

Learning Leaders Distance Learning Tutorials 20-24 April 2020

	Monday 20/4/2020	Tuesday 21/4/2020	Wednesday 22/4/202	Thursday 23/4/2020	Friday 24/4/2020
9.00am	Zoom Basics <a href="#">Zoom Link</a>	Seesaw - Up and Running 1.5hrs <a href="#">Zoom Link</a>	Google Meet E <a href="#">Zoom Link</a>	Zoom Advanced Class links <a href="#">Zoom Link</a>	
10.00am	Google Classroom - Getting started <a href="#">Zoom Link</a>		Google Classroom Assessment with Rubrics <a href="#">Zoom Link</a>	Seesaw - Up and Running <a href="#">Zoom Link</a>	VLN: Signing up and looking around <a href="#">Zoom Link</a>
11.00am	Google Docs basics <a href="#">Zoom Link</a>	Screencastify - Advanced <a href="#">Zoom Link</a>	Zoom Breakout Rooms Advanced <a href="#">Zoom Link</a>	Links to engaging lessons <a href="#">Zoom Link</a>	Screencastify Basics - record, edit and share videos <a href="#">Zoom Link</a>
12.00pm	Seesaw - Getting started <a href="#">Zoom Link</a>	Study Ladder Getting Started <a href="#">Zoom Link</a>	VLN Signing up and looking around <a href="#">Zoom Link</a>	Google Classroom-next steps <a href="#">Zoom Link</a>	Seesaw - Moving on <a href="#">Zoom Link</a>
1.00pm	<b>LUNCH BREAK</b>				
2.00pm	Screencastify Basics - record, edit and share videos <a href="#">Zoom Link</a>	Google classroom. Next Steps 1.5hrs <a href="#">Zoom Link</a>	Google Classroom - Getting started <a href="#">Zoom Link</a>	Zoom Advanced Class links <a href="#">Zoom Link</a>	ZOOM Troubleshooting <a href="#">Zoom Link</a>
3.00pm	Zoom Breakout Rooms Basics <a href="#">Zoom Link</a>	Google Slides <a href="#">Zoom Link</a>	Screencastify - Advanced <a href="#">Zoom Link</a>	Google Classroom Assessment with Rubrics <a href="#">Zoom Link</a>	How was the week <a href="#">Zoom Link</a>
5.00pm 6.00pm	Facilitators available for ZOOMs or Phone calls, any issues at all. Rosina: 027 2164871 Emily: 022 0378486 Rebecca: 027 4784066				

## Tutorial Content

All sessions are designed to be interactive and engaging. They are flexible and paced to ensure everyone is able to keep up.

### Google Classroom - Getting started

Get it right from the start and save yourselves lots of time in the long run! This session will take you through an overview of what Google Classroom is and how it can be used by kaiako to create an online classroom for the individual classes they are responsible for. You will learn how to create your first class/es, set some basic tasks/assignments and most importantly communicate with your learners. Continue to the Next Steps advanced session below to learn more about how to organise and manage quality activities. **(Basic knowledge of Google Drive required-see session above)**

### Google Classroom - Next Steps

Already have your classroom set up but not using it to its potential to engage your learners? This session carries on from the one above, **or** is for those ready to explore what else Classroom has to offer. You will learn how to schedule meaningful activities - assignments, questions, quizzes, organise your resource materials and give feedback and forward directly to your learners. You will also see how you can monitor student usage, adjust settings to keep everyone safe and have a quick look at the Rubric and Assessment functions which will be covered in more detail at the Classroom Assessment with Rubrics tutorial. Most importantly at this time, learn how to avoid your students getting bombarded with overwhelming amounts of email notifications everytime you create an activity!

### Google Classroom Assessment with Rubrics

This tutorial explores ways to ensure formative assessment practices, known to accelerate achievement, are integrated into our Google Classroom delivery. Themes include, making explicit Learning Intentions and Success Criteria, achievement rubrics, self and peer assessment ideas, feedback and feedforward ideas. We will also explore the Grades Tab and how you can use this to manage your assessment data right here in Classroom.

