

INSTRUCTOR GUIDE

To Distance Learning



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OVERVIEW & PURPOSE

- The purpose of this guide is to provide answers and expectations during our time of distance learning.
- Our hope is to maintain academic rigor while providing a sense of stability to our students and their families.

EXPECTATIONS

- Design relevant lessons for distance learning that require students to be engaged on a daily basis. **NO BUSY WORK!**
- Create engaging content that can be completed from home.
- Use technology in the design and implementation of your weekly lessons.
- Submit weekly lesson plans to the Instructional PLC Canvas course by noon the Friday before the lesson.
- Submit paper packets with instructions and a list of students to receive the packet to Ms. Linda Williams by noon the Friday before pickup.
- Attend a weekly Google Hangouts Meet each Monday at 1:00 PM with administration.

ONLINE CONTENT

- Hold weekly live meetings or conferences with all of your students. This can be done in large groups, small groups and on different days, if needed. The goal is to visit with each student a minimum of one time per week.
- Record a minimum of two grades per week for each student.
- Engage students in discussion via discussion board or other means over a critical thinking question a minimum of one time per week.
- Provide assessments over content being covered.

PAPER PACKET CONTENT

- Hold weekly phone calls or conferences with all of your students. This can be done in large groups, small groups or individually and on different days, if needed. The goal is to visit with each student a minimum of one time per week.
- Provide a minimum of one critical thinking question that aligns with the online discussion, per week.
- Provide paper copies of all PowerPoint presentations, projects or other material that is made available to online learners, per week.
- Provide assessments over content being covered.

STUDENT ATTENDANCE

- Student attendance will be submitted daily in PowerSchool.
- Students will be required to check-in on a daily basis. You can use logging in to Canvas, sending a text message, completing a bell ringer, etc., as a means to check attendance.
- If a student fails to check-in on a day, they will be recorded as absent. When recording the absence, please put in a comment of COVID-19 in the comment box.

COMMUNICATION

- The hours of availability to your students should be Monday – Friday, from 8:00 AM – 3:00 PM.
- Students may contact you through Canvas, email, text, phone, etc. Reply to your students within a reasonable timeframe. No reply should be longer than 24 hours.
- Check your messages on your office phone on a daily basis.
- If your students need to come to campus to pick-up belongings, please notify the central office.

ADULT STUDENT DOCUMENTATION FOR FINANCIAL AID

The following should be maintained and submitted **WEEKLY** to Neesha Herring at nherring@gctcok.edu:

- Weekly instructional/hourly tracking logs will be maintained (template provided)
- Weekly log of instructor/student interaction (template provided)
- Weekly lesson plan with activities and assignments

IEP INFORMATION

- If you have a student on an IEP, you must continue to make modifications for that student according to their IEP plan.
- Consult Jessie Spring at jspring@gctcok.edu if you are unsure about the assignment and participation requirements for your student.