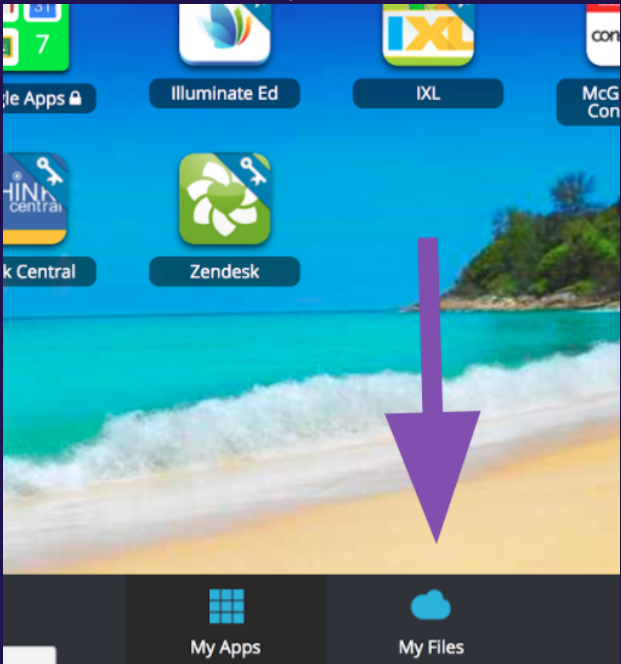
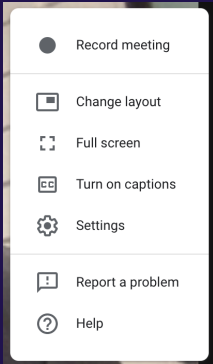
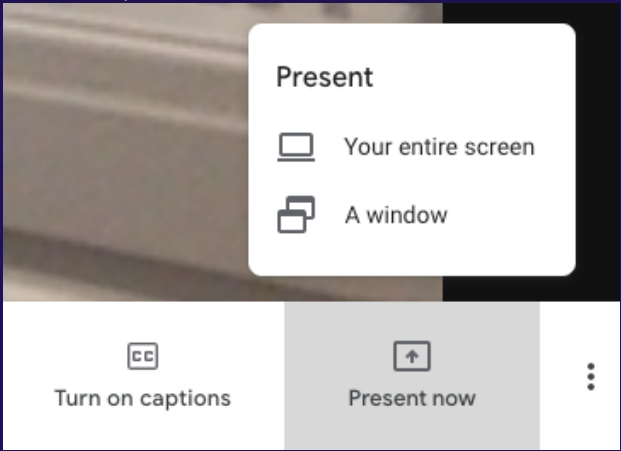


Online Classroom Quick Start Guide



Note to our friends at other schools and districts: You have permission to copy and use. Share back you if make this better: jl@lcsd.net

Tool	Benefit	How to use it
Google Classroom Tutorial	Our students are very familiar with Classroom, and can easily navigate the stream, receiving and submitting assignments.	In an online classroom, you can have class discussions in the Stream. Simply click "Share something with your class" to ask questions, distribute a video link, or share a link to a certain online resource. You can share from your Google Drive or attach images, pdf files, or other media.
Classlink	All student textbooks and apps are stored in one centralized location. Here are some of the apps that are available to your students. <u>Elementary:</u> RazKids Dreambox Course textbooks IXL Accelerated Reader Brainpop/Jr <u>7/8:</u> Course textbooks Typing Club Encyclopedia Britannica School ListenWise Code.org Illuminate for assessments <u>9-12:</u> Course textbooks Khan Academy Encyclopedia Britannica School	If your students need a refresher, or you're giving instructions to parents, here's a quick review. Go to classlink.lcsd.net Click "Sign in with Google" Apps and textbooks requiring passwords are likely already saved. <i>If a student needs help with a password, they can put in a tech ticket at help.lcsd.net and we'll get it sorted for them.</i> You can access your network (S:\) drive files FROM HOME with Classlink! Click the My Files icon at the bottom of your screen. 

