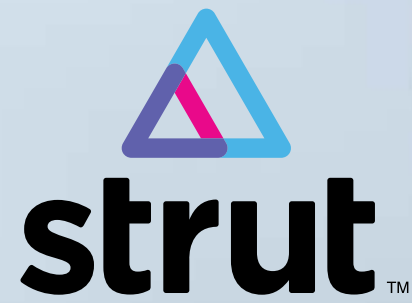


*We'll  
Begin  
Shortly*



**COVID-19: MOVING  
YOUR CLASSES ONLINE**





## **KIMBERLY GREENE, ED.D**

Professor, Chair MAE CT at Brandman University



SCHOOL OF EXTENDED EDUCATION

A top-down view of a white desk. In the top left is a white cup of black coffee with a blue handle. In the top center is a hand. In the top right is a person's arm in a grey jacket holding a red pencil over a tablet. In the bottom right is a hand in a yellow sleeve holding a red marker.

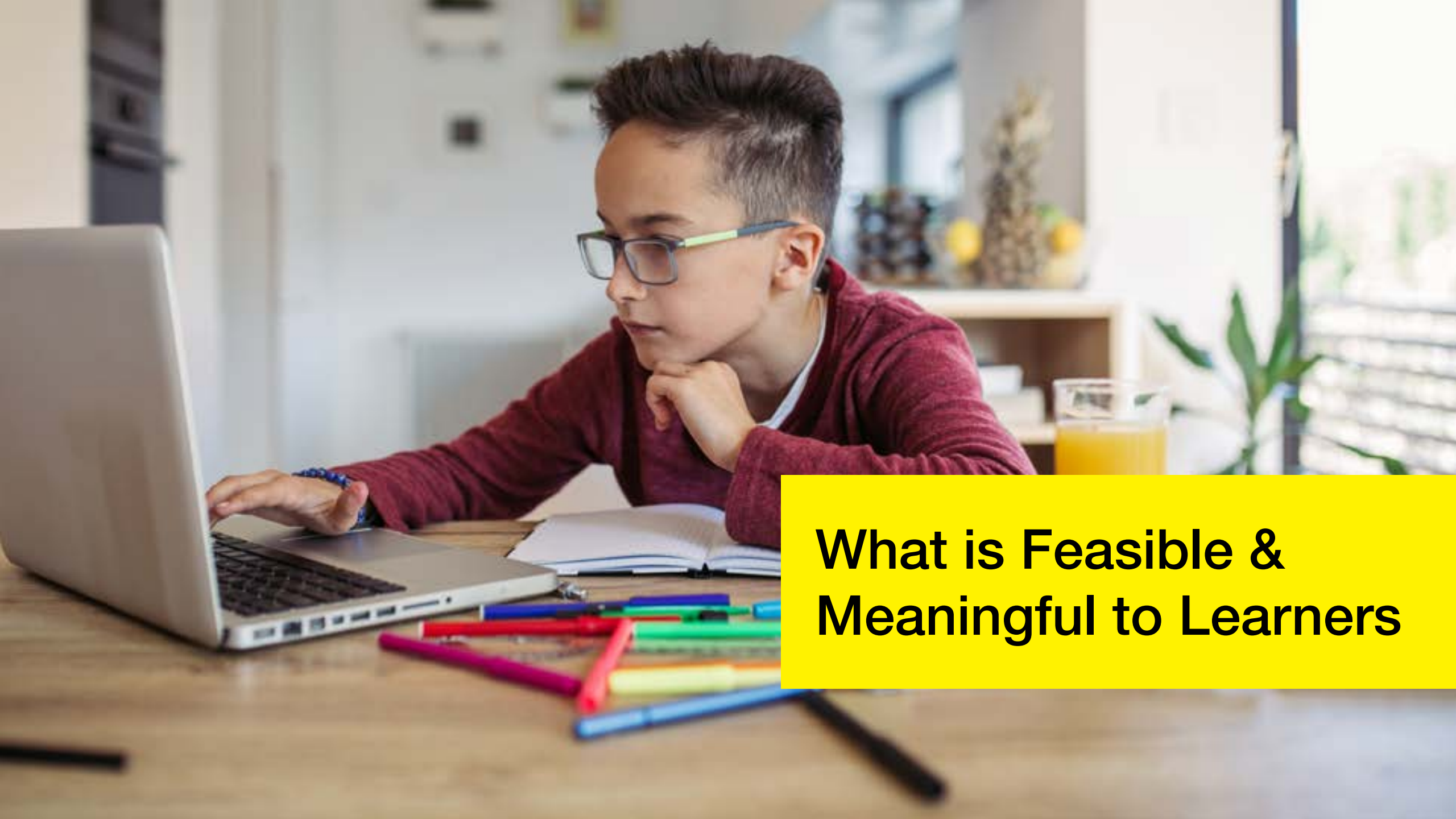
# LEARNING OBJECTIVES

- Learn the basics of running effective online classes and live meetings
- Understand what is feasible and meaningful to learners and how to set realistic expectations
- Examine how online classes are an extension of the classroom
- Review best practices for email, feedback, and language in an online class setting



# EXERCISE #1

What are you most worried about when transitioning your classes online?



**What is Feasible &  
Meaningful to Learners**

**RESPECT YOUR LEARNERS FOR WHO THEY ARE**

## **Attention Span and Developmental Issues**

# RESPECT YOUR LEARNERS FOR WHO THEY ARE

## Attention Span and Developmental Issues

**Total time  
online  
NEVER over  
90 minutes  
live**

# RESPECT YOUR LEARNERS FOR WHO THEY ARE

Attention Span and Developmental Issues

