



Online Instruction Cheat Sheet

How do we take our classrooms online to provide our students with exceptional learning experiences at a distance? The first thing you need to know is: you can do this! You already have the ability to make a massive impact on your students. We are simply here to help put all of the different resources in one place so that you can smoothly transition to the online environment.

1. Select your platform. There are MANY web conference platforms out there, but we will focus on two. Zoom and Google Meet. Google Meet is similar to Google Hangout with a more formalized environment. These are two of the most popular and user friendly platforms. There are pros and cons to each that we will go over later. As you watch the videos, we suggest that you follow along within the respective platform. This will allow you to practice using the features as you watch.
 - a. Zoom account creation: <https://zoom.us/signup>
 - b. Google Meet account creation: <https://meet.google.com/> (if you already have a Google account, all you need to do is follow the link)
 - c. Zoom overview: <https://www.youtube.com/watch?v=FnFSBjFvK2o>
 - d. Google Meet overview: https://www.youtube.com/watch?v=J_ywOjB1c4Q

2. Zoom Features:
 - a. Full Beginners Guide: <https://www.youtube.com/watch?v=xcEXn4mnyLM>
 - b. Meeting Controls: https://www.youtube.com/watch?v=ygZ96J_z4AY&t=339s
 - c. Breakout Rooms: <https://www.youtube.com/watch?v=jbPpdyn16sY>
 - d. Student Engagement in Zoom: <https://www.youtube.com/watch?v=Nu4DXycNzpQ>

3. Google Meet Features:
 - a. Full Beginners Guide: <https://www.youtube.com/watch?v=wGX10KpkR50>

- b. Google Meet for a Classroom:
<https://www.youtube.com/watch?v=EHXBgYoSV3A>
 - c. Advanced Features: <https://www.youtube.com/watch?v=VDF6XbLrsz0>
4. Overall, Zoom has more robust offerings. The free version includes breakout rooms and all other engagement features (hand raising, polling, etc) . In addition, the free version allows for unlimited 45 minute meetings. Google Meet, on the other hand, is obviously more easily integrated with the rest of the G Suite (docs, sheets, slides, classroom, etc). This is very appealing for ease of use and streamlining the entire distance curriculum. However, in terms of video conferencing exclusively, Zoom is the more dynamic choice. G Suite links can easily be integrated into Zoom through screen sharing and effectively using the chat box.
5. General Resources for Effectively Leading Digital Courses:
- a. [Comprehensive Digital Resource List](#)
 - b. [Transitioning to an online classroom](#)
 - c. [EL Education Coronavirus Resources](#)
 - d. [Tips for higher engagement in an online classroom](#)
 - e. [7 Guidelines for Effective Teaching Online](#)
 - f. [How to make online learning more interactive](#)
 - g. [Tan Huynh - Five Virtual Teaching Strategies We're Using](#)
 - h. [Beginners Guide to Google Classroom](#)
 - i. [For students with limited internet access](#)
 - j. [Teaching ELL Remotely](#)
 - k. Ask for feedback. After your first go at running an online class with your students, ask for their feedback. Creating a Google Form is a great way to quickly and easily do that. [Here](#) is a video on how to create and distribute a google form.
6. Other Online Resources (Provided by ALSDE):
- a. [CTE RESOURCES, Virtual labs, simulations and interactive learning objects](#). As classrooms around the country move online due to school closures caused by the COVID-19 outbreak, STEM and career and technical education teachers need to be able to offer hands-on learning experiences in a virtual format. The link above is a list of resources compiled by various organizations, including the Technical College System of Georgia, the Association for Career and Technical Education and SREB staff. This list includes virtual labs, simulations and interactive

learning objects that allow STEM and CTE students to engage with and explore the world of science and technology in an online setting.

- b. [Edgenuity COVID-19 Support](#): To minimize any disruption your students experience during a school closure, Edgenuity is offering a variety of customized options.
- c. [Online Summer School Programs for Kindergarten through 12th Grade](#): Partner with Edgenuity® to design a cost-effective summer school program that meets your needs. Students can complete their work at school or at home, which can help cut down on operating costs while offering your students extra opportunities to learn.
- d. [Expanded Alabama Virtual Library \(AVL\) Support & Services During COVID-19 Outbreak](#): With statewide school and library closings, the AVL is committed to providing extra services and support to Alabama students, teachers and residents during this challenging time. Many AVL resource vendors are making additional resources available for Alabama students, teachers and residents through AVL during this time.