



Strategies for Offline Learning during Covid-19 Crisis

March 27, 2020

Introductions



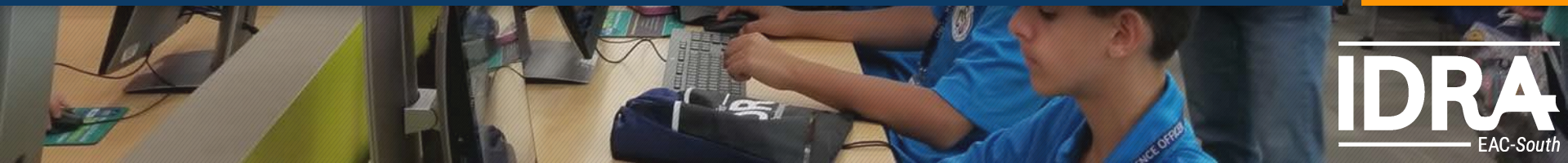
Stephanie Garcia, Ph.D.
Educational Specialist
STEM & Gender Equity



Michelle Martinez Vega
Chief Technology Strategist



Stephanie Garcia Ph.D.
Educational Specialist



Share 1 offline learning tool
or tip you strongly
recommend in the chat box

Warm-Up Task

- Limited internet access
- Asynchronous learning
- Distributing resources & activities
- Supporting families

Ensuring Equity & Access for All Students



Michelle Martinez Vega
Chief Technology Strategist

What do you do when online is just not an option in real-time?

Offline Options and Considerations

- Record Zoom Sessions
- Google Offline
- Remind Phone App
- FreeConferenceCall.com





Who is your audience?

- Whole Group Instruction
- Small Group Instruction
- Differentiated Lessons

How is this lesson best delivered?

- Using a whiteboard app
- Lecture
- Slides Presentation
- Live or Recorded
- Provided print materials

Delivering Instruction: Live and Recorded Lessons

You are Building a Lesson Library

For today, tomorrow and for future students

Assignment for the week of March 23rd thru 27th

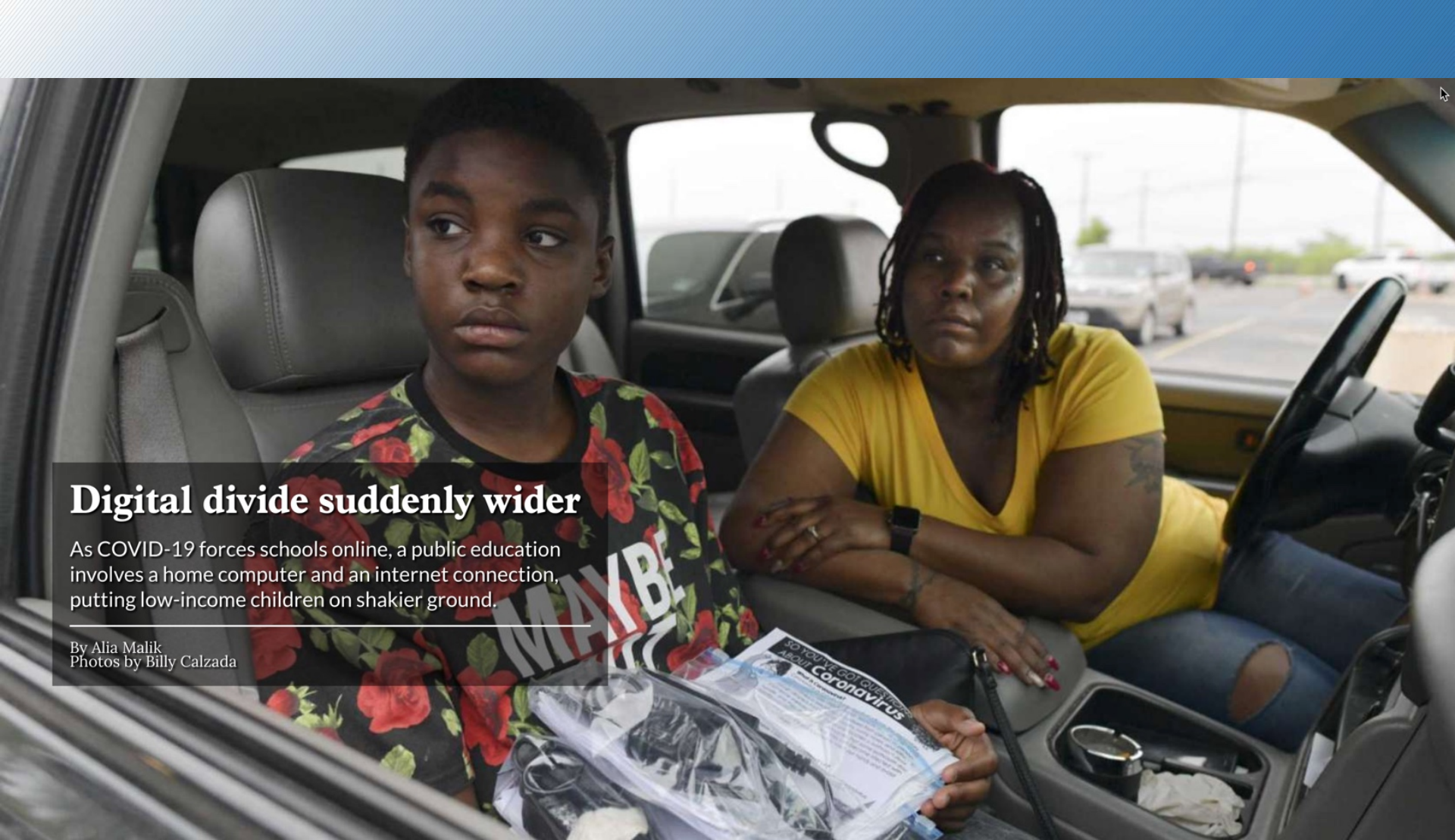
Monday 23 rd	Tuesday 24 th	Wednesday 25 th	Thursday 26 th	Friday 27 th
Watch Lecture	Complete Google Form Assignment	Complete Lesson # 12 in Google Classroom	Write a 200-word Essay on the Fibonacci Sequence	Turn in all work.



