

Safely Engaging Youth in a Virtual World

April 23, 2020



Afterschool Alliance

AFTERSCHOOL PROFESSIONALS

APPRECIATION WEEK



APRIL 20-24, 2020

heartofafterschool.org  [#heartofafterschool](https://twitter.com/heartofafterschool)



Teaching Online: The Basics

Overview

This webinar will help you start teaching online for the first time. We will cover prep, tech, video chat, and simple steps to get started.

Ask questions in the Q&A system, and vote on your favorites! We'll answer as many as we can.

You can also check out our **Teacher Resource Center** for more help:
www.outschool.com/teach-online



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1. Getting Started



In this section, we'll cover all the basic requirements for your virtual classroom.



1.1 Set up your technology

To get started online you'll need...

- **A desktop, laptop, or tablet** that is equipped with a camera, a microphone, and some speakers or headphones. Most laptops have all of this stuff built in already, as do most tablets. You can use a phone in a pinch!
- **A broadband internet connection**, usually cable or satellite.
- **An online video conferencing platform** like [Zoom](#). Your district or school might have already provided a Zoom account for you! If not, you can sign up for a [free Zoom account](#) on their website. If your school or district is shut down now, Zoom will provide you with a [free upgrade to Zoom Pro](#).

1.2 A Quick Note:

A quick note on teaching technology:

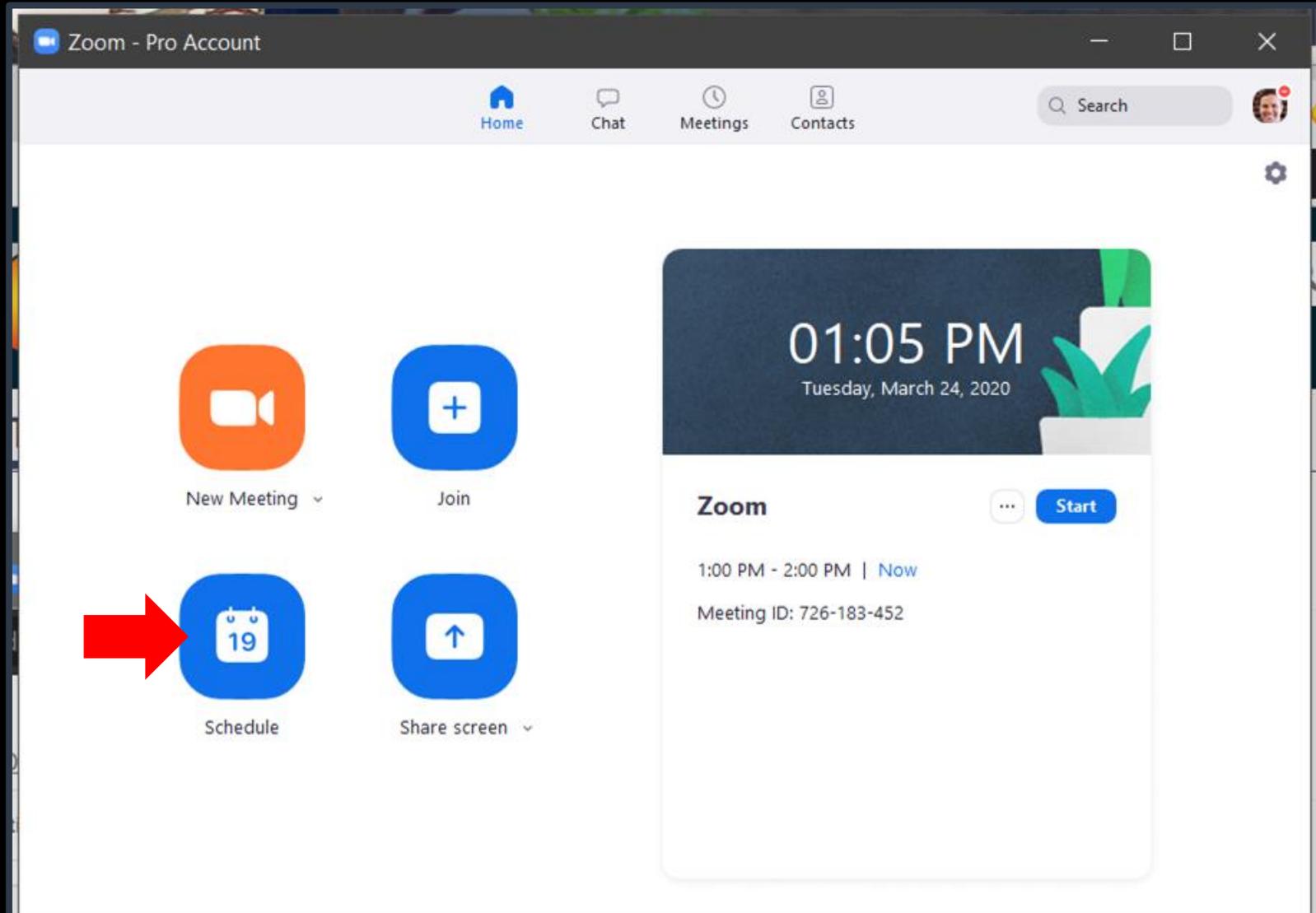
- **A video conferencing platform** (like Zoom) will let you connect with many students at the same time, showing a small video square of each participant's face (which looks kind of like the Brady Bunch). You can use these platforms to connect with your class and share presentations in real-time, but not for follow-up assignments.
- **A learning management system** will let you create and manage homework assignments, quizzes, and tests. LMS systems are not covered in this webinar, and you can definitely teach online without one.
- **Outschool** is neither of these 🖱️. Outschool is a community marketplace for high-quality online classes. **We use Zoom** for our live classes, because it works great.

