



Franciscan at Home Best Practices for Engagement with Online Learning

For School Leaders:

Before your session(s)

- *Franciscan at Home* workshops are to be experienced within a staff community to foster discussion and collaboration among your staff. Therefore, plan to do these with your whole faculty present.
 - For the 2024-2025 school year, all schools and teachers will complete the same two workshops: *The Mission of Catholic Schools and the Role of Teachers*, and *Christ: His Person and Works*. Each workshop will take ~3 hours to complete.
- Decide on a schedule for delivery of both workshops. There are 3 main ways to do this:
 - **(Best Practice) Option 1: Faculty Meetings** – over several meetings, work through a workshop one segment at a time. These could be folded into regular faculty meetings or other meetings. Plan to spend at least 30 minutes per segment.
 - **Option 2: Two half-day in-services** – Spend one-half of an already-schedule in-service day (Sustaining the Mission day or otherwise) working through one workshop. This should take ~3 hours to complete. In the second half of the day, move into other subjects. Complete the second workshop on a different day.
 - **Option 3: One full day in-service** – Complete both workshops on the same day. This would require the use of a full in-service day to complete both workshops.
- Preview objectives for the workshop in advance and discuss plans with the session leaders prior to the event.
- Print copies of the handout(s) for all participants.

For Session Leaders:

On the day of the session(s)

- Set up the in-service room in advance
 - Select a room with large screen/panel to show video segments
 - Set up the room to facilitate small group discussion amongst faculty members. Ideal group size is 3-4 people to allow for everyone to participate in discussion
 - Remind staff to bring individual devices to complete any Workshop Pre-Tasks
 - Provide Bibles and copies of the Catechism for some tasks.
 - Providing food is always a great way to help people relax and open up.

- Completing the session module
 - Begin each session with Prayer (either the one provided, or plan a separate prayer)
 - Read Introduction
 - Complete any Workshop Pre-Tasks
 - View Video Segment together
 - Read Task and discuss as a group.
- Repeat with video, discussion, response for each segment of the workshop
- After completing the segment/workshop, instruct each teacher to log in to their individual Franciscan at Home account. In the text box for the workshop, have them type “Completed as part of group discussion on [date]”. Do this for each segment to show completion.