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GIVING DIRECTIONS FOR INDEPENDENT WORK in remote/online settings

SUMMARY HANDOUT

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Illustrative examples:

(S=synchronous session or F2F; A=asynchronous online or regular homework)

- A. Providing minimal live oral directions, accompanied by written directions (S)
- B. Providing pre-recorded oral directions, using slides (A)
- C. Providing detailed written directions online with links (S/A)
- D. Providing models of what students need to do (A)

Key tips:

- Make sure there is a record of the directions that students can revisit as needed
- When possible, provide directions both orally and in writing to meet different preferences
- When possible, provide models of past student work - as long as they do not give too much away!
- Whenever there are multiple deadlines, include an additional checklist by deadline
- Use a consistent format overtime
- Whenever possible, have someone else ready your directions before posting them
- Make sure students know how to ask for clarification and get a timely response

Key decisions to be made (and related options to consider):

FORMAT: <ul style="list-style-type: none"> • <i>Oral-live</i> • <i>Oral-recorded</i> • <i>Written</i> • <i>Written w/ links</i> 	Level of DETAIL: <ul style="list-style-type: none"> • <i>Minimal</i> • <i>Detailed</i> • <i>w/ Rubrics</i> • <i>w/ Models</i> 	Opportunities for CLARIFICATIONS: <ul style="list-style-type: none"> • <i>None</i> • <i>In-the-moment</i> • <i>Via Email</i> • <i>"Ask a question" DB</i>
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Useful online tools:

- Online repositories (where students can revisit direction) (any LMS)
- Video-recording devices (many options, including Zoom feature)
- Email (best if embedded in LMS)

Reflective questions about specific implementations of this practice:

- *What did you do to provide students with directions for their independent work?*
- *What decisions did you make (and why) about ARTIFACTS, PRIVACY, and INTERACTION?*
- *What worked/didn't work and why?*
- *What may you want to do differently next time?*