



**OUR
LADY'S
SCHOOL**
TERENURE



Distance Learning Policy

Ratified by the Board of Management on:

Date: 14th December 2020

Signature:

(Chairperson of the Board of Management)

<i>Commenced: December 2020</i>
<i>Review due: August 2021</i>

Introduction

This Remote Teaching & Learning Policy has been developed to outline and support changes in the teaching and learning context that may arise due to the necessity to move the school's teaching and learning on-line for a period of time.

The aim of this policy is to provide guidelines and information to students, parents, and staff, surrounding the use of technology when learning remotely (i.e. from a place other than the usual school setting when it is not possible for the teacher to deliver the class within the same location, as would be the case, if the class was taking place in a classroom setting). Respectful online communication, wellbeing and the use of digital technologies to support teaching are key to managing teaching and learning outside of the physical school structure.

This new policy operates alongside all of our existing policies, particularly the Acceptable Use of Internet and Email Policy, our school's Code of Positive Behaviour and the Anti-Bullying Policy. It is essential that students review these policies and how they relate specifically to online behaviour when using technology for education. Students must engage in a responsible and appropriate manner at all times.

Scope of this Policy

In all cases students must use their @olschool.ie account to log in to the recommended digital platforms. Students are not to use any other account under any circumstances for the purposes of distance learning, learning within the school, or indeed school work in general.

Our Lady's School uses the suite of Google for Education apps and platforms for distance learning including:

- GMail
- Google Classroom
- Google Docs/Slides/Forms
- Google Meet (for live online classes)

There may be some additional educational applications beyond the G-Suite that teachers use, and the teacher will provide the student with the information required to access them. Again, students must, in all cases, use their @olschool.ie account as the login. Personal email addresses are not permitted and should not be used.

Please note that emails between students and teachers should be sent during normal school working hours where possible although the school's email etiquette permits email communication between the hours of 8am and 6pm. Such communication should involve queries/submissions that relate to subject work only. Students should also be aware that

teachers' email responses may not be immediate, but will be dealt with in a timely fashion. Equally, students should respond to teachers' emails/queries in an appropriately timely manner.

Distance Learning Approach

Distance Learning will take using what is known as a blended approach. Teachers will use a mix of regular live classes (synchronous) as well as individual and group tasks/assignments (asynchronous), **with a stronger emphasis on live classes.**

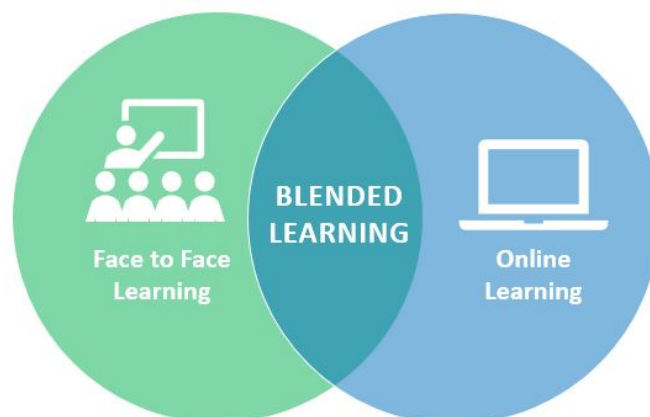
In all cases the primary aim is to cover the required curriculum areas for the specific subject. The teacher will decide the most effective method to use to achieve this aim. Students should contact their teacher directly if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable.

What is blended learning?

The term 'blended learning' may be defined as "the thoughtful integration of classroom face-to-face learning experiences with online learning experiences" (*Garrison and Kanuka p. 96, (2004)*).

As many teachers are already maximising the potential offered by digital technologies to support and enhance their teaching, learning and assessment practices, blended learning is certainly not a new concept within Our Lady's School.

