

# Observer Best Practices

On Demand courses are *asynchronous*, meaning students work through the course at their own pace regardless of the pacing of their peers. Students learn independently without a teacher lecturing to them daily. In an On Demand course, videos replace in-person teacher lectures. To support students asynchronously, we've created pacing guides and other resources to help students schedule successful completion of their course by the term end date.

Here's how to support students as an observer:



**Get familiar with UC Scout's online classroom by watching the UC Scout: Classroom Tour video [part 1](#) and [part 2](#).**



**Attend a [UC Scout On Demand Open House event](#). You'll learn all the essentials about our program and how to get set up as an Observer.**



**Visit the course Home Page to find key information and methods of communication with course teachers. Be sure to note:**

- ▶ The course/term end date.
- ▶ To communicate with the teacher in Canvas, click the *Inbox* button in the left-hand Navigation bar.



**Have a conversation with your student about their goals, expectations, and any concerns regarding their online learning experience.**

- ▶ Establish a regular check-in with your student. Weekly check-ins are recommended!
- ▶ Encourage your student to self-advocate and reach out to their teacher if they need help! Our friendly teachers are here to support each and every student and are happy to help.



**Help students pace themselves throughout the course term.**

- ▶ Utilize the *Calendar* tool to help your student establish a realistic schedule and complete the course on time. Work with your student to create a realistic timeline using their pacing guide that takes into account any time commitments they might have outside of their UC Scout course.
- ▶ A Pacing Guide file is made available in all courses. The pacing guide is designed to help students achieve successful completion of their course by the term end date. Students can modify the pacing guide based on the number of weeks they will be enrolled in the course to meet the expectation for all course assignments.
- ▶ Follow up with your student regularly to make sure they are staying on track with their custom pacing guide.



### **Use the Gradebook in Canvas to view the student's current grade, scores, teacher feedback, and assignment comments.**

- ▶ Click on *Show All Details* in the Gradebook to see comments made by the teacher on submitted assignments.
- ▶ For any quizzes that are below average, click on the assignment name and talk with your student to find out why they may have struggled. Did they spend enough time on the assignment? Or did they have a difficult time grasping the concept? Learning more about their challenges will dictate how you can best support them. Check the status column for any assignments marked “Missing” or “Late,” and work with your student to find out why they are falling behind.



### **Offer help with studying.**

- ▶ Create a space that is conducive to learning (i.e. a desk or table, comfortable chair, and school supplies). We understand this may not be possible for students, but we encourage it nonetheless.
- ▶ Frequent check-ins and study sessions can help identify where students may be struggling.
- ▶ If students need support they can attend teacher office hours or teacher live sessions to get help. Office hour info can be found on the course Home Page.
- ▶ Encourage your student to take study breaks (as opposed to cramming). For each hour of homework or study time, suggest a 10 min. break to rest, eat a snack, or take a walk.
- ▶ Encourage students to review the course resources: video lessons, key terms, information in announcements and files, and any learning materials that the teacher provides.



### **View the Syllabus (in the Navigation tab) for guidelines, requirements, recommended course texts, and other details.**

- ▶ For Scout-wide policies and details, see the [UC Scout Policies](#).



### **Become familiar with ProctorU, our proctoring service.**

- ▶ UC Scout uses ProctorU to virtually proctor midterm and final exams. It can be stressful to have technical issues on the day of an exam, so use [ProctorU's “Test Your Equipment”](#) feature in advance!
- ▶ Note: Chromebooks may not be compatible with Live+. If your student is using a Chromebook, please contact your teacher for possible accommodations.