

Preparations for remote learning

Even if you are not in the classroom, you can still teach.

Here are some tools that will make the distance teaching and learning experience more rewarding and productive.

Teams

Make sure you have a room / team for your class in Teams.

- ✓ If you don't have one, you can create one.
- ✓ Make sure all your students have access to the room



Skooler

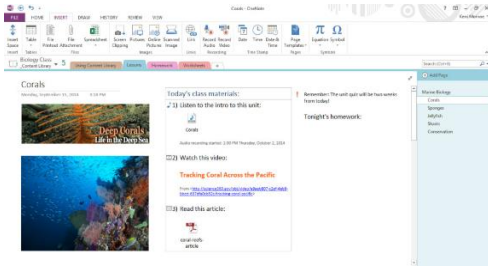
To keep students engaged in work, and to keep parents involved and informed, add the following learning tools from Skooler to Teams:

- ✓ Plans
- ✓ Calendar
- ✓ Tasks
- ✓ Gradebook
- ✓ Tests
- ✓ Messages
- ✓ Kudos



OneNote

OneNote allows you to create teaching lessons for students. What you post here can also be shared with parents / guardians.



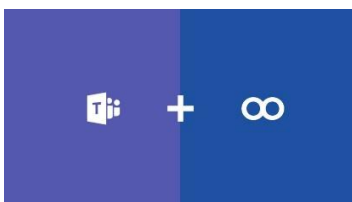
Teams

In Teams, it all comes together: Skooler's learning tools, Team's own features and OneNote. To make the most of the remote learning, here are some functions in Teams that will help you create a productive teaching and learning experience.

- ✓ In Teams you can set up online meetings with up to 250 participants for free. Online meeting is a great way to hold lessons.
- ✓ Now, during the outbreak of covid-19, the premium version will also be free. This allows you to hold meetings with more than 250.
- ✓ While there are many ways to provide lessons and gather feedback online, having at least some of your teaching via online meetings in Teams, allows students see their teachers and engage in dialogue, which can help make the new learning situation feel safer and more comfortable.
- ✓ If not all students can participate "live," you can also record the lesson so it can be viewed later.
- ✓ It may be a good idea to have a separate room / team set up for the staff as well. This enables them to connect, hold collaborative online meetings and exchange experiences in other ways, such as chat.

In Teams you can also add Skooler learning tools:

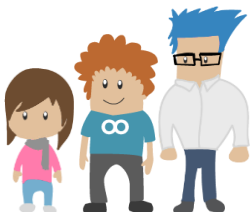
- ✓ Create assignments from Teams using Skooler's assignment tool. By using this tool you can easily keep parents updated on the student's assignments.
- ✓ Provide feedback, set grades and track progress with Skooler's tools inside Teams.
- ✓ Create a OneNote class notebook in your team and use it as a shared digital notebook. You can read more about OneNote under the heading "OneNote" in this document.



Skooler

We recommend adding the following tools from Skooler to Teams to prepare for remote learning. When you add these tools to the room / team they become available to the students.

- ✓ **Plans:** Having good plans is especially important when you can't be seen face to face. In the planning tool you can send out schedules and curricula so that parents and students have it available.
- ✓ **Calendar:** The calendar gives you a complete overview of planned tasks, assignments and due dates.
- ✓ **Tasks:** The tasks must be digital so that students can perform them on the devices they have at home or the devices they bring with them from school.
- ✓ **Assignments:** When students submit assignments through the assignment tool, the teacher can provide formative feedback and set grades / assessments.
- ✓ **Feedback & Assessments:** Make remote assessment more personal by providing feedback via sound or text and following the remote student's work along the way. In other words, "business as usual" only in digital form.
- ✓ **Tests:** Use the test tool to create variety and keep students engaged in learning. In the tests you can add tasks with pictures and sound and take advantage of various options such as "choose the right alternative," "find the pairs" and more. Once the test is created, assign it to a task and publish it to the students.
- ✓ **Gradebook:** This feature allows you to set grades and assess students.
- ✓ **Messages:** Good school-home communication is especially important now. With Skooler's upgraded messaging service, it is easier for school management to send messages to teachers, students and parents. In the app, parents will find tasks, plans, assessments and messages, and parents can send messages to teachers as well. If they do not have the parent app, the parents can also use the parent portal online. *Make sure that the parent knows the link for logging in to the parent portal.* If you want extra notification, Skooler also has the option of SMS notification from the messaging tool.
- ✓ **SkoolerKudos:** Allow teachers to give praise and recognition to students, even for things like "creativity," and "mood." Teachers can define what they want to use as Kudos and add a nice emoji. This can help give the student a sense of the recognition he or she might have otherwise received in the classroom.



OneNote

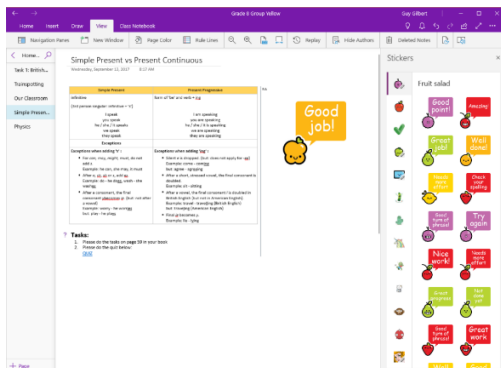
In Teams, we also recommend adding OneNote to your classroom / classroom team. Adding a OneNote class notebook gives you a great tool for students and teachers.

OneNote is like a digital notebook or 3-ring binder that gives teachers and students great flexibility in how they compose and write notes. Information is stored on pages and can easily be organized in different tabs in a notebook.

The area you type in OneNote is made of a canvas where a user can click anywhere to create a text box to start typing, scribble notes with a touch screen pen or post a picture, website link, video, audio file or another digital file. Here you can comment on pictures, draw circles and arrows or format the page as you like. This non-linear structure makes it ideal for creative ideas, collecting notes and sharing ideas.

OneNote class notepads have a personal workspace for each student, a content library, and a collaborative area for lessons and creative activities.

You do not need to save your work in OneNote because it automatically saves while you work in the application. Several teachers or students can also contribute to the same OneNote notebook, making it a great tool for project-based learning.



With Teams, Skooler and OneNote, you have the tools to get started with remote learning.