[Click here to set an appointment for office hours](#)

[Click here to watch lesson lectures](#)

[Click here to watch teacher led lessons](#)



Digital divide suddenly wider

As COVID-19 forces schools online, a public education involves a home computer and an internet connection, putting low-income children on shakier ground.

By Alia Malik
Photos by Billy Calzada

San Antonio Express News Article
Digital Divide Suddenly Wider

Teacher Generated Shared Folder

Check out our link to a [shared folder](#) full of resources & lesson ideas.

Email your additions to:
stephanie.garcia@idra.org

- Increase student choice
- Quality over quantity
- Differentiate the tasks
- Incorporate socialization into your lesson
- Encourage creativity, mindfulness, movement, innovation & nature into your lessons
- Be consistent to create a routine and rhythm

Final Thoughts

Teacher Academies



Teacher Academies

These Academies are personalized, online training sessions where we can provide you with assistance on

- Structuring your online/offline lessons
- Creating short videos and/or recordings for instructions
- Using online whiteboard apps to record lessons
- Structuring brief assessments

We are here to help you,

Contact Information:

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Director of Operations

Educational Practices Lead

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Q & A



Intercultural Development Research Association

Celina Moreno, J.D., President & CEO
5815 Callaghan Road, Suite 101
San Antonio, Texas 78228
210-444-1710 • contact@idra.org

www.idra.org

www.facebook.com/IDRAed

Subscribe to our email newsletter:

<https://idra.news/Subscribe>

Text to join our email list!

Text **JOINIDRAEMAIL**

To **22828** to get started



Achieving equal educational opportunity for every child through strong public schools
that prepare all students to access and succeed in college



Training Support

<http://bit.ly/IDRAYoutube>

<https://www.idra.org/services/learning-goes-on-a-covid-19-resource-for-education/#>

Learning Goes On - A COVID-19 Resource for Education

bit.ly/IDRAResponse



Resources & Research in English & Spanish

New Resources

Ensuring Equity in Online Learning – Considerations in Response to COVID-19's Impact on Schooling

Spanish version: **Mejores Prácticas para la Instrucción en Línea a Raíz del COVID-19**

Best Practices for Online Instruction in the Wake of COVID-19

Spanish version: **Garantizar la equidad en el aprendizaje en línea**

COVID-19 Data Map – **Texas College Responses**



Policy Updates in English & Spanish

Policy Updates

IDRA is releasing policy updates for schools regarding COVID-19 each Friday in our Learning Goes On eNews ([sign up free](#)). See a log of the updates here in [English](#) and in [Spanish](#).

New! March 27, 2020, Edition focusing on the CARES ACT and how Texas colleges are responding to COVID-19: [English](#) • [Spanish](#)

March 21, 2020, Edition focusing on Testing for Students in Texas & Equity Implications: [English](#) • [Spanish](#)



Webinar Series Live & On Demand

Equitable Practices for Online Learning – Free Webinar Series



**Equitable Practices for
Online Learning**
free webinar series

Webinar Schedule

Equitable Practices for Teaching Online
Friday, March 20, 2020 @ 2:00 pm (cst)

Digital Divide: Connectivity, Infrastructure and Devices
Tuesday, March 24, 2020 @ 2:00 pm (cst)

Tools & Tips to Alleviate the Homework Gap
Tuesday, March 31, 2020 @ 2:00 pm (cst)

More coming soon!
Register at <https://idra.news/WebinarSeries>



See [webinar hub](#) for recorded webinars and related resources.

