

Remote Learning Guidance

Contents:

- [Acknowledgments](#)
- [Introduction](#)
- [Pedagogy and Practices](#)
- [Accessibility](#)
- [Content](#)
- [Tools and Resources](#)
- [Infrastructure and Devices](#)

Acknowledgments

All educators share the primary goal of high-quality continuity of education for each student. The purpose of this document is to support teachers and administrators as they work toward moving their teaching and learning online. While this document is by no means comprehensive, the State Board of Education is hopeful that educators will find it useful.

Many individuals from several county offices of education and school districts in California contributed to this document. The lead authors are from the Riverside County Office of Education.

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Introduction

It is important to understand that taking teaching and learning online involves more than just uploading files and video links to a learning management system ([LMS](#)). Teaching remotely requires a different approach. It is a skill to be learned. Educators who have taught online know that there are some specific pedagogies and practices that help make online learning effective.

This document attempts to support the move to remote learning by examining four major categories of online teaching and learning: a) Pedagogy and Practices, b) Accessibility, c)

Content, d) Tools and Resources, and e) Infrastructure and Devices. The Pedagogy and Practices section covers several considerations for effective online teaching and learning. Specific strategies are noted with links to further information and resources. This is the best starting place for any teacher who is planning to teach online for the first time. The Accessibility section addresses the accessibility needs of English Learners, Students with Disabilities, and other students who need support in accessing content when learning remotely. The Content section shares some free and low-cost courses and materials available to teachers. Some of these are stand-alone courses and others are designed to supplement the online teaching. This section is divided into two subsections: a) Content for students, and b) content for educators. The Tools and Resources section provides examples of the many sites and apps that support remote learning. These tools are not content-specific, rather, they offer affordances that can make learning online more engaging and effective. The Infrastructure and Devices section examines the technology needed for a successful transition to remote learning. The section also emphasizes the importance of having the educational services staff working closely with the information technology services staff in order to realize the goal of high-quality continuity of education for each student.

Finally, Albert Einstein is credited with saying, “in the midst of every crisis, lies great opportunity.” So we should not forget to look at the opportunity in front of us. We know that after our students graduate from high school, they will live in a world that will frequently require them to learn and work online. As we explore options for teaching and learning online, we are also providing opportunities for our students to learn vital skills such as self-regulation, time management, and organization. For many of our students, this will be their first experience having to manage their own learning in such a way. Part of a quality online program during this time is supporting students in developing the skills and habits necessary in order to be successful in the global digital society they will enter as adults.

Pedagogy and Practices

While remote learning offers many positives (time-shifting, pace-shifting, personalization, etc.), student engagement can easily be compromised by the lack of face-to-face interaction. It is important to note that the affordances of technology and of online learning overlap in many ways with the needs of English Learners and Students with Disabilities. Fortunately, there are several strategies that can help teachers keep all students engaged while learning remotely.

- Be present as the instructor
 - Instructor presence is a critical factor in the success of online learning.
 - A weekly video posted by the teacher allows students to connect with the teacher’s image and voice. The video can be short, 3 minutes or less. In that amount of time, the teacher can review highlights of the previous week, and do a quick introduction of what is coming in the current week.

Simple videos can be recorded by using any number of [screencasting](#) apps such as [Screencastify](#).

- Instructors should also be present by engaging students through asking questions and responding to questions. There are many online tools that can help teachers with monitoring discussion boards, replying to questions, and asking probing questions of the whole class, groups, and individual students.
- Use frequent formative assessments. While present with students, it can be much easier to determine which students may be struggling with new learning. When teaching online, use free and freemium tools such as [Google Forms](#), [Microsoft Forms](#), [Poll Everywhere](#), [Mentimeter](#) and your learning management system to gauge student learning and plan instructional moves and personalization that helps to keep all students on track. Here is a list of more [formative assessment tools](#).
- Work as a group
 - Setting up an effective online learning environment can be overwhelming. It can also be isolating. Teachers should remember that they can work together to create engaging lessons and activities for students. Sharing with colleagues will reduce stress and the workload. When working with colleagues, remember you can share classes and resources through your LMS or [Google Classroom](#). This could enable teachers to assign activities in one class from other shared classes.
- Focus on active learning
 - Over the last decade, K-12 education has been slowly moving away from the lecture model. All of the reasons that make movement toward active learning in the face-to-face classroom a good idea also apply to the virtual classroom. To engage students who are not in the room during a lesson, teachers should consider creating a mix of:
 - Robust discussions
 - Collaborative work
 - Video and audio clips
 - Hands-on exercises
 - Individual work time
- Chunk content into smaller pieces
 - Learning online can be more taxing physically and intellectually than learning in a face-to-face environment. Teachers should avoid frequently assigning long text passages or even long videos.
 - [4 Tips for Content Chunking](#)
 - [Content Chunking for Engagement](#)
 - [Content Chunking for Instructional Design](#)
- Hold “Office Hours”

