

Virtual Class Tips for Students

TIPS

Before Class		During Class	
✓	Dress for success. Be sure to wear comfortable, school-appropriate clothes.	✓	Know the rules. Know and adhere to the HCPS Code of Student Conduct.
✓	Create a space. Find a comfortable space to learn. Your space should be quiet and bright, and allow for healthy posture, low-volume listening and reduced eye strain.	✓	Be ready early. Check your meeting schedule in Schoology and be ready a few minutes early.
✓	Gather materials. Gather all the learning materials you regularly use, including your HCPS device and charger.	✓	Follow the norms. Each teacher has expectations and norms for the class to use during virtual meetings.
✓	Set your volume. Set the volume of speakers or headphones to a low level to protect your hearing.	✓	Learn the controls. Know the "mute" and "talk" button in Teams and keep your mute button on when the teacher is giving directions.
✓	Choose a distraction-free real or virtual background. Use "virtual" backgrounds in Microsoft Teams (available at this time for middle and high school students). Find school-specific backgrounds on www.henricoschools.us/returntoschool	✓	Be in-the-know. Be aware when the learning activities switch from whole-group to small-group learning, or independent learning.
✓	Quiet on the set. Let the people around you know you are about to start a virtual class.	✓	Lights, camera, action... Wait to be called on by your teacher, then look into the camera and speak clearly.
✓	Arrive early. Go to your Schoology course a few minutes early and find the link to your virtual meeting.	✓	Bid farewell. Your teacher will end the virtual class, and you can then close the tab.
After Class			
✓	Finish up. Complete any follow-up survey or exit ticket your teacher provides. This feedback helps teachers improve their skills and understand how students are learning.	✓	Follow up. Connect with your teacher if you have questions, need clarification or have feedback about the meeting or what you are learning.
✓	Reflect. After completing your meeting and the activities that support the materials, ask yourself the following questions: <ol style="list-style-type: none"> 1. What did I learn today? 2. Why did I learn it? 3. How do I know that I learned it? 		

New Learning for All Students

Creating an effective and stimulating virtual learning environment is challenging. It will require that school leaders, teachers, students and families understand how the school day will work so everyone can join together to make it successful.

How families can support virtual learning:

- Review these tips with your student(s) to make sure they understand them.
- Help your student establish a daily routine. Maintain as much of a regular schedule as possible. Include time for school, meals, physical activity and relaxation.
- Designate a specific space for your student to work. Some students may be able to work in their bedrooms, but most will need clear separation between work and personal spaces.
- Ensure that your student has the appropriate supplies, and that technology tools are working correctly. Supply lists are posted on school websites and are also available by contacting your teacher or principal.
- Monitor [PowerSchool Parent Portal \(https://henricoschools.us/powerschool/\)](https://henricoschools.us/powerschool/) and/or [Schoolology \(https://app.schoolology.com/login\)](https://app.schoolology.com/login) to be up to date on grades and other messages. Contact your teacher for assistance using either of these platforms.
- Contact the school if your student is unable to complete the required work for his or her scheduled classes for any reason (illness, power outage, technology issue, etc.)

HCPS teachers will:

- Establish a visually appropriate virtual setting that is free of distractions.
- Take attendance using HCPS' virtual guidelines.
- Provide access to a variety of resources such as recordings of live instruction, pre-recorded lessons and other materials so they will be accessible to students after school hours as needed.
- Plan and develop productive daily virtual classroom routines and rules that include consistent social-emotional learning.
- Provide feedback to students on assignments, whether graded or written.
- Respond within 24 hours to communication from students and parents outside of scheduled virtual learning time.
- Establish and communicate clear lesson plans, then share them and coordinate with school teams such as exceptional education teachers, language instructional educational teachers and administrators.
- Establish clear guidelines for student collaboration.
- Create a sense of community by encouraging students to engage in online discussion.