



# *Virtual Learning* **PLAYBOOK**

## Elementary School Student Edition



Institute for  
Teaching and Leading

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# This Is Exciting!



**Welcome to the world of virtual learning!**

**If you are new to virtual learning, you are in for a treat! You can now learn in all of your classes through your computer or tablet. You can work with your teachers and friends from your home or away from your school.**

**This “playbook” will help you get started!**

# GET ORGANIZED

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**The first thing you need to do is to get organized and set up the place where you will do your school work. This workspace should be quiet and clean. It should also have a desk and a chair and a place for your computer to plug into the wall.**

**Your workspace should also have an extra table or a clear space on the floor for you to read, color, or draw. Your teacher may ask you to make projects, and this space will make it easy for you to do that.**

**Part of being organized is also knowing what your teachers want you to do. Ask a family member to help you with this. You may need to email or talk to your teacher to find out.**



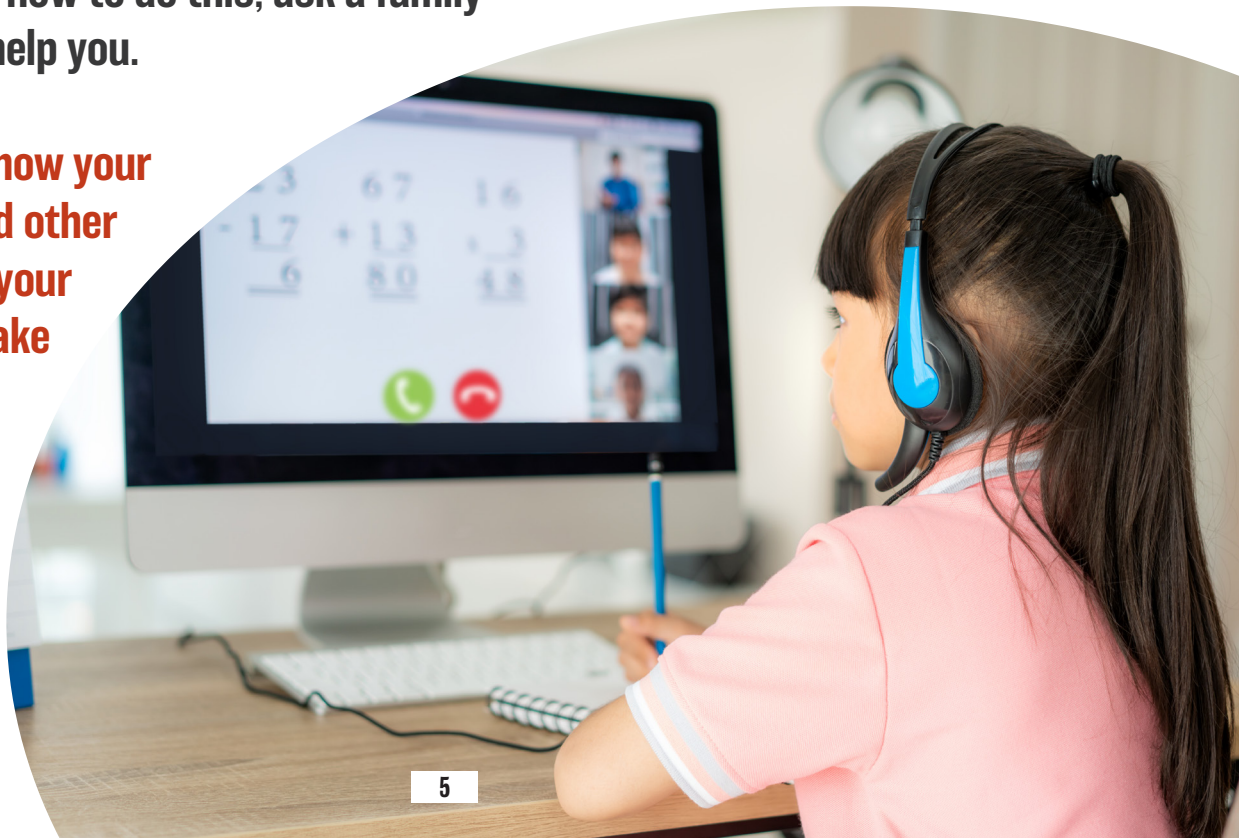
# DON'T BE SHY

**It can be really fun learning virtually!**

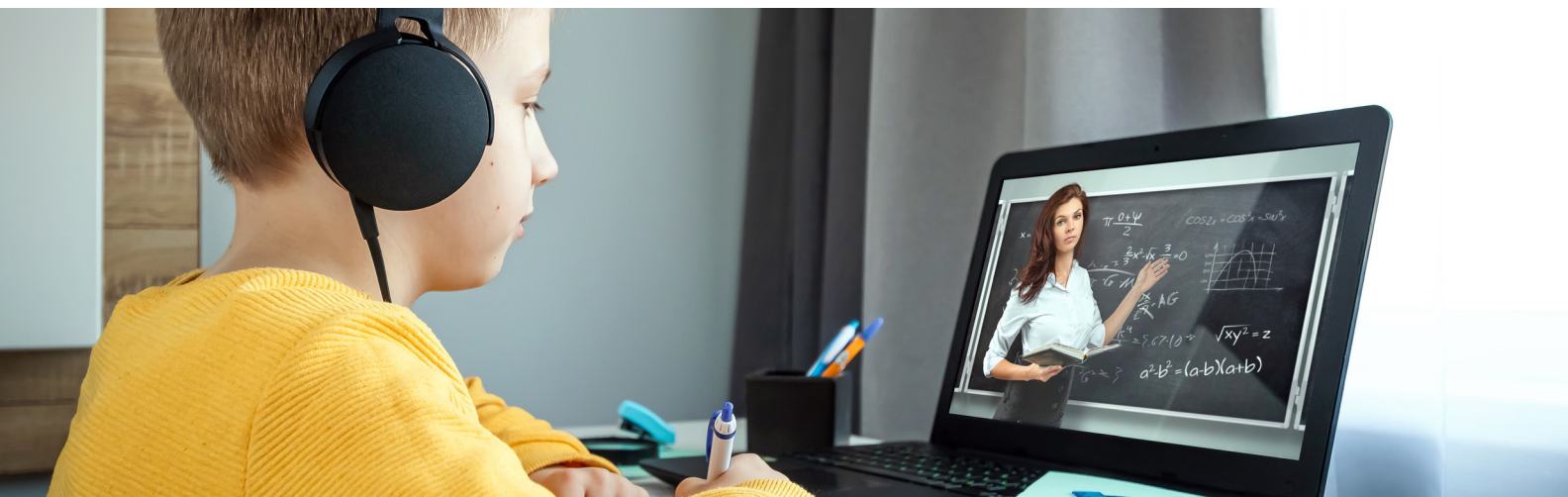
**Talking with your teachers and other students through your computer is a great way to develop friends and get to know each other. Don't be shy - your teacher and other students want to hear from you.**

**Sending your teachers emails or messages is a great way to let them know how you are doing. Try to send your teachers a message each week. If you are not sure how to do this, ask a family member to help you.**

**Getting to know your teachers and other students in your class will make school more fun!**



# ENJOY YOUR WORK



**You will learn more by doing all of your school work.**

To get started with your work, you will need to “log in” to your virtual classroom. Once you log in, you can then see the work that your teachers want you to do. Take some time to explore your virtual classroom. You might want to ask a family member to explore with you. Having a family member next to you while you do this might be helpful because they may be able to answer some questions you have.

If you have any questions or if you are unsure how to get started with your school work, be sure to email or message your teacher for help. They would love to hear from you!

# DO YOUR BEST

**Virtual learning will be much more fun if you try hard to do a good job with your school work.**

**It will be helpful for you to develop a plan for how much school work you will do each day. Having a plan will help keep you on track to complete the school work your teachers expect from you.**



**Your daily plan might include school work that needs to be done on your computer or tablet, or it might be work that you do without the computer. Sometimes it will be work that you do alone, or it might include some family members. There might even be times when your teacher wants to talk to you through the computer by video.