

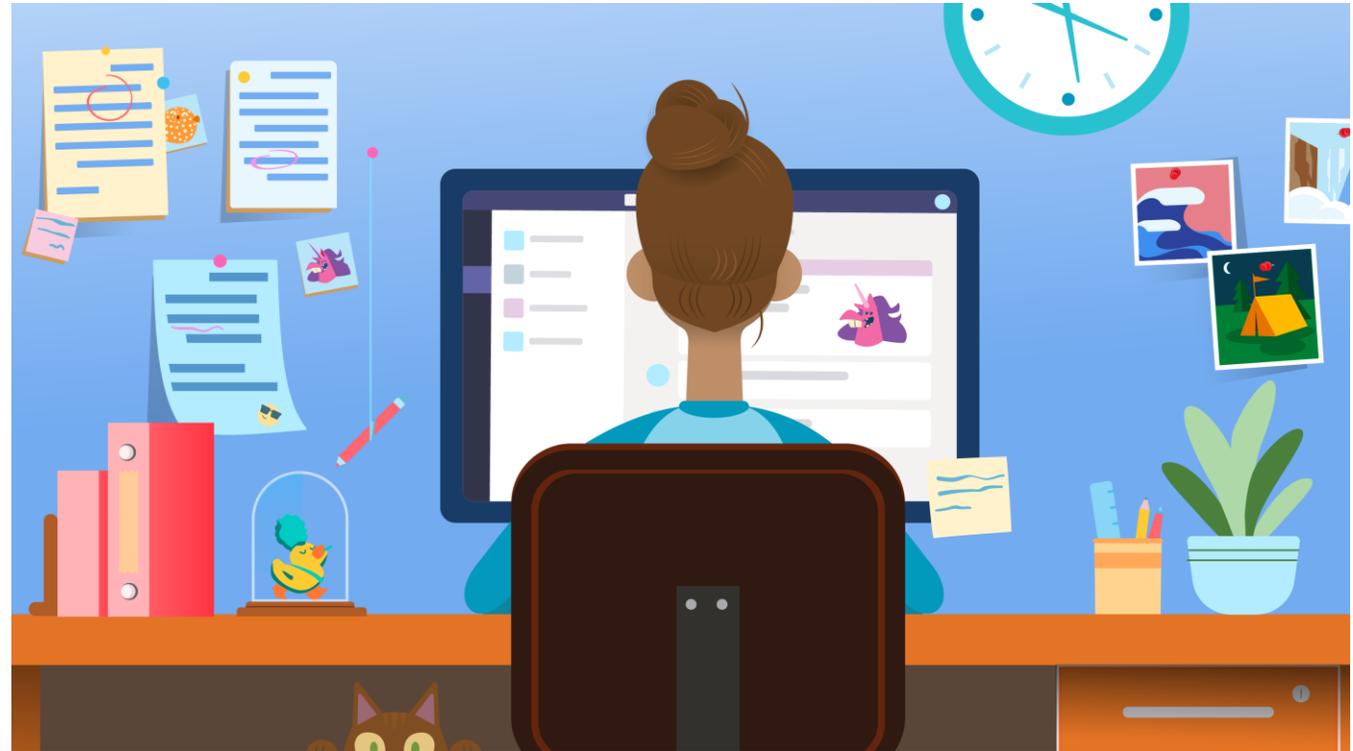
# Day-in-the-life for distance learning

An educator's and student's school day

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# An educator's school day

In Office 365 apps like Microsoft Teams, you and your students can access what you need for effective distance learning every day: connection, communication, and clarity.



