TRANSITIONING TO A REMOTE LEARNING ENVIRONMENT

The purpose of this document is to provide support for you and your students as you transition to remote learning. While all resources below are provided through links, please note that resources for families will need to be downloaded and sent directly to families via email.

GETTING FAMILIES STARTED

- Download and send families the following information about digital tools and resources

    o Family Guide for Teams

    o Family Guide for Teams Punjabi translation

    o BeTrained – this PDF is a one-stop shop document for learning in-depth about how to use the various apps on Teams

    o Digital Resources – student handout (usernames and passwords)

- Send these open access links to families to support learning at home or for extension activities (no need to download)

    o Digital Citizenship – explore how primary students can be Digital Superheroes and explore how intermediate students can be Digital Ninjas.

    o Literacy Ideas for Parents by grade

    o Numeracy Ideas for Parents by grade

    o Social & Emotional Learning Ideas for Parents by grade

SCHOOL STAFF – GETTING STARTED WITH DIGITAL TOOLS AND RESOURCES

- *Blended Learning Support Videos* – Not only will this Sway help you get started with setting up digital tools for your blended classroom, it also provides an overview of what tools are best to create synchronous and asynchronous learning, as well as what approved digital resources are available.

- *Teams Meetings* – During your first, class meeting, it is important to review expectations with your students. Review the following with students:

    - How to mute themselves to avoid background noise

    - Using the "raise your hand" feature so you can call on them during guided discussions

    - [Showing students which channel you will have whole-class meetings and the channels you have set up for small group discussions](#)

- Digital Citizenship – explore how primary students can be [Digital Superheroes](#) and explore how intermediate students can be [Digital Ninjas](#). Discussing with the class what digital citizenship means. Students will be excited to use some of the chat features to connect with their peers. As you would do in the first few weeks of September, work with your students to establish a "class charter" that outlines how the Teams classroom will be used.

- **Working Smarter, Not Harder** – when planning instruction for your blended class, remember to focus on a schedule that allows for whole group, small group, and one-to-one instruction. Sticking to a consistent daily schedule will also help you minimize how many meetings you need to set up in your calendar:

    - *Whole group* – start each day with a morning meeting where you do a temperature check, discuss the shape of the day and then begin the first activity.

    - *Small group* – you can set up channels for different small groups. Just as you might group your students into colours in the classroom, you can create channels with different colours so that students know which channel to join. These channels are great for small group activities such as [intermediate book clubs](#) or [primary guided reading](#)

    - *One-to-one* – it is important to find time to check in with specific students, as you would in class.

    - If students are working on an [independent inquiry project](#) during each afternoon block, you can use that time to schedule one-to-one conference times with students as well.

[Surrey Schools One resources for teachers](#) – a one-stop shop for lesson sets, inquiry-based learning, provocations and digital resources.