

# 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?

