



TEACHING FROM HOME **TOOLKIT**

**A GUIDE TO CREATING AN ENGAGING
VIRTUAL CLASSROOM**

VIRTUAL CLASSROOM TOOLKIT

Best Practices for Teaching from Home

Stay organized and connected with your students

Drive Student Engagement

Leverage technology and hands-on assignments to encourage class participation

Digital Classroom Tools

Choose the best tools for your classroom





HOW TO MANAGE SOME OF THE **TOP** **CHALLENGES** OF REMOTE TEACHING

1. **COLLABORATION /
COMMUNICATION**
2. **STAYING
ORGANIZED**
3. **STUDENT
ENGAGEMENT**

BEST PRACTICES WHEN TEACHING & LEARNING FROM HOME

Communication

Set clear initiatives	Provide access information	Include reference materials
+ Communicate to participants before virtual session/lecture, including agenda and an objective of the lecture/lesson	+ Give advance notice of what technology will be used for the session such as downloads, dial-in information, and passwords prior to virtual session to ensure participants are ready to go	+ Send out reference materials ahead of time in case individuals have trouble accessing the information during the live session

Technology

Ensure everyone is on the same page	Have a backup plan	Use the right tools
+ Review the tools and their functions with the whole group at the beginning. Troubleshoot with the help of a co-facilitator as needed.	+ Technology fails. Have fallback communication channels and alternatives. Run through the interactions you're planning in order to troubleshoot any logistical issues beforehand.	+ Think about which tool is best for each exercise. Assign each tool a function for consistency. Ensure that all digital tools are compliant with your school district's rules, protect private data, and are secure.

Virtual Meetings

Build teams for breakout sessions	Focus the class with learning sprints	Collect feedback from the group
+ Give thought to dividing students into breakout groups or smaller teams ahead of time. Avoid creating groups on-the-fly	+ Break down your methods into small chunks (5-10 minutes) and set the timer to keep the process focused.	+ Make the session interactive by using polls, voting and dialogue tools to engage participants.

QUICK TIPS

Check in with students and parents regularly, through email, phone calls, or video communication

Encourage students to interact with family members, get up and move around, draw, build, chart, etc.

Take 5 minute breaks every hour to step away from the computer

Choose a dedicated work space that is quiet, has enough space for you to work, and allows you to focus

Consider 1-on-1 sessions to support students who need additional learning support

Designate time each week for "office hours" for students and parents to receive extra support in real time

Set and track daily goals, and check in with students to monitor progress

Give and request feedback from your students

DRIVE STUDENT ENGAGEMENT

Leverage technology and hands-on assignments to encourage class participation



MURAL DETAILS

Collaborate with your students using “Mural” for virtual brainstorming and lessons



