



CVPA's AMI Learning Plan

Our plan is based on the expectations outlined in the [23 - 24 Virtual Learning Plan & Expectations](#)

Alternative Methods of Instruction (AMI)

An AMI class will be composed of 45 minutes of synchronous instruction per class and 30 minutes per class of asynchronous instruction at the end of the day (Office Hours). Synchronous learning refers to instructors and students gathering at the same time and learning in “real-time”, regardless of their physical location. Here are some important reminders and recommendations to **redefine synchronous instructional time**, making it more engaging and meaningful for students.

Instructional Expectations

- ☐ Teams page(s) are current, updated, and populated with digital learning content.
- ☐ The school leadership team are owners of each Teams page.
- ☐ All online curriculum logins must be distributed to all students via Teams.
- ☐ Students receive a virtual class meeting invitation via Teams or Outlook.
- ☐ All teachers' online gradebooks, using Focus, are used and updated with a graded assignment every week.

AMI Bell Schedule

- ☐ Follow the appropriate **AMI bell schedule (times might change slightly).**
 - 7:30a – 8:15a 1st/5th Period
 - 8:25a – 9:10a 2nd/6th Period
 - 9:20a – 10:05a 3rd/7th Period
 - 10:15a – 11:00a 4th/8th Period
 - 12:00p – 2:00p Virtual Office Hours (open a link for students to pop in for help)

During AMI, teachers will be expected to

- ☐ Create class meeting invitations on Outlook to host live class meetings. Students must be invited to virtual class meetings by 7:00a on days we are virtual. The class meeting invites can be sent out the night before, morning of, or any time before the official virtual learning day.
 - [Microsoft Teams Tutorial in 10 min - YouTube](#)
 - [How to join a Microsoft Teams meeting | Microsoft - YouTube](#)
 - [Top 20 Microsoft Teams Meeting Tips & Tricks - YouTube](#)
 - [How to screen sharing in Microsoft Teams - YouTube](#)
 - [How to Create Meeting Link in Microsoft Teams - YouTube \(mcas.ms\)](#)
 - [Meetings, chats, and posts in class teams - Microsoft Support](#)
 - [Using the lobby in Microsoft Teams meetings - Microsoft Support](#)
- ☐ **Lobby settings** must reflect the safety guidelines. To ensure that only the teacher admits students to the meeting (as opposed to the students “entering” the meeting without the teacher’s permission), set the meetings options to the ones below. **Make sure the Record and transcribe automatically feature is on.**

Who can bypass the lobby? ⓘ

Only organizers and co-organizers

Record and transcribe
automatically ⓘ



Spoken language in this meeting ⓘ

English (US)

- ☐ Create an invitation for your afternoon Office Hours and share to each class or share the meeting invite to your class Team's page.
- ☐ Teach virtually using your lesson plan. View SLPS's [Blended Learning Framework](#) for more information. This is a great opportunity for enrichment and reviewing past material!
- ☐ Ensure the meeting is being recorded and the captions are on.
- ☐ Post and review the BBC with students.
 - Communicate the learning target(s) for the class.
 - Review the agenda for the class.
 - Have Assignments/Tasks posted. Share with students the grade they will earn for completing tasks.
- ☐ Implement an activity where students participate digitally. Useful tools: Nearpod, Gimkit, Desmos (math), Kahoot.
- ☐ Say things like, "Grab your notebook and take notes along with me." or pause a video and ask students, "What do you think is going to happen next?"
- ☐ Complete the "I do" and "We do" portions of the Gradual Release model.
- ☐ Instead of **waiting** for students to finish their task, encourage discussion or praise their progress on a digital task.
- ☐ Post resources in the weekly Classwork module used during class for students to refer to – PPTs, Nearpods, Teams Recordings, etc.

Time-Stamped Synchronous Instruction Agenda

Time (45 minutes)	Activity
5 minutes	Do Now (written)
3-5 minutes	BBC Review – Communicate learning targets, agenda, and tasks to be completed to earn a grade for the day.
15 minutes	I Do – Direct/Focused Instruction from the teacher (content, model, think aloud)
10-15 minutes	We Do - Guided Practice, Discussion, Nearpod, Progress Monitoring (Checks for Understanding)
5-10 minutes	Close/Wrap up the lesson - revisit learning targets, exit slip, preview what's next

Synchronous Instruction Recommendations

- ☐ Use Microsoft Whiteboard and a tool to clearly write on your laptop (like a stylus!). You can also use a text box on a PDF to clearly write information!
- ☐ Stop the screen sharing when your instruction ends - no need to have double video squares showing!
- ☐ Ensure you select share audio when sharing a video with students.
- ☐ Use the recommended time-stamp plan above.

In case any students do not have internet access at home

- ☐ Students can receive their assignment when they return to school.

Additional questions and resources

- ☐ SLPS's [23 - 24 Virtual Learning Plan & Expectations](#)
- ☐ Additional questions? Email Ms. Rovira