Feedback

Activities

Classroom

# Classroom Culture **PLAYBOOK**

Welcome! Click on this note to learn about the playbook and how to use it!



Ocean Lakes High School, VBCPS

Resources curated, adapted, and created by @OLHSHelp



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Breakout rooms allow participants in a virtual meeting to be split into smaller groups for small group work or meetings, differentiated instruction, or to create stations. Zoom and Google meet both support breakout rooms. Understand how to use the breakout room features by clicking on the Breakout Rooms tile on the Google Meet choice board or Zoom choice board. Each offers unique features so it is helpful to start here!

### Managing Breakout Rooms & Tools

Plan for your breakout rooms! Read about techniques and tips for successful breakout rooms. Some include:

- Assign room roles and define them,
- use intentional and consistent grouping,
- ✓ give a purposeful task w/a product,
- ✓ practice the tech and then practice w/Ss,
- monitor the group or the work ,
- use meeting signage to clarify goals, &
- ✓ keep it short.

This is how one teacher purposely integrates breakout rooms in her class schedule.

### Use these tools for find inspiration:

🦞 Breakout Room Slides, 🦞 Agreements,

Breakout room rules, Preakout room group roles, Preakout Room Instructions Template, Collaborative Resume Jam.

### Breakout rooms for **Differentiated Learning**

Use breakout rooms to personalize learning! When students have a task or assignment, let them choose a room to work in: individual room. quiet group room, teacher help room.

Use this hyperdoc to learn how to set up your own breakout rooms for differentiated learning.

Or simply use one breakout room to conference with individuals during independent work time.

### **Breakout Rooms for** Collaborative Work

### Use breakout rooms for collaborative assignments!



A simple and effective way to collaborate is using Slides or Jamboards while in breakouts. Assign each group to one slide or frame. Check out this example of a math strategy using the Try It-Talk It-Color It-Check It template. Use these resources for graphic organizers or leveling up your slides. Your activity can include the same task on each slide or can differ for each group!



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Station work provides the students an opportunity to rotate through a variety of learning opportunities while the teacher is free to teach, remediate, provide feedback, answer questions, or check in with groups. Most often, station work is timed and intentional grouping is determined by the teacher, however, consider if there are times students can control where they go and for how long. Additionally, teachers will need to have an understanding of using breakout room features to more easily facilitate station rotations.

### **Setup Stations**

# Consider the <u>three levels of learner interaction</u> when planning stations.

This <u>article from Edutopia.org</u> explains how four stations can be used effectively for both online and hybrid settings:

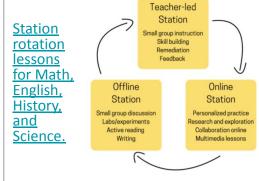
- Online learning station (independent practice),
- Teacher-led station (real time work),
- No-tech station (independent practice),
- Collaborative-learning station (small group work).

Here is another detailed explanation of using stations specifically for the hybrid setting.

### Teacher-Assigned Stations

### Assign groups to move through stations on a timed rotation.

Dr. Catlin Tucker provides this article and a rotation template for 3 stations that can be used in online and hybrid settings.



This is a <u>rotation template for 4</u> <u>stations</u> by Stephanie DeMichele.

### Teacher-Assigned or Choice

These templates can be used with teacherassigned groups or student choice. Depending on the goal, remote learning provides more flexibility to give students choice in where they start and when they move around to new stations. Teacher can set a required number of stations to visit. Check out the Learning Stations Menu from @MrsParkShine. Tech tip - Create unique Google Meets for each station so students can easily move between stations. More info and templates:

- <u>Station rotation from @MrsBDuncan</u> and the <u>template with 5 stations.</u>
- Station rotation for English essays with accompanying materials.
- <u>Learning Stations Menu</u> by @MrsParkShine includes a a live meeting station for questions/help from the teacher.

Station

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Assessment **Alternative** 

### Asynchronous Lessons Self-report PD points HERE.



Asynchronous lessons provide learners with on-demand and self-paced access to instruction. They can function as Monday assignments, substitute assignments, or independent work while conferencing with or remediating other students or supporting station work. These lesson options are flexible; they can be designed as asynchronous assignments, or they can be designed to support blended learning - with a mixture of live and on-demand components.

