

6

# Lesson Exemplar for TLE

Quarter 1

Lesson

1

**Lesson Exemplar for TLE 6**  
**Quarter 1: Lesson 1 (Week 1)**  
**SY 2024-2025**

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## TLE/QUARTER 1/ GRADE 6

I. CURRICULUM CONTENT, STANDARDS, AND LESSON COMPETENCIES	
<b>A. Content Standards</b>	The learners demonstrate an understanding of using web conferencing.
<b>B. Performance Standards</b>	The learners perform the utilization of online and productivity tools in a safe and responsible manner.
<b>C. Learning Competencies and Objectives</b>	<p><b>Learning Competency</b></p> <p>1. <i>The learners perform web conferencing in a safe and responsible manner</i></p> <p><b>Learning Objectives</b></p> <p><i>At the end of this lesson, the learners are expected to:</i></p> <ol style="list-style-type: none"><li><i>1. define web conferencing and its purpose;</i></li><li><i>2. identify the different types of web conferencing tools;</i></li><li><i>3. explain the basic functionalities of video conferencing software (audio, video, chat, screen sharing);</i></li><li><i>4. appreciate the benefits of using web conferencing for communication and learning;</i></li><li><i>5. navigate a basic web conferencing platform;</i></li><li><i>6. perform web conferencing with a positive attitude towards the responsible use of technology;</i></li><li><i>7. emphasize the importance of netiquette and digital citizenship.</i></li></ol>
<b>D. Content</b>	Web conferencing Different web conferencing tools; Web conferencing netiquette; Factors affecting web conferencing.
<b>E. Integration</b>	Responsible use of Technology

II. LEARNING RESOURCES
<p>Cisco Webex. (n.d.). What is web conferencing? <a href="https://www.webex.com/what-is-web-conferencing.html">https://www.webex.com/what-is-web-conferencing.html</a></p> <p>Crisis Prevention Institute. (2023, August 10). 8 Tips for Respectful Online Communication at Work. <a href="https://www.crisisprevention.com/our-programs/">https://www.crisisprevention.com/our-programs/</a></p> <p>Demodesk (n.d.). The 10 Most Common Video Conferencing Problems Explained. <a href="https://demodesk.com/blog/online-meetings-most-common-issues-explained">https://demodesk.com/blog/online-meetings-most-common-issues-explained</a></p> <p>Digital Samba (n.d.). Video Conferencing Etiquette Tips. <a href="https://www.digitalsamba.com/blog/video-conferencing-etiquette-tips">https://www.digitalsamba.com/blog/video-conferencing-etiquette-tips</a></p>

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Frontiers Media (2021). Why Web-Conferencing Matters: Rescuing Education in the Time of COVID-19 Pandemic Crisis. Frontiers in Education. <https://www.frontiersin.org/articles/10.3389/feduc.2021.752522/full>

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Pedroso, J. E., Oducado, R. M., Ocampo, A., Tan, V., & Tamdang, K. (2021). Factors influencing intention to use videoconferencing tools in online distance education among students in Philippine maritime schools. *Australian Journal of Maritime & Ocean Affairs*, 15. <https://doi.org/10.1080/18366503.2021.2014181>

Zoho Meeting. (n.d.). Web conferencing. <https://www.zoho.com/meeting/web-conferencing.html>

III. TEACHING AND LEARNING PROCEDURE		NOTES TO TEACHERS
<b>A. Activating Prior Knowledge</b>	<p><b>DAY 1</b></p> <p><b>1. Short Review</b></p> <p><b>Activity 1: “Think-Pair-Share: What’s Your Connection?”</b></p> <ol style="list-style-type: none"> <li>Think (Individual, 2 minutes): <ul style="list-style-type: none"> <li>On the board, write down a question related to communication technologies such as: <ol style="list-style-type: none"> <li>How do we communicate with people who are far away?</li> <li>What tools do we use for online learning?</li> </ol> </li> <li>Ask learners to think individually for 2 minutes and list down as many ways as they can communicate online as possible.</li> </ul> </li> <li>Pair (Small Groups, 3 minutes): <ul style="list-style-type: none"> <li>Instruct learners to form pairs with a classmate sitting near them;</li> <li>learners share their individual lists and discuss them with their partner;</li> <li>Together, they can create a combined list with any additional communication methods they come up with.</li> </ul> </li> <li>Share (Whole Class, 5 minutes): <ul style="list-style-type: none"> <li>Invite pairs to share one or two communication methods from their combined list with the whole class;</li> <li>Write down all responses on the board or use a projector to create a collaborative list;</li> </ul> </li> </ol>	<p><b>Instruction:</b></p> <p>Review learners' prior knowledge about communication technologies and online interactions with the following materials:</p> <ul style="list-style-type: none"> <li>whiteboard or projector</li> <li>marker/pens</li> </ul> <p>The teacher will facilitate the Short Review by conducting Activity 1: “Think-Pair-Share: What’s Your Connection”.</p> <p>The teacher facilitates learners with various answers.</p>

