

	<b>Distance teacher</b>	<b>Assistant at other school</b>	<b>Pupil at other school</b>
<b>Preparation for the distance teaching lesson</b>	<p>The plan for the lesson is ready, and it outlines how pupils will complete tasks during the distance teaching lesson.</p> <p>Links and materials are working and have been loaded into the common database or learning environment.</p> <p>The laptop's battery is charged or plugged in.</p> <p>The laptop or computer is connected to the network.</p> <p>Other devices, such as a touchscreen TV, tablet, smart phone, or another laptop, are charged and in good working order.</p> <p>Check your microphone and headphones to ensure that they are functioning properly if necessary.</p> <p>Make sure that any necessary downloads or updates have been installed.</p> <p>Adjust the room's lighting as needed.</p> <p>Ensure that teaching is taking place in a suitable location with no strong background lights, background noises, or visual distractions such as movements in the background.</p> <p>Adjust the camera (such as</p>	<p><b><u>Assistant for younger pupil:</u></b></p> <p>Guide the pupil to the room where the distance teaching lesson will take place at the appointed time.</p> <p>Ensure that the laptop's battery is charged or plugged in.</p> <p>Verify that the laptop or computer is connected to the internet network.</p> <p>Confirm that the tablet, smart phone, or other laptop that the pupil will use for the lesson's tasks is charged and in good working order.</p> <p>Make sure that any necessary downloads or updates have been installed.</p> <p>Ensure that books, papers, pencils, or other equipment needed during the lesson are nearby or in the pupil's bag.</p> <p>Help the pupil find a suitable place to sit, and adjust the laptop or computer's webcam so that the pupil is visible on the screen.</p> <p>Check the microphone and headphones if</p>	<p><b><u>Younger pupil:</u></b></p> <p>Remembering to come on time to distance teaching lesson</p> <p>Having book, paper, pencils, and electronic devices for lesson nearby or in the bag</p> <p><b><u>Older pupil:</u></b></p> <p>Laptop's battery is charged, or it is plugged.</p> <p>The laptop or computer is connected to the internet network.</p> <p>The tablet, smart phone, or other laptop for the lesson's tasks is charged and in the working order.</p> <p>Soundcheck your microphone and headphones if necessary.</p> <p>Books, papers, pencils, electronic devices, or other equipment which is needed during lesson is nearby or in the bag.</p> <p>Homework is done and returned to learning environment.</p> <p>Sign in learning environment and join distance connect app.</p>

	<p>the laptop or computer's webcam) to show yourself clearly on the screen.</p> <p>Plan how to display or show teaching subjects, whether it's through a touchscreen TV, whiteboard, computer screen sharing, objects in your hand, or elsewhere in the room.</p> <p>Check who will be attending the lesson and who will not.</p> <p>Sign in to the learning environment and join the distance connection app.</p>	<p>necessary.</p> <p>Sign in to the learning environment and join the distance connection app.</p> <p><b><u>Assistant for older pupil:</u></b>  Confirm that all necessary downloads or updates have been installed.</p> <p>Verify that everything is working properly with the pupil's laptop/computer, electronic devices, and network. Ensure that the pupil has signed in to the learning environment and joined the distance connection.</p> <p>Confirm that the connection to the distance teacher is working well.</p> <p>Inform the pupil where to find the assistant if a problem occurs and the assistant is not in the same room as the pupil.</p> <p>The assistant (or pupil's teacher) should inform the distance teacher if the pupil is not participating in the lesson.</p>	
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<p><b>During the distance teaching lesson</b></p>	<p>Ensure that everyone can see and hear each other well.</p> <p>Give each pupil a turn to share their opinions and comments on the learning subject, to avoid too much babbling or talking at the same time.</p> <p>Ensure that the learning subject and tasks are understood.</p> <p>Make sure that links and materials are accessible, and pupils can progress with their tasks.</p> <p>Share your screen or show pupils on another screen pictures, videos, or other texts related to the lesson's subject.</p> <p>Guide and teach pupils to master their tasks and return them successfully if they are unsure how to do so.</p> <p>Keep a close eye on each pupil's connection on the screen and offer help if you notice any delays or connectivity issues.</p> <p>Use various methods to communicate with pupils, such as chat or whiteboard, which are useful for providing keywords or brief explanations about the subject.</p>	<p><b><u>For younger pupil:</u></b> Check that everyone sees and hears the pupil, and that the pupil sees and hears the distance teacher and other pupils well.</p> <p>If needed, support and guide the pupil to listen to the distance teacher and other pupils on the screen and to do tasks as the distance teacher has instructed.</p> <p>If it's not necessary to support and guide the pupil, the assistant should stay in the background and only come to help the pupil if the pupil asks for it or if the assistant sees that the pupil needs quick assistance to continue their task or to direct their attention back to the screen.</p> <p>If technical problems occur, the assistant should try to solve them or report them to the appropriate person.</p> <p><b><u>For older pupil:</u></b> Check that everything is working well with the pupil's laptop/computer and electronic devices, network, and connection to the distance teacher.</p>	<p>Check that everyone can see and hear you, and that you can see and hear the distance teacher and other pupils well.</p> <p>Listen to and interact with the distance teacher and other pupils through the screen.</p> <p>Complete the given tasks as instructed by the distance teacher, based on how they have explained and shown on their screen.</p> <p>Return or show your completed task as requested by the distance teacher at the beginning of the task.</p> <p>Make sure to keep your eyes on the screen during tasks, in case there is any additional information, message, or question from the distance teacher or other classmates.</p>
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<p><b>After the distance teaching lesson</b></p>	<p>Make notes about lesson, which are useful information for next lesson.</p> <p>Contact pupil's teacher or assistant if there's something to inform – devices or Internet network doesn't work well, pupil have some issues going on or coming events/holidays which affects to next lesson.</p>	<p>Contact the distance teacher if there is anything to inform them about, such as issues with devices or internet network, problems with tasks, or upcoming events or holidays that may affect the next lesson.</p>	<p>Mark homework in the notebook or calendar.</p> <p>Sign out from learning environment.</p>
<p><b>Between the distance teaching lessons</b></p>	<p>Check who will be participating in the next lessons and who will not be participating, and make plans and materials based on the information you have received from the pupil's teachers/assistants.</p> <p>Plan the next lessons and prepare or find materials to upload into the learning environment.</p> <p>Send an email to the pupil's teacher/assistant with any materials that need to be printed and given to the pupil for the next distance teaching lesson.</p>	<p>The assistant or pupil's teacher should inform the distance teacher if the pupil is not participating in the lesson, especially if it is known that the pupil is absent from school or unable to participate due to other reasons.</p>	<p>The pupil should complete their homework and submit their completed tasks to the learning environment.</p>