1.3 Zoom Meetings: the Basics

Let's spend a few minutes walking through the basics of **setting up your first meeting** with Zoom.

Please feel free to ask any questions in the **Q&A section** of this webinar. We'll try to answer as many as we can.

1.4 Scheduling a Zoom Meeting



Schedule a Meeting

Topic

Aaron Sokol's Zoom Meeting

Start: Tue March 24, 2020

02:00 PM

Duration: 1 hour

0 minute

Time Zone: (GMT-07:00) Pacific Time (US and Canada)

Recurring meeting

Meeting ID

Generate Automatically

Personal Meeting ID 843-843-0192

Password

Require meeting password

Video

Host: On Off

Participants: On Off

Audio

Telephone

Computer Audio

Telephone and Computer Audio

Calendar

Outlook

Other Calendars

Advanced Options ^

Enable join before host

Mute participants on entry

Schedule

Cancel



Home

Chat

Meetings

Contacts

Search



Upcoming

Recorded



Aaron Sokol's Zoom Meeting

8:30 AM - 9:00 AM
Host: Aaron Sokol
Meeting ID: 569-940-320

Recurring

Community Team Meeting

Host: Julie Weseman
Meeting ID: 127-708-743

Introduction to Live Online Teaching

Host: Julie Weseman
Webinar ID: 303-624-996

Julie and Bianca

Host: Julie Weseman
Meeting ID: 542-501-420

Julie and Latonya - weekly

Host: Julie Weseman
Meeting ID: 900-261-122

Aaron Sokol's Zoom Meeting

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Start

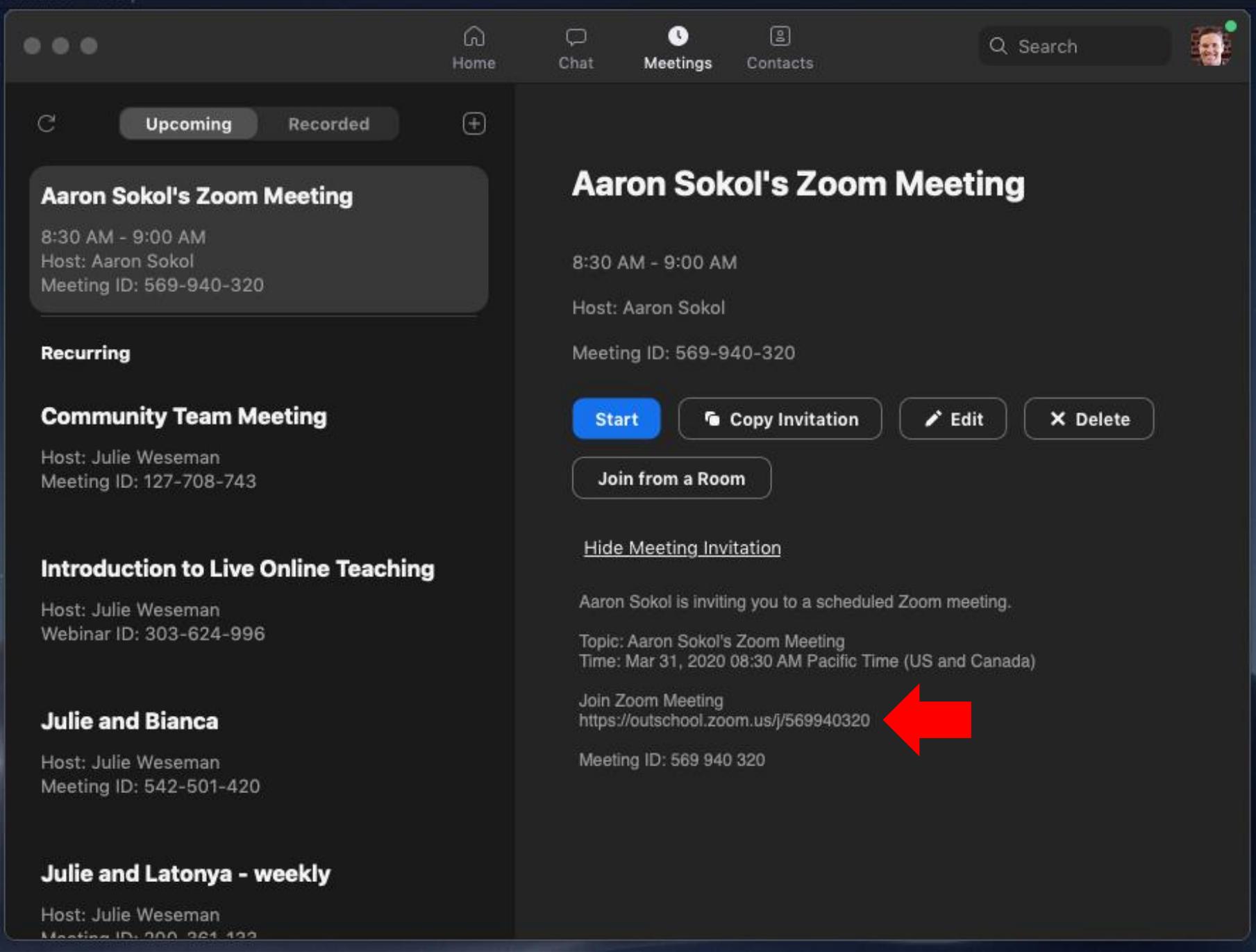
Copy Invitation

Edit

Delete

Join from a Room

[Show Meeting Invitation](#)



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8:30 AM - 9:00 AM
Host: Aaron Sokol
Meeting ID: 569-940-320

Start

Copy Invitation

Edit

Delete

Join from a Room

[Hide Meeting Invitation](#)

Aaron Sokol is inviting you to a scheduled Zoom meeting.

Topic: Aaron Sokol's Zoom Meeting
Time: Mar 31, 2020 08:30 AM Pacific Time (US and Canada)

Join Zoom Meeting
<https://outschool.zoom.us/j/569940320>

Meeting ID: 569 940 320

1.5 Share Meeting Details

Send out the Meeting Link and Password

- Students and parents need to know when to join (a schedule), where to join (a hyperlink), and how to join (a password)
- Passwords are becoming an important part of some online classes!
- Over the past few weeks there have been a few instances of uninvited participants joining Zoom meetings.
- This is pretty unusual, but not impossible
- So, Zoom has enabled meeting passwords and waiting rooms by default
- You'll need to make sure students always have the meeting password available, so that they can join your classes
- Remember that you can always remove an unwanted participant or simply end class early, resuming next time

1.6 Build a simple online lesson plan

Trust your professional instincts!

- Just like your typical school day or afterschool program, the best online lessons start with a simple, well-built lesson plan.
- You can probably **repurpose your existing lesson plans or activities** to teach online, with a few small changes.
- **Small group work or projects, presentations, and videos can all be a part of your online lesson plans!**
- Don't worry about teaching or facilitating the perfect lesson or activity, yet. Most students (and parents) will be **grateful just to see your face** - and enjoy some interactive instruction during these stressful times.
- We do have a sample **online teaching lesson plan** to share. You can use this example as template if you'd like.