Tech Fluency: Novelty vs. Tool

**Total time  
online  
NEVER over  
90 minutes  
live**

# RESPECT YOUR LEARNERS FOR WHO THEY ARE

Attention Span and Developmental Issues

Tech Fluency: Novelty vs. Tool

Cohesiveness/Organization/LMS  
or Google Drive

**Total time  
online  
NEVER over  
90 minutes  
live**

# RESPECT YOUR LEARNERS FOR WHO THEY ARE

Attention Span and Developmental Issues

Tech Fluency: Novelty vs. Tool

Cohesiveness/Organization/LMS  
or Google Drive

Synchronous vs. Asynchronous

**Total time  
online  
NEVER over  
90 minutes  
live**



# FEASIBLE

Asking students to  
type too much?

---

Too much text/screen too busy?

---

Enough time for tasks?

---

Do NOT expect students to  
learn the tech AND employ it  
at the same time



# MEANINGFUL

USE live real-world resources

---

Begin with a  
**BIG QUESTION /  
CHALLENGE**  
and Return to it at/toward  
the end/Exit Ticket

---

Genuine Engagement  
throughout



LET'S TAKE A  
QUICK POLL



# Setting Realistic Expectations

# NETIQUETTE

## How to Follow Proper Netiquette Rules - YouTube

<https://www.youtube.com> › watch ▼



May 26, 2009 - Uploaded by Howcast

Watch more Manners & Etiquette videos: [http://www.howcast.com/videos/180933-How-to-Follow-Proper ...](http://www.howcast.com/videos/180933-How-to-Follow-Proper-...)

