

Teacher Tips for Distance Learning through Google Hangouts

Teacher Expectations:

- Maintain professional attire/appearance when on video
- Join the chat 10 minutes early, if possible
- Record the lesson (it will automatically save and collect a transcript of the chat)

Partner Expectations:

(A partner/co-teacher should be assigned to monitor the chat during a teacher's Hangout/Meet time)

- Partner expectations
 - Take attendance of who is on the chat
 - Work with teacher to create a system so that it can be input into Schoolrunner
 - Mute students if they become unmuted during a teaching time
 - Answer questions on the chat
 - Flag the teacher to answer questions before ending the session

Things to keep in mind:

- Have a Do Now for students as the trickle in on the Google Hangout - give about a 3 minute buffer before beginning
 - Ask students to type their name in the chat when they join for ease of attendance
- Taxonomy of language - less is more
- Focus on the priority lesson(s) listed for the week; this might mean teaching small chunks
- Keep open-ended questions to a minimum
- Be patient with tech glitches; IT support is available
- Do not try new tech tools at this time

We have structures in place for Live Classes so that we can provide our students and families with a consistent schedule and routine. This might not be the structure that will support all families, so **we will be flexible with what does meet the needs of ALL families.** We recognize:

- not all families have device access or are sharing among multiple kids
- some guardians will be trying to manage both their work and their children's work
- some parents may only be able to support their child in evenings and weekends
- some families will be managing sick family members
- some older siblings will become the caretaker

For all of these reasons and probably many more, we will accept different ways of connecting with the teacher and turning in work. The chart below was emailed to families:

Learning Interactions	Low-Tech (limited phone access)	Mid-Tech (phone access and/or some computer access)	High-Tech (full computer access with high-speed internet)
Class Time/Time with Teacher	<ul style="list-style-type: none"> - Call the teacher at least once a week during phone office hours - Join the Live Class by phone as often as you can 	<ul style="list-style-type: none"> - Join the Live Class daily by phone and computer when you can - Work on your online blended programs when the computer is available - If your teacher has a Google Classroom, check it at least weekly and respond to posts 	<ul style="list-style-type: none"> - Join the Live Class daily by computer - Work to hit your weekly blended program goals - If your teacher has a Google Classroom, check it daily and respond to posts
Turning in Assignments	<ul style="list-style-type: none"> - Text the teacher a photo of your paper assignments as you can so you can receive feedback - Turn in assignments when we return to school buildings (this does limit the teacher from giving feedback) 	<ul style="list-style-type: none"> - Discuss the best way to turn in assignments with your teacher - text, email, and/or Google Classroom 	<ul style="list-style-type: none"> - Discuss the best way to turn in assignments with your teacher - text, email, and/or Google Classroom