ONLINE TEACHING LESSON PLAN

Lesson Date	Lesson	Lesson Details
3/26/2020	The Importance of Email	Second lesson in the “modern computer fluency” series

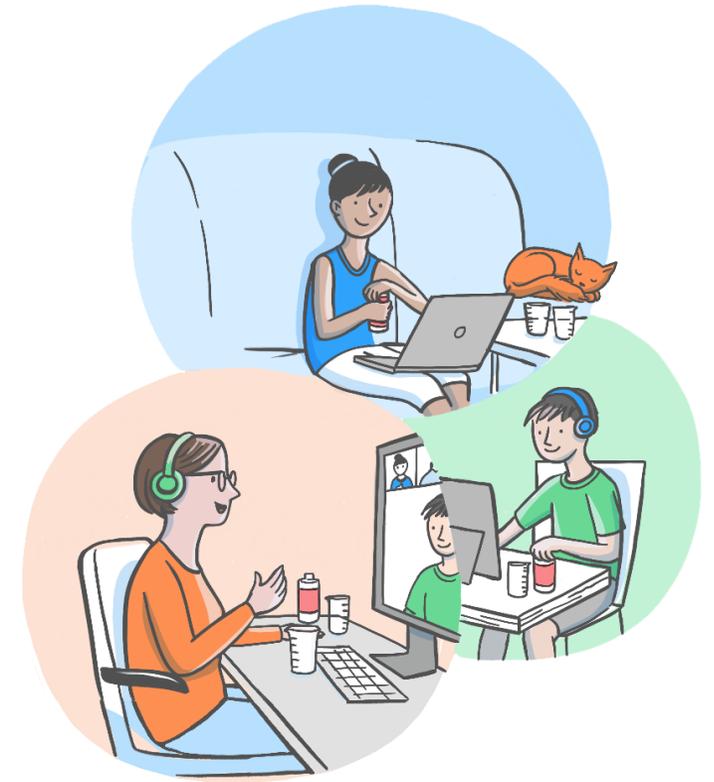
Section	Teacher Guide	Zoom Guide	Share Guide	Student Guide	Min
Warmup	Greet students, call roll, and introduce the new topic: the importance of using email. Do students have an email account? How often do they use it?	Teacher video on, student video on, students muted	Nothing	Students join class and give thumbs-up if they can hear clearly	5
Main Lesson	Give a presentation about how email matters for students, families, schools and professionals in the modern world. Focus on key examples in slideshow .	Share presentation, students muted unless asking a question	The Importance of Email Slides	Students can raise their hand if they have a question	15
Open Q&A	Students can ask questions and personal stories or experiences about good uses for email.	All sound and video on	Nothing	Students take turns talking	5
Group Work	Students break into groups and create an example email that they plan to send out to family members	Random breakout rooms of 4	Nothing	Students work in groups	10
What's Next	Discuss upcoming lessons on responsible texting and internet use. Clarify a plan for the week and remind students of homework due tomorrow.	Teacher video on, all students muted	Nothing	Students give thumbs up if they understand	15 
Close	Teacher wraps up lesson	Teacher video on	Nothing		5

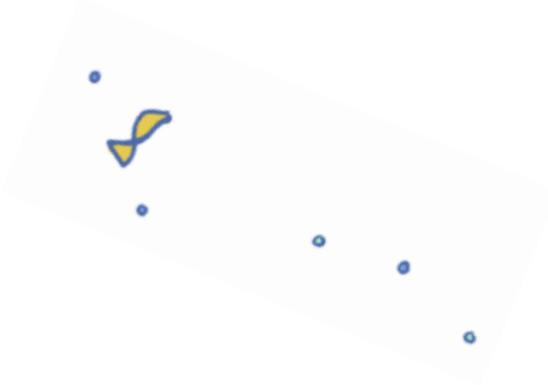
55 Min

1.7 Communicate early and often

Your school or district may provide instructions - but, if not, you'll want to **communicate early and often with your students and parents.**

- If your district has an LMS already, you can rely on that for back and forth communication.
- If not, you can collect a list of **parent phone numbers** and **email addresses**. Then you'll be able to send out email messages, hyperlinks, or text messages to reconnect with folks later on. Remember to BCC everyone.
- Make sure everyone has your official school or work email address as well.





2. Teaching Online: The Basics

In this section, we'll cover the basic foundations of live online instruction.



2.1 Workspace Setup

- Set up a background that will remind your students of a classroom or office.
- Try to find an area of your house where you can get some natural light on your face
- Position your camera at eye level, close to your presentation area, so that students can clearly see your face
- Make sure your computer is plugged in so you don't run out of power!



