

# The Hāpara plan for successful teaching from home

## Communication



Learners need to know now more than ever that their teachers are there for them and that they care. Daily face-to-face check-ins and plenty of formative feedback are critical to the continuation of learning while school is closed.

### Communicate your remote plan to parents & students as clearly as possible

Make sure they know where to find assignments and resources, how to turn them in and how to get in touch with teachers.

Assign digital resources to Student Dashboard Digital Backpack, Hāpara workspace and Google Classroom

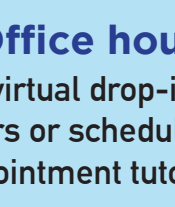
Post announcements and notes of encouragement in Google Classroom daily.

Send a daily Gmail to parents and students with updates.

Write clear, concise instructions in your Hāpara Workspace.

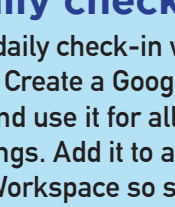
Use tools like Backchannel Chat to live chat with learners when they have questions.

Use Teacher Dashboard to quickly access student work and leave formative feedback. For younger learners, you could also give feedback in a video or recording and attach the link as a comment in their Doc.



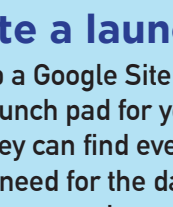
#### Office hours

Offer virtual drop-in office hours or schedule by-appointment tutoring.



#### Daily check-in

Hold a daily check-in with your class. Create a Google Meet link and use it for all virtual meetings. Add it to a card in your Workspace so students can easily find it.



#### Create a launch pad

Set up a Google Site to serve as a launch pad for your class so they can find everything they need for the day all in one place.

## Lessons



Record lessons that students can watch later.

Use Google Slides to present the info for the lesson using a screencast tool.

Don't overwhelm students with assignments, chunk learning. Use Hāpara Workspace to slowly drip out assignments.



Set up blogs for older students to journal about their online learning experiences, and check in from Teacher Dashboard.

Using Student Dashboard Digital Backpack, create a custom learning experience that helps students engage in a way that meets their needs.

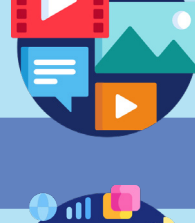
## Training

Ideally, students already use technology in their day-to-day learning workflows. However, this is not the case in every school for a variety of reasons.



Taking the time to train and prepare students on how to use educational technology independently has many benefits. Create a plan and practice it before school closure.

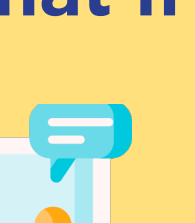
### Students should know how to:



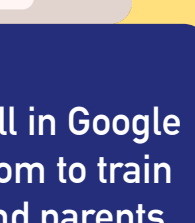
Access their class Google Site



Sign in to a Google Meet



Utilize their Hāpara Workspace



Locate their Digital Backpack materials in Student Dashboard

### What if you don't have a plan?



Do a live call in Google Meet or Zoom to train students and parents.

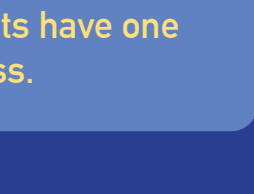


Share your screen to show them how to use all of the tools they will need to be successful during school closure.



Record the training sessions so those that can't attend can view later.

Do not assume they are young and can pick up the tech quickly. It may take several meetings to get everyone on the same page.

