

Digital Learning Playbook

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Agenda for Digital Learning Playbook

01

Digital learning enables strengthening of digital tools and resources to develop impactful and flexible learning environments

Emerges as critical learning platform during emergency situations where remote teaching is essential in order to promote personalization and student agency across all learning scenarios

Focuses on supporting schools and districts to develop digital learning environments to offer high-quality, continuous learning opportunities for students

Provides guidance to district and school leaders at each stage of digital implementation

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- Teachers and Students Assistance in Building Online School Community

05 Digital Learning Tools and Technology Protection

- Digital Learning Tools for Improved Virtual Training Experience
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- Best Practices to Protect Technology Systems
- Initiatives to Promote Digital Citizenship for Safer Learning Environment

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- Procurement Process of Devices Essential for Digital Learning
- Digital Learning Devices Storage and Distribution

07 Competency Based Learning

- Virtual Competency Based Learning System
- Comparative Assessment -Traditional vs. Competency Based Education System
- Ways to Deploy Competency Based Learning in Classroom
- Steps to Build Competency Based Learning Program
- Enabling Competency Based Learning Communication Across Varied Audiences

08 Digital Learning Tools and Technology Protection

- Daily Online Learning Schedule for Students
- Digital Learning Course Details for Students
- Minute by Minute Online Learning Schedule
- Academic Activities Yearly Calendar for Students

09 Course Grading, Credit and Attendance Management

- Key Consideration for Assessment and Grading in Digital Learning Environments
- Learning Grading and Credit System for Students
- Attendance Management for Students during Online Learning Program

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Table of Contents – Digital Learning Playbook

01

Introduction

- Learning Institution Overview- Message from Principal, Vice
- Key People Associated with Leadership Team to Enable Digital Learning
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Learning Institution Overview- Message from Principal, Vision and Mission

This slide provides information regarding learning institution overview involving details about message from principal, school's vision and mission.



Message from Principal

- Institution is ensuring to build flexible, adaptable and effective learning environment
- Focus on providing supporting, caring and consistent 1:1 assistance
- Aim is to invest in student's success
- Digital learning plan is considered as an instruction manual for learning

Every day,
teachers will encourage students, and
motivate them to progress



Every week,
students will have one –on- one session with
teachers to ensure consistent guidance

School's



Mission

Focus on nurturing scholars competent in transforming world



Vision

Fostering unprecedented learning and education to build responsible leaders with academic expertise & community-oriented education

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Key People Associated with Leadership Team to Enable Digital Learning

This slide provides information regarding key people aligned with leadership team that ensures effective digital learning. The leadership team comprises of designated lead, teaching and learning lead, IT department lead, etc.



Designated Lead

- Manage project, handle communication, schedule meetings
- Ensure reports are presented
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Teaching and Learning Lead

- Assist in alignment of curriculum goals to digital learning resources
- Track existing educational research best practices
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IT Department Lead

- Manage IT department with knowledge of systems, infrastructure, devices
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District Level Administrator

- Ensure alignment of digital learning plan for complete district
- Enable compliance with all laws and legal procedures
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School Level Administrators

- Offer instructional leadership and guidance to teachers, students and families
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- Add Text Here



Classroom Teachers (Different Grades and Departments)

- Offer teacher leadership with vision towards digital learning and assistance to students
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Key People Associated with Leadership Team to Enable Digital Learning Cont.

This slide provides information regarding key people aligned with leadership team that ensures effective digital learning. The leadership team comprises of non – teaching school personnel, students, parents, guardians, etc.



Community Members and Business Leaders

- Support larger community in which school is located
- Enable collaboration to manage community's requirements
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Parents, Guardians or Family Members

- Enable advocacy for students and offer insights about family member's insights to assist students' digital learning
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Non – Teaching School Personnel

- Offer additional perspectives across best practices – social , emotional development, etc.
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Students

- Offer and promote requirements of their own and peers
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Deployment of Care Team for Students Counselling

This slide provides information regarding deployment of care team for students counselling with details about team, its objectives, services and support offered, etc.