Benefits

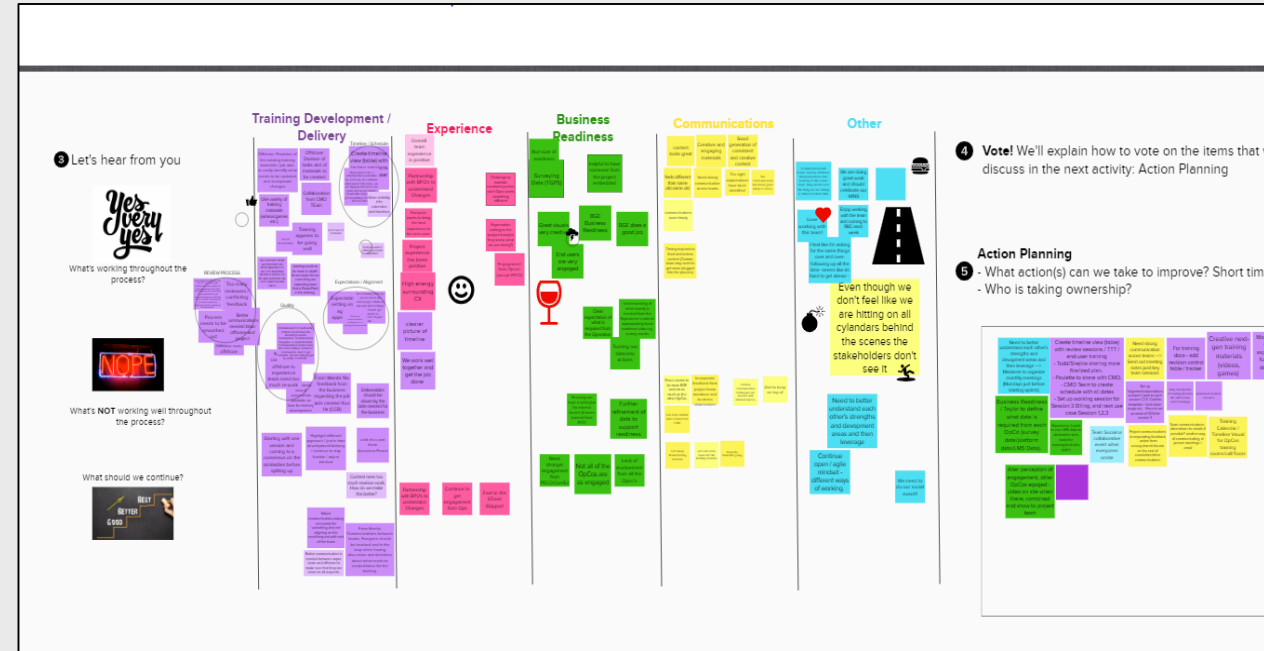
- Allows all remote users to actively participate and share ideas
- Creates excitement and fun during learning activities
- Used for various purposes: Workshops/planning/lessons
- Content is saved and team members are able to contribute after the meeting

Considerations

- Relatively easy adoption as team members may be already familiar with Mural

Next Steps

- Request a free trial teachers who will act as the admins – all team members will be able to become members
- Organize a training session for all admin and other team members and create a best practices documents
- [Sign up here](#)



MURAL LEARNING CURVE



Here are some tips for optimal user experience so your workshop can focus on ideas instead of navigating a new app:

- 1. Provide access and homework ahead of time.** With a little “homework” assignment, students can start exploring on their own and get a feel for the tool. If they have any questions, they’ll be ready to ask.
- 2. Practice with an icebreaker.** At the beginning of the workshop, ask students to introduce themselves using the tool. Sticky notes, icons, text – the options are plenty!
- 3. Offer an alternative.** If anyone is really struggling with the tool, remind them that they can message the facilitator.
- 4. Number your board.** Be intentional about how you set up your board with activities. Number the different sections so that they are easy to refer to and find.
- 5. Lock elements in place.** When you finalize the templates and graphics on your MURAL board, right-click and select ‘Lock’ to lock them in place. This prevents users from accidentally moving or deleting the key elements or your flow.
- 6. Use the “Summon” feature.** Every time you move to a new section of the board, use the summon feature to bring users to that place on the board. Use summon early and often to keep people focused on the task at hand.
- 7. Be flexible!** Not every workshop is smooth sailing, so by keeping an open-mind, facilitators and participants alike can have a great experience. Your attitude while facilitating with the tool goes a long way in driving a positive participant experience.

TALKING POINTS

Supports two-way communication in 100+ home languages to break down the language barrier between teachers and their students



Benefits

- Teachers use a web-browser or mobile app to communicate with families, who can receive messages via text message or mobile app
- Content and analytics support for teachers to provide engaging, helpful, and relevant information for families
- Free for teachers

Considerations

- Once you've registered, you must invite students and their families to join via app or website

Next Steps

- Request a free trial teachers who will act as the admins – all team members will be able to become members
- Organize a training session for all admin and other team members and create a best practices documents
- [Sign up here](#)



Benefits

- Luma is a proven design thinking course that will teach you how to design lessons creatively
- Courses can be taken in groups so that you can brainstorm with other teachers

Considerations

- **LUMA Workplace** has everything you need to apply the LUMA System in your daily work. Get essential details on human-centered design methods, practical resources to support activities, videos, tools, and LUMA recipes — combinations of methods that help you tackle specific workplace challenges.