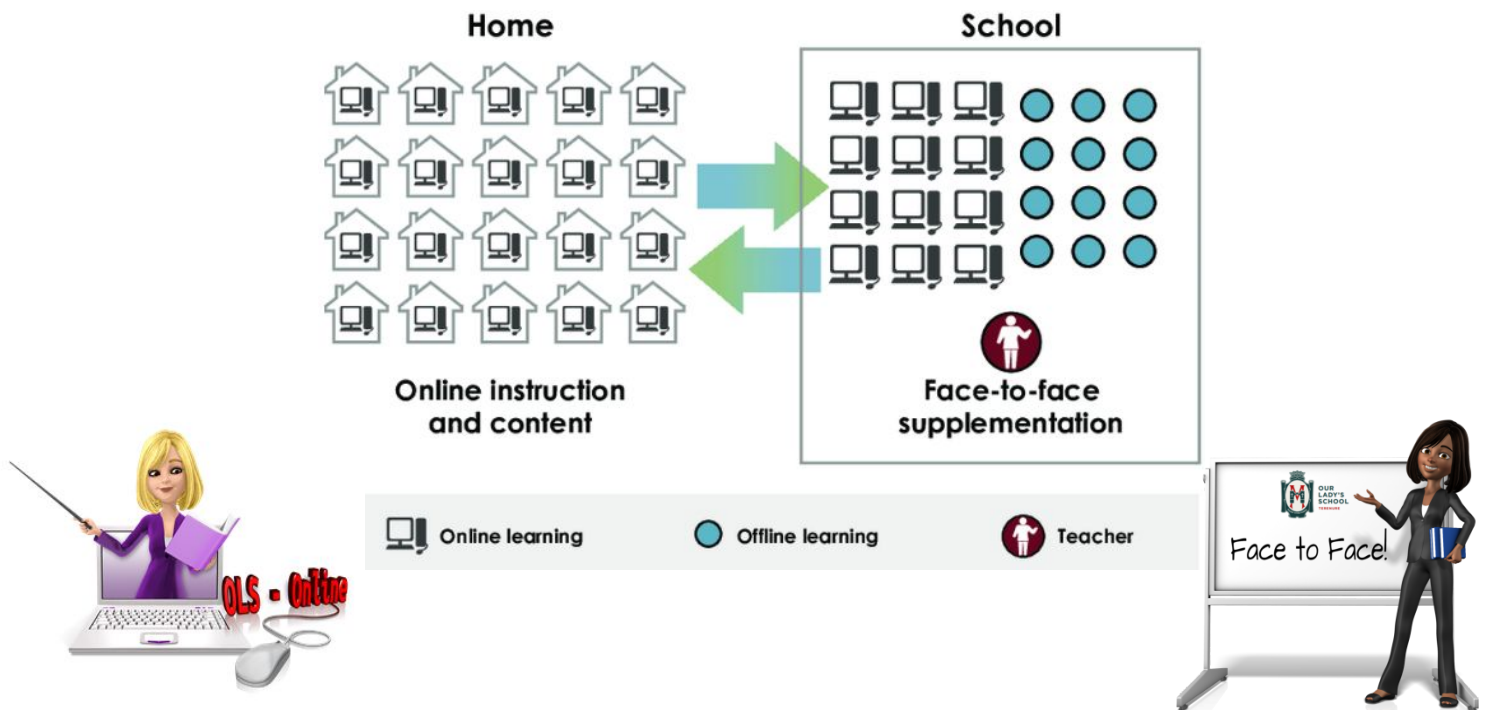
There are different models that can be used to embed blended learning. Two models that may be considered, depending on the specified circumstances of school closure, include the **Flipped Classroom** model and the **Enriched Virtual** model. These two approaches may facilitate learning to take place both within the classroom (either daily or less regularly if required) and at home.