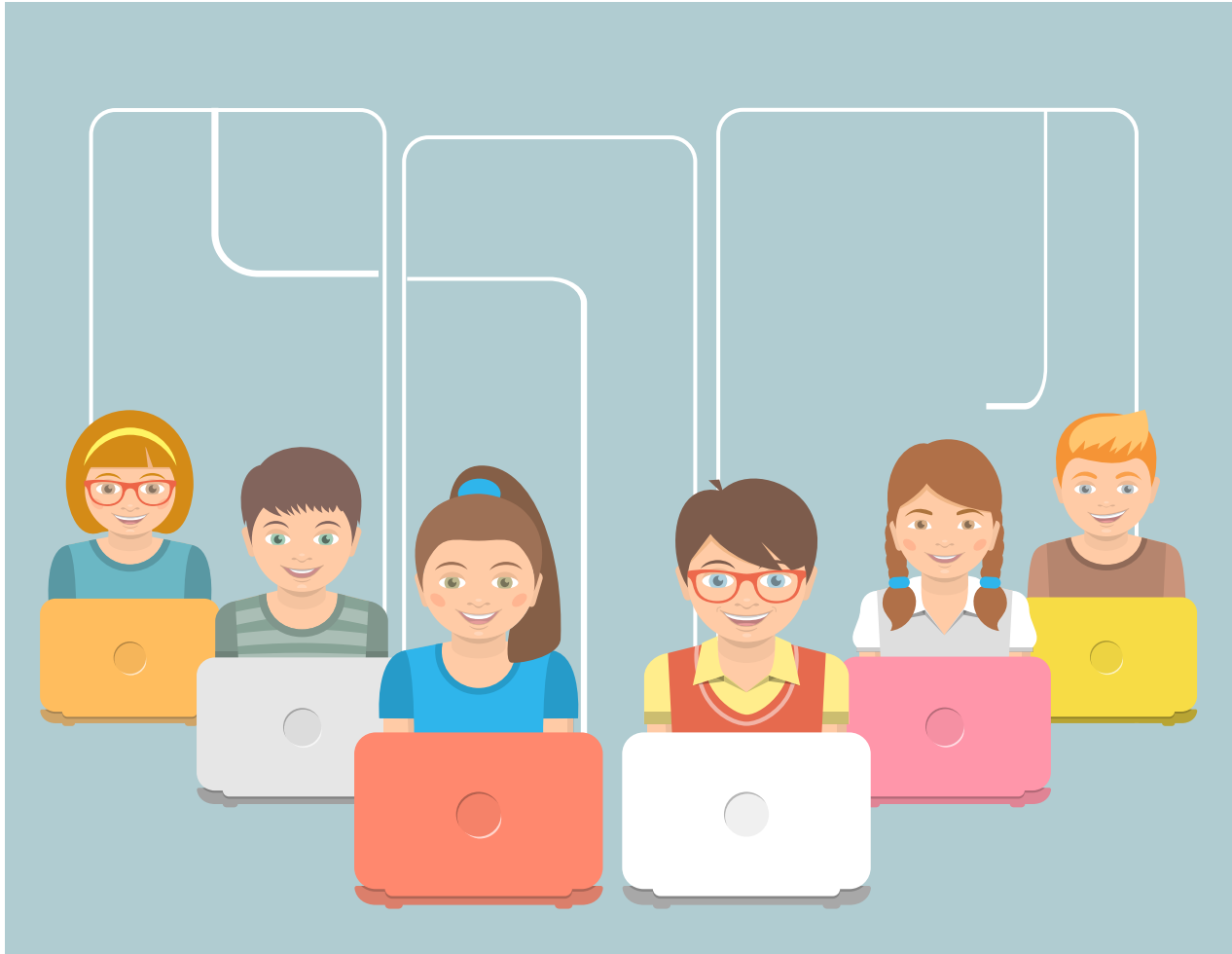
## Netiquette - YouTube

<https://www.youtube.com> › watch ▼



Jan 25, 2014 - Uploaded by Pamela Karon

Tutorial for online etiquette-- Created using PowToon -- Free sign up at <http://www.powtoon.com/> . Make your ...



