

# Developing a Virtual Learning Plan

Project SUCCESS

*Back to School Webinar: Wednesday, August 12th 3:30-4:30 EST*



**PUBLIC**<sup>™</sup>  
CONSULTING GROUP



[www.projectsuccessindiana.com](http://www.projectsuccessindiana.com)



Share your name, district, your instructional model (in-person, hybrid, or virtual), and a celebration from the start of the school year.

# Session Agenda

- Introductions
- Developing an educator schedule
- Connection with colleagues
- Leveraging paraprofessionals
- Developing parent and family communication
- Establishing short and long-term goals to implement your virtual learning plan



# Session Objectives

## Participants will...

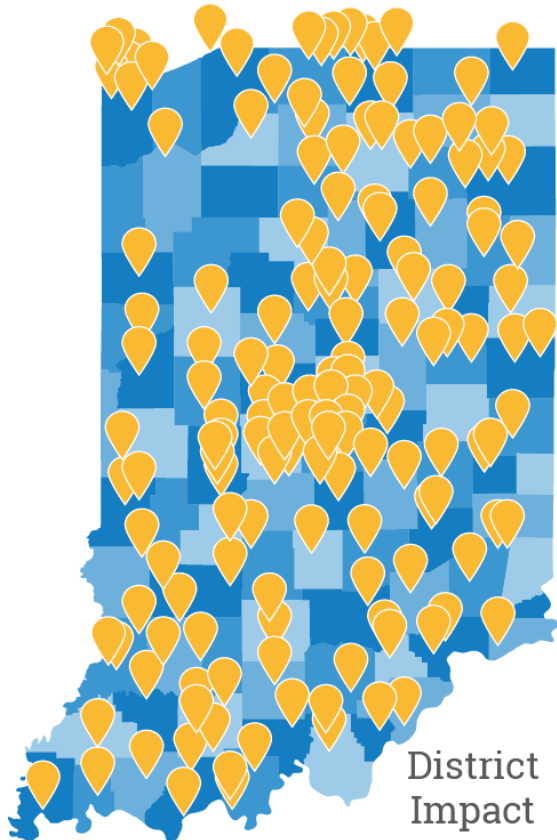
- Identify individualized educator virtual learning needs, such as developing scheduling, collaboration with colleagues and parents, and Universally Designed Instruction.
- Review tools, resources and process to develop a virtual learning plan.



# Project SUCCESS

**Project SUCCESS** supports districts to ensure that students with significant disabilities achieve increasingly higher academic outcomes and leave high school ready for post-secondary options by providing ongoing and job-embedded professional development focused on academic instruction, communication, and employability skills.

<b>Topics Frequently Covered:</b>	Inclusion and Equity for SWSID	Unpacking Content Connectors	Curriculum Mapping	Goal Writing	Distance Learning for SWSID
<b>Types of Support:</b>	On-site Professional Development	Summer Institutes	Webinars	State/National Conferences	Online Tools and Resources



“As a result of partnering with Project SUCCESS, my students are achieving at a much higher level as I am providing access and exposure to grade-level content connectors and curriculum.”

**372** participants at our 2018 and 2019 Summer Institutes

**9,514** attended or viewed webinars

**34,322** views/downloads of Content Connector resources

**211** Indiana districts supported since 2014

**10** schools selected as 2020-2021 Model Sites

**37,485** views/downloads of curriculum and instructional resources

# Indiana Resource Network

See a full list of resource centers and descriptions of their work at

[www.doe.in.gov/specialed/indiana-resource-network](http://www.doe.in.gov/specialed/indiana-resource-network)



# The Project SUCCESS Team



Meredith Keedy-Merk  
[mkeedymerk@pcgus.com](mailto:mkeedymerk@pcgus.com)



Amy Howie  
[ahowie@pcgus.com](mailto:ahowie@pcgus.com)



Heidi Brett Baker  
[hbrettbaker@pcgus.com](mailto:hbrettbaker@pcgus.com)



Ashley Quick  
[aquick@pcgus.com](mailto:aquick@pcgus.com)



Mary Baker-Boudissa  
[mbakerboudissa@pcgus.com](mailto:mbakerboudissa@pcgus.com)



