

HWDSB



A Beginner's Guide to Teaching Remotely

[A Beginner's Guide to Teaching Remotely PDF](#)

curiosity

creativity

possibility



HWDSB supports the use of Microsoft Teams and The HUB for blended learning platforms. Microsoft teams is used for live (synchronous) meetings, communicating with students and families, posting assignments and sharing content for asynchronous learning opportunities. The HUB is used for sharing asynchronous learning opportunities, posting assignments, providing access to the virtual library and allowing students to add to their digital portfolio.

Educators will use their professional judgement and the [Ministry Guidelines for Synchronous and Asynchronous Teaching](#) to plan and deliver curriculum using Teams and/or the HUB. Both platforms work together to provide a rich, online learning environment for our students.

Communicating with Families

- ❑ [Student email/OEN/Caregiver email and phone number: Power School](#)
- ❑ [Student passwords- Resetting Passwords](#)
- ❑ [MS Teams and HUB Resources for Families](#)
- ❑ [How to log in to MS Teams in various languages](#)
- ❑ [Engaging an Interpreter Guidelines](#)



Setting up your Class in MS Teams



To learn how to navigate Microsoft Teams, set up your class, add educators to your team, schedule meetings, post announcements, create assignments and use immersive reader, self-register for the HUB Course and search for: [Communicating and Collaborating in Teams](#).

Setting up your HUB site



To learn how to find and activate your course, add educators to your course, post messages and create assignments, check out [The Beginner's Guide to the HUB](#). For additional information, educators can find the HUB 1.0 and 2.0 course icons on the top right corner of the [HUB staff home page](#).

Take Attendance

[Take Attendance through Power School](#)



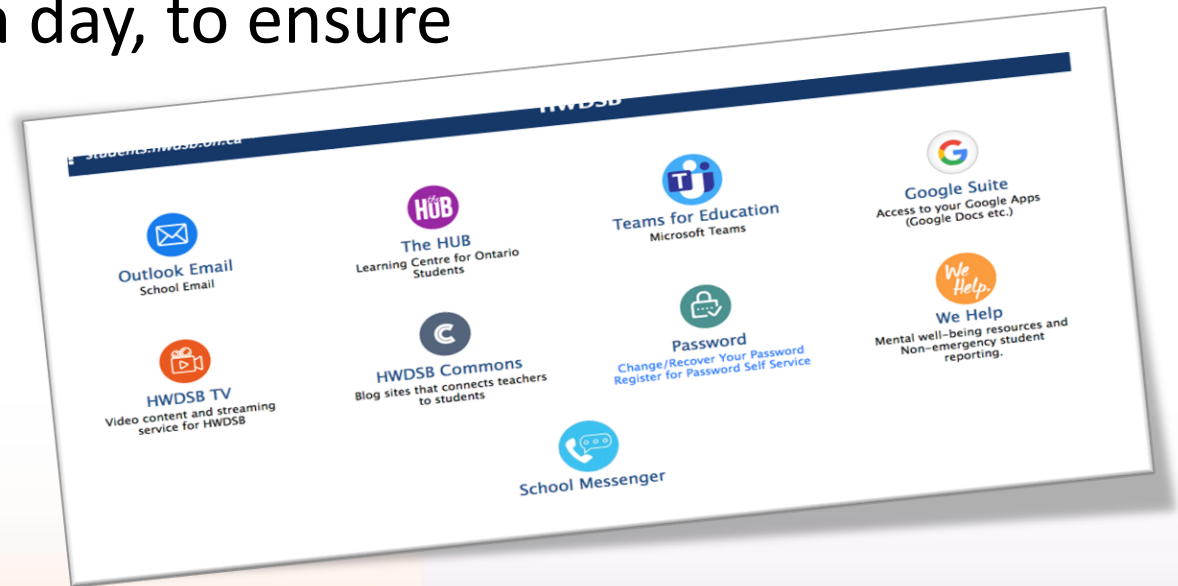
Classroom Management and Student Engagement