1. Equitable Practices for Teaching Online

Held Friday, March 20, 2020 @ 2:00 pm (cst) – [Watch recording](#)

2. Digital Divide: Connectivity, Infrastructure and Devices

Tuesday, March 24, 2020 @ 2:00 pm (cst) – [Watch recording](#)

3. Tools & Tips to Alleviate the Homework Gap






Tuesday, March 31, 2020 @ 2:00 pm (cst)


Register

More titles on the way!


IDRA Video

<http://bit.ly/IDRAYoutube>





Transforming education



IDRA
43 subscribers

SUBSCRIBE

HOME


VIDEOS

PLAYLISTS


CHANNELS


DISCUSSION

ABOUT




Uploads ▾ **PLAY ALL**

 **SORT BY**




Digital Divide: Connectivity, Infrastructure and Devices
1:19:06

Digital Divide: Connectivity, Infrastructure and Devices
13 views • 4 days ago




Equitable Practices for Teaching Online – COVID-19...
1:06:39

Equitable Practices for Teaching Online – COVID-19...
51 views • 1 week ago




Student panel at STEM Learning Ecosystems event...
19:39

Student panel at STEM Learning Ecosystems event...
15 views • 1 week ago




Ray and Nathaneal at STEM Learning Ecosystems event...
6:56

Ray and Nathaneal at STEM Learning Ecosystems event...
5 views • 3 weeks ago




Shreya at STEM Learning Ecosystems event March...
3:23

Shreya at STEM Learning Ecosystems event March...
2 views • 3 weeks ago




Emmett at STEM Learning Ecosystems event March...
4:33

Emmett at STEM Learning Ecosystems event March...
2 views • 3 weeks ago




Alicia at STEM Learning Ecosystems event March...
3:16

Alicia at STEM Learning Ecosystems event March...
2 views • 3 weeks ago




Leslie at STEM Learning Ecosystems event March...
4:05

Leslie at STEM Learning Ecosystems event March...
2 views • 3 weeks ago




IDRA Live Stream
3:16:24

IDRA Live Stream
2 views • 3 weeks ago




Supporting Students in the Wake of Violence
0:56

Supporting Students in the Wake of Violence
2 views • 3 weeks ago



IDRA EAC-South Visiting Schools Webinar Equity...
1:17:38

IDRA EAC-South Visiting Schools Webinar Equity...
2 views • 3 weeks ago



Diversifying the Teaching Field – District Strategies
13:02

Diversifying the Teaching Field – District Strategies
2 views • 3 weeks ago

Zoom (free account)

Features

- Host up to 100 participants
- Unlimited 1 to 1 meetings
- Unlimited number of meetings
- Online support
- Active speaker view
- Full screen and gallery view
- Simultaneous Screen Share
- Join by telephone call-in
- Virtual Background
- Desktop and application sharing
- Instant or scheduled meetings
- All or Private and group chat
- Host controls
- Raise hand
- Mac, Windows, Linux, iOS and Android compatible
- Screen share available with iPad/iPhone app
- Co-annotation on shared screen
- Whiteboarding
- Multi-share - co-annotation

Zoom (free account)