Christine Krieger  
[ckrieger@pcgus.com](mailto:ckrieger@pcgus.com)

# Heidi Brett Baker



- ❖ Special education teacher for 14 years
- ❖ School administrator for 15+ years
- ❖ Higher education for 10 years
- ❖ Subject Matter Expert with Public Consulting Group for two years



# Ashley Quick

- ☀ Special education teacher for 10 years
- ☀ Gap year... or two or three...
- ☀ Subject Matter Expert with Public Consulting Group for three years



# Meredith Keedy-Merk

- ☀ Special education teacher for 8 years
- ☀ Building administrator for 3 years
- ☀ Subject Matter Expert with Public Consulting Group for 5 years



[www.projectsuccessindiana.com](http://www.projectsuccessindiana.com)



[HOME](#) [ABOUT](#) [RESOURCES](#) [CONTACT](#)



## Project SUCCESS

Project SUCCESS is a resource center that supports higher academic achievement for students with disabilities. We are building local

## Trending Now

[Upcoming Events](#)

## Conferences & Other Presentations

2020 Back-to-School Webinars



Go

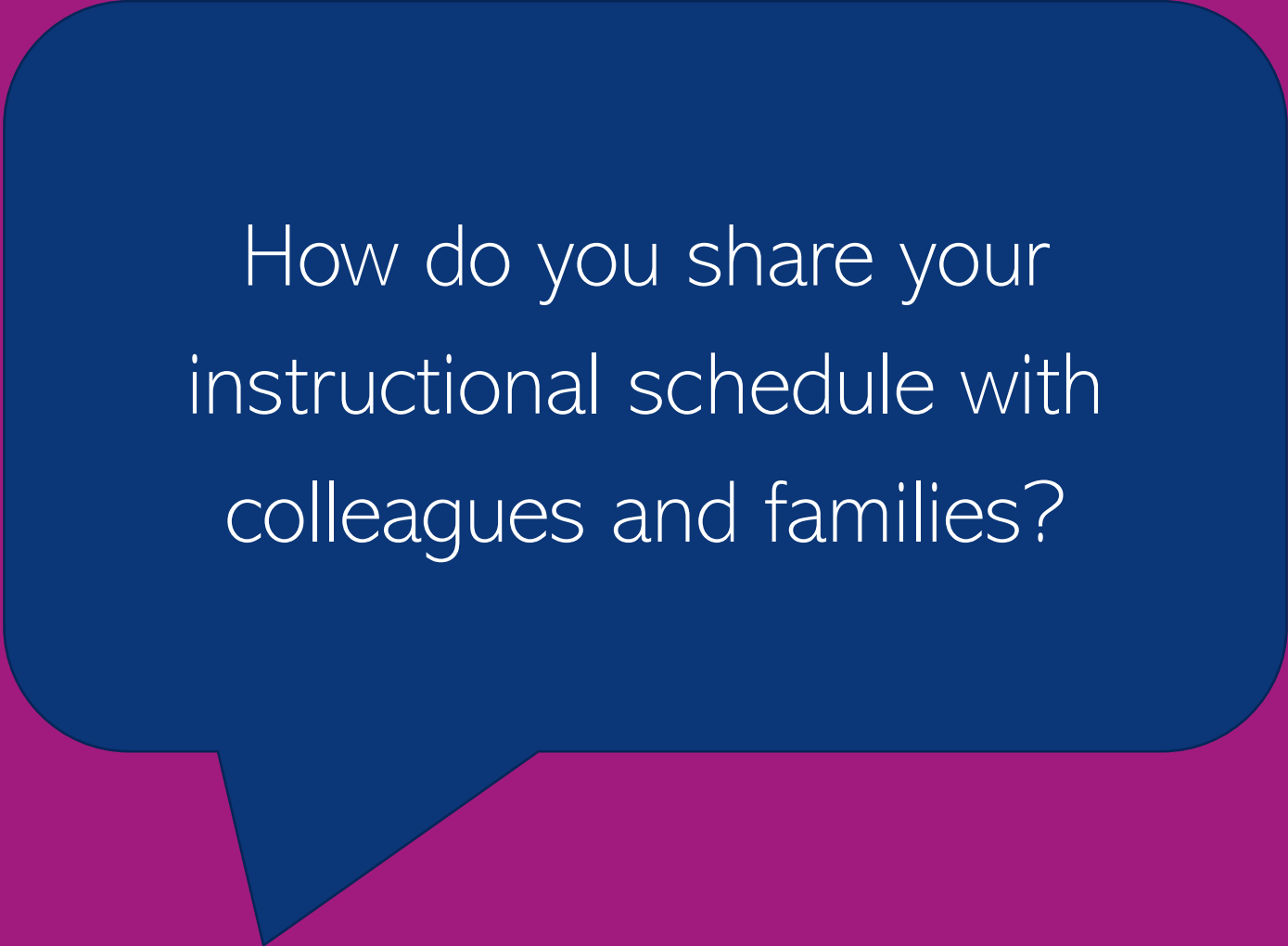
[Link to Resources](#)