**Slow Down- More  
Formative** engagement  
with content is necessary

---

Share *Time on Task* for  
**everything**

**CLARITY IS CRUCIAL**

# RUBRICS

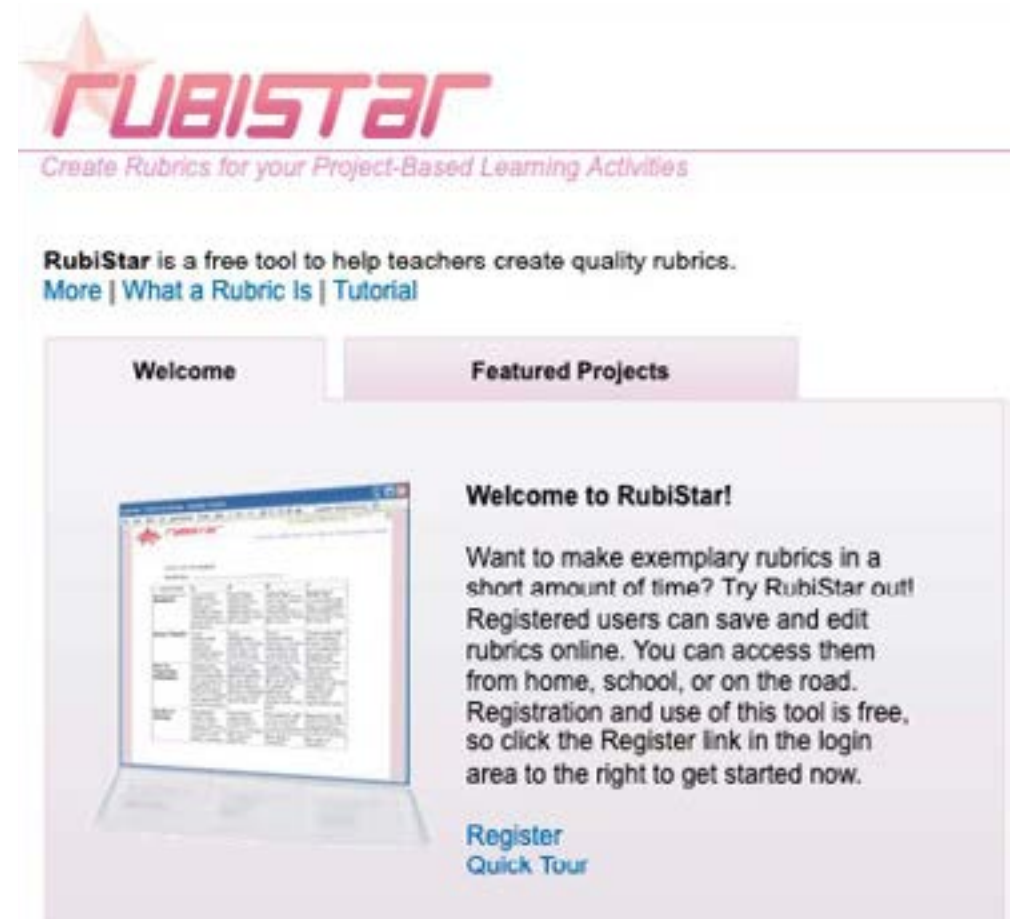
Participation / Engagement

---

Quality of the Criteria

---

Specifics of What MUST be  
present in the artifact/turn-in/...  
no matter its form