- ❑ Explicitly teach grade-specific [Digital Skills](#) to your students
- ❑ Create meetings in MS Team Channel, rather than calendar invite
- ❑ Establish Digital Norms with your Class: [Digital Citizenship Posters](#)
- ❑ Self-Register for the HUB Course: [Student Engagement](#) for more information on virtual routines, expectations, community building, etc.
- ❑ Access [MS Teams Top Tips](#) For helpful considerations before, during and after your class meetings.
- ❑ [Sample Schedule](#) for planning your instructional day

Supporting Students with Technology

During Remote Learning ensure students:

- ❑ Become familiar with the [HWDSB Student Homepage](#)
- ❑ Shut down and plug in devices each day, to ensure evening updates occur



Supporting Students with Technology



When technical issues occur:

- ☐ Know what device the student is using and have student share their screen so you can help troubleshoot or take screen shots to send to [Help Desk \(eBase\)](#) on behalf of the student.
- ☐ Understand [student permissions](#) for managing access
- ☐ Have a clear plan for students in case educators' power/wifi goes out (e.g., asynchronous lessons)
- ☐ Have a clear plan for students in case students' power/wifi goes out (e.g., independent reading, independent writing)

Supporting Students with Technology

For additional Question + Answer support, use the help button in teams or visit the [HWDSB Program Support team](#) on MS Teams (join with code: ikw61s0).



Content on MS Teams



Educators may deliver content through whole class lessons during live meetings, posting content in announcements or distributing lessons in the class notebook. For small group instruction, educators may deliver lessons through [meetings in channels](#) or by using [breakout rooms](#). Students may show learning by completing assignments, participating in class discussions or using their [class notebook](#).

Content on the HUB

Educators may deliver content through asynchronous learning opportunities, posting assignments, providing descriptive feedback, providing access to the [virtual library](#) and allowing students to add to their [digital portfolio](#).



For additional information on diving deeper with the HUB, please self-register and search for the course:

[The Hub How To 2020.](#)

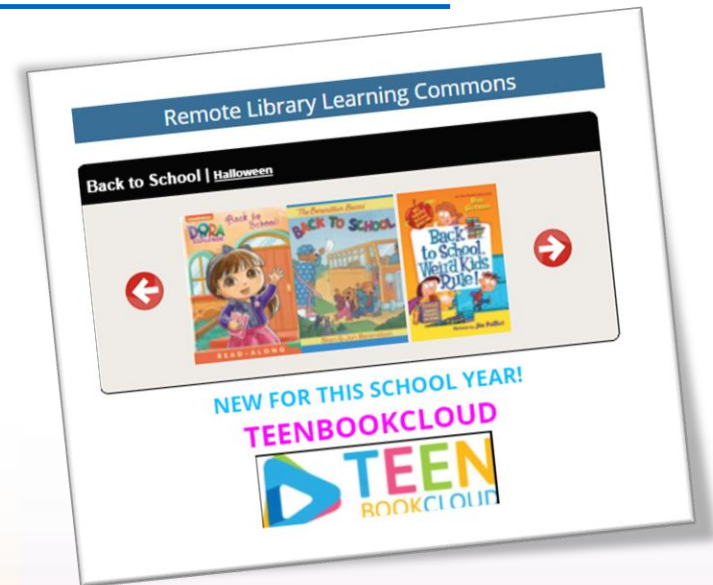
Assessing Students Remotely

Self-Register and search for the Hub Course:
[Re-Thinking Assessment in the Virtual Classroom](#)



Virtual Library

- ☐ [Virtual Library Resources K-3 and Virtual Library Resources 4-8](#)
- ☐ [Posting a Link to Virtual Library Resources](#)
- ☐ [Accessing Virtual Library from MS Teams](#)
- ☐ [Accessing Virtual Library from the HUB](#)
- ☐ [How to broadcast a book from eMax Sora](#)
- ☐ [How to broadcast a book from TumbleBooks](#)



Student Learning Resources

[HWDSB Student Learning Resources](#)



Literacy Resources

[Self-Register for Literacy Content HUB Courses by searching:](#)

- Let's Read Together: Early Literacy K-3
- Guided Reading and Writing: Small Group Instruction for K-8

[HWDSB Literacy Website](#)

[Digital LLI Books](#)

[ELL Online Resources](#)



Math Resources

[Self-Register for Math Content HUB Courses:](#)

-First 15 Days: Grade 1-8 Math

[HWDSB Math Website](#)