HyperDocs	Choice Boards & Learning Menus	Playlists	Google Applied Digital Skills (GADS)
A HyperDoc is a digital lesson plan for students that promotes inquiry.  Watch - HyperDocs: Remote Learning GOLD  Self-Paced Training - Access Digital Lesson Design with HyperDocs to preview existing HyperDocs, review the Explore-Explain-Apply template, & access existing templates.	Choice boards provide students with info in a variety of formats to prepare them to show mastery of a unit/concept/skill.  Read - A.J. Juliani's The Ultimate Guide to Choice Boards & Learning Menus OR Catlin Tucker's Design a Choose Your Own Adventure Learning Experience.  Access templates.	Playlists are charts that allow students to work through a lesson or unit at their own pace.  Read - Catlin Tucker's  Blended Learning: Building A  Playlist, Playlists: a Path to  Personalized Learning, or  Jennifer Gonzalez's Using  Playlists to Differentiate  Instruction to create your own playlists & review examples.  Access a playlist template.	GADS has online, project- based modules designed to help students better learn Google apps & create authentic products. Assign a lesson for students to design an infographic in Drawings or use Docs to evaluate credibility of online sources.  Read - 5 Reasons Why You Should Try This Free Curriculum Self-Paced Training - Get Started with GADS

### Recorded Videos - can be integrated into options above, or function as stand-alone lessons

Videos can replace complex instructions, direct instruction, or provide remediation on demand. Use WeVideo. **READ** - A 5-Step Guide To Making Instructional Videos

**INFOGRAPHIC -**Plan Your Video Lessons

Structure Your Video Lesson

**INFOGRAPHIC -**



Use these applications and templates to create interactive lessons. *Not sure where to start?* Review the <u>Three Levels of Learner Interaction</u> to identify a level of interaction you want to incorporate into class.

**Interactive Presentations & Lectures** – Utilize these programs to add interactive elements (including formative assessments & feedback) to create live & self-paced lessons. Use or remix shared and existing content or create your own.

playposit	PlayPosit (VBCPS paid version; ClassLink sign in) - create interactive video lessons & assign in Schoology	Resources - <u>PlayPosit Instructor Knowledge Base</u> ; <u>Assign bulbs in Schoology</u> ; VBCPS Self-Paced <u>PlayPosit PD</u>
€ nearpod	<b>Nearpod</b> (free version) - build interactive lessons slide-by-slide in the online lesson builder; up to 40 participants in live session	Resources - Self-paced NearPod PD Playlist; New EdTech Classroom Video Demo & Tutorial
Pear Deck	Pear Deck (free version) - add interactive elements to Slides presentations with the Google Slides add-on	Resources - Pear Deck Help videos; How-To-Handbook for Remote & Asynchronous Learning; New EdTech Classroom Video Demo & Tutorial

**Interactive Notebooks** - Students may complete pages independently or as a class. Allows students to interact with content & recognize relationships between concepts as they relate to the unit. Upon completion, students have a study guide.

Slides	Google Slides Notebooks - create notebooks with Slides; use templates or create your own; must pre-design notebook content before assigning in Schoology; encourage student collaboration by adjusting sharing settings in student notebooks	Resources - Google Slides interactive notebooks + 20 activities to fill them blog post; Slides notebook templates;
	OneNete Class Natabasks	December 11-11-the OneNets Class Netshard Annia

N OneNote
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**OneNote Class Notebooks** - generates notebook for each student, includes content library & collaboration space; add content as you build it; integrates with Schoology; Office 365 application

Resources - How to Use the OneNote Class Notebook App in Schoology; VBCPS Help Doc; Schoology & OneNote Notebook Demo & Tutorial

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Google Jamboard - Digital Whiteboard Option



Digital whiteboards can support virtual and concurrent instruction. Use the chart below to determine which tool best supports your current instructional setting and desired outcome. Click on the image below to access training materials.

### Digital Whiteboards for Student Use

Check out these two digital whiteboard options to support levels of student engagement learner-to-learner, learner-to-teacher, & learner-to-content.

