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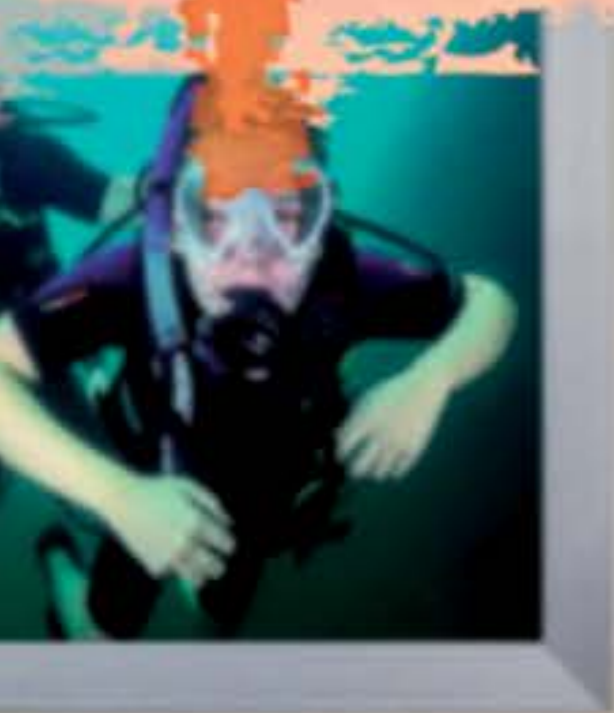*OCW*

ENGLISH

SPECIAL EDITION

WHAT'S NEW ...

IN CARIBBEAN NETHERLANDS EDUCATION

14

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Number 14

STAY
WORKING FROM HOME DURING THE CORONA CRISIS
SAFE

Rijksdienst Caribisch Nederland
OCW

STAY HEALTHY

BE PRODUCTIVE

WORK SMART

Dear education professionals,

The measures implemented as a result of the Corona virus are quite drastic for our entire community. In education we're used to looking ahead and planning. However, distance education requires a new approach and new skills, which we all still need to master. That's why in this extra edition of What's New, special attention is paid to: working from home, distance education and the various tools that can assist with these. I hope this will help you. Let's go for it!

Nolly Oleana
OCW Department Head in the Caribbean Netherlands

HEALTHY

Move & Freeze!

Keep moving when you work from home. Get up regularly to do exercises. Keeping your muscles flexible and strong allowing your body get rid of its own wastes. Set an alarm or use a pause app.

Exercise stimulates good blood circulation.
Do something physical every 20 or 30 minutes.

Dance with your children to the song
Move & Freeze!

HEALTHY

Create your own office space at home

If you don't have an extra room available to work from home, create a home office space in your living room or on your porch. Then let your family know: "If I'm sitting there with my headphones on, I'm not to be disturbed. If possible, don't work in your bedroom or in a place where you normally relax. The risk is high that you'll start associating that specific space with work, which will make it more difficult for you to relax there, after work.

Recommended sitting position when working from home:

1. feet flat on the ground
2. seat height: pelvis higher than knees
3. seat depth: a space the size of your fist behind the knees
4. lower back support : place something with a convex shape in the small of your back
5. table at elbow height
6. top edge of the screen at eye level
7. viewing distance at arm's length
8. keyboard: relaxed posture and support for the hands and wrists
9. sufficient free space for your mouse
10. take a break and stretch your legs every 20 or 30 minutes

HEALTHY

Do's and Don'ts of working from home

Working from home during the corona crisis takes some getting used to, especially if you spend 24 hours a day with your family members and are barely allowed outdoors. How do you continue to work in good health from home and teach the students in your class without everyone in your family fighting like cats an dogs? We'd like to share some Do's and Don'ts.

Don'ts

✖ **Don't** stay in your pj's all day.

✖ **Don't** work in your bed or on your couch.

✖ **Don't** succumb to unhealthy temptations.

✖ **Don't** work at night.

Do's

☑ **Make regular appointments to phone colleagues**
These appointments add structure to your day and help you to keep in touch with your colleagues. Ensure you won't be disturbed during business (video) calls.

☑ **Use an extra business Whats App**
Set limits to answering your WhatsApp messages, especially early in the morning and late at night. If necessary, get a separate WhatsApp account for work. Then you can turn it off during certain periods of the day.

☑ **Make good arrangements with your partner regarding (childcare) tasks**
Plan with your partner who will take care of kids while the other focusses on his/or her work.

☑ **Get up from your desk regularly**
Keep yourself physically fit during the corona crisis as best you can. Walk around your house and yard at regular intervals or do a little workout on your porch every day.