Contingency Blended Learning Models

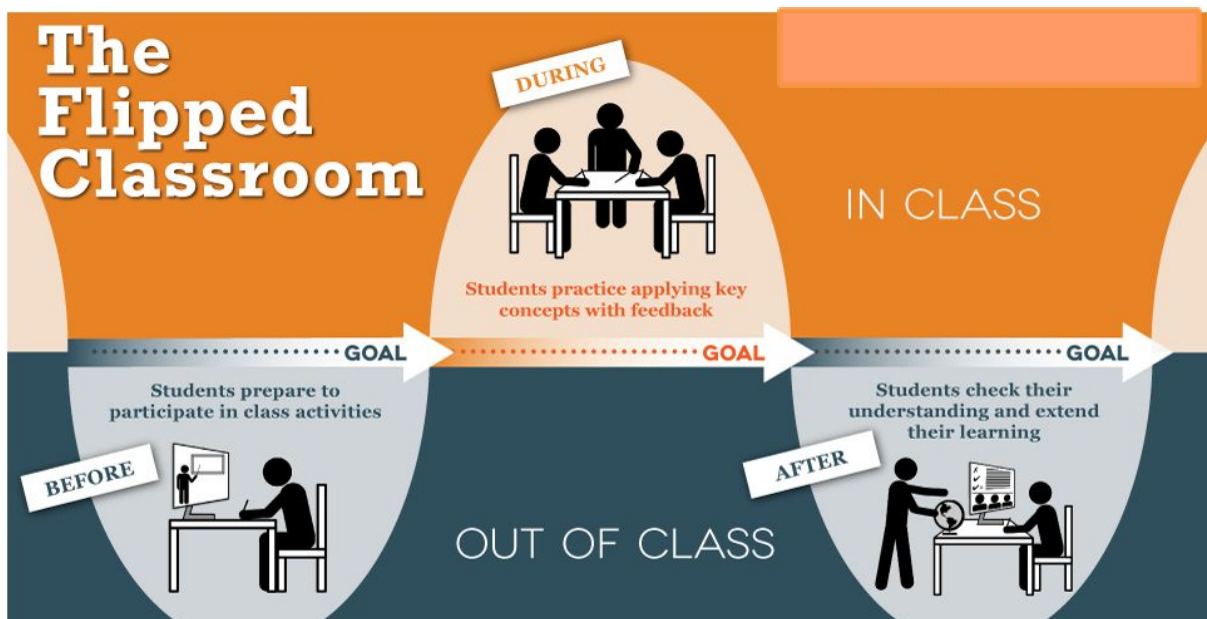
THE ENRICHED VIRTUAL MODEL

The enriched virtual model is an approach to blended learning which determines that learning takes place both within the home and within the school environment. During the in-school element learners collectively attend the school to engage in live, face-to-face interactions with their teacher. Importantly, using this approach to blended learning, it is not necessary for the student to attend the school every week day. The second location where learning takes place in this model is the home environment. Here learners will have access to materials, which have been created by their teachers, whilst at home using digital devices. In this way learners can complete activities, tasks and assignments online, attend online classes and communicate with their teacher so that their teacher can provide them with feedback on the work they have completed. The learning then continues within the home environment in this manner until their next scheduled face-to-face interaction in school.



THE FLIPPED CLASSROOM MODEL

Every class progresses through a sequence of in-class time and out of class time. In a traditional class students may be asked to read or study material before coming to class and are then expected to attend the lesson in which the material will be covered before being assigned work to do in the lesson or for homework on their own. In a flipped classroom model, students have access to the teachers' presentations, videos or notes ahead of time along with other background material that they need. This frees up face-to-face time in class to let students seek clarification, deepen their understanding, collaborate with other students and practise applying their concepts while availing of guidance, feedback and support from their teacher when they need it. This means that students will leave class with a greater understanding of the material and a better awareness of what they need to focus on to progress their learning further and close any gaps in their learning.



ONLINE PROTOCOLS

The following protocols will be followed during a period of remote teaching and learning.

Attendance

- Students must present for class from 8.30am and **follow their daily timetable to maintain a structured approach to learning.**
- A daily roll call will be taken and parents/guardians informed of absence.
- Parents are to notify their daughter's Year Head if she is unable to partake in remote learning due to illness/family reasons.

Student Responsibilities

- Students are required to check their Gmail account each day to collect assigned work and instructions from various subject teachers.
- Students should work in a suitable learning environment - a quiet space, at a desk/table, with no distractions.
- It is important for learning that students engage with the set tasks and activities to the best of their ability and that they submit work on completion as advised by their subject teachers.
- Students are encouraged to approach their teacher for assistance/extension if a particular deadline is causing difficulty or if they are having difficulty with any aspect of their subject or if they are finding the workload unmanageable.
- **Students are not permitted to record or distribute any online lessons without the express consent of the teacher. They should not take photos or screenshots of lessons without explicit (clear) teacher consent/instruction.**
- Teachers may record the delivery of the lesson in order to post the lesson on their Google Classroom for students to reference at a later stage. The teacher will always inform students that the class is to be recorded and ask students to mute mics and to turn off their cameras if they wish. If a student wishes to rescind their consent then they have that right and should articulate it clearly to the teacher.
- If work is assigned using Google Classroom, students should take extra care to submit via Classroom also rather than mailing it to the teacher's school email address.
- As student internet access cannot be supervised by teachers during any period of school closure, student personal responsibility is essential and/or parental/guardian monitoring where possible.
- All members of the school community should turn off notifications outside of their learning/working hours.

- If students have any queries regarding remote learning or require assistance with accessing Gmail or other approved educational apps - please email remotelarning@olschool.ie.
- Please contact your Year Head if there are any other issues affecting your ability to engage with remote learning.

Guidelines for Live Classes

- Please enter a live lesson with the microphone muted and listen for the teacher's instruction.
- At times you may be asked to keep your camera on to facilitate the face to face contact needed for effective class discussions whereas, at other times, you may be asked to switch your camera off if, for example, the teacher is recording some lesson content.
- Both teachers and students should wear appropriate attire.
- Both teachers and students should be aware of their background and environment when using the camera option.