## Poll Question:

What successes and challenges have you, your school, or your district identified regarding previous virtual learning experiences?

## Poll Question:

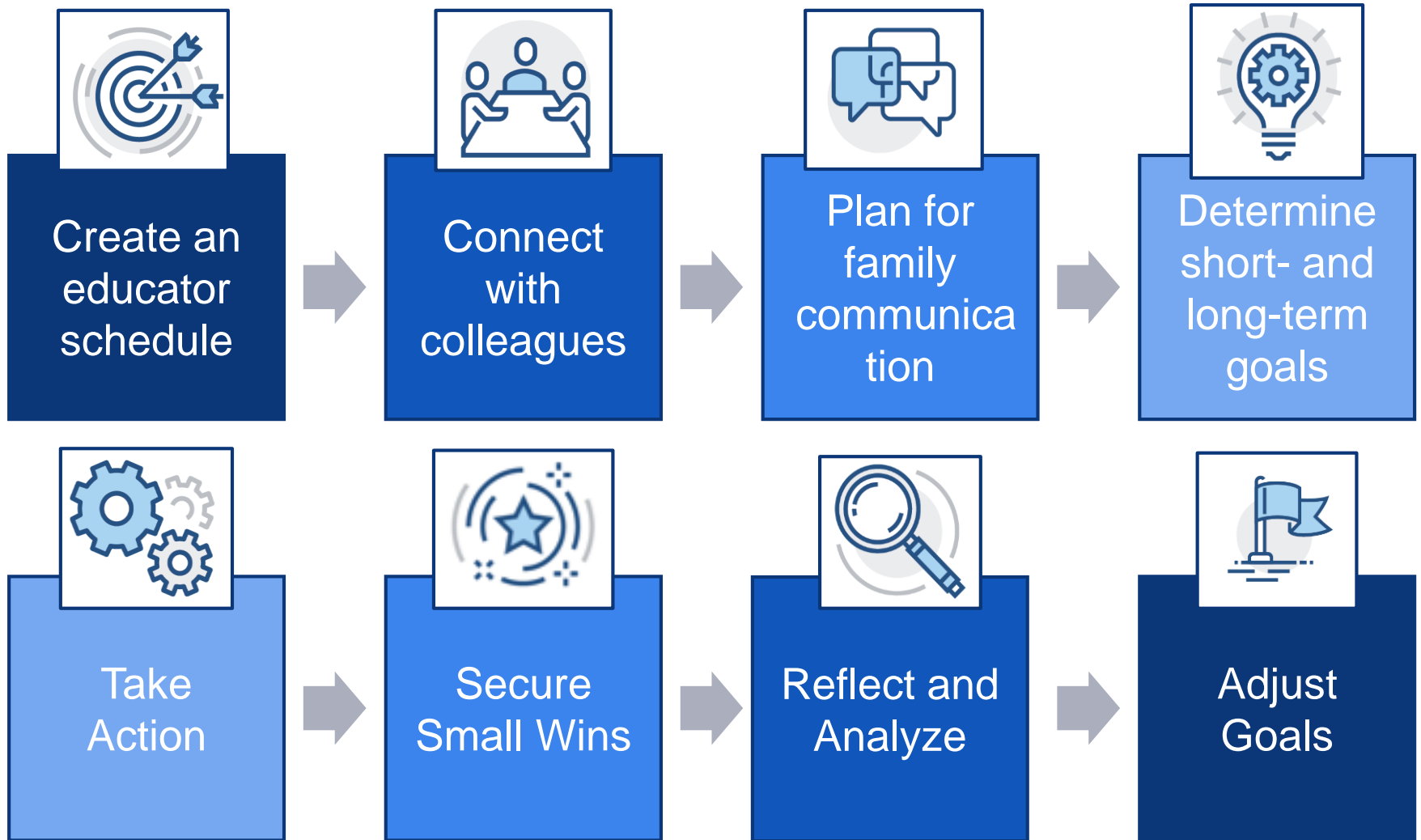
What is your instructional model for the  
2020-2021 school year?  
(Virtual, Hybrid, In-Person)



