Managing Remote Learning Effectively
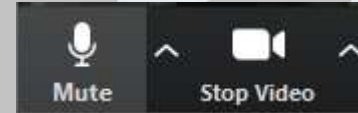

ACE of Florida
Adult and Community Educators of Florida, Inc.

Part-Time Teacher Academies
July 16, 2020
9:00 a.m. to 10:00 a.m.

Facilitated by: Ronald Cruz

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Preparing Students for Life
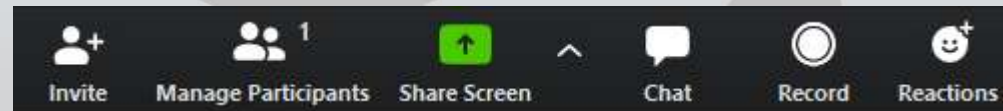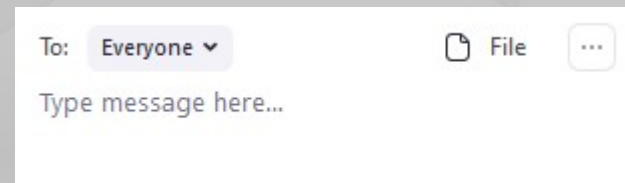
Housekeeping

- Please mute your device especially if there is background noise that may disrupt the meeting.

- If you have a question but do not want to disrupt the speaker, use the chat button and type your question for everyone to see.

- After clicking the chat button, a side window will appear where you can type your question. Please do not forget to hit "Enter" to submit your question.

Can You Relate?

Agenda

I. Online Learning Formats

II. Common Problems in Online Learning

III. Steps to Managing Remote Learning Effectively

IV. 7 Tips for Effective Remote Learning

V. Best Practices for Teachers (and Students)

VI. Q & A

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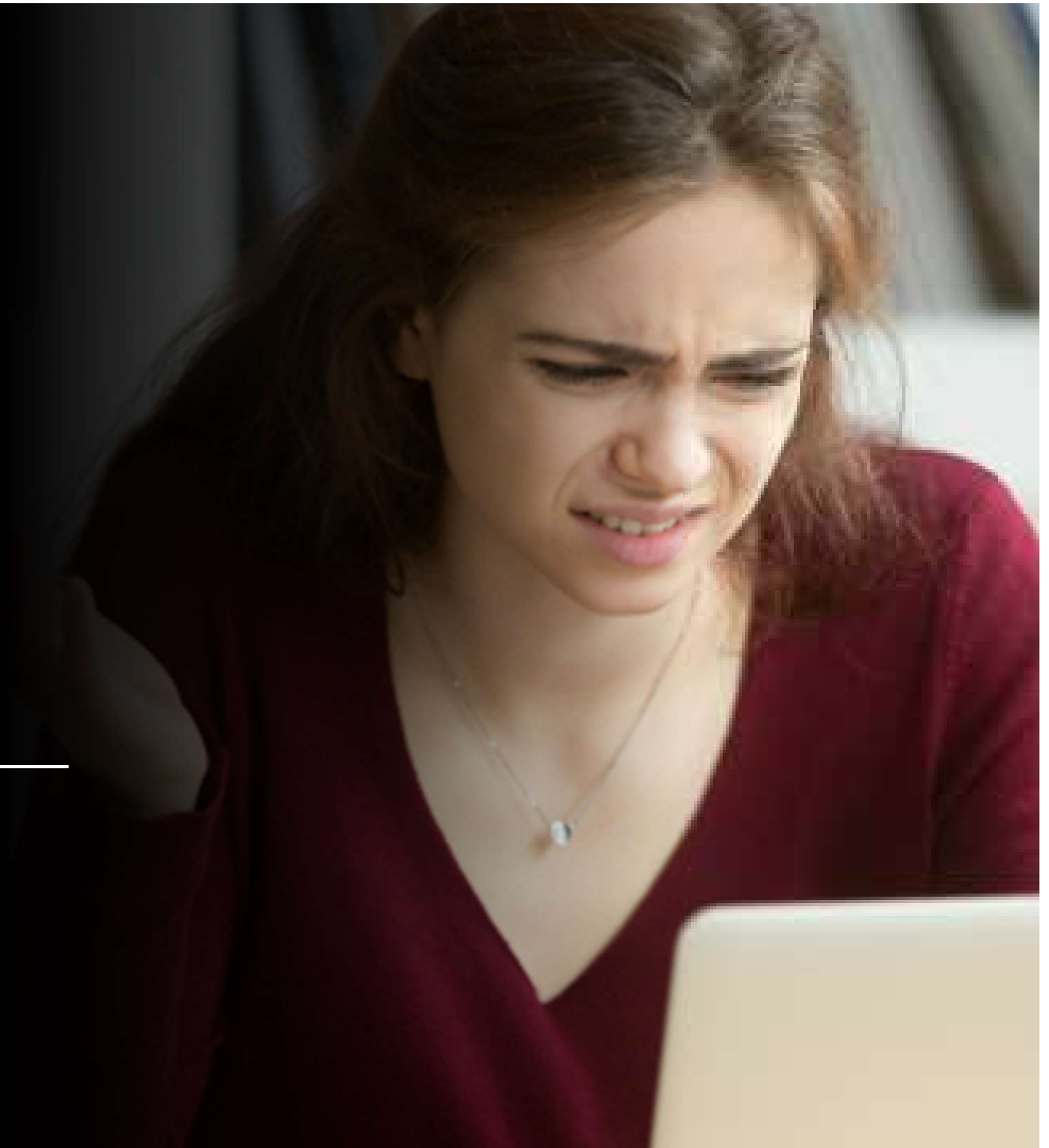Preparing Students for Life