PRODUCTIVE

Combine working online and offline[1]

An important "rule of the game" for distance teaching with online instruction is that a teaching day can only be half as long as a "normal" day in class, so 2.5 hours for primary education (PO) and a maximum of 3 hours for secondary education (VO). Because this type of education is more strenuous. The ideal time for an online lesson is a maximum of 20 to 30 minutes

So pay attention to the following:

☑ Preferably divide a longer online lesson into several blocks: online and offline;

☑ Use online lessons for active teaching methods. Think of, for example, assignments where answers are filled-in on-screen, a quiz using the tool Kahoot (see page 4) or a question and answer session in a chatroom with the students, etc.;

☑ Ensure that after the online lesson, students can also reference the information , e.g. via a recording or a video clip;

Check your background and remove everything you don't want to be visible during your online lesson.

☑ When giving the assignments, explain what is expected: discuss the criteria or give a concrete example;

☑ Then let the students do the practical application assignment offline, individually or in pairs;

☑ Preferably regularly give short, easy-to-do assignments that ensure that the students have a successful learning experience. This way the students stay motivated and involved.

[1] With thanks to the Union for the Dutch Language (*de Taalunie*) and the Dutch as a Foreign Language Bureau (*Bureau NVT*) for their advice.

HEALTHY

It is normal to feel emotions such as anxiety, sadness and stress during this crisis. **Talk about them** with people you trust

Everything you hear isn't always true. Look for **up-to-date information from reliable news sources** such as the 'World Health Organization (WHO)' or the 'Openbaar Lichaam'.

Limit your level of stress. **Don't watch and listen to too many media reports** that give you and your family anxiety.

Stay healthy and fit during this corona crisis by adopting a healthy lifestyle. **Eat healthy, get enough sleep and keep moving.**

Resist temptations that can be addictive such as alcohol, cigarettes and drugs.

Illustrations: WHO

SMART

USEFUL TOOLS FOR DISTANCE EDUCATION

The editors of What's New have listed some of the most commonly used tools for distance education and included key experiences from users.
We categorize:
- Tools for teaching online;
- Tools for creating an online learning environment.

TOOLS FOR TEACHING ONLINE

GOOGLE HANGOUTS

This chat and video calling app can be used on a computer, smart phone (**Android or Apple**) or iPad.

Pluses: Google Hangouts is very secure platform and the free version has no limit as to the maximum number of minutes. It offers slightly less functionalities than Zoom; as such, it's even easier to use. You can make video calls with 25 participants at the same time.

Weaker: Unlike Zoom, you can't see everyone at the same time via their own small video, only the person speaking.

Cost: Free, for anyone with a Google profile.

Click here for the tutorial

MICROSOFT TEAMS

Combines chat options, video conferencing, file storage and application integration.

Pluses: This program offers many different functions, including a whiteboard function and break out rooms for working in smaller groups. Microsoft Teams also scores high on security.

Weaker: Currently, only up to 9 participants are visible simultaneously during an online lesson.

Cost: Microsoft is temporarily offering Teams for free due to the COVID-19 virus.

Click here for the tutorial

Websites for engaging distance education

1. On **lesopafstand.nl** you'll find all the reliable information you'll need to provide distance education.

   You don't speak Dutch? Then check out **UNESCO's Distance Working Solutions site**.

   A selection of the features of lesoptijd.nl:
   - **Privacy-quickscan** provides an initial overview of the important privacy features of applications with regards to student data.
   - On **Voortgezet leren** contains inspiring examples from schools that have implemented distance education, including materials they've used.
   - On **Leraar24** you'll find lots of practical information for teachers.

2. The **Digital First Aid Kit** from the **Instituto Pedagogico Arubano** also contains a wealth of tools and "tips & tricks" for distance education.

SMART

ZOOM

is a widely used, user-friendly tool for teaching virtual lessons.

Pluses:
- Zoom's biggest advantage is that every-one can see each other at the same time.
- Other useful functionalities include the "break out rooms", which allow students to work on an assignment in small groups. The "white board" is also very handy. You can also have students write on the board when it's their turn.
- Another advantage of Zoom is that participants don't need to have a Zoom account to participate. You simply share a link in advance, which the participant clicks on at the scheduled time.

Weaker:
- Group video calling is limited to 40 minutes with the free version, although they might amplify this pending the Corona crisis. However, you can immediately begin a new session. Moreover, 40 minutes is quite long for an online teaching session.
- There has recently been some concern regarding Zoom's security, for example, the privacy of participants may not be protected properly.

Cost: Free. An interesting extra functionality of the paid version is "polls", which allows you to create multiple choice questions and ask students for their opinion (evaluation).

Click here for the tutorial

ONLINE LEARNING ENVIRONMENTS

As a teacher, you can use an online learning environment to share information with students, parents and with your colleagues.

GOOGLE CLASSROOM

Offers an online learning environment where Google applications such as Drive, Docs, Gmail and Google Forms are integrated in one straightforward dashboard.

Pluses:
- This program mainly scores high for its clarity.
- The online grades list is a useful functionality, especially because you can automatically grade assignments or tests that you create with Google office suite applications and then include them in the grades list. This may sound complicated, but it's quite intuitive;
- The teacher can create virtual classrooms and class groups and then add students and teaching materials.

