*Tips compiled from inputs from UK teachers Megan Price (English) and Helena Yovichich (Geography), who are now teaching through online and distance methods.*

**Top tips for teachers:**

1. “**Less is more**”: With online/ distance learning, the students have to work out where the resources are, what you want, how to log-in or access the resources etc. Unlike giving face-to-fact worksheets, instructions and exercises, it will take students more time to navigate an online learning environment at first.
2. “**Keep it simple**”: Keep lessons simple, such as short clips that explain the concept, then model, and model again. Keep the 'practice' part as something students can do in their own time then email in. Keep your cycle of provision simple: alternate between input (as above) and feedback from emailed work, i.e. Where a teacher takes three examples of student work and talks through pros/cons. Stick to the same types of tasks for 'lessons' and learning cycles overall (input/feedback, input/feedback etc.). After perhaps some initial confusion, students will get used to it and form a routine.
3. “**Split the planning**”: It may be useful for teachers to divide planning differently for online teaching. For example, in some schools, teachers have been dividing by year-group, with one teacher being responsible for delivery to all students of one age. This has helped to ensure planning can be done in more detail and is better adapted to different ages in an online environment.
4. “**Interactive sharing**”: Creating Google slides presentations has proven extremely useful for teachers adapting to distance methods for two reasons. Firstly, you can share the slides with the students (as view only) so you are all on the same presentation at the same time. Secondly, you can use the chat function when all the students are on it. This means students can ask questions/type them, and you can respond on the same document...which makes it easier for everyone. The same works for Google docs.
5. “**Groupwork works**”: If they use Google docs, the students can share documents and work on them together or split the work up into groups. If they are using Zoom, the teacher can out them in to breakout rooms and get them to work on one doc as a group. Groupwork is a way to provide variety in learning but it should be well structured and organized.
6. “**Help students keep organized**”: For students with consistent internet access they should set up Google drive folders for their digital work. If not, then teachers should consider this in work being set and in terms of giving task instructions. In any case, emphasis should be provided on filing and organizing tasks by subject and then by date.
7. “**Record your live chats**”: Due to access issues or family constraints, students may not be able to make every scheduled live class, or attend the entire session. For this reason, all live lessons and chats should be recorded for sharing with the students. Live chats may not always be the best way to share information and consensus is forming among teachers that online teaching should comprise a package of different methods, including recorded videos, additional resources, research tasks etc.
8. “**Consolidate first**”: Prioritize consolidating what students already know rather than teaching new topics.
9. “**Limit additional resources**”: Provide students with a very limited list of other resources they can go to for help, such as certain websites or channels/teachers on youtube. This is will help students stick to the task at hand and avoid being overwhelmed by everything available on the web.

**Top tips for students:**

1. Make a routine that works for you
2. Take breaks
3. Time yourself for chunks of optimum concentration
4. Make sure you sit comfortably at a table when working for long periods
5. Get to grips with note-taking (Cornell notes preferably)
6. Make a note of questions to ask your teacher. Try to find out yourself first, but don't be scared to ask for help
7. If you're struggling at home, say so.