- Consider setting specific times during the day that you would be available via a [web-conferencing](#) tool. Students could check in if they have questions about assignments - or if they just need to see and hear their teacher. Here are a few free or low-cost tools:
 - [Zoom](#)
 - [Google Meet](#)
 - [Microsoft Teams](#)
- Create smaller groups
 - Students who are learning virtually still need to make connections with others. When teachers create some of their assignments as group work, students are able to experience the continuity of their relationships. It can be more meaningful to assign students to smaller groups to review and comment upon each others' work. Smaller groups are also more effective at ensuring that all students participate equitably.
- Be careful with your time
 - As mentioned previously, teaching online can be very time-consuming for teachers. In a face-to-face classroom, when a question is asked by the instructor, one or two students might answer. When a teacher uses a discussion board online, the expectation is that all students will respond. At that point, a teacher can get lost in trying to respond to each student's response. A better strategy is to respond directly to some of the student responses. Some online teachers keep a tally to make sure that they respond to each student at least weekly, but not for every discussion assignment. Grade levels and specific needs of students will help drive how frequently to respond to each student.
- Give multimedia options for assignments
 - While it can be expedient for teachers to grade quizzes and short papers, many students will be more highly engaged by assignments that allow them to create. Engagement and learning can be enhanced when students are encouraged to create content through the use of slides, videos, podcasts, blogs, [data visualizations](#), websites, [infographics](#), etc.
 - Here are some tools that students can use to create:
 - [Best Tech Creation Tools](#) from Common Sense Education
 - [20 Best Online Creation Tools for Students](#)
- Stay flexible with pacing
 - In the face-to-face classroom it is relatively easy to keep students working at the same pace. The teacher can assign a task and collect the work at the end of the period. Individual learning styles, particularly when it comes to pace, will be evident in the remote learning environment. Consider these strategies:
 - Have all work for the week posted by the start of the week and due at the end of the week (or even over the weekend).

- Try working with “windows of time” instead of specific due dates for some assignments.
 - Be prepared to differentiate due dates for students who struggle with the rigor or style of remote learning.
- Other tips:
 - [Preparing to take school online](#)
 - [Teaching remotely](#)
 - [Effective remote teaching with Microsoft](#)
 - [Effective teaching online](#)
 - [Enabling distance learning through GSuite](#)

Accessibility

It is critical to ensure the accessibility of resources for all students. In particular, *when considering students with IEPs or 504 plans, first consult with your district office* regarding federal, state, and local guidelines for these students as related to needs for remote learning.

- Below are some general strategies for helping ensure equity and accessibility for all students. It is important to note that this does not constitute legal advice. This section is designed to share some best practices regarding accessibility of content when designing remote learning environments.
 - Take advantage of the accessibility features built into most LMS systems:
 - Using the heading styles will allow screen reader software to navigate from section to section.
 - Use font, size, and text formatting to distinguish between items or to navigate. Ensure no information is conveyed solely by color or sound.
 - Use Alt-Text to allow users with screen readers or with slow connection to identify your images, graphs and charts.
 - Enable tool tips so that descriptions appear when users hover over images, graphs, and charts.
 - Provide [transcripts of video or audio](#) announcements made by teachers. If you read from a script, your script should be posted as the transcript.
 - If linking to external videos, make sure the videos have [closed captioning](#) available.
 - Use descriptive titles, headers and subtitles to provide added context.
 - Use meaningful text in links to make it easier for users to predict where navigation will take them. For example, avoid “click here” or “read more.”
 - Provide a balance of text, image, video and audio. Instruction and resources provided in more than one format provides broader support for the greatest number of users.
 - Teachers should verify that the external resources they link to have the accessibility features.