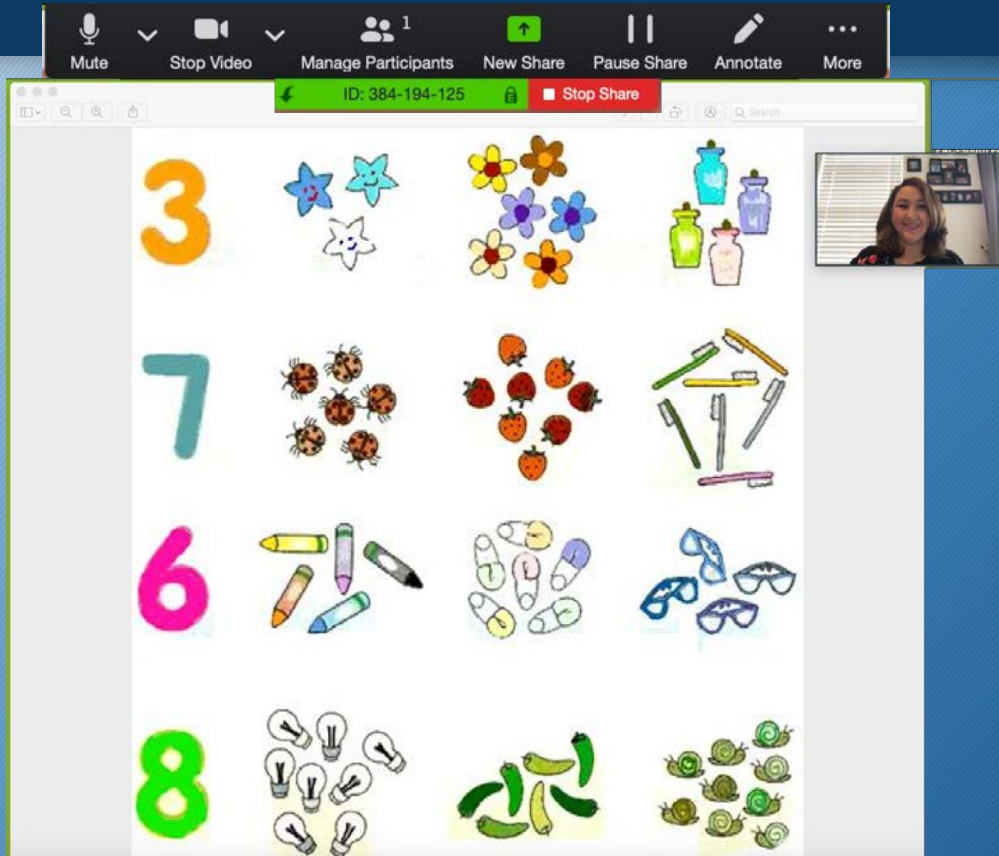
Limitations

- 40 mins limit on group meetings
- local recording only no cloud storage.
 - Upload videos to your district cloud storage

Help Center

- <https://support.zoom.us/>
- <https://zoom.us/test>

Screen Sharing



When sharing your screen the menu jumps to the top of your screen.

Co-Annotation with Screen Sharing

Annotation settings

- If you started the shared screen or whiteboard, click **More** in the screen share controls for these annotation settings:
- **Allow/Disable participants annotation:** Allow or prevent the participants from annotating on your shared screen.
- **Show/Hide Names of Annotators:** Show or hide the participants' name when they are annotating. If set to show, the participant's name will briefly display beside their annotation.



Zoom (Free-Basic Account)

Secure Scheduling

There are a couple features you can access when you're scheduling your meeting to make it more secure.

- **Password Protection:** password protect your meetings by clicking *Require meeting password* and entering an alphanumeric password when you schedule your meeting. The password is automatically populated in the calendar invitation. This means that only people with both the meeting ID and password can join your meeting.
- **Join Before Host:** When scheduling, you can also choose to not select *Join before host*. If you don't select this option, no one can join the meeting without you being there to start the meeting. This gives you greater control over the meeting. If you let people join before host, you still get an email when they join, notifying you that they are in your meeting room. If nothing else, it's a great last-minute reminder when you forget a meeting, that your participants are waiting for you!

Zoom Cloud Meetings – Schedule a Meeting

Topic: My Zoom Meeting

When

Start: 6/ 5/2014 12:00 PM

Duration: 1 Hr 0 Min

Time Zone: America/Los_An...

☐ Recurring meeting

Meeting Type

☐ Screen Share Meeting (Video does not start automatically)

☒ Video Meeting (Video starts automatically)

Meeting Options

☒ Require meeting password 8800

☐ Enable join before host

Calendar

☐ iCal

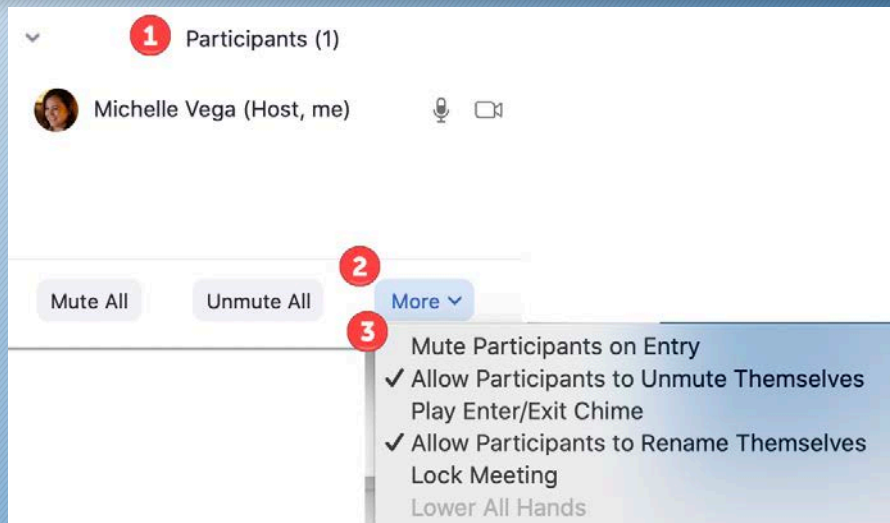
☒ Google Calendar

☐ Other Calendars

Schedule

Zoom (Free-Basic Account)