Next Steps

Learn more at luma-institute.com



EDPUZZLE

Create engaging video lessons and use analytics to check on your students' progress



edpuzzle

Benefits

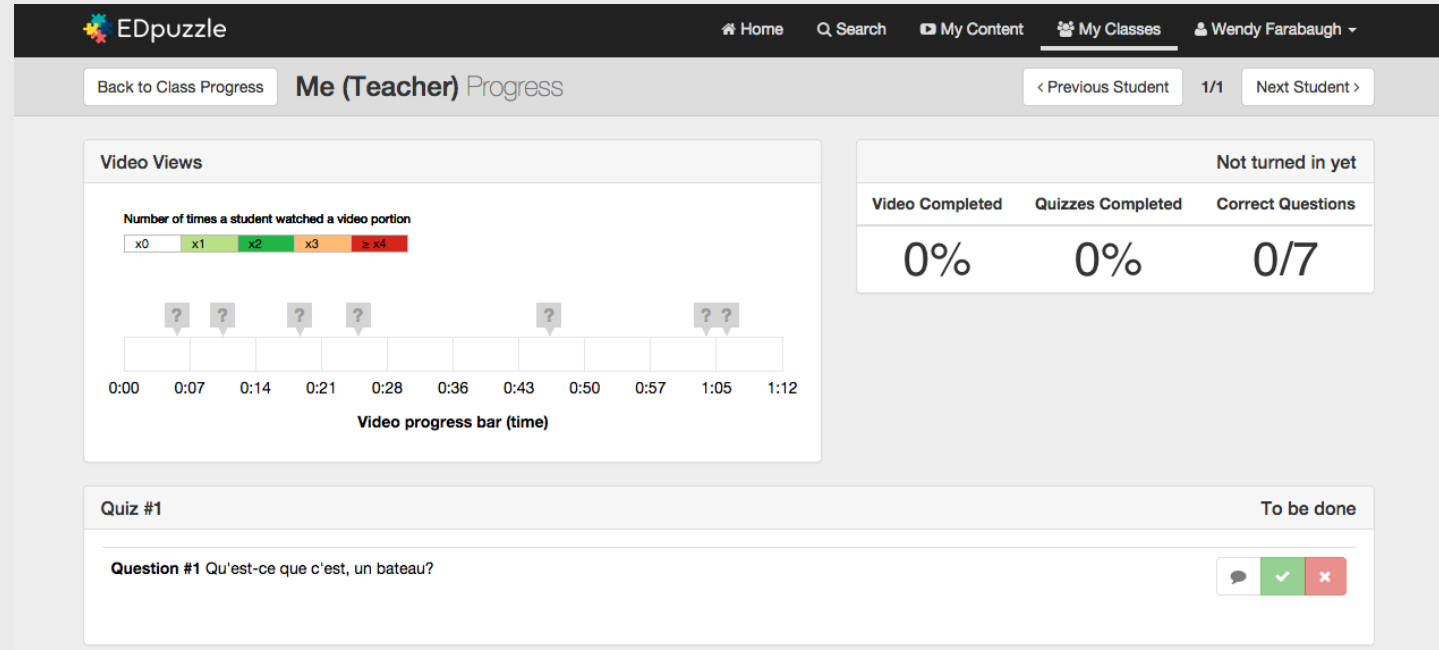
- Easily create engaging content using any video from YouTube, National Geographic, and more
- Use the analytics tools to check up on your students and keep them engaged

Considerations

- Basic versions are free, but check if your school/ district has a pro license for more storage
- Allows you to use video lessons created by other teachers and share your own

Next Steps

Create an account at: <https://edpuzzle.com/>



The screenshot displays the Edpuzzle teacher interface. At the top, there's a navigation bar with 'EDpuzzle' logo, 'Home', 'Search', 'My Content', 'My Classes', and a user profile 'Wendy Farabaugh'. Below this, a 'Me (Teacher) Progress' section includes 'Back to Class Progress', 'Previous Student', '1/1', and 'Next Student'. The main content area is divided into two parts. On the left, 'Video Views' shows a legend for 'Number of times a student watched a video portion' with categories x0 (white), x1 (green), x2 (orange), x3 (red), and ≥ x4 (dark red). Below the legend is a video progress bar (time) from 0:00 to 1:12, with question markers at 0:07, 0:14, 0:21, 0:28, 0:43, 0:50, 0:57, 1:05, and 1:12. On the right, a summary table shows 'Not turned in yet' for 'Video Completed' (0%), 'Quizzes Completed' (0%), and 'Correct Questions' (0/7). At the bottom, 'Quiz #1' is shown with the question 'Question #1 Qu'est-ce que c'est, un bateau?' and a 'To be done' status.

