RCSS Online Instruction Expectations for F2F Teachers

What is online learning?
Online learning is characterized by a structured learning environment, to enhance and expand educational opportunities, providing instruction that is teacher-led, and may be synchronous or asynchronous, and accessed from multiple settings.

Synchronous vs. Asynchronous Instruction: What is the difference?
- **Synchronous** teaching allows the teacher(s) and students to gather in real time using a virtual online meeting tool such as Microsoft Teams in order to engage, review, and discuss material and assignments.
- **Asynchronous** learning allows students to learn the same material at different times and locations. The term includes online learning in which students learn from instruction—such as prerecorded video lessons or game-based learning tasks that students complete on their own—that is not being delivered in person or in real time

The chart below provides examples of synchronous and asynchronous sessions. It is a good starting point in observing the different characteristics of synchronous and asynchronous learning.

	Synchronous Learning	**Asynchronous Learning**
Definition	Synchronous learning is remote learning where everyone from a given group is online at the same time using Microsoft TEAMS within Canvas.	Asynchronous learning is remote learning where students access pre-recorded lessons or independent learning tasks at any time during the day.
What does this look like?	Checking in with students regarding their social emotional wellness, building community, and establishing personal connections. Providing gradual release practice (I do, we do, you do) Engaging students in discussions to ensure understanding of information. Previewing or explaining assignments or expectations of learning tasks. Answering student questions. Conducting small group instruction. Modeling or sharing examples of final products.	Viewing recorded instructional videos of lessons in a content area. Listening to read alouds and answering questions. Engaging in online discussion by reading and posting responses in Canvas. Reading posted literary selections and responding. Researching and synthesizing information. Completing independent learning tasks and assignments. Responding to and assessing student work. Presenting content in multi-media formats.

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F2F Virtual Teacher Expectations

In the event that the school system switches to an all virtual environment, F2F teachers will teach their same students asynchronously. F2F teachers will provide their students with a two-week asynchronous unit or set of assignments in Canvas. The complete unit should be published at one time so that students can work on the entire unit throughout the two-week window of time. The due date for all assignments in the two-week unit will be the last day of the unit (tenth school day). In addition to asynchronous assignments, the teacher will make himself/herself available for synchronous *support* at one designated time each week. Synchronous *support* is an optional support session for the teacher to provide real time support. Students who cannot attend synchronous support sessions will not be penalized. The school administration will coordinate and schedule F2F synchronous support times. A sample schedule is included below.

Sample Schedule	PK-5 F2F Schedule	6-12 F2F Schedule	Synchronous Support
7:30-8:20	ELA/Reading	First Period	Monday
8:25-9:15	Math	Second Period	Monday
9:20-10:10	Science	Third Period	Tuesday
10:15-11:05	Social Studies	Fourth Period	Tuesday
11:10-12:00	Music	Fifth Period	Wednesday
12:05-12:35	Lunch	Lunch	N/A
12:40-1:30	Art	Sixth Period	Wednesday
1:35-2:25	PE	Seventh Period	Thursday

Sample Schedules

Communication

o Maintain ongoing communication with students and parents. Use ideas from this video to learn different ways to support parents during online learning.
o Be sure that students know how to access Canvas and their online instructional resources.
o Respond to students and parents within a 24-hr period. Document your form of communication following your school's protocol.
o Monitor assignment submissions. Remind students and parents about missed assignments.

Online Environment

o Remember that your students are in a unique situation. Our F2F students were not given technology devices. Extending compassion over compliance will help build a positive culture in your online class.
o Use the camera during synchronous support sessions and encourage students to do the same. Be sure to have an appropriate background. Show students how to change theirs.

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Instruction
- o Provide all content in Canvas.
- o Link Microsoft TEAMS in Canvas for synchronous support. [View this video for grouping strategies.](#)
- o Provide timely and meaningful feedback to students. Be specific and take advantage of teachable moments.
- o Follow the RCSS Curriculum Map and teach the curriculum.
- o Be available for tutoring during the designated synchronous time and available to answer questions throughout the workday
- o Provide students with multiple modes of demonstrating competency. They can submit video, audio or written responses.

Assessment
- o Provide students with multiple forms of assessment. Assignments, discussion postings, presentations, quizzes, tests, activities, labs, and other course work can be used as a means of assessment.
- o Complete required pre/post assessments, Universal Screeners and Content Mastery Assessments (CMA) according to district guidance.
- o Provide a range of practice opportunities for your students.
- o Use [Canvas Mastery Paths](#) to differentiate student assignments when appropriate.

Attendance: Student and Teacher
- o F2F students working in a virtual environment will be counted present based on assignment completion and student/teacher interactions during the two-week period of time. Follow the RCSS Attendance Protocol as related to student absences.
- o Teachers will follow-up with students and contact parents if the student is not completing work, participating in synchronous support sessions, or answering emails.
- o Teachers should prepare a two-week unit of unpublished assignments to be used as Emergency Lessons.
- o Teachers should follow school-based protocols for reporting their own absences. If scheduled to provide synchronous support that day, the teacher will notify the class and reschedule the synchronous support session another day. Substitute teachers will not be used for virtual instruction.

Student behavior
- o Be positive and flexible with students.
- o Monitor student behavior and make parent contact if a student misbehaves.
- o Show students how to use the virtual tools to raise their hand and to agree or disagree.
- o Review Discussion post etiquette with your students.
- o View this video to learn more about [Managing Behavior in a Virtual Environment](#).

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TIPS FOR GETTING STARTED

Things to Do Before the First Week of F2F Virtual Learning
- o Contact all students to introduce yourself, if you have not already done so.
    - o Be sure they understand their new learning environment.
    - o Remind your students to check their technology.
    - o Be sure they have their usernames and passwords.
    - o Be sure to show your students How to Access Canvas video
    - o Share parent information and student Canvas Orientation videos
- o Check your technology to ensure that it is working properly.
- o Prepare your presentation space.
- o Begin personalizing your course with resources, discussions and activities. Canvas Commons is a great resource for your planning.
- o Participate in professional learning opportunities. Refer to the recommended Canvas Training Links. You do not have to register in Business Plus.

Things to Do During the First Week of Asynchronous Instruction
- o Create a discussion post in Canvas to get your students engaged.
    - o Allow your students to respond via text, audio or video.
    - o Include Discussions Post etiquette.
    - o Reach out to any student who does not respond before the end of the week.
- o Assign the grade specific Canvas orientation module to your students. You should import this module from Canvas Commons (filter for Richmond County Schools).
- o Review your content Curriculum Map.
- o Continue to personalize your course with resources, discussions and activities. Canvas Commons is a great resource for your planning.

Access this link for more ideas on best practices for online learning.

Need Help?
Please contact your school's Instructional Specialist for Canvas support and training.