

Classroom Communication Checklist

‘Before the class’ checklist

- Schedule for synchronous classes and assignments/submissions
- Materials to be readied for use in class
- Materials for asynchronous learning
- Feedback on previous assignments
- Any specific information about students
- Norms on parent involvement

‘During the class’ checklist

- Norms for teacher-student
- Student-student and parent-class Interactions
- What to do in case of technical glitches
- How to ask and answer questions
- Use of speech, chat features (including Emoticons, gifs etc.)
- Restrictions on screen recording and Photographing

‘After the class’ checklist

- How to access study material and assignments
- How and when to reach out to teacher/peers
- How to access feedback and what to do with it
- Communication to parents

**This document is from CENTA’s self-paced course on Online Teaching
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