21 Things 4

Getting Started with Online Learning
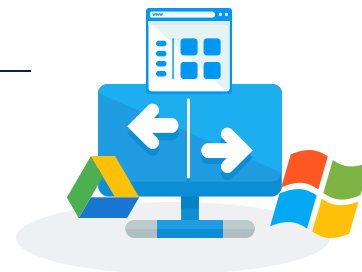
Preparing Educators for Digital Age Teaching and Learning
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1 CHOOSE A PLATFORM

Create a space for online learning. Think about what is already being used in your District. GSuite or Office 365, a learning management system (e.g. Schoology, Moodle, BlackBoard, Canvas, or D2L), a school web site or service, or a combination. Start with the Platform and begin building.

2 CREATE THE FACE OF YOUR CLASSROOM

Create your online classroom. Begin to build your content with welcome and introductions, basic class information, some simple assignments, and resources. Your Face of the Classroom could be a web site, a learning management system course, or space in a GSuite or Office 365 environment.

3 ORGANIZE YOUR ONLINE CLASSROOM

Setup your online classroom. Decide how you will organize content: by week, unit, subject, task, project, etc. You may want to create pages or folders, or include images and colors to help students navigate your online classroom.

4 CREATE LESSON OBJECTIVES

Start with small steps. Consider the first unit, week, or lesson of instruction. Identify Lesson Objectives, key vocabulary, and Standards. Identify Steps in the first lesson and begin gathering documents, links, and resources.

5 INTRODUCE YOURSELF

Start with introductions. Create an introduction so your students can "Meet the Teacher." Share a couple of paragraphs, some pictures of you with your family or family pets, and tell a little about you. Extend to a video format like that available in Schoology's "Updates" in the Enterprise version.

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6 ADD IMAGES

Use visuals to support differentiation. Explore Pixabay, FreePik, Pics4Learning, or an an advanced image search for copyright friendly images in Google Images. Use iPiccy or Pixlr to edit photos and add visual appeal to the Face of Your Classroom.

7 INSERT LINKS

Curate web resources and insert links. Why reinvent the wheel? Link out to videos (e.g. YouTube, SchoolTube, TeacherTube, Khan Academy) or activities like PBS Learning Media, Read Write Think, Annenberg Interactives, Prodigy Math, National Geographic, or pHET.

8 UPLOAD DOCUMENTS

Use what you have. Tap the power of what is already in your file space by uploading or linking to documents, lessons, worksheets, presentations, guides, or how-to sheets.
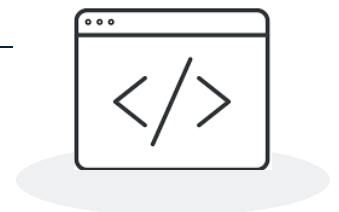
9 CREATE VIDEO FEARLESSLY

Create Video. Use simple tools like Screencastify, Screencast-O-Matic, Jing or Snagit to record video explanations or lessons. These sites have free hosting so you simply share the link on the Face of Your Classroom.

10 EMBRACE EMBED CODE

Embed interactive content. Move beyond links and learn to use the embed code to insert Quizlet flashcards, Spelling City, Google Maps, Mentimeter polls or other interactives right on the Face of Your Classroom.

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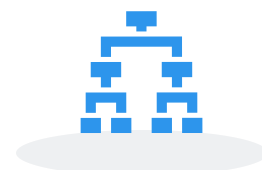*Brought to you by 21Things4teachers.net*

11 CONNECT TO DIGITAL WORKSPACES

Collaborate and share. Whether you are using GSuite with Google Drive or Office 365 and One Drive, use the power of shared documents to post, comment, collaborate, and share. Connect your collaborative spaces to the Face of Your Classroom.

12 EXPAND COLLABORATION FORMATS

Engage students in collaborative work. Students can collaborate on a mindmap (Popplet or Bubbl.us), brainstorming (Lino or Padlet), or even a learning journey like TES Blendspace, where "tiles" of content can include hyperlinks, videos, images, quiz/poll questions, and uploads. Students can collaborate on their "Spaces" as well as provide comments/feedback.

13 ADD VISUAL APPEAL

Enhance the visual experience. Take vocabulary or chapter text and transform them into Word Clouds (TagCrowd or Wordle). Create a unit overview in an online poster (Piktochart, Venngage, Vis.me, or Canva). Tell the plot of a story using comics (Make Beliefs Comics or Storyboard That).
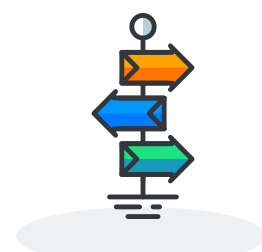
14 ALLOW FOR INTRODUCTIONS

Create an opportunity for students to introduce themselves. Consider using a Discussion Board to introduce yourself then comment on 2-3 of your classmates. Or, link to an external tool like Flipgrid or SeeSaw to share 2-3 fun facts about yourself. Or, host and invite students to participate in a live webinar (Zoom, Meet, Skype) for "round robin" intros.

15 PERSONALIZE THE LEARNING

Get to know your students. Use a survey tool to gather perceptions and demographic information. Google or Excel Forms are just two tools for creating and administering a Personalized Interest Survey to find out likes, dislikes, learning styles, favorites, and goals or aspirations.

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16 ONBOARD STUDENTS

Show and Tell your Course. Explain to students what the daily routine will be like. Identify basic technology skills required to be successful. Demonstrate how to navigate the platform. Share expectations, guidelines, requirements, and vocabulary. Explore student profiles by administering interest surveys.

17 DEFINE COMMUNICATION PROTOCOLS

Use asynchronous and synchronous methods. Communicate on multiple levels, share how and what is appropriate. Use **synchronous** (same time) communication like webinars and phone calls. Utilize screencasts, Flipgrids, emails, or discussion forums for **asynchronous** (at another time) needs.

18 INCLUDE DISCUSSION FORUMS

Add dialogue with accountability. Create opportunities for students to review and respond to each other's thoughts, work, or ideas. Create discussion forums using a blog or your LMS. Post a prompt and require students to post, then respond to 2-3 classmates to add accountability.

19 TEACH POSITIVE TALK STEMS

Extend accountability with positive talk stems. Guide discussion using frameworks like **SAY** (Say something constructive, Ask a question, Yay-give praise); **SAFE** (Say, Ask, Feedback, Empathize); **THINK** (True, Helpful, Inspiring, Necessary, Kind); or **TAG** (Tell something you learned, Ask a Question, Give a compliment).

20 EMBRACE DIVERSE LEARNING

Utilize accessibility options and structure for differentiation. Bring in multiple means of engagement, representation, and action or expression to your online classroom (UDL). Consider how to help students navigate vision, hearing, learning, and/or motor challenges through tools like speech to text. Embrace diversity by including translators in your toolbox.

21 MONITOR AND ASSESS

Embrace the T3PD Model. Technology + Performance + Perception + Progress Monitoring + Demographics. Use formative and summative tools to engage students.