

Teacher's Virtual Learning Time Toolbox

Virtual Learning Time (VTL) has been a topic of discussion recently. Snow days, COVID-19, lack of substitute availability, or students missing extended periods of class are all causes for us to think about leveraging our technology more appropriately. Learning Management Systems (LMS) have been in place for some time now; grade books, content, lessons, and more are available to anyone who has the internet. Best practices in the classroom, especially 6-12, and out of the classroom show that learning isn't sitting in the seats of a classroom anymore, but extended outside of the classroom.

Having your content available helps break down barriers and excuses at home, too. Guardians have access to print, download, and/or look at the work their students should complete or be working on. The "I forgot it at school" excuse or the "I have everything done" excuse doesn't float as easily now because of the ability to check the LMS, teacher website, or even email the teacher.

Steps to get started:

1. What are the district's expectations of you?
 - a. A web presence needs to be created with each class represented. The depth of each class can be superficial at first, but know you will be asked to build on this, as it will be considered best practices moving forward.
 - b. Staff accountability requirements
 - i. **Ex:** Website content needs to be updated by 10am each day
 - ii. **Ex:** Staff are to respond to emails from students/parents by 3pm everyday
 - iii. **Ex:** Staff are to use WebEx/BlueJeans and set "office hours" (10am-11am, 1pm-3pm, 7pm-8pm)
2. Google Site Templates:
 - a. [School District Staff Website Template](#)
 - i. [Elementary School Website Template](#)
 - b. [Video on how to duplicate](#)
 - c. CESA 10 Video Support -
 - i. [Ensemble](#)
 - ii. [Other instructional help including Google Suite cheat sheets](#)
3. VLT Resources
 - a. Content resources are extremely abundant. Listing the opportunities here would be overwhelming, but if you're seeking ideas, here is a great resource: [Education Companies Offering Free Subscriptions due to School Closings](#); [Awesome STEM Resources from CESA 10 College and Career Readiness](#)