

# ITV Classroom Management



## Teaching Strategies for Distance Learning

### POINTS TO REMEMBER ABOUT FAR END STUDENTS.

- 1 Always be prepared and organized with necessary materials. ***Digitized resources and a Learning Management System will go far.***
- 2 Consciously check with the students at remote sites by asking them by name to answer questions or repeat material. Keep the “distant” learners involved through monitoring and adjusting.
- 3 Restate comments and questions from students if you believe that the other classes may not have heard clearly.
- 4 Periodically, place the “near site” students on camera.
- 5 Never speak only to the “near site.”
- 6 Obtain as much feedback from students as possible.
- 7 Always ask all sites if they can see/hear what is going on in class.
- 8 Keep all shared content as large and visible as possible.
- 9 Pay attention to room and seating arrangement. Make sure to place yourself, and students (near and far) in a way that makes all most visible.
- 10 Use more cooperative and competitive activities with the students to increase involvement and interaction of students at all sites.
- 11 Remember to look at the CAMERA regularly as it is the eyes of your “far site” students.
- 12 Refer to all students by name as much as possible and not by location in order to achieve a more cohesive class environment.
- 13 Remember, regardless of their location, these students are all YOUR students.

### TIPS FOR TEACHING AT A DISTANCE

- If possible, meet all your students face to face. Try teaching from one of the “far sites” on occasion
- Be well organized and plan well. Digitize as much as possible, and have a good Learning Management System.
- Experiment with and practice using equipment and technology before going “on air.”

- RELAX... Act naturally and remain flexible. The system does not restrict your ability to teach; it simply reinforces and reemphasizes what you already know to be effective in the classroom.
- Review recorded classes as a means of self-reflection.
- Be creative. Explore possibilities of team teaching, utilization of guest (remote) instructors, use of online and cloud based resources, etc.
- Arrange the classroom (within limitations) to best fit your personal teaching style, methods, and best use of the cameras and microphones.
- **Student Learning** comes first! Do not hesitate to ask for technical assistance. Technology can never replicate what YOU do in the classroom. Do not be afraid to ask for help.
- Brief the students the first day on classroom procedures. Make sure there are clear procedures on how to deal with technical problems. Be clear of your expectations.
- Know that your students understand technology and that technology often fails. When things are not working, keep calm and involve everyone in solving the problem. Students know to expect this and should be patient with this. If an easy solution is not present, feel free to improvise and move on to “Plan B” (or C, D, E, etc.).
- Be enthusiastic in your delivery. Your personality will transcend the medium. Making connections with students is as important (or more) in Distance Learning as/than it is in the regular classroom.
- Encourage active participation.
- BEST PRACTICE IS TRUE IN ALL CLASSROOM... even for distance learning.
- Emphasize your willingness to provide individual help. Development of trust in the instructor can act as a buffer to the impersonal effects of the technology.
- Establish a procedure for making up assignments and for days when class occurs with not all far sites or students present.
- Make yourself available to students. Provide a means of contact outside the class period.
- No matter how much time you give to your class sites, the near students will always feel like the far site students are taking up too much of your attention and the far site students will always feel like you are making near students your favorites and giving them too much time. Be aware of this.
- **Contact your NWECS office** with any technical, scheduling, training, or student issue/request by calling 1-800-243-9482 x 5181 or x 5182 or [distancelearningstaff@witc.edu](mailto:distancelearningstaff@witc.edu)

## TIPS ON HOW TO BE A SUCCESSFUL STUDENT WHEN LEARNING AT A DISTANCE

By following these **Six P's to Success**, distance learning students will have a more rewarding experience:

- **Patience**
  - Students need to be patient with things that might be unique to the distance learning experience, i.e. material delivery problems, logistics problems, and all technical problems.
- **Politeness**
  - Students need to know that anything they say or do (sneeze etc.) at a remote site can be heard everywhere.
  - Students and instructors need to include all students and sites in on discussions.

- **Punctuality**
  - Students need to be on time for the start of class.
- **Presence**
  - Students need to speak clearly for microphones and focus in on/sit near the camera to be seen and heard.
  - Students need to tune-in to class and be an active participant.
- **Participation**
  - Students need to provide responses to teachers' questions, ask questions, and interrupt politely when they do not understand.
  - Students need to speak up when there are problems – technical and non-technical
- **Persistence**
  - Students need to take responsibility for their learning by being prepared to ask questions and ask for help.
  - Students should not use technical or other issues as excuses to not do work or learn.



## **NWECS OFFICE – Call for Assistance**

Located at WITC Rice Lake 1-800-243-9482 x 5181 or x 5182 (General Office Number)

Group Email Address [distancelearningstaff@witc.edu](mailto:distancelearningstaff@witc.edu)

**Susan Clark, NWECS Director:** [Susan.Clark@witc.edu](mailto:Susan.Clark@witc.edu)  
1-800-243-9482 x 5414

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1-800-243-9482 x 5252 Wayne's Cell: 715-651-9680

**Brenda Rouzer, Virtual Field Trip Coordinator:** [Brenda.Rouzer@witc.edu](mailto:Brenda.Rouzer@witc.edu)  
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