How do you share your  
instructional schedule with  
colleagues and families?



# Steps to Develop a Virtual Learning Action Plan



[Link to all resources](#)





Create an  
educator  
schedule



- Link to [Best Practices in Distance Learning to Support SWSID](#)
- Link to Template: [Educator Schedule for Virtual Learning](#)



**A plan is *what*, a  
schedule is *when*.  
It takes both a plan  
and a schedule to  
get things done.**

*Peter Turla*

# Build an educator schedule to accomplish the following:

Meet with Staff

Model  
Academic Skills

Host Open  
Office Hours

Professionally  
Plan and  
Develop  
Content

Join School and  
District PLCs,  
Staff Meetings,  
and PD

# Tips for Staff Meetings and Professional Development

## Member of the team unable to attend?

1. Record the meeting and follow up with an email to assure everyone has the recording.
2. Store recording in central place for future follow-up and reference.
3. Develop a process for adding to and reviewing the agenda, if unable to join the meeting live.
4. Assure input is valued. You might create a link to submit questions, create a Q&A, or utilize a Rolling Agenda to keep communication consistent.

## Need support with Professional Development?

1. Determine professional development needs and schedule. \*If you need ideas or would like to take a Needs Assessment, contact Project SUCCESS. A personalized Project SUCCESS Playbook is available upon request.
2. Consider viewing free webinars from the Indiana Resource Network. Here is where you can find free webinars:
  1. View the Indiana Resource Network list [here](#).
  2. [Project SUCCESS Webinars](#)
  3. [PATINS Project Training Calendar \(live webinars\)](#)
  4. [IN\\*SOURCE Archived Webinars](#)
  5. [IEP Resource Center Learning Center](#)



# Link to [Educator Schedule for Virtual Learning](#)

## Develop an Educator Schedule for Virtual Learning

Use the guiding questions below to help you prepare your virtual learning schedule.



Considerations	Example	List/Times
<b>Which meetings do you need to schedule with colleagues?</b>	<i>Meetings with general educators, Individual Check-in with Paraprofessionals</i>	
<b>Which meetings are mandatory and facilitated by administration?</b>	<i>Professional Learning Committee Meetings, Department Meetings</i>	
<b>When and how often will you model academic skills for both families and students?</b>	<i>Daily Student Check-in 30 minutes, Weekly family check-in 30 minutes</i>	



What are some takeaways you will implement into your daily schedule?

What additional support will you need in developing your educator schedule?



Connect  
with  
colleagues

# COLLABORATION

## Resources:

[Collaboration with Colleagues](#)

[Project SUCCESS Reflection Form](#)

[Rolling Agenda Template](#)



Coming together is a  
beginning,  
staying together is  
progress,  
and working together  
is success.

