Online Instruction
101
• Revolution Prep has run our programs exclusively online since 2012

• We’ve partnered with over a thousand middle and high schools, and our professional tutors have delivered over 750,000 hours of live online instruction

• During this time, we’ve learned how best to engage students and leverage the online space for effective learning – and it’s not always obvious!

• In the last 6 weeks, there are dozens of organizations who’ve suddenly decided they are experts in online learning. It’s worth doing a quick check of credentials before you accept advice.
1. Getting ready: choose your tools, set student expectations
2. How to use online meeting features to conduct your class session
3. Adapting your in-person lessons to the online format
Getting Ready:
Tools & Setup
Choosing your platform

Google Hangouts
Skype
Zoom
Microsoft Teams
Why we recommend Zoom

- See up to 24 students at one time
- **Student engagement features**: breakout rooms, private chat with the host, and a simple but powerful annotation tool
- Control the chaos: mute all participants, restrict access
- Easily record sessions and share after class is complete
- Zoom handles weaker internet connections better than any other platform
Pair with a learning system

- May already be provided by your school, district, or college/university
- Key elements: file share, announcements, messaging, ability to assign work and have students turn it in for review
- If you don’t have one in place already, Google Classroom is free and simple to use
- Starter guide @ Google’s Teacher Center: https://teachercenter.withgoogle.com/first-day-trainings/welcome-to-classroom
Get your space set

- Sit where there’s a background with no distractions – a plain wall is great
- Make sure that you are well lit from the front, and tweak your webcam settings
- Sit so your face fills the frame – facial expressions drive human connection
- Use a headset with mic
- Always plug your computer directly into your modem using an Ethernet cable
- If you’ll be doing a lot of annotating on material, consider getting a writing tablet
Use our setup guide on your Zoom account

- This takes 5 minutes, but affects all of your upcoming meetings
- We’ve provided you with a handy checklist
- The theme here is: putting you in a position to secure your classroom and allow for productive learning experiences

Your Zoom Account Settings
Click on ‘Settings’, then make sure to set up the options listed below:

- Host Video: ON, Participants Video: ON
- Audio Type: “Computer Audio”
- Join before host: OFF
- Mute participants upon entry: ON
- Chat: ON, Private chat: OFF
- Play sound when participants join or leave: “Heard by host only”
- Screen Sharing: “Host Only” for both types
- Annotation: ON
- Allow removed participants to rejoin: OFF
- Breakout room: ON
- Virtual background: ON
- Waiting Room: ON
Schedule meetings, send links

- You can schedule out as many meetings as you like.
- When you save each, Zoom will give you a unique Join link – this is what you’ll want to put in your classroom page, or email to students.
- If you don’t have back to back classes, you could just use your “Personal Meeting Room” – same link always, no need to schedule every meeting.

Schedule a Meeting

- Topic: Period 3 AP Physics
- Description (Optional): Enter your meeting description
- When: 03/25/2020 10:00 AM
- Duration: 1 hr 0 min
- Join URL: https://us04web.zoom.us/j/341473607
Set clear expectations

- Appropriate school attire
- Quiet space, no distractions behind, well lit
- Sitting upright at a desk or table
- Have students test audio & webcam beforehand – their video will be on and visible!
- Laptop plugged in to wall
- No cell phone at hand

Send a checklist to students and parents!
Conducting Your Class Online
Using the Waiting Room to control access

- Allows you to see who wants to join the room, and keeps unwanted visitors away
- You can admit students one at a time, or use the ‘Admit all’ button to let everybody in
- You can also easily Remove someone if they’re not an enrolled student, or if they’ve entered their name as something inappropriate
• Everybody but you should be muted by default – and then unmute themselves to talk

• Use the “Manage Participants” view to keep a handle on this

• As teacher, you’ll always want to be in Gallery View to keep an eye on all

• When asking for participation, cold call on a student directly – or invite them to use the “Raise Hand” feature, and then tell them to jump in
Powerful tools for full-class control
Use chat for good, not evil