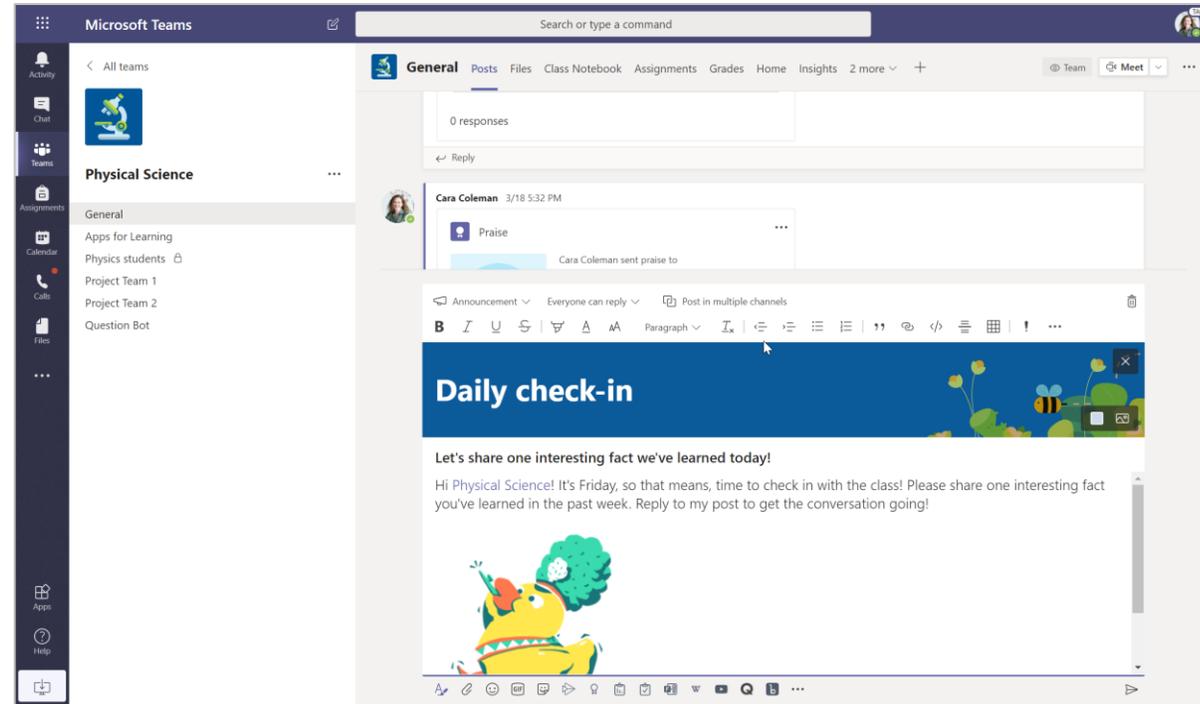
# Check in and connect



1

**Ask students how they're doing. See questions and conversations students are posting in the class team. Make an announcement to start the day. Share a new resource.**

Regular check-ins help students feel your presence as a teacher, while class conversations can bridge the distance between students and empower them to support each other.