On-line Etiquette (Behaviour)

- We ask students to be mindful of email etiquette as distinct from online communication with peers. For example, address the relevant teacher at the beginning of email, maintain a polite tone throughout, and sign off as appropriate.
- The use of social media applications or setting up of private groups (e.g WhatsApp; Facebook, Snapchat) for class or student-teacher communication is strictly prohibited.
- The use of subject content-based videos and images including voiceovers may be used by teachers and students to share and submit class work.
- The use of live cameras and mics during a lesson by students is only permitted as instructed by your teacher.
- Live chat may also be used for classes as part of the Google G-Suite for education applications. These functions are to be used only with the express permission and instruction of the teacher.

Parent/Guardian Responsibility

- Parents must ensure that their daughter presents for class from 8.30am and follows the daily timetable to maintain a structured approach to learning.
- Parents can help their daughter to create a suitable learning environment - a quiet space, at a desk/table, with no distractions.
- Parents are to notify their daughter's Year Head if she is unable to partake in remote learning due to illness/family reasons.

- Parents should monitor their daughter's activity online.
- Parents should ensure adequate cyber security systems such as anti-virus programmes are in place and updated.
- Parents should take time to explain online safety and etiquette to their daughters. Phishing, scamming and other online criminality are prevalent and every effort should be made by both parent and student to fully understand measures to protect themselves and their information whilst online. Please visit www.webwise.ie for assistance with such matters.

Staff Protocols

- Staff will take a roll call during the 8.30am class. This should be completed on **VShare**. Please make sure the roll call is accurate and only those in attendance are registered. Please also ensure that the roll is amended correctly if a student arrives late.
- On the occasion when you are unable to do a live class please set up a live Google Form and instruct the students to register on the Doc at the class time. This will be time stamped automatically. This Google Form can be reused as often as necessary once the function to restrict to one response has been deactivated. The Google Sheet associated with the Form will continue to log the response together with their time entry. Upon request this Sheet will be forwarded to attendance@olschool.ie
- Distance Learning will take using what is known as a blended approach. Teachers will use a mix of regular live classes (synchronous) as well as individual and group tasks/assignments (asynchronous) **with a stronger emphasis on live classes**. In all cases the primary aim is to cover the required curriculum areas for their specific subject. The teacher will decide the most effective method to use to achieve this aim.
- Staff will schedule classes, both synchronous and asynchronous, **for the times at which they are timetabled to teach each class**. Staff should be mindful of not encroaching on other class times and should always be the last person to leave the Google Meet.
- Online, live classes are encouraged daily with the following precautions:
 - Online classes should only take place using Google Hangout/Meet. There are functions on this platform, controlled by the administrator that ensures certain safeties for students and staff e.g. students are unable to record.
 - If recording the instructional segment of the live lesson to post on the Google Classroom later for students who may not have had access at the time of the live lesson, this should be done with the following steps: Students' microphones and cameras should be switched off. Students' right not to consent should be strictly abided by.
 - Both teachers and students should wear appropriate attire.

- Both teachers and students should be aware of their background and environment when using the camera option.
- Teachers should be extremely careful when presenting to not display sensitive information on other open tabs on their computer.
- If presenting during the live class all pop-up notifications should be turned off, especially for their school gmail account.
- Sensitive conversations that may have been appropriate before or after class in a controlled, safe environment should not take place online unless deemed extremely necessary. Contact, by phone, through communication with the parent is a more suitable option.
- Classroom rules extend to online classrooms. Any misbehaviour or absenteeism should be recorded and Year Heads made aware.
- All members of the school community should turn off notifications outside of their learning/working hours.

Staff Responsibilities

- Staff are permitted to only use their school email address in any correspondence with students.
- The school email account must only be used for school based business.
- The school educational platform G-Suite for Education is a protected domain and should be used as the primary tool for remote teaching and learning.
- Students should be reminded of their responsibilities in line with the Code of Positive Behaviour and the Acceptable Use Policy.
- Child protection protocols extend to online classes. Appropriate recording and communication of any concerns should be made in line with the school's Child Protection Policy.
- Teacher's should make themselves aware of the GDPR and Cyber Security responsibilities outlined in the Acceptable Use Policy.

APPENDIX 1: Student Information for Successful Online Learning



OLS STAY CONNECTED PLAN

Five Golden Rules for Successful Online Learning

1

Take responsibility for your own learning!

