SAINT MARY'S SCHOOL

Virtual Learning Guidelines: Faculty

General Guidelines:

★ Be **"backpack ready"** when going home each day, weekend, and any other travel.This includes:

   ❏ Tablet and charger
   ❏ Phone and personal device charger
   ❏ Any essential notebooks or materials that are necessary to your day
   ❏ Reference material, such as textbooks, that may be needed for long-term planning

★ **Communication**

A central location for communication regarding teaching and learning will be housed in Canvas.

Canvas Course for Teachers: PD for Saints

   ❏ Self-enroll in this course: **https://sms.instructure.com/enroll/NLXP87**

   ★ This Canvas page will be enabled with chat, conference, and discussion boards for us to come together as a Faculty on different issues as they arise
   ★ The "Teaching and Learning" OneNote Notebook will still be an active resource for bulletins, agendas, and reference material.

Communication to students about classes should remain in Canvas. This can be accomplished through announcements, conferences, chat, pages, etc.
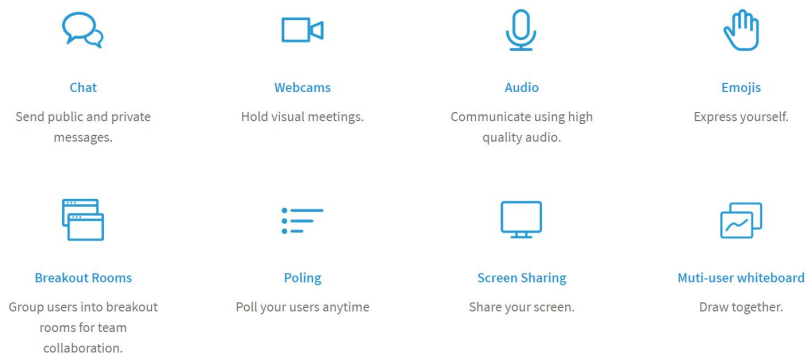
★ **Set boundaries...and be flexible**

Communicate your "online hours" of availability to students, and create realistic limits for yourself (and your students).

Teachers and students that are out of the Eastern Standard Time Zone can operate within a 48 hour time frame of responding to communication, assignments, etc.

Expect variation in user experience. We all have varying levels of skill and confidence in using technology.

Teaching and Learning Guidelines

★ While the methods and tools of teaching, learning, and assessment may be different, **our principles of learning endure.**
  ○ Formative assessment should be utilized often to gauge the learning progress of each student in this new learning environment.
★ **Classes will be held at normal times for Eastern Standard Time**. Teachers/students in other time zones will operate within a flexible 48 hour time frame of EST.
★ **All classes will meet in "conferences"** in Canvas. Conferences are equipped with the following:

Chat	**Webcams**	**Audio**	**Emojis**
Send public and private messages.	Hold visual meetings.	Communicate using high quality audio.	Express yourself.

Breakout Rooms	**Poling**	**Screen Sharing**	**Muti-user whiteboard**
Group users into breakout rooms for team collaboration.	Poll your users anytime	Share your screen.	Draw together.

  ○ For each class period, start a new conference in that class Canvas course.
    ■ Take attendance in Veracross
  ○ Conferences Overview-a guide to Conferences
  ○ When starting a conference, please use the following format:

New Conference   ✕

Name: Class, Period, Date

Type: BigBlueButton ▼

Duration: 75 minutes

Options: ☑ Enable recording for this conference
         ☐ No time limit (for long-running conferences)

Description: Learning Goal: Write the learning goals for this session

● Assignments should be posted in Canvas as usual so that they appear on student calendars.
  ○ Due dates/times for assignments should be posted with the understanding that boundaries and flexibility need to be kept in mind.
● Materials that would be passed out in class should be posted in Canvas.
● Tutorial and other team meetings will be held in Microsoft Teams

Microsoft Teams

Intended for:

Advisory Meetings
Tutorial
"Hallway Talk"
Meetings: Video and/or Chat
Document Sharing
Internal Communication

Canvas

Intended for:

Classroom Instruction
Assignments
Resource Library
Connecting with Class

Outlook

Intended for:

External Communication
School Updates
Lengthier communications