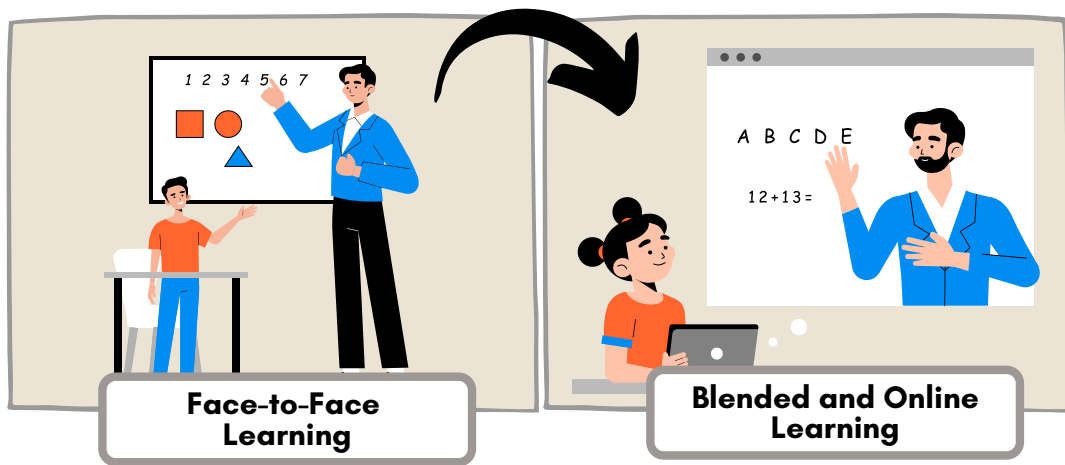


Online Curriculum Planning and Preparation

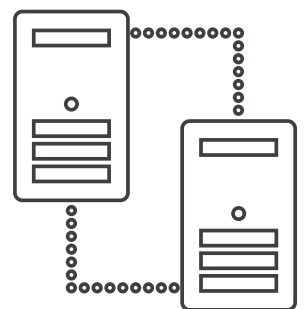
Transforming Face-to-Face Lessons for Online Environments



ORGANIZATION & COMMUNICATION

Goal: Reducing cognitive load through organization

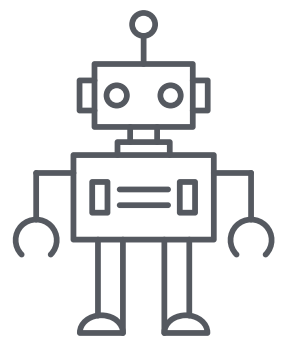
- Create a **Week-at-a-Glance** document that shows what students are supposed to do for the week.
- Set up a **consistent** time as online office hours. Teachers can use this time for different activities, such as small group tutoring, book club sharing, caring for students' wellbeing
- Allow various **communication** formats, i.e. school-approved systems such as email, phone calls, or online meetings



INSTRUCTION AND TECHNOLOGY

Goal: Utilizing technology to increase student engagement and interactivity

- Incorporate **visuals**, such as videos and graphic organizers, to make the content delivery more engaging
- Use features of the video conferencing platform for smaller groupings where students can discuss and **collaborate**
- Provide **more time** for students to answer a question, or finish an assignment
- Think about how to make activities **interactive** and engaging when adapting them into online format



ASSESSMENT AND FEEDBACK

Goal: Make learning efficient by strengthening learning with digital tools

- Make use of **technology tools** for online assessment, such as polls, quizzes, and surveys as simple checkpoints for student learning
- Use **LMS platforms** for online quizzes to be taken during a specific time window and response attempts are restricted for each student
- Provide **grades** and **feedback** to students in a timely manner



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