“e-Learning Best Practices”
Mr. Edward Spence, K-12 Director of Instruction/Curriculum & Technology

**Suggested Best Practices**

**Helpdesk Ticket Requests Form**
[https://maintenance.chesterufsd.org/open.php](https://maintenance.chesterufsd.org/open.php)

Please click the link below for a message from Mr. Spence

[A message from Mr. Spence](#)

**NYSED Continuity of Learning Website** - Guidance & Resources

----------------------------------------------------------------------------------

**Suggested Best Practices for Remote / “e-Learning”:**

1. **Choose an e-Learning Platform and Stick With It** - We are suggesting that all teachers use [Google Classroom](https://www.google.com/classroom) as your “home base” to share resources and lessons. This assists the students by providing a familiar interface / structure. This is *asynchronous* learning. That means that not everyone will be online at the same time. Google Classroom is the place to start as your “home base.”

2. **Get Comfortable with the e-Learning Platform** - Understand that this is a new experience for many students as it is for many teachers. View this experience as a stress-free time to use instructional technology tools, stay in touch with your students and provide them with enrichment opportunities. Typically, we are all too busy during a regular week of teaching assignments to have time to try new tools and such techniques. This is an opportunity for students and teachers alike. Review [Maslow’s Hierarchy of Needs](https://en.wikipedia.org/wiki/Maslow%27s_hierarchy_of_needs) to review your student’s perspectives. Be positive. Be flexible. Look to the holistic needs of students. *Be empathetic of what students, parents and teachers are going through at this time.*
2. **Provide a Weekly Checklist for Students** - This assists students by clearly defining expectations. It also helps students with organizational skills. Consider (if possible) incorporating video or audio messages for your students in Google Classroom. Your student(s) will be missing you during the time away. This is a great way to keep in touch and let them know that life is going on as normally as possible. Remember to give feedback to your students.

3. **Reduce Workload Through Team Collaborations** - We are not seeking to reproduce an entire school day online each day. Use online tools to work with your grade level Teacher Teams. Seek to come up with no more than three subjects level assignments per day. For example, Monday may be Reading, Math, and P.E. Tuesday can be Science, Math, and Music. Wednesday is Social Studies, Art, and Reading. What you will soon come to find out about online learning is that it can tend to take longer to do half as much. Teachers are encouraged to have teacher-colleagues “join” their class (using the “People” tab) to help support the learning along the way.

4. **Consolidate Work: Work Smarter, Not Harder** - Consolidate work as much as possible for students. Fewer clicks and fewer distractions is encouraged. Try not to send them to tons of websites, sort through different databases, etc. The simpler and more consistent your directions make for better learning experiences for your students/parents.
5. **Consider Flexible Deadlines for Assignments and Get Students Away from the Computers When Possible** - Everyone’s situation is unique and different during home learning. The deadlines are not as important as the relationship you are saving by giving students grace. Too much screen time is **NOT** good for you and your students. Be creative with your assignments and incorporate their physical, living space. We have the opportunity to show the learner how to apply their knowledge to their everyday environment.

6. **Communicate regularly with Students and Parents** - In most home situations, parents will be trying to support their children in their learning. Especially for younger students, parents want to know what their child will be doing each week. An overview of their assignments or a simple check-in will assist parents who are trying to make home learning work. Treat the situation with an open mind and patience.

7. **Consider Essential e-Learning Philosophy** - The link below provides some guidance for K-12 teachers as they use e-Learning tools (Click on the link below)

   ![Essential e-Learning Philosophy](https://example.com/essential_e-learning_philosophy)

Please see notes continued on next page...
Guidance & Useful Weblinks to Assist Our Teachers:

We wanted to share some very good teacher training materials to assist with Google Classroom setup and use. Following our CyberAttack as you recall, teachers had to create new classrooms in Google. The guides below should assist with any setup & general use questions.

From past Google Classroom teacher trainings, we have modeled the following annual steps for teachers to set up Google Classroom:

1.> **Step 1:** If you have not already done so, set up your Google Drive folders with content and then create classes each class you teach in your "Google Classroom"

2.> **Step 2:** Invite each of your students using the "Classroom Code." The students should accept the invite which is sent to them in Classroom and also to their school email. Once the student accepts the invite, then parents email addresses can be added to the “People” Tab.