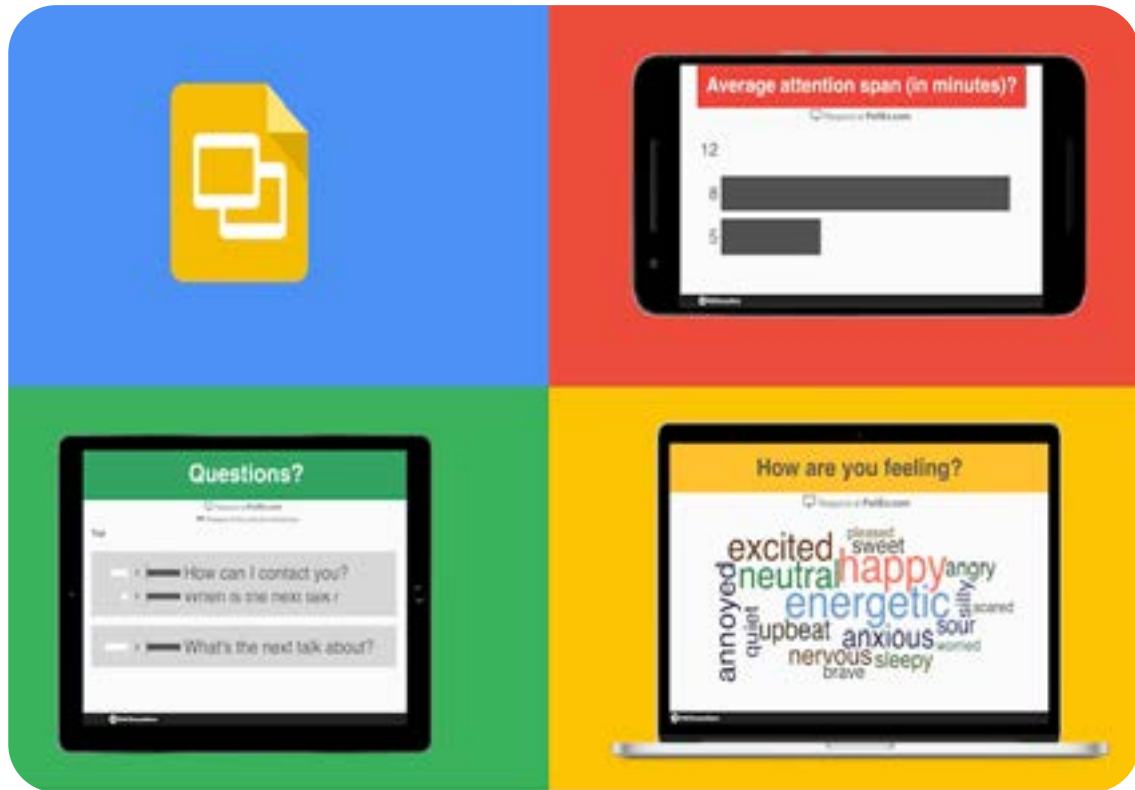


Today at a Glance: Date

- **Language Arts** (about 2 hours):
  - **Read** Response Questions *before* you begin as well as after
  - **Read**: Chapter 2 in our text (pages 10 – 20)
  - **FlipGrid video** – share your thoughts on the Response Questions – link- <http://www.example.com>
- **MATH** (about 1.5 hours):
  - **Math Kahoot Activity**:
    - **Explore** game for 10 minutes before officially starting to understand HOW it works.
    - **Play** game for learning - give yourself a solid 30 minutes to complete this activity.
  - **Math Worksheet**: Download from this week's Class Math Google folder. Complete and submit (upload) to this week's "Math - DONE" folder.
  - **Math Journal**: Write 2 – 3 brief paragraphs on this week's topic (posted).
- **SOCIAL STUDIES** (about 1 hour):
  - **Museum Virtual Field Trip**: Give yourself a solid 30 minutes to go through the American History Exhibit – link- <http://www.example.com>
  - **Social Studies Notes**: Add 3 – 5 slides to your Google Slides Notes Deck
    - Send a link to your Deck to your Critical friend – ask for feedback
    - When you get your Critical Friend's link- go over his/her additions and reply to his/her email with meaningful feedback for each added slide

Have a single  
doc with what is  
due for that day  
or week

*(however you  
break it out)*



Chunk out work with tools  
that support extended  
engagement

*(notes on PowerPoint or  
Google Slide Decks afford images  
and hot link along with text)*

---

GIVE TIME TO ***EXPLORE*** WITH ANY NEW TOOL BEFORE  
HAVING IT USED FOR AN ACADEMIC PURPOSE



LET'S TAKE A  
QUICK POLL



# Basics of Running Effective Online Classes & Live Meetings



## PREP THROUGH PLAY

Don't be afraid of the tools.  
***But don't use a tool you  
haven't played with!***

