School Closure Learning Continuity Planning Checklist

Created by Nicole Zumpano of the Learning Technology Center; adapted by MASSP
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## Part 1: Planning Documents Prior to Closure

### Administrators

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Concerns to Work Through</th>
<th>Misc. (include samples and resources related to topics below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅ Readiness Assessment</td>
<td>How prepared are you to ensure learning continuity if school is shut down for an extended period of time?</td>
<td>Readiness Assessment</td>
</tr>
<tr>
<td>✅ Develop team to support the creation of local learning continuity plans</td>
<td></td>
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</tr>
<tr>
<td>✅ Develop Communication for Community</td>
<td>Website? Email blast? Letter? Social Media? Consider holding Zoom webinars for parents to update/explain how they can assist their children when learning remotely.</td>
<td>Sample Announcement for eLearning</td>
</tr>
<tr>
<td>✅ Develop online attendance policy</td>
<td>Attendance for both staff and students? Is a single Google Form submission at the start of each “school day” sufficient? Should students have to check in with each teacher they have for attendance? How will this work if students are sick? How will “sick days” be reported to schools? Will considerations be made for older students that become “caretakers” of younger siblings when parents need to report to work?</td>
<td></td>
</tr>
<tr>
<td>✅ Determine expectations for what a school day will look like online</td>
<td>How much work should be assigned since tasks could take longer online? Who decides?</td>
<td></td>
</tr>
<tr>
<td>✅ Create School Closure Document for teachers/support staff/students/parents</td>
<td>Include how admin and staff will communicate with each other, what platforms will be used, expectations for teaching and learning What are the essential responsibilities of teachers during this time: attendance, assignments, availability How will student needs be met for those with 504 and IEPs?</td>
<td>eLearning Agreement</td>
</tr>
</tbody>
</table>

### Resources for Administrators:

- 10 Strategies for Leading Online When School is Closed
- ATLIS Clearinghouse: Coronavirus Resources for Technology Leaders
- COVID-19 Situation Summary for Schools
- AASA Coronavirus Resources
- John Hopkins Coronavirus Heat Map
# Part 1: Planning Documents Prior to Closure

## Directors/Coordinators/Coaches

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<thead>
<tr>
<th>Action Items</th>
<th>Concerns to Work Through</th>
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<tbody>
<tr>
<td>□ Determine how work will be distributed</td>
<td>Do teachers decide this?</td>
<td></td>
</tr>
<tr>
<td>□ Create tutorials or train teachers on tools</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Create checklists or resource documents to help parents help their children with online learning</td>
<td>How/who do parents reach out to for tech support issues?</td>
<td></td>
</tr>
<tr>
<td>□ Make sure teachers have lists of all login account information for students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Create a “Problem Tracker” for the faculty to share instances of procedures that need to be tweaked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Practice online delivery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Devices</td>
<td>Do they go home now? What about those without access?</td>
<td></td>
</tr>
<tr>
<td>□ Determine how students will receive technology support at home</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Plan for technology to return to schools after closure ends</td>
<td>Are devices collected and sanitized when returned? Is there a “check-in” procedure in place?</td>
<td></td>
</tr>
</tbody>
</table>
### Part 1: Planning Documents Prior to Closure

#### Teachers

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<tr>
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<th>Concerns to Work Through</th>
<th>Misc. (include samples and resources related to topics below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Create Workflow Document for kids</td>
<td></td>
<td>eLearning Prep for Teachers</td>
</tr>
<tr>
<td>☐ Create document for students on Expectations- what they can expect from you, what you expect from them</td>
<td>Offer “Office Hours” to students?</td>
<td>eLearning Student Guidelines</td>
</tr>
<tr>
<td>☐ Create document for parents: how do they contact you? What is the workload expectation for students? How can they support their children?</td>
<td>Who creates this? Individual teachers, or does the administration create a template so this is consistent?</td>
<td></td>
</tr>
<tr>
<td>☐ Check all technology programs/accounts that will be used, make sure students have access to these as well</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ How to Ensure work isn’t “busy work”</td>
<td></td>
<td>Worksheet Continuum Graphic</td>
</tr>
<tr>
<td>☐ eLearning Planning Guidelines for Teachers</td>
<td></td>
<td>eLearning Guidelines</td>
</tr>
</tbody>
</table>

