

Teaching from home

Planning

Less is more

Lesson tasks are likely to take much longer to complete at home.



Establish a daily routine and timetable

Where possible, maintain existing program of learning. Reduce tasks if needed.



Be realistic

Assign tasks with explicit instructions and clear timelines. Avoid 'busy work'.



Be empathetic

Keep student workload reasonable and balance online with offline tasks.



Specify expectations

Specify task requirements and clearly explain how much time it will take to complete.



Curate learning materials

Use digital tools to create interactive lessons, rather than just digitising worksheets.



Identify lesson objectives

Be intentional. Identify clear learning objectives and assessment outcomes.



Be fun

Use icebreakers and brain breaks daily for social interaction and student engagement.



Student focus

Seek student feedback

Ask about your students' workload, emotional state, learning preferences, and learning pace.



Be supportive

Be prepared to support students, parents and carers with technology.



Be clear

Communicate using a friendly tone and short sentences. Dot points and checklists are effective.



Be flexible and positive

Consider student wellbeing.



Communicate regularly

Check in with students daily. A quick poll as a minimum.



Consistent platforms

Choose only a few online platforms or tools and stick to them.



Encourage interactivity and collaboration

Teach in a way that gives students a voice and/or choice.



Seek participation

Student participation and engagement can be used to record attendance.



Teachers

Set up a workplace

Find a comfortable place with a good internet connection.



Be available during school hours

Provide student support, answer questions, or clarify confusion during school time.



Take breaks

Respond to students but allow for planning time and personal breaks.



Use familiar tools

Where possible add new tools to your teaching gradually, to avoid stress and errors.



Be creative

When presented with an issue think about the alternatives.



Seek advice

Connect with colleagues regularly.



Team teach

Share aspects of teaching with others. For example, one teacher delivers a web conference, one teacher provides technical support, one teacher provides feedback.



Maintain teaching and learning cycle

Where are my student now? What do I want my students to learn? How will my students get there? How do I know when my students get there?

