**GUIDE TO TEACHING AT HOME**

**ONLINE LEARNING AT BALMORAL**

We are preparing an on-line learning environment that allows teachers and students to communicate, interact, collaborate and explain ideas.

**TIPS TO SUCCESS**

**Plan Your Classes**

As your students are not physically in front of you, planning is essential for an online classroom environment.

**Prepare and master technology**

Teaching online requires a certain technical finesse. Use the time we have to master the online platform tools we are using at Balmoral. There are many options aside from the school’s platform; to reduce the cognitive load for our students, *only use* OneNote and eLearn to collaborate with students. Becoming proficient with these tools will enable your online classrooms to operate effectively.

**Set up an adequate working environment**

The next challenge is working remotely. Without the perfect environment and self-discipline, teaching from home may be difficult. With a degree of forward planning, this can be avoided. Firstly, [set up a workspace](https://www.tablet2cases.com/pages/the-essentials-of-telecommuting). If possible, this space should be intended for work only. You will want this space to be friendly and inviting, but also to encourage productive work behaviour, relatively free of distraction. Natural lighting and an ergonomic chair can go a long way in setting up your ideal work environment. (Consider tax deduction expenses in relation to purchases for your home office.)

**Innovate and stimulate discussions**

Online classrooms operate very differently to traditional classrooms in terms of socio-emotional dynamics. These classrooms have the potential to feel both cold and mechanical. Establishing a welcoming, engaging tone, before initiating and encouraging discussions, can go a long way in terms of how your students feel. Encourage participation, much like you would in class. There are a variety of ways you can encourage participation from discussions to posting clips, to assigning reading material, to monitoring progress. Student involvement through planned, robust, structured discussions for example, gets your students working with the material in ways that they may not be able to achieve on their own. This allows your students to get more out of your class.

**Communicate regularly**

Maintain a consistent online presence. Communication is essential in the online classroom environment. If necessary, introduce yourself and give your students to also introduce themselves. Bring the normal warmth, humanity and good humour of conversations typical of your physical classroom - into your online classes. Make sure your students know the best methods and times to contact you. Try to ease feelings of isolation by answering questions in a timely manner and providing plenty of instruction and feedback.

**Motivate your students**

Everyone learns differently - motivation plays a big part in the learning process. While some students are self-motivated, in that learning something new is all the motivation they may need, some students may not be. Your goal is to find ways to help your students get the most out of your class without the benefits a physical presence brings.

**Ask for help and feedback**

Your students can provide you with valuable feedback that can help move your class forward. Their experiences can help them inform you about the positives and negatives of your overall online classroom. Besides your students, also seek out and connect with other staff to share valuable anecdotal experiences.

**BALMORAL SHS EXPECTATIONS**

* Lessons are to be outlined to students **via DayMAP** (only). This will be in line with your timetable.
* Set lesson goals, and indicators of success for each lesson (as per normal teaching & learning expectations).
* Each class is to have at least 1 (one) collaborative learning event per week conducted within the subject’s regular timetabled lesson. It is not expected this would run for the full 70mins; however, this could provide: the *I do* & *We do* phase of the lesson, feedback on student work, answering questions and explaining work.
* Students will require a minimum of 24hrs notice to participate in ‘live’ events and to complete work set in each lesson.
* Online lessons attendance: the roll is marked via DayMap code as epr normal, using the code “OO”.
* Check school email and Day Map staff notices each morning and afternoon, Monday to Friday.
* Provide work that approaches regular: learning timeframes, associated tasks and study time.
* Provide regular check-in opportunities for students, and be available during regular school hours, where possible. Reinforce continued access to online learning with positive feedback.
* Respond to communication from students and parents within 48 hours, Monday to Friday. Please ‘cc’ the HOD in any communications if related to missed assessment. They will be able to support you and the student to meet required deadlines.
* Ensure that you ‘cc’ you HOD into communications which are related to late submission of assessment or non-completion of work. As per normal school procedures such communications will need to recorded on OneSchool.