**

**You might be using your computer a lot, so it is important for you to take some breaks. Be sure to take some time to stand up, move around, and get a little exercise. Maybe you could go for a walk with a family member, stretch your muscles a little, or play a game. Remember, taking breaks every now and then is a good thing!**

# COMMUNICATE



**Letting your teachers know what you need is really important.**

When you are learning virtually, you will need to communicate a lot with your teachers and sometimes with other students in your class. Sometimes you will do this through video, and sometimes you will do this through emails or messages.

When you communicate, be sure that your messages are clear, words are spelled correctly, and that you are polite and friendly. Remember to practice good writing like your teachers have taught you in the past.

As you work on your computer and you use the internet for your virtual school work, you will need to be a good “digital citizen.” This means that you should always be polite, helpful, and friendly when you communicate with your teachers and other students. It is also important that you don’t share too much personal information about yourself, especially with people you don’t know very well. **Be sure to talk with a family member or your teacher about what it means to be a good digital citizen and how to be safe online.**



# THRIVE!

**Virtual learning is exciting, and you can do this!**

**As you do your school work, you will find that some things are easy and you are really good at doing them. There may also be some things that seem hard. Always do your best, ask for help when you need it, and you will find that these hard things will get easier and easier.**

**Always remember that your teachers and family are ready to help you when you need it. All you need to do is ask for help and keep communicating to let them know what you need.**



# CHECKLIST

**Be a successful virtual learner - complete the checklist below:**

- I have a workspace that is quiet and clean.
- I have a computer (or tablet) and a desk and chair to do my school work.
- I have explored my virtual class, and I know how to get started.
- I have a daily plan of when I need to be working on my school work and when I will be taking breaks.
- I have a plan for getting exercise each day.
- I know how to communicate with my teacher if I have any questions if I need help with my school work.
- I know how to be a good digital citizen.
- I know how to keep myself safe and my personal information private while using the internet.
- I am ready to be a virtual learner and I will do my best!

**This Virtual Learning Playbook  
was designed and published by:**



**Institute for  
Teaching and Leading**  
rethink. innovate. empower.

The Institute for Teaching and Leading partners with educators to transform teaching, leading, and learning - giving students the high-quality education they deserve.

Download all of the Virtual Learning Playbooks at  
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