Supporting Virtual Learning - Family Tip Sheet

Set a Routine and Develop a Learning Space
Support your student by creating a time and a space for them to learn.

- Ensure the space is specific to learning and free of distractions.
  - Distractions could be: other children playing, TV, music or loud noise, pets, things happening outside, clutter in the learning space, or electronic devices.
- For elementary students and students in special populations, allow your student input in developing the schedule. Develop a visual schedule or use a timer that will help your child stay on task.
- Encourage secondary students to follow the schedule as if they were attending school in-person.

Completing Assigned Work
Encourage your student to review all instructional materials (videos, readings, etc.) and complete any work that is assigned.

- If there is a check-in policy for attendance, be sure it is completed as required.
- Have your child stay in contact with his or her teacher and ask questions through the school’s Learning Management System (Google Classroom, Canvas, et.), phone calls, or email.
- Have your student develop a system for noting questions until they can be asked (of teacher or parent).

Student Advocacy and Requesting Assistance
There may be times when presented lessons are difficult to interpret and a family member may need to seek support from the teacher. The following questions may help guide the conversation.

Elementary
- Can you suggest ways for me to help?
- How do you usually try and help the students better understand the material?
- Is there a way to break the assignment down more?

Secondary
- Can we arrange for a live office hour session?

Balance Social-Emotional Needs
It is important to provide whole child support.

- Set realistic expectations for success and give yourself and your student a break. This learning format is new for everyone. Extend grace! You know your student best. Take into consideration how long your student can stay focused, and working around the family schedule, plan harder tasks when your child is more focused.
- Set breaks throughout the day, encouraging active brain breaks for elementary students.
- Be mindful of your student’s eating habits, providing healthy options for snacks.
- Find safe ways to have your student engage socially with others.

Indiana Department of Education