

Procedures are needed to encourage students to complete assignments and to engage in other learning activities. Ultimately, the goal of any feedback system is to help students develop into independent learners; thus, your procedures should give as much responsibility as possible, when age-appropriate, to the students themselves, rather than having the student depend on either teachers or parents to see that assignments are completed. Use the checklist and resources below to help plan for virtual/hybrid learning.

Clear Communication of Assignments and Work Requirements

- Monitoring Progress on and Completion of Assignments
- Feedback to Students
- Checklist Accountability Procedures
- Communicating Assignments and Work Requirements
- Where and how will you post assignments?
- What will be the consequences of late or incomplete work?

Monitoring Progress on Completion of Assignments

- What procedures will you use to monitor work in progress?
- When and how will you monitor projects or longer assignments?
- How will you determine whether students are completing assignments?
- How will you collect completed assignments?
- What records of student work will you retain?
- How will you encourage students to monitor themselves?

Feedback

- What are your school's grading policies and procedures?
- What kinds of feedback will you provide, and when?
- How will you encourage students to reflect on their own progress?
- What will you do when a student stops doing assignments?
- What procedures will you follow to send materials home to parents?
- Where will you display student work?
- What records, if any, of their own work will the students maintain?

Resources

- [NIET: Instructional Strategies for Virtual Learning: What effective teaching looks and sounds like in a virtual setting](#)
- [Google Distance Learning Suite](#)
- [Nearpod Distance Learning Suite](#)