

# on-line teaching & learning tips . . . . .



## Voice / speech

1

- Establish protocols from the beginning – stop and pause / response time.
- Speak slowly and distinctly and encourage pupils to do likewise.
- Avoid touching your face with your hands especially in the light of Covid 19.
- Remember to ask all participants to mute their mics unless they are speaking, this cuts down on feedback and unnecessary noise.

## Facial expression

2

- Be animated and show enthusiasm.
- Always focus on the camera and try not to be distracted by other things that might be happening in your teaching area.



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## Body language

- Maintain an alert posture – no slouching!
- Use your hands to emphasise learning but be aware that too sudden a movement can look odd on screen.
- Consider what you are wearing in terms of the camera – remember you may have to stand up during the lesson so no pyjamas!

3

## Position and posture

- Make sure that your chair is comfortable but professional!
- Avoid the use of chairs that are taller than you at the back.
- Ensure that the angle, focus and zoom facility of the camera is used to maximise the learning experience for the pupils.
- Remember what you see on your screen is what the pupils are seeing on their screens.
- Ask a critical friend to check yourself and your environment.
- Vary what the pupils see on their screen.

4

## Privacy

- Remember to mute microphone when talking to pupils one to one.
- Please be aware that you are being heard by a number of pupils and possibly recorded so 'off the cuff' remarks could be inappropriate.

5

## Equipment

- It is of the utmost importance that you check that everything is working prior to class commencing.

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## Teaching resources

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- Have alternative lessons stored on the Onedrive/Google classroom and make sure the pupils know where these are in order to access them in the event of an internet failure.
- Ensure that there is a range of off-line activities available for pupils and that the pupils know where these are.
- When delivering online lessons they need to be planned carefully with a range of materials available online if the lesson changes in response to pupil engagement.

## In-house supervision

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- Agree protocols with regard to acceptable behaviour.
- Ensure that start and finish times are adhered to. Parents/carers will appreciate this.

## General issues

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- Minimise other distractions in the online room.
- Keep your work area/desk tidy but stimulating if possible.
- 'Chunk' content or activities. Try and allow for mini breaks or change in style/delivery method depending on the class you have.
- Use pupil led learning, where appropriate.
- Plan for the use of higher order thinking skills(HOTS)
- Encourage debate and discussion during the class.
- Do not be afraid of silences, these can be good for pupils who may need them.
- Consider the use of Brain Break activities (see Appendice 1)