

## For K-12 Teachers:

# Sample Daily Online School Schedule

Moving your teaching practice to the online environment calls for adjustments in not only how you deliver instruction, but in how your time is spent during the course of the work day. Rather than planning lessons to deliver in front of your class and activities for students to do at their desks, you will need to reimagine how to best provide instruction to your students, how they can practice and apply what they have learned, and how you are tracking their progress and providing additional support. Online learning should not rely on teachers streaming instruction all day, nor should students be expected to work and learn entirely independently. Effective virtual instruction includes a combination of independent work for students, phone/email communications and “live” instruction through video conferencing (if available). Think about how and when you will do the following as part of your work day:

- Writing communications to students and families
- Creating and sharing out learning resources
- Recording short video lessons and tutorials
- Reviewing student work
- Communicating individually with students and families in need of support
- Providing enrichment opportunities for students
- Collaborating with peers
- Taking breaks as needed

The following schedule provides an example of how these various instructional responsibilities might be spread throughout the day. Be sure to follow the guidance and expectations communicated by your school or district.

## Sample Teacher Schedule

8:00 - 8:30	Check and respond to email
8:30 - 9:30	Update/prepare plans, online tools, and resources for instruction
9:30 - 9:45	Brain Break: Stretch, walk around the block, refill coffee or water, mindful meditation
9:45 - 11:00	Progress monitoring: check student work submissions, grade and provide feedback, identify students who need support
11:00 - 12:00	Contact students individually who are behind in completing their work
12:00 - 1:00	Lunch and Brain Break <i>Optional: Collaboration time with teaching team/department</i>
1:00 - 2:00	Contact students individually who need academic support
2:00 - 3:00	Real-time, interactive instruction
3:00 - 3:15	Brain Break: Stretch, walk around the block, refill coffee or water, mindful meditation
3:15 - 4:30	Open office hours for meeting with students <i>During down time between student contacts, review student work, plan/prepare materials</i>
4:30 - 5:00	Make a checklist and organize tasks for tomorrow