

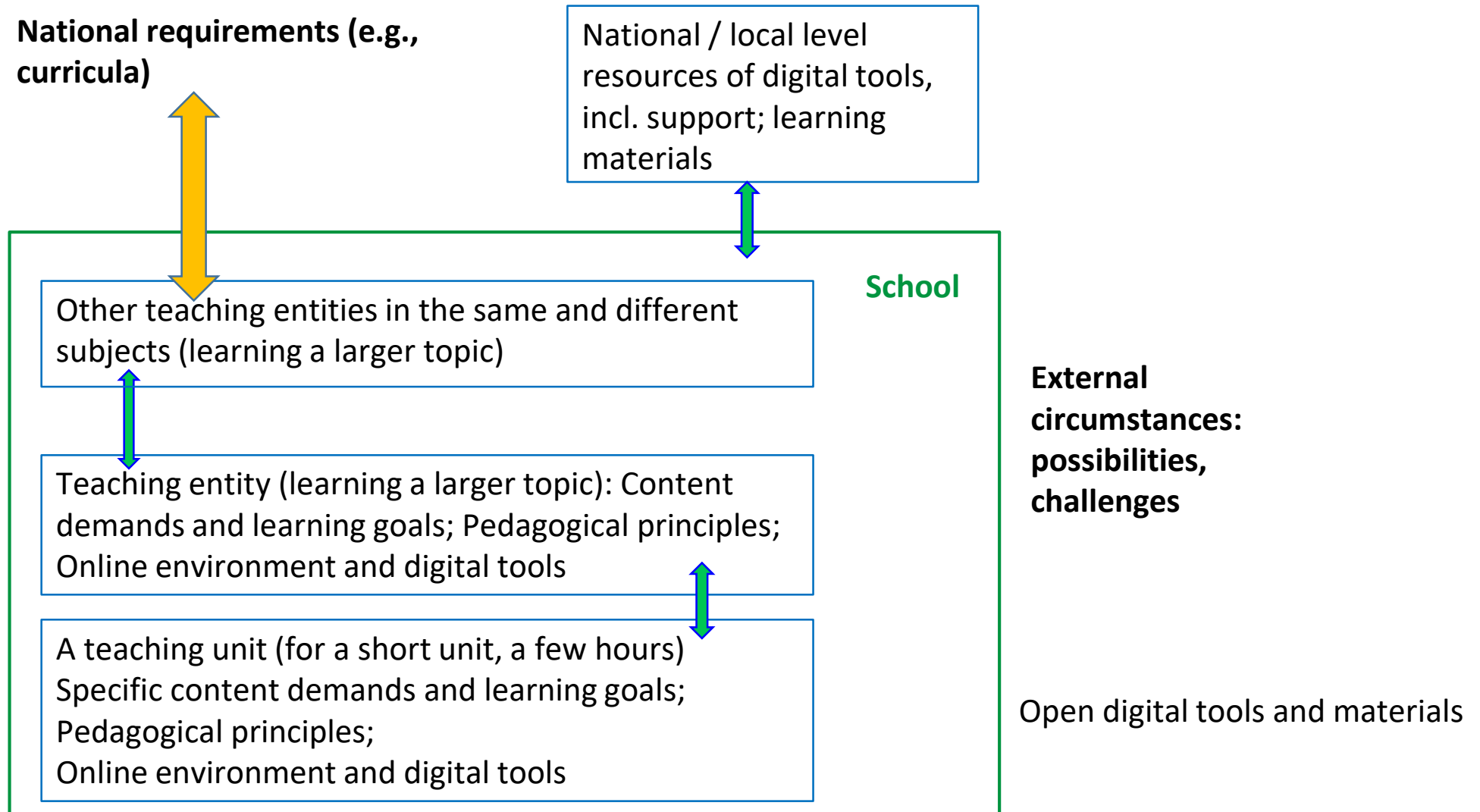
Planning of distance/online teaching

The webinar programme on ICT IN PEDAGOGY

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Designing for the online teaching entity



Designing the learning environment from the student's point of view

Student's personal situation
(cognitive and emotional);
digital competence

External
circumstances:
possibilities,
challenges

Teacher(s): their
competences;
presence; support

Peers, friends:
presence

Digital learning
environment; apps

Learning materials
(digital and others)



Parents / other adults: support for
student's learning

Learning place (home etc.)

Physical environment as a learning
resource

Digital resources available (mobile
phone, laptop, net connection, etc.)

Which issues about online/distance teaching need to be decided at school level?

Needed: the principal's and teachers' active collaboration and motivation to create common plans, guidelines, and processes for problem-solving.

For teachers' support, sharing and sense of a community: a virtual teacher room.

Joint decisions about the following:

- Digital learning environment and digital tools: common ways of organising the environment, which digital tools to use, how to use, how to support students (and teachers). Joint practices help students to orientate and concentrate on the tasks.
- Student guidance, interaction practices and support for using digital tools
- Safety and security practices
- Collaboration practices with parents

WORKLOAD

An example of one school: decisions and guidelines for teachers, students and parents

- 1) A description what online/distance learning means in the school (a real time online lesson; sending and receiving assignments to students with digital means; announcements to the teacher ("*I am here*"); doing assignments in distance; feedback and assessment in distance; chat-guidance)
- 2) How to conduct online/distance teaching (the timetable; teacher presence; the types of assignments; how to return the assignments; feedback; hints for the breaks)
- 3) Digital learning environment: guidelines for teachers and student where to put, how to find, how to act (goals, timetable, assignments, returns, assessment, guidance, problematic situations)
- 4) Guidelines for students for online/distance learning (practical hints)
- 5) Guidelines for students for participation in online lessons (practical hints)
- 6) Guidelines for parents

● ● An example of **GUIDELINES FOR PARENTS**

- Follow Wilma (or another tool for communication used in the school) regularly.
- The school is in contact with parents mainly via Wilma or another, agreed means of communication.
- If you have an important issue that need quick reaction: WhatsApp (or another jointly agreed means of communication).
- Don't hesitate to be in contact with the teacher, student counsellor, or principal if you are worried about something in the student's distance learning or well-being.
- Encourage the child/young to go outdoors and take care of the physical well-being during the distance period.
- Pay attention even more to the student's daily rhythm since distance learning is really hard after a night without good sleep.