

Indiana ADULT EDUCATION

Basic Skills. High School Equivalency. Short-term Training. Certifications and More.

10 Promising Practices for Online Teaching

1. The assistant either is the host or is made the host of the Zoom at the beginning of class. This allows the assistant to admit students into the class, mute students when there is excessive noise, communicate with students who are experiencing difficulties logging in or with the program, and help monitor for students who are not quite understanding the concept being taught. The assistants send a private chat to the student to check understanding. If a student does not understand, they casually say something to the teacher about maybe going over that point again.
2. Teachers have created virtual bulletin boards in Padlet.com where they post recordings of their lessons for students who may have missed a class or had difficulty logging in; homework assignments; available community resources such as food, legal assistance, unemployment information, and COVID-19 information and resources. <https://www.padlet.com>
3. A Hyperdoc allows a teacher to put various activities, including videos, Kahoots, etc. into one document and post it as an assignment. This tool chunks information using various formats to engage students with IEPs and different learning styles.
4. Create a loom video of teacher and added it to a topic so students can become familiar with the teacher. <https://www.loom.com>
5. Send out daily reminders through the Remind App of the topics that will be reviewed 30 minutes before class with the link to get into Zoom. Simple reminders has increased class attendance. <https://www.remind.com>
6. Use IXL and Khan Academy to reinforce topics that are covered in class helps students get extra practice outside of class <https://www.ixl.com> <https://www.khanacademy.org>
7. Post all assignments, recorded videos of class, links to other websites, and presentations in a Google Classroom for students to have access to all lessons that have been taught. <https://classroom.google.com>
8. Online registration form using Google Forms and mail-merging them onto a regular Learner Registration Form. <https://www.mccsc.edu/adulted>
9. Teachers have a no contact packet exchange once a week. They have a table set up outside the exterior classroom door. Students come up to the table one at a time and put down their assignments to be graded. They text the student when they have them graded, and the student returns to the table to pick up their assignments.
10. Hold weekly meetings with staff to share what is working in the classes and share tips with other teachers.

Department of Workforce Development | INDIANA ADULT EDUCATION

10 N. Senate Avenue, IGCS SE 203 | Indianapolis, IN 46204 | AdultEd@dwd.in.gov