<table>
<thead>
<tr>
<th>Description</th>
<th>Teacher Actions</th>
<th>Student Actions</th>
<th>Feedback</th>
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</thead>
<tbody>
<tr>
<td><strong>Show Up to Class</strong></td>
<td>Create a schedule for meaningful and active involvement in your online classes.</td>
<td><strong>Scholars Will:</strong></td>
<td><strong>Week 3</strong></td>
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<td>- Written Feedback throughout</td>
<td>- Show up daily</td>
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<td></td>
<td>- Acknowledging Attendance</td>
<td>- Ask questions to their teachers</td>
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<td>- Schedule Live Lessons</td>
<td>- Show concern and investment in their performance</td>
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<td>- Announcements</td>
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<td>- Office Hours</td>
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<td><strong>Be Yourself</strong></td>
<td>Convey your support.</td>
<td><strong>Scholars Will:</strong></td>
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<td></td>
<td>- Infuse your writing with warmth.</td>
<td>- check in with each other</td>
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<td>- Be human/ understanding</td>
<td>- bring their authentic selves into the space</td>
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<td>- Create a space where scholars can interact with each other</td>
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<td><strong>Put Yourself in Their Shoes</strong></td>
<td>In a physical classroom, you can pick up on nonverbal cues. When students are</td>
<td><strong>Scholars Will:</strong></td>
<td>Pre-Virtual Service Week 1</td>
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<td>take class at home, you can’t observe when you’ve lost their attention or when</td>
<td>- Communicate about late or missing submissions</td>
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<td>your instructions aren’t clear.</td>
<td>- Share and be open about any needs they have that impact their learning</td>
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<td>- Be understanding of late submissions, technology mishaps etc.</td>
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</table>
| Organize Course Content Intuitively | Think about how the use of menus, modules, folders, and other organizing structures helps or hinders students’ progress through the course.  
- Is it clear where things are found?  
- Create clear Headings | Scholars Will:  
- Easily locate classwork assignments  
- Complete classwork at a higher and more accurate rate | Week 1 |
|---|---|---|---|
| Add Visual Appeal | Add Video Lessons, Use the Present Feature on your Hangouts, Add Anchor Charts and Resource Videos.  
- All visuals are accessible to students | Scholars Will:  
- Come to class more frequently  
- Be more engaged in the lesson | |
| Explain Your Expectations | - Clear Success Criteria  
- Write down the directions as if you were having a conversation with a student  
- Create an informal two-minute explainer video to flesh out some details of an assignment.  
- Provide a rubric  
- Share an example of student work that earned top marks. | Scholars Will:  
- Know what success looks like  
- Feel safe in attempting all of the classwork | Week 2 |
| Scaffold Learning Activities | Look for ways to break down complex tasks so that students make timely progress and receive feedback while there is still time to adjust their approach.  
- Break things down into steps  
- Have tasks build in complexity | Scholars Will:  
- Produce high quality work containing features of the exemplar and success criteria  
- Build | |
| Provide Examples | How many examples should you provide? Lots of them, wherever possible.  
- Modelling  
- Posting exemplars | Scholars Will:  
- Feel comfortable attempting the work  
- Be open to trying new things |
| Make Class an Inviting, Pleasant Place to Be | When you teach in person, you do a lot of things to help students feel welcome. You greet students. Smile. Make eye contact. Apply that same principle to your online classes.  
- Use plenty of visuals, media, interactive tools, and learning activities.  
- Streamline course organization and navigation.  
- Convey positivity and optimism that students can succeed.  
- Respect their time and engagement by being present and engaged yourself. | Scholars Will:  
- Feel welcomed into the virtual space  
- Want to attend class  
- Feel like they can be successful  
- Be invested in the class time |
| Commit to Continuous Improvement | A hallmark of good teaching is the desire to keep getting better at it.  
- Participate in workshops offered or seek out learning opportunities | Scholars Will:  
- Give feedback and share their expertise  
- Be exposed to new and different virtual methodologies | Week 10 |