2.2 Starting your Class or Club

- **Enter the video chat room early:** you'll already be there when students arrive - and they won't be left waiting
- **Be mindful of background noise and distractions:** if possible, make your workspace quiet and distraction-free, to help your voice remain clear and easy to understand.
- **Take your time getting started:** take a few minutes for introductions (both teacher and students) and/or attendance. If you have students new to online learning, consider reviewing the basics of using Zoom.
- **Set new online class expectations:** remind students about appropriate behavior for the online classroom. On Zoom, this may include rules around muting and unmuting, using video, or using a "thumbs up" to demonstrate understanding. Make a student engagement check-off list and take notes during class.

ONLINE CLASS EXPECTATIONS EXAMPLE

	Ages 3-8	Ages 8-12	Ages 12-16	Ages 15-18
Class Duration	20-45 minutes	30-55 minutes	30-55 minutes	30-90 minutes
Class Frequency	1-2 times weekly	1-2 times weekly	1-3 times weekly	1-3 times weekly
Lesson Structure	Mostly interactive; 80% learner interaction, 20% teacher-led	Highly interactive; 75% learner interaction, 25% teacher-led	Very interactive; 60% learner interaction, 40% teacher-led	Very interactive; 60% learner interaction, 40% teacher-led
Annotations	Simple annotations ok, fine motor skills not proficient enough for writing; disable when not using	Annotations good to use, fine motor skills may allow for writing (encourage typing via annotate); disable	Annotations great to use, most should be able to write or use typing; should not need to disable	Annotations great to use, most should be able to write or use typing; should not need to disable
Chat	Likely to be distracting; limit to either only chatting with instructor or disable entirely	Likely to be distracting; limit to either only chatting with instructor or disable entirely	Can be distracting if off task. With expectations, should be able to remain enabled for all	Can be distracting if off task. With expectations, should be able to remain enabled for all
Discussions	Need teacher support to remain productive. Utilize mute and hand-raising tool	May need teacher support to remain productive. Utilize mute and hand-raising tool	Most do not need teacher support to remain productive. Set & uphold expectations.	Should not need teacher support to remain productive. Set & uphold expectations.
Breakout Rooms	Unlikely to work well without a great deal of supervision & scaffolding. Great for co-taught small groups	Can work well with engaging content, clear directions, & frequent check-ins. Great for co-taught small groups	Can work very well for teaming activities, literacy circles, jigsaw activities, and more; be sure to check in	Excellent way to implement group work in any subject-area; should not need additional direction

2.3 Your First Session

- **Speak very clearly:** teach or facilitate the core lesson or activity exactly as if you were teaching in person. Look directly into the camera and get comfortable. Remember to speak slowly, as some of your students may have a low quality internet connection.
- **Use student and teacher video often:** Encourage students to enable their video camera for as much of the lesson as you can, so the class feels like a more social experience.
- **Use student mute:** Ask all the learners to keep themselves muted, unless they are speaking. This dramatically improves the audio quality. As meeting host, you are also able to mute individual (or all) students as needed.
- **Give yourself a chance to adapt:** It may take some time to get used to this new format! But, don't worry - you'll get there soon. Learn something new every day.



