

## WAYS TO ORGANIZE THE ACTIVITIES OF TEACHERS IN THE PROCESS OF DISTANCE EDUCATION

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### ABSTRACT

*This article describes the experience of teachers at a boarding school for students with intellectual disabilities in the conditions of distance learning during the pandemic. Recommendations for tutors on the organization of extracurricular activities and work with parents, which can be used in a distant period, are offered.*

**KEYWORDS:** *Remote Interaction, Students with Intellectual Disabilities, Online Mode, Online Survey, Feedback, Social Networks.*

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### INTRODUCTION

From 2020 to today, schools have found themselves in a remote learning environment and while the world of technology may be an overwhelming new space, educators are adapting! From Zoom to Google Classroom to Seesaw and everything in between, educators are tapping into a space they've never touched before, becoming "remote consultants" and thus staying in touch with students with intellectual disabilities. The experience of distance learning of a boarding school teacher with students with intellectual disabilities helped formulate a number of provisions that will make the work of a teacher a little easier!

1. Less is more. While we may feel the need to "do everything", when it comes to distance learning, less is more. Overwhelmed families, adapting to new situations, cannot always cope with the difficulties of balancing the needs of their children, who are suddenly out of school. The caregiver should be a source of support, not a source of stress. Based on our experience, we

suggest doing one simple activity with the classes every week that requires little to no preparatory work from the family: no printing, no cutting, no additional material. It needs to be kept simple so they don't feel like it's just one more thing to add to their already long to-do list. Here are some easy ways to do it: The educator contacts the educators and arranges a time to be invited to their scheduled Zoom meetings. The teacher can discuss safety topics, share links to Youtube videos about self-care, with some suggested anxiety relief exercises for students [2].

The educator can also share free digital assignments that students can complete on their devices without any additional materials. Here are a few of our favorites: Feelings About School Closing, Stress Management, Calming Strategies.

2. Let technology make your life easier. One of the undoubted advantages of distance learning is the reduction of paperwork. But physical distance can make communicating with family much more difficult. To solve these problems, the educator can use the following online tools:

Google Voice: If a teacher uses their personal phone to contact families during distance learning, they can use Google Voice to protect their personal phone number. This app is free to use and gives you a phone number where parents can contact you on the app. It also transcribes voice messages into emails!

Kami: For all the paper resources and activities that a teacher wants students to complete, the Kami Chrome extension is a must! This extension allows students to draw and write on uploaded PDFs and works with Google Classroom. You will have to pay for more advanced options, but the basic one may be just what you need.

Google Forms: This is the easiest way to collect information from pupils and survey families. Google Forms is a must-have tool that collects data for caregivers so they can spend less time organizing and more time communicating [4].

3. Strengthen collaboration. The transition to distance learning is new for almost all teachers, so the main thing is not to be alone. Experience shows that when combined with

other educators in online communities to prepare materials for counseling, the educator can implement the principle of "less -

more". You can also create your own class on Google, or the teacher can be added as a "teacher" to existing Google classes and share information there. The added benefit here is that this saves families the extra step of finding a teacher virtually.

It is also helpful to collaborate with your teaching teams when you reach out to families. You can get a Google Doc to register contacts so that you know which families have already been contacted. Everyone is well-intentioned when reaching out to families, but unfortunately the impact of multiple people reaching out to families in a short amount of time can create unintended stress and pressure on families. Experience shows that you need to think in advance about creating a script for your colleagues as well. So during other crises, class teachers and educators are often given a script with abstracts, suggestions or recommendations for families. The script can help them feel ready for potentially uncomfortable conversations as families can talk about their current issues.

4. Create virtual events. If you're frustrated that you're missing out on big events that usually take place this time of year, organize them digitally! Instead of an in-person careers day, 5-10 minute

career videos can be recorded to share digitally with students. You can schedule a new smaller event. Record 5-minute self-care tips to create a healthy day.

However, if you can't turn the event into a virtual one, that's okay too. It must be remembered that this is not a normal activity. During this period, it is necessary to cancel or postpone the annual events that were usually held. Instead of,

In order to torment yourself with negative thoughts about this, you need to think about what will be most beneficial for your families at the moment, and direct your energy and activities there [5].

5. Do classes that work for you. How to deliver engaging virtual classes is a hot topic, but not as important as thinking about the disparities that exist with sudden distance learning. While live classes are great and a great chance to connect with students in the moment, the fact remains that many students won't be able to join classes at certain times and dates.

Class management is also an interesting phenomenon, especially depending on the class, and if technical features such as mute and chat is not used!

Live classes also create potential scheduling issues - not just for students who can attend other classes virtually, but for you too!

Day, you have to change the schedule, but they also cannot always get in touch. Pre-recording definitely has its upsides: it's editable and still allows you to interact with students and check out "live classes". Our experience has been that if you choose to have classes live, be sure to record them and post them where they will be available later for students who were unable to attend. Asynchronous learning is part of an attempt to equalize disparities in distance learning.

6. Focus on what your administration requires of you. We know it's easy to jump into the online space and start comparing ourselves to others, even if we know what's best. Sometimes, it seems that educators are still doing everything for distance learning, but it is important to focus on what your particular administration requires of you.

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