Content

Students: This section lists resources for delivering content to students. Best practice would be to start by leveraging some of the resources that you already use in your face-to-face instruction. Additionally, you should check with your district to see what is already available to you and supported by your district's IT department.

*Disclaimer: Some apps collect a certain amount of user data. It is imperative that you check with your IT department before using apps that require student accounts. Find out more by visiting the website for the [CA Student Data Privacy Alliance](#).

Content	Annotation	Notes
California State Library K-12 Online Content Project	This free resource supports learning and research opportunities with free access to Encyclopedia Britannica, Teaching Books.net, and ProQuest	May need to use single signon login information. Otherwise, contact your site or district library staff for more information.
CK-12	This resource offers a host of online textbooks, simulations, and study guides that are free to teachers and students. Many can be linked to learning management systems and tools such as Google Classroom	Free
Common Sense Media	Resources for parents for apps, games, and resources	Free
Discovery Education	A host of video and lessons for most content areas as well as lesson plans and professional learning for effective 21st century instructional practices.	Requires an account
Edmentum	K-12 Content for delivery through LMS. Multiple options for content, remediation and assessment	Paid
EdX	An online collection of courses designed largely for secondary and adult learning, but provides useful resources and learning opportunities for advanced learners.	Free

Epic Books	Massive resources for online reading of all text types. Free to parents right now.	
Florida Virtual Schools	Available to schools outside of Florida. A wealth of courses available to be delivered through LMS	Paid
Gooru	A collection of free online resources for almost any content area.	Free
kids.nationalgeographic.com	Books, articles, photos, science experiments, etc.	Free
OER Commons	OER Commons is a public digital library of open educational resources. Explore, create, and collaborate with educators around the world to improve curriculum.	Free
Project Gutenberg	A free collection of of 61,000 downloadable classic texts	Free
Scholastic Learn at Home	Every day includes four separate learning experiences, each built around a thrilling, meaningful story or video. Kids can do them on their own, with their families, or with their teachers.	Free
Virtual Gifted and Talented Enrichment Support Materials (from Kentucky)	Grades K-12;	Critical thinking, creativity, leadership, visual arts, drama, dance, music, language arts, math, science, social studies
12 Museums that offer virtual tours	Page with links to virtual tours of some of the world's best museums	
AP English Writing Clinic	A free 3-week AP English Writing clinic	
Desmos Classroom Activities Desmos Main website	A collection of free and engaging digital activities for teachers and students to help every student learn math and love learning math	
DreamBox Learning	An adaptive, online K-8 math	Requires students to

	program proven to raise student achievement while supporting informed decision making 90-day free trial	create free account Available in Spanish
Global Goals	Free lessons and resources for PBL.	“These goals have the power to create a better world by 2030, by ending poverty, fighting inequality and addressing the urgency of climate change. “
History for Kids - Fun Facts and Social Studies	Free online history network with games, quizzes and worksheets	
http://www.bartolo.cl/	Website for hearing Spanish readings with comprehension and games	Dual Language Target Language Spanish
https://pbskids.org/games/spanish/	Website where kids can practice language through games (Spanish available)	Dual Language Target Language Spanish
illustrativemathematics.org	Explore the growing library of free resources, designed to help educators understand and implement the standards. You'll find instructional and assessment tasks, blog posts, curriculum blueprints, videos, downloadable documents, and more.	Math tasks that need to be downloaded to use with students at home.
Inside Mathematics	Grade 2-12 resources such as math tasks, re-engagement lessons and videos including connections of the math standards and social and emotional learning	Linked to Tools for Educators Page, resources are free to download and print
Khan Academy	A wide variety of topics, content areas, and lessons for all grade levels.	Math - This is aligned directly with Illustrative Math/Open Up for 6th-8th Grade
Klein ISD	Dual Language (Spanish) resources	Dual Language Target Language Spanish
Mathematics Assessment Project	Grade 6 - HS free downloadable lessons and tasks focused on	

	developing math concepts and problem-solving of non-routine problems.	
Melbourne Symphony	Melbourne Symphony Orchestra Is Now Live-Streaming Concerts for Free	
Metropolitan Opera	Metropolitan Opera Will Offer Free Streams from 7:30pm EST each night	
Mystery Science	Virtual Science lessons organized by grade level	
New Perspectives on Learning	K-6 math online platform modules and teacher PD	Contact Cathy Fosnot for free access to online platform @ctfosnot or https://www.newperspectivesonline.net/contact
Paris Museums	Paris Musées, a collection of 14 museums in Paris have recently made high-res digital copies of 100,000 artworks freely available to the public	
Squiggle Park Level up your early readers.	Reading	
Storyline Online	Virtual storybook site	
Storyplace	Website where students can hear digital storybooks (option to change to Spanish)	Dual Language Target Language Spanish
Typing Club	Free virtual typing lessons	

Educators: This section lists resources for online professional learning. As with the section above, best practice would be to check with your district to see what is already available to you and supported by your district's IT department.