<https://www.youtube.com/watch?v=kSgFVHSgcmg&list=PLruumXJIT4qDOpP-VoX8AQEX2T9rjIJe8>

**WEEKLY ROUTINE**

The arrangements below are designed to keep our school community connected during work-at-home periods. They support our teamwork, clarify key communication channels and provide predictability to allow those working at home to plan their day. Central to all this is the wellbeing of our staff.

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| --- | --- | --- | --- | --- |
| **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY**  |
| **STAFF BRIEFING****8.30am*****15 minute eLearn*** (will be recorded)  Attendees: All staff * Check-in with all staff
* update from Pr, DP’s
* week ahead
 | **EXECUTIVE LEADERSHIP TEAM****10AM*****45-minute Skype Meeting***Attendees: Pr, BM, DPs & GO **Agenda** to include:* Wellbeing Check-in – self and other staff
* Update from Pr.
* Flagging issues and solutions
* Planning ensuing Communications.
 | *Slots are available for other meetings that arise. In the meantime, everyone continues on their urgent, operational or strategic projects, as per each team’s planning* | **STUDENT SUPPORT MEETING** **9AM** ***45min Skype Meeting***Chaired by GO Attendees: Pr, DP’s, GO(s), HOD Inclusive Ed, School Nurse, Chaplain, SBAgenda as required  | **EXECUTIVE LEADERSHIP TEAM****9AM*****45-minute Skype*** Attendees: Pr, BM, DPs & GOAgenda \*same as Tuesdays’ meeting  |
| **YEAR LEVEL COORDINATORS MEETING****1PM** ***45-minute Skype*** Attendees: DPs, YLC, HOD SS HOD JS  |
| *Slots are available for other meetings that arise. In the meantime, everyone continues on their urgent, operational or strategic projects, as per each team’s planning* | **FACULTY MEETINGS****2:45PM*****30-minute eLearn meeting***Chaired by HOD **Agenda**:* Wellbeing Check-in
* Update from the HOD/BM
* Check that key communications from the school, DOE, QCAA, etc. have been received and understood
* Updates from teachers/team members
* Flagging of issues for the faculty/team itself, or the Executive, including any potential solutions
* Celebrations and Funny Moments
 | **LEADERSHIP TEAM MEETING****2PM*****A 60-minute Skype*** Attendees: Pr, DPs, HODs, BM**Agenda** to include:* Wellbeing Check-in
* Update from Pr. re key DOE, QCAA messages
* HODs and BM report individually re teams
* Flagging issues
* Planning ensuing Communications
* Celebrations and Achievements
 | **RANDOM ACTS OF KINDNESS*****Everyone on staff:*** Think of something nice you can say or do, for one of your colleagues… especially someone who may not be in your immediate faculty/team!Be specific in your positive feedback e.g. Rather than “You are doing a great job, Sam”, more so “You are doing a great job, Sam, because you are….”Remember offers of help may be as simple as “Here’s a great resource I have found on-line”… or just listening |
| **ONE-ONE WELLBEING CHECK-INS*****Individual conversations to be had between HODs/BM and each of their teachers/team members***Wherever possible, these conversations should be by phone or Skype. Please include:* Wellbeing
* Workflow – done/to do
* Any support need
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**IT SUPPORT**

With Skype for business, you can share your desktop with IT while at school or at home.

This allows us to quickly identify any issues. (During business hours only.

How to open Skype for Business

1. Search for Skype For business from the start menu.



1. Type in your school email address to login
2. You should now be logged into skype.

Share your screen

1. Type in the name of the person you want to contact



1. Double click them
2. Right click the screen icon and select “Present Desktop”



1. Click the desktop you wish to display and then click Present
2. Click Present (if it is greyed out, you may need to click the image of your desktop)
3. You will be reminded to close any personal information of staff or students. Then click OK

Your desktop should now be shared with that user.