

How to Structure Your Day While Teaching Online

For many teachers, and certainly for many students, the experience of remote teaching and learning is new. Here is some basic guidance about structuring your day:

Morning Gathering

Check in virtually with students and provide information about the learning objectives for the day. It can be posted in a video, written in an email, on a conference call, live-streamed or through an interactive format like zoom. This is somewhat dependent on school protocol and teacher technology capacity. This is an opportunity to see how students are faring, review the schedule for the day and provide some inspiration. Make this at a consistent time daily and stagger times for each grade.

Assignments

Be realistic about the amount of time students will be able to spend in any online format. Family size, access to devices, organizational skill and adult availability will all influence this experience.

Learning Management

Be sure to manage your materials for their developmental appropriateness and clarity. There are a lot of online resources and it is important to review them. Be sure to set a clear time by which assignments must be submitted. If you already have a learning management system, it can be through that format. If not, make sure you have a clear system in place.

Zoom Platform

Rehearse using zoom or any other platform and access guidance about how to implement it most effectively to engage students. CJE is offering several sessions about this topic.

Office Hours

Create an “office hours” format where students can sign up for a personal chat with you daily in the afternoon. This way, students can talk to you, a trusted adult, and you can see if your assignments and class times are working effectively. Make sure you provide them with a way to sign up for this time. You may want to reach out to students and families who have not specifically requested it to see how they are managing

Break times

Do not expect a day as long as you would have at school. Space it out, set realistic expectations and adjust accordingly. Make sure your students have brain breaks. See a sample schedule below.

Cooperative Learning

Try to find ways to get the students to confer with each other on assignments, remotely of course. You can assign small working groups or chavruta partners by phone, google hangout, skype, facetime etc. It will be healthy and appropriate to encourage this kind of interaction and discourage any kind of in person playdate. Students may be lonely and this will enhance their connection with their peers who are all going through something similar.

Model schedule for elementary school teacher:

TIME	ACTIVITY	FORMAT
9a-9:15a	Class check-in with learning goals/opening circle	Zoom, video message, email, conference call etc.
9:15a-9:45a	reading/davening/gathering supplies	Independent – not online
9:45a-10:15a	Zoom Class A (kodesh or chol)	Zoom or other platform
10:15a-12:30p	Break and lunch	
12:30p-1p	Zoom Call B (kodesh or chol)	Zoom or other platform
1p-1:30p	Assignment time/official end of school day	Independent or group work: google hangout, conference call
6p	Deadline for turning in assignments	

For educators who are more advanced, check out OREO- posted by International Society for Technology Education (ISTE) <https://alisonyang.weebly.com/blog/oreo-online-learning-guidelines>