---

Breakout Rooms

---

Uploads

---

Videos

## INTERACTIVITY/COLLABORATION WITH PURPOSE

Chat Pane

---

Polls

---

Tasks & Live Report-outs

---

Email “Exit Tickets”/Reflections

---

Video Presence/UDL

# BASICS OF RUNNING EFFECTIVE ONLINE CLASSES & LIVE MEETINGS

Zoom CEO Eric Yuan  
is Giving K-12 Schools  
His Video Conferencing  
Tools for Free





## ENVISIONING THE ONLINE CLASS AS AN EXTENSION OF THE PHYSICAL CLASSROOM

# SET THE RULES OF ENGAGEMENT

Asking Questions?

---

Raising Hands?

---

Sidebar Conversations

---

Time breakdown/Agenda

---

If this... then that

(“Emergency Exits are at the front, side, and rear ...”)

# BE HUMAN!

Eye contact

---

Voice, Tone, & Temperature

---

Narrate your actions!



# ACKNOWLEDGE AND CONNECT THE SYNCHRONOUS AND ASYNCHRONOUS WORK

Do examples together

---

Send students out to examine web resources they will use for synch work later

---

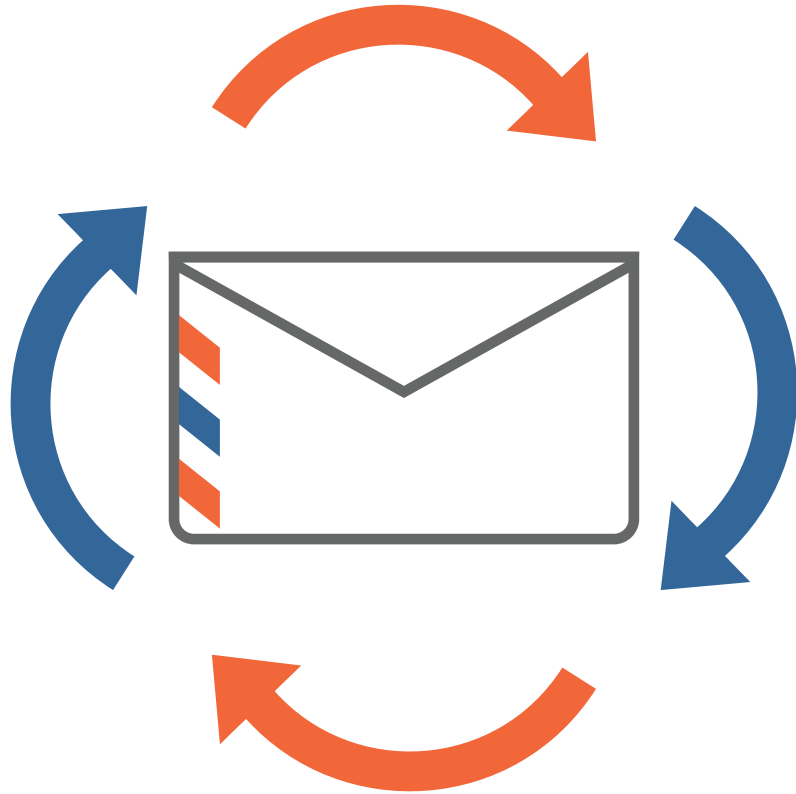
Study groups create questions to be answered individually outside of the environment

---

Offer multiple times for the same focus to ensure smaller groups of students at any given time



