



HPSS E-Learning in Modules Best Practice Guide

At the start of the semester, each modules **must have:**

Google Classroom set up as the home base.

"I can't find all the work I need to do at the moment because one course uses hapara, one puts stuff in the drive, one uses google classroom sometimes and one uses nothing."

Learning Objectives in the 'about' section of your Google Classroom.

"About should only be for describing the course."

Rubric in the 'about' section of your Google Classroom.

Throughout the semester, each modules **must:**

Share Google Docs through Hapara.

"I don't like when teachers use google classroom as a way of sharing resources and docs with students, because they have to add a random due date that doesn't apply and it all gets confusing on the homework dashboard."

Set any deadlines for assignments, inquiries, etc. through Google Classroom.

"I like google classroom because it satisfies my need to have due dates, and provides the student with a dashboard showing all tasks and due dates."

Make the learning from class visible and clear so that students can catch up when they have been away.

"I like how with classroom I can look at what work I need to finish for the week - this is especially good if I'm at home sick."

When designing lessons/resources/tasks, each module **must:**

Display the learning objectives, resources, rubrics, etc.

"I like Hapara Workspace because of the different sections for resources, evidence, LOs etc."

Name Google Docs with an explicit, deliberate name that is easily identifiable through search and in folders.

"I don't like when teachers call documents 'template'. I have SO many documents called template and I don't know which is which in the search"

Use Workspace for differentiated lessons/tasks etc. with limited resources.

"I get frustrated and then I can't be bothered looking, it's just too hard."

Each module's online platform must aspire to **Innovate Engage Inspire**

Innovate through personalised learning:	Engage through powerful partnerships:	Inspire through deep challenge and inquiry:
Students can use multiple modes through which to access their learning.	Students can collaborate with and learn from other students in an inclusive environment	Students can easily find the rubric .
Students can easily navigate to find what they are looking for (even if they are a reluctant reader or technology user).	Parents and whanau are able to engage with students' learning through accessing resources, support, etc.	Students can easily find the learning objectives .
Students can find what to do if they missed a class.	Students are given opportunities to connect/collaborate with outside their class, eg. community, experts , etc.	Students can find resources to support and extend their learning.
Students are presented with choice about their learning that allows them to develop their interests, passions and strengths.	Students can see examples of good digital citizenship in action (maximising their learning through expanded opportunities provided in the digital space)	Students have access to resources in a way that is accessible, useful and enables deeper learning .