



# Lessons from Advanced Online Teachers and Advice for Getting Started in Online Teaching

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May 5, 2020 3:00 p.m. ET

# Today's Presenters



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# Best Practices for Online Teaching + Learning





- eLearning Strategies
  - ◇ Professionalism
  - ◇ Creating a Virtual Meeting Environment
  - ◇ Virtual Meeting Tips
  - ◇ Teacher Availability
  - ◇ Flexible Pacing
- Things to Consider
- Helpful Tools for eLearning



# eLearning Strategies



# Professionalism

- ◇ Keep it **professional** for all interactions with students and their stakeholders.
- ◇ When meeting virtually, consider the following tips:
  - Be sure to choose a space with a plain background and dress appropriately for your class, as if they were seeing you at school.
  - Be mindful of lighting and sound. You may need to use a microphone and/or headphones.
  - Practice! Schedule a practice session before the actual virtual meeting to make sure you feel comfortable navigating through the meeting tool.





# Creating a Virtual Meeting Environment

- ◇ Create or identify a common space for your online classroom.
  - Moodle, Google Classroom, Seesaw, etc.
- ◇ Have open communication.
  - Visible contact information
  - Options for students with different access (phone, email, etc.)
- ◇ Have a start and end time for each virtual meeting, and stick to it.
- ◇ Have an agenda for the meeting, and share it with your students before the meeting.
- ◇ Include Q&A time at the end of the meeting to help wrap up the meeting.





# Virtual Meeting Tips

- ◇ Set up clear procedures and rules that cover the features your digital tool offers. See common examples below:
  - Set expectations for using the chat feature in your virtual meeting tool and monitor the chat space.
  - Set expectations for screen sharing and microphone tools on live sessions.
  - Be clear on your system for accountability, check for understanding, and be flexible.







# Teacher Availability

- ◇ To prioritize face to face interaction, commit to being online during office hours to provide instruction, support, answer questions, or clarify confusion.
- ◇ Share a weekly schedule of when you will offer virtual meeting sessions for your students so they know when to tune in. You may choose to call them Virtual Office Hours with designated times.
- ◇ Respond to student assignments with voice or video whenever possible. Teach them where to look for your response. If you want students to redo something, teach them the procedure for doing this.



# Flexible Pacing

- ◇ Use flexible pacing for assignments and due dates.
- ◇ Schedule virtual meeting times well in advance and consider polling students for a time that works best for them.
  - All students may not be able to attend at the same time.
  - If possible, start recording the meeting when it begins and make it available to students after the meeting for review.



# Things to Consider

- ◇ Be familiar with your students home technology situations.
- ◇ Keep things fun with a space to share interests via fun polls or group discussion questions
- ◇ Use a mix of videos, voice, and images to keep the personal connection with your students, parents, and staff.
- ◇ Be yourself. Your students likely miss you. Seeing your face is a sense of normalcy for them.





# Helpful Tools for eLearning

## Learning Management System (LMS)

- ◇ [Google Classroom](#)
- ◇ [Seesaw](#)

## Screen Capture

- ◇ [Screencastify](#)
- ◇ [Screencast-o-matic](#)

## Video Conferencing

- ◇ [Meet](#)

## Response

- ◇ [Padlet](#)
- ◇ [Flipgrid](#)
- ◇ [Google Classroom](#)
- ◇ [Seesaw](#)



