Distance Learning Resources

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DL-Teachers All and DL-Admin All,

Hello all and hope this email finds you and loved ones safe and well. I want to thank those of you who have been patient over our two-week break with the district's process of creating/communicating distance learning resources we will roll out to students in the near future.

Principals are meeting with some staff today (Monday) and tomorrow to continue plans for safe and appropriately socially distanced PD/collaboration so more info can be shared with staff at sites on Wednesday. Primary purpose of this email is to communicate some broad info related to distance learning for Liberty UHSD.

I understand there is *A LOT* of information below. Thank you in advance for reviewing and referencing the resources typed/linked below prior to reaching out to other colleagues/staff for support and/or placing work order.

Distance Learning

- Distance Learning replaces face-to-face meeting times with online/virtual solutions
- It will be important we:
    - keep things SIMPLE.
    - be flexible with needs, abilities and/or capacities of staff. Some may be highly skilled, others not as much.
    - post both teacher and student training/instructions at district level and linked to each school website home page (like our current structure of Coronavirus/COVID-19 updates)
    - remain consistent. This is key: teachers need to be calibrated with procedures to reduce conflicts among parents, students, teachers, and administrators. The shift to distance learning is easier for everyone when there is a set of *universal expectations.*
    - again, keep things simple. Now is **NOT THE TIME** to introduce something majorly new to students in the form of access to learning. Both staff and students have plenty of emotions already without adding layers of learning something highly complex outside of three tiers below (unless previously used by teacher with students).

Three Tiers of Communication for Teachers and Students (video titles are highlighted in blue)

- Create simple guidelines that are easy to implement across school, discipline, subject area. Three tiers are:
    - **1. Aeries**
    This will be the primary way teachers communicate with parents and/or students. To access a brief video on this topic titled **"Aeries How to Email Community,"** log into Office 365 by [office.com]clicking here and entering your email account and network password; video is linked here into an Office 365 folder with other resources for access.

- Utilizing Aeries (shortcut in Clever or asp.) as a means for teacher to student email communication. Students are organized by class period.

- *Student email addresses on file in Aeries may need to be updated if incorrect or missing.*

2. Clever

This is the online holding area for curriculum, software, communications, and other digital tools. Accessing curriculum online will be through Clever (Clever.com) for students and teachers. To access a brief video on this topic titled, **"Logging into Clever for Teachers,"** log into Office 365 by [office.com]clicking here and entering your email account and network password; a video is linked here in an Office 365 folder with other resources for access.

- Students and staff will use Clever (clever.com) as a way to remotely access desktop shortcuts as well as ancillary, online curriculum from textbook vendors (where applicable) for teachers/students.

3. Blackboard Schoolwires Website

The primary purpose of a website is to communicate and guide learning with accessible curriculum. To access two brief videos on this topic like:

1. how to sign into Schoolwires titled, **"Logging into Blackboard Schoolwires Website,"** how to get
2. support to create/edit website titled, **"Teacher Website Support,"** and
3. supportive links organized for you in a document titled, **"LUHSD Blackboard Links &Support"**

…log into Office 365 by [office.com]clicking here and with your email account and network password and you will find videos as shown above for access.

- Blackboard Schoolwires website will be used to post **weekly updates to your webpage**, including:

  - Agenda and Lessons
  - Links to resources, notes, slide decks, and distributed copies
  - Expectations for homework

- Recommended method of submission of work to teacher from student would be email.
  - Some alternatives to email if students have previously used with teacher for class **prior** to distance learning, are Office 365 (Word, OneNote) Turn It In, Google Classroom, or embedded online ancillary from publishers **(consider consistency and ease of use for students if using alternatives).** *Only consider using if these have previously been introduced and used with students; now is not the time to implement, for example, Office 365's OneNote.*

- **Accessing Digital Curriculum for Teachers:** Lastly and although not one of the three tiers above, an update to accessing digital curriculum for teachers titled, **"Accessing Digital Curriculum"** has been updated and placed in our "Distance Learning" shared folder. This was previously sent at the beginning of the academic year, but it seemed relevant to update and resend with our current context.

- **Zoom:** The video for teachers regarding Zoom titled, **"Zoom Access for Teachers"** has also been placed in this "Distance Learning" Office 365 secure folder.

Again, I understand this is A LOT of information and thank you in advance for reviewing the resources typed or linked above prior to reaching out to other staff for support and/or completing work order. Above everything, take care all.

Todd Airola
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