

# RAPID TRANSITION SURVIVAL GUIDE

STRATEGIES FOR A RAPID TRANSITION TO REMOTE AND ONLINE TEACHING

## PLANNING & SCHEDULING



MESSAGES AND PHONE CALLS  
DEVELOPMENT TIME  
“LIVE” SESSIONS  
DOWN TIME

PREPARE SHORT AND LONG-TERM PLANS OF ATTACK, AND DAILY AND WEEKLY SCHEDULES. AND SHARE YOUR SCHEDULES WITH YOUR STUDENTS.

## LEARNING MATERIALS



PROVIDE “LOW-TECH”  
(PRINT) ALTERNATIVES



FIND EXISTING MEDIA  
RESOURCES



PRE-RECORD NEW  
MATERIALS

DON'T REINVENT THE WHEEL IF YOU DON'T HAVE TO. FIND AND SHARE EXISTING RESOURCES (ADD COMMENTARY IF NECESSARY). AND PROVIDE BOTH LOW AND HIGHER-TECH ALTERNATIVES.

## COMMUNICATIONS



PRINTABLE (OR  
MAILABLE) SUMMARY  
COMMUNICATIONS



SHARE A PHONE NUMBER  
AND TIMES WHEN YOU'LL  
MAKE OR ACCEPT CALLS



USE “LIVE” ONLINE TIME  
COLLABORATIVELY

DON'T WASTE YOUR SCARCE “LIVE” CONNECTION TIME PRESENTING NEW MATERIAL. THAT CAN BE DONE WITH SHARED MATERIALS. INSTEAD, USE “LIVE” TIME TO CONNECT, ANSWER QUESTIONS, TROUBLESHOOT, AND ENGAGE IN COLLABORATIVE GROUP ACTIVITIES. BE SURE TO PROVIDE BOTH LOW AND HIGH-TECH WAYS TO CONNECT.

## ASSESSMENTS & FLEXIBILITY



MULTIPLE WAYS TO  
COMPLETE AND SUBMIT



USE AUTHENTIC, PROBLEM-  
BASED ASSESSMENTS



PROVIDE FLEXIBILITY  
WITH TIMELINES

EMPATHY, ENGAGEMENT, AND AUTHENTICITY ARE KEY. USE AUTHENTIC, PROBLEM-BASED ASSESSMENTS RATHER THAN SIMPLE TESTS. AND UNDERSTAND THAT NOT ALL STUDENTS WILL HAVE THE TOOLS OR CONNECTIVITY TO COMPLETE HIGH-TECH ASSESSMENTS, OR THE SAME TIME AVAILABLE (ESPECIALLY IF THEY ARE WORKING OR CARING FOR FAMILY AT HOME).

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