Content	Annotation	Notes
Online Teaching and Learning		
Alludo	This free resource offered by Alludo Learning provides resources and	

	strategies for distance teaching and learning.	
Battelle for Kids: Learning Hub	Offers a host of free exemplars, videos, and articles on effective online and personalized teaching	
Free Subscriptions during closings	List of educational companies offering free subscriptions during closures	
Free Yoga courses	Free yoga app until April 1st	
Future Ready: Personalized Professional Learning	What does effective professional learning with technology for educators look like? Future Ready offers guidance and resources toward improving teacher capacity.	
FutureLearn course on Covid 19	Course for educators on Covid-19	
Google for Education: Teacher Training Center	This free resource not only supports teaching with Google tools, but also has much pedagogical support for online and blended learning.	
Leading Edge Flex	Leading Edge Flex offers educators self-guided professional learning pathways and opportunities to engage anytime and anywhere through our certification program. Experience online professional learning and earn certification backed by a national alliance of nonprofits, universities and educational agencies.	
Leading Edge Online & Blended Teacher	Leading Edge Online and Blended Learning is typically a facilitated online course, but the course content and activities found here could provide useful guidance for teachers new to online and blended learning.	Free
Microsoft Educator Community	This free resource not only supports teaching with Microsoft tools, but also has much pedagogical support for online and blended learning.	

Newsela	Complimentary access to Newsela during closures	
Online Professional Learning Catalog	Free professional learning modules from the Santa Clara Office of Education. Includes digital badges.	Free
Yoga and Meditation	12 free yoga and meditation classes	
<p>Publisher Textbook Resources Most of these resources require district adoption of the content area textbook. Check with your librarian for more information on accessing these textbook resources.</p>		
Follett	Paid provider of education technology, services and print and digital content.	
Houghton Mifflin Harcourt Textbook Resources	Support for all content areas depending on your district's textbook adoption	Requires district adoption
McGraw Hill Textbook Resources	Support for all content areas depending on your district's textbook adoption	Requires district adoption
Pearson Textbook Resources	Offers online curriculum support for students and teachers using Prentice Hall texts including self-tests, Internet activities, reference materials, and teaching links.	Requires district adoption
Scholastic Teaching Tools	Free and paid resources for using Scholastic products.	

Tools and Resources

The table below lists online resources that can help teachers supplement lessons and activities, construct engaging tasks, and follow some best practices for remote learning. Best practice would be to start by leveraging some of the resources that you already use in your face-to-face instruction. Additionally, you should check with your district to see what is already available to you and supported by your district's IT department.

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Tool	Annotation	Notes
Adobe Spark	Create short videos, and graphics	Free and paid features
BrainPOP	Variety of short animated video lessons on multiple topics	Free and paid content
Canvas	Learning management system	Free for teachers
Code.org	Implement the computer science standards. Set up classes, track progress and deliver self-paced lessons to students	Free
Dallas Museum of Art	Dallas Museum of Art - Collection Online	Arts resource
Edpuzzle Resources of math videos by topic	Make videos interactive. Track students understanding of the material in the video	Use premade lessons or create your own. Free and paid options
Flipgrid	Record and share short videos.	Free
Free Online Teaching Support Group	Virtual professional learning community to support educators (PreK-16) in this transition to online education.	
Gimkit	Gamified quizzes and assessment. Adds a collaborative element.	Free and paid features
Google Arts and Culture	Google Arts and Culture	Arts resource
Google Classroom	Learning management system	Free
Google Hangouts Meet	Chat, or hold video conference with groups	Free with some paid features like the ability to record
Google Translate	Translate words, documents, websites in real time	Free
Immersive Reader	Immersive Reader, included in OneNote Learning Tools , is a full screen reading experience to increase readability of content in OneNote documents. Learning Tools is designed to support students with dyslexia and dysgraphia in the classroom, but can support anyone.	Free

