









Remote Learning Platforms		Lesson Plan Checklist	
Zoom		<input type="checkbox"/> Name of school	
Whatsapp		<input type="checkbox"/> Class	
Google Meet		<input type="checkbox"/> Number of students	
Google Classroom		<input type="checkbox"/> Date	
School Website		<input type="checkbox"/> Topic/Unit of study	
Facebook		<input type="checkbox"/> Time allowed on lesson	
		<input type="checkbox"/> Lesson objectives	
		<input type="checkbox"/> Ways of connecting learners	
		<input type="checkbox"/> Group activities	

What should teachers instruct Learners to do during Zoom Lessons?

Instructions for using zoom:

- Mute yourself when not speaking
- Unmute if you want to speak
- Use chat window for questions or comments:
- Enter break out rooms when instructed for set group activities
- You (the host) can enter the different break out rooms to check that all the learners are participating actively in a positive way.



Teachers and learners roles in different stages of a Zoom lesson



Stage	Teacher's Role	Learner's Role
1. Objectives and Plan	<ul style="list-style-type: none"> ○ Explain and instruct 	<ul style="list-style-type: none"> ○ Listen and follow
2. Knowledge building		
2.1. Individual or Small Group Work	<ul style="list-style-type: none"> ○ Give instructions for task/s ○ Place learners in separate breakout rooms (The number of rooms depends on task and total number of students.) 	<ul style="list-style-type: none"> ○ Join the allocated breakout room ○ Complete the task/s ○ Decide on feedback to share with whole class
2.2. Sharing Findings	<ul style="list-style-type: none"> ○ Bring learners back to main class ○ Either ask which presenter has been allocated by each group or select presenters randomly 	<ul style="list-style-type: none"> ○ Share findings of group
2.3. Reflection	<ul style="list-style-type: none"> ○ Ask questions from the topic/unit taught ○ Summarize findings from group tasks 	<ul style="list-style-type: none"> ○ Respond to the questions
3. Conclusion		
3.1. Assessment	<ul style="list-style-type: none"> ○ Give instructions for the assignment 	<ul style="list-style-type: none"> ○ Complete and submit to the teacher
3.2. Additional resources	<ul style="list-style-type: none"> ○ Share additional resources 	<ul style="list-style-type: none"> ○ Explore the extra resources
3.3. Office Hours	<ul style="list-style-type: none"> ○ Offer to respond to queries 	<ul style="list-style-type: none"> ○ Contact teacher during office hours

Common Issues To Online Lessons And Suggested Solutions:

List Of Issues:

- Technical issues
- Understanding the course expectation
- Learner's lack of time
- Learning interaction and support is restricted
- In person interaction is not an option
- Learner's cannot practice

Solutions To These Issues:

- Offer courses on using multiple devices
- Clearly explain course expectations in the introduction and at regular intervals
- Set time limits and send reminders
- Use online courses
- Use and track progress with forums and social media