Benefits

- Easy to make and easy to use. Create quizzes in order to maintain engagement during distance learning
- Use Kahoot to collect opinions and drive discussion around the topic you're teaching

Considerations

- You can create your own Kahoot or import an existing one
- Can be used for a variety of different purposes

Next Steps

Sign up for free at: <https://kahoot.com/schools/>

K! Premium Subtraction Multi-Digit Numbers (MATH) Settings Preview Exit Done

1 Solve: $4,120 - 3,102 =$

2 $875,421 - 658,410 =$

3 What is the difference b...

4 Solve: $4,120 - 3,102 =$

5 Solve: $4,120 - 3,102 =$

Add question

Question bank

Import from spreadsheet

What is the difference between 4,120 and 3,102?

60 sec

Image reveal

Original

3x3

5x5

8x8

Remove

▲ 912 ✓

◆ 1,022 ✓

● 1,018 ✓

■ 1,000 ✓

FLIPGRID

Create fun virtual discussion rooms to get the whole class engaged



Benefits

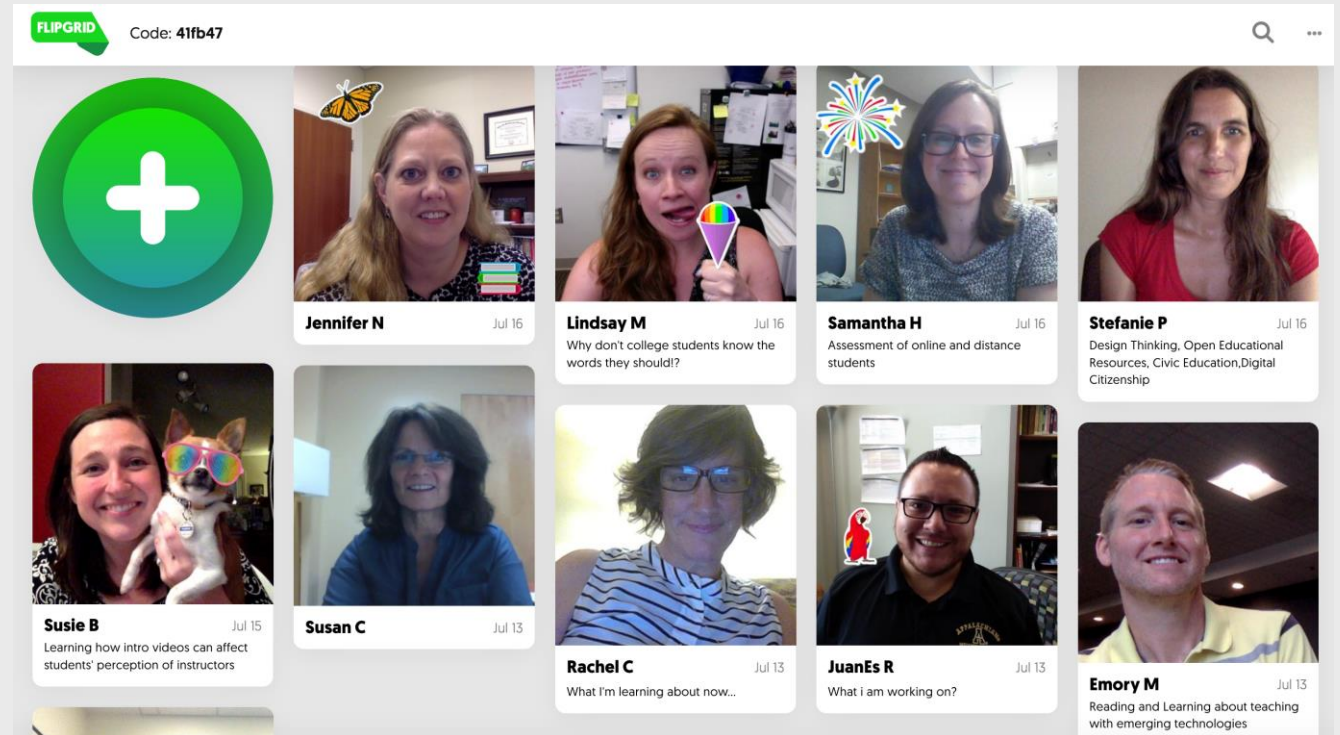
- Highly interactive tool to bring out the creativity in anyone
- Large number of uses from ice breakers and social uses to book reflections and mini presentations
- Can be integrated with Microsoft Teams