Use Google Jamboard	Use Whiteboard.fi	
Why use Jamboard?	<ul> <li>Why use Whiteboard.fi?</li> <li></li></ul>	
Access the Jamboard HyperDoc to learn more.	Access the Whiteboard.fi HyperDoc to learn more.	
	WHITEBOARD.fi WHITEBOARD.fi - Digital Whiteboard Option	

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### Alternative Assessments



Consider alternative ways to assess student learning. Holly Clark (*The Google-Infused Classroom*) describes effective technology integration in a <a href="Learning framework"><u>learning framework</u></a> that makes student thinking visible, allows opportunities for every student to be heard, and allows students to share their work. Review resources below to learn about some tools that support alternative ways to gauge student learning.

### Read About Some Types of Alternative Assessments - use the key to find the tool



#### **Videos**

8 YouTube-inspired classroom video ideas

20 video project ideas to engage students

### Essays, Podcasts, & Presentations

3 creative ways to Ditch

that Essay & Use breakout rooms for small group presentations

### Infographic or Digital Poster

Create eye-popping infographics

### =

### Blog, Portfolio, or Website

A Few Creative Ways to
Use Student Blogs &
Tools for Digital
Portfolios



### Interactive Assessment

<u>Top Tech Tools for</u> <u>Formative Assessment</u>



### **One- Pagers**

aka sketchnotes; combine visuals & concepts to show connections & understanding

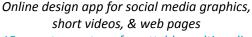
# Interactive

### Tools for Alternative Assessments - click the tool for resources to get started



#### WeVideo

online recording & editing tool to create videos & podcasts; VBCPS paid subscription



Adobe Spark

15 ways to create unforgettable multimedia



### FlipGrid discussion plat

Free video discussion platform
20 activities to "Bloom"
with the new Flipgrid camera



### **Google Apps**

Project Ideas in Docs, Slides, & Forms, Student
Portfolios w/ Google Sites, Create student blogs in
Google Slides; 30 Slides Activities; Templates



### **PlayPosit**

Online learning platform to create & share interactive video lessons; integrates w/in Schoology;

VBCPS paid subscription



### **Formative**

live, interactive assessment tool; build from scratch or upload existing docs

### \*\*\*

### ADDITIONAL TIPS

Grading - Use One Point Rubrics with 1 column of criteria instead of different performance levels for each criterion. Use rubrics in Schoology.

Sharing - Students post to Schoology media albums or add finished products to a collaborative Slides deck.

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Meaningful classroom discussions are often the direct result of a strong sense of community and trust established between a teacher and their students. In the current instructional climate (F2F, virtual, hybrid, and/or concurrent), teachers may need to adapt existing methods to foster a positive classroom environment and they may also need to adopt new strategies to facilitate productive discussion. Resources below provide supports for intentional implementation of classroom discussions.

Dr. Catlin Tucker's blog post,

**Synchronous Online Discussions:** 

Preparation, Facilitation & Wrap

Up can help teachers prepare

discussions from start to finish.

The thought processes can be

Use templates to get started.

instruction.

adapted for concurrent & hybrid

Small Group Discussion:

Planning Document

**Synchronous Online** 

**Discussion Slides** 

3-2-1: Post Online

Thinking/Reflection

Participation in Online

Self-Assessment:

Discussion

Discussions

Routine

### Set the Stage Jennifer Gonzalez's blog post, How to Teach When **Everyone** is Scattered offers tips to help prepare for successful discussions with F2F, virtual, hybrid, & concurrent instruction. Create student cohorts **Build community** intentionally Establish norms Fnable the chat & assign a chat moderator Share Qs in advance

& repeat them

Deal with the

crickets

### Plan Try Discussion Strategies

### Hexagonal Thinking

Betsy Potash's Hexagonal Thinking Strategy can be used to ignite student discussion (F2F, concurrent, & virtual). Using a Slides digital toolkit, small groups of students drag and drop concepts to show connections between key terms. Students then write/present to explain their connections.

### Resources

Consider implementing other thinking strategies to promote discussion. Visit Project Zero's Thinking Routine Toolbox

Try out Peel the Fruit - Guide & Template.

Resources

Video - How to & Demo

Silent Discussion

Betsy Potash's Silent Discussion

participation from reluctant

learners, students who need

ESL students, etc. Use this

strategy for synchronous and

discussions can replace a live

warm-up for a vocal discussion.

discussion or function as a

time to process, quiet students,

asynchronous instruction. Silent

strategy encourages

**Slides Discussion Template** 

- Blog Step by Step
- Slides Toolkit Template

for ideas.