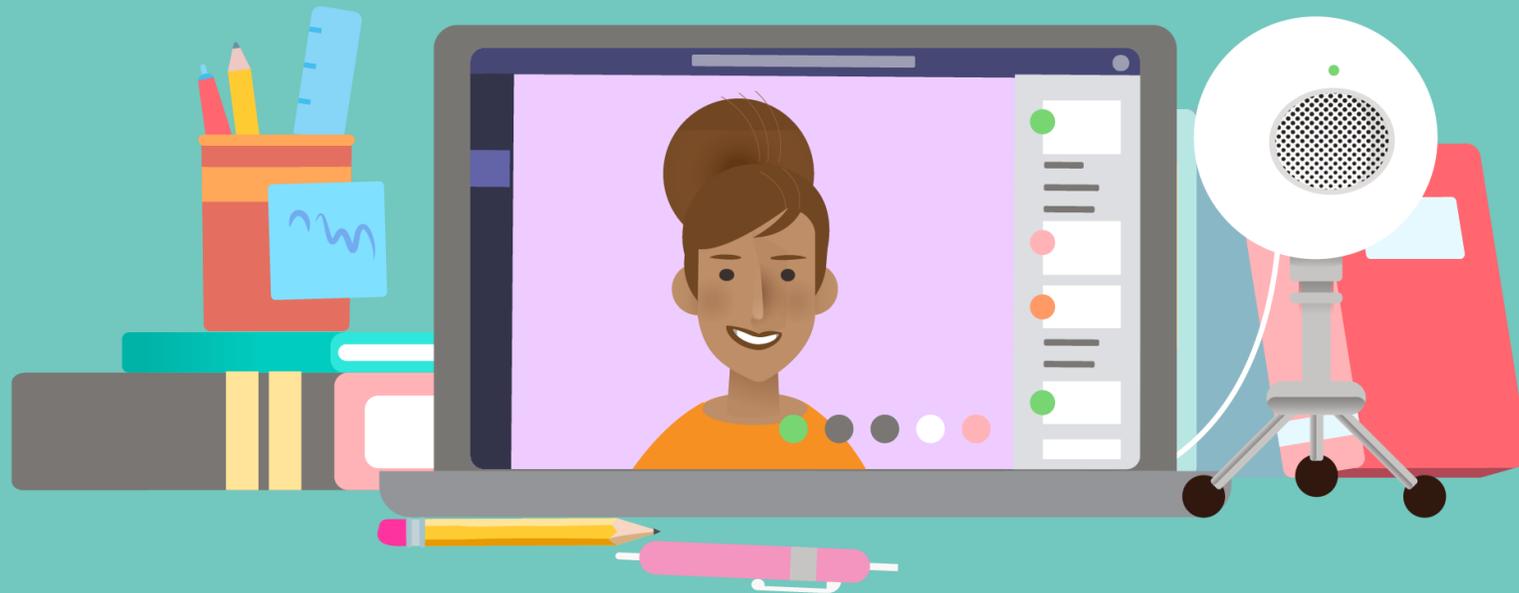
# 2

## Lead a homeroom meeting with your class.

Schedule a daily live meeting to nurture the class community, inspire learning, and make sure everyone's ready for the day.