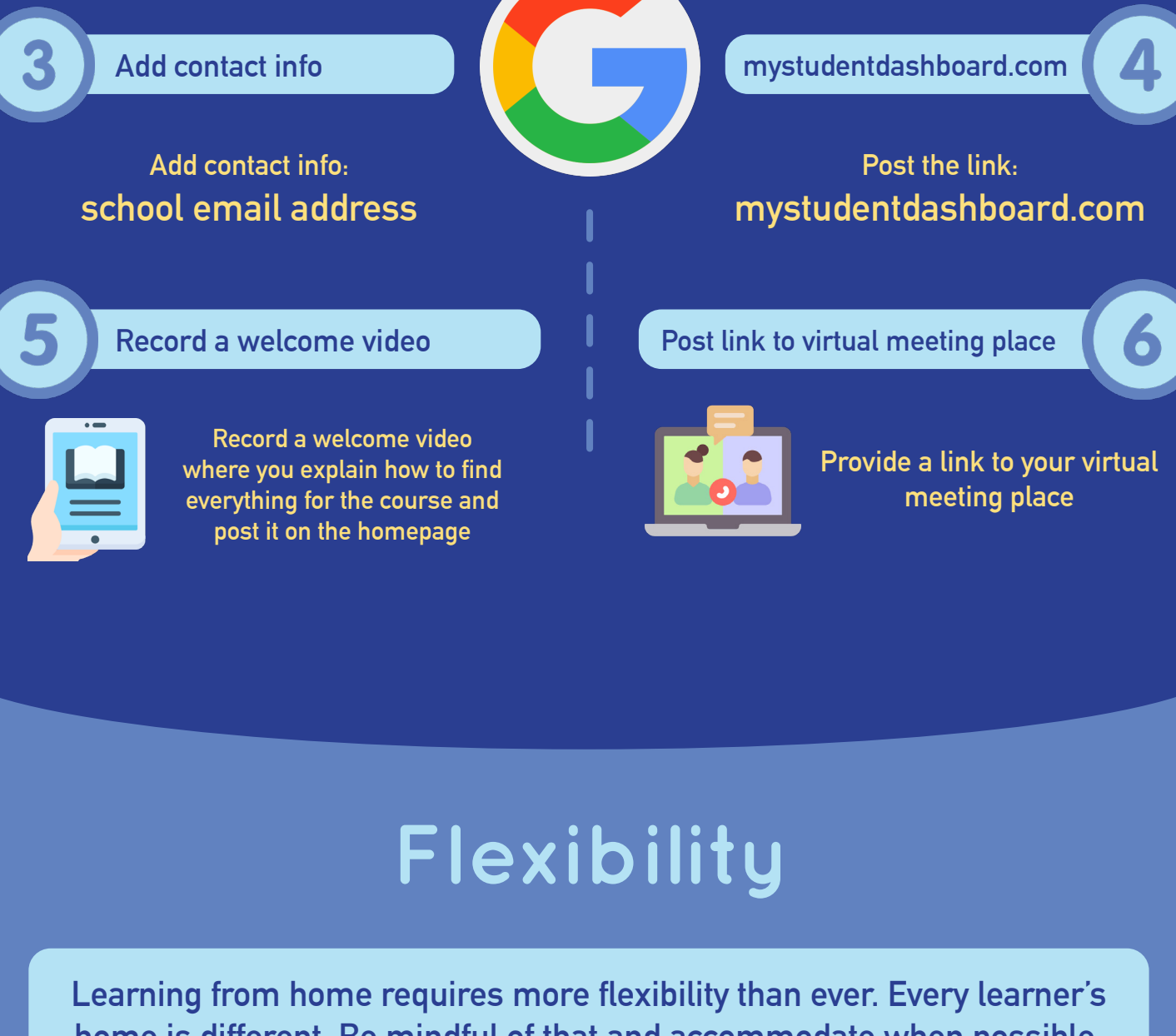


## Infrastructure



### Create a Google Site for your class

Set up your class infrastructure. Make sure students have one place to go to find everything for your class.



## Flexibility

Learning from home requires more flexibility than ever. Every learner's home is different. Be mindful of that and accommodate when possible.

### Differentiate and personalize

Use Hāpara Workspace to create assignments and units that give learners different options based on their home-learning situation.

Use Student Dashboard Digital Backpack to share high quality licensed and open-source educational resources, digital textbooks, literature, units of study and more.

Give learners the digital reading tools they need tailored to their K-12 reading level.



### Remove barriers

Leave hard copies of assignments at the school for parents to pick up if they don't have access to technology.

Be creative with how students submit their work.

