



CTE/ACE Instructional Virtual PD Learning Management Essentials

We all live in a technology driven world. Statistics say that on average:

- **70%** of our day is spent engaging with **smart devices**.
- The average person spends **5 hours a day on social media**.
- **81%** of us check our **emails on the weekends**.
- We spend an average of **8 hours a day on phones and laptops**.
- The average person spends **6.3 hours a day on email**.

Although these statistics fall mostly on adults, our students are being raised in this world. Our goal is to connect students with careers and to equip them to be able to properly navigate and work with these technologies in order to be successful in their futures. WVDE developed the following virtual learning recommendations, including best practices, tips and tricks, and additional resources instructors can utilize.

Tenets of Virtual Learning

I. Be Structured

Set expectations for virtual learning:

Establish a Two-Way Contract with Students:

- What should be expected from the students?
- What should the students expect from the teacher?
- What should expectations of parents be?

When Virtual:

- How is attendance taken?
- What tasks/submissions look like?
- What interactions should be expected?

What ifs:

- No internet
- Can't make a meeting time
- Family emergency

***Technology makes life easier for us, so it should also be utilized to answer these types of questions.*

Students/Parent Professional Development centered around virtual learning. Will you record your live sessions? Will you post all live session recordings? Can we build redundancy into our work so that this expectation affords opportunities for those with inconsistencies at home?

II. Be Open

- Syllabus as a tour guide
- Unit/Lesson Designs with Transparency in Mind

***Clear objectives, lessons, and goals. Built-in expectation of sequence. Rhythmic in your delivery*

III. Be Aware

Keep in mind that not all households are the same and people have different schedules, so you may need to differentiate instruction virtually, just as you do in the classroom. Expect that some students will work a job and that some parent's schedules are non-traditional. Students will be getting shuffled around and may not have the ability to access computers during this time.

- Build Gantt Charts
- Burn Down Charts
- Day-to-Day Plans

***The Teacher should be responsible for providing structure to students and students should be responsible for the details. When a task is assigned within a CTE Simulated Workplace classroom, the first step is for students to identify how they will responsibly use their time. Student autonomy is important and allowing them to budget their time towards the completion of projects will help to build soft skills necessary for career success.*



IV. Be Available

- The day(s) that students are at home:
- Have virtual office hours. Virtual office hours should be identified on your syllabus and anticipated mode of communication provided.

***It is recommended to communicate via Microsoft Teams or any other form of communication that your county deems appropriate (provides/approves).*

V. Be Flexible

- Use a missed task/assignment as an opportunity for a student to grow and learn rather than a punishment (best practice is to check-in with students to ensure they are on-track).
- Built in Enrichment Assignments.
- Recorded Self-Paced Lessons.

VI. Be Communicative

- Provide students with specifics on how you want them to communicate.
- What information should be provided in an email?
- Encourage students to write in complete sentences.
- How to structure discussion responses?
- Good online etiquette:
 - No Bullying
 - No offensive language or concepts
- Make personal connections with your students.
- Create different mechanisms for providing thoughtful and constructive feedback. Provide a video or audio recording instead of typing back a response.
- Provide a discussion board for students to talk/chatter and peer support. A talk/chatter discussion board is a place for students to connect and talk about non-content topics. Whereas, the peer support discussion board is a place to build a learning community for students, to help students, and where educational discussions can take place.
- Use announcements to keep students updated and direct student learning.
- Provide individual encouragement.

VII. Be Helpful

Provide students with resources and tools to make them successful, teach them to be a good online student and help them with maintaining their mental health.

- **How to Be a Good Online Learner**
 - How does the learner stay motivated?
 - How to manage time? Help students get organized by encouraging them to use their phone calendar to set reminders and due dates. Encourage students not to wait until the last minute to complete assignments, in case you encounter technical issues.
 - How to manage your environment?
- **How to Relieve Stress and Anxiety**
 - Show students you care.
 - Encourage students to take care of themselves. Remind them to take time and go for walk or sit in the sun.
 - Students are known to become anxious when they do not understand concepts or assignments or if a deadline is approaching. Provide them with mechanics to overcome their anxiety.



- **How to Provide Technical Support**
 - Students must rely on themselves to make sure their equipment is up to date and have the software/applications needed to understand content and complete activities.
 - Provide the system requirements and software needed for the course.
 - Try to use free software or software provided by the school.
 - Provide video/instructions on how to complete each type of activity that is in the virtual course.
 - Show students how to use ADA resources within the learning platform.