Considerations

- Flipgrid provides ample documentation on best practices and potential uses on its websites
- Content is short, preventing loss of interest from students in a medium they're used to

Next Steps

Sign up for free at: <https://info.flipgrid.com//>



INVISION

Co-create with your class



Benefits

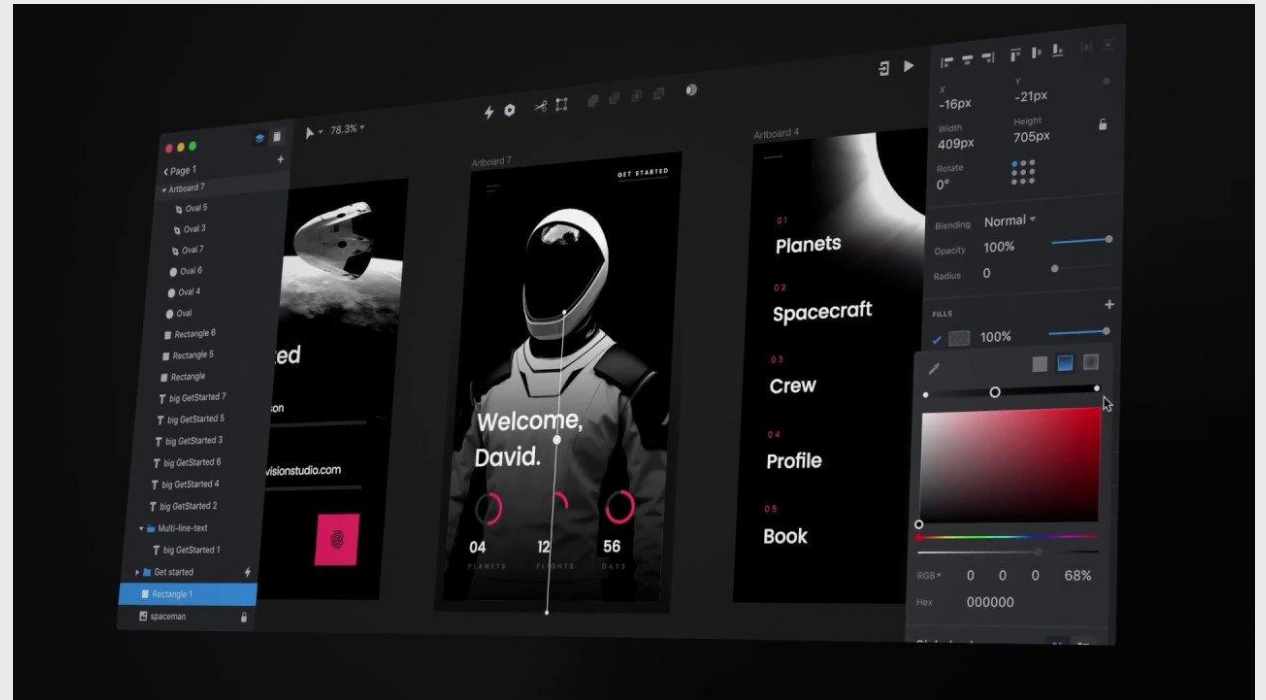
- Collaborative design tool to engage your class and enable hands on learning
- Teach design principles and have your class practice in real time