Screencastify Tutorial	Your students know your style. A recording of your lesson or lecture can build on previous lessons or incorporate your own teaching strategies better than a video from Youtube. Record video of your own lessons to share with your students. Screencastify can record your webcam, your on-screen work, or both.	Many of us don't like to hear our voices, but a screencast can be a powerful tool in an online classroom. Jot down a few notes, be open to a few honest flubs, and record away! The video is shared to your Google Drive. Share the link with your students and you're good to go! (Feeling adventurous? Upload your video to Youtube to add it to a playlist, or add it to an EdPuzzle project. See below!) Simple option if you don't want to use Screencastify: use your phone's camera to record your videos, and upload to your Drive with the Google Drive App for your phone.
Google Hangouts Meet Tutorial Video Cheat Sheet	If you want to conduct your class live, with all your students able to watch you and ask questions and discuss content together, try Google Hangouts Meet. Currently, there is no limit to the number of students allowed to join a meeting. Consider pairing up with a colleague to team-teach a common lesson to all your classes. <i>We've just turned on the recording feature in Hangouts Meet. You can record your lesson in the "three dots" menu in the bottom right corner.</i> 	Start a Hangouts Meet by going to meet.google.com and clicking Start a New Meeting. When you start your meeting, you'll create a meeting link. Share the link with your students. You can broadcast your video from either your webcam or your computer screen and turn on Closed Captions. 
Zoom Tutorial on Starting a Zoom Meeting	Zoom is another option for sharing video. You can easily share your screen with your students, annotate/draw on the content, and students can raise their hands with questions. There is also a whiteboard. You can have up to 100 participants and meetings can last 40 minutes.	Visit zoom.us and hit the sign up button in the top right.
Youtube Tutorial to Share Videos Tutorial to Create and Share Playlists	The world of video is at your fingertips. You can find excellent media from scholarly sources or lessons from other educators.	Click the Share button below the bottom-right corner of the video to get a shareable link. Tip: with the Share button, you can also start the video at a desired time.
EdPuzzle Tutorial See it in action	If you want your students to watch videos, and also want to make sure that they're watching them (and that they're learning something!), use EdPuzzle.	EdPuzzle allows a teacher to create an assessment based on a Youtube video: at certain points, the student's video will pause, and a question that you've created will appear on screen. To move forward, the student has to answer the question.

Flipgrid Tutorial	This is a great tool to facilitate checking for understanding and students engaging in thinking about their learning through posting videos. <i>This is a great tool for our World Language courses and Performing Arts.</i>	Here are 30 other amazing ideas for using Flipgrid in multiple subjects. Once you create an account, explore the library to see what ideas other educators have. This is great for all grade levels.
Other ideas	Tips: Expect that running an online classroom may be bumpy. Let your students know that we're doing our best. Set online "office hours" when you'll be online and can answer questions. Choose: do you want one-to-one questions via your email, or is it best to share questions and answers in a shared space (like the Google Classroom Stream) so all can benefit from the questions? Use Google Forms for quick quizzes and checks-for-understanding. If you're not using Classroom, keep copies of all materials organized in a Google Drive folder that's shared to students as "View Only." This will make your life easier if anyone loses materials. This may be a stressful time for students and families. Allow ample time for submission of assignments. Contact the LCUSD tech team for support as you create and deliver online lessons.	Excellent video! The Flipped Class: Overcoming Common Hurdles How to Be a Better Online Teacher (for higher ed, but the ideas work for us too) Cornell University's Flipping the Classroom Center for Teaching Innovation Fun math activities: The Classroom Chef Hyperdocs: with a little bit of effort, this is an excellent resource for remote instruction. Start here with Lindsay Staley's guide, and find a HUGE selection of premade examples here. Lesson Frames and Templates (Can easily be repurposed for remote lessons. See your tech team for ideas.)

How to Prepare



Take a few moments in the coming days to make sure students have resources ready to go. Your LCUSD Tech Team will be on hand to help you get everything set up.

LOGISTICS

- ☐ Discuss with your students that online instruction may be in our future. Share your plans and your expectations with them. This is unknown territory for all of us, so we are learning as we are going.
 - ☐ Discuss how and when you can be contacted.
 - ☐ Discuss how assignments and participation will be graded. Describe your plans for how your online classroom will be run. Will you expect students to all meet online at the same time? Or will you be okay with asynchronous discussions?
 - ☐ What kind of learning evidence do you expect from them?
 - ☐ Taking a reading/learning quiz
 - ☐ Contributing to a discussion
 - ☐ Completing a project
 - ☐ Submitting work
 - ☐ Remind students to take home textbooks.

CLASSLINK

- ☐ Can your students log in to Classlink? (Have them bookmark the page: classlink.lcusd.net)
- ☐ Can you login to Classlink?
- ☐ Test out each app on the Classlink dashboard. Do all their/your saved passwords work?
 - ☐ Teachers: make sure that you can access the "My Files" section of Classlink if you have files stored on the Network (S:\) Drive.

GOOGLE CLASSROOM

- ☐ Set up a Google Classroom, if you don't have one yet. This can be done via Aeries. Ask us for help if needed!

NEW APPS AND RESOURCES

- ☐ Interested in using a new app like Screencastify or EdPuzzle? Try it out first with your students.
- ☐ Contact your grade level colleagues. Let's not reinvent the wheel: share resources and lesson plans with others so we can create more materials for our students.
- ☐ Start collecting any good videos on Youtube that might support your upcoming lessons.
- ☐ Demonstrate how to log in to and use Google Hangouts Meet.

Tech Check



TO DO THIS WEEK

- ☐ Make sure all students can login to their Google accounts (primary teachers, prepare accounts and passwords to send home with students)
- ☐ Test Classlink logins for both students and teachers
 - ☐ Test access to the apps in Classlink
- ☐ Test your online curriculum accounts if applicable.
 - ☐ [Elementary digital resource guide](#)
 - ☐ 7/8 Math in Focus, LC Math 1, 3, 4 Connect Ed, some World Languages, 12th grade English
- ☐ Choose a platform to deliver content
 - ☐ Create a Google Classroom or ensure all student have access to your current Google Classroom
 - ☐ Use your teacher website:
 - ☐ Test your login
 - ☐ Create a new page to support online learning
 - ☐ Create a PDF of materials and/or post a link to content.
- ☐ Test your mode of communicating with parents. Aeries Communication is a super easy way to send out emails to families.
 - ☐ [Here is the quick start guide](#)
- ☐ Find one thing you can test in the next couple of weeks in terms of an online lesson or experience. For example, test a Google Hangout or Zoom. Run a virtual lesson at school by mapping out all instructions on Google Classroom or your website.