#### Students

<table>
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<tr>
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<th>Misc. (include samples and resources related to topics below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Make sure devices to connect are available</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Make sure all materials and supplies are taken home</td>
<td></td>
<td></td>
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<tr>
<td>☐ Find a quiet workspace</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Make sure they understand the protocol for how to access the assignments and contact teachers for questions</td>
<td></td>
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</tbody>
</table>
TIPS FOR ONLINE LEARNING

Don’t try to mimic an actual school day – it’s not a normal situation
  • Students and caregivers are stressed
  • Not all stakeholders are used to online learning
  • Many students struggle to self-manage their time and schedule independently

Lessen the workload (it takes longer to complete work online)
  • Elementary teachers should identify 2-4 subjects a day to focus
  • Try to promote both on and off line learning to ensure students are not onscreen all day (i.e. assigning a story? Don’t make them type it out. Have them write it and snap a picture)
  • Not all students will have strong internet connections
  • Some households will have multiple kids impacted at different grade levels

Teachers: post a short “good morning” video to check in and let the students see you

Create a daily checklist of exactly what students should do each day
  • This helps those who aren’t organized

DON’T try new tech! Use programs your students are already used to and have access remotely

Use the same method of communication to parents so they know where to expect information to be derived

Monitor morale and workload of students, adjust as needed.

Lessons Learned from Early Adoptors of eLearning in response to COVID-19

If I Had it to do Over Again/Things I Wish I Knew About Going Online Quickly (crowdsourced advice and tips from overseas teachers affected)
# Part 2: Resources

## Platforms Offering Assistance

<table>
<thead>
<tr>
<th>Platform</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Google Hangouts Meet</td>
<td>Offering Enterprise-level services to all until July 1, 2020 (i.e. ability to record meets, increase attendees number)</td>
</tr>
<tr>
<td>@BookCreatorApp</td>
<td>Offering free collaboration on books to assist schools that close</td>
</tr>
<tr>
<td>Kami</td>
<td>Free access to schools affected by Covid-19</td>
</tr>
<tr>
<td>Kahoot</td>
<td>Premium distance learning tools for free for schools closed due to Covid-19</td>
</tr>
<tr>
<td>Pear Deck</td>
<td>Premium access for schools in quarantined communities</td>
</tr>
<tr>
<td>BrainPop</td>
<td>Free access for schools closed due to Coronavirus</td>
</tr>
<tr>
<td>Tynker</td>
<td>Full access to platform and curriculum for closed schools</td>
</tr>
<tr>
<td>BreakoutEDU</td>
<td>A list of free digital games put together due to school closures</td>
</tr>
<tr>
<td>Buncee</td>
<td>Free Buncee Classroom accounts during closure</td>
</tr>
<tr>
<td>Partay</td>
<td>Online discussion tool offering free premium features until April 30th by using the code “Bye-Corona”</td>
</tr>
<tr>
<td>WeVideo</td>
<td>WeVideo offering free WeVideo for schools accounts; can be given in 90 day increments</td>
</tr>
<tr>
<td>Hapara</td>
<td>Complete access to Hapara tools at no charge through June 2020.</td>
</tr>
<tr>
<td>Listenwise</td>
<td>Free access to premium if school is closed through April 30. Can be extended if school remains closed.</td>
</tr>
<tr>
<td>Zoom Meetings</td>
<td>Removing the 40 minute recording limit for US EDU customers by request at this link</td>
</tr>
<tr>
<td>Discovery Ed</td>
<td>For schools that are not currently using Discovery Education resources, but are experiencing closures due to the Coronavirus, DE is offering free access through the remainder of the school year.</td>
</tr>
<tr>
<td>Screencastify</td>
<td>“If your school has temporarily closed due to the Coronavirus and is looking for a solution for remote learning, please have an administrator contact us at <a href="mailto:sales@screencastify.com">sales@screencastify.com</a>. We’ll do whatever we can to help at no cost.”</td>
</tr>
<tr>
<td>Nearpod</td>
<td>Extending impacted schools and districts with temporary access</td>
</tr>
<tr>
<td>SMART</td>
<td>Free access to SMART Learning Suite Online for schools affected or planning to close</td>
</tr>
</tbody>
</table>

Please note: only platforms offering additional access during school closures will be listed here – this is not a general list for online learning.

