

Sun of Glory International School Virtual Learning Crisis Team (VLCT) Activities

These are the activities the VLCT put in place quickly to support teachers and students.

Action	Date	Target Group	Person In Charge	Supervised by	Comment/Feedback
VLCT meetings	8→12/3	VLCT	IT head	Board	To decide on the fiscal and human resources needed to face the crisis
In-house training workshops on virtual classes and online learning	15/3 16/3	All teachers and HODs	IT head School Coordinator	Board School Principal	Deciding on Zoom Cloud Meeting to use as our online virtual classes platform as well as school LMS (Skolera)
Devising an online 6-session schedule including activity classes for students and teachers	16/3	All Stakeholders	School Coordinator	School Principal	Sent to all stakeholders the same day via LMS and School Official WhatsApp groups
Resending all students their Skolera accounts and passwords	17/3	All students	IT Department	IT Head	Confirming all students have access to their LMS accounts
Launching online classes to all grades	17/3→ ongoing	All Stakeholders	VLCT HODs	VLCT	Starting a 3-day trial for online classes to pinpoint all drawbacks and work on them Online session record
Preparing covered items folder for every grade to be sent on weekly basis	17/3→ ongoing	Teachers and HODs	HODs	School Coordinator	Keeping parents updated
Providing staff with tutorials on creating online quizzes on school LMS	21/3	Teachers HODs	IT Department	IT head	Video Tutorial On how to create online quizzes
Online training on creating online quizzes		Teachers HODs	IT Head	School Principal	IT Head online session

Providing students with tutorials on how to take an online quiz on their LMS	21/3	Students	IT Department	IT Head	Video Tutorial On how to take online quizzes
Launching a 1-week trial of online quizzes in which grades are not counted but attendance is	24/3→ ongoing	Teachers and HODs	IT Department	VLCT	Testing system efficiency through the number of quiz takers at the same time and having teachers write a report on the flow of the process and presenting it to the VLCT
Producing an awareness video as a contribution from SGIS community		Students	VLCT Teachers HODs	Board	Video link Awareness video on Coronavirus outbreak
Participating in Cogna webinar on Effective Best Practices in Digital Learning	26/3	Teachers HODs	Dang Phan	VLCT	Webinar Link Cognia Webinar on best practices in digital learning