iMovie	Create and edit videos on Mac or iPad, iPhone	Free on Apple devices
ISTE Standards for Students	Provides standards for the types of activities and thinking that can be effective in digital teaching and learning environments.	
ISTE Standards for Teachers	Provides guidance for effective digital teaching and learning both in class and in a blended environment.	
Jamboard	Easily collaborate using Google Tools	App is free. No Jamboard necessary to use the app and collaborative tools
Kahoot	Gamified quizzes for assessment	Free
Keynote	Create slideshow presentations on Mac, iPad, iPhone	Free on Apple devices
Khan Academy	A wide variety of topics and lessons for all grade levels.	Free
Makecode	Coding activities and tutorials in both block based coding and javascript	Free
MathVisuals	Visualizes math concepts to be more easily understood.	
Met Kids	Metropolitan Museum of Art - MetKids Online	Arts resource
Metropolitan Opera	Metropolitan Opera - Live Streaming HD performances nightly	Performing arts resource
Microsoft Teams	Learning management system	Free with Microsoft account
Microsoft Translator	Translate words, documents, websites in real time	Free
Microsoft Whiteboard	Collaborate, explain, draw, share online.	Requires an Office 365 account
MoMA	Museum of Modern Art - Teaching Resources	Arts resource
National Standards for Quality Online Teaching	These are the most current national standards for teaching online.	

Nearpod	Make slideshows interactive and check for students' understanding	Use premade lessons or create your own. Free and paid content
Online and Distance Learning	A synthesis of various county office support documents for online and remote learning from CISC/ELA Subcommittee	
PBS Great Performances	PBS - Great Performances on Public Broadcasting	Performing and Media Arts resource
Pear Deck	Make slideshows interactive and check for students' understanding	Add-on for Google Slides
Photomath App	This is a resource that helps students and parents with solving calculation math problems.	
Piktochart	Infographics creator	
Poetry 4 Kids	Poetry Writing - Elementary Lesson Plans	Literary arts resource
Poetry Out Loud	Poetry Out Loud - High School Lesson Plans	Literary arts resource
Powerschool	Learning management system	Paid
Quizizz	Self-paced, gamified quizzes for student assessment. Library of	Free
Read&Write for Google Chrome	Google Chrome extension adds accessibility features for reading and writing. Also supports language learners with translation features	Free and paid
San Francisco Museum of Modern Art	San Francisco Museum of Art - Teacher Resources	Arts resource
Scholastic - Poetry Workshop	Poetry Works: Grades 6 -8	Literary arts resource
Scratch/Scratch Jr.	Block coding software allows students to create multimedia presentations.	Free
Screencastify	Capture video with webcam or video of computer screen/tabs	Free and paid features
Smart History	Smart History - Art History online learning	Arts resource

Swift Playgrounds	Full curriculum to teach computer science. Available for free on Mac or iPad	Free on Apple devices
The Getty Museum	The Getty Museum - Resources for the Classroom	Arts resource
The Kennedy Center	The Kennedy Center - Lessons and Activities	Performing Arts resource
Typing.com	Typing practice for kids	Requires student to create a free account
WeVideo	Edit video and create movies	Free and paid features
Zoom Conferencing	Video conference software. Share screens, files, record meeting	Free and paid tools

Infrastructure and Devices

Considerations for Students:

- Content filter on device to meet CIPA (Child Internet Protection Act)
- Adequate network connectivity at home or designated location
 - Wifi at home
 - Spectrum free internet Call 1 (844) 488-8398
 - Kajeet www.kajeet.com
 - School2Home affordable Internet
https://www.school2home.org/affordable_internet_offers
- Ensure that provided device is able to accomplish desired outcomes
 - Chromebooks
 - iPad
 - Tablets
 - Windows/Mac
- If technical issues arise, LEA should have resources to assist.
- Consideration for students with IEP
- Consideration for language learners
- Consideration for Williams Act and equitable access to students

Considerations for Educators:

- Adequate network connectivity at home or designated location
- Access to curriculum or district distance learning platforms offsite
- Support on the use of technology and platform offsite
 - LEA should also consider how to support educators and staff

Considerations for Parents:

[Parents' guide to Google Classroom](#)