### Coronavirus Virtual Learning Offers (editable spreadsheet)

### Education Companies Offering Free Subscriptions During Shut Down

### Wakelet of Additional Services

### Extended Benefits from Companies Wakelet

*Created by Nicole Zumpano of the Learning Technology Center; adapted by MASSP*
PLATFORM RESOURCES

Newsela created a free guide and text set of articles to support reading and conversation.

Pear Deck Resources

Pear Deck slideshow in PPT

READY-MADE RESOURCES

K-5 eLearning Template

Slideshow of Tools
Make a copy here (from Dominic Hill, five weeks into online classes in Hong Kong)

Online Communication Netiquette Checklist
Michigan Virtual has created and assembled resources to support eLearning. Click here to learn more.
PLANNING RESOURCES

FOR SCHOOLS

Rapid Transition to Online Learning Roadmap

Responding to Coronavirus: A Downloadable Guide for Schools

Six Steps for Schools to Respond to Coronavirus

FOR PARENTS

Common Sense Media Resources for Parents

Schools are Closing. Now What? (article)

FOR TEACHERS

Teaching Remotely in Times of Need

Plan for accessibility when teaching online

Going Old School: Offline Activities for Remote Learning

E-Learning Planning deck (from Japan)

Planning Website

Resources for Teaching Online Due to School Closures (includes concerns to be aware of)

North Shore (Washington State) Webinar on How They Handled Closing | Copy of Blended Learning PD

e-Learning Resources

eLearning-Inclement Weather Days Secondary
ONLINE TEACHING RESOURCES

Tips for Running Online Learning (and interview with American instructional coach Jen Pearson in China)
Tips for Transitioning Online
COVID-19 Education Resources (sign in with email)
Tips and Tools for Remote Learning
Resources to Help Schools Facilitate Online Learning During Covid-19 Closures
Online Teaching Resources (Lucy Gray)
Online Tools for E-Learning

GENERAL RESOURCES

International Educator Shared Resources for Virtual Learning
Education Resources for those Affected by COVID-19 Wakelet
Remote learning Wakelet
Wakelet Resources: Closed for COVID19?!
Wakelet of Remote Learning Resources
Padlet of Resources
Go Open Resource Library
Emergency School Closures Website of Resources
Global Online Academy Resources
Asynchronous, Remote, and Flipped Learning E-book
Teacher Tools for COVID-19 Closures (or anytime)
HyperDocs for eLearning and Additional Resources
Asynchronous, Remote, & Flipped Classroom Resources
Preparing students to learn from home with Chromebooks
Blog Post: Pandemic Preparations
AFT resources on the coronavirus
ARTICLES/ADDITIONAL SUPPORT

Facebook Group for International Educators who are on prolonged online learning due to school closures for COV19.

Colleges and Universities Closed for COVID-19

“Students are Lonely:” What happens when Coronavirus forces schools online

High school student near Seattle builds website to serve as a leading place for coronavirus information

CDC: Schools Should Prepare for Closures

Coronavirus: How to Move Your Classes Online

The Complexity of Closing a School

COVID-19: Preparing for Widespread Illness in Your School Community

Supporting Student Learning During the COVID-19 Outbreak

INTERNET ACCESS PROGRAMS FOR STUDENTS

FCC discount on internet for low-income consumers

Internet Essentials (for low-income families)

http://www.1millionproject.org/ (internet access for low income families)

GENERAL INFORMATION ON COVID-19/SANITIZING

Up-to-Date Situation Summary via CDC Website

Q & A on Coronavirus Wakelet

General Information on Coronavirus

Sanitizing Products

EPA Registered Antimicrobial Products

Keeping your computer clean – Notebooks, All-In-One Desktops, Tiny-In-One, and Monitors - US
Directions from Lenovo to clean keyboards From Lenovo. Disinfecting guidelines at the bottom.