- Taking ownership of your learning is a key factor in managing your school work and helping you progress. Stay connected with your lessons. Your attendance at each lesson is essential. Sticking to the normal school routine will ensure that you do not fall behind.

2

Be at your desk at 8:30am!

- We know that establishing a regular routine is absolutely crucial to successfully manage your online learning. This means you must get out of that bed and be at your desk at 8:30am! Registration will be taken at 8:30. Following your regular school routine will help you stay on top of things and alleviate stress.

3

If you don't know - ask!

- If, for some reason, you miss a class then make sure to ask a classmate or ask your teacher about what was covered and what is due. Remember, by taking ownership of your learning and keeping up to date, you will be saving yourself greater work and stress at a later stage.

4

Know the policy and etiquette of online learning!

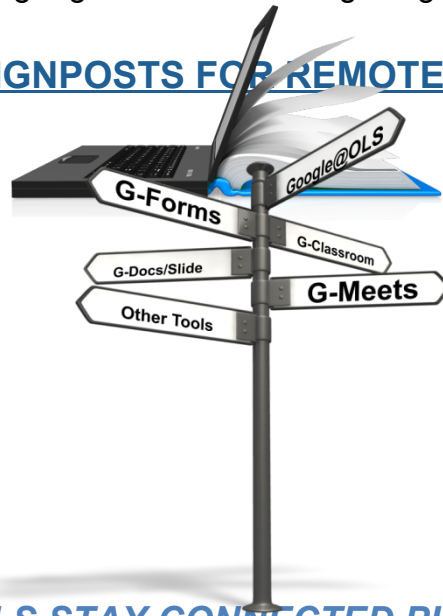
- Remember that our normal Code of Behaviour applies when we are learning online. This means that, as always, the highest standard of behaviour is expected from each and every one of our students. Pay particular attention to the Acceptable Use Policy in relation to technology and digital media.
- Email etiquette is important, make yourself aware of the school's email etiquette protocols.

5

And most importantly...mind yourself!

→ Taking a break from screens is absolutely vital. Make sure you are eating nutritious food, taking regular exercise and getting lots of hydration and fresh air.

INFORMATION SIGNPOSTS FOR REMOTE LEARNING @OLS



OLS STAY CONNECTED PLAN

SCHOOL POLICIES

- [Our Lady's Acceptable Use Policy](#)
- Our Lady's School Distance Learning Policy
- [Our Lady's School Attendance and Participation Policy](#)
- [Data Protection Policy](#)
- [Email Etiquette](#)
- [Code of Positive Behaviour](#)
- [Anti-Bullying Policy](#)

LEARNING RESOURCES

For all your Google needs just log on to Our Lady's Student Digital Support Google Classroom:

VISIT: [Student Digital Support Google Classroom](#)



OLS – STAYING CONNECTED



Shhhhh!

Mute your mic when you are not talking!
Only turn it on when asked!

Be on Time!

Turn up...the class is to help you and your learning
Be on time as you would be in school.

School Rules

School rules apply in the online classroom
Respect everyone's views online
No screenshots or recordings permitted.

Workplace

Choose a workspace that is suitable for the online classroom.
Be Aware of what others will see in the background!
Dress Appropriately.

Enjoy it!

It's a new way of learning and takes time to adapt to so enjoy the learning experience.



WELLBEING

Stretch! Between classes get up and move about.
Take your breaks but MOVE!!!
Fresh air, good nutritious food and water are all essential to keep the mind, body and spirit charged and energetic!

ASK FOR HELP

Don't fall behind due to absence or IT issues
– Talk to your teacher or friends early to make sure that your learning is not being interrupted and that you keep up to date.



Chromebook Loan Agreement

- The equipment - one Chromebook, charger cable and plug - is the property of Our Lady's School.
- It is being lent to the student for use for educational purposes only for the duration agreed.
- The use of the Chromebook is a privilege and it is the student's/family's responsibility to properly use and care for this device.
- Our Lady's School reserves the right to reclaim the Chromebook at any time.
- The Chromebook must be returned on the agreed date.
- The Chromebook will be managed remotely by the school.

Responsibilities

Before receiving this device it is essential that you agree to accept the following terms and conditions to ensure the safe, ethical and responsible use of this device. I agree to the following terms & conditions:

1. I will adhere to the school's Acceptable Use Policy, (as outlined in the Journal/Website).
2. I will not attempt to repair the Chromebook but will report any problems to the school.
3. I will clean it only with a soft, dry cloth.
4. I will charge the Chromebook battery every night.
5. I will not lend the Chromebook to anyone, including family members.
6. I will return the one Chromebook, charger cable and plug and case when requested.
7. I agree to pay the cost to replace the Chromebook if it is lost, broken or stolen.