*Henry Ford*



## Determine the Virtual Platform

Video Chat: Zoom, FaceTime, MS Teams

Phone or Email



## Determine Meeting Time and Length

Daily

Weekly, Bi-Weekly



## Determine Focus and Desired Outcomes

Curriculum Mapping, Modifications  
and Accommodations

Instructional Strategies  
and Lesson Plans

Data Collection



## Develop an Agenda

Create an Agenda Format

Establish Team Norms

Assign Team Roles  
and Responsibilities



## Develop Process for Outstanding Agenda Items

Rolling Agenda

Follow-up Process

# Collaboration with Colleagues: Planning Template

Considerations	Example	My Plan
<b>What virtual platform will you use to collaborate?</b>	<i>Video chat, phone call, email</i>	
<b>How often will you meet with general educators, related service providers, leadership, and paraprofessionals?</b>	<i>Daily, weekly, bi-weekly</i>	
<b>What is the focus and desired outcomes with the collaborative meeting?</b>	<i>Curriculum maps, curriculum planning, curriculum modifications, instructional strategies, behavior modifications</i>	
<b>Where will you store meeting agendas? Who is responsible for updating the agenda?</b>	<i>LMS, Google Drive, Google Classroom</i>	

# Rolling Agenda Template

Meeting Date	Goals & Agenda Items

Meeting Notes Section		
Agenda Items	Notes	Questions/Parking Lot

Meeting Notes Section		
Who	Will Do What	By When



Connect  
with  
colleagues

# Leveraging Paraprofessionals



## Resources

[Teacher & Paraprofessional Consensus](#)

[Teacher & Paraprofessional Strengths and  
Areas of Collaboration](#)

[Venn Diagram \(Word\)](#)

[Venn Diagram \(PDF\)](#)

In what ways do you leverage your paraprofessionals during virtual learning?

What are some of your challenges?

# Effective Teacher & Paraprofessional Relationships

## Create a Partnership

Strong Organization

Share Strengths and Amplify!

Clear Communication is Key

Explicit Expectations

Provide Feedback and Training



# Communication During Virtual Instruction

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Share Important School Information

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Determine how you will model the technology platform.  
Provide technology trainings.

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Model Instruction and Data Collection

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Use Paraprofessional Standards and Handbook

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Support Opportunities for PD both by the district and the  
Indiana Resource Network

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Celebrate Small Wins!



# Utilizing Paraprofessional Support During Virtual Learning

## Paraprofessional Task

## Teacher Preparation/Support

Research resources, websites, and technology tools.

Identify specific student needs that would benefit from having additional resources to choose from.

Create video instruction.

Prepare instructional scripts for paraprofessionals to follow.

Make audio recordings of books, text, etc.

Select and provide access to the books/text that need audio recordings.

Convert materials to formats that are easily accessible in online learning platforms.

Provide guidance on which tools to use or in what ways the materials need to be made more accessible.

Adapt or modify curriculum materials, develop graphic organizers, etc., according to needs of each student.

Present paraprofessionals with a few examples or options to utilize when adapting or modifying work.



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## Paraprofessional Task

## Teacher Preparation/Support

Create or add visuals to student schedules each week.

Supply paraprofessionals with a library of resources typically used in the classroom.

Break down components of the instruction into smaller parts.

Provide the overall lesson structure with suggestions on which parts to break down.

Support data collection during live virtual instruction sessions.

Share data collection sheets and give guidance on how to collect data during instruction sessions.

Leverage relationships with students and parents/guardians to provide emotional support by checking in via phone, text, etc.

*Varies widely based on individual relationships*

Connect with other paraprofessionals to share success stories and learn from each other's experiences.

Set up a schedule and arrange a format/platform (e.g., Zoom) for paraprofessionals to connect with each other.

# Creating a Partnership

## Team Vision, Mission and Goal Development

Teacher and Paraprofessional Consensus Template



*Team Vision and Mission*

Guiding Questions	Teacher Ideas	Paraprofessional Ideas	Consensus
What is our vision for every student we support?			
What is our mission? What actions steps will we take to accomplish our vision?			



# Tips to Onboard a New Paraprofessional

- Schedule regular and ongoing check-ins
- Create an agenda for each meeting (\*consider using Rolling Agenda)
- Provide explicit modeling of tasks and paraprofessional responsibilities
  - Create specific training goals
  - Provide direct virtual instruction
  - Model, provide independent practice, and specific feedback
- Schedule time for the paraprofessional to watch your one-on-one video conference with a student. Find time to share tips and answer questions after the session.
- Be explicit on paraprofessionals roles and responsibilities. Review and provide feedback on specific responsibilities.