# BEST PRACTICES FOR **EMAIL**



Be consistent with frequency

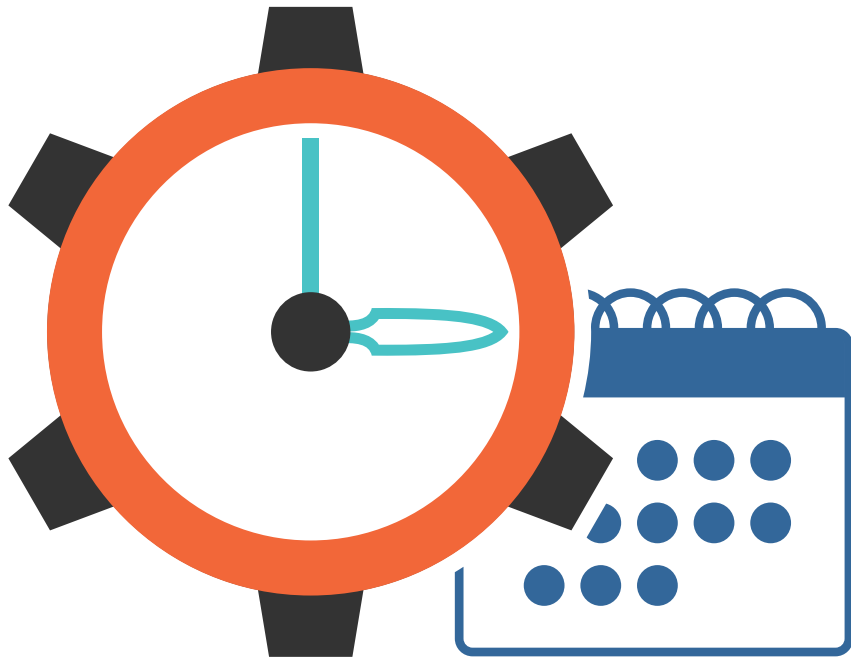
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Clarify expectations of use

---

Set guidelines for engagement (Salutations, Sign-offs, ...)

# BEST PRACTICES FOR **FEEDBACK**



Be timely!

---

Take advantage of different tools (video & audio)

---

If using an online grade book, always give some text along with a number/grade

# BEST PRACTICES FOR **LANGUAGE**



Avoid slang or sarcasm

---

Be consistent with  
nomenclature (threaded  
discussions versus online  
chats versus...)



## EXERCISE #2

What one thing from this presentation are you most interested in testing out/applying?

# DR. K'S TOP DISTANCE LEARNING TOOL/RESOURCES

TOOL/RESOURCE	This is a...?	INFO	URL
<b>FlipGrid</b>	Tool for making & sharing brief videos	Individual Video-making/sharing platform for responses, journaling, reflections, check for understanding	<a href="https://info.flipgrid.com">info.flipgrid.com</a>
<b>Canvas</b>	Learning Management System & resource for created units	The Commons are units of learning built and shared by the community that you can PULL into your own course "shell"	<a href="https://canvas.instructure.com">canvas.instructure.com</a>
<b>Screencast-O-Matic</b>	Tool - Videos and screencasts	Easy to use. Great for sending videos to the whole class and for individual feedback while showing the student's work	<a href="https://screencast-o-matic.com">screencast-o-matic.com</a>
<b>PhET Interactive Simulations</b>	Interactive Content - high level studies	Outstanding science and math simulations for learning through experience	<a href="https://phet.colorado.edu/en/simulations">phet.colorado.edu/en/simulations</a>
<b>Seesaw</b>	Content and Activities	Interactive engagement that is shareable with parents. Go slow here- easy to be overwhelmed	<a href="https://web.seesaw.me">web.seesaw.me</a>
<b>Museum Virtual Fieldtips</b>	Content (Aggregated)	Google has complied a great resource to access museums around the world	<a href="https://artsandculture.google.com/partner">artsandculture.google.com/partner</a>
<b>Kids Discover</b>	Content Resource	Great content- lexiled - interactive	<a href="https://online.kidsdiscover.com/covid-19">online.kidsdiscover.com/covid-19</a>
<b>Kahoot!</b>	Interactive Content	Educational Game engines with fun graphic. Many already built- you can create your own for YOUR content & students	<a href="https://kahoot.com/blog/2020/02/27/kahoot-free-access-schools-higher-education-coronavirus">kahoot.com/blog/2020/02/27/kahoot-free-access-schools-higher-education-coronavirus</a>
<b>Amazing Educational Resources</b>	Resource-META Aggregato	Education Companies Offering Free Subscriptions due to School Closings (Updated Regularly)	<a href="https://amazingeducationalresources.com">amazingeducationalresources.com</a>

