

From Paper to Digital

Digital Trolley Teacher Updated for Distance teaching (Elementary and Secondary)

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Introduction

Being organized as a trolley teacher can be a challenge. With that reality in mind, we have created a guide where you will find information about different strategies and tools that teachers use in their practice both in class and online. They can also be very useful when you need to be replaced by a substitute teacher.

You will be guided in the organization of your trolley with all the material needed in order to teach and manage groups effectively.

You will also learn how to manage technology that will help you be organized and ready to teach as soon as you enter the classroom whether it's on an interactive white board or with a projector.

Also available are tools that help store documents on a cloud, create lessons and routines, organize content for easy access, and share files with colleagues or students.

We've included information and tools to help create a routine with your students since they are key to organizing yourself and students both in class and online.

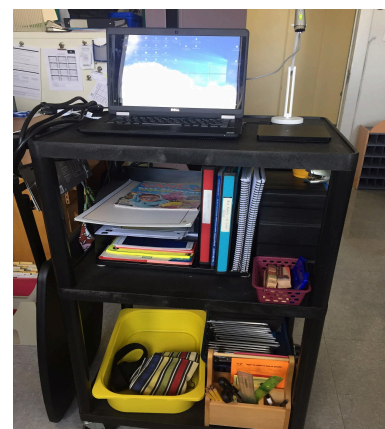
Working Document, *adapted to include secondary with the help of Corrine Chabot, CSSHC.*
Julie Proteau ESL Consultant and Sandra Laine, Service national du RÉCIT, domaine des langues in collaboration with elementary teachers at CSSDGS and Nadia Laurendeau, Service national du RÉCIT, domaine des langues

How to set up and organize your trolley

Nathalie McDuff, ESL teacher at CSDGS, explains how she organizes her trolley to make her life easier. This trolley is an example for elementary teachers but ideas and suggestions can be applied to the secondary level.

Top Level:

- Laptop (A must!)
- Wireless mouse and wireless keyboard with touchpad (to be mobile in the classroom)
- [Document Camera](#)
- Extension cord
- [Multiport](#) (if you need to plug in your camera, mouse, keyboard, IWB, etc.)
- Adaptor for tablet



Mid Level:

- External DVD reader (optional)
- Binder with class lists (a reference sheet with the number of students per group and per level to facilitate photocopying needs)
- Teacher planner/agenda
- Teaching guides
- Dictionaries
- Teacher copy of the student activity book and hardcover book per level
- Picture cards for vocabulary and strategies
- Utility box with drawers to hold different items such as:
 - Magnets, pens, pencils, highlighter, permanent markers, dry-erase markers and an eraser, a stapler, scissors, glue
 - Stickers and stamps, paper clips, elastics, three-hole punch, sticky tack (blue gum), sticky notes, felt sheets (8 1/2 x 11 cut into smaller squares to use as erasers with student mini whiteboards, stress accessories for individual student needs ...
- Documents needed in order to conduct a Learning and Evaluation Situation or Evaluation Situations (LES or ES) (if paper copies are necessary)



Bottom Level:

- Portable speakers
- 1 bin for each class (stackable)
- DVDs
- Puppet and carpet (optional)
- Bin containing books of 3 levels, magazines, games, and paper activities (optional)
- Extra pencils for students
- Student dry-erase boards / homemade ones
- Transition tools (ex: rainstick or maracas)
- Rewards (optional)
- School communication forms



Push Cart Handles:

A [folding table](#) to place the document camera and the materials to project.
(Use [over-the-door hanging hooks](#) to carry the folding table)

Identify everything! :

Use colored duct tape to identify wires so as to speed up the plugging and unplugging of wires. This can then easily be done by students who want to help.

**In some cases, a trolley might not be the best tool for your school.*

If your school has narrow hallways, multiple floors and no elevator. A carrying case with wheels or a box with handles may be a better option.



How to set up your class (before / during / after)

Login to your school service centres account (Google, O365, etc.). Always have your folder and files ready for your daily lessons. It can even be placed on your desktop if the server is not accessible during the day.

Group your material according to grade level on your cart for easy access. These can be separated out in identified bins or using a desk organizer. Another trick to find material quickly is to use different colours for each level of groups. E.g. yellow/gr. 1, orange/gr. 2, light green/gr. 3, dark green/gr. 4, light blue/gr. 5, dark blue/gr. 6.

Upon arriving in the class:

If you are using the homeroom teacher's computer, just log in, if not, follow these steps.

- assign students responsibilities: setting up the folding table, turning on the projector light and calibrating the board;
- plug in the HDMI or VGA wire and the interactive key/wire in your computer. Set it up so that you have a clear view of the students while you are operating on the computer and using the interactive board;
- calibrate your IWB to make use of interactive technology;
- place the document camera on the folding table, ready-to-use for projections.