Considerations

- Main use case is app development and rapid prototyping, but can be used creatively for all kinds of lessons
- Best suited for high school age groups

Next Steps

Sign up for free at: <https://www.invisionapp.com/>



MENTIMETER

Collaborate with your class using “Menti” surveys and presentations



Benefits

- Create opportunities for engagement
- Spark discussion
- Enable participation without the need to speak up

Considerations

- Menti is free to use if you create a basic account (up to 3 questions per session)
- Use the instructions page on Menti to help your team the first time you use the tool

Next Steps

Share and co-create now at: <https://www.mentimeter.com/>

Go to www.mentimeter.com and use the code **33 30 16**

How would you describe "Agile" in one word?

A word cloud visualization showing various terms associated with 'Agile'. The most prominent words are 'fast', 'responsive', 'flexible', 'quick', 'Business', 'Champion', 'Network', 'productive', 'collaborative', 'disruption', 'phased', 'ongoing', 'never done', 'fluid', 'backlog', 'interesting', 'awesome', 'value-driven', 'team', 'shared', and 'method'. The words are arranged in a circular pattern with varying font sizes and colors.

12

DIGITAL CLASSROOM TOOLS

**Choose the best tools for your
classroom**



TOOLS FOR FACE-TO-FACE COMMUNICATION

Tool	Description	Use Case	Licensing Information	Link
Zoom	Project lessons in group settings and record sessions. Chat functionality allows students to ask questions during lecture	<ul style="list-style-type: none"> • Video lessons • Group projects • 1 on 1 meetings 	Free 30-minute meetings; \$15/month for Premium (only host needs license)	https://zoom.us/
Microsoft Teams	Digital hub that brings conversations, content, assignments, and apps together in one place	<ul style="list-style-type: none"> • Video lessons • Group projects • 1 on 1 meetings • File sharing • Instant messaging 	Free for basic plan. Upgrade for additional features	https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/free
WebEx	Project lessons in group settings. Chat functionality allows students to ask questions during lecture	<ul style="list-style-type: none"> • Video lessons • Group projects • 1 on 1 meetings 	Free for basic plan. Upgrade for additional features	https://www.webex.com/webexremoteedu.html
Skype	Video communication; free global virtual tours	<ul style="list-style-type: none"> • Video lessons • Group projects • 1 on 1 meetings • Instant messaging 	Free	https://www.skype.com/en/
Google Meet	Video communication	<ul style="list-style-type: none"> • Video lessons • Group projects • 1 on 1 meetings 	Free with a Google account	https://meet.google.com/_meet?authuser=1

BEST PRACTICES FOR VIRTUAL LESSONS

Before the Lesson:

- Prepare as you would a normal lecture. Ensure you can complete the lesson or activity within the time requirement
- Have Materials open on computer to avoid downtimes
- Enter as host (preferably 1-2 minutes early)
- Admit users (set this feature to prevent unwanted entry)

During Lesson:

- **Audio/Visual** - Encourage attendees to mute themselves to avoid background noise/distractions.
 - Video can improve engagement but be mindful of what is behind you.
- **Screen Sharing** - Sharing the screen can supplement a lecture by allowing instructors to demonstrate the actions being taken
- **Chat Feature** - Chat can allow students to ask questions without interrupting lectures. Documents can also be passed through the chat to provide as references
- **Recording** - To help students refer back, some systems allow recording of the meeting which can be used at a later time. Inform participants beforehand that meeting will be recorded.

Conclusion & Follow-up:

- Save Chat Log to capture Notes, Documents, or Questions that came up during the lesson for distribution



TOOLS FOR REAL-TIME COMMUNICATION

Tool	Description	Use Case	Licensing Information	Link
Slack	Communicate via multiple channels and share files. Integrates with Google Drive and other 3 rd party applications	<ul style="list-style-type: none">• Instant messaging• File share	Free or Standard (\$6.67/month) plans; depends on file storage needs	https://slack.com/get-started#/
Remind	Messaging platform between students/parents and teachers. Has translation features and app integration	<ul style="list-style-type: none">• Instant Messaging• Translation	Free for basic plan. Requires additional licensing for certain features	https://www.remind.com/
Talking Points	Multilingual texting tool to enhance communication between students, parents, and teachers	<ul style="list-style-type: none">• Instant Messaging• Translation	Free	https://talkingpts.org/