- **About Care Team**

Educational Institution focuses on developing and nurturing better relationships

- **Objective**

Coordination of customized assistance services to handle students' social , emotional and behavioural requirements



Services and Support Offered

- Coach students to effectively manage social, personal and classroom situations
- Limit barriers to schools
- Ensure connectivity of families to resources
- Enable collaboration with school staff and community- based firms to leverage coordinated services
- Collect, interpret and report data for improved quality of services



Reference to Care Team

- Student will be referred by a parent, teacher, counsellor or other staff
- Contact student's counsellor at XXXX-XXXXX with queries and submit help ticket to Student Guidance Department
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02

Conducting Needs Assessment










- Shared Vision and Goals Development Checklist
- Identifying Key Areas of Improvement while Mapping Digital Learning Environment
- Digital Learning Expectations of Students and Teachers
- Digital Learning Expectations of Principal, Parents and Communities

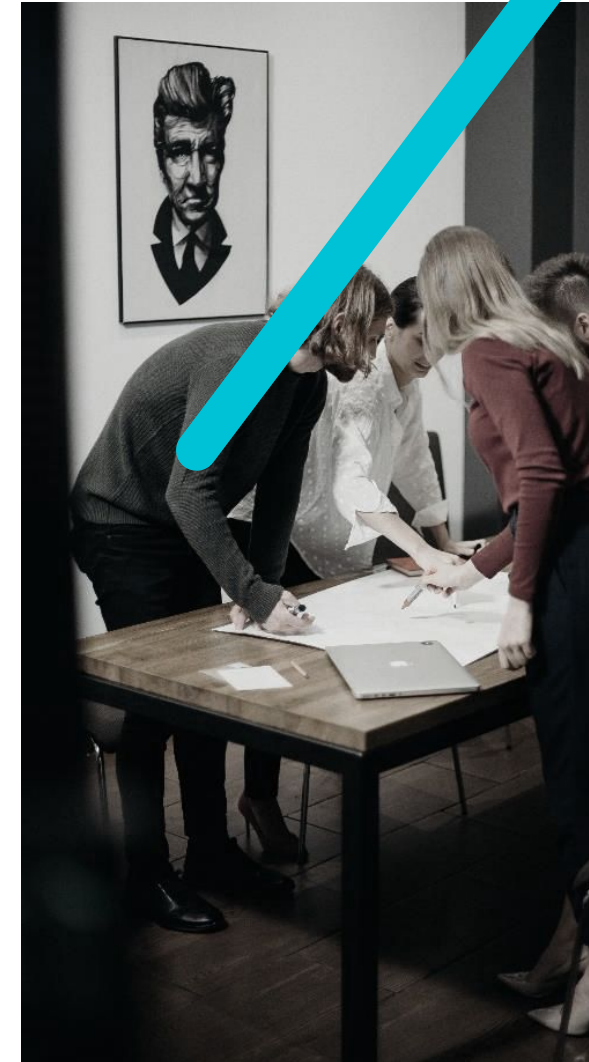


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Shared Vision and Goals Development Checklist

This slide provides information regarding shared vision and goals development checklist including essential parameters such as alignment of long-term district goals, assistance for students, staff and families, etc.

Parameters		Yes	No	Comment
	Allow each student have access to device and internet at home and at school	✓	-	-
	Deploy timeline for digital learning implementation	✓	-	-
	Prepare standards for digital learning success within school or district	✓	-	-
	Assess how digital learning assists district and school objectives for student learning along with social & emotional development	✓	-	-
	Determine requirement of learning continuity while deploying digital learning	✓	-	-
	Enable assistance for students, staff and families	✓	-	-
	Ensure alignment of long-term district goals for learning and technology usage	✓	-	-
	Add Text Here	✓	-	-
	Add Text Here	✓	-	-



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Identifying Key Areas of Improvement while Mapping Digital Learning Environment

This slide provides information regarding identification of key areas of improvement associated with schools, teachers, students and families while building digital learning environment.