Student Name: _____

Student Class: _____ Date: _____

Agreed Date of Return: _____

Service Tag Number: _____

Student Signature signed upon return of the device:

INFORMATION SIGNPOSTS FOR REMOTE LEARNING @OLS



OLS STAY CONNECTED PLAN

SCHOOL POLICIES

- [Our Lady's Acceptable Use Policy](#)
- Our Lady's School Distance Learning Policy
- [Our Lady's School Attendance and Participation Policy](#)
- [Data Protection Policy](#)

GENERAL INFORMATION FOR STAFF

- [OLS Teacher's Handbook 2020-2021](#)
- [Email Etiquette](#)
- [Code of Professional Conduct for Teachers:](#)

TEACHING AND LEARNING RESOURCES

- [OLS Digital Teachmeets Google Classroom](#) Code: bcowz
- [OLS Formative Feedback Strategies](#)
- [Tips on Planning One Hour Lessons](#)
- [OLS Padlet for AFL](#)





**FOR ALL YOUR GOOGLE NEEDS MAKE SURE YOU FIRST VISIT THE RESOURCE RICH OLS
GOOGLE CLASSROOM FOR TEACHERS**

OLS Digital Teach Meets – See OLS VShare Dashboard for login details (Teachers ONLY)



OLS DIGITAL TEACH MEETS GOOGLE CLASSROOM

The OLS Digital Teach Meets Google Classroom is an online resource created by teachers for teachers at OLS. This live classroom, available to teachers only, permits staff to share ideas, methodologies and knowledge about the use of digital tools in their lessons.

This shared, collaborative space also hosts an extensive library of digital “Teach Meet” videos that have been created by the staff of OLS to assist peer-to-peer learning together with discussion boards. Face-to-Face staff Teach Meets are often followed up with a quick video tutorial which are also posted to this resource rich repository.

What is a Teach Meet?



At Our Lady's School we strive to promote the continuum of lifelong learning. Teach Meets at Our Lady's facilitate collaboration, support and the sharing of experiences and ideas. Staff volunteer to host tutorials on specific topics, be it a digital tool such as Flipgrid or shared good practice such as Restorative Practice. In doing so, staff have an opportunity to share their knowledge and good practice together with their personal insights on what works well in the classroom.

These events often occur in tandem with a successful exploration and implementation of a new digital product that has proven to enhance classroom practice. Arranged by teachers for teachers, participants volunteer to discuss strategies and resources to support and enhance teaching and learning.

APPENDIX 4: Our Lady's School Google Classroom Resources For Students



STUDENT DIGITAL SUPPORT GOOGLE CLASSROOM

Student Digital Support Google Classroom: The code is wfh5a6jwfh5a6j

As a blended approach to learning invites students to learn in a digital space, it is important that they learn to navigate this environment with ease. In addition to subject teachers giving lessons on the use of Google Classrooms for their subject and IT classes in 1st, 2nd and 4th Years, the school hosts a Google Classroom dedicated to students. This is a place where easy to understand video tutorials have been locally created to assist students. If students need a helping hand with one of Google's many useful tools for education then logging into this secure Classroom is a step in the right direction. The menu below shows a brief outline of some of the resources available to students in this Google Classroom which is accessible from any location once the login is initiated using the secure school email address.

Student Digital Supports

Stream **Classwork** People Grades

+ Create Meet Google Calendar Class Drive folder

All topics

Google Docs

Google Meet

Organising Gmail

Google Assignments

Google Drive

Google Classroom ...

Finding Feedback on Google Docs-Talk and ... Posted Oct 15

Google Docs

Naming Google Docs and Using the Explore ... Edited Nov 9

Google Meet

Using Google Meet Posted Oct 20

Organising Gmail

Scheduling GMails Posted Sep 28

Labels and Filters Posted Sep 28

Google Assignments

Finding Feedback...particularly marking ru... Edited Oct 15

How to find your feedback in Google Class... Posted Oct 6

Using Google Classroom Assignments Edited Sep 17

Google Drive

Google Drive Basic Posted Aug 21

Google Classroom Basic

What is Google Classroom? Posted Sep 28

Joining Classroom Posted Sep 28

Using Google Classroom (Assignments) Edited Sep 28

Turning off notifications on Google Classro... Posted Sep 28

Using Google Classroom (Beginners) Posted Aug 31

G - Suite for Education @ OLS



Collaborate anytime and anywhere with a suite of tools for education

Our Lady's School uses the suite of Google for Education apps and platforms for distance learning including:

- GMail
- Google Classroom
- Google Docs/Slides/Forms
- Google Meet (for live online classes)

There may be some additional educational applications beyond the G-Suite that teachers use, and the teacher will provide the student with the information required to access them. Students must, in all cases, use their @olschool.ie account as the login. Personal email addresses are not permitted and should not be used. The Gmail account is a managed system within the school.