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Schedule synchronous/live meetings regularly using Google Meet or Zoom with the whole class or staggered small groups. Traditional f2f classes are not easily replicated in an online class meeting so it is recommended that live meeting time is used to engage students in active participation for skill practice, discussion, collaboration, check-ins, and group work. If the time is used for direct instruction, keep it short. Using live meeting time intentionally allows the teacher and students to build relationships and a sense of community.

### **Best Practices**

# Start with some <u>best practices</u> and <u>tips</u> for live meetings with example links:

- ✓ determine <u>norms</u> w/Ss,
- ✓ create a clear <u>agenda</u> & share it,
- ✓ give Ss an easy way to <u>check in for</u> attendance,
- ✓ use <u>meeting signs</u> to start the meeting with a bell ringer or <u>opener</u>,
- ✓ set a <u>pace</u> and make online transitions explicit,
- ✓ take breaks,
- ✓ provide <u>active learning</u> <u>opportunities</u>,
- make opportunities for Ss to interact, and
- ✓ have a <u>backup plan</u>.

### Shared Classroom Expectations/Norms

## Create norms and expectations for online classrooms similar to how it would be done in a face-to-face class.

First, explore by watching "Fostering Belonging with Classroom Norms" and read about classroom norms in the article "Create Your Classroom Rules WITH Your Students."

Next, learn how to extend ideas for online learning norms from the section in this article titled "Norms and Expectations for Online Distance Learning" noting the steps and discussion prompts.

Then, use this <u>planning document</u> and this <u>Concurrent Classroom Norms Jam</u> to start creating shared expectations.

See this <u>example of norms</u> by L. Archer or another example created by @MrsBDuncan!

### Camera-Optional Ways to Engage

Read about <u>The Camera Dilema</u>. Ss <u>Cameras off?</u> That's ok, here are some ways to boost engagement with or w/out the camera:

- Polling (Zoom Polling, Meet Polls and Q&A, Poll Everywhere)
- Chat ideas for using the chat.
  - Digital whiteboards
- Meeting signals use numbers in chat or with a quick video check.
- Check-in for understanding

Mix it up! Click on the infographic from Matt Miller for more "Ideas for using Video Meetings w/Ss"



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Students tend to be more engaged in the content and learning process when teachers give consistent, specific, and personalized feedback during the learning. Establish a routine or system for giving authentic feedback on a regular basis.

### Why and How

WATCH: Consider how effective feedback can save time and increase learning.



**READ**: How to Do the Feedback Loop in Distance Learning & 3 Strategies for Personalizing Feedback Online

**REVIEW:** These Building blocks of effective



### Real Time Feedback

### Use Securly Classroom

Check for misunderstandings and watch how student progress through a lesson remotely! Open an active class to get a thumbnail view of all screens or click Device view to zoom in on one. Private chat to give individual feedback to students while they work. Turn on the ability for students to private message the teacher for help. Learn more about Securly Classroom!

### **Schedule One on One Meetings**

During independent work, post this Quiet Work Time Sign template and open a breakout room to "call" one student at a time to go over an assignment. Or set up several breakout rooms so students can seek out feedback when they need it like in this Breakout Room Choice template.

### Digital Feedback

### **Schoology Feedback Options**

Give personalized feedback in Assignments and students will get a notification. Provide feedback on any question type for students in Assessments.

### **Comments in Google Apps**

Use comments and action items in Slides, Docs, Sheets, and Drawings for personalized feedback.

### Audio Comments with Mote

Use the Mote Chrome extension for an audio option to appear in the comments feature of Docs, Slides, and Sheets. Try the integrated Slides feature to post audio anywhere on a Slide! Click here to learn more about Mote!

### Video Comments with Screencastify

Use the Screencastify Chrome extension to quickly record video and audio feedback for students. Drop the video link anywhere! Learn how to use Screencastify here!

**Share the load** - Ts do not have to be the only one providing feedback. Other ways Ss can get feedback on their work:

✓ Self checklist ✓ Peer feedback ✓ Seek out feedback ✓ Ask an expert

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### **Activities**



The strategic use of technology can help foster learning with the 5Cs. Consider how these activities promote critical thinking, communication, collaboration, creativity, and citizenship. Start with the 5Cs from the VA Department of Education.