# Teacher and Paraprofessional Reflection

## Strengths and Areas of Collaboration



**What skills and expertise do I bring to our partnership?  
What am I good at, and what do I know related to teaching  
students and content?**



**In what area(s) could I grow or use additional support?**



**What is my communication style? What is the best way to  
share new ideas, student information and to connect on  
student needs?**



**What are some areas, information or skills I want to learn  
more about this school year?**

Check out the [Venn Diagram for Collaboration](#)



# Free Webinar Series for Paraprofessionals

Project SUCCESS presents a webinar series designed especially for paraprofessionals. This series of recorded webinars will help you in your role of supporting teachers and students in the classroom. [Register here](#) to take advantage of virtual learning on these topics:

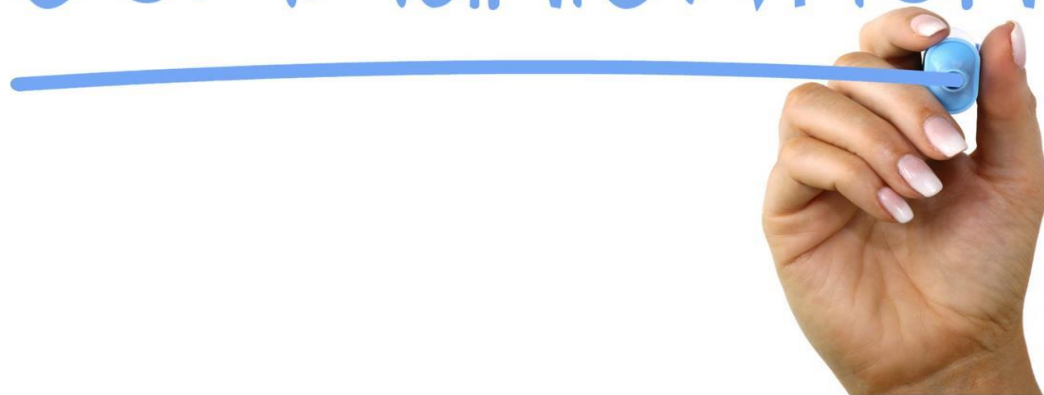
- **August 26: Understanding Culture & Bias**
- **September 2: Effective Paraprofessional-Teacher Communication & Collaboration**
- **September 16: High Expectations**
- **October 14: Formative Assessment & Instruction**
- **November 4: Classroom Management**





Plan for family  
communication

# COMMUNICATION



## Resources:

[Family Check-In Template](#)

[Family Support Plan](#)

[Parent and Family Communication](#)

[Project SUCCESS Parent & Family  
Communication Guide](#)

# Leverage and Share IN\*SOURCE Special Education Parent Support

[IN\\*SOURCE Website](#)

The screenshot shows the top navigation bar of the IN\*SOURCE website with icons and labels for HOME, RESOURCES, ABOUT, TRAINING, and GET INVOLVED. Below the navigation bar is a green banner with the heading "PARENTS HELPING PARENTS" and a link to updated information regarding the Coronavirus 2020 outbreak. The banner also includes a paragraph about equipping families and partnering with professionals, and a link to watch a video. At the bottom of the banner are three circular images with orange labels: "I Need Assistance" (a young girl with a backpack), "Get Involved" (a man), and "New & Newsworthy" (a boy with a backpack).

HOME RESOURCES ABOUT TRAINING GET INVOLVED

## PARENTS HELPING PARENTS

[Link to updated information pertaining to the Coronavirus 2020 outbreak](#)

Equipping families & partnering with professionals to help students with special needs realize their potential.

Watch our [video](#).

I Need Assistance Get Involved New & Newsworthy

# Survey Families

Technology  
Supports

Family  
Circumstances

Determine  
Point of  
Contact

Communication  
Preferences

Feedback  
Loops

Supports and  
Resources  
Needed



# Parent and Family Communication Plan



## Parent and Family Communication

Use the guiding questions below to help develop a parent and family communication plan.

