



Radford College Remote Learning

Guidelines for SS Teachers



Digital Wellbeing

- * Set up a comfortable workspace, stand & stretch often
- * Take regular eye strain breaks - look into far distance & focus
- * Try to retain good posture when seated & working on your device (roll your shoulders back, straighten your spine)
- * Be aware that students will be online more than normal. Try to arrange offline learning activities with digital evidence (photo) if needed.
- * Start slow - there will be considerable adjustments for students & families.
- * Be kind to yourself - this is a huge & unexpected learning curve



Ease Workload

- * Have a 'frequently asked question' process (Teams Posts, OneNote Collaboration space or a FAQ page, email answers to whole class)
- * Make video resources quick & imperfect - "Don't let perfect be the enemy of good"
- * Share resources with colleagues - co-create, co-deliver, take turns
- * Connect with staff teams regularly - eg. a 4pm Teams meeting debrief
- * IT Support team, Lisa & Eric will be available to assist - Teams, calls, email, invite to meeting for lesson support
- * Use your College device to ensure remote support processes can be enabled
- * Library staff can assist in sourcing digital resources



Optimise Learning

- * Be online (available) as timetabled as far as is practical
- * Try to share answers to questions within 24 hours (unless unwell)
- * Ensure answers to emailed questions are shared with class
- * Dial back your expectation of completed work in lesson time.
- * Give audio feedback to students where possible - your voice will be appreciated
- * Gauge feedback through quick processes - Microsoft Forms/Quiz; OneNote & Teams, photographs of workbooks (upload to desired platform)
- * Provide options - can students type, audio record or video their understanding?
- * Quick video is small & will load quickly. Standard resolution is fine (480p or 720p).



Principled & Protected

- * Ensure you have checked copyright compliance for resources (revised copyright information [here](#))
- * Do not communicate with a student via 1 to 1 video
- * Try to limit background interference in video & for online meetings, blur your background, or turn off your camera
- * If needing to contact a sick student, email parent (P-3) or email student (4-12)
- * Contact parents if you need to communicate with a student via phone
- * Use the College provided digital tools & platforms
- * For anything additional, check digital tools & resources via usual channels (Lisa /Eric) to ensure there is a review of platform security.



Teams Meetings

- * Ensure real time meetings are recorded for students to access later
- * Ensure contingency measures are in place for students unable to access video or live meetings - clear information in OneNote, SEQTA, Teams
- * Ask students to mute microphone & turn off video unless instructed
- * Keep meetings short - 10 minutes max (teacher voice 5 minutes max).
- * Remove students from meetings if there are problems with conduct.
- * Process for documenting & follow up - email student, SEQTA notes, notify parent and HOD/AHOJS where needed



Teams Meeting Tips

- * Schedule your meeting (Teams Calendar or Meet Now schedule)
- * Click meeting in calendar to locate Meeting Options - set presenter to 'only me'
- * Blur your background
- * Check that you can share your screen
- * Turn off chat for students if desired (although it can be great for asking questions)
- * Join meeting and start recording
- * Open Participants options to 'mute all' students
- * At the end of the meeting, ask students to leave, remove anyone who lingers
- * Stop recording
- * If using Outlook rather than Teams for the meeting, copy the Stream video link to your selected platform (SEQTA or OneNote)