

Virtual Learning Readiness Checklist

Superintendents & Administrators:



ARE YOU FULLY PREPARED FOR VIRTUAL TEACHING?



Use this checklist to help assess your readiness and where you could use some help.

- ☐ Our entire school district is using **the same virtual teaching platforms and tools** with consistency. If using an LMS (Learning Management System) it is in use district wide.
- ☐ All teachers have been **thoroughly trained, and are proficient**, in the features and tools of their virtual classroom and/or hybrid platform. If using an LMS, teachers have been trained and know how to use its features.
- ☐ Processes and procedures have been **standardized across the district** for all teachers, to ensure consistent usage of technologies and the LMS. No teachers are “going rogue” and using software or websites not vetted by the district.
- ☐ All teachers have the **essential equipment** they need for teaching virtually:
 - ☐ Lapel microphone for in-classroom
 - ☐ Headset with microphone for at-home teaching
 - ☐ Laptop or tablet
 - ☐ Smartboard or projector in class
 - ☐ Webcam
- ☐ Teachers have received **formal training in adult learning methods** so they can educate parents and adult helpers on what to teach their students at home (we call this “teaching by proxy”).
- ☐ The schools across the district have the **infrastructure** required to support virtual learning.
- ☐ **Communications** between administrators, teachers, students, and parents are consistent and positive. Not a lot of time is spent “putting out fires” or dispelling rumors.
- ☐ **Surveys and focus groups** have been conducted, and we are aware of **parent and student concerns**, which are frequently addressed in our communications.
- ☐ Overall, **our teachers are very comfortable** managing virtual and hybrid classrooms.
- ☐ Our teachers are equipped for **hybrid learning** and know how to manage this environment to ensure a quality education for all students in attendance, regardless of whether they are virtual or in-person.
- ☐ We have successfully made learning **accessible and equitable for every child**.



M3E CHANGE
ASSOCIATES™

If your school or district could use support in one or more of these areas, we can help.

Let's have a conversation. **Call 862-362-2M3E (2633)** now, or set up a free 30-minute consultation at m3exchange.com/administrators

Virtual Learning Readiness Checklist

Teachers:



ARE YOU FULLY PREPARED FOR VIRTUAL TEACHING?



Use this checklist to help assess your readiness and where you could use some help.

- ☐ I have identified the **websites and tools I need to teach my students**, and they are consistent with guidance I have received from my district.
- ☐ I have **the equipment I need** for teaching virtually:
 - ☐ Lapel microphone for in-classroom
 - ☐ Headset with microphone for at-home teaching
 - ☐ Laptop or tablet
 - ☐ Green screen (optional)
 - ☐ Smartboard or projector for in-class
 - ☐ Webcam
 - ☐ Good lighting
- ☐ I understand and am proficient in all the **features and tools of my virtual classroom platform**.
- ☐ If my school uses a **LMS (learning management system)**, I know how to use all its features.
- ☐ I'm familiar with the **different modes for my virtual classroom tool (webinar vs. meeting, lecture vs. collaboration)**, and how and when to use them.
- ☐ I understand how and when to use **virtual breakout rooms**.
- ☐ I know some basic **games** that work in a virtual teaching setting.
- ☐ I successfully employ **student engagement tools** including **polls, raise your hand, chat**.
- ☐ I know how to **assign students roles in a virtual environment**, to help with classroom management and maximize engagement.
- ☐ I have taught my students appropriate **virtual meeting etiquette** (how to "raise their hand" virtually, to stay muted unless speaking, to keep video always on).
- ☐ I use a **virtual background** for remote teaching to minimize distractions.
- ☐ I know how to set up **calendar invitations with virtual meeting links**, and regularly use them.
- ☐ I know how to **record and post my classes or lectures for later viewing**.
- ☐ I understand **adult learning methods** and can **educate parents and guardians** on what to teach my students (we call this "teaching by proxy").
- ☐ I am **very comfortable** managing a virtual and/or hybrid classroom.
- ☐ I am **enjoying** my students and my job.



Need help mastering the remote-learning tools and techniques that will make this school year easier, more effective and more enriching for all?

Register for our professional training course
The ABCs and 123s of Virtual Teaching
at m3echange.com/teachers