td>○ Communicate with the teacher when any issues arise</td>
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<tr>
<td>-----------------------------------------------------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>Teachers/Lecturers</td>
<td>Guardians/Parents/Mentors</td>
</tr>
<tr>
<td>○ Create lessons based on expectations for e-learning days</td>
<td>○ Monitor student work</td>
</tr>
<tr>
<td>○ Hold consistent office hours</td>
<td>○ Communicate with teacher/lecturer if necessary</td>
</tr>
<tr>
<td>○ Use meeting/conference/discussion tools to stay engaged with students</td>
<td></td>
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<tr>
<td>○ Encourage group projects to ensure connectedness</td>
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<tr>
<td>○ Provide timely feedback</td>
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Test Drive

• Plan at least ½ day where you stage a “mock” online learning day

• If time is a factor, conduct at least a period or instructional segment where students can practice their online learning protocols.

• During the trial:
  ◦ Test ability for all to login
  ◦ Ensure students can see content
  ◦ Address any student questions
  ◦ Provide confidence and a level of comfort that it is business as usual
Lessons from itslearning Customers
Implemented remote learning due to school closures caused by snow/ice.

Consistent use of itslearning throughout the school year. For Forsyth, that was using the planner.

Identify and address students who don’t have connectivity at their home. Depending on the scenario, how one handles this will differ.

Don’t try out a new learning platform on an online learning day. For example, don’t send students to Padlet if they have never used it before an online learning day. Use what they are comfortable with.

Try a “mock” online learning day during the school year prior to any actual event.

District Snapshot

Cumming, Georgia, USA
46,000+ students
7th largest of 180 state districts
37 schools
Held remote learning due to extreme flooding in April 2018

Zaid’s Story

https://youtu.be/-uZg41zzQJw

District Snapshot

Columbus, Indiana, USA
11,500 students
18 schools
Deployed itslearning in 2015
Resources: Thanks to BCSC!

Website for parents, students, families

E-Lesson Training Slide Deck

Staff Website

Sample Login Document for Students
Plan

- Get your Starter Kit: https://itslearning.com/global/be-prepared/
- Understand technology access situation and make accommodations
- Modify instruction accordingly
- Establish expectations and communication plan

Act

- Centrally: Set expectations, learn from others, test run, take corrective action
- By School: Understand roles, modify plan as needed
- Teachers: Develop and conduct quality e-learning experiences
- Students: Access system daily, complete assignments, communicate with teachers
- Parents: Support students/teachers
- itslearning Admins: CONTACT US (support.itslearning.com)
THANK YOU

Questions?