VIII. Be Knowledgeable

For the Advanced Career Education (ACE) programs, the components outlined above are important in being an effective virtual instructor. In addition to these tenets, there are several other items to consider when addressing the adult learner and ACE programs.

- Monitor information from the United States Department of Education for flexibility with admission requirements, financial aid, seat time, graduation requirements, etc.
- Ensure the institution's national accreditor is aware of the programs' mode of delivery (traditional, blended/hybrid, virtual).
- Plan to mobilize. ACE students can each be given a technological device to complete virtual assignments. The costs of these devices can come from the tuition and fees charged for the program. The device becomes property of the student upon entrance into the program.
- Be a financial steward. The effects of the pandemic may drastically change the financial stability of your programs. Take full advantage of any available funds and ensure funds are spent wisely.
- Temporarily modify school policies to promote student success. Ensure modifications do not jeopardize the integrity of your programs.
- Be sure to disseminate any information important to the student from the admissions office, financial aid office, student services, etc.

Tips and Tricks

Virtual In-Class: Build a day of in-person time where you conduct a "simulated virtual training." This day is dedicated to building student's proficiency towards digital learning. This will assist in the trouble shooting process and help to identify catch points before they occur remotely. This day can be revisited as needed.

Submission Format: Create guidelines/expectations for submission of work including, font, color, locations for responses, etc. This will allow items/images a predetermined space and eliminate confusion when it comes to submissions and grading. It will also help to create portfolio ready work.

Class Time vs Virtual Time: Please remember that the time it takes to complete an assignment will be different when working from home. Having the ability to seek direct guidance makes assignments move faster and without that ability you should anticipate longer completion times.

Resources

Relieve Stress & Anxiety

- Relieve Stress & Anxiety with Simple Breathing Techniques - <https://www.youtube.com/watch?v=odADwWzHR24>
- Tips for Reducing Student Stress - <https://www.facultyfocus.com/articles/educational-assessment/tips-for-reducing-student-stress/>
- Tips to Manage Anxiety and Stress - <https://adaa.org/tips>
- Mental Health - <https://www.acha.org/ACHA/Resources/Topics/MentalHealth.aspx>

Technical & Adult Education Re-Entry Guidance

CTE/ACE Instructor Virtual Professional Development



Creating Instructional Videos

- Making Better Videos With Your Phone <https://www.youtube.com/watch?v=Fq9wfiTwZjY&t=9s>
- A 5-Step Guide to Making Your Own Instructional Videos - <https://www.edutopia.org/article/5-step-guide-making-your-own-instructional-videos>
- 10 Tips for Creating Effective Instructional Videos - <https://www.facultyfocus.com/articles/teaching-with-technology-articles/10-tips-creating-effective-instructional-videos/>
- 10 Best Practices for Creating Quality Teaching Videos - <https://supervision.schooltube.com/2018/08/16/best-practices-creating-teaching-videos/>
- Create How-To Videos for Stream: Part I: Writing Scripts - <https://techcommunity.microsoft.com/t5/microsoft-stream-archive/creating-how-to-videos-for-stream-part-1-writing-scripts/ba-p/285032>
- Creating How-To Videos for Stream: Part 2 – Recording - <https://techcommunity.microsoft.com/t5/microsoft-stream-archive/creating-how-to-videos-for-stream-part-2-recording/ba-p/285037>

Making Connections

- How do you make individualized connections to your students via online learning? - <https://raccoongang.com/blog/how-do-you-make-individualized-connections-your-st/>
- 10 Tips for Making Personal Connections with students in Online Courses - <http://blogs.onlineeducation.touro.edu/10-tips-for-making-personal-connections-with-students-in-online-courses/>

Using Microsoft Teams

- Top 25 Tips and Tracks for Microsoft Teams - <https://www.youtube.com/watch?v=ML0HV10vyv4>
- Online Lessons using Microsoft Teams for Remote Learning - <https://www.youtube.com/watch?v=cN5ypuZF1bl>
- How to use Microsoft Team for Remote and Online Learning - <https://www.youtube.com/watch?v=LiEGspEwZ-E>
- 10 Tips for Microsoft Teams You Should Know - <https://www.youtube.com/watch?v=j0vWO5qZRj4>
- Top 10 Tips for Teaching Using Microsoft Teams - <https://www.youtube.com/watch?v=gjflKbLLYs4>
- How to Track Attendance in Microsoft Team - <https://www.youtube.com/watch?v=JHHN3d5vw60>
- Schedule Microsoft Teams for Education online meeting with your students - Part 2 - <https://www.youtube.com/watch?v=lqyg-PSP1AU&t=8s>

