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Dr. Jennifer McCormick
Superintendent of Public Instruction

DEPARTMENT OF EDUCATION

Working Together for Student Success

eLearning Day Best Practice Considerations and Checklist

While this checklist is intended to be a resource for schools working to implement eLearning Days, it may not represent all necessary considerations. Additional items may be identified at the local level. These considerations are not mandated, they are intended to provide guidance as you work to build and scale high-quality eLearning Day experiences for your students.

Key Considerations		Checklist Items
Logistics	<u>Attendance</u> - Develop and communicate to students and parents a protocol for determining student attendance for eLearning Days.	❏ Attendance protocols and reporting system

	<u>Communication Plan</u> - Communicate the plan for eLearning Day implementation (including timeline) beginning with a compelling "why?", and work to build buy-in from stakeholders.	❏ Consider the following stakeholder groups.
		    ❏ Parents
		    ❏ Community
		    ❏ Business
		    ❏ Students
		    ❏ Teachers
		    ❏ Staff

	<u>Training Plans</u> - Create a professional development plan to provide staff adequate training for eLearning Day implementation. Ensure students are aware of eLearning Day structure and expectations.	❏ Utilizing the LMS ❏ Posting/locating digital content ❏ Downloading digital content (if no WiFi access) ❏ Completing and submitting assignments ❏ Designing effective eLearning Day lessons

	Staff Expectations - Clearly define and communicate staff expectations based on assigned roles.	❏ Teacher work hours ❏ Teacher accessibility ❏ Non-certified staff work schedule and responsibilities (bus drivers, clerical, food service, paraprofessionals, custodial, etc.)
	Community Partners - Engage community partners who provide services that students and parents can utilize on eLearning Days (childcare providers, free Wifi providers, etc.).	❏ Request permission to include community partners with free WiFi on corporation list ❏ Create and post a list of free WiFi providers ❏ Communicate planned eLearning dates with community partners ❏ Communicate weather-related eLearning Day dates with community partners
Infrastructure	Internet Access - Participating school corporations are able to demonstrate that a majority of students and teachers have access to digital learning away from school.	❏ Student/parent at-home access survey ❏ Supplemental access (devices or locations) ❏ Share list of free WiFi options with students and families
	Offline Support - Teachers will provide alternatives for any student without internet access at home.	❏ Download materials in advance
	Platform Experience - All teachers and students have access to and experience using online platforms (i.e., learning management system) and digital resources for learning.	❏ LMS used on a daily basis in class ❏ Curriculum includes digital resources

	Technology Support - School corporation will provide technology support for students experiencing issues while working from home.	❏ Communicate contact information and schedule for technology support

Instruction	Interaction Plan - Schools will develop a protocol for teacher/student communication. Teachers will establish and communicate time periods when they are directly reachable by students and parents to facilitate and support instruction.	❏ Contact options (including when WiFi is not available)
		    ❏ Teacher to Student
		    ❏ Student to Student
		    ❏ Student to Content

	Work Measurement - Time on task and/or learning growth should mirror that of a regular school day	❏ Determine deadline to submit assignments/ demonstration of learning after eLearning Day ❏ Process for students to submit assignments/ demonstration of learning ❏ Method to assess virtual learning
	Work Continuity - Lesson will cover content that would have been addressed if school were in session in a traditional setting.	❏ Plan for monitoring quality of eLearning Day lesson materials
	Learning Targets - All students will be informed of their learning targets for the day. Lesson design should include an instructional component, practice, application, and a demonstration of learning.	❏ Determine when the lesson materials will be accessible to students ❏ Learning targets for lessons are clearly communicated
	Accommodation Support - All students who have accommodations for instruction will be provided with or have access to those accommodations, per their ILP/ IEP/504 plan.	❏ eLearning Day supports discussed in case conference committees ❏ Identify assistive technologies that can be utilized during eLearning Days