TOOLS FOR COLLABORATION

Tool	Description	Use Case	Licensing Information	Link
Screencast-o-Matic	Create and share high quality screencasts/videos. Record screen, edit video, share videos	<ul style="list-style-type: none">• Digital Assignments• Lesson Videos• Lesson Playback	Record for Free. Deluxe, which has additional features, is \$1.65/month, billed yearly	https://www.blackboard.com/teaching-learning/learning-management/blackboard-unite
Luma Institute	Tools, resources, classes and videos to help build communication skills, effectiveness, and confidence using Design Thinking.	<ul style="list-style-type: none">• Human-centered design methods and activities• Plan collaborative work sessions	Free 30-day trial, plans start at \$12/month	https://www.luma-institute.com/products-and-services/luma-workplace/
Edmodo	Send messages, share class materials, and make learning accessible anywhere; manage classroom activity & parent communication	<ul style="list-style-type: none">• Messaging• Content Sharing	Free	https://new.edmodo.com/?go2url=%2Fhome

TOOLS FOR STAYING ORGANIZED

Tool	Description	Use Case	Licensing Information	Link
Asana	Helps organize, track, and manage your work	<ul style="list-style-type: none">• Task Management• Scheduling• Collaboration• To-do's	Basic is \$0/month. Price increases for plans with additional features.	https://asana.com/?no_redirect
Basecamp	Project Management tool with an emphasis on organization	<ul style="list-style-type: none">• Message Board• Documents and Files• Schedule• To-Do's	Free for teachers and students	https://basecamp.com/
Trello	End-to-end project planning; add comments, attachments, due dates, and more directly to Trello cards; Syncs with Dropbox, Slack, Google Drive	<ul style="list-style-type: none">• Message Board• Store documents and files• Schedule• To-Dos	Basic is \$0/month. Price increases for plans with additional features.	https://trello.com/home
Dropbox	Dropbox is a personal cloud storage service that is frequently used for file sharing and collaboration	<ul style="list-style-type: none">• Provides central location for class documents• Each student could have an individual folder for assignments	Starting at \$9.99/month for individual license. Price goes up for team plans.	https://www.dropbox.com/?_hp=c

TOOLS FOR GRADING AND FEEDBACK

Tool	Description	Use Case	Licensing Information	Link
Canvas	Organize assignments and daily tasks	<ul style="list-style-type: none"> • Create and organize assignments • Provide feedback and communication individually or to the whole class 	Teacher and district licenses available; request quote from website	https://www.instructure.com/canvas/k-12/platform/products/lms
EduLastic	Allows teachers to make their own assessments and assignments or choose from over 35,000 pre-made assessments. Provides instant data insights on student performance. Integrates with Google Classroom	<ul style="list-style-type: none"> • Easy to create assessments • Handles complicated grading with questions that require students to show work 	Teacher and district licenses; request quote from website	https://edulastic.com/?form=cf7&utm_expid=.A2CdjSe9Q3-cm15gospkHw.1&utm_referrer=https%3A%2F%2Fwww.google.com%2F
Quizizz	Platform for creating quizzes for students to take on their own time	<ul style="list-style-type: none"> • Easily graded assignments and testing to evaluate mastery 	Free	https://quizizz.com/
Blackboard	Concise digital learning environment that enables full course creation and organization	<ul style="list-style-type: none"> • Course creation • Grading • Communication with students and parents 	Teacher and district licenses; request quote from website	https://www.blackboard.com/teaching-learning/learning-management/blackboard-unite

RECOMMENDED EXTERNAL LEARNING RESOURCES



Khan Academy

Khan Academy is entirely free and is broken up into searchable, short lessons that are easily followed.



EDX

EDX provides free, online courses from a variety of institutions that cover a wide range of difficulties.



YouTube

A simple search on YouTube will bring any student to a wide range of educational material in the form of lectures, demonstrations and practice problems.



**FEEL FREE TO SHARE
THIS TOOLKIT WITH
COLLEAGUES**