# Thanks!

**Any questions?**

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resources

# Today's Presenters

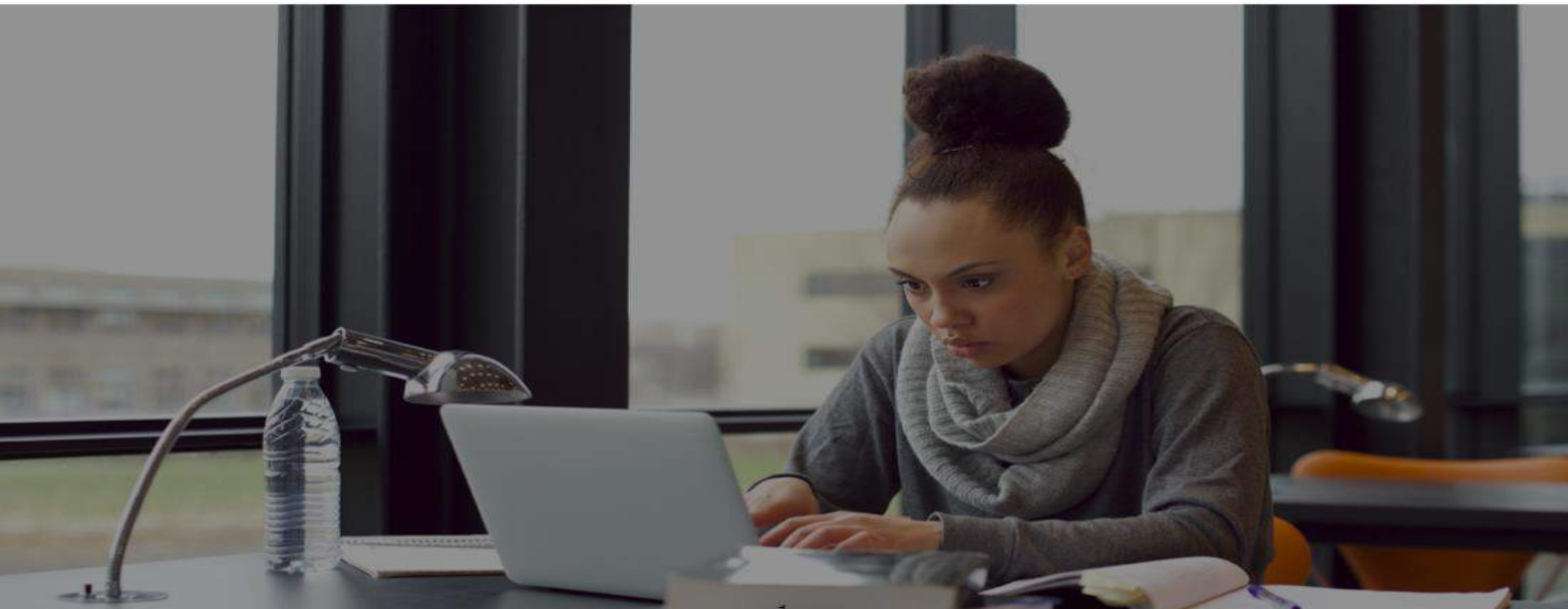


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VIRTUAL LEARNING ACADEMY CHARTER SCHOOL



**VLACS**





# Be consistent

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1. Materials
2. Instructions
3. Emails and messages





# Take advantage of what the online learning environment has to offer

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1. Embrace the fact that everything is open book.
2. Utilize online resources.
3. Give options for demonstrating knowledge.
4. Utilize weekly online discussion forums.
5. Provide specific and timely feedback.



## Leverage this time to build Relationships

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1. Make yourself available.
2. Ask students for feedback on their experience.
3. Use the data available to you to monitor participation levels.



# Today's Presenters



**Dr. Courtney L. Teague**  
Associate Director of  
Professional Learning, Verizon  
Innovative Learning Schools,  
directed by Digital Promise



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# Tips and Tricks for Getting Started with Online Learning

Dr. Courtney L. Teague

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🐦 @CourtneyLTeague



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# Think Shorter

- Keep It Simple, Smartie.
- Be more compact.



# Have Consistent Online Configuration

- Create classroom agreements.
- Provide a digital handout with updated links.



## Digital Handout for April 23rd

Google Classroom: <https://tinyurl.com/DLPlaybookClassroom>

Jim Knight's Survey <https://www.surveymonkey.com/r/ICGCoachesSurvey>

### Zoom Link

Just in case you lose access, use [this link](#) to join again.  
Password: 36105  
After the call the video will be located [here](#).

### Padlet Map

[Click to access the Collaborative Map Activity](#)



2. Click
3. Choose Option 1 or Option 2 to add your location



4. You may have to zoom in/out for your location.



5. Add your Twitter Handle and Name

### Brainstorm Padlet

**If you are in breakout groups 1-5**

[Click to access Brainstorm Padlet](#) for elementary ideas

**If you are in breakout groups 6-10**

[Click to access Brainstorm Padlet](#) for middle/high ideas.

### Vote Now

[Click to vote for the Top 10](#)

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# Use Collaborative Tools

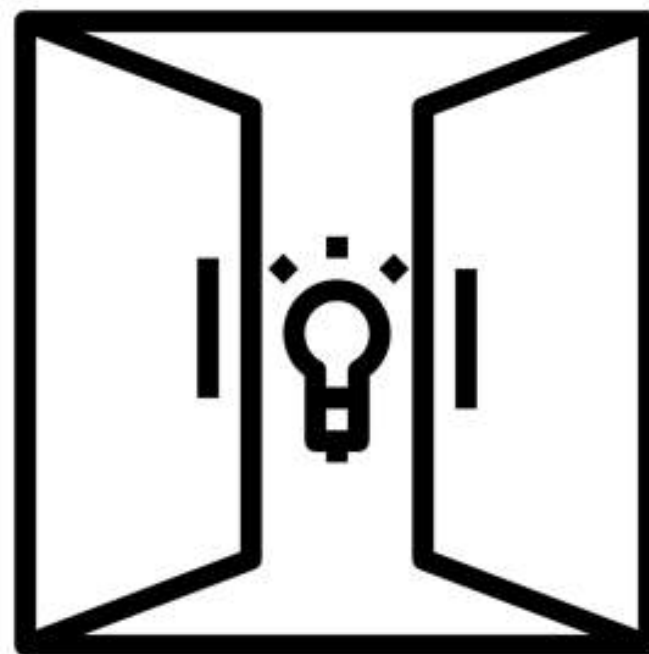
- Holds students accountable.
- Promotes student engagement.



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# Use Familiar & Accessible Resources

- Use pre-developed resources available online.
- Use open resources to help prevent access problems for students.





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# Ask for Help and Show Emotions

- Demonstrate emotional openness.
- Be willing to ask for help.



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# Pre-Record Your Lectures

- Classroom agreements
- Digital handout or home base



# Show Your Face

- A smile a day keeps students at bay.
- Sends message that you are present.



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# Quick tip recap

- Have **consistent** online configuration.
- Use **collaborative** tools.
- Use **familiar** resources.
- Ask for **help** and **show emotions**.
- **Pre-record** your lectures.
- Show your **face**.

# Thank you.

# Thank You to Our Presenters

## Q&A

Please use the chat box to  
submit your questions.



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**May 12, 2020 3:00 p.m. ET**

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