### Google Docs Basics

In this tutorial participants will learn the basics of Google Drive and how to create Google Docs (similar to Microsoft Word). Use of Google Docs is linked to the operation of Google Classroom so it is recommended that you have knowledge of this content if you are considering moving to Google Classroom and the use of other Google apps. Best thing is that everything you do automatically saves!

### Google Slides

Google's version of powerpoint. Really easy for students (and staff!) to use. Use existing templates to create slideshows, e-portfolios and more. AND they never get lost because they are stored in the cloud! This is another app that can be easily uploaded into Seesaw and many other online platforms.

### Tutorial Content continued...

### Google Meet

Google's answer to Zoom, a safe and secure online videoing platform with real-time meetings. Using your browser, share your video, desktop, and

presentations with teammates and customers.

### Seesaw - Getting started

Seesaw is proving to be an extremely powerful platform for engaging both kaiako and their learners with huge potential for every setting. Our kaiako in Māori medium in particular are finding it very useful as they can create exciting activities to develop both reo and curriculum content. This initial session will give you an overview of how it works, the admin and class settings along with how it is being used to develop and extend learning for our students including real time reporting to whānau. You will set up your teacher account, students and add learners. Once you have completed this tutorial you will be ready to join the follow up session Seesaw: Up and Running.

### Seesaw - Up and Running

This session continues from Seesaw: Getting Started **and is also for** those kaiako who are already using Seesaw but want to learn more about how they can facilitate more meaningful and engaging opportunities for their students. In this interactive tutorial we will focus on creating activities for your students: adapting templates from the community library to suit your learners and creating your own from scratch - both of which are where kaiako can include their own written and oral reo. We will look at how you can use the sample student to demonstrate how to post in the journal along with completing the activities you have set in an online video conference like Zoom or Google Meets. We will organise learning into folders for easier reference and also provide some troubleshooting tips.

### Seesaw - Moving On

This session is specifically for participants who have attended the Week One tutorials - Seesaw: Getting Started and Seesaw: Up and Running. I am looking forward to seeing how the second week in Seesaw has progressed for kaiako and sharing the responses from akonga. Quality formative assessment practices will also be discussed. Don't worry, for those of you who are new this week there will be a Moving On session for you next week.

### Zoom Basics

Zoom is a great free online video conferencing software. We will review the basic functions of Zoom to help you connect with your students, staff and whanau. We will be covering how to control your audio and video, use the chat function, screen share, use 'reactions', scheduling meetings and looking at online etiquette.

### Zoom Basic - Breakout Rooms

Learn how to manage large groups in Zoom by creating Breakout Rooms. These allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time.

### Tutorial Content continued...

### Zoom Advanced - Breakout Rooms

Learn how to manage large groups in Zoom by creating and managing Breakout Rooms. We will explore how these work and how you can use them as a teaching tool.

### Zoom Advanced - Class Links

If you are using Zoom with your class and finding you are having to send out lots of links to different meetings, this session is for you. We will show you how to use Personal Meeting Rooms (PMIs) to schedule multiple meetings and have drop in rooms for your students using one link.

### ZOOM Troubleshooting:

Questions and answers session for people who have had issues with setting students up in Zoom.

### ScreenCastify Basics - record, edit and share videos:

Learn how to use this free online tool that lets you record, edit and easily share *'how to'* videos from your screen.

### ScreenCastify Advanced

For those who have already downloaded the ScreenCastify Chrome Extension and are ready to test and use this awesome free online tool that lets you record, edit and easily share *'how to'* videos from your screen. If you would like to drop and watch this session to see what this software can do feel free.

### Links to engaging lessons

This tutorial introduces you to a number of sites that have quick and engaging lessons, i.e coding, literacy, maths challenges. We will take a tour through these sites and you will end up with a list of links in a google doc that you can cut and paste into daily lessons for your students.

### Study Ladder Getting Started

A nice easy learning platform linked to the NZC. Students are engaging in the user friendly platform and kaiako are finding it easy to set practice activities to consolidate knowledge and skills especially during this distance learning period. Lessons are levelled and already set up. Gives great reports so teachers can monitor student usage and achievement over time.

### How was the week

A group catch up to talk about the ups and downs of the week, and where to the following week.

### VLN

Learn about the Virtual Learning Network. A place where teachers from all over the country share and learn e-learning ideas and resources together. Sign up and join groups with similar interests to your own.