	<ul style="list-style-type: none"> <li>As a class, discuss how these communication methods work and their limitations (e.g. text messaging doesn't allow for live interaction, phone calls don't always include video).</li> </ul>	
<b>B. Establishing Lesson Purpose</b>	<p><b>1. Lesson Purpose</b> This lesson equips Grade 6 learners with the knowledge and skills to navigate the world of web conferencing. Learners learn what web conferencing is, its uses, appreciate its potential to connect with others globally while fostering responsible digital citizenship.</p> <p><b>2. Unlocking Content Area Vocabulary</b>  <b>Web Conferencing.</b> A lets people connect and work together virtually, offering real-time meetings, webinars, and sharing of information online.  <b>Netiquette</b> is made-up word from net and etiquette which is referred to as rules and behavior acceptable on the internet.  <b>Bandwidth</b> refers to the amount of data that can be transmitted over an internet connection in a given amount of time.  <b>Latency</b> refers to the delay before a transfer of data begins following an instruction for its transfer.  <b>Screen Sharing</b> is a feature that allows users to share their computer screen with others during a web conference.  <b>Host Controls</b> is a feature available to the host of a web conference to manage participants and settings.</p>	Explain that the purpose of this lesson is to understand web conferencing, including different tools, netiquette, and factors affecting web conferencing.
<b>C. Developing and Deepening Understanding</b>	<p><b>DAY 1</b>  <b>SUB-TOPIC 1: DIFFERENT WEB CONFERENCING TOOLS</b>  This topic discusses web conferencing tools, its types and uses, classification, and its features.</p> <p><b>1. Explication</b></p> <p><b><i>What is a Web Conferencing Tool?</i></b>  Web Conferencing Tool is a software that lets users meet together in an online forum for communication, through the internet. With web conferencing, people may be able to more easily connect and interact with friends, family, and colleagues no matter the location. Web conferencing tools allow people to virtually connect and collaborate online through features like audio, video, screen sharing,</p>	<p><b>The teacher should:</b></p> <ol style="list-style-type: none"> <li>1. Introduce the concept of web conferencing and its importance in modern communication.</li> <li>2. Discuss different web conferencing tools such as Zoom, Microsoft Teams, Google Meet, and Webex.</li> <li>3. Explain the features and benefits of each</li> </ol>

	<p>and chat. This tool facilitates communication and teamwork regardless of physical location, making them essential for remote work, geographically dispersed teams, and even personal interactions.</p> <p><b>What are the Types or Classification of Web Conferencing Tools?</b>  There are different types of web conferencing tools used for different features, functionalities, benefits, and popularity. Though web conferencing tools vary, they are classified according to:</p> <p><b>Functionalities and Features of Web Conferencing</b></p> <ol style="list-style-type: none"> <li>1. <i>Meeting and Video Conferencing.</i> This means that a user can host online meetings with colleagues, clients, or friends, see each other through webcams, and engage in face-to-face conversations.</li> <li>2. <i>Screen Sharing.</i> Share your computer screen with participants to present documents, collaborate on projects, or demonstrate software.</li> <li>3. <i>Audio/Video Conferencing.</i> Conduct meetings with high-quality audio and video for a more engaging and interactive experience.</li> <li>4. <i>Chat and File Sharing.</i> Utilize chat functionalities for real-time text communication and share files within the meeting platform.</li> <li>5. <i>Recording.</i> Record meetings for future reference or to share with attendees who couldn't join live.</li> </ol> <p><b>Benefits of Web Conferencing:</b></p> <ol style="list-style-type: none"> <li>1. <i>Improved communication and collaboration.</i> Facilitate effective communication and teamwork despite geographical distances.</li> <li>2. <i>Increased productivity.</i> Enable efficient meetings and project collaboration, potentially boosting productivity.</li> <li>3. <i>Reduced cost.</i> Eliminate travel expenses associated with in-person meetings.</li> <li>4. <i>Accessibility.</i> Offer flexibility to participate in meetings from anywhere with an internet connection.</li> </ol> <p><b>Popular Web Conferencing Tools</b></p> <ol style="list-style-type: none"> <li>1. <i>Zoom.</i> It is widely used and is known for its reliability and ease of use. The tool is ideal for large meetings.  <a href="https://zoom.us/">https://zoom.us/</a></li> </ol> <div data-bbox="1397 1257 1653 1358">  </div> <p style="text-align: right;"><small>Image retrieved from:  <a href="https://www.hatchwise.com/resources/the-history-of-the-zoom-logo">https://www.hatchwise.com/resources/the-history-of-the-zoom-logo</a></small></p>	<p>tool, including ease of use, reliability, and unique functionalities.</p>
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2. *Google Meet*. A simple and well-integrated with Google Workspace which is free for up to 100 participants with limitations. <https://meet.google.com/>



