



### Professional Development for Building Teaching Online Skills

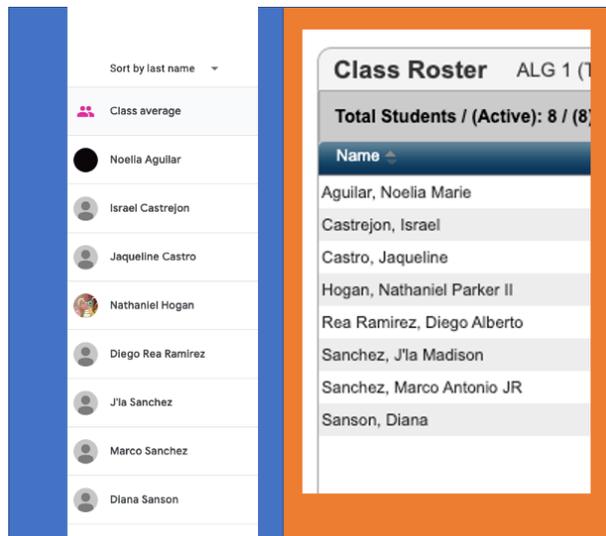
#### How to Prepare for Teaching Online

Shifting from classroom teaching to online teaching is an adjustment, no doubt, but with a little research and practice, you too can gain the flexibility and easy access that the students themselves are searching for. Here are some instructions from Texans Can Academies corporate office:

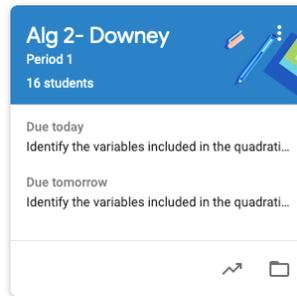
#### Google Classroom

##### Expected Settings

1. **Share:** Teachers must share each of the classes created with the Principal or designees.
2. **Creating Classes:** Mirror your eSchool grade book in Google Classroom. If the teacher has 6 periods with classes, Google Classroom should have the same amount of classes created. Ensure that inside of each class in Google Classroom the student rosters match with the eSchool student rosters. See example below:



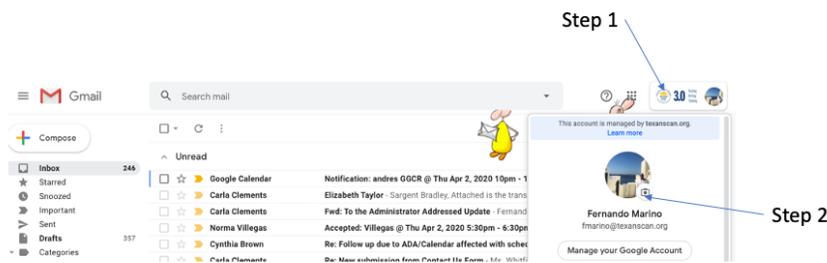
- Naming the Class:** It is recommended that Teachers name the class with subject name and teacher's last name. The period must be marked on the class label and ensure the subject is filled in. See below:



- Due Dates:** Due dates are important. Google Classroom will notify the students of the assignment date and when the due date is approaching. If a due date is missing, the assignment remains open forever, students won't be notified, and Google Classroom won't create the missing label that easily helps teachers read the gradebook in Google Classrooms. See example below:

No due date	No due date	Mar 30
Function or not out of 100	what is the out of 100	MR solving out of 100
		Missing
		Missing
		Missing
	___/100	Missing
___/100	___/100	Missing
___/100	___/100	___/100
		Missing
		Missing

- Teacher's Picture:** We recommend (not a must) teachers change the profile picture. When students receive alerts, they will see the picture icons. You can change the picture by clicking from your inbox (see below). If you decide to change your profile picture, use an image that is adequate for an educational environment.



6. **Grading:** Texans Can Academies recommends that teachers grade each assignment published for students in Google Classroom after due date. One way to keep students engaged is grading their assignments. During this COVID-19 time frame, do not penalize students for any late work. We are all learning and it is difficult for students to adapt to this new instructional delivery environment, so be considerate and fair when grading students.
7. **Meeting Online with Students:** Texans Can Academies expects that teachers offer students all possible opportunities to obtain instruction. See below for the **DAILY** online meeting schedule that teachers will follow during this COVID-19 time frame.
- **1<sup>st</sup> Live Online Session: 8:30 am to 9:10 am** (Students enrolled in AM Classes)
  - **2<sup>nd</sup> Live Online Session: 9:30 am to 10:10 am** (Students enrolled in AM Classes)
  - **3<sup>rd</sup> Live Online Session: 10:30 am to 11:10 am** (Students enrolled in PM Classes)
  - **4<sup>th</sup> Live Online Session: 11:30 am to 12:10 am** (Students enrolled in PM Classes)
- Even periods on Even Calendar Days and Odd Periods on Odd Calendar Days***
- **From 1:00 p.m. to 4:30 p.m. we recommend the following:**
    - Professional Learning Community (PLC): Students Data, Google Classroom reports
    - Grading: Don't get behind, grade as assignments are turned in
    - Lesson Planning: projects, developing objectives, creating Marquez Reading, researching additional resources for students
    - Contact Students: contacting students who have not engaged online, answering question and requests from students
    - Tutoring: one-on-one tutoring online, offered by teachers or requested by students

Teachers will create an invitation link that can be shared to the students **ONLY** through Google Classroom. Teachers can utilize the same link every day.