With G Suite for Education, we as educators can create opportunities for learning, streamline assignments and challenge our students to think critically— both in the classroom or during periods of distance learning.

Tools for Distance Learning:



Google Classroom

Google Classroom is an educational platform that we use at Our Lady's School, that aims to facilitate learning in a digital space allowing teachers to create, distribute and grade assignments in a paperless way. The primary purpose of Google Classroom is to streamline the process of sharing information between teachers and students.



Getting Started with Google Classroom

https://edu.google.com/teacher-center/products/classroom/?modal_active=modal-video-UEFgW--0094

Getting Started with Classroom

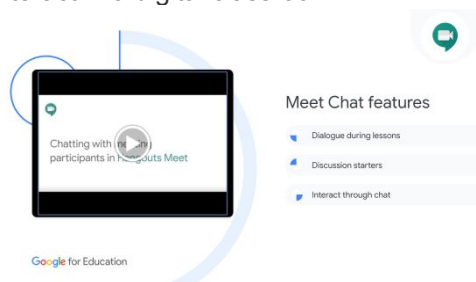


What can you do with Classroom?

- Reuse assignments, tests or other course content in future classes
- Add content to assignments, such as video, PDFs, Google Docs or Google Forms survey
- Share videos, links or images from other websites with students
- View assignments, announcements and other resources on a class resource page
- Draft assignments or announcements and schedule them to post on a later date
- Use Google Calendar to track assignment due dates
- Set permissions on whether students can make posts or comments (or mute individual students)
- Set permissions on which teachers can create and manage classrooms, or which schools within a district can use Google Classroom

Hangouts Meet

Hangout meets offers a safe and secure online platform for synchronous teaching and learning. Using their school email addresses only, teachers and students can schedule their online lesson and interact in a digital classroom.



Google Meet Overview

What can you do with Meet?

Video lesson for your classes
Connect with your class from anywhere
Present your screen
Show video
Use the chat box for Q&A
Record the presentation part of the lesson to post on Google Classrooms
Watch out for new tools coming online including Polls and Breakout Rooms!

U.S. Learning Zone

Google Meets Tutorials

https://edu.google.com/teacher-center/products/meet/?modal_active=none



Google Forms

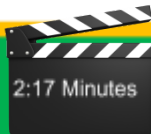
More than just a surveying tool. At OLS, Google Forms have been used to create a quick opinion poll, facilitate student reflection, organise assessments and quizzes and yes, the occasional survey! With Google Forms, you can create and analyse surveys or assessments and get instant results as they come in. Observing the data on graphs or charts is not only helpful for you as the teacher, but can also be employed to promote numeracy in subject areas that may not have been afforded too much opportunity to do so. Private ballot elections in CSPE? Then Google Forms is the tool for you! Forms are among the internet's most versatile tools. A Form is all you need to easily gather that information. Using the Sheets icon, you can easily download the information to a Google Sheet in your Drive.

What can you do with Forms?

- Surveys
- Class Tests/Assessments
- Student Learning Reflections
- Questionnaires
- Custom forms
- Drag-and-drop
- Customise values
- Reorder questions
- Add images, videos, and custom logic
- Real-time response information

Google Forms Tutorials

<https://edu.workbencheducation.com/cwists/preview/15779x>



Google Docs

Google Docs brings your documents to life with smart editing and styling tools to help you easily format text and paragraphs.

Create and edit text documents right in your browser—no dedicated software required.

Multiple people can work at the same time, and every change is saved automatically.

At OLS we use this tool when working in teams, so that everyone can work of the same document simultaneously irrespective of their location.

Great in the classroom for live feedback from all your students.

Live Q&A sessions right to your white board.

Student collaboration

Research using the Explore button

Use the comment option for effective formative feedback on a submission – Students will then make the changes necessary in their work.

