Hillsborough County
PUBLIC SCHOOLS
Preparing Students for Life

eLearning Technology Teacher Guidelines

Platforms for eLearning Use

	Communication with Stakeholders	Creating E-Learning Content	Assessing Student Learning	Creating Live Class Sessions	Tracking Student Progress	Recording Lesson Content
Clever (including all apps in the Portal)		✓	✓			
Edsby	✓	✓	✓		✓	
First Class	✓					
Google Voice	✓					
Office 365		✓				✓
Zoom	✓	✓		✓		✓

Accessing and Using Edsby

Edsby is the primary platform by which teachers communicate expectations, learning objectives, assignments and assessments, and progress during eLearning. Regardless of the use of additional platforms and applications used during eLearning, Teachers should be linking to all of these in Edsby classes.

Teachers, Students, and Parents access Edsby at http://sdhc.edsby.com through Google Chrome. The use of Microsoft Internet Explorer is not recommended.

Communication with Stakeholders

During the course of E-Learning, it is imperative that teachers communicate student progress with all appropriate stakeholders as frequently as necessary or as recommended by District eLearning Expectations. Per Florida Statute, all communication between a teacher and stakeholders regarding the instruction, progress, or behavior of students must be archived either automatically or manually by the teacher.

- District Expectations: https://www.sdhc.k12.fl.us/docs/00/00/26/50/eLearningFull.pdf

Proper Use of Webcams

As a result of the new eLearning environment, please be aware that most devices have audio and video capability that may be used or accessed for learning interactions between teachers and students. Any user's continued use of the eLearning environment constitutes acceptance and acknowledgment of the above. The district shall not be responsible for any misuse of the technology and the user holds the district harmless in any matters relating to the use of this device by anyone.

Protocols for using Zoom with Students

Before using zoom with students ensure that the following settings are set using the web interface. The settings menu is located on the left side of the screen under the heading "Personal". These are the default recommended settings:

- Video should be set to on for the host and off for the participants
- Audio should be set to Telephone and Computer Audio so that students may join using either
- Screen Sharing should be set to Host Only
- Do not enable the waiting room. Students can chat and share content unsupervised
- Mute Participants on entry so that instruction is not interrupted by students joining the call late
- Automatically record the meeting to your computer if necessary to review at a later date