Distance Learning Formats

- **Synchronous** - online or distance education that happens in real time
- **Asynchronous** - education that occurs through online channels without real-time interaction
- **Hybrid or Blended** – online or distance education that has both synchronous and asynchronous components

Any Problems with Distance Learning?

Common Problems in Online Learning

1. Adaptability Struggle and Digital Literacy
2. Access to Appropriate Technology
3. Privacy and Online Security
4. Boring
5. Technical Difficulties including LMS or Platform-Related Issues
6. Intense Requirement for Self-Discipline and Time Management
7. Lack of Self-Motivation
8. Intense Requirement for Self-Direction
9. Lack of Human Connection or Interaction with Peers
10. Dealing with Difficult Emotions

Steps to Managing Remote Learning Effectively

1. Choose your software

Steps to Managing Remote Learning Effectively

Learning Management System (LMS)

- Do you want your online class to be organized and scheduled via a fixed timetable?
- Do you require video conferencing?
- Do you need to create content in your LMS?
- Do you need authoring tools?
- Does your LMS need to integrate with other programs you use in class?
- How much time do you have to devote in learning a new LMS platform?
- How will your students access and adapt?

Steps to Managing Remote Learning Effectively

Free LMS for Teachers

- Google Classroom
https://edu.google.com/products/classroom/?modal_active=none
- Haiku Learning
https://www.powerschool.com/solutions/unified-classroom/school-lms/
- Schoology https://www.schoology.com/
- BlackBoard https://www.blackboard.com/
- Moodle https://moodle.org/
- Edmodo https://www.Edmodo.com

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Steps to Managing Remote Learning Effectively

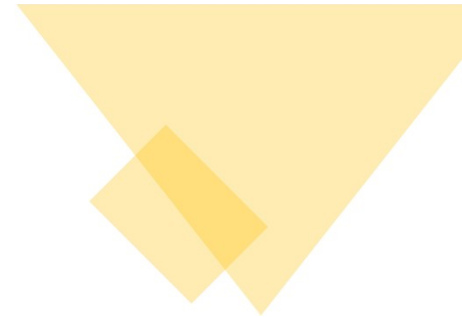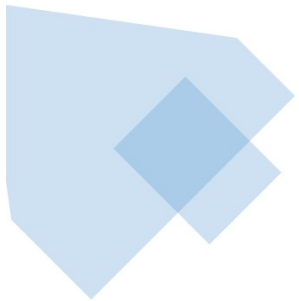2. Provide pre-remote learning orientation materials
   - Printed handouts
   - Email
   - Phone-in orientation or walkthrough
   - Video tutorials
   - Vendor-provided tutorial materials
   - User credentials

Steps to Managing Remote Learning Effectively

3. Establish online class routines and procedures
   - Review rules and guidelines at the beginning of class (i.e. silence phones, camera, audio, lighting)
   - Making comments or asking questions (chat or Q&A)
   - How feedback will be provided
   - Go over how to access different functionalities of the software (video, audio, notes, annotation tools)
   - Minimizing distractions
   - Reminders to protect privacy and online security

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Steps to Managing Remote Learning Effectively

4. Use educational best practices
    - Communicate objectives clearly
    - Telegraph your actions
    - Make it interactive or hands-on
    - Use answers to stimulate discussion or collaborative learning
    - Get students into the habit of participating
    - Differentiate instruction
    - Select relevant content
    - Use ongoing assessment
    - Be flexible and responsive to student needs

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7 Tips for Effective Remote Learning

1. Adapt your communication skills.
   - If you and your student can connect live, do it!
   - Let students know you're thinking of them.
   - Please provide feedback!
   - Dole out new information in brief doses.
   - Distance does not prohibit collaboration.
   - Keep in touch with the community.
   - Reach out to other teachers and school staff.
2. Choose the best tools, and stay with them!
   - Keep using what works. Keep it simple.
   - For new tools, pick what fits you and your students best.
   - Stay consistent! Don't switch to new tools every day or week.

