



## SLIDE PREPARATION

- Create slides with key points. Students have many distractions and will appreciate the visual while you are talking. If possible script or turn on live captioning for your lesson.
- Use bright, hopeful visuals.
- Create a question slide: Pick a color or design that you will consistently use when you expect students to respond. Use icon for “answer in chat”, “speak” or “thumbs up/down.”
- One question per slide. (Again, students need to clearly know what question you are on.)
- Build routine and predictability. Use the same slide order each meeting.
- Consider: announcement slide, assignment slide, contact hours, joke of the day, challenge of the week, goals.
- Set norms: Must be dressed and sitting, have paper and pencil ready, mute on entry, due dates
- Your contact hours
- Next meeting day/time
- Links and Codes for any new apps or websites
- Set record (notify parents)

## BEFORE

- Devices plugged in/charged
- Facebook and other social media with pop ups turned off.
- Extra browser tabs eliminated

- Necessary tabs or links open
- Notepad and pen to take notes on issues students bring up
- Checklist of students (attendance, questioning, etc)
- Let family, roommates, and landscapers know you are recording.
- Put up pets that might interrupt
- Silence other devices
- Attach doc cameras, cell phones or ipads to use to project live examples

## IF LIVE ONLINE

- Mute voices on entry.
- Set computer to ding when new students arrive so you can greet them.
- Have students sign into chat so their name is recorded instead of “Iphone 8.” Use an emoji to share how you are feeling.
- Use cursor like “follow the bouncing the ball” so interrupted students can easily find where you are.
- Pause and ask for a response more often than in class. Type:Y for yes, N for no, Q for question to keep students directly engaged. Or have students create response cards or hand signals.
- Have students write out a response on paper and show as another way to engage them. (Two lines high)
- Have students type words you normally ask them to repeat/chant or turn off mute and chant together.
- Summarize or have a student summarize often.
- Allow time for students to talk together at the end. They want to/need to feel connected
- Use checklist to call students by name (some programs don’t show everyone at once)
- Online contest: Flip a coin, balance spoon on nose, stand on one foot,
- Create community and traditions: “Handshake”, sign off, a sing along, (“Row, row, row your boat” in a round.), School t-shirt day, Color day, hat day, crazy hair...
- Surprise element. Wear a costume, wig, hat, moustache. Funny cartoon. Funny clip. Random fact. Online scavenger hunt.