# Senior Adults for Greater Education

# Virtual Classroom Orientation

*August 2020*

As we navigate the new terrain of schooling in the coronavirus age, S.A.G.E. has worked with the MENTOR, The National Mentoring Partnership* to adjust accordingly and help prepare our volunteers for a virtual mentoring experience. While the schools' reopening plans have been set, we anticipate that planning will continue to be a fluid process. In addition, we will await guidance from the schools as to when outside partners such as S.A.G.E. will be allowed back on site. What follows is an overview of the process and technology that will be required, as well as some considerations around this format and mode of learning.

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# PART ONE: TECHNOLOGY

The technology of virtual schooling can be boiled down to two main components:

The "VIDEO CONFERENCING PLATFORM" is the program that teachers and students use for interacting remotely in real time (Zoom, Google Meet, Microsoft Teams). These video conferencing platforms all share the same basic purpose - to allow teachers and students to see and hear each other and interact as in a classroom environment. There are some different features and functionality, we have laid out some helpful tips and videos so that you can familiarize yourself with them.

The "LEARNING MANAGEMENT PLATFORM" that teachers and students use to share assignments (Seesaw, Canvas, Google Classroom), grades, and information online. We do not anticipate that S.A.G.E. volunteers would have any occasion to actually access these, as they are individual to each student and require a unique login. Each given system is what the schools use for keeping each student's individual work and grades in one place, accessible only to that student.


## INTRODUCTION TO VIDEO CONFERENCING PLATFORMS

Each of these systems is a means by which teachers and students can use computer video and audio to interact in real time as a group. Both of these articles do a good job of spelling out the similarities and differences, as well as some discussions of pros/cons of each:

[Zoom vs. Microsoft Teams vs. Google Meet: Which Top Videoconferencing App Is Best?](#) (PC Mag)

[Zoom vs Microsoft Teams vs Google Meet: What's the best video conferencing service?](#) (Pocket Lint)

### Resources for ZOOM (All schools)
You can download Zoom [HERE](#) (And [HERE](#) is a video tutorial)
[Zoom Video Tutorials](#)
[Zoom Written Tutorials](#)
[Getting Started with Breakout Rooms](#)

### Resources for GOOGLE MEET (Council Rock & St Andrews only)
You can download Google Meet [HERE](#) (Scroll down and choose to download it at either the Apple App Store or Google Play)

[How Google Meet works](#)
[A deeper dive for teachers](#)

## Resources for MICROSOFT TEAMS (Hatboro-Horsham only)
[Microsoft Teams 101](#)
[Microsoft Teams video trainings](#)
Detailed instructions on how to set up Microsoft Teams [HERE](#)

We envision that S.A.G.E. volunteers' time will be spent in most, if not all, cases with their assigned classroom in the group video conferencing sessions. Activities may include:

- doing reading labs with small groups of kids
- one on one reading or math support with students
- assisting your assigned teacher with lesson planning

Platforms currently in use, by district:

## COUNCIL ROCK
VIDEO: Zoom & Google Meet
LEARNING MANAGEMENT: Google Classroom & Canvas

## ST ANDREW CATHOLIC SCHOOL
VIDEO: Zoom & Google Meet
LEARNING MANAGEMENT: Google Classroom

## HATBORO-HORSHAM
VIDEO: Zoom & Microsoft Teams
LEARNING MANAGEMENT: Seesaw (grades K-2) & Canvas (grades 3-5)

# PART TWO: DIGITAL ETIQUETTE

What is "digital etiquette"? Digital etiquette is quite simply the manner in which we interact with one another online, whether in writing, over video conference, or anything. There are some important things to consider in terms of how we communicate online and how we conduct ourselves. The golden rule still applies - it's important to treat others as we'd like to be treated, with respect. There are also new dynamics for our S.A.G.E. volunteers to navigate, not least of which includes the physical environment in which we are interacting - our homes, and being mindful of those dynamics.

THIS is a thoughtful piece about digital etiquette and citizenship in the age of the coronavirus.

WIDE OPEN SCHOOL, created in partnership with Common Sense Media, has a wealth of great information for teachers and families alike. We think that some of the resources for families, in particular, will be very helpful for you in your role as a S.A.G.E. volunteer. The site is loosely organized into four main areas:

K-5 for Teachers  //  6-12 for Teachers  //  K-5 for Families  //  6-12 for Families

## OTHER GUIDELINES, TIPS, and BEST PRACTICES

TYPICAL GROUND RULES THAT A TEACHER MIGHT EXPECT OF ALL STUDENTS

1. Listen and follow directions.
2. Stay visible on screen at all times during the lesson.
3. Use digital hand-raising and wait to be called on.
4. Be respectful to your classmates and your teacher.

OTHER COMMON GUIDELINES FOR ONLINE CLASS PARTICIPATION

1. Find a quiet place to be.
2. Wear earbuds or headphones if you have them, rather than using the speakers on your device.

3. Be online and in the meeting two minutes before start time.
4. Stay in one place during the meeting.
5. Bring your notebook or lined paper and something to write with.
6. Use the digital hand-raising feature if you want to participate or answer a question.
7. Do not bring anything besides learning materials with you to the meeting – no pets, family members, or anything else.
8. Listen carefully and respectfully to every speaker.
9. Wait until the teacher says "See you at the next lesson!" before logging off.


The Council Rock School District has put together a very informative [COVID-19 Reopening Plan Brochure](#), which includes a helpful Glossary of Terms on the last page, as well as a good example of the overall process, regardless of the district to which you are assigned.