Need assessment focus on determining school, teachers and students capability in adapting digital learning and detect areas of improvement

School or District Level



- Number of devices available and accessible to students
- Condition and age of devices
- Existing peripherals
- Quality of internet access across district buildings and students' homes
- District licenses for software and applications
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Teachers



- Teacher's perception towards district/ school's digital learning vision
- Professional development requirements
- Teachers at home have access to digital resources and high-speed internet
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Students and Families



- Accessibility to devices
- Accessibility to high-speed internet
- Assess family's comfort in supporting children during learning
- Details about preferred digital learning modalities of families
- Communication platform availability
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Digital Learning Expectations of Students and Teachers

This slide provides information regarding expectation of students and teachers from digital learning in terms of customized instructions, feedback in real time, fruitful relationships, etc. .



What Students Expect from Teachers and School

- Customized and relevant instructions as per requirements
- Feedback received in real time
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What Teachers Want

- Enable positive and lasting impression over students
- Influence, motivate and change students' lives
- Develop communities of future by assisting students to emerge as thinkers and problem solvers
- Leverage fruitful and engaged relationships with students



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Digital Learning Expectations of Principal, Parents and Communities

This slide provides information regarding expectation of principal, parents and communities from digital learning in terms of safer learning environment, equal opportunities for all children.



- Team, board and community in alignment with their vision
- Offer relevant impact on community and local economy
- Emerge as significant and leave a legacy
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What Principals / Administrators want



What Parents and Communities want

- Schools and teachers understand their requirements and are flexible
- Equal opportunities for all children
- Safe environments that promote social interaction and positive relationships among peers & adults
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03

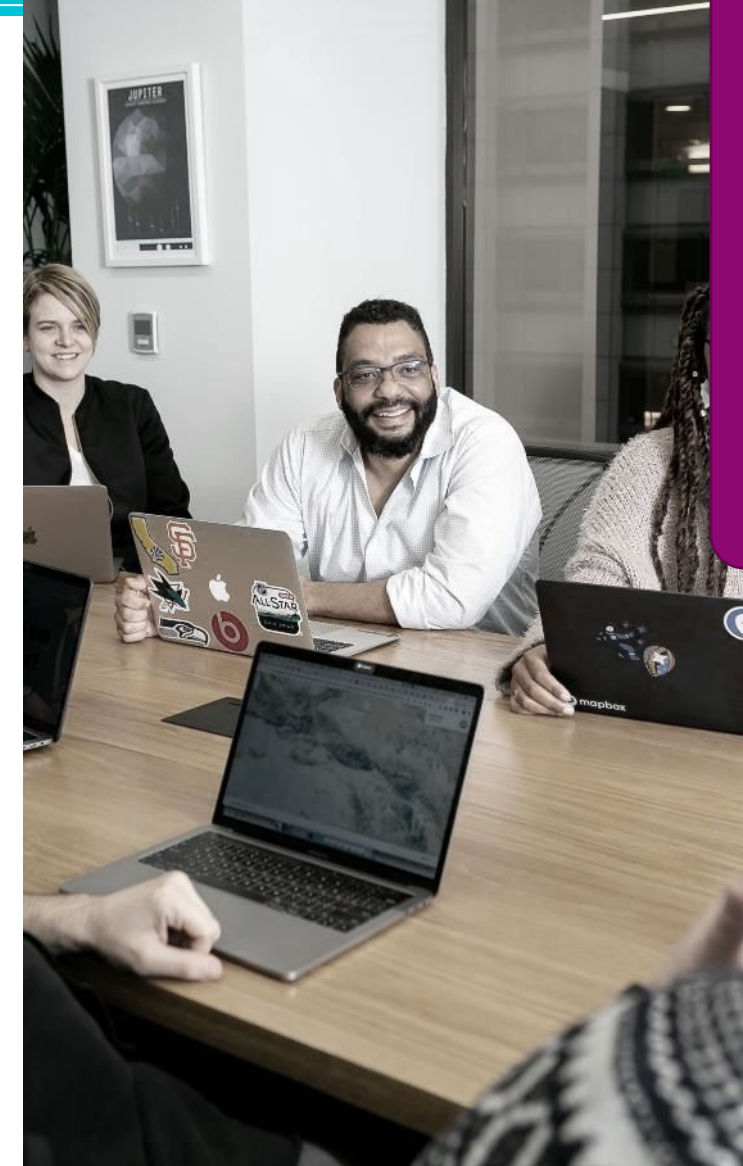
Professional Development of Teachers

- Enabling Professional Development of Teachers
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