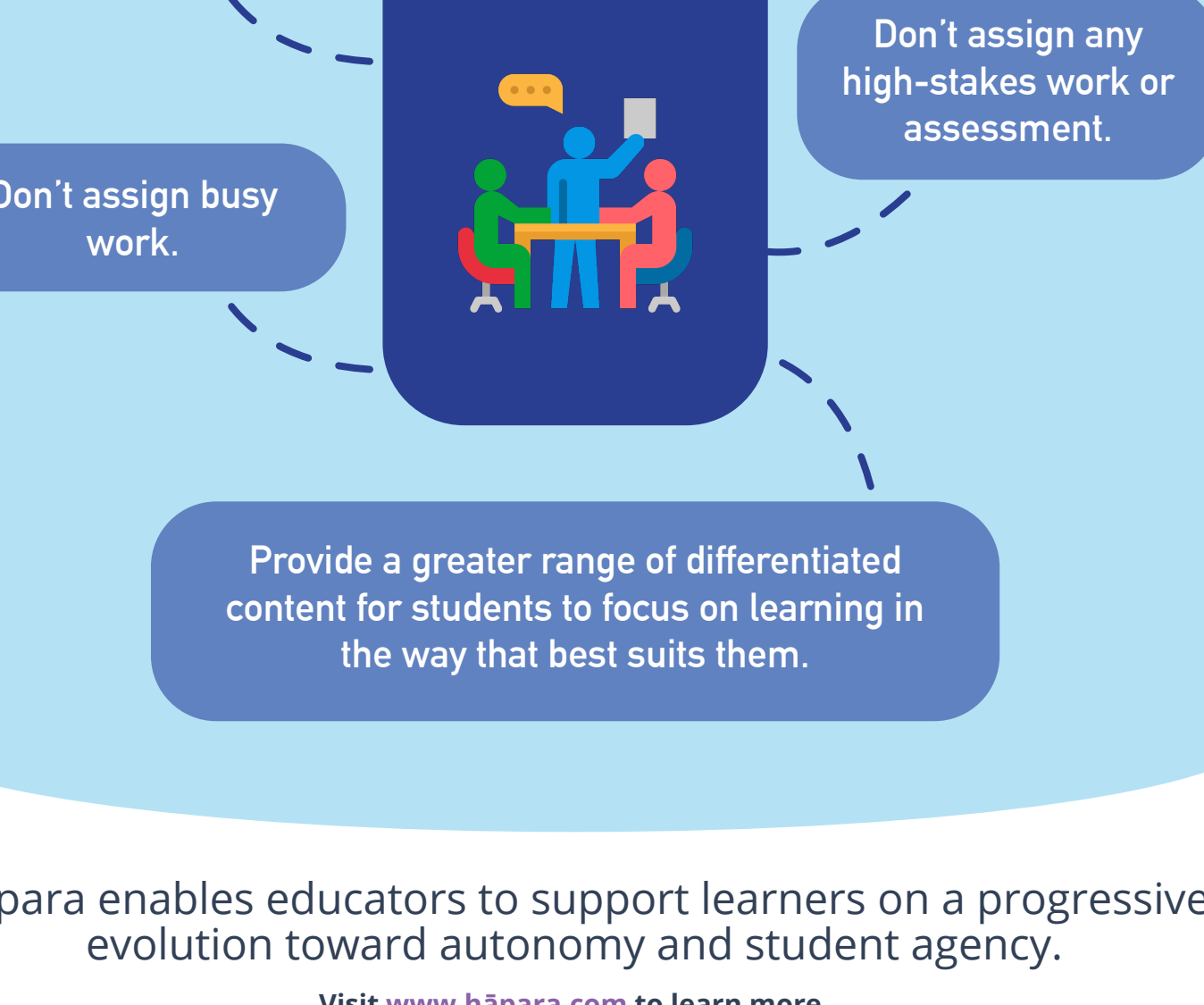
Remove passwords from content when possible. Just getting logged in from home can be a challenge.

Do not assume that kids have what they need to learn from home. Be willing to make exceptions and come up with a different plan if yours doesn't meet learner needs.

Simplify the learner experience with one-click access on any device, including mobile phones.

## Engagement

It's tempting for teachers to upload worksheets, but online learning should be at least as engaging as the classroom experience--if not more.



Hāpara enables educators to support learners on a progressive evolution toward autonomy and student agency.

Visit [www.hāpara.com](http://www.hāpara.com) to learn more.