Upon leaving, unplug the HDMI or VGA wire, and the interactive technology and plug the homeroom teacher's computer again or log out of your session.

How would you go from paper to digital ?

Here is a short list of tools or environments that you can start with. It is not an exhaustive list and there are many other tools that can be used depending on your Service center. To have other ideas, you can consult [the web tools page](#) proposed by the RÉCIT national for ESL.

Store Documents	Create Lessons/Routine	Organize Content	Share Content
◦ Google Drive ◦ Office 365	◦ Notebook ◦ ActivInspire ◦ PowerPoint ◦ Google Slides	◦ Padlet ◦ YouTube ◦ Quizlet	◦ Google Classroom ◦ O365 Teams ◦ Google Site ◦ Microsoft Sway ◦ Padlet ◦ Seesaw

Tools to organize your files - Store all your files in one place



Cloud Storage Tools

A cloud storage helps you keep all your documents saved in one place. They are available on any device when logging in your account. The most frequent storage services that are used in school service centres are:

- Google Drive: available for everyone online for free by creating an account. This drive is offered in some school service centres via Google for Education.
- O365 OneDrive: available in most school service centres
- iOS: mostly for iPads

Your drives become your sharing and collaborating tools and functionalities evolve with the needs that arise from the users.

The advantages of using such tools are:

- To prevent losing or having damaged USB keys.
- To have access to everything in one place.
- To have access to different devices simply by logging in.
- To have an automatic backup of your files.
- To use documents in collaborative activities.
- To easily share with colleagues, students and parents.
- To have unlimited space (almost) to save documents.
- To easily make copies to adapt to the different groups and levels.



What is Google Drive?

Google Drive allows users to store files in the cloud, synchronize files across devices, share files and collaborate online.

Source Wikipedia: https://en.wikipedia.org/wiki/Google_Drive

[Google Drive](#) - [Tutorial](#)



What is OneDrive?

OneDrive gives you access to all your files anywhere you are, seamlessly integrated with Office and pre-installed with Windows. Automatically sync your files to your desktop so you can work with files offline. Access files on Windows, Mac, or your mobile devices.

Source: <https://products.office.com/en-ca/business/online-file-storage-and-sharing>

[OneDrive](#) (provided by your school service centres) - [Tutorial](#)

Why create a template to support your teaching?

Creating Lessons and Routine

- To be prepared and a few plugins away from being ready to go when you enter a class.
- To organize everything in one place.
- To create a routine which helps with classroom management.
- To avoid wasting time in class when setting up for your lesson.
- To easily switch from in-class to distance teaching and back.
- To help substitute teachers continue your routine.

When creating a template to support your teaching, it is crucial to include visual references. These can include functional language relevant to the task, the instructions (pictograms) and the routine (beginning and ending the class).

Make sure your slides support your teaching and don't become overcrowded and overwhelm students. Less is better in some cases. It is also equally important to make the information visually appealing. Ensure to include pictures appropriate to your age group and relevant to the topic you will be discussing.

Depending on the level of your groups, here are some elements that could be included in this template:

- | | |
|--|---------------------------------|
| • Greetings (speak or songs) | • Review or recap of last class |
| • Date | • Grammar focus and vocabulary |
| • Weather | • Strategies |
| • Attendance | • Functional language |
| • How are you? | • Discussions |
| • Anything special? Birthday -
Celebration of the day | • Task expectations |
| • Class rules or expectations | • Materials |
| • Today's menu | • Transitions |
| • Warm-ups | • Brain breaks |
| • Current events | • Wrap up |
| | • Plan B or Time fillers |
| | • Web tools I use in class |
| | • Discussions |

To create your own routine document, here is a model you can use for [elementary](#) and a model for [secondary](#). You can create a copy and adapt it according to your needs.

Make sure there is a purpose to the content and that the material is pertinent to the pedagogical aim. In other words, there must be a goal or direction towards your activity.

Starting from a template and just changing what's necessary makes it easy to plan and keep track of what you do in class with your students. If you need to be replaced, you can also prepare the routine document at a distance and share it with your substitute teacher by email (or with the secretary who will transfer it) so they can use it in class. It would be available a click away!

Tools that can be used to create your lessons, routine or presentation.

IWB Presentation Tools

 Smart Notebook	 ActivInspire
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Presentation Tools

 PowerPoint	 Google Slides
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To have other ideas, you can consult [the web tools page](#) proposed by the Service national du RÉCIT, domaine des langues (ESL).

Tools to organize content



What is Padlet?