Considerations	Example	My Plan
<p><b>Who is available in the home to assist with schoolwork, and when/for how long?</b></p> <p><b>Are those individuals also trying to work while supporting schoolwork?</b></p> <p><b>What is their comfort level with technology?</b></p>	<p><i>Parents/guardians, older siblings, babysitters/nannies, etc.</i></p> <p><i>Working from 8:00am-3:00pm</i></p>	
<p><b>What devices are available for student use?</b></p>	<p><i>Laptop, desktop, tablet, cell phone, etc</i></p>	



# Family Support Plan

## Family Support Plan



<b>Student:</b>	
<b>Family Member(s) Supporting Virtual Learning:</b>	
<b>Teacher(s):</b>	
<b>Date:</b>	

**What are your current hopes for virtual learning?**

**What are your greatest concerns?**

**What types of support would be most useful to you and your child during this time?**



# Family Check-In Template



## Family Check-In Template



<b>Student:</b>	
<b>Family Member(s) Supporting Virtual Learning:</b>	
<b>Teacher(s):</b>	
<b>Date:</b>	



### **1. Revisit Family Support Plan**

- a. What successes are the student and family having with virtual learning?
- b. What challenges are the student and family having with virtual learning?

### **2. Discuss Goals from Previous Week**

- a. What success did the student have with the goals?
- b. What challenges did the student have with the goals?

### **3. Identify Student Goals for Upcoming Week:**

# **Developing a Virtual Learning Action Plan**

# Pulling It All Together!

## Developing a Virtual Learning Action Plan



Reflect on the virtual learning best practices guiding questions. Then, using the content from the guiding questions, create short- and long-term goals to begin implementing your **Virtual Learning Action Plan.** |

### Create a Daily Educator Schedule

Which meetings do you need to schedule with other staff (teams, paraprofessionals, administrators, etc.)?	
When and how often will you model academic skills for both families and students?	
When and how often can you hold open office hours to accommodate questions from families or students?	
How will you make this schedule easily accessible to yourself, co-workers, and families?	

# Steps to Develop a Virtual Learning Action Plan



# Developing Virtual Learning Plan Goals



**Long Term Goals:** What needs to be accomplished within the next month and beyond to support your Virtual Learning Plan?

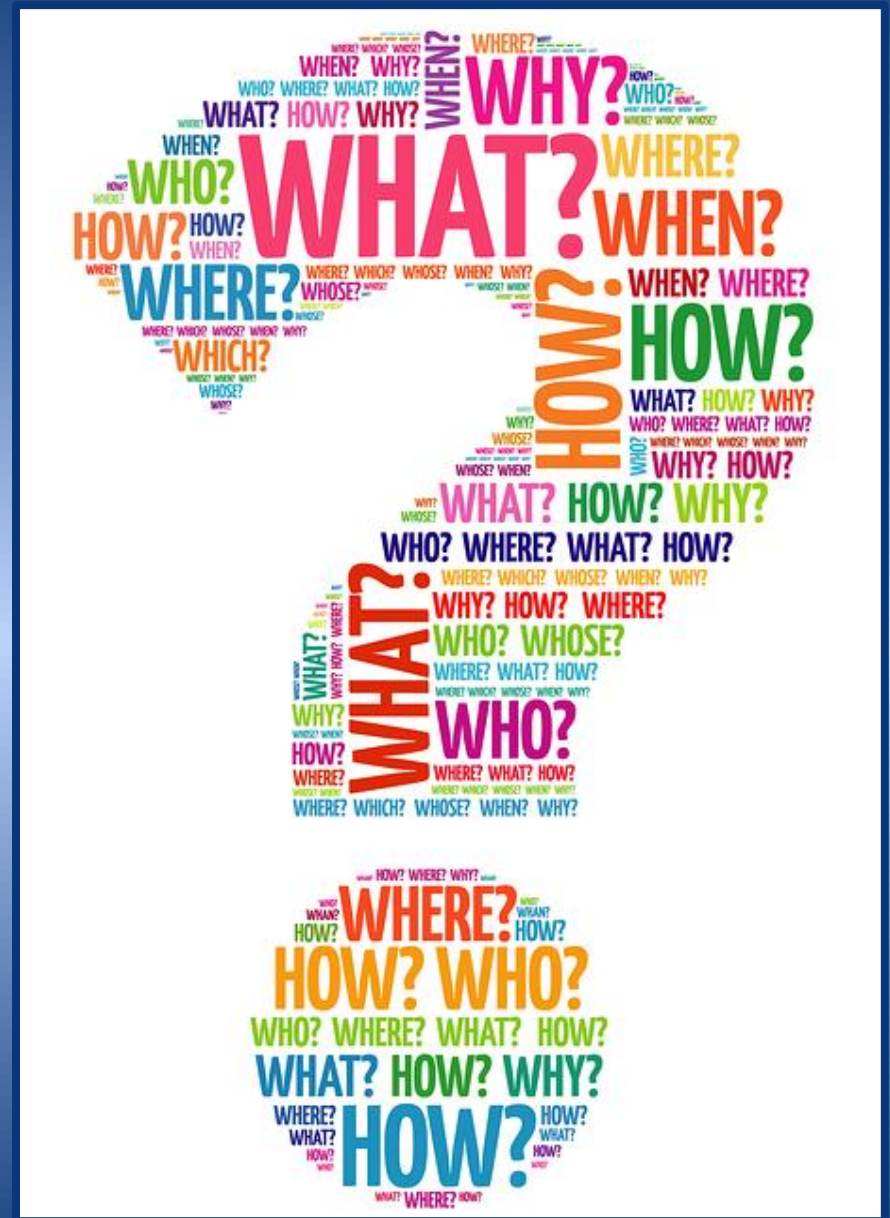
Long Term Goals	Implementation Date	Supports Needed
1.		
2.		
3.		
4.		
5.		