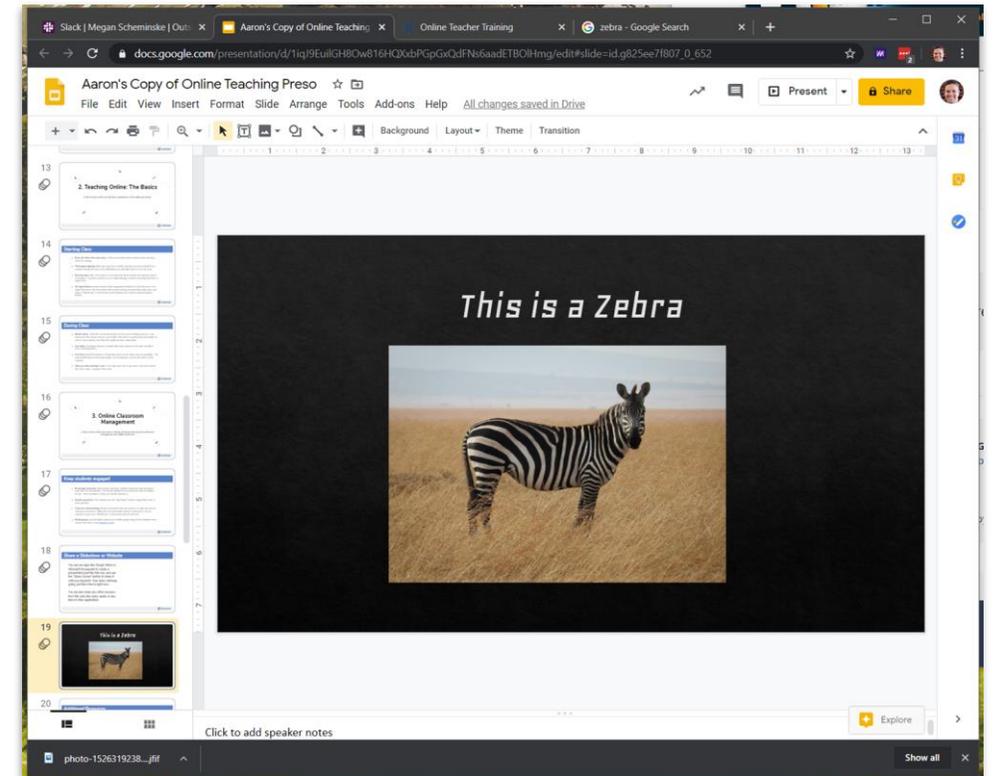
3. Online Classroom Management

In this section, we'll cover some of the key differences between live classroom management and online instruction.

