

The Remote Learning Checklist



10 keys to setting up your remote learning classroom

1 A home base. 🏠

A student home base helps them know where to start every time. A parent home base houses valuable info.

🔧 Tools: Your LMS or a simple website builder.

? Questions: Where do parents/students spend time digitally already? How can I organize simply? Am I only sharing vital resources?

2 A way to communicate. 🗣️

Student communication is essential. Parents almost become teaching partners during remote learning, so communication with them is key.

🔧 Tools: Remind, Class Dojo, Bloomz, ClassTag, Talking Points, your LMS

? Questions: Where are parents already spending communication time? What are other teachers using? What's the "sweet spot" for communication, not too much/too little?

3 Solid instruction. 👩🏫

Getting back to the fundamentals of great instruction can help us transition to remote.

🔧 Tools: Solid pedagogy-based resources like ASCD blog, Cult of Pedagogy, HyperDocs

? Questions: How can I design activities to get students where they need to be? How can they digitally show what they know? What isn't the same with face to face, and how can I adjust?

4 Useful feedback. 📣

Feedback is a main driver in education. Remote learning lets us give feedback differently – and sometimes, even more regularly.

🔧 Tools: Document comments, private LMS comments, instant messages, video feedback

? Questions: Am I clear on what I'm saying? Am I clear on what I want students to do? Is my feedback regular?

5 Well-crafted assessment. 📝

Assessments give us valuable data on student progress. This data can be our lifeline during remote learning. Plus, it has other benefits.

🔧 Tools: Google Forms, LMS quiz tools, Quizlet

? Questions: What kinds of questions will show me if students truly understand? Will autograded quizzes give me the data I want? How can I build in ungraded self-quizzing?

6 Your humanity. ❤️

Your personality is your online teaching strength. Do your best to recreate the warmth you show in person. It won't be perfect. It will be noticed.

🔧 Tools: Your video call platform and recorded video tools like Flipgrid and Screencastify

? Questions: Can your students tell how much you care? How have you let your personality show before? Are you willing to be a bit vulnerable?

More details: [DitchThatTextbook.com/remote-learning-checklist](https://ditchthattextbook.com/remote-learning-checklist)

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7 Clear instructions.

Unclear instructions can shut a student down before they start. We can help by providing clear text instructions or even audio/video.

 Tools: The delete button (brevity!), your LMS, your video call platform

 Questions: How do I know this is clear for my students? Can I anticipate questions they'll have? How and when can students ask questions?

8 Collaboration.

Collaboration helps students feel connected. Plus, discussions are a key part of how students make sense of new concepts.

 Tools: Flipgrid, Synth, comments in slides and documents, hypothes.is, InsertLearning

 Questions: What's best understood through discussion? Synchronous or asynchronous discussion? How can you create a culture of ongoing collaboration?

9 Ways to get help.

Students need help at different times in different ways. Office hours (with boundaries!) can help. Plus, teachers need help with ideas, too!

 Tools: Email, online docs, your LMS, instant messaging, video recording tools, social media

 Questions: When are students most likely to need help? Can I create an ongoing FAQ doc where students can find answers?

10 Differentiation.

Make small adjustments to meet students where they are. Giving students choice helps them differentiate on their own.

 Tools: Iorad (individualized tutorials), LMS

 Questions: What parts of this assignment can be adjusted? What can students self-select? How can I move from full group to small group?

This checklist is just a summary. To go in-depth with all of the ideas shared here, go to: [DitchThatTextbook.com/remote-learning-checklist](https://ditchthattextbook.com/remote-learning-checklist)



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