## Short- and Long-Term Goals to Implement your Virtual Learning Plan

**Short Term Goals:** What needs to be accomplished immediately to support your Virtual Learning Plan?

Short Term Goals	Implementation Date	Supports Needed
1. <b>Example:</b> Schedule Monday Virtual Check with Mrs. Baker (paraprofessional)	Monday, August 3rd	Assure that Mrs. Baker has the technology training and technology uploaded to computer to join Zoom call, secure administration permission to hold 20 check-ins, and assure an agenda is created to organize meeting structure.
2.		
3.		
4.		
5.		

Q & A





What are your next steps following today's webinar?

What additional information do you need to be successful?

What questions do you have for the Project SUCCESS staff?

The logo features a circular icon on the left containing a stylized white arrow pointing towards the top-right. To the right of the icon, the word "Project" is written in a light blue, sans-serif font, and the word "SUCCESS" is written in a larger, bold, lime green, sans-serif font below it.

# Project SUCCESS

**Meredith**

[mkeedymerk@pcgus.com](mailto:mkeedymerk@pcgus.com)

**Heidi**

[hbrettbaker@pcgus.com](mailto:hbrettbaker@pcgus.com)

**Ashley**

[aquick@pcgus.com](mailto:aquick@pcgus.com)



**@ProjectSUCCESS4**



[fb.me/ProjectSuccessIN](https://fb.me/ProjectSuccessIN)

# The Project SUCCESS Team

Meredith Keedy-Merk

[mkeedymerk@pcgus.com](mailto:mkeedymerk@pcgus.com)

Amy Howie

[ahowie@pcgus.com](mailto:ahowie@pcgus.com)

Heidi Brett Baker

[hbrettbaker@pcgus.com](mailto:hbrettbaker@pcgus.com)

Ashley Quick

[aquick@pcgus.com](mailto:aquick@pcgus.com)

Mary Baker-Boudissa

[mbakerboudissa@pcgus.com](mailto:mbakerboudissa@pcgus.com)

Christine Krieger

[ckrieger@pcgus.com](mailto:ckrieger@pcgus.com)



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The background is a solid blue color. It features several abstract geometric shapes, including squares and rounded rectangles, in various shades of blue. Some shapes are solid, while others are outlined. The shapes are scattered across the page, with a higher concentration on the left side. The word "Evaluation" is written in a bold, yellow, sans-serif font in the lower-left quadrant.

# Evaluation