The itslearning digital school

Preparing for any school closure

We know that as educators you are well prepared for all eventualities. But the scale of the COVID-19 coronavirus outbreak is something we have not encountered before.

Fortunately, learning does not have to be interrupted in the event that your school is affected by a long period of shutdown. You can continue to maintain classroom momentum, and keep students focused and motivated with itslearning. Schools that have successfully used itslearning to plan and teach lessons online during this global outbreak include LanguageOne in China and Singapore - two of the countries worst affected.

To help you get started, we've put together this simple guide for setting up your digital school.

3 initial steps

With itslearning, you have everything you need at your fingertips. All learning activities can be conducted virtually using our platform. No extra software or preparation is needed.

What you need to do as an administrator:

1. Get all teachers and students to download the itslearning app. It will make it easier for students to get information and communicate directly with your school. You can find the app in the App Store and Google Play.

2. Get staff members involved and have a clear procedure for e-learning at your school. Provide access or concessions for students who don't have mobile devices or internet access at home. Initiate a digital staffroom with open communication channels. You can use the Course and Resources function for this, along with the Calendar. It is also possible to organize staff into groups. You can create an unlimited number of groups, and all groups can have one or more subgroups.

3. Ensure that 360° Reports have been activated. This will help teachers keep track of learning when students are confined to their homes.

If you need any assistance, please reach out to your itslearning support team: support.global@itslearning.com

5 simple follow-up steps
for your digital school:

1. **Use mass messaging** to immediately alert staff, students and parents of the school shutdown. You can reach very large groups with the itslearning mass messaging feature.

2. **Use the Planner** as the central hub for maintaining regular lessons. With the Planner you can create detailed plans for any specific period of time. You can connect learning objectives along with activities, such as assignments, discussions, and tests – and resources, such as folders, files, links, and notes. Connect dates to your plans so you can automatically activate plans by setting a start date. You can copy the plans to other courses and you can share it with other teachers. Students will see the plan on their course homepage when they log in to itslearning giving them an easy to follow, structured sequence of lessons.

3. **You can record audio and video directly into the page** to provide instruction, feedback and support. You can also encourage students to work in teams by assigning group work through the Assignments feature. Activate the plagiarism tool to prevent cheating. Working from home also encourages students to learn time management skills.

4. Students, even young ones, are just as concerned as adults, and talking about it at the playground. **Our Library is full of useful resources about the coronavirus.** Use them as a teaching tool to allay fears or create your own resources and share them with the itslearning community via the Library.

5. **Monitor student progress and engagement through the 360° Reports.** These in-depth, real-time, visual infographics show how well each student is engaging and progressing so teachers can refine and better plan courses.

Being away from school is hard for students, but online communication tools have made it easier to stay in touch. Because itslearning is committed to protecting your data and is GDPR compliant, they can continue to message one another safely via itslearning.

Checklist

1   Download the itslearning app ([Google Play](#) - [App Store](#)) ☐

2   Develop an e-learning plan if your school needs to be closed ☐

3   Provide detailed instructions to parents and students ☐

4   Create a central hub for all lesson plans and learning materials ☐

5   Ensure open communication channels ☐

6   Complete a dry run of your process with key stakeholders ☐

About itslearning

We make a learning platform that's designed for teachers. Since 1999, we've built technology that elevates teaching and helps students realize their potential. Based in Bergen, Norway and Boston, MA, we serve millions of people around the world.

To learn more about itslearning visit **itslearning.com**