### Collaborative Notes & Slides

Take advantage of one of Google Workspace's most attractive features! Real-Time Collaboration! Great for connecting students f2f and remote.

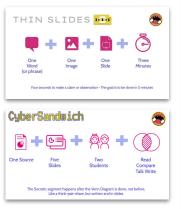
- Take notes on a lesson or research a topic together. Read Kasey Bell's Collaborative Notes with Google Docs.
- Use a shared Slides deck for a collaborative workspace. Learn how from Matt Miller.
- Explore 30 collaborative activities using Google Apps (Docs, Slides, Drawings, and more).



### **EduProtocols** (Hebern & Corippo)

Use these student-centered instructional lesson frames from Corippo and Hebern in any content or level!

- What are EduProtocols? Twitter #Eduprotocols
- Try Thin Slides Eduprotocol. Ideas for Thin Slides and Templates.
- Try Cyber Sandwich Eduprotocol. Get the template.





### **†** Virtual Field Trips

Ss can go anywhere in the world with virtual field trips.

Explore this list of Virtual Field Trips curated by VBCPS LMSs and ITSs. Or check out Matt Miller's 25 virtual field trips for your classroom.

🚐 Pair your virtual field trip with an activity. Read 10 activities to do on your virtual trips! from Matt Miller.



### Podcasting - Consuming and Creating

Read about podcasting as a creative outlet for Ss and how Ss in English 11 made personal narrative podcasts.

Explore the benefits of using podcasts with students by reading or listening to <u>How to use podcasts in the classroom</u>. Then explore <u>these</u> podcasts and 10 Best Podcasts for HS Students w/Ss.

- Check out <u>Podcasting For the Classroom</u> for a full guide to podcasting with your class.
- Use student templates: Script Planning, Persuasion Map, Planning Guide for Students.

Have Ss record using the WeVideo podcasting feature, learn more about WeVideo here. (VBCPS licensed premium accounts through 6/30/24)

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### Schoology



Schoology is the VBCPS provided LMS used to manage course content and communicate with students. Particularly in a remote learning environment, it is critical that teachers think intentionally about wording, folder structure, and overall organization so that students can effectively navigate Schoology. Refer to the <a href="Schoology Setup for Teachers">Schoology Setup for Teachers</a> to see VBCPS required items.

*Update Profile	Verify Courses Verify the same courses are listed in Surveys and Echoology. Anothers? Exertile detected a LTEA. MOTE - Spreage changes do not show in Schoology until the sext day.	*Update Settings Aduat Nova Petx Setus notifications	Add a Co-Teacher  Admin-on cold section overside rates to individuals that need varied occurs.  No course.
Reorder Courses & Groups Organize rise for quick Seesy recess Datasa S Course Databased	*Add a Course Image Such course should include on image with course name. Incoder, and period. Click bass for even.	*Course Info Folder Each course must have green tolder or the top lobeled 'Course Information.' Click base for more.	*Course Folder Structure all cartest must be organized in folders undernoath the green Course Into India Clink juzz for more.
*Course Materials Course materials must include due abites and information in the abetes and information in the abetes and information in the abecome landing page can be changed from Materials to Updates. Click issue for more.	Add a Banner  6 "Welcome Video  Crede a borner on a pinned annumement with important info, resource, links, and a Welcome Video Click base for more.	Check or Install LTI Apps Check the Schoologi opps you are using on this document. Apps that are puthed are already introlled lauch as Google Drive Assignments and RoyPasts.	*Aesthetic Design Use colors, Images or gift, and constant tent to shearly communicate and engage students.
*Synergy Category Sync Complete five Editions Sized in each Schoology course later Synergy is set up!	*Digital Media Review for usual consideration for reeds so insterior are consisted to student.	*VBCPS TAL Groups Join your TAL groups and refer book to your curriculum groups for neak-updated resources.	Additional Resources Schoology basics Schoology high teach feature Schoology Support Link before of an bibliology page Rosems and Sudams

### Try these ideas to level up your Schoology Courses!

### ✓ Pin a Banner

The top of your Schoology course page is prime real estate! Take advantage of that space by creating a visually appealing banner that takes students to what they need most! Use these stepwise instructions to use Drawings or Slides to create a banner in Schoology.