# QUESTIONS & ANSWERS

TOOL/RESOURCE	This is a...?	INFO	URL
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<b>PhET Interactive Simulations</b>	Interactive Content - high level studies	Outstanding science and math simulations for learning through experience	<a href="https://phet.colorado.edu/en/simulations">phet.colorado.edu/en/simulations</a>
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<b>Museum Virtual Fieldtips</b>	Content (Aggregated)	Google has complied a great resource to access museums around the world	<a href="https://artsandculture.google.com/partner">artsandculture.google.com/partner</a>
<b>Kids Discover</b>	Content Resource	Great content- lexiled - interactive	<a href="https://online.kidsdiscover.com/covid-19">online.kidsdiscover.com/covid-19</a>
<b>Kahoot!</b>	Interactive Content	Educational Game engines with fun graphic. Many already built- you can create your own for YOUR content & students	<a href="https://kahoot.com/blog/2020/02/27/kahoot-free-access-schools-higher-education-coronavirus">kahoot.com/blog/2020/02/27/kahoot-free-access-schools-higher-education-coronavirus</a>
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8 WEEKS PER COURSE)

### COST

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LIVETEXT - \$145

### CREDIT

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(3 PER COURSE)

Info Session | June 9th 4:00PM-5:00 PM PT

[www.brandman.edu/21Century](http://www.brandman.edu/21Century)

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Learning Circles

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and Student Responsibility

Preventing Bullying in the Classroom

## ***Mathematics***

Integrated ELD Instruction in Math

Math – Deepening  
Conceptual Understanding

## ***Curriculum and Instruction***

Introduction to Project Based  
Learning Experiences

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STEAM to Support Innovation &  
Creativity Across the Curriculum

Independent Study:  
Special Topic Exploration

## ***Leadership***

Coaching for Educators

Essentials of Interpersonal Communication

Leading with Emotional Intelligence

Resolving Conflict

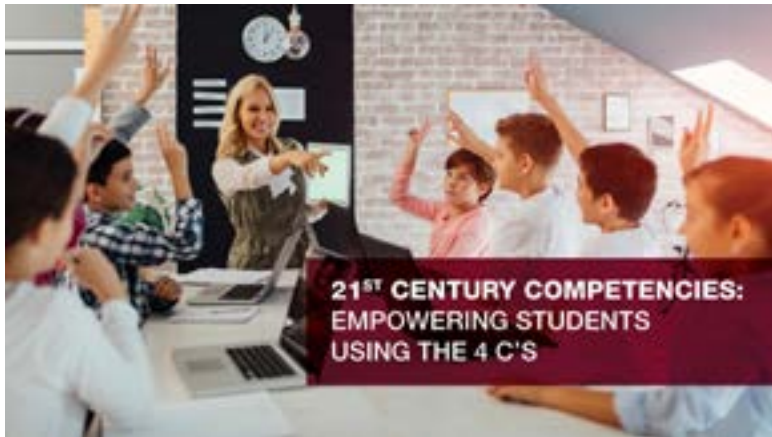
## ***Technology and Media***

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# UPCOMING WEBINARS

[www.brandman.edu/ExEdEvents](http://www.brandman.edu/ExEdEvents)



**Tuesday, March 24th**  
4 p.m.- 5 p.m. Pacific



**Wednesday, April 15th**  
4 p.m.- 5 p.m. Pacific



**Wednesday, May 20th**  
4 p.m.- 5 p.m. Pacific