Google Docs Tutorials

<https://www.youtube.com/watch?v=LLtqkw6o-UY>

2:22 Minutes



Google Drive



Google Drive allows you to store files online and access them anywhere using the cloud. Google Drive also gives you access to free web-based applications for creating documents, spreadsheets, presentations, and more. Google drive is the hub where all your content is automatically saved. Teachers and students, at OLS, should only use their school Gmail account for saving information as this may form part of the students record and be bound by GDPR and retention schedules. Make sure you keep your Drive organised – Folders and subfolders should be used to keep the workspace clean and easily accessible!



2:22 Minutes

Google Drive Tutorials

<https://edu.workbencheducation.com/cwists/preview/15904x>



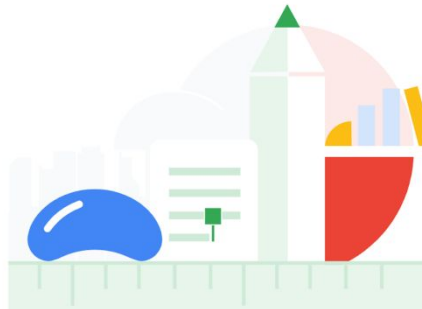
Jamboard

Click on the icon to enter the OLS Jamboard Tutorial
(closed domain)

Distance Learning Strategies

Google for Education

Distance Learning
Strategies
with G Suite and
Chromebooks



Link to Distance Learning Video: <https://www.youtube.com/watch?v=gslpx7Q8mhc>

See below to see what aspects were discussed:

[6:40](#) -- Opportunities for engagement using Hangouts Meet, Docs and Slides

[12:35](#) -- Tips for chunking content into shorter segments

[17:25](#) -- Integrating Hands-on Activities

[19:25](#) -- Using Google Forms and Quizzes

[21:45](#) -- Using Classroom discussions and Assignments

[24:39](#) -- Extending Hangouts Meet

[30:45](#) -- Incorporating Social Emotional Learning

[36:15](#) -- Incorporating Project Based Learning

[39:37](#) -- Sharing Recordings for Make-Up Work

[41:35](#) -- Communicating with Families

[44:45](#) -- Working with Teacher Unions

[45:32](#) -- Working with ELLs

[48:45](#) -- Teacher Resources

[50:30](#) -- Hangout Premium Features Extension

Supports and Tutorial links:

- PDST Digital Technologies Youtube Playlist exploring the GSuite admin console features
<https://www.youtube.com/playlist?list=PLzyK2mZu28iSZcZdpBATvWSYdj0RhUUmH>
- Padlet Wall of G-Suite for Education videos
<https://padlet.com/michellebrady/gsuiteforeducation>
- How to keep your lessons going remotely
<https://www.blog.google/outreach-initiatives/education/distancelearning-covid19>
- Explore distance learning resources
https://edu.google.com/latest-news/covid-19-support-resources/?modal_active=none
- Tips for Enabling Distance Learning through G Suite & Chrome
<https://teachercenter.withgoogle.com/resources/general/details?key=ahpzfmd3ZWItZWR1LXRyYWluYW5nLWNlbnRlcncCxlPR2VuZXJhbFJlc291cmNIGICAqKzjo8cIDA>
- Preparing students to learn from home with Chromebooks
<https://www.blog.google/outreach-initiatives/education/covid19-chromebooks/>
- Google Office Blog
<https://www.blog.google/outreach-initiatives/education/>
- Enabling Recording in Google meet
[Google Hangouts Meet - Enabling Recording - Watch Video](#)

ASSESSMENT AND FEEDBACK



This screencast explains the importance of sharing learning intentions and success criteria when setting assignments on [Google Classroom](#) and demonstrates how they can be used to support the provision of feedback to students.

https://youtu.be/C5JGI_9ps64w



This screencast shows how the [Talk and Comment Chrome extension](#) can be used to provide oral feedback to students on work they submit using Google Docs via [Google Classroom](#).

<https://youtu.be/gx8KRrUq5-c>



Rubrics provide students with structure and overview of teacher expectations when completing assignments. In this short screencast, you will learn how to create a rubric in [Google Classroom](#).

https://youtu.be/gpu_b0rRs0w



Providing effective feedback to pupils/students using the private comments and comment bank features of [Google Classroom](#).

https://youtu.be/R_6JzHp6JZg



[Kaizena](#) is a [Google Docs](#) add-on that can be used to provide voice feedback to pupils or students. This screencast provides an overview of how teachers can use Kaizena.

Please note that both the teacher and pupil/student will need to have the add-on activated on Google Docs.

<https://youtu.be/DwJmPzd7PtY>

OTHER APPS USED AT OLS INCLUDE BUT ARE NOT LIMITED TO:

