

A Teacher's Checklist to Get Started with Online Learning



Our handy checklist will help you establish a class community, orient your students to your virtual classroom, and get students started with online learning.

- Establish a safe, welcoming, and equitable virtual class environment and community.
- Introduce yourself to give students a chance to get to know you.
- Have students introduce themselves.
- Engage students in the Community Connection strategy or an ice breaker to help them begin to form relationships and lower their affective filters.
- Give students a tour of their virtual classroom, learning management system, and the digital curriculum. Or have students complete a scavenger hunt to explore these platforms.
 - During the tour, highlight the learning experiences students will have and get them excited about what they will learn and do.
 - Introduce and show how to use technology tools as students need them.
 - Be sure not to overwhelm students and parents in the initial tour.
- Collaboratively formulate agreements with students for learning and interacting as a community within the virtual classroom. These agreements can also be transferred into an honor code or social contract.
- Share online learning procedures and routines.
 - Model the process for submitting assignments and provide a file structure for organizing work.
- Have students set learning goals.
- Begin integrating social and emotional learning by having students journal and reflect.
- Conduct ongoing check-ins with students individually.

NOTES
