SYSTEM IMPROVEMENT LEADS
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Distance Learning Instruction and Routine Reflection Tool
Routine Reflection Tool

What indicators am I using to assess if a distance learning routine is working for my student(s)?
- ❏ Task completion
- ❏ Homework submission
- ❏ Presence during zoom or video lessons
- ❏ Phone call follow through
- ❏ Parent consultation
- ❏ _____
- ❏ _____
- ❏ _____
- ❏ _____

When a distance learning routine isn't working I typically leverage the relationship I have with my students and/or their family by
- ❏ Calling my student
- ❏ Calling parent/guardians
- ❏ Modifying assignments
- ❏ Modify schedule
- ❏ Adding behavioral reinforcements
- ❏ _____
- ❏ _____

Routine Planning- Making Adjustments Use this portion when problem solving for a challenge or barrier.

1. Barrier or challenge_____
_____
_____

2. Solution ideas: _____
_____
_____

3. Solution to test/try:_____
4. Do I need to draft/create any materials_____
5. Who might I need/want to collaborate with_____
6. When am I going to test my solution idea?_____
7. How will I know it worked? _____

Distance Learning Instruction and Routine Reflection Tool
Instruction Reflection- Engagement
Lesson Title: _____   How do I know the lesson was or wasn't engaging? _____   _____   _____   What do I think contributed to the engagement level during the lesson? _____   _____   _____   Did lesson timing, material prep, structure of lesson, etc. contribute to why the lesson was or was not engaging? Based on this, I will (adapt the lesson, abandon this way of teaching this lesson for now,   etc.)_____   _____   _____
Instruction Reflection- Other instructional Component   **_____**
Lesson Title: _____   Component of lesson I am reflecting on _____   _____   Did I achieve what I intended_____   How do I know I did or did not achieve what I intended? _____   _____   _____   Based on how this lesson went I will (adapt the lesson, abandon this way of teaching this lesson for now,   etc.)_____