3. Keep a schedule.
    - Keeping a schedule while teaching remotely is easier said than done.
    - Look for examples

4. Support independent learning.
    - Encourage students to master new skills.

5. Motivate your students.
    - Set clear goals—and include students in the process!
    - Recognize milestones.

6. Recognize the emotional impact.
    - Provide students an opportunity to reflect.
    - Don't forget to express gratitude.
    - Be honest—with students and yourself!

7. Cut yourself and your students a break!
   - Be realistic, don't expect to cover everything you would in class.

Breathe.

5. **Use remote flipped-classroom**
    'Flipping the classroom' is a pedagogical approach where students first explore new course content outside of class time by viewing an eLearning module, a pre-recorded lecture video, or completing a reading or preparatory assignment. In-class time is then repurposed for inquiry, application, and assessment.
    - Virtual meeting breakout rooms for pair or small group discussion
    - Polling for feedback
    - Offering class time for students to work collaboratively using shared documents via Google Drive, for example

Steps to Managing Remote Learning Effectively

6. Teach self-discipline, time management and send plenty of reminders
   - Set a routine in class to eliminate or minimize distractions
   - Show a video of time management tips
   - Track progress and periodically provide feedback
   - Positively reinforce self-discipline through praise or recognition

"DISCIPLINE is the BRIDGE BETWEEN GOALS and ACCOMPLISHMENT"

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Steps to Managing Remote Learning Effectively

7. Use presentation best practices
   - Keep things moving.
   - Keep it lively and use ice breakers.
   - Use a variety of tools.
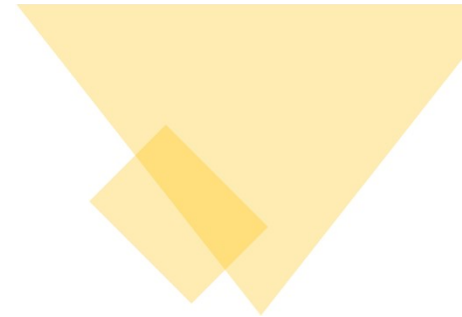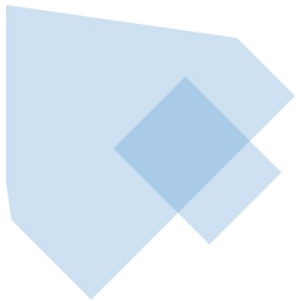   - Play some games or have fun.

Steps to Managing Remote Learning Effectively

7. End online sessions with post-online leaning activities
   - Homework or project on asynchronous online platform
   - Links to supplemental on-demand videos or resources
   - Review how to seek help or technical support
   - Give students ideas on how to apply what they learned at home
   - Conduct a post-class survey or exit ticket

8. Continue learning and improving your craft

Best Practices for Teachers (and Students)

- Be patient
- **Pace yourself** – take regular breaks
- **Establish a daily schedule/routine** – get up and start to work at about the same time every day
- **Get dressed** – you'll feel more motivated to work and get more done
- **Limit distractions** –social media, other websites, online games, laundry, etc.
- **Set personal goals** for daily and weekly tasks
- **Stay active** – set some time aside for a little exercise to keep the blood flowing! Try the free 9 AM workout on YouTube!
- **Stick to a regular sleep schedule** – all nighters are not recommended, but neither is staying up until 3 AM and getting back up at noon!

References and Links

- 7 Tips To Help Make Remote Learning More Effective
  https://www.forbes.com/sites/nataliewexler/2020/04/08/7-tips-to-help-make-remote-learning-more-effective/#356275bb62c3

- 7 tips for effective remote learning
  https://www.khanacademy.org/khan-for-educators/resources/teacher-essentials/implementation/a/7-tips-for-effective-remote-learning-with-khan-academy

- Remote Learning 101: Practices and Strategies
  https://www.ispringsolutions.com/blog/remote-learning

- Synchronous Learning vs. Asynchronous Learning in Online Education
  https://thebestschools.org/magazine/synchronous-vs-asynchronous-education/#:~:text=Synchronous%20learning%20is%20online%20or,asynchronous%20and%20synchronous%20online%20learning.

- Tips for Effective Time Management
  https://www.youtube.com/watch?v=RiI1NkaDXlQ

- Five concerns about the mass rush to online learning that shouldn't be ignored
  https://www.washingtonpost.com/education/2020/03/30/five-concerns-about-mass-rush-online-learning-that-shouldnt-be-ignored/
- Distance Learning FAQ: Solving Teachers' and Students' Common Problems
  https://www.edutopia.org/article/distance-learning-faq-solving-teachers-and-students-common-problems
- 5 problems e-learning students experience, and how to overcome them
  https://www.edology.com/blog/study-and-careers-advice/problems-with-e-learning/
- How To Overcome 5 Common Problems Faced By Students In eLearning
  https://elearningindustry.com/5-common-problems-faced-by-students-in-elearning-overcome

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Thank You!!!

Ronald Cruz

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Hillsborough County Schools

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