

Checklist for live lessons

- Use a suitable room where appropriate to ensure all pupils access remote lesson
- Make sure you are the 'presenter' (others are attendee's)
- Upload the school logo as your background
- Use the lobby function to safely admit attendees (or schedule a meeting from within a Team you have set up)
- Record your live lessons- best/safe practice
- Remind pupils of rules and protocols.
- Know how to mute and block disruptive students (Team settings) and how to 'mute all' for minimal disruption
- Make sure you 'end meetings'
- Use thumbs up - avoid love hearts etc.
- Be aware that the chat history remains visible after the meeting for all attendees

Virtual classroom etiquette:

- Always show respect for the ideas of others when communicating verbally or via Chat. Do not use any offensive language or discriminatory language.
- Participate in learning activities through chat and audio by using the icons on the tool bar and text box as appropriate.
- Be a 'good digital citizen' and be aware of your responsibility to keep your log-in details and passwords safe. Do not share these with others.
- Abide by the rules regarding the use of the VLE

Checklist for students:

- Be punctual to your online lesson
- Dress appropriately
- Try to sit away from distractions such as social media, TV, friends or family
- Make sure you are familiar with the basic functionality of Teams
- Arrive to your online lesson willing to learn
- Always show respect for the ideas of others when communicating verbally or via Chat. Do not use any offensive language or discriminatory language.
- Participate in learning activities through chat and audio by using the icons on the tool bar and text box as appropriate.
- Be a 'good digital citizen' and be aware of your responsibility to keep your log-in details and passwords safe. Do not share these with others.
- Abide by the rules regarding the use of the VLE

Tips for teachers:

- Plan for students to be supported and challenged through well designed activities
- Visualise the learning journey with the students
- Make sure your delivery is accessible to everyone. Consider how students will access learning
- Use student profile to inform planning and ensure inclusivity
- Use varying pedagogies to enhance learning, including assessment and feedback, group tasks, Q&A, peer assessment etc.
- Use direct instruction to guide pupils through learning tasks with clarity
- Gather feedback from students about their learning experiences –use this to inform future planning