- Via an agenda, students can see which assignments they have to hand in and when.
- Working documents can be adjusted per student.

Weaker: This program's functionality for contact with the parents is not that good, in contrast to Classdojo.

Cost: Classroom is basically free for schools and non-profit organizations. Schools must first register **registreren via Google for Education** but feedback from some schools indicates that it doesn't work optimally, so they ended up upgrading to the paid version.

CLASSDOJO

Using *Class Story* as a teacher you can, among other things, create messages for students and their parents, send an invitation for an event or a lesson via Google Hangouts or Zoom, for example, and share (links to) videos, documents and photos.
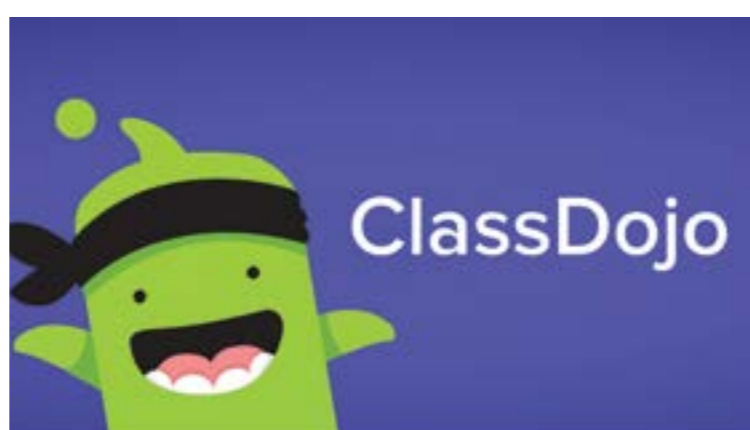
Using *Portfolios* students can send their homework assignments to the teacher, as well as photos, drawings and audio recordings that they made as part of their homework.

Messaging is designed to keep in touch with the entire family.

School Story offers the same functio-nalities as Class Story, but for the entire school.

Pluses: With this app you can exchange all kinds of information with students, while also keeping in touch with their parents. Classdojo is often used in conjunction with online teaching platforms such as Google Hangouts, Zoom, etc.

Weaker: The messages (posts) from teachers are all posted under each other, as in a blog, making it look cluttered. As such, Classdojo is especially suited to primary education (PO), where usually only one teacher is active with the class.

Cost: Free for teachers.

Click here for the teachers Facebook community (in English).

"Home working increases the risk of people working over 10 hours on a day"

Useful tools for interactive lessons

Using these tools you can quickly and easily create quizzes, tests and surveys or have discussions. They're handy for making your lesson interactive.

https://socrative.com/
https://kahoot.com/
https://www.mentimeter.com/

Flipgrid is a secure site where students can post a video, max. 5 minutes long. They film this video themselves using their smartphone. A statement or question can also be posted in a closed group. Everyone is given the opportunity to respond. This creates an open discussion within the class. Students can improve their verbal skills and learn to give each other feedback.

Great for the language lesson or for your kids at home:

Free audio books at Amazon.com

- With stories, fairy-tales and books for all ages (even for adults)
- Including books with songs for the youngest ones
- Available in 6 languages, including Dutch, English and Spanish

Downloadable via this link

Practical tips for when using a webcam

- ✅ Provide a neutral background;

- ✅ It's important that you can be heard clearly, so turn off the radio and TV;

- ✅ Make sure your laptop has enough charge. If in doubt, plug in the laptop during class;

- ✅ Check in advance to ensure that the microphone and camera are working well;

- ✅ Make sure you have turned off personal notifications (e.g. from Facebook, Whatsapp, etc.);

- ✅ Prepare in advance all files that you'll be using (e.g. Powerpoints, videos, sound bites, etc.);

- ✅ With the students, agree on gestures for when responding, for example, thumbs up is "yes" or "correct" and thumbs down is "no" or "incorrect";

- ✅ Ensure that everything is always clear and manageable for the students;

- ✅ Be there for your students;

- ✅ It doesn't have to be perfect;

- ✅ If you make a mistake, laugh at yourself: smile!

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WE'LL GET THROUGH THIS

HEALTHY

Advice WHO for children's mental health

The World Health Organization (WHO) provides advice for the mental and psychosocial well-being of various target groups during the current COVID-19 outbreak. Children are an important target group.

Below are some of their tips:

✓ Children may respond to stress in different ways. Examples of their behaviour may include: withdrawing or conversely, they may become more affectionate, anxious or angry. Take this into account, listen to their concerns and respond by being supportive.

✓ Especially in difficult times, children need care and attention from adults. Listen, respond to them with kindness and reassure them. Also try to create opportunities for relaxing and to play.

✓ Maintain as many existing routines and schedules as possible; this provides a bit of certainty in uncertain times. Or help children create new routines for this new situation.

✓ Provide facts about what has happened, explain what is going on now and, using language and words appropriate for their age, provide clear information on how they can prevent becoming infected themselves.

click here
for the entire fact sheet