

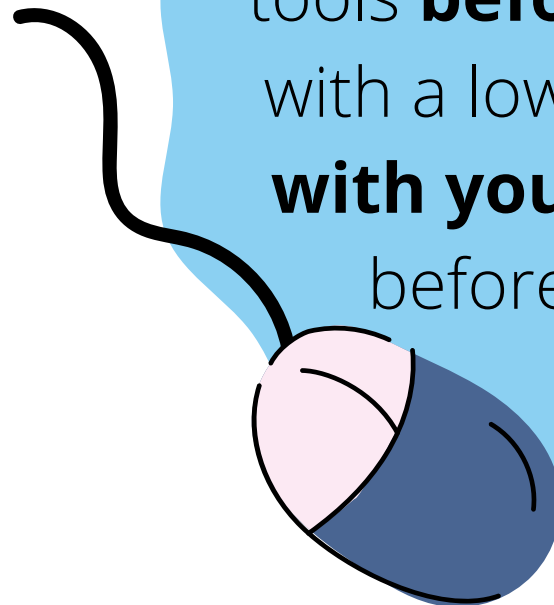
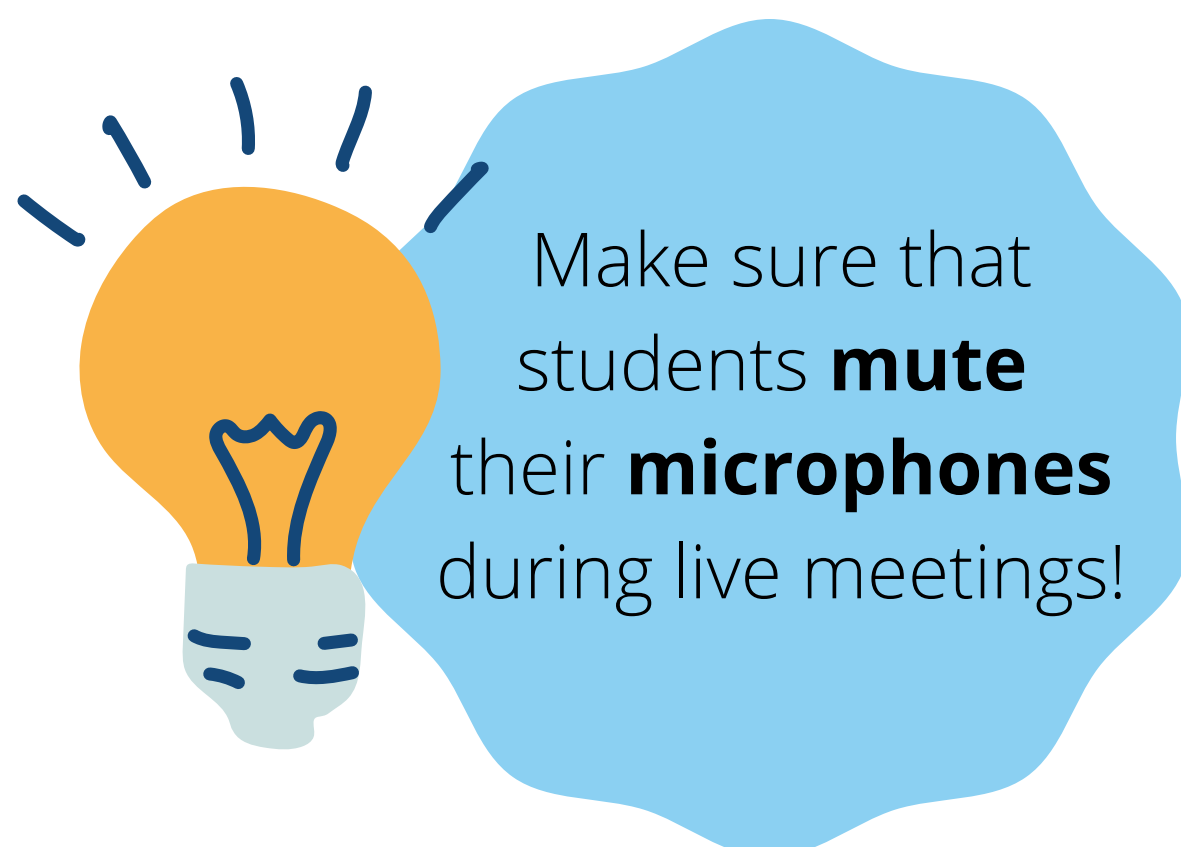
Practical ideas for managing class meetings

Take attendance using technology

Start with a **poll** or **questions** that lets you capture information that is fun or useful (or both!). Quickly **capture** that screen for your attendance record (screen capture is usually control + print screen or command + print screen). Hint: Use this as a way to get classes started- find out opinions on topics!

Using Poll Everywhere, Pear Deck, or Google Chat, Meet, Doc, Slides are possibilities!

You can also **screen capture** a list of attendees in a Google Meet or Hangouts meeting, or through Zoom or other video conferencing software (control + printscreen OR command + printscreen)



Test technology and tools **before** class and with a low-stakes task **with your students** before using it!

Start each meeting actively

Start class with a "Do-Now" activity, based on the assigned pre-work. **Offer** students a **challenge** that can be done in 3-5 minutes to get them working with the material.

This encourages them to **complete** the pre-work, gives a **chance** for them to ask questions, and gives you the **opportunity** to start from their understanding and move into more active use of the material (and limits lecture).

Consider using a **discussion question** in Google Classroom's Classwork section or a game in Kahoot to get the group active and engaged! a discussion question in Google Classroom

Collaborate with technology

Use software for collaboration- **do not** have any collaboration take place in the **in person classroom** (for safety reasons). Students can work together using Google Docs, Slides, or other platforms.

Encourage your students to use **headphones** with their computers, especially those with a microphone, even in class. Make sure that they treat them the same as they do their computer in terms of **cleaning** and **keeping** them with them at all times.

Students can **collaborate** using many different **online sites**, including shared Google Docs, Slides, or Sheets.

