

# 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.

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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**

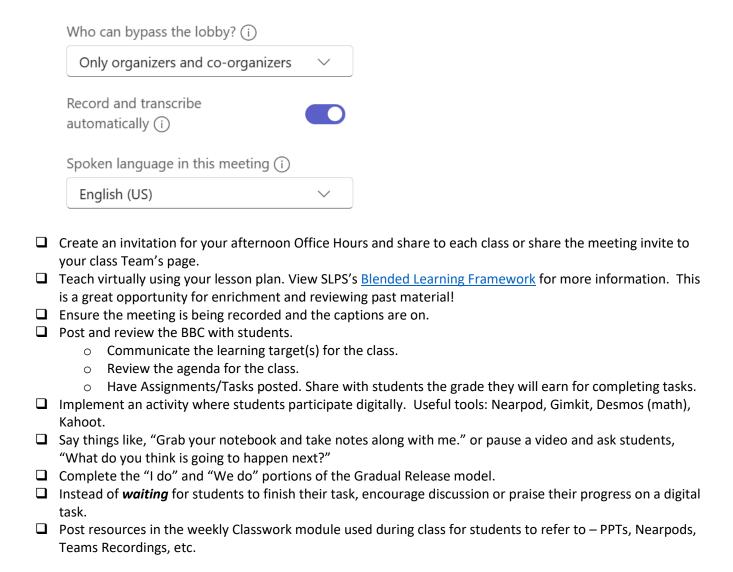
☐ Follow the appropriate AMI bell schedule (times might change slightly).

0	7:30a – 8:15a	1st/5th Period
0	8:25a – 9:10a	2nd/6th Period
0	9:20a – 10:05a	3rd/7th Period
0	10:15a – 11:00a	4th/8th Period

o 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
  - o How to join a Microsoft Teams meeting | Microsoft YouTube
  - o Top 20 Microsoft Teams Meeting Tips & Tricks YouTube
  - o How to screen sharing in Microsoft Teams YouTube
  - o How to Create Meeting Link in Microsoft Teams YouTube (mcas.ms)
  - Meetings, chats, and posts in class teams Microsoft Support
  - o 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.



## **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