



Teacher Tips for a **SUCCESSFUL** Virtual Classroom

- Conduct a "Virtual Classroom" tour of your educational platform.
- Teach your students to use all the apps or software you will use to deliver your instruction (Word, Docs, PPT, Slides, etc.).
- Start small. Try small group sessions first before large group sessions.
- Flip your classroom, post lesson videos followed by live meets to practice or discuss the lesson video.
- Practice your sessions before going live and play around with your chosen platform so you get to know the ins and outs.

GETTING STARTED

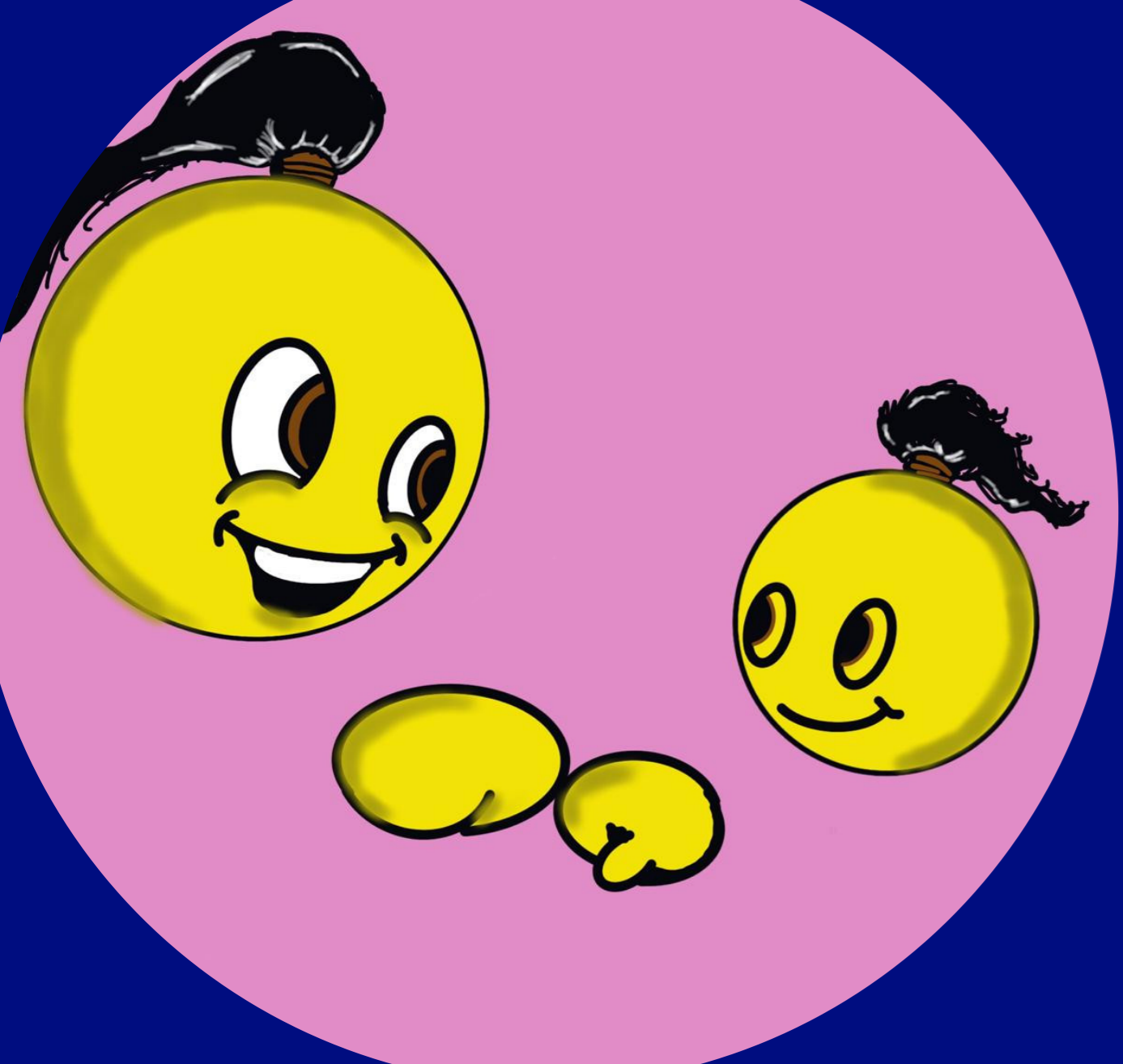
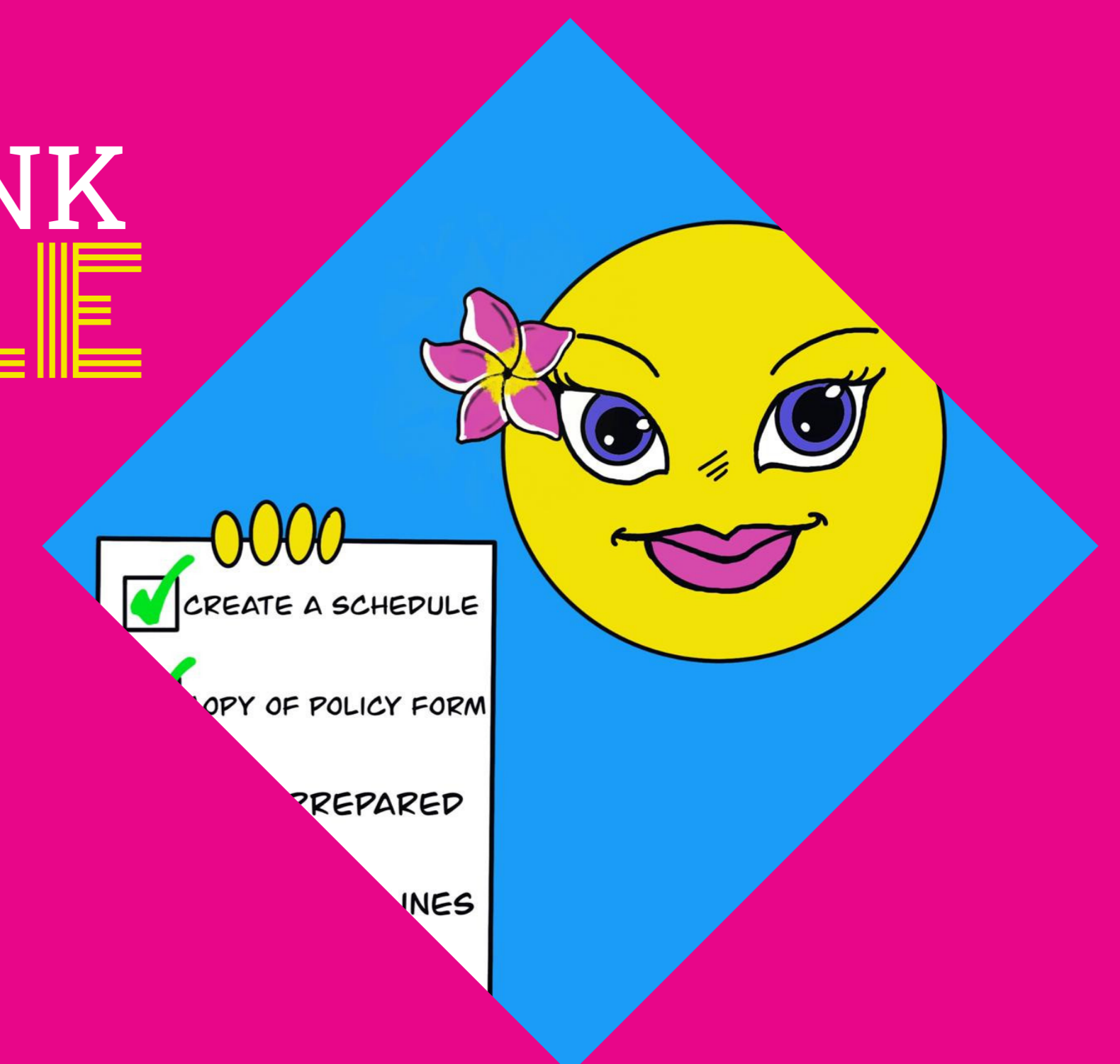