Security White Paper <https://zoom.us/docs/doc/Zoom-Security-White-Paper.pdf>




In-Meeting Security Options


The meeting host has a variety of controls they can use to secure their meeting. For example,

- Lock the Meeting: when you're in the meeting, click *Participants* at the bottom of your Zoom window. In the participants pop-up box, you will see a button that says *Lock Meeting*. When you lock the meeting, no new participants can join, even if they have the meeting ID and password.
- Expel a Participant: still in that participants menu, you can mouse over a participant's name, and several options will appear, including *Remove*. Click that to kick a participant out of the meeting. They can't get back in if you then click *Lock Meeting*.
- Attendee On-Hold: if you need a private moment, you can put attendees on-hold. The attendee's video and audio connections will be disabled momentarily. Click on the attendee's video thumbnail and select *Start Attendee On-Hold* to activate this feature.


FreeConferenceCall.com

Menu ▾ Online Meetings ▾ Meeting Wall ▾

5  (844) 844-1322 Log Out


 FreeConferenceCall.com®

Audio Information

1 Dial-in number:  (425) 436-6389

2 Access code: 247979 PIN

Online meeting ID: michellevega


International dial-in numbers:  View list

Invite Help

Host Online Meeting





Host Information

Edit

**FreeConferenceCall.com**
P.O. Box 41069
Long Beach, CA 90853
tel: (844) 844-1322
support@freeconferencecall.com

FreeConferenceCall is an online meeting service designed for screen sharing, web conferencing, product demonstrations, webinars and more.

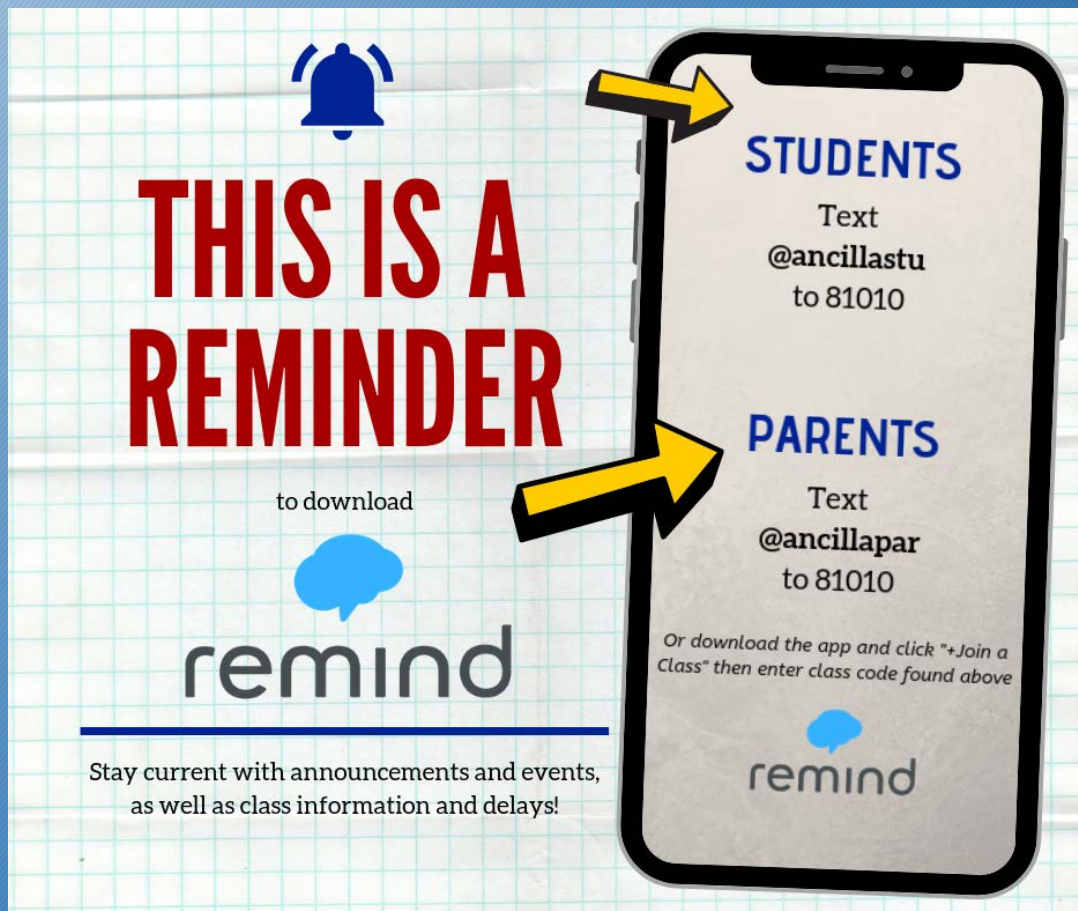
Meeting Settings

4    


Record Lock Hold Mute Mode

1. Dial in number for all participants
2. Access code to join the meeting
3. Meeting wall, displays participants, length of call and provides options to record conversation.
4. Meeting Wall menu.
5. Support phone number.