• The chat feature allows multiple students to answer a question at the same time, or ask questions

• Can be a great way for more shy students to participate

• With the recommended setting, your students can chat with the entire class publicly and the teacher privately, but they can’t chat privately with each other
It’s just not the same

• Don’t try to replicate your in-person classroom exactly – there are things you can’t do

• But you also have tools you’d love to have in real life…

• Learn the three core online modes and when/how to use them
The three modes

• **Gallery View** – class intro, large group discussion
• **Screen Share** – lecture or demonstration
• **Breakout Rooms** – group work, small group discussion
Mode 1: Gallery view

- Default mode when students are joining the room
- If you have more than 24 students, you’ll be able to page left & right
- Good for large group discussion, but keep tabs on how many are unmuted

Zoom Gallery view (can see up to 24 students at one time)
Mode 2: Screen share

• Your mode for lecture or sharing an online demonstration

• Beware – not very interactive, and you can only see a handful of students at a time in this mode

• Be careful what you share – Zoom lets you do anything and everything

• You can always share a basic plain whiteboard

• Have the things you plan to share ready to go before class starts

• Plan to keep this mode as short as possible – we’ll review how this impacts lesson planning
Mode 3: Breakout rooms

• Most interactive and engaging mode – allows everybody to turn off mute

• Max recommended group sizes: elementary (4), middle school (6), high school (8)

• For each group, designate a ‘captain’ who will be responsible for documents needed to do the work, and steering the discussion

• Be very clear about what the task is, and how long they’ll be in the room

• You can then jump in and visit each room to observe/participate
• Your assignment in small groups is to discuss this question:

   What’s the thing you’re most concerned about in running your online sessions?

• You’ll have 3 minutes to discuss, then we’ll return to our large group to recap.
Adapting Your Lesson Plans For Online
Maximize participation

- Even more than in the physical classroom, we need to ask a lot of questions to maintain student focus.
- Cold calling is the most effective way to engage students in the online space (vs. hand raising).
- Break up questions and passages into smaller pieces to get students involved more frequently.
- If there’s any lecture-style material planned that’s more than 10 minutes to cover, consider sending it as pre-work that students must watch/review before class starts.
Find good online content and interactives

- Crash Course (YouTube)
- Desmos Graphing Calculator
- Kami (Annotating Tool)
- Khan Academy
- Kuta (Math Worksheets)
- PTable (Dynamic Periodic Table)
Remember your three modes!

• When considering your plans for a given lesson, think about which mode will work best

• More time in breakout rooms is better – interactive, social connections between students needed during isolation

• This will become second nature after a week or two!
<table>
<thead>
<tr>
<th>~10-15 Minutes: Gallery View &amp; Screen Share: Intro, lecture, set up the small group work</th>
<th>~30-35 Minutes: Breakout Rooms for small group work/discussion</th>
<th>~5-10 Minutes: Gallery View for recap from small group work</th>
<th>~5-10 Minutes: Break</th>
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</thead>
<tbody>
<tr>
<td>Deliver basic information on the topic for this segment</td>
<td>Students work on their individual or group assignments</td>
<td>Assigned “captains” share the results of their small group work</td>
<td>Encourage students to stand up and do light exercise during this time</td>
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<td>Provide clear expectations and assign the work that students will be doing during the breakout rooms</td>
<td>Teachers have the ability to assign different tasks to different groups to differentiate instruction</td>
<td>Opportunity to ask follow up questions and use the chat to check for understanding</td>
<td>Always provide students with the exact time that instruction will start again</td>
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<td>Set up the breakout rooms and assign each student to the correct room</td>
<td>Teachers are in each breakout room at least once every 10 minutes in order to manage the classroom, provide direction, and ask/answer questions</td>
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We’re here to help!

• If you have specific questions, reach out to me (ben.neely@revolutionprep.com)

• Upcoming relevant webinars for parents and students on www.revolutionprep.com

• Complimentary practice exams (ACT, SAT, and Subject Tests) and score report reviews
Any Questions?