[Padlet](#) is a “free” application to create an online bulletin board that you can use to display information for any topic. Easily create an account and build a new board. The free account gives you 3 free padlets.

You can add images, links, videos, and more. Settings allow you to make your wall completely open for public contributions, completely private, or moderated by you (you approve all contributions before they show). Use it from any device or move between several devices and still access your work.

Source: <https://teachersfirst.com/single.cfm?id=10007>

Why use Padlet?

Use Padlet to share content with parents or students.

Use it to display information for any topic:

- Images
- Links
- Videos
- Documents
- etc.



[Padlet Tool](#)



[Tutorial](#)



[An example when using it as a support for an LES](#)



What is Quizlet?

"[Quizlet](https://en.wikipedia.org/wiki/Quizlet) is a mobile and web-based study application that allows students to study information via learning tools and games."

Source: <https://en.wikipedia.org/wiki/Quizlet>

Why use Quizlet?

Use Quizlet to create flashcards for your students. Organize your sets into folders for each grade. The folder can be shared with students to practise vocabulary needed for a task or a LES.



[Example of flashcards folder](#) - Elementary grade 3 groups

[Example of folder](#) - Secondary 1 groups



How to use Wakelet to organize content?

Creating playlists of videos using Wakelet will help you organize your video content for your classes. They can be organized by topics, by grades, etc. Once set up, add the links of your playlists in your favorites, on a word wall (Padlet), on a site, etc.



[Example of a Wakelet Playlist](#) - Elementary cycle 1

[Example of a Wakelet Playlist](#) - Secondary students

Tutorial: [Wakelet Tutorial](#)

Tools to share content with anyone from anywhere

To go further and if you have access to devices in your class, you can share content through learning environments that are also used in distance teaching. This section will be developed later on.



[Google Classroom](#)



[O365 Teams](#)



Google Site



Microsoft Sway



[Padlet](#)



[Seesaw](#)

Plan B

One day, you arrive at school and the Internet is not working! What do you do?

- Have a backup of your routine (or files) needed on a USB key. You might not be able to use videos or songs, but you will still have the same structure at the beginning of your classes.
- It is always a good idea to have activities ready to use when you have time left to your period. In this case, we are talking about a period! Here are some resources you can use in case this happens. In the models of routine documents shared, you will find versions of these activities for elementary and secondary depending on the chosen template.
 - Picture dictation
 - Find the differences
 - Let's Begin Talking! C1 Guide for Elementary (SPEAQ website - members)
 - Let's Talk! C1 Guide for Secondary (SPEAQ website - members)
 - Would you rather
 - The famous *5 Minutes to Go*
 - Board games
 - Just-a-minute!
 - Buzz

FAQ: Where Can I Find?

Who do I contact if I need help?

You can contact your ESL consultant at your school service centres . If you want to go further in the use of ICTs, you can contact your [School Service Centres local RÉCIT](#). The following resources are for elementary and secondary teachers.

Where do I get copyright free pictures?

Don't forget to cite the source of the image!

- [Pixabay](#)
- [Pexels](#)
- [Clker](#)
- [My Cute Graphics](#)
- [Unsplash](#)
- [The Noun Project](#)

Where do I get ESL songs?

- [Super Simple Songs](#)
- [Busy Beavers](#)
- [The Learning Station](#)
- [ELF kids videos](#)
- [Karaoke with Glee](#)
- [Teen pop karaoke songs](#)

Where do I get functional language and strategies posters?

- [Functional Language: Secondary](#)
- [Functional Language: Elementary](#)
- [Strategies Cycle 1: Elementary](#)
- [Strategies Cycle 2 and 3: Elementary](#)
- [Strategies: Secondary](#)

Where do I get online books?

- [Reading A-Z](#)
- [Roy the Zebra](#)
- [Story Place](#)
- [We Give Books](#)
- [RAZ-Kids](#)
- [ESL Kids Stuff](#)
- [Scholastic Book Fair](#)
- [Get Epic](#)
- [Worm World Saga](#)

Where do I get online articles and texts?

- [Time](#)
- [How Stuff Works](#)
- [The Canadian Encyclopedia](#)
- [Teen Ink Magazine](#)
- [Newsela](#)
- [Learning English Teens British Council](#)

What about the progression of learning?

- [Progression of Learning](#)
- [Progression of Learning](#)

Where do I get free dictionaries online?

- [Cambridge](#)
- [Merriam-Websters for Learners](#)
- [Oxford learners](#)
- [Word hippo](#)
- [Visual dictionary](#)
- [Linguee](#)
- [Wordreference](#)

Where can I find online games?

- <https://www.mes-english.com/>
- <https://www.eslgamesplus.com/>

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Thank you!