Remind




A promotional graphic for the Remind app. On the left, a blue bell icon is above the text "THIS IS A REMINDER" in large red letters. Below this, the word "remind" is written in a grey sans-serif font, preceded by a blue speech bubble icon. A yellow arrow points from the text "THIS IS A REMINDER" to a smartphone on the right. Another yellow arrow points from the word "remind" to the same smartphone. The smartphone screen displays the app's interface for students and parents. At the top of the screen is the word "STUDENTS" in blue. Below it, the text "Text @ancillastu to 81010" is shown. Further down is the word "PARENTS" in blue, followed by "Text @ancillapar to 81010". At the bottom of the screen, there is a line of small text: "Or download the app and click '+Join a Class' then enter class code found above", and the "remind" logo with a blue speech bubble icon.



**THIS IS A
REMINDER**

to download



remind


STUDENTS

Text
@ancillastu
to 81010

PARENTS

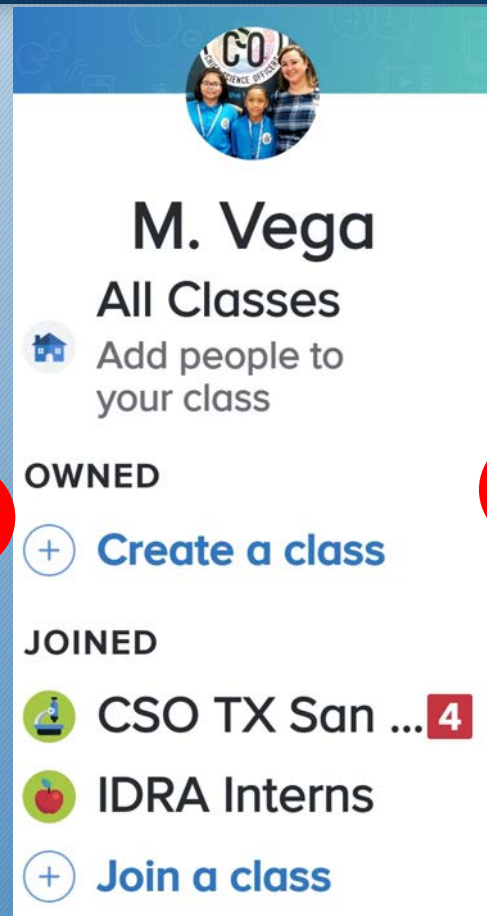
Text
@ancillapar
to 81010

Or download the app and click "+Join a Class" then enter class code found above



remind

Remind



M. Vega

All Classes

Add people to your class

OWNED

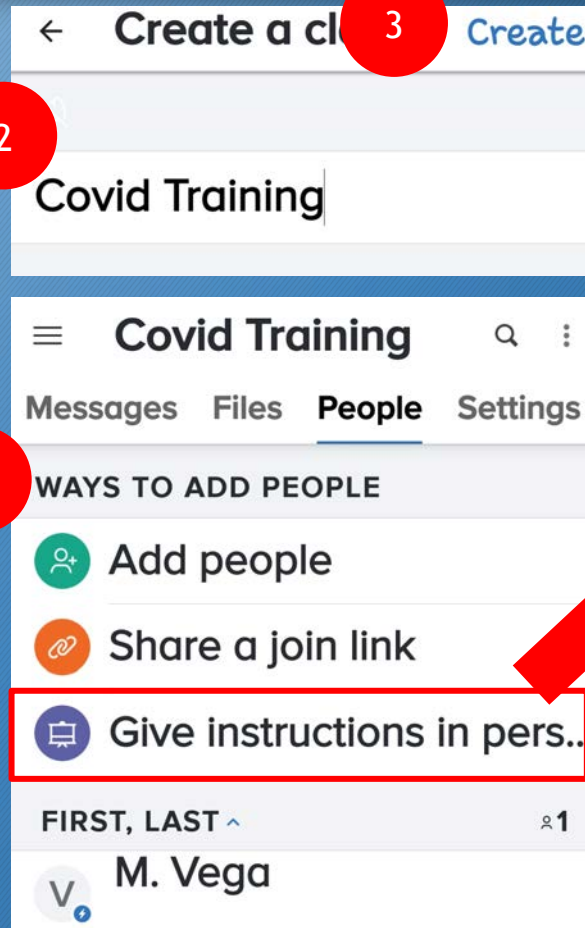
[Create a class](#)

