



REMOTE LEARNING ON THE SPECTRUM

PART 3: Schedules & Routines

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BECOMING FAMILIAR WITH MINISTRY GUIDELINES

- How many hours of synchronous instruction are required per week?
- How many hours of asynchronous work is required per week?
- How many hours of teacher availability is required for student questions per week?
- How many subject-specific blocks are required per week?

EXAMPLE: MINISTRY GUIDELINES FOR CYCLE 1 – BILINGUAL INSTRUCTION

- 10.5 hours of synchronous instruction per week = 21 blocks of 30 minutes**
- 3 hours of independent student work per week = 6 blocks of 30 minutes**
- 2.5 hours per day of teacher availability for student questions**

- ELA** ~ 120 minutes or 4 blocks of 30 minutes
- FLS** ~ 150 minutes or 5 blocks of 30 minutes
- Math** ~ 180 minutes or 6 blocks of 30 minutes
- Univers Social** ~ 1 block of 30 minutes
- Sciences** ~ 1 block of 30 minutes
- ECR** - To be included in the language of instruction
- Specialists** ~ 120 minutes or 4 blocks of 30 minutes

CREATING A WEEKLY SCHEDULE (SAMPLE)

Thank you to the Educational Services Department at the Lester B. Pearson School Board for creating this great schedule template!

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 AM – 9:30 AM	Synchronous Time	Synchronous Time	Synchronous Time	Synchronous Time	Synchronous Time
9:30 AM – 9:45 AM	Asynchronous Work	Asynchronous Work	Asynchronous Work	Asynchronous Work	Asynchronous Work
9:45 AM – 10:05 AM	Health Break	Health Break	Health Break	Health Break	Health Break
10:05 AM – 10:35 AM	Synchronous Time	Synchronous Time	Synchronous Time	Synchronous Time	Synchronous Time
10:35 AM – 10:50 AM	Asynchronous Work	Asynchronous Work	Asynchronous Work	Asynchronous Work	Asynchronous Work
10:50 AM – 11:20 AM	Synchronous Time	Synchronous Time	Synchronous Time	Synchronous Time	Synchronous Time
11:20 AM – 12:20 PM	Lunch	Lunch	Lunch	Lunch	Lunch
12:20 PM – 12:50 PM	Synchronous Time	Synchronous Time	Synchronous Time	Synchronous Time	Synchronous Time
12:50 PM – 1:05 PM	Asynchronous Work	Optional Office Hours	Asynchronous Work	Optional Office Hours	Optional Office Hours
1:05 PM – 1:20 PM	Health Break	Health Break	Health Break	Health Break	Health Break
1:20 PM – 1:50 PM	Synchronous Time	Synchronous Time	Synchronous Time	Synchronous Time	Synchronous Time
1:50 PM – 2:05 PM	Optional Office Hours	Asynchronous Time	Optional Office Hours	Optional Office Hours	Optional Office Hours
2:05 PM - ____	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours

- ✓ Do refer to the ministry's cycle-specific guidelines and requirements
- ✓ Do create daily and weekly schedules
- ✓ Do share an updated daily schedule each day
- ✓ Do adapt the schedule presentation to student needs (e.g., pictos, picto-word combinations, word only)
- ✓ Do create individualized schedules (i.e., balanced-day schedules) for students who have difficulty following regular curriculum requirements
- ✓ Do embed hyperlinked activities directly into the schedules
- ✓ Do colour-code learning blocks corresponding to the type of learning activity (e.g., synchronous, asynchronous, break, office hours, etc.)
- ✓ Do share the schedules with paraprofessionals and parents



DAILY AND WEEKLY VISUAL SCHEDULES



THINGS TO DO!

Avoid a “one size fits all” schedule – some students will need a more tailored schedule to accommodate their pedagogical, developmental and behavioral needs

Avoid frequent schedule changes

Avoid adding new items to the schedule without having provided adequate instruction to the student, their paraprofessional and/or parent

Avoid changes to the schedule template (i.e., the visual appearance of the schedule)

Avoid schedules that lack sufficient detail to be inherently self-evident to the learner

DAILY AND WEEKLY VISUAL SCHEDULES





Notice the colour correspondence between the weekly and daily schedules – this is a form of visual support that will help students, parents and paraprofessionals with planning and time management

FOR ASYNCHRONOUS WORK:

DO: Assign closed-ended activities or assignments that provide immediate teacher feedback.

AVOID: Assigning open-ended activities (e.g., read about your favourite animal) and activities that require a multi-step submission process (e.g., download assignment, complete assignment, upload to google classroom)

SAMPLE DAILY SCHEDULE		
9:00 AM – 9:30 AM WORK TOGETHER		
9:30 AM – 9:45 AM WORK ALONE		
9:45 AM – 10:05 AM HEALTH BREAK	GoNoodle	
10:05 AM – 10:35 AM WORK TOGETHER		
10:35 AM – 10:50 AM WORK ALONE		
10:50 AM – 11:20 AM WORK TOGETHER		
11:20 PM – 12:20 PM LUNCH BREAK		
12:20 PM – 12:50 PM WORK TOGETHER		
12:50 PM – 1:05 PM WORK ALONE		
1:05 PM – 1:20 PM HEALTH BREAK		
1:20 PM – 1:50 PM WORK TOGETHER		
1:50 PM – 3:05 PM OFFICE HOURS		

FOR SYNCHRONOUS WORK:

Hyperlink Zoom or TEAMS session to the picto by pressing “Command + K”

This way, all the students have to do is click on each picto to access the lesson or activity.

Encourage students to self-monitor completion of activities. This behaviour fosters the development of executive functioning skills such as time management, planning and organization.