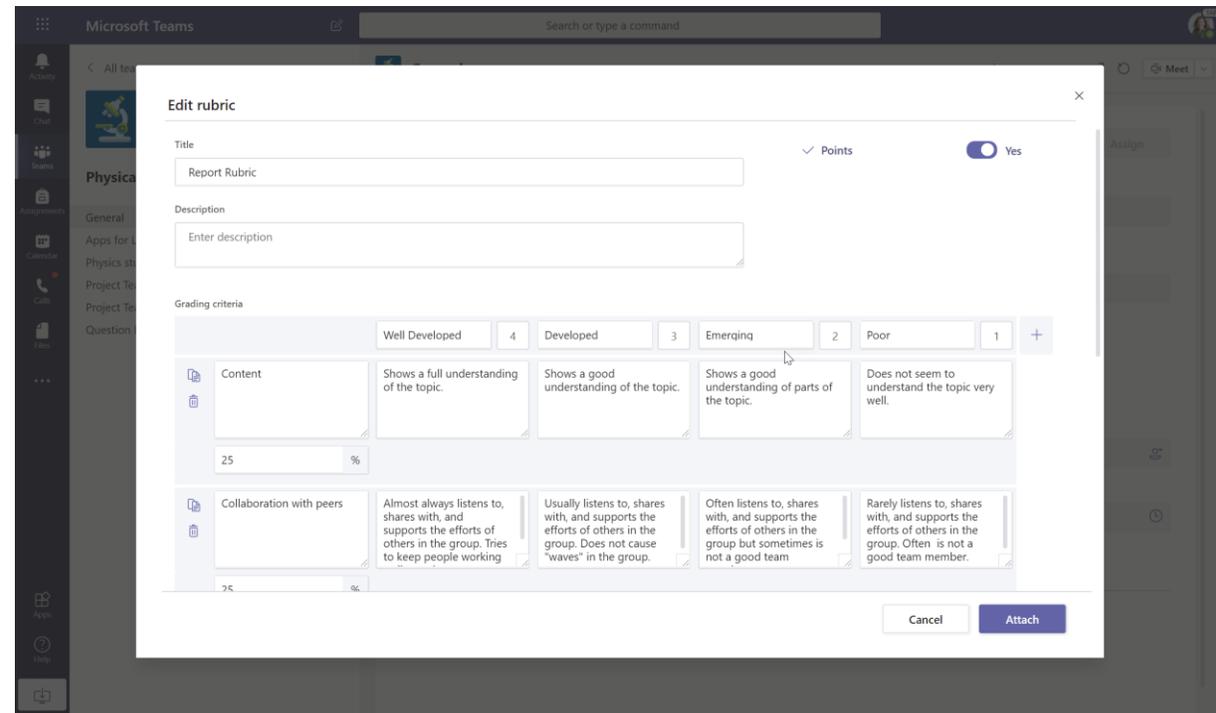
# Assign, review, and support learning



# 3

## Review student assignments.

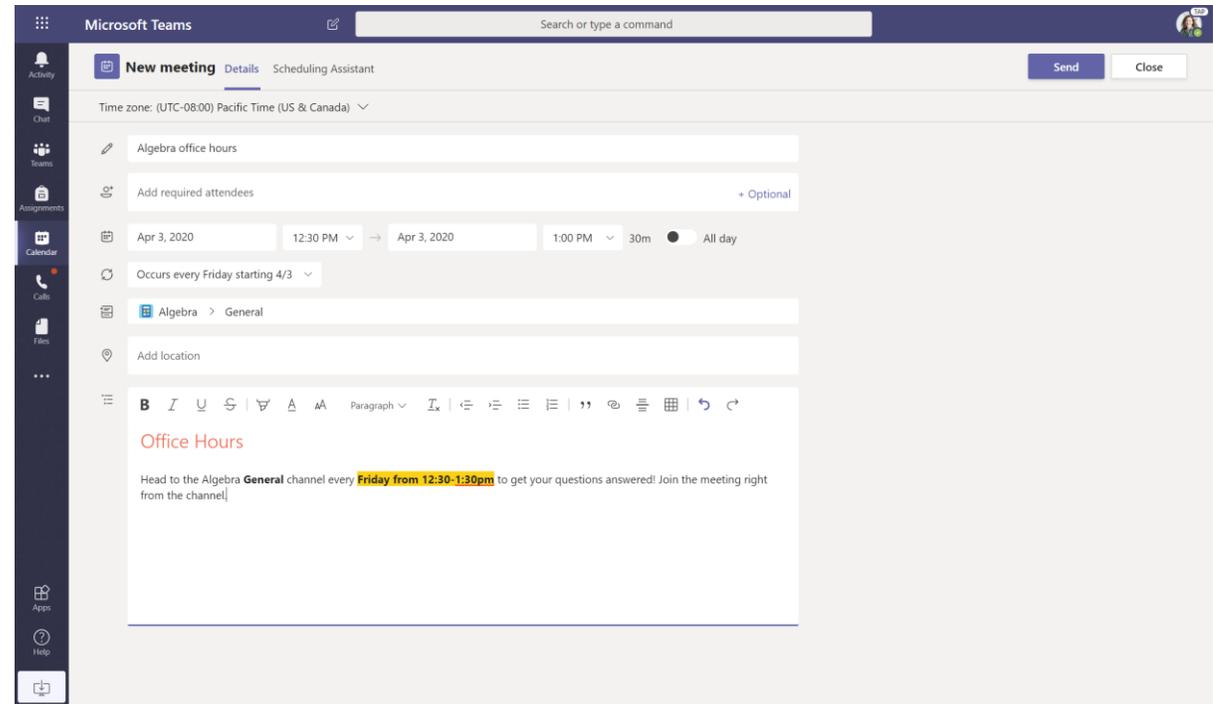
Use Assignments in Teams for students to turn in work across subject areas. Tailor assignments for whole classes and select individuals. Provide personalized feedback and allow multiple attempts on formative activities. Leverage the grading method suited to your pedagogy with customizable rubrics.



# 4

**Hold office hours and group meetings while students work on assignments.**

No student needs to feel out of touch while working on assignments. When you establish norms about when and how students get help, they feel supported. Schedule a meeting during the day when students can join to ask questions and discuss their assignments. Regularly schedule individual and small group meetings, even for just a few minutes, to connect with every student during the week.