JOINED

CSO TX San ... **4**

IDRA Interns

[Join a class](#)



Create a class **3**

Covid Training

Covid Training

Messages Files **People** Settings

WAYS TO ADD PEOPLE

Add people

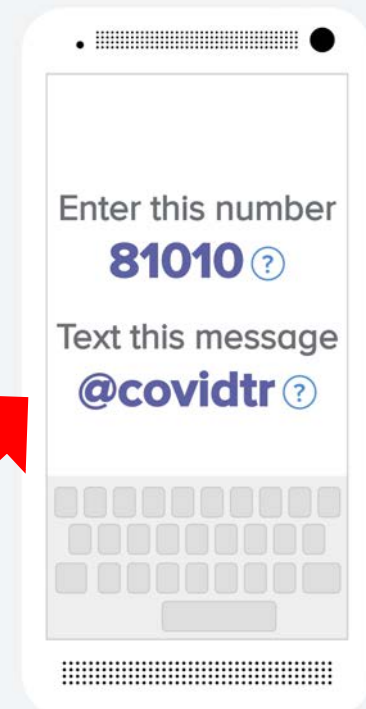
Share a join link

Give instructions in pers..

FIRST, LAST ^ 1

M. Vega

Tell people to take out their phones.





Use Google Docs, Sheets, and Slides offline

You can save the most recently opened documents on your computer.

Before you turn on offline access

- You must be connected to the internet.
- You must use the [Google Chrome](#) browser.
- Don't use private browsing.
- Install and turn on [Google Docs Offline Chrome extension](#).
- Make sure you have enough available space on your device to save your files.

How to turn on offline access

1. On your computer, open the Google [Docs](#), [Sheets](#), or [Slides](#) home screen.
Note: If you want to use offline access for another Google Account, make sure you're signed in to the right Chrome profile. Learn how to [switch Chrome profiles](#).
2. At the top left, click Main menu ≡ > **Settings**.
3. Turn on **Offline**.
Note: If you turn on offline access for Docs, Sheets, Slides, or Drive, then the rest will also be available offline.
4. Open Google [Docs](#), [Sheets](#), or [Slides](#) in your Chrome browser to work offline.

Turn off offline access

1. Open [Google Docs](#) or [Google Drive](#).
2. Click Menu ≡ > **Settings**.
3. On the right, turn off **Offline**.

Make specific files available offline

If you have enough storage, some of your most recent files will be automatically saved offline. To manually select files to save offline:

1. Follow the steps above to turn on offline access in Google Drive.
2. Open the Google [Docs](#), [Sheets](#), or [Slides](#) home screen.
3. On the file you want to use offline, click More ⋮.
4. Click **Available offline**. A check mark will appear in the bottom left corner to show that the file is available offline.

Student View - Google Classroom Stream (Home Page)

The screenshot shows the Google Classroom interface from a student's perspective. At the top, there are three tabs: 'Stream' (highlighted with a green underline and a red circle with the number 2), 'Classwork', and 'People'. Below the tabs is a large green banner for 'IDRA Interns Summer Internship 2019' with an illustration of books and papers, marked with a red circle and the number 1. To the left of the main stream is a sidebar with an 'Upcoming' section showing 'Due Tuesday Skills to Succeed' and a 'View all' link, marked with a red circle and the number 3. The main stream area contains a post by 'Stephanie Garcia' dated 'Aug 5, 2019' with the text 'Please take this STEM Post-Survey ASAP :)' and a link to a Google Form. Above this post is a text input field with the placeholder 'Share something with your class...' and a red circle with the number 4. Below the post is a comment input field with the placeholder 'Add class comment...' and a red circle with the number 5. At the bottom, there is a video post by 'LARISSA ELLIOTT' dated 'Jul 29, 2019' with the title 'The Video' and a video player showing a person, marked with a red circle and the number 5.