Image retrieved from: <https://logos-world.net/google-meet-logo/>

3. *Microsoft Teams*. Integrates seamlessly with other Microsoft 365 Applications. This tool is suitable for business and is already invested in the Microsoft ecosystem. <https://teamsdemo.office.com/>



Image retrieved from: <https://logos-world.net/microsoft-teams-logo/>

4. *Webex Meetings*. This tool offers high-quality video conferencing and provides extensive features. <https://web.webex.com/>



Image retrieved from: <https://logos-world.net/webex-logo/>

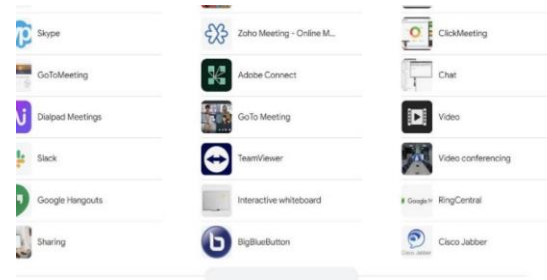
5. *Jitsi*. A free and open-source option, ideal for smaller teams or those on a tight budget. <https://meet.jit.si/>

Image retrieved from: <https://www.logo.wine/logo/Jitsi>



6. Other various web conferencing tools such as skype, slack, Google Hangouts, Sharing, Zoho Meeting, Cisco Jabber and more.

Image retrieved from various sources across the web



By understanding the functionalities, benefits, and available options, you can select the most suitable web conferencing tool to enhance your communication and collaboration in today's remote-friendly world.