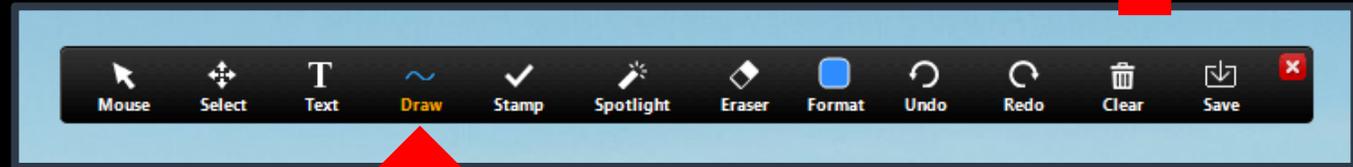
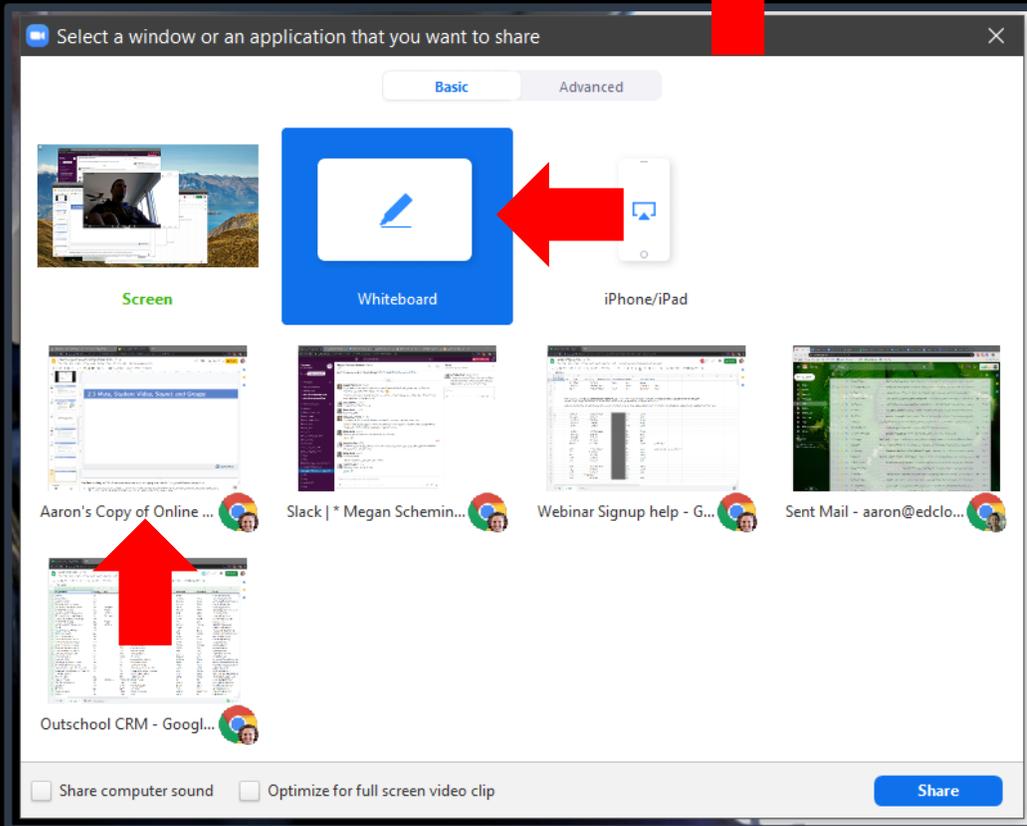
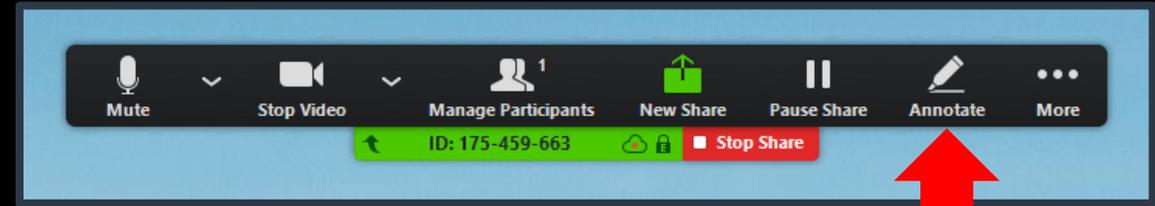
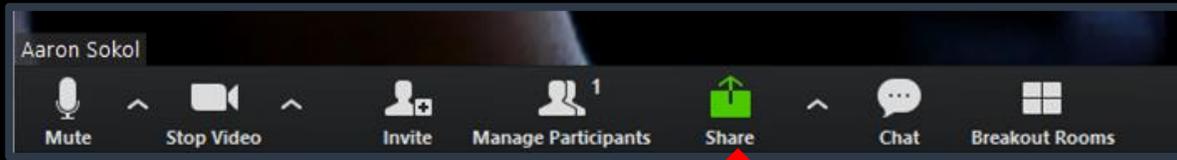
3.1 Share a Slideshow or Video

