

Quick Guide for On-line Synchronous Learning

To get ready, the teacher should

- Create and review what students should know and be able to do while participating in a synchronous classroom environment.
 - Best Practices and Expectations for Students
- Determine the best platform for your course and tailor for content and establish the management system (i.e. automated emails, teacher alert)
- Create separate environments (rooms) for each class
- Import content into the LMS (Google Classroom, Canvas...). Update the following:
 - Syllabus and Standards
 - Course Outcomes and Expectations
 - Meeting Structures and Expectations
 - Calendar
 - Modules
 - Assignment pages
 - Gradebook Link
 - Personal Notifications
 - Resource Links
 - Hide select class materials from student view where needed
 - Review & revise online course and publish
 - Send a welcome letter to students

First meeting

- Record your live introduction to the way that the class will operate in an on-line environment
- Post "personal introduction" to how the class will operate for reference by students later

Each meeting subsequent

- Summarize students' postings
- Contact students who haven't accessed the course
- Monitor class discussions
- Monitor student submissions and emails
- Post an end-of-class announcement regarding any assignment or between meeting work needed

Weekly

- Post weekly announcement with the agenda for the upcoming week on or before Sunday at 6PM
- Grade assignments and give written or video feedback to students
- Hold office hours for students who are doing APEX work in addition to the synchronous meetings
- Update the class calendar
- Remind students to print/download any work that they would like to keep