

DISTANCE LEARNING LESSON PREPARATION



MODIFY ELEMENTS FOR DISTANCE LEARNING

Keep the technology elements as simple and accessible as possible.

Will students work on paper, Microsoft Teams, G-Suite, or other platforms?

Will they work collaboratively or independently? Are you doing direct teaching or facilitating a learning experience? Create the assignments and include explicit instructions. Test everything you make to ensure it all works and looks good..



PREPARE YOUR WORKSPACE

Having high production value with your video conference increases student engagement.

A little preparation goes a long way. Make sure you have good lighting, your camera is set at or slightly above eye-level, and you don't have a distracting background. Position yourself so you take up the majority of the screen (rule of thirds). Make sure background noise is reduced.



LESSON PLANNING

Plan like you normally do.

Consider how you would teach your lesson in a face-to-face environment and try to keep to the same structure. Make note of any parts that need modification for distance learning.



PLAN THE LESSON FLOW

Create an outline of the lesson structure with notes about technology needs.

Having a printed document with the lesson structure and notes for what you need to do with the technology will make the lesson run smoothly. Be as specific as possible with the tech needs so you don't have to keep it all in your head as you teach.



CUE UP EVERYTHING YOU NEED BEFORE YOU START

Organization is the key here.

Clear your desktop of all unnecessary windows and tabs. Have all resources needed for the lesson open and in the order that you will need them. Run a quick speed test (speedtest.net) to make sure your internet is solid. Check of your microphone and camera to make sure both are working properly. You should be ready to roll!

Created by Mike Flynn

mathleadership.org

@MikeFlynn55