You can use presentation apps like Google Slides or Microsoft Powerpoint to create a presentation just like this one, and use the green “Share Screen” button to share it with your students. Your video will keep going, just like mine is right now.

You can also share any other resource from the web, like video, audio, or any kind of other application.



3.2 Annotation and Whiteboards



3.3 Student Mute and Student Video

A screenshot of a Google Slides presentation interface. At the top, there is a toolbar with icons for Mute, Stop Video, Manage Participants, New Share, Pause Share, Annotate, Remote Control, and More. A red arrow points to the 'Manage Participants' button. Below the toolbar, a green banner displays a meeting ID: 819-973-483 and a 'Stop Share' button. The browser address bar shows the URL: docs.google.com/presentation/d/1iqJ9EuilGH8Ow816HQXb... The slide content includes a title 'Aaron's Copy of ...', a menu (File, Edit, View, Insert, Format), and a main slide area with the text 'This is a badger' and a photo of a badger. A sidebar on the left shows a table of contents with slide numbers 21, 22, 23, and 24.

A screenshot of the 'Participants (2)' window. It shows two participants: 'Aaron Sokol (Host, me)' and 'Aaron'. For 'Aaron', there are 'Mute' and 'More >' buttons. A red arrow points to the 'Mute' button. The 'More >' button is open, showing a dropdown menu with options: 'Stop Video', 'Make Host', 'Rename', 'Put on hold', and 'Remove'. Red arrows point to the 'Stop Video' and 'Remove' options. At the bottom of the window, there are 'Mute All', 'Unmute All', and 'More >' buttons. A red arrow points to the 'Mute All' button.

3.4 Creating Breakout Rooms

The image shows a Google Meet interface during a presentation. The top toolbar includes icons for Mute, Stop Video, Manage Participants, New Share, Pause Share, Annotate, Remote Control, and a 'More' menu. A red arrow points to the 'More' menu, which is open, showing options like Chat, Breakout Rooms, Invite, and End Meeting. Another red arrow points to the 'Breakout Rooms' option. Below the 'More' menu, a 'Create Breakout Rooms' dialog is open, showing settings for assigning participants to rooms. A red arrow points to the 'Create Rooms' button in the dialog. The main presentation area shows a slide with the text 'This is a badger' and a photo of a badger. The left sidebar shows a list of slides, with slide 24 titled '3.3 Breakout Rooms' highlighted.

