

# HWDSB

## Guiding Principles and Tips to Engage in Virtual Learning *for Educators*

### Set Clear Objectives and Learning Goals

- Communicate the learning goal at the onset of lesson in written form and audio/video
- Wrap up the online learning time with an exit card or another form of descriptive feedback to refine or rethink future learning opportunities
- Have students reflect on learning goals and revisit at each learning session

### Create a Social and Collaborative Environment

- Begin with a team building activity or an icebreaker
- Use chat functions, GIFs, videos, audio recordings, and pictures
- Create opportunities for ALL voices to be heard, check in with those who choose not to participate

### Guiding Principles for Educators

*This is new to many educators, these principles will slowly be put into place over the coming weeks.*

- ☐ Set a schedule and send reminders before online learning begins
- ☐ Ensure all students are logged in and muted
- ☐ While waiting for participants to join, provide status updates and time warnings. E.g. Waiting for 2 more. We will begin in 3 minutes.
- ☐ Test technology and ask for feedback. E.g. "thumbs up", and ensure everyone has access using accessibility features such as captions, video, translation
- ☐ Do not exceed the recommended time by the [Ministry](#) for online learning
- ☐ Facilitate and monitor student discussion throughout the learning using the chat function or audio/video responses
- ☐ Consider use of a "parking lot" or some way to capture questions and feedback that can be addressed at a later time
- ☐ Recognize and anticipate students may be using different devices (phones, tablets and/or desktops). Consider the differences in functionality and how to problem solve
- ☐ Stay flexible with your pacing-chunk content into smaller pieces
- ☐ Create small groups for more precise learning

### Be Culturally Responsive

- Design tasks and learning opportunities that integrate the home environment and family involvement
- Consider using artifacts and scenarios from the students' lived experiences into learning opportunities

### Allow for Student Voice and Choice

- Ask students what they want to learn about and how they learn best in the online world
- Give students choice on how they wish to demonstrate understanding (video, audio, written, or a combination)

### Virtual Education in HWDSB: Norms and Learning Environment

curiosity

creativity

possibility