Team Check

This is a heavy lift for many of us. Consider some ways to shoulder this work as a curriculum team. Here are some ideas to get this off the ground.

- ☐ Create a frame for how the lessons will work. What are the basic elements needed for the learning objective? For example, content or materials, check for understanding, then a form of assessment.
- ☐ Meet with your team and decide if dividing up the work is an option. Perhaps each person takes a day or for elementary, a subject.
- ☐ As you plan over the next week or so, examine your lesson plans and imagine what could transfer online and what would need major revisions. Have those conversations in your grade level meetings, PLCs, or department meetings.
- ☐ Invite Jamie, Lindsay, or David over for a chat about how to transfer your parts of your instruction online.

Tips for primary classrooms



Primary teachers are experts in communicating with parents. Leverage your current resources: Shutterfly, your classroom website, Aeries Communications... whatever works best. Here are some ideas that will help your students enjoy the benefits of your classroom at home.

Send lots of pictures! Take pictures of yourself and ask them to send pictures back to the class, if you'd like. Have project instructions? Include a lot of photos to use as examples.

Record greeting videos to talk about the activities, sign a song, or work through your daily classroom routines. This will be a great way to maintain a positive, upbeat connection with your students in case we're not able to come to school for a few days.

Read a book to the class, or encourage parents to read along with their students, and have the kids share updates from their stories.

Use the online resources included with your textbooks. Everyday Math has an online component, as do the science and ELA books. Much of your course content is available in your textbooks, but you can bring the content to life via email updates or video messages.

Need to scan paper? Use the [Adobe Scan](#) app (or the app of your choice) to create PDFs of worksheets.

Encourage students to play around the house and outside (and not to stare at too many screens). Many of our tech tools are screen-based, of course: Brainpop, RazKids, IXL, AR. Try to find a balance of assignments: some that can be completed online and others that can be done offline and turned in to you later.

Realize that child care may be a challenge for parents. Some parents will be able to help their children complete all their assignments and activities, while some students will not be as productive. We understand that this may be a stressful time for families, and that our schoolwork can be a positive outlet and distraction; however the children may not turn in certain assignments. Let's all do our best. We've got this!

Instructional Continuity



What we do every day:	How to apply that to an online class:
Connect with my students	Send encouraging notes and updates to students daily. Give feedback to class comments or submitted work to remind them that they're still a part of the class.
Make them feel connected and valuable	Online conversations can be tricky. Keep discussion positive and authentic. Share pictures or videos of yourself, if you're comfortable with that, or interesting news articles, a poem you wrote, picture you drew, a new song you like, or a funny Youtube video or meme. Keep building those relationships.
Acknowledge their contributions	This may be more challenging in an online setting, but be intentional about giving feedback when students contribute.
Find great instructional resources	This is the easy part. Share materials via Classroom, or just paste a bunch of links onto a Google Doc. With the recent textbook adoptions, many resources are now online for our elementary students, our math curriculum, and some World Language. Create a shared doc with your curriculum teams of the resources you find to support each other.
Prepare engaging lessons	This is the challenging part. Online classes may not have the excitement that live classrooms have, but you'll still be able to deliver your content, interact with your students, and check for understanding. What you choose to have the students do with the learning can amp up the engagement. Have fun with the assessments and checking for understanding.
Get to the heart of the content	Just like in emails, nuance can be lost. Share the goals or purpose of the lesson up front, and leave nothing to the imagination. Map out all steps the students need to take to complete the learning objectives. Think in terms of your sub planning. You can also make short video of the assignment directions to clarify the goals and students can rewatch as needed. Use Google Classroom or your website to lay out the lesson objectives, materials, and expectations.
Ask challenging questions	Sure, your students may be able to Google the answers when you're not looking. Our challenge is to ask questions that don't have such easy answers. Here is an article from Edutopia about asking challenging questions.
Check for understanding	Use tools like Google Forms to send out quick checks, quizzes, and exit tickets, and encourage students to send private questions to your lcsd.net email address. Do a 3,2,1 Check: What 3 things did you learn from this lesson? What 2 things do you want to learn more about? What question(s) do you have about this lesson?
Assess for learning	Assessment may be tricky. You can use tools like Illuminate or the Locked Google Forms tools, however, for higher-stakes exams, you may want to wait until students return to your classroom. Another idea is to have alternative assessments. How might you have them show their learning beyond an exam? How about having the students create a 10 question exam and finding two friends to take it? What about a Flipgrid video where the students share what was most important in the materials as if they were newscasters. Here are some other ideas for you to build on.