Mute Stop Video Manage Participants New Share Pause Share Annotate Remote Control More

ID: 819-973-483 Stop Share

My Drive - Google Aaron's Copy of O Slack | Aaron Soko

docs.google.com/presentation/d/1IqJ9EuilGH8Ow816HQxb...

Aaron's Copy of ... Present Share

File Edit View Insert Format

Background

21 22 23 24

3.2 Show a Slideface in Video

3.3 Making Annotations and Whiteboards

3.4 Student Note and Student Video

3.3 Breakout Rooms

This is a badger

Create Breakout Rooms

Assign 1 participants into 1 Rooms:

Automatically Manually

1 participants per room

Create Rooms

3.5 Additional Zoom Help

- How to [schedule a Zoom meeting](#)
- How to [join a meeting](#)
- How to use [basic Zoom controls](#) (video, audio, sharing, chat, recording, viewing participants, etc.)
- How to use [video breakout rooms](#)
- [Joining and configuring audio & video](#)



See the [Zoom video tutorial library](#) for many more step-by-step videos and articles on using Zoom!

3.6 Keeping Students Engaged

- **Encourage lots of student interaction:** Ask frequent questions, facilitate discussion, and encourage questions from the learners. Your classes should be more interactive than watching a lecture - there are plenty of those on YouTube already!
- **Ask for student questions:** Have students use the “raise hand” feature to signal they want to ask a question, and ask individual students chime to in.
- **Check for understanding:** check in frequently with your students to make sure they’re following your lesson. Calling directly on particular students works great! Tip: ask individual students to give you a “thumbs up” to demonstrate they’re with you.
- **Set up small group collaboration:** you can break students into smaller groups using Zoom’s breakout room feature. (See: how to use [breakout rooms](#))

3.7 Mixing it Up

- **Set up a “Chat Waterfall” to encourage interaction:** ask the class a question, and then instruct your students to write their answers in the chat box, but don’t send them yet! Slowly count down from 10 and ask everyone to click “send” when you get to 1. The chat box will flood with answers.
- **Consider adding a little movement:** video cameras can capture student conversation - or movement! Consider adding a little physical activity to your next class. Depending on the age group, you might sing a song, do some yoga, or even do some jumping jacks.
- **Teach to your unique class:** depending on the unique learning style and age of the students in your class, you might want to tailor your teaching style and resources differently. Younger kids need faster lessons and more interaction, while older kids really appreciate the chance to connect with classmates and discuss key topics in depth.

3.8 Additional Teaching Resources

See more [Outschool tips and tricks](#) to get started teaching online.

Stanford has also compiled some excellent [online teaching resources](#) to help you get started.



4. Other Outschool Resources

We've put together a helpful resource guide you can access and share after this webinar.

4.1 Outschool Community Resources

- Join our [Online Teacher Facebook Group](#) to ask questions and share ideas with other educators transitioning to online teaching
- Check out Outschool's fantastic library of [Online Teaching Resources & Tips](#)
- Watch pre-recorded [training webinars for New Online Teachers](#) - a video series for Outschool teachers filled with insights and tips

4.2 Teacher Resource Center

Please visit our teacher training center at outschool.com/teach-online

Outschool Online Teacher Training

Part One: Set Up Your Online Classroom

- 1. Take a Live Webinar**
Our experienced online instructors are career teachers who have successfully made the switch to teaching online. Join us for a free webinar as they break down the key steps to get started, and be sure to bring your questions.
- 2. Set Up Your Technology**
You'll need a live video conferencing platform like Zoom Meetings or Google Hangouts to get started teaching online. You can now sign up for these platforms for free if you're a teacher or administrator impacted by a school closure.
- 3. Ask Questions**
Need help adapting a lesson plan or prepping for your first class? Join our Online Teacher Community to ask questions and share ideas with other educators who've been teaching online for years. They're very welcome!

4.3 Finally... we have a great opportunity for you

It is now possible for after-school programs to offer classes on Outschool...for your own kids and kids all over the country!

Benefits of the Outschool Community

- Easy to use, safe and secure platform**
- Access to hundreds of thousands of learners all over the world**
- Flexibility to determine how many classes you will offer, the topics, the pricing and the schedule**
- A chance to inspire learners and families**

Visit <https://outschool-for-organizations.squarespace.com/> or email amy@outschool.com to learn more and apply.



Thank you!

From all of us at Outschool, thank you for all you're doing to help students keep learning during this unprecedented time. We're all in this together. 🙌