

## In this document you will find:

- An overview of “The Why, The What and The How” of setting up your online classes. The overview takes you through the 6 Es – Engage, Explore, Explain, Elaborate, Evaluate, Extend
- A sample of what the first two-week cycle could look. In the first two weeks we’ve accounted for community building, accessing prior knowledge, reviewing the course outline and expectations, and introducing students to the course material and concepts.
- An example of a Microsoft Teams Scavenger Hunt that you could customize for your students to give them an idea of how MS Teams works and where to find things. We recommend tailoring it specifically to the needs of your students. For example, if you want your students to post in a particular channel, make sure your scavenger hunt includes a step on how to do that.

Setting Up Your Class		
The Why	The What	The How
Engage	<p><b>Synchronous</b></p> <ul style="list-style-type: none"> <li>• Build community</li> <li>• Access prior knowledge of tech tools</li> <li>• Overview of Class</li> </ul> <p><b>Method of feedback:</b></p> <ul style="list-style-type: none"> <li>• Exit Ticket</li> </ul>	<ul style="list-style-type: none"> <li>• Microsoft Teams</li> <li>• Screenshare</li> <li>• Scavenger Hunt</li> <li>• ‘Type In Chat’ Activity</li> <li>• PowerPoint</li> <li>• Mentimeter (optional tool)</li> </ul>
The Why	The What	The How
Explore	<p><b>Asynchronous</b></p> <ul style="list-style-type: none"> <li>• Screencast tutorials of platform</li> <li>• Introductory videos to the concepts</li> </ul> <p><b>Method of feedback:</b></p> <ul style="list-style-type: none"> <li>• Polly on MS Teams</li> </ul>	<ul style="list-style-type: none"> <li>• Microsoft Teams</li> <li>• Polly (MS Teams app)</li> <li>• Screencast on QuickTime Pro</li> </ul> <p><a href="https://blog.hubspot.com/marketing/how-to-record-your-screen">https://blog.hubspot.com/marketing/how-to-record-your-screen</a></p>

<b>The Why</b>	<b>The What</b>	<b>The How</b>
Explain	<b>Asynchronous and Synchronous</b> <ul style="list-style-type: none"> <li>• Video/screencast tutorials of introducing the unit concepts</li> <li>• Screencast to show course "how tos"</li> </ul> <b>Method of feedback:</b> <ul style="list-style-type: none"> <li>• Microsoft Teams</li> </ul>	<ul style="list-style-type: none"> <li>• Microsoft Teams</li> <li>• Screencast on QuickTime Pro</li> <li>• Upload and share videos through OneDrive</li> </ul>
<b>The Why</b>	<b>The What</b>	<b>The How</b>
Elaborate	<b>Synchronous and Asynchronous</b> <ul style="list-style-type: none"> <li>• Course outline</li> </ul> <b>Method of feedback:</b> <ul style="list-style-type: none"> <li>• Synchronous Q&amp;A</li> </ul>	<ul style="list-style-type: none"> <li>• Post to Microsoft Teams</li> <li>• Email to students and families</li> <li>• Post to class website</li> </ul>
<b>The Why</b>	<b>The What</b>	<b>The How</b>
Evaluate	<b>Asynchronous</b> <ul style="list-style-type: none"> <li>• Poll students about how they're feeling, questions they have, etc.</li> </ul> <b>Method of feedback:</b> <ul style="list-style-type: none"> <li>• Forms survey</li> </ul>	<ul style="list-style-type: none"> <li>• Send a survey to students using MS Forms</li> </ul>
<b>The Why</b>	<b>The What</b>	<b>The How</b>
Extend	Asynchronous <ul style="list-style-type: none"> <li>• Tutorial Schedule</li> <li>• Course website (optional)</li> </ul>	<ul style="list-style-type: none"> <li>• Website creation tool (Weebly/Wordpress/Wix )</li> </ul>

	Face to Face	Online		Independent
W E E K  O N E	Ice breaker	<b>Synchronous</b>	<b>A-Synchronous</b>	KWL Chart  <b>and/or</b>  Thinking Routine: <ul style="list-style-type: none"> <li>• See/Think/Wonder</li> <li>• Question Starts</li> </ul>
	Review Course Outline	Building community	Screencast videos of course "how tos" (e.g. where/how to hand in assignments)	
	Q&A with students	Show kids how to use the platform		
		MS Teams Scavenger Hunt		
		Chat activity		
		PowerPoint – overview of course		
<b>WEEK TWO – OTHER BLOCK ROTATION</b>				
	Face to Face	Online		Independent
W E E K  T H R E E	Build community face to face	<b>Synchronous</b>	<b>A-Synchronous</b>	Have students complete a thinking routine to bring to Week 5.  <a href="#">Project Zero's Thinking Routine Toolkit</a>
	Have students share their independent work from Week One	Reinforce course expectations and net-etiquette	Polly/Forms Survey	
		Great ideas to discuss in <a href="#">Project Zero's Dialogue Toolkit</a>	Review tutorial schedule/course website	
	Introduce a thinking routine that works for your first concept (e.g. connect, extend, challenge)	Introduce first concept	Have students add a post to a Padlet related to the first concept	
	<a href="#">Click Link Here for Project Zero's Thinking Routine Toolkit</a>	Screenshare a class Padlet related to the first concept		

## Sample Microsoft Teams: Scavenger Hunt

Welcome to **Insert Course Name Here**! We will be using Microsoft Teams as our online learning platform. A scavenger hunt has been prepared to help you become more familiar with the Microsoft Teams platform and have some fun.

\*If you are stuck, move on to the next question and come back to the questions you didn't know at the end. If there's something you can't figure out, bring your question to our next Face to Face or synchronous online session\*

**You will complete the list of tasks below, in order:**

### **Task 1:**

If you haven't already, reply to the introduction on the main page saying you are here! If you have already posted that you are here, reply to your own comment with your favourite colour.

### **Task 2:**

Explain the difference between a new post and a reply.

### **Task 3:**

Type a slash "/" into the search bar at the top of your screen. This will give you an overview of the various shortcuts available on MS Teams. Using this function, set your status to "Busy"

### **Task 4:**

Find the Files Tab (located at the top tab of our team) and download the course outline.

### **Task 5:**

Check your calendar (use the icon on the left side of the screen) and record the times and events scheduled.

### **Task 6:**

Click back on Teams on navigate into our class team. Do you notice on the left-hand side a series of "channels"? The "General" channel is our main page, but there are also channels for X, Y, Z. Go to Channel X and post a gif.

### **Task 7:**

Being in a lot of Teams and Channels may be necessary, but you can keep your most-used spaces close at hand by pinning them to the top of the list. Click on the ellipsis menu (three dots) to discover your options and 'pin' a conversation that you have started with someone.