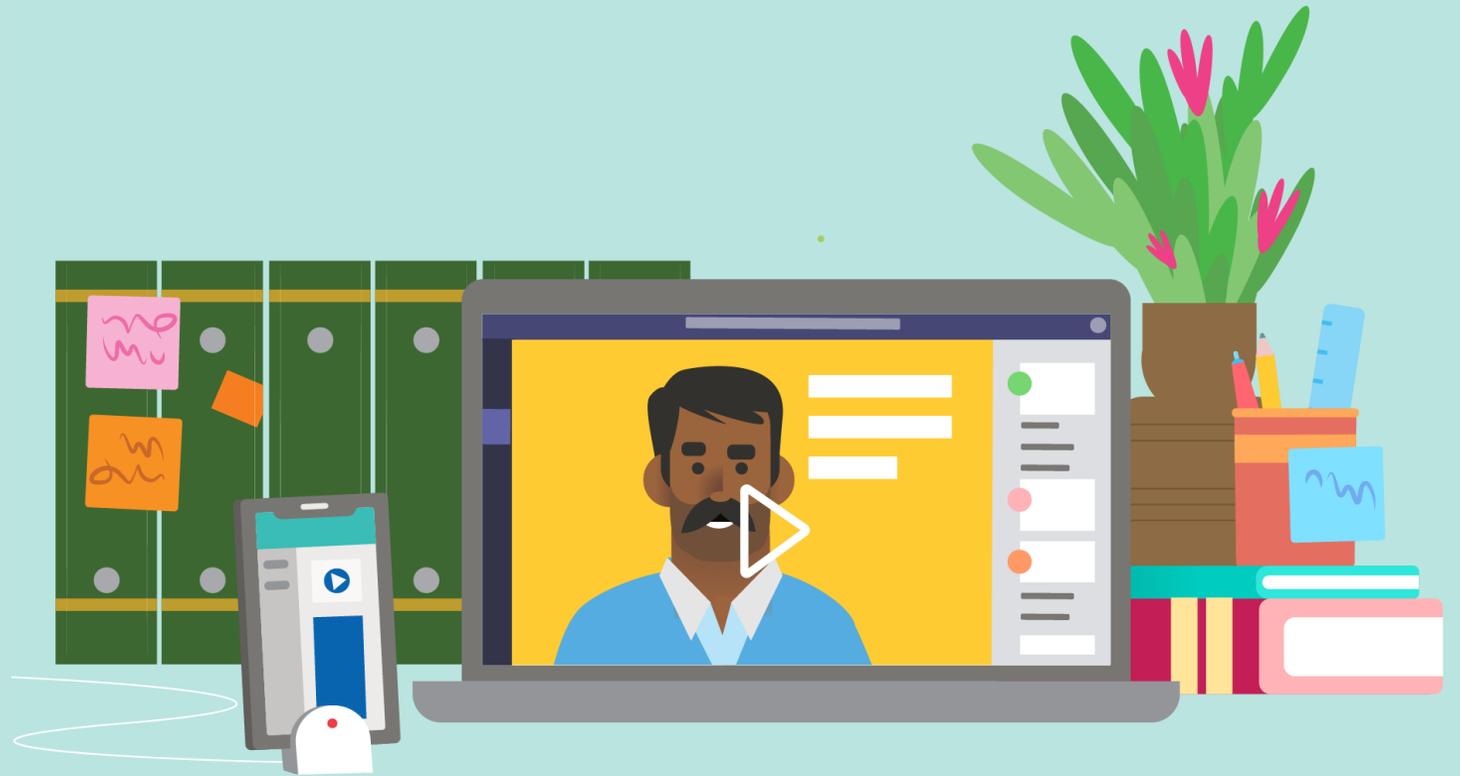
# 5

## Lead live discussions.

In a distance learning class, a balance between independent work time and live sessions gives students the time they need to practice and apply their learning. Live sessions provide opportunities for students to interact in discussions where they have clear roles, from asking questions and sharing ideas to responding to polls.



