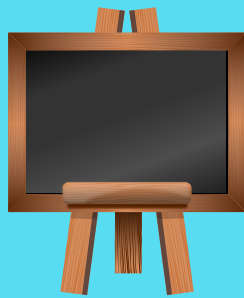


# Technology Quick Tips for Teleteaching

## 5 SUGGESTIONS TO MAINTAIN ENGAGEMENT AND ON-TASK BEHAVIOR IN THE VIRTUAL CLASSROOM

	CIT Elementary School Expectation Matrix					
	Classroom	CAFETERIA	Playground	Bathroom	Bus & Arrivals/Dismissal	
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Use kind words and actions</li> <li>Control your temper</li> <li>Cooperate with others</li> <li>Use an inside voice</li> </ul>	<ul style="list-style-type: none"> <li>Use a quiet voice</li> <li>Walk on the right side of the hallway</li> <li>Face forward</li> </ul>	<ul style="list-style-type: none"> <li>Keep your food to yourself</li> <li>Use manners</li> <li>Listen to and follow adult requests</li> </ul>	<ul style="list-style-type: none"> <li>Respect others' personal space</li> <li>Follow the rules of the game</li> <li>Line up when the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>Use the restroom and then return to class</li> <li>Stay in your own bathroom stall</li> <li>Give others privacy</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words towards the bus driver and other students</li> <li>Listen to and follow the bus driver's rules</li> <li>Stay in your personal space</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>Be in assigned area on time</li> <li>Remain in school for the whole day</li> <li>Bring your required materials</li> <li>Turn in finished work</li> <li>Exercise self-control</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands to yourself</li> <li>Walk in the hallway</li> <li>Stay in line with your class</li> <li>Choose a seat and stick with it</li> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Make your choice quickly</li> <li>Eat your own food</li> <li>Choose a seat and stick with it</li> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Play approved games</li> <li>Use equipment appropriately</li> <li>Return equipment when you are done</li> <li>Flush toilet</li> <li>Wash hands with soap</li> <li>Throw away any trash properly</li> <li>Report any problems to your teacher</li> </ul>	<ul style="list-style-type: none"> <li>Bring home all school materials</li> <li>Talk quietly with others</li> <li>Remain in seat after you enter the bus</li> <li>Be on time or let your teacher know if you cannot attend scheduled class time</li> <li>Complete activities</li> <li>Remove other distractions during classroom time</li> </ul>	
<b>Give Best Effort</b>	<ul style="list-style-type: none"> <li>Participate in class activities</li> <li>Complete work with best effort</li> <li>Ask for help politely</li> </ul>	<ul style="list-style-type: none"> <li>Walk quietly</li> <li>Move directly to next location</li> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Use your table manners</li> <li>Assist your neighbor if necessary</li> <li>Use an inside voice</li> </ul>	<ul style="list-style-type: none"> <li>Include others in your games</li> <li>Follow the rules of the game</li> <li>Keep bathroom tidy</li> <li>Use time wisely</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to your destination</li> <li>Be active</li> <li>Keep hands and feet to self</li> <li>Use self-control</li> </ul>	



## SET EXPECTATIONS AND TEACH PROCEDURES FOR VIRTUAL CLASSROOM

Refine your expectation matrix and teach procedures specific to your online platform (hand raising, muting, typing in the chat, unmuting to verbally answer a question)

## USE BEHAVIOR-SPECIFIC PRAISE AND INSTRUCTIONAL FEEDBACK

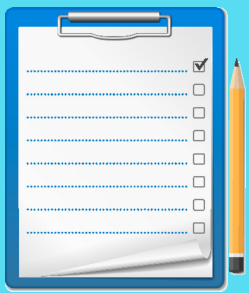
You did a great job showing your work. It really shows how you are thinking about these problems!

just now

Use the public chat function to point out someone's great work in the class and the private chat to support students during work time.

From Me to Everyone:

Thank you for logging in on time, Sam!

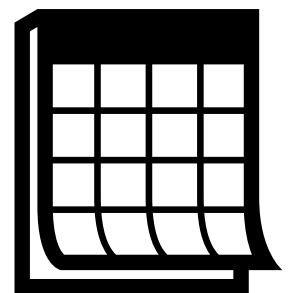
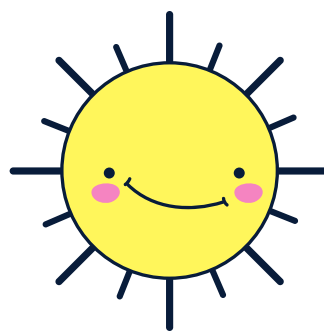


## ASSIGN VIRTUAL CLASS JOBS

Examples: chat monitor, hand raising monitor, technology advisor, teleteacher notetaker

## CONDUCT A MORNING MEETING/ START ACTIVITY OR CLOSEOUT

Review the day's activities, provide whole-group praise, specific student praise, and preview for the class for the following session.



## MONITOR STUDENT PROGRESS VIRTUALLY

Use hand-raising functions to check for understanding, type responses to questions in the chat, have students respond to one another in the chat, use the polling feature for formative assessment

## FOR ADDITIONAL RESOURCES FOR EDUCATORS AND FAMILIES, PLEASE VISIT

[www.ci3t.org/covid](http://www.ci3t.org/covid)