



Sandusky
CITY SCHOOLS

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Dr. Eugene T.W. Sanders
CEO & Superintendent

Guide to Digital Classrooms

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Chief Academic Officer



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Dear Instructional Leaders,

We made it around the track for the first phase of our marathon considering the new normal has put us on an accelerated voyage toward digital convergence. As we transition to recover academically and to reopen schools, we know the significance of our collaborative efforts to continue training in creating, implementing, and maintaining highly effective digital classrooms. Teacher effectiveness and clarity will be vital to operationalize our vision to serve students in the spirit of excellence for fall 2020.

This summer will be substantially important for understanding the guidance from federal and local health agencies on how to plan our reopen making safety paramount to our efforts. Senior Leadership will continue our work of galvanizing our community to solicit feedback on what they want for students as we continue to refine plans for how we will deliver instruction post-COVID. For the past several months, my office has insisted that instructional staff develop proficiency in using the different applications within Google Suite while expanding their knowledge of virtual learning environments. In amazement, I have witnessed how teachers' preschool – twelfth grade have risen to and exceeded expectations for creating and implementing various models of remote learning.

As you prepare for your summer, I would like to take this opportunity to thank each instructional leader for your tenacity in implementing Phase I and Phase II of our COVID Academic and Instructional Improvement Action Plan. Your leadership made our proposal a reality for supporting home-based blended-learning during ambiguous times. I would be remised if I neglected to acknowledge all of Sandusky City Schools' staff and community members for their dedication to ensure that all of our students' and families' "holistic" needs were met in the spirit of excellence during the COVID school closure. Thank you for everything you continue to do for our students and families.

In closing, the "Sandusky City Schools' Guide to Digital Classrooms" provides an overview of the competencies needed for teachers to own and operate individual highly effective digital classrooms during the 2020-2021 school year. We know from our research that digital resources can promote student achievement; when students use them effectively, but technology use alone is ineffective unless mediated by an effective teacher!

Have a great summer. Please be safe and stay well!

Best Regards,

Dr. Vilicia Cade
Chief Academic Officer



Fall Pre K - 12th Grade Digital Classroom Expectations

- ☐ Collaboratively Create Grade-Level & Course Playlists
- ☐ Collaborate Across Classrooms & Grade-Levels
- ☐ Operate a Google Classroom Using Google Suite Applications
- ☐ Docs
- ☐ Slides
- ☐ Sheets
- ☐ Forms
- ☐ Classroom
- ☐ Meets
- ☐ Merge Google Classroom Data to Progress Book/Grade Book
- ☐ Establish Student Expectations for Exact Path Assignments
- ☐ Monitoring Academic, Social- Emotional and Behavioral Data
- ☐ Establish a One on One Individual Student Feedback Schedule for Class Roster
(Should collaborate with Special Teachers, Title Teachers, & Intervention Specialists)



Fall Playlist Checklist

Fall Playlist Requirements:

- ☐ Demonstrate creation of Google Classroom as evidenced by indicating where it would be linked in the fall playlist
- ☐ Demonstrate understanding of Google Meets by scheduling and linking one on the playlist
- ☐ One standard or topic of focus
- ☐ Evidence of student learning
- ☐ What students are learning
- ☐ How students are learning
- ☐ Demonstration of student learning mastered

- ☐ SDA uses Beginner's Playlist for Fall
- ☐ SMS uses Intermediate or Advanced Playlist
- ☐ SHS uses Advanced Playlist



Google Skills Checklist

Google Docs:

- _____ Insert/Crop/Adjust an image
- _____ Insert a hyperlink
- _____ Add comments (Provide feedback for students)
- _____ Sharing - Edit/View

Google Slides:

- _____ Insert a picture
- _____ Insert a hyperlink
- _____ Create a textbox
- _____ Add a video
- _____ Add comments (Provide feedback for students)
- _____ Share - Edit/View/Publish to

Google Forms:

- _____ Make the Form a Quiz
- _____ Assign point values to questions
- _____ Sending/Sharing

Google Sheets:

- _____ Edit/Format Cells
- _____ Formulas (AV
- _____ Filtering/Sorting

Google Classroom:

- _____ Creating/Archiving a Classroom
- _____ Adding Students
- _____ Posting to the Stream
- _____ Creating Topics
- _____ Creating an Assignment
- _____ Add links/resources
- _____ Making a copy for students
- _____ How to grade assignments
- _____ Creating a rubric

Google Meet:

- _____ Start a New Video Meeting
- _____ Invite People to a Video Meeting
- _____ Join a Meeting