How to be a Good Online Learner

- How to Be a Successful Online Learner: 9 Tips and Strategies - <https://www.northeastern.edu/bachelors-completion/news/successful-online-learning-strategies/>
- What Makes a Successful Online Learner? - <https://careerwise.minnstate.edu/education/successonline.html>
- Guest Post: The Power of Metacognition in Everyday Life - <https://www.learningscientists.org/blog/2020/4/2-1>
- 7 Strategies to Staying Motivate in an Online Course (student perspective) - <https://www.floridatechonline.com/blog/university/7-strategies-to-stay-motivated-in-an-online-course/>
- Self-Motivation and the Online Learner: How to Stay Motivated When You Go to College Online (student perspective) - <https://www.purdueglobal.edu/blog/online-learning/online-learning-self-motivation/>
- 18 Best Time Management Apps and Tools (2020 Updated) - <https://www.lifehack.org/articles/technology/top-15-time-management-apps-and-tools.html>
- 7 Time Management Tips for Online Students - <https://www.northeastern.edu/graduate/blog/time-management-tips-online-students/>
- 4 Time Management Tips for Online Students - <https://www.usnews.com/education/online-education/articles/2012/01/13/4-time-management-tips-for-online-students>
- Guide to Mastering Time Management for Online Learners - <https://sopa.tulane.edu/blog/guide-mastering-time-management-online-learners>
- 10 Time Management Apps for Adult Students - <https://www.capella.edu/blogs/cublog/best-time-management-apps-for-adult-students/>

Technical & Adult Education Re-Entry Guidance

CTE/ACE Instructor Virtual Professional Development



Virtual Office Hours

- 6 Ways to Move to Virtual Office Hours - <https://www.mheducation.com/highered/insights-ideas/6-ways-to-move-to-virtual-office-hours.html>
- Virtual Office Hours - <https://www.washington.edu/teaching/topics/engaging-students-in-learning/face-to-face-office-hours/virtual-office-hours/>

Limited Access to Resources

- 14 Tips for Helping Students With Limited Internet Have Distance Learning - <https://www.kqed.org/mindshift/55608/14-tips-for-helping-students-with-limited-internet-have-distance-learning>
- Continuing Remote Learning for Students Without Internet - <https://edtechmagazine.com/k12/article/2020/04/continuing-remote-learning-students-without-internet>
- Even without Internet at home, students can keep learning - <https://www.blog.google/outreach-initiatives/education/offline-access-covid19/>
- Distance Learning: Reaching Students with Limited Virtual Access - <https://blog.betterlesson.com/distance-learning-reaching-students-with-limited-virtual-access>

Engaging & Motivating Students

- Motivating Students - <https://cft.vanderbilt.edu/guides-sub-pages/motivating-students/>
- Strategies for Helping Students Motivate Themselves - <https://www.edutopia.org/blog/strategies-helping-students-motivate-themselves-larry-ferlazzo>
- Engaging and Motivating Students in a Virtual Learning Environment - <https://www.apexlearning.com/blog/engaging-and-motivating-students-in-virtual-learning-environment>
- Student Engagement: 5 Strategies to Motivate the Online Learner - <https://blog.blackboard.com/student-engagement-strategies-motivate-online-learner/>
- How to motivate your students - <https://elearnmag.acm.org/archive.cfm?aid=1373288>

Other Resources

- Free Wi-Fi Locations - <https://broadband.wv.gov/west-virginia-wifi-locations/>
- Provide system requirements - <http://wvde.state.wv.us/vschool/courses/systemrequirements.htm>
- WV Library Commission - <https://librarycommission.wv.gov/Pages/default.aspx>
- 4 Tips for Virtual IT Support Success - <https://blog.blackboard.com/4-tips-for-virtual-it-support-success/>

WVDE Contact: If you have questions or need additional information on CTE/ACE Instructor Virtual PD, please contact Tim Elliott at telliott@k12.wv.us, James Coble at jcoble@k12.wv.us, Tara Combs at tcombs@k12.wv.us, or Veronica Barron at vbarron@k12.wv.us.