3.> **Step 3:** Add Content & activities to Google Classroom and add the “guardians” email addresses using the “People” Tab. These essential steps are all explained in the tutorial / guides on the next page below. *Teachers who are already using our e-Textbooks are encouraged to integrate this content.*

** If you plan to use any new website and have your students enter any Personally Identifiable Information (PII) please first check with Technology Secretary Ms. Kerri Piccincillo (x3302) to first ensure that Chester UFSD received a *signed, unaltered NYS Data Privacy Form* back first. We have a list of those who signed/returned the NYS Data Privacy Form to Chester Schools. Thank you. **

We hope the below serve as useful refresher guides for teachers. As always, if you should have more specific needs please simply open a Helpdesk ticket and a Tech Team member should be in touch as soon as they are available. Thank you for all you do each and every day for the students of Chester Schools. - Mr. Spence
Google Classroom Teacher Guides: Click the links below

Google Teacher Video Tutorials - Setting Up & Using Classroom

Google Classroom Basics for Teachers and Students

Creating Google Classrooms - Step by Step

Setting Up Parents and School Admins. As “Guardians” in Classroom

Using Google Hangouts Meet

Copyright-Free Use During Corona Virus (e-mail Ms. Dilorio Questions)

Parent’s Guide to Google Classroom

 Unblock Flash in Chrome Browser

Creating "groups" in Google Groups. Teacher may want to create one group per class section as we discussed

https://support.google.com/groups/answer/2464926?hl=en

https://www.youtube.com/watch?v=iRE5-NPHhHg

CA Library Resources Share by Ms. Dilorio - Contact her with Questions

The databases are still up. for CA : https://www.galepages.com/nysl_se_chsl/resources
password: empirelink

I am working on the CES database page. https://www.galepages.com/nysl_se_chestere/resources
password: empirelink

One update on Google Meet if you do choose to try with students. Please remove students from the meeting period to the teacher leaving the Meet or else the students may still be online together after you leave. Please read below as shared by some of my Westchester Tech Director colleagues. Just a heads up - please read below and view the video link...
Additional Teacher Resources (Added 3/25/2020)

Resources for Teaching Online Due to School Closures
This is the most comprehensive list I have seen online
https://www.theedublogger.com/teaching-online-school-closures/

Screencastify
https://chrome.google.com/webstore/detail/screencastify-screen-vide/mmeijimgabbpbqgdklnllpncmdofkcpn

How to use Google Meet
https://support.google.com/a/users/answer/9300131?hl=en

Best Practices for Videoconferencing
A comprehensive list to help you be successful before and during a videoconference.
https://uit.stanford.edu/videoconferencing/best-practices

Common Sense educator page
https://www.commonsense.org/education/coronavirus-resources

Designing an Online Lesson using the 5 Es Instructional Model
A system to best engage students and leverage online learning tools.
https://catlintucker.com/2020/03/designing-an-online-lesson/

Google Resources
https://edu.google.com/latest-news/covid-19-support-resources/

How Teachers Can Navigate School Closures Due to the Coronavirus

Links to Support Students During a Crisis


“Hi Ed: Same here, we did a faculty meeting yesterday via Google Meet and we have opened it up K-12. Students can't start meetings at this point they can only join. But as my daughter found out yesterday, they were able to stay in the
Meeting after their teacher left. We reminded teachers how to remove students first from the room before they leave. This keeps the kids from being able to go back in if you have turned off auto join for students.”

https://www.youtube.com/watch?v=fu6d1M43Xwk

The links below provide a variety of software/apps which the district subscribes to each year. I have provided some links to refresher tutorials for many of these software/apps in the document. Teachers are encouraged to integrate the use of these software/apps in class assignments shared in Classroom. Click the link below to see a list of software/apps to integrate in Classroom lessons. Teachers who are already using our e-Textbooks are encouraged to integrate this content into Google Classroom lessons and activities shared.

**Technology Resources for Teachers**

There are also an almost infinite array of web-based resources which you can integrate from the World Wide Web into your Classroom lessons.

Please note: as teachers share web links via Google Classroom to student Google accounts, connections will be routed through the Chester Web Filtering System. All K-12 schools are required to Web Filter for inappropriate content including inappropriate Youtube videos, etc. It has always been an active suggestion and best practice for teachers to test weblinks in advance of lesson. The updates suggestion here is to test any/all weblinks during the Monday (3/16/20) and Tuesday (3/17/20) faculty days at Chester. Please continue to read on the next page.

**Helpdesk Ticket Requests Form**

https://maintenance.chesterufsd.org/open.php

If any web links do not open please open a Helpdesk Ticket to request that Mr. Patel unblock the specific links. Moving forward after Tuesday 3/17/2020, if teachers are unsure whether a weblink they have not used formally is blocked -- please open a Helpdesk Ticket in advance to request that Mr. Patel test the link(s) for our teachers.
The Chester Tech Team will be working until further notice. If you have opened a Helpdesk Ticket and do not hear back from the technician in a timely manner then you can try to reach them with the open ticket # as follows below. Please do not just call them, please open Helpdesk tickets first to be fair to colleagues.

Mr. Nick Patel 845 469 2231 ext. 3345
Chromebook Interns 845 469 2231 ext 3459 / 3460
Tech. Secretary Kerri Piccirillo 845 469 2231 ext 3302

Thank you. - Mr. Spence