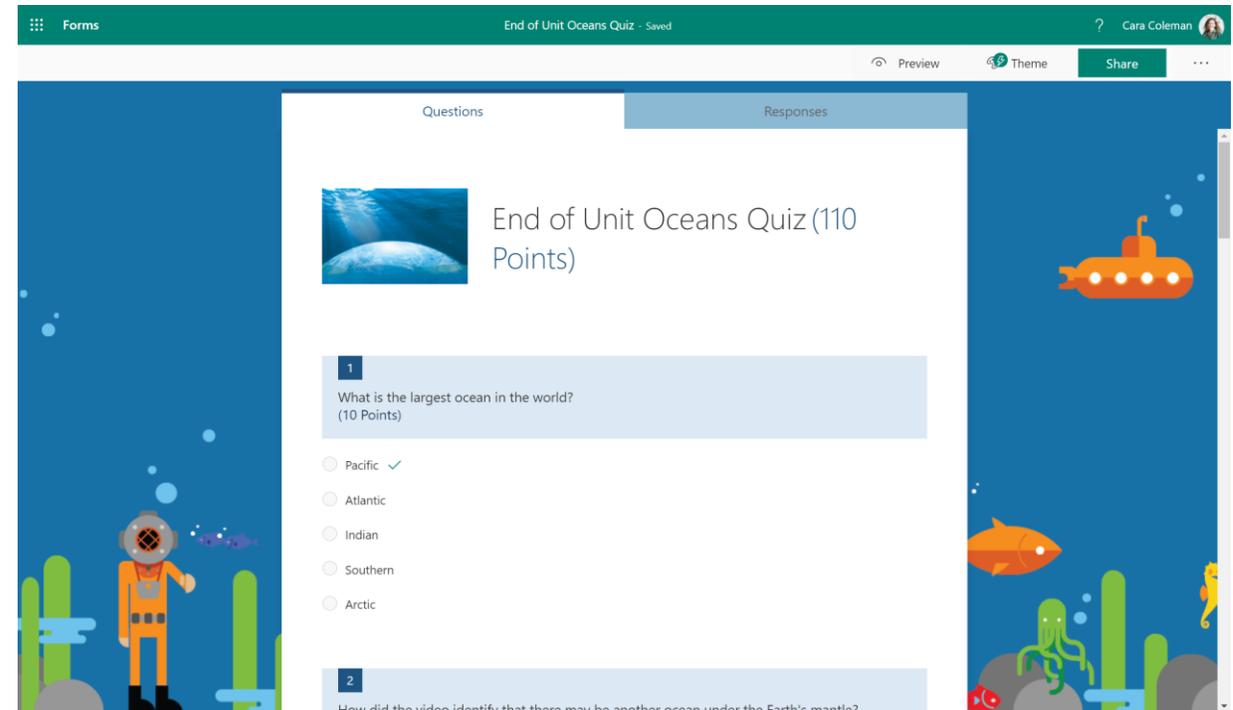
# Prep and professional development



# 6

## Plan lessons.

Set students up with learning activities that enable them to build a range of skills. Use a OneNote Class Notebook to keep lessons organized in one place. Record a video explanation or demonstration and share it in the class Stream channel, enabling students to pause and review as needed. Encourage students to share their voices in a Flipgrid topic. Incorporate formative assessments using a Forms quiz.



# 7

## **Join your Professional Learning Community or a professional development webinar.**

Stay connected to your professional community using a PLC team where you can share resources and ideas with colleagues, ask for advice, and support each other. Include online courses, TweetMeets, and streamed events in your professional development plan.



## Learn more:

[Remote teaching and learning in Office 365 Education](#)

[Resources for educators, students, and families](#)

[Microsoft Educator Center](#)

Dive deeper into our tools with self-paced professional development.  
[education.microsoft.com](https://education.microsoft.com)



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# A student's school day

See how your school day can unfold in Office 365 and Teams—online tools that connect you to your teacher and classmates wherever you are.



# Check in and plan your day



# 1

## Check in with your peers and classes.

See how everyone's doing. Look for new announcements in your classes and check your notifications. Look for questions from classmates who could use your help. Share an idea or new resource.

Cara Coleman 10/25/19 11:28 PM

We will be going into a more detailed discussion on the introduction to algebra in class but for tonight, please watch this video and take notes. Write two questions you have about algebra and be prepared to discuss them tomorrow. <https://youtu.be/N4nrdfoYfM>

**YouTube**  
Enjoy the videos and music you love, upload original content, and share it all with friends, family, and the world on YouTube.

youtu.be

4 replies from Marsha, Susanna, and Cara

**B** *I* U ~~S~~ | | ! ...

Good morning everyone! I watched the video last night and still have lots of questions. Hope I'm not the only one 😊

