

NAVY CHILDREN SCHOOL, KOCHI
GUIDELINES FOR ONLINE CLASSES
TEACHERS

Dear teachers,

Warm Greetings!

At the outset, let me place on record the initiative that each one of you have taken in the conduct of online classes.. Let me compliment you for adapting to digital teaching methodology with great pace according to the demands of changing environment.

Wishing you the very best.

Guidelines by NES with respect to conduct of online classes are elucidated below:

1. Follow the dress code prescribed for teachers.
2. There should not be over emphasize on use of technology. Online teaching is not an end in itself; rather it is a tool to achieve the desired learning outcomes.
3. Use the full range of online resources and have right blend of tools. Avoid loading presentations with too much of text, long videos. Instead slice the lesson in small 'chunks'.
4. Follow the approved split syllabus which has been prepared based on the alternative academic curriculum promulgated by NCERT.
5. Focus on 'Active Learning'. The classes should be mix spurts of discussions, collaboration, video and audio clips, and hands-on exercises with text and possibly brief video lectures.
6. Parse your time wisely and manage your time in a reasonable way. Don't turn your class into a one-on-one Q & A with 30 students.
7. Clearly define your expectations and the best communication methods.
8. Carefully handle students who are either shy or do not participate in discussions or ask questions. Make an effort and reach out to such students.
9. Monitor student learning. Evolve grading mechanism for evaluation and assessment of students.
10. Take regular feedback and assess the learning through direct/indirect means.
11. Encourage innovative thinking, creativity, problem solving and critical thinking.
12. Finally, keep innovating as online learning is a dynamic and growing domain when compared to other methods of teaching. One should continue to grow and adapt to the new world of digital classrooms.

PRINCIPAL NCS
