

## Learn@Home Teacher Preparation Expectations

In anticipation for the system's switch to a Learn@Home environment, *online teachers should continue to follow their current schedule*. Face to Face teachers will begin to instruct their students asynchronously. In addition to asynchronous assignments, the teacher will make himself/herself available for synchronous support at one designated time each week following the schedule established by your school's administration. Synchronous support is an optional student support session for the teacher to provide real-time support. Students who cannot attend synchronous support sessions will not be penalized. Remember that your F2F students are in a unique situation because they were not given technology devices. Extending compassion over compliance will help build a positive culture in your Learn@Home class.

As you transition from F2F to Learn@Home, please do the following:

- ☑ **Gather the tools you will need in order to provide instruction from home.** Contact your media specialist if you need to check out additional resources.
- ☑ **[Review the Digital Expectations for Face to Face teachers.](#)** If you have any questions about the Learn@Home environment, please speak with your school administration.
- ☑ **Survey your students' levels of online access.** Differentiate your content and course specific materials for your students' **diverse digital needs**. Provide workbooks, textbooks, and other consumables to students who have limited technology access. Be sure your course content is available offline ([Canvas Offline](#)) and share the tips for downloading and reading offline content ([Canvas Offline](#)) before they leave. Make sure all students know your Microsoft Teams call-in number.
- ☑ **Review available resources for lesson planning.** Be sure to include unplugged assignments for students who may not have access to technology. For unplugged lesson ideas and for other resources, visit the [RCSS Learn@Home Webpage](#). A great starting point is [Georgia Home Classroom Remote Learning Plans](#).
- ☑ **Provide your students and parents with the information about WiFi access in the school parking lots and the [WiFi on Wheels locations and times](#).** Post this information on your webpage.
- ☑ **Share your preferred contact method with your students** (email, Canvas, Dojo, etc.). Be available for communication throughout the regular school day hours.
- ☑ **Share your office and tutoring hours with your students and parents.** Encourage your students to take advantage of FEV Tutor by scheduling a tutoring session. [Click here to learn how to schedule a tutoring session.](#)
- ☑ **Establish expectations for student learning.** Communicate your expectations to your students. Make sure they can access the software programs that you plan to use. Share your schedule for communicating and grading work. Let your students know exactly how their work will be assessed and graded.
- ☑ **Explain your attendance protocol to your students following the guidance set by your school administration.**
- ☑ **Participate in the [Learn@Home Canvas Webinar Sessions](#)** that will be held from November 16 – November 20 to get a quick Canvas refresh. There will be a combination of live sessions and recorded sessions for your convenience.

Need assistance while you are out? If you have technology support needs, please submit your requests to the Technology Department by calling **(706) 826-1103** or by emailing the [ithelpdesk@boe.richmond.k12.ga.us](mailto:ithelpdesk@boe.richmond.k12.ga.us).