# Your Checklist for Effective Distance Learning

Successful distance learning requires a lot of preparation and customization. Lucky for you, we've put together this nifty checklist to ensure you've checked all the boxes on your new virtual environment.

## Set Up Your Virtual Classroom

- [ ] Identify the features you need in a virtual classroom (e.g. virtual whiteboard, polling, video chat, bulletin board)
- [ ] Have a non-educator friend test out your setup
- [ ] Maintain open communication for both academic and technical assistance
- [ ] Provide organized, user-friendly access to each resource
- [ ] Create a calendar of events, video chats, and assignments
- [ ] Provide a non-calendar assignment list
- [ ] Post clear instructions for each assignment
- [ ] Post policies for virtual interactions, tests, assignments, etc.

## Provide Necessary Materials and Accessibility

- [ ] Contact students to assess their accessibility needs
- [ ] Provide a list of local Wi-Fi locations
- [ ] Distribute District resources where possible
- [ ] Mail hard copies of information where necessary
- [ ] Schedule a test day for classroom login and assess any accessibility issues
- [ ] If applicable: track the activity of HHM (homeless or highly mobile) students and offer support
- [ ] If applicable: keep records of HHM (homeless or highly mobile) outreach

## Ensure Smooth Virtual Onboarding

- [ ] Dedicate a day to introducing the features and navigation of your virtual classroom
- [ ] Use a small number of functions and features to start
- [ ] Set a dedicated time/comms channel so students can communicate connectivity issues or troubleshooting needs
- [ ] Advise students on how to create a home environment that's conducive to focus & participation

## Track Your Students' Technology Performance

- [ ] Establish a protocol for technical difficulties during testing
- [ ] Establish a protocol for technical difficulties during video conferencing
- [ ] Establish a protocol for technical difficulties during independent work
- [ ] Survey students to assess strengths and weaknesses in your virtual education system
- [ ] Discuss weaknesses with students and develop appropriate solutions
- [ ] Create a system for ongoing assessments to eliminate new issues that hinder student performance

## Build an Inclusive, Welcoming Environment

- [ ] Set a cadence for greeting students personally - on a collective or individual basis
- [ ] Set expectations before each assignment
- [ ] Set expectations before each class
- [ ] Set up check-ins with the families or guardians of your students
- [ ] Set up virtual Office Hours
- [ ] Celebrate milestones for the students

## Support a Well-Rounded Curriculum

- [ ] Schedule non-mandatory team building activities
- [ ] Establish a grading/reward system for elective participation
- [ ] Post the reward system in your virtual classroom
- [ ] Use an elective class platform like Skillshare
- [ ] Post elective options in your virtual classroom
- [ ] Design virtual-friendly projects (e.g. project presentations and discussions)
- [ ] Celebrate student creativity in all its forms!