1. Classroom Cover Art
2. Posted class announcements
3. Upcoming Assignments
4. New post field
5. Posts from class teacher or a student

Student View - Google Classroom Classwork

Path: Stream (home) > Classwork

The screenshot shows the Google Classroom interface for the class 'IDRA Interns Summer Internship 2019'. The top navigation bar includes 'Stream', 'Classwork', and 'People' tabs, with 'Classwork' highlighted. A red box highlights the top navigation area, including the class name and menu icon (1), the tabs (2), and the user profile icon (6). Below the navigation bar, the 'Stream' section shows a list of assignments under the heading 'Makerspace'. The assignments are: 'Makerspace Reflection' (Due Jul 11, 2019), 'Makerspace Project Overview' (Posted Jul 1, 2019), 'Makerspace How-To Manual #2' (Due Jul 2, 2019, 4:00 P), and 'Makerspace How-To Manual #1' (Due Jul 3, 2019, 4:00 P). A red box highlights the 'View your work' button (4) and the 'Google Calendar' and 'Class Drive folder' links (5). A red box highlights the 'All topics' link (2) and the 'Skills to Succeed' link (3).

1. IDRA Interns Summer Internship 2019

2. All topics

3. Skills to Succeed 1

4. View your work

5. Google Calendar Class Drive folder

6. User profile icon

Makerspace

Digital Badging

College and Career ...

Administrative Work

Orientation

Podcasting

Makerspace

Makerspace Reflection Due Jul 11, 2019

Makerspace Project Overview Posted Jul 1, 2019

Makerspace How-To Manual #2 Due Jul 2, 2019, 4:00 P

Makerspace How-To Manual #1 Due Jul 3, 2019, 4:00 P

1. Class name and menu
2. Assignment Topics, table of contents.
3. Next assignment due
4. View your work is the assignment list.
5. Class Calendar, show assignments on dates due.
6. Class Drive Folder

Student View - Google Classroom Assignment

Example 1: Completing a Google Form

Path: Classwork > Select an Assignment > View Assignment

The screenshot shows a Google Classroom assignment page. At the top, a red circle with the number 2 is next to a calendar icon and the text 'Due Jul 11, 2019'. Below this, a red circle with the number 1 is next to the assignment title 'Podcast Reflection'. Under the title, a red circle with the number 4 is next to the teacher's name 'Michelle Vega' and the date 'Jul 9, 2019 (Edited Jul 9, 2019)'. The main content area has a red circle with the number 4 next to a Google Forms icon and the title 'Podcast 101 Reflection'. Below this, a red circle with the number 6 is next to a 'Class comments' section with a text input field and a submit button. On the right side, a red circle with the number 3 is next to the 'Your work' section, which shows 'Missing' status. Below this, a red circle with the number 5 is next to the 'Mark as done' button. A red circle with the number 3 is also next to the 'Add or create' button. Below the 'Your work' section, a red circle with the number 5 is next to the 'Private comments' section, which has a text input field and a submit button.

2 Due Jul 11, 2019

1 Podcast Reflection

Michelle Vega Jul 9, 2019 (Edited Jul 9, 2019)

Please answer the questions as honestly as possible. There is no right or wrong answer just your thoughts about the activity and process.

4 Podcast 101 Reflection
Google Forms

Class comments

6 Add class comment...

3 Your work Missing

5 + Add or create

5 Mark as done

Private comments

5 Add private comment...

1. Assignment Name
2. Assignment due date
3. Assignment status
4. Google Form to be completed.
5. Student will click the Mark as done button once the form is complete.
6. Student correspondence, comments.

Student View - Google Classroom Assignment

Example 2: Creating a Document to Turn In

Path: Classwork > Select an Assignment > View Assignment

The screenshot shows the Google Classroom interface for an assignment titled "Makerspace How-To Manual #2" by Stephanie Garcia, due on Jul 2, 2019, at 4:00 PM. The assignment is worth 100 points. The student's work status is "Missing". The interface includes a submission area with a text prompt "Please submit your second manual here :)", a class comments section, and a "Turn in" button. A confirmation window is open at the bottom, showing the student's work being submitted.

1. Assignment Name

2. Due Date

3. Assignment instructions

4. Number of possible points

5. Assignment status

6. Student Work

7. Turn in (submit button)

8. Confirmation Window

9. Student Work (confirmation opportunity)


10. Turn in (student work has now officially been turned in)

Student View - Google Classroom Assignment


Example 3: Assignment List

Path: Classwork > View Your Work

1

 View your work

2



Michelle Vega

3


Filters

Assigned

Returned with grade

Missing

4

Title	5	Due	6
Podcast Reflection		Jul 11, 2019	Missing
Makerspace Reflection		Jul 11, 2019	Missing
Makerspace How-To Manual #2  1		Jul 2, 2019, 4:00...	Missing
Makerspace How-To Manual #1		Jul 3, 2019, 4:00...	Missing
Digital Badging		No due date	Assigned
IDRA Promotional Materials		Jul 19, 2019	Missing
IDRA Newsletter Organization		Jul 12, 2019	Missing

1. Assignment list

2. Student profile image

3. Filters to sort assignments

4. Assignment Title

5. Due date

6. Assignment Status