THINK SAFETY

- Be sure to have a signed Acceptable Technology Use Policy on file for each student.
- Lock controls in your virtual classroom.
- Respect student privacy. Recording or posting of student photos, videos and information should only be done for instructional purposes and not posted to social media.
- Utilize reputable educational sites.
- Consider using public chat sites linked to your GDOE account or one that does not share your personal information (Google Chat, Remind, Class Dojo).

- Be prepared with all materials needed for live sessions.
- Check email daily and respond to parent and student emails within 48 hours.
- Have office hours for students and parents to contact you.
- Create engaging and interactive presentations, plan out the interaction points and ask more questions than you would in a face-to-face class.

THINK RESPONSIBLE

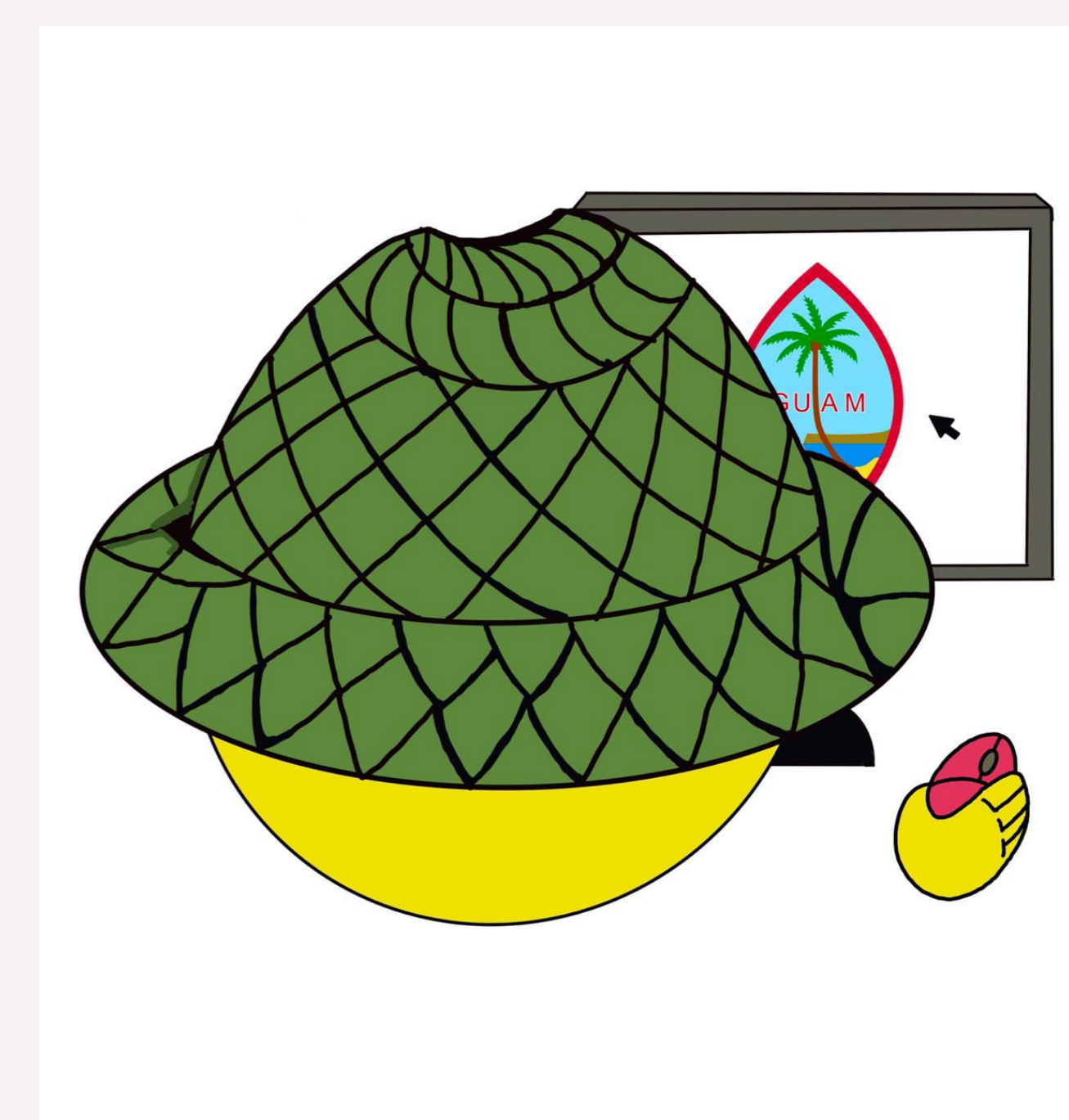


THINK RESPECT

- Be on time for virtual sessions and stay on track during sessions.
- Dress and behave appropriately.
- Set up virtual classroom procedures and expectations.
- Provide "brain breaks" for students.
- Utilize engaging age appropriate lesson plans that take into consideration students' attention spans

- Be sure your laptop is fully charged.
- Have reliable internet connectivity, consider using hardwire instead of wifi.
- Do a test run before presenting new things to work out bugs.
- Have sites and other needed media ready to go before starting virtual lessons.
- VET your sites and video sources before sharing it with students.

THINK TECHNICAL



THINK SELF CARE

- Eat well, get lots of rest and exercise often.
- We are all still learning to transition knowledge and curriculum to an online platform, so **BE KIND TO YOURSELF**.
- Set boundaries and keep them.
- Stay connected with friends and family, near and far and reach out when you need to.
- Reflect, find the daily moments of joy and be sure to **LAUGH**.