### ✓ Add a Welcome Video

Let students get to know you! Simply use your phone to record yourself or try WeVideo to record and edit your video, screen record, or add other features. What should you include in your video? There is no script - just be yourself, tell them a little about you and the class, and have fun!



J. Turner, Chemistry



P. Rostock, French

### ✓ Elevate Assignments

Consider ways to improve student assignments!

- Be explicit and concise in your instructions. <u>Link to online</u> <u>articles, videos, and resources</u> in the assignment instructions.
- Understand how to use <u>Google Drive Assignments app</u> and <u>Google Assignments app</u> to streamline workflow.
- Differentiate or include choice by <u>integrating apps and websites</u>.
   Check out the <u>VBCPS list of Schoology Apps and External Tools</u>.
- Post a file that all students can work in to get a sense of togetherness. Shared files easily showcase individual work or small groups.

### ✓ Streamline Late Work

Overwhelmed by late and resubmitted work?

Collect late work in a Google Form or use this template from @melissa27g. Each item in Schoology has a unique URL so require Ss to include a direct link to the missing work in the form. Open the Sheet with the Form responses to see timestamped entries and links to the work. Add a checkbox to the last column to keep track of what you checked!





Set up email notifications to know when work is submitted!



**Schoology down?** Create an In Case of Emergency document that students can bookmark and access outside of Schoology!

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### Recognize Students' Needs

Personalizing your classroom includes understanding your Ss and finding ways they can get involved in their learning. **READ**:

5 Ways to Take Some of the Distance
Out of Distance Learning

#### TRY:

Start with a <u>daily dedication</u> or share gratitudes using this <u>Graffiti Wall Jam</u>.

Possign with voice and choice in mind. Consider options for student choice and pace when possible.

🥊 Let students <u>think and reflect on goals</u>.

Get to know your students and encourage positive group dynamics by having small groups use this collaborative resume Jam when starting new groups.

Create class norms and expectations as a group.

### Establish Authentic Presence

Find ways to increase your social presence. For example, try using the webcam when recording your screencast lessons. Be yourself, allow mistakes, and have fun!

#### READ:

Bringing More of a Classroom Feel to Distance
Learning

#### TRY:

Create a <u>welcome video</u> to post in your course so Ss and parents can get to know you.

Use a breakout room during independent work to conference and talk with Ss individually, try this sign template.

Bitmojis are fun, but why not #BeTheBitmoji? Take a pic or short video of yourself and use unscreen.com to remove the background. Watch this video to see how. Then save your new .png or .gif files in your Google Drive to add to Slides or Drawings!

### Integrate SEL

SEL can be interwoven into your curriculum and activities. Plan ways to build relationships and connect.

#### READ:

Connecting SEL to Academic Outcomes

High School Is Not the Time to Let Up on SEL
Strategies for Supporting SEL in Virtual

Environments

#### TRY:

Integrate a weekly check-in to your routine using Google Forms, Fliggrid, or Jamboards.

Use Jamboards to play this or that, would you rather, other games, or reflect.

Use <u>screenbreakers and icebreakers</u> from the OLHS Advisory Site for a get to know you break!

Check out Synchronous Meeting Ideas!

Did you know that VBCPS has an entire site dedicated to SEL? Go to the SEL Stockpile > Signature Strategies!

### Collect & Act on Feedback

Seek honest feedback from Ss about your class, reflect, and make improvements. **READ:** 

- 5 Reasons You Should Seek Your OWN
  Student Feedback
- Evaluating Online Learning: Ask
  Students for Feedback

Use Google Forms for an easy way to get collect feedback and suggestions.

### Make Virtual Classrooms

Virtual classrooms can be practical, interactive, and fun digital spaces that enhance remote learning!

#### **READ OR WATCH:**

- Bitmoji Classroom Scenes & Virtual Classroom Backgrounds or
- <u>Bitmoji Classroom Tutorial</u> for stepwise instructions.

**TRY:** Start creating!

- Access the Shared Drive for copies of backgrounds, furniture and more.
- Use the Chrome extension or #BeTheBitmoji on slides.
- Want to use your virtual class as a banner in Schoology? Learn how!

### Give Ss Jobs

Students improve soft skills while helping the class.

#### READ:

It's Time to Give
Classroom Jobs Another
Try or listen to the Podcast.

Review this <u>list of some</u>
jobs or take the free
course!

# Notebook Made by SlidesMania