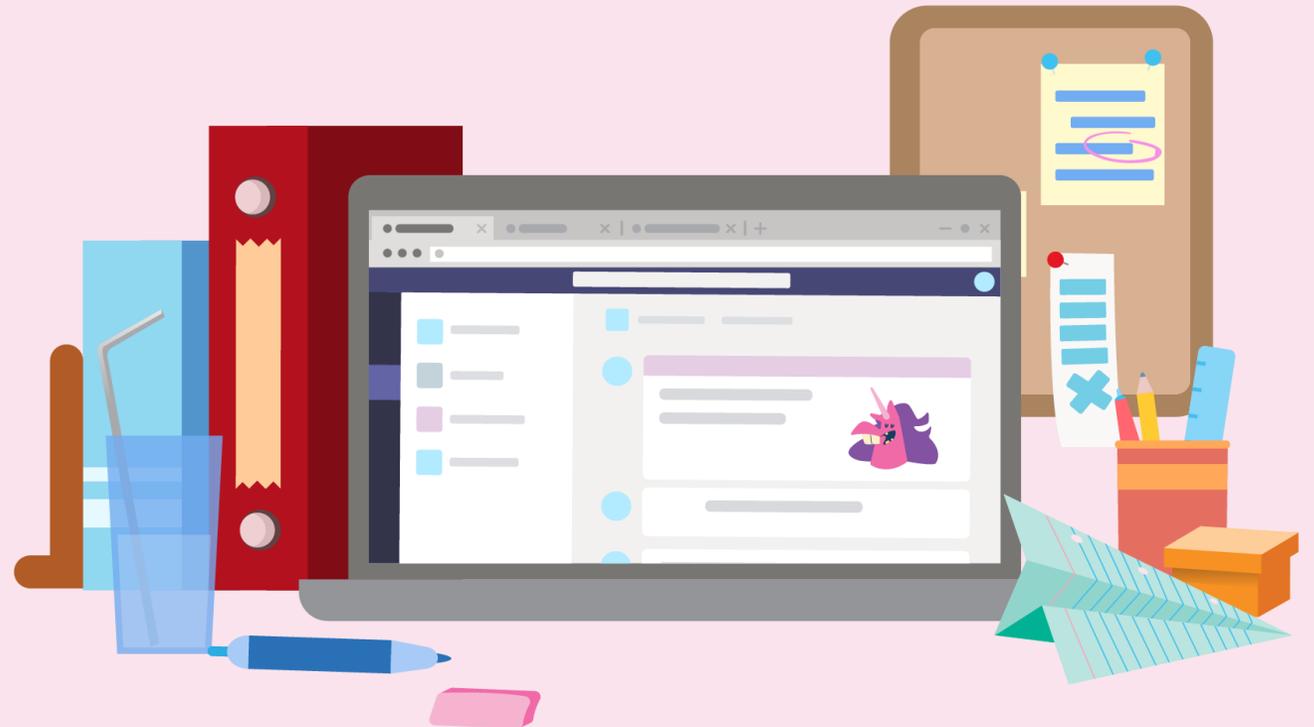
# 2

## View your schedule for the day.

Be ready for the day! Plan time for class meetings, assignments, and projects. Include breaks, stretches, physical activity, and meals.



# Work on assignments and group projects



# 3

## Review assignment feedback and due dates.

Look at peer comments in collaborative documents. Read feedback from your teacher on assignments you've turned in. See what's due next.

 *Returned Mon, Apr 6, 2:35 PM* ← [Turn in again](#)

**Feedback**  
Your growth from the thesis workshop is so great to see here. For this week's prompt, remember to keep tying research back to your thesis.

**Points**  
81 / 100

**Rubric**

 In-Class Essay Rubric

# 4

## Collaborate

Join your classmates on group projects. Chat or use @mentions in comments to stay on the same page as you work. Share helpful research.

The screenshot displays a Microsoft Teams interface with a document titled "WorldVoicesEssay.docx" open in the center. The document content includes the author "Christie Cline, Ms. Arden, AP English, World Voices Essay Unit 2" and a section titled "The Role of the Messenger in *The Iliad* and Today's Hero Stories". The text discusses the role of messengers in Homer's *Iliad* and how modern comic stories recreate similar dynamics. A chat window on the right shows a conversation between Margaret Vazquez and Guy Lando, discussing the research phase and providing feedback on the document. The chat messages are as follows:

- Margaret Vazquez (3/23): I added a few paragraphs, let me know what you all think.
- Guy Lando (3/23): Thanks, adding notes now.
- 3/23: How is the research phase going?
- Margaret Vazquez (3/24): Pretty good, I think we're almost done.
- Guy Lando (3/24): Thanks for the feedback, my changes are in!
- 3:30 PM: Great work, please plan to present tomorrow on the call.

