Communicating with students

Identify how you communicate with students in the classroom to find different ways to do that remotely:

What I do in a Face-to-Face class	How can I do this remotely?	Tips and tricks
I make announcements in class	- Post announcements with the Google Classroom tool. These announcements also get sent to students via email. - Send announcements via Peralta email. - Or send announcements via What'sApp or a closed facebook page for your class	Write your Google Classroom Announcement ahead of time and delay posting until a specific date and/or time. Use multiple channels--e.g., Set up a free account on to send text messages about your class. Students sign up with one click.
I give verbal instructions about how to do something in class	- Create video and/or written instructions. - Simple techniques include videoing a message via your mobile and sending through What's App, posting to youtube, etc.	Include a rationale in your instructions--i.e., explain why students are completing each task and show how each task links to the objectives
I ask students to email me with questions	- Keep doing it! - Or use What's app, closed Facebook pages, etc	If you have more than one class, ask students to include their name and the course name at the top of their emails. ("Hi teacher! It's Monica Morales from your English 1A class. I have a question about...")
I hold regular office hours and/or I make one-on-one appointments with students	- Use Zoom free version to hold meetings by appointment. - Hold office hours by phone.	If multiple students show up in the office hours, you can do a group Q&A session. Conversely, you can schedule 10-15 minute private appointments and have students sign up in advance on a Google Doc or Word doc Online.

Sharing & organizing course materials

Identify how you share course materials in the classroom to find different ways to do that remotely:

What I do in a Face-to-Face class	How do I do this remotely?	Tips and tricks
I give lectures	• Pre-record lectures via video or sites like Screencast-o-matic (Links to an external site.) and assign students to watch by a certain date. • Deliver real-time lectures via free Zoom accounts or facebook live. • Record short videos on your mobile devices and share the link with students.	Ask your students about their access to computers, mobile devices and strong Internet connections. Provide alternatives if students need them. IE: based on your location, What's App, Facebook, flashdrive materials
I give paper handouts to students	• Upload handouts in Google Classroom. • Create Google Classroom content pages. • Link to digital materials. • Share via whats app, skype or facebook	If you need digital materials, you can find resources created by other teachers at sites like MERLOT (Links to an external site.). Also, explore Open Educational Resources.
I assign readings (textbook pages, journal articles)	• Provide clear instructions.	Provide a reading prompt guiding student comprehension, such as key questions to answer.
I give live demos in a lab	• Demonstrate with images and text. • Create a video of the lab experiment. • Use screencast-o-matic (Links to an external site.) to record brief videos.	

Engaging students

Identify how you engage students in the classroom to find different ways to do that remotely:

What I do in a Face-to-Face class	How do I do this remotely?	Tips and tricks
I facilitate discussions involving the whole class	• Engage students in a Google Classroom discussion thread • Start a discussion thread in email and ask students to "reply all." • Ask students to submit posts and replies via video using Flipgrid. • During a live, video class session on Zoom, or Skype or other platform cold call on students or separate them into small breakout groups.	Reply to students in the discussion thread to ask guiding questions, summarize trends, and keep the conversation going. Also consider sending out "global" feedback in one announcement or email.
I assign small group activities	• Assign students to a small team with Google groups • Use smaller whats app groups to facilitate small group discussions. • Use a separate Google Doc or Google Slideshow for each group to work on asynchronously.	Make sure your instructions for groupwork are very clear. Provide scaffolding for students: how should they get in touch? What exactly should each member complete? For example, if assigning a group Google Doc project with four questions, each group member can be responsible for and graded on one question each.
I weave activities into my lectures	• Use Zoom, skype or facebook live to give lectures. • Use Screencastomatic (Links to an external site.) to record yourself talking and sharing your screen.	Keep recorded lectures short and sweet (no more than 10 minutes if possible). Follow up with survey, quiz or discussion to gauge comprehension. Share the recorded link with students after (via email or Canvas) to keep students who were unable to make the synchronous meeting in the loops.
I poll students in class OR I collect student feedback	• If you have live sessions on Zoom use the Chat or Poll feature to ask questions. • If you record your lectures for students to view on their own, use a Google form (Links to an external site.) to ask questions. • Collect student feedback with an anonymous survey or use a fun, visually appealing app	Once you collect the feedback, respond! You can do a short video or text response synthesizing the feedback you received.

What I do in a Face-to-Face class	How do I do this remotely?	Tips and tricks
	like [Padlet (Links to an external site.)](#).	

Assessing learning

Identify how you assess learning in the classroom to find different ways to do that remotely:

What I do in a Face-to-Face class	How do I do this remotely?	Tips and tricks
I give proctored quizzes / exams in a classroom	• Use Google forms (Links to an external site.), or email. • Use apps like Kahoot to gamify your quizzes. • Consider using Zoom to proctor an exam with students present in the call.	• There are pedagogical and technical strategies to prevent cheating on tests. • Use many low-stakes quizzes to check student comprehension. • Use announcements to provide global feedback/share resources that address gaps.
I assign student presentations	• Set up a Google voice (Links to an external site.) Or Skype or whats app and have students call or leave voicemail. • Use VoiceThread (Links to an external site.). • Use Flipgrid if videos are short. • Check out Adobe Spark. It's fun and easy to use :). Students can add images, music and narrate the slides with their voice. • Recording video or audio in Google classroom assignment or discussion.	Provide students with options and alternatives for how to record and submit their presentations.
I assign lab practicum work	• Link to a virtual lab or simulation (Links to an external site.).	Break the lab experience into component parts (Links to an external site.)--setting up experiment, interpreting data, reporting results--and assess the part(s) that align with your learning objectives.

What I do in a Face-to-Face class	How do I do this remotely?	Tips and tricks
I assign essays	• Ask students to submit essays via Google classroom • Students can also email their essay to you as a file attachment (Word Docs, PDF) or a link (Google Doc).	Depending on the technology you use, make sure you share lots of tutorials and guidance for students about how to upload, post or send essays as attachments.