Instructional Coaches can divide the Live Online Session between attending students and supporting and helping other teachers during the Live Online Sessions.

Teachers can utilize two different video capabilities to create the invitation link: Google Hangouts or Zoom. You will be able to record the sessions as needed and track your work with students.

### Google Hangouts (Meet):

- Google Hangouts (Meet): How to use Google Hangouts and create a link for your students to post it in Google Classroom? Watch this video: <https://youtu.be/EHXBgYoSV3A>
- Google Classroom and Google Hangouts (Meet): How to use the applications combined? Watch this video: <https://youtu.be/Msk-XK2W0Jw>
- Google Hangouts for Students: This link will show students how to utilize Google Hangouts; share this video with students, place it in your notes, or create an assignment for students with this video: <https://youtu.be/xjq8SDHnKbY>

### Zoom:

- Zoom for Teachers: How to utilize it? <https://youtu.be/lh5KGGJ3DqvE>
  - Zoom for Students: This link will show students how to utilize Zoom; share this video with students, place it in your notes, or create an assignment for students with this video <https://youtu.be/d7xXZxRDFUU>
  - Preventing Zoom bombing: READ this article if you are using Zoom: <https://www.pcmag.com/how-to/how-to-prevent-zoom-bombing>
8. **Reporting:** As an Online Distance Learning Teacher, you are able to produce reports for your leaders from the online platforms that you are using. Communicate with your campus principal to check on his/her expectations.
  9. **Engaging:** Engaging and keeping communication with students is important. We recommend using [www.remind.com](http://www.remind.com) to massively text and/or email your students.

## Here are 7 tips on how to prepare for teaching online: (READ)

### 1. Plan Your Classes

Your students are not physically in front of you. In fact, they probably will never all be online at the same time. Gone are the days where "just winging it" will cut it. Planning is essential for an online classroom environment. Virtual students are different - their needs are different from their physical counterparts. Be sure to have your syllabus and materials laid out clearly before class starts. This will give students an opportunity to see if your classroom (the deadlines, materials, and other requirements) can fit into their lives. The biggest thing avoid surprises at all costs. Saying, "Surprise! Pop quiz" in a physical classroom is entirely different from posting "Surprise! Pop quiz! Due by midnight." in an online classroom.

### 2. Prepare and Master Technology

Teaching online requires a certain technical finesse, if you will. No, tech support is not right down the hall, but you've got this! First and foremost, ensure that you have the right hardware and software, if you have any issues, please contact Helpdesk for help @ 214-944-1993. You need a reliable computer, a strong internet connection, and the best platform to meet your needs. Texans Can Academies has implemented Google Classroom platform which will help you make your classroom the best it can be.

### 3. Set Up an Adequate Working Environment

Working remotely (in general) is the next challenge. Without the perfect environment and a good amount of self-discipline, stay-at-home-job can become a nightmare. With a little planning, this can be avoided. Firstly, set up a workspace. If possible, this space should be intended for work only. You want this space to be friendly and inviting, but also encourage productive work behavior. Keep your work environment free of distractions like television, other family members, or household chores. Natural lighting and an ergonomic chair can go a long way in setting up your ideal work environment.

### 4. Innovate and Stimulate Discussions

Online classrooms, as mentioned before, run differently than traditional classrooms. These classrooms have the potential to feel cold mechanical. Initiating and encouraging discussions can go a long way in terms of how your students feel in class. Encourage

participation, much like you would in class. There are a variety of ways you can encourage participation from discussions to posting lectures, to assigning reading material, to monitoring progress. You want your students involved on a weekly basis as opposed to just turning in assignments. Student involvement (planned, in-depth discussions, for example) gets your students working with the material in ways that they may not do on their own. This leads your students to get more out of your class - more than just a grade.

## **5. Communicate Regularly**

Maintain a consistent online presence. Communication is essential in the online classroom environment. Introduce yourself and give your students to also introduce themselves - help bring humanity and warmth into your classroom that online classes can easily lack. Make sure your students know the best methods and times to contact you. Not having a professor physically in front of them can make some students nervous. Try to ease this by answering questions in a timely manner and providing plenty of instruction and feedback.

## **6. Motivate Your Students**

Everyone learns differently - and motivation plays a big part in the learning process. While some students are self-motivated in that learning something new is all the motivation they may need, some students may not be. Assignments that are not required may be skipped by the latter students. Think of ways to motivate all of your students to get the most out of your class. This may include giving extra points for online discussions or optional assignments. Deadlines may also help push forward your more unmotivated students. Your goal is to find ways to help your students get the most out of your class without the benefit that a physical presence brings.

## **7. Ask for Help and Feedback**

Your students can provide you with valuable feedback that can help move your class forward. With education moving online more and more, your students have probably already experienced an online classroom. This experience may help them to inform you on the positives and negatives of your overall online classroom. Besides your students, also seek out and connect with other online educators. Education is a 'sharing' field and so these connections could prove invaluable to your online educator development.

## **Final Thoughts**

Overall, online education is a wonderful opportunity. The potential flexibility is an undeniable benefit. It is a growing market for educators - and therefore an exciting career development opportunity. You could have the potential to reach students you would never, could never, meet in a physical classroom. Online teaching isn't something to jump into, mind you. But, it also really isn't as daring as it seems. Do your research, plan your methods, and take the leap. Online teaching is relatively new, so there really isn't one set way to do it. With some research a preparation, you could find yourself on the forefront of the online educational movement.

**THANKS FOR MAKING OUR STUDENT EDUCATION A SUCESS**