



Audit Tool for use by School and district leaders  
to establish continuity for all stakeholders during emergency remote learning



	KEY QUESTIONS TO ANSWER	STAKEHOLDERS TO ENGAGE	WHERE ARE WE NOW?	HOW CAN WE ESTABLISH OR IMPROVE CONTINUITY?
TECHNOLOGY	<p>Have we established a single LMS?</p> <p>What do we know about how that LMS works/looks on different devices?</p> <p>What technology supports are available to students, parents, and teachers?</p> <p>Is it clear how/where they can get support (e.g. contact information)?</p>			
COMMUNICATION	<p>Who sends communication about district-wide or school-wide issues?</p> <p>Who else needs to communicate with students and families?</p> <p>Is communication regularly, reliably scheduled?</p> <p>What are the modes by which all communication happens?</p>			
TEACHER PREPARATION	<p>What skills and strategies do you expect all educators to have to deliver remote teaching? (baseline, not ideal)</p> <p>How can we ensure all educators develop those skills and assure stakeholders educators are prepared?</p> <p>What supports/trainings are available and how can they be accessed by all educators?</p>			



Audit Tool for use by School and district leaders  
to establish continuity for all stakeholders during emergency remote learning



	KEY QUESTIONS TO ANSWER	STAKEHOLDERS TO ENGAGE	AUDIT: WHERE ARE WE NOW?	HOW CAN WE ESTABLISH OR IMPROVE CONTINUITY?
INSTRUCTIONAL POLICIES AND PROCEDURES: <b>GENERAL</b>	<p>What are our expectations for asynchronous/ synchronous instruction?</p> <p>What are expectations for student engagement in terms of <i>time, participation, collaboration</i>?</p> <p>How will learning be assessed? What will “count”? How will grades be determined?</p> <p>Will there be accountability for students’ in terms of engagement, participation and time spent on learning?</p>			
INSTRUCTIONAL POLICIES AND PROCEDURES: <b>ACCESSIBILITY AND PRIVACY</b>	<p>Does the online material take into consideration copyright issues and/or give credit to sources?</p> <p>Is online material made available in both its original/digital form as well as PDF to accommodate different technology?</p> <p>What guidance are teachers and students given about privacy (e.g. zoom meetings, student videos of themselves, etc)</p> <p>What accommodations are educators expected to provide in online environment (e.g. closed caption, Automatic speech recognition, time extensions for quizzes/tests)?</p>			