# 5

## **Join a live class session.**

When a live class is meeting, be prepared to participate in the meeting chat through voice or video. Check your connection, camera, and microphone, and reduce distraction in the room so you can focus on people in the call.



# Reflect and rest



# 6

**See what you've learned.**

Use practice quizzes in Forms to self-assess.

## Practice Math Quiz

Hi Adele, when you submit this form, the owner will be able to see your name and email address.

1. Solve for x 

$$x^2 + 1 = 1$$

$x = 5$

$x = -1$

$x = 0$

$x = -3$

2. Solve for x

$$x^2 + 8 = 3$$

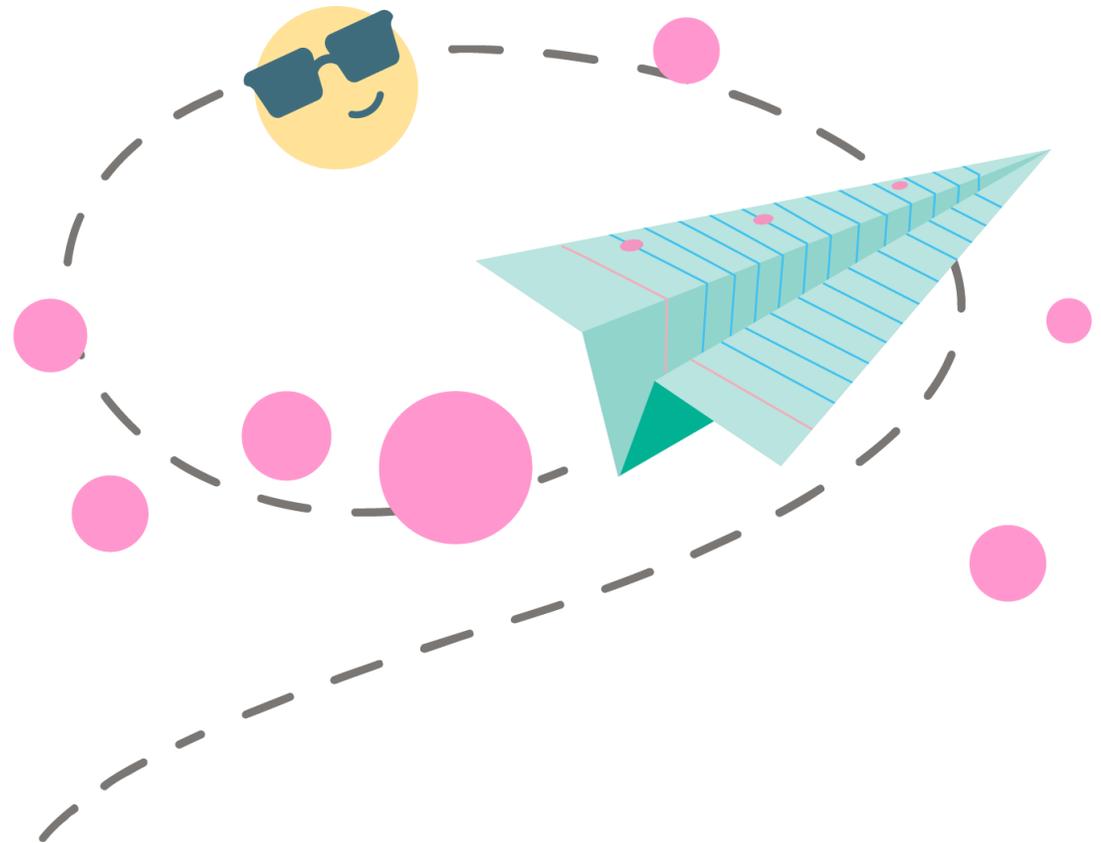
$x \in \mathbb{R}$

$\emptyset$

# 7

**Rest and give your brain a break! You did a great job today.**

Your learning is a superpower that starts and ends with YOU! Remember to take time for all parts of your life.



Day-in-the-life for distance learning | A student's school day

## Learn more:

[Remote learning with Office 365](#)

[Resources for students](#)

