### Objective
- Asynchronous learning
- Less is more
- Give explicit instructions
- Specify expectations
- Be empathetic
- Communicate consistently
- Be online for 'office hours'
- Seek student feedback
- Boost learning retention
- Identify lesson objectives

### Responsibility
- Synchronous learning
- Being unrealistic
- Being unclear and vague
- Being too open-ended
- Mixed communication
- Stand by at all times
- Use the same approach
- Try new & unused tools
- Give random activities

### Expectation
- Do This
- Not That

### Organization
- Online Teaching @ KIS

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**Asynchronous learning**
Teachers create learning experiences for students to work at their own pace and take time to absorb content.

**Less is more**
Assignments likely take twice as long to complete at home because of different factors; prioritize and be realistic.

**Give explicit instructions**
Outline deliberate instructions and specify the length of time to complete the session of learning.

**Specify expectations**
Specify task requirements and length clearly (e.g. 2 minute audio recording with a bulleted checklist).

**Be empathetic**
Assign a reasonable workload; encourage students to balance online with offline and connect with one another.

**Communicate consistently**
All instructions and assignments must be communicated via ManageBac, our online hub.

**Be online for ‘office hours’**
Be online during office hours to provide support, answer questions, or clarify confusion via a system.

**Seek student feedback**
Seek student feedback about their workload, emotional state, learning preferences, and learning pace.

**Boost learning retention**
Curate multimedia materials to boost learning retention and use digital tools to create interactive lessons.

**Identify lesson objectives**
Be intentional and identify clear learning objectives and assessment outcomes (formative and summative).

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**Synchronous learning**
Teachers and students meet online in real time through videoconferencing or live chatting.

**Being unrealistic**
Assign “class work” and “homework” every day and request students to complete according to short timelines.

**Being unclear and vague**
Communicate in lengthy paragraphs with instructions that may be difficult to follow or tasks that are overly vague.

**Being too open-ended**
Assign tasks that are too open-ended (e.g. make a video about the moon; write an essay about pollution).

**Mixed communication**
Use multiple platforms inconsistently (e.g. email followed by Google Classroom w/ MB submission).

**Stand by at all times**
Respond to every email right away and leave no break for yourself (unless it’s urgent, it can wait until office hours).

**Use the same approach**
Teach in a way that does not give students voice and/or choice, leaving them feeling overwhelmed.

**Try new & unused tools**
Trying new tools that you’ve never used may lead to technological difficulties and increase challenge.

**Give random activities**
Keep students busy doing online activities and do not think about the lesson objectives and assessments.

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