

Distance Teaching

How to set up rules for students



ENGAGE

Warm-up, retrieval practice, prior knowledge activation

- getting students interested in the lesson content from the very first minute
- developing a virtual classroom behaviour routine
- making remote lessons more effective

Online lessons are effective if there is a certain familiar routine that students recognise. In the usual classroom teachers often write such rules with the students and put up posters on the classroom wall, where everyone can see them. In the virtual classroom it is also important to discuss rules and make them visible during the lesson.

Setting up virtual classroom rules

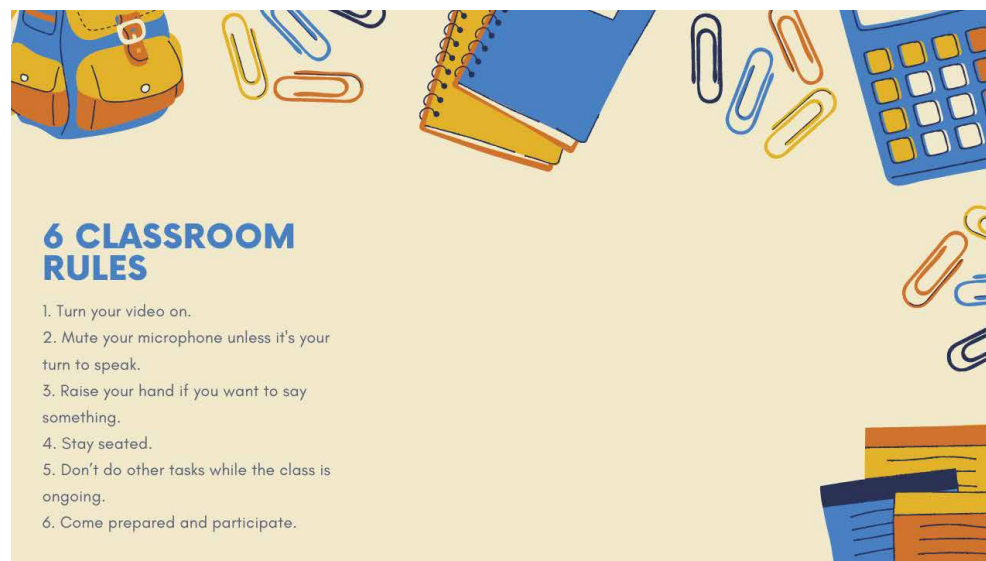
Rules for the video lesson may vary, but some of them are essential if we want to save time and maximise lesson effectiveness.

For example, students in the virtual classroom should:

- Mute their microphone unless it's their turn to speak.
- Turn their video cameras on.
- Use the chat window for questions.
- Click the "Raise Hand" icon or raise their hand in front of the camera before speaking.
- Stick to the deadlines and manage their time.
- Read the instructions carefully.
- Ask their teacher questions via email/chat during working hours.

Creating interactive posters

Teachers can design a set of rules in Canva for the asynchronous virtual classroom as well. In this case the virtual classroom will be in the form of an interactive poster with information about the learning material, deadlines, links to various resources that the teacher wants students to use, and classroom rules. These rules will differ from the rules for the video conference class.





Distance Teaching

How to set up rules for students

Designing virtual backgrounds

After creating an account on Canva, you can design a virtual background for your video conferencing tool like Zoom.

- Log in to your Canva account and type “Zoom virtual background” in the search box.
- Browse through the templates and choose the one that you would like to apply.
- Change the design and edit the rules if necessary, or use the ready-made template.
- Download the template to your computer as a JPG file.
- Use it as a virtual background for your next synchronous lesson conducted in the form of a video conference.
- To set up a virtual background in Zoom, launch your Zoom desktop client, open “Settings”, go to “Background and Filters”, and choose “Virtual Backgrounds”. There are usually some backgrounds to choose from, but if you want to add the one that you downloaded or created yourself, click on “+” and choose the file from your computer.

Making remote lessons more effective

If you use the virtual background with classroom rules during a video conference lesson, the students will see the classroom rules behind you every time you start speaking. It will help them develop a virtual classroom behaviour routine and make remote lessons more effective. You can use classroom rules as a warm-up activity at the beginning of the lesson. By reviewing these rules with the students, you will get learners interested in the lesson content from the very first minute.

Alternatively...

- If you conduct your online lessons from school, you can write down the list of classroom rules with a felt-tip pen on the whiteboard and sit in front of it. The students will be able to see the rules when you turn your video on during the video conference. Just make sure that you are not blocking the writing on the board.
- If you are working from home, you can make a paper poster with the classroom rules and put it up on the wall behind your working place, so that students can see it when you turn your camera on.