	<p><b>2. Worked Example</b></p> <p><b>Title: Exploring Web Conferencing Tools Using Google Meet</b> Objective: To demonstrate the features and functionalities of Google Meet.</p> <p><b>Guided Practice: Setting Up a Meeting Using Google Meet</b> Step-by-Step Instructions:</p> <p><b>Access Google Meet:</b></p> <ol style="list-style-type: none"> <li>1. Open your web browser and go to Google Meet.</li> <li>2. Alternatively, you can access Google Meet through your Gmail or Google Calendar.</li> </ol> <p><b>Scheduling a Meeting:</b></p> <ol style="list-style-type: none"> <li>3. If using Google Calendar: Open Google Calendar. Click on the "+" icon or the "Create" button. Fill in the event details (title, date, time). Click on "Add Google Meet video conferencing." Save the event, and the Google Meet link will be generated automatically.</li> </ol> <p><b>If using Google Meet directly:</b></p> <ol style="list-style-type: none"> <li>4. Click on "New Meeting." Choose "Schedule in Google Calendar" and follow the steps above, or choose "Start an instant meeting" for immediate meetings.</li> </ol> <p><b>Inviting Participants:</b></p> <ol style="list-style-type: none"> <li>5. If scheduled via Google Calendar:</li> <li>6. Open the event in Google Calendar.</li> <li>7. Click on "Add guests" and enter the email addresses of the participants.</li> <li>8. Save the event, and invitations will be sent to the participants.</li> </ol> <p><b>If starting an instant meeting:</b></p> <ol style="list-style-type: none"> <li>9. Click on "Add others" at the bottom of the meeting screen.</li> <li>10. Enter the email addresses of the participants and click "Send invite."</li> </ol> <p><b>Using Basic Features: Joining the Meeting</b></p> <ol style="list-style-type: none"> <li>11. Click on the Google Meet link provided in the calendar invite or email.</li> <li>12. Allow access to your microphone and camera if prompted.</li> </ol>	<p>The teacher will facilitate the demonstration for activity.</p>
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	<p><b>Muting and Unmuting Microphone:</b> 13. Click on the microphone icon at the bottom of the screen to mute or unmute.</p> <p><b>Turning Camera On/Off:</b> 14. Click on the camera icon at the bottom of the screen to turn your video on or off.</p> <p><b>Screen Sharing:</b> 15. Click on the "Present Now" button at the bottom of the screen. 16. Choose to share your entire screen, a window, or a specific tab.</p> <p><b>3. Lesson Activity</b> <b>Activity 2: Exploring and Presenting Web Conferencing Tools</b></p> <p><b>DAY 2</b> <b>SUB-TOPIC 2: WEB CONFERENCING NETIQUETTE</b></p> <p><b>1. Explication</b> This topic provides guidance on etiquette while connecting, attending, and sharing information on the internet. Netiquette is defined by Cambridge dictionary as the set of rules about behavior that is acceptable on the internet. The term netiquette was created from a combination of the words internet and etiquette. With the advent of technology, understanding the best practices to effectively communicate through web conferencing tools such as Zoom, Google Meet, MS Teams, and many others including the communications coursed through email, social media, chats, blogs, forums, and live feeds is important.</p> <p>It is important to understand the online world. Teachers and parents must work together to educate their child on how to communicate online and how to behave appropriately within the online environment. The following can be among the many questions to ask when attending web conferencing: Do I know how to ask questions through chat? If I want to speak, do I know how to raise a hand to be recognized? If I have to present, do I know how to share a file?</p> <p>There are different rules set by many when attending video conferencing. Learners need to follow proper web conferencing etiquette and display the proper code of conduct and decorum. To help learn and participate well in web conferencing, a learner may observe the following:</p>	<p>For activity 2, see worksheet for the learning activity that the students will accomplish.</p>
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	<p><b>1. Be Prepared</b>  Coming to the web conference on time and being ready to participate is important. This means that you need to check your gadgets, internet connection, camera, microphone and check if you have a quiet background to minimize distractions.</p> <p>In the world of web conferencing, “Be Prepared” is more than just a scout motto – it is the foundation for a smooth and successful online learning experience. Being Prepared means that you are logged in to the platform or web conferencing tool, mics are tested and muted by default, camera may be on, background is free from distractions, and the environment is free from obvious and unnecessary noise.</p> <p>Being prepared helps a learner boost confidence and feel confident and engaged during the web conference, allowing them to actively participate and contribute to the learning environment. Avoid technical difficulties or last-minute scrambling for materials to minimize disruptions.</p> <p><b>2. Respectful Communication</b>  Using kind and respectful language during online interactions is not only important but it is a must. This means that you have to avoid shouting, interrupting others, and using inappropriate language.</p> <p>Presenting your ideas clearly is considered good behavior. This will ensure you are delivering your point in a way that everyone can understand. It is very common for online meeting participants not to ask the host to repeat themselves if they mumble or have bad audio.</p> <p>A respectful communication may be demonstrated in any of the following or a combination thereof:</p> <ol style="list-style-type: none"> <li><i>Greetings and Closings.</i> A standard communication both online and in-person includes greetings such as hi, hello, greetings of good morning, afternoon or so. Closing statements such as Thank you, Regards, Respectfully, or however you phrase it, that means a lot.</li> <li><i>Please and Thank You.</i> People are more willing and eager to fulfill requests when you’re respectful.</li> <li><i>CAPITALIZED WORD.</i> Capitalization is often thought of as ‘shouting’ or ‘yelling’. When communicating through chat in a web conference, ALL CAPS must be observed as it could mean something else.</li> </ol>	<p><b>The teacher will:</b></p> <ol style="list-style-type: none"> <li>1. Explain the concept of netiquette and why it is crucial for web conferencing.</li> <li>2. Discuss key aspects of web conferencing netiquette, including muting microphones when not speaking, using the chat function appropriately, and being mindful of virtual backgrounds.</li> <li>3. Highlight the importance of being punctual, dressing appropriately, and being respectful to other participants.</li> </ol>
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	<p>d. <i>Excessive punctuation.</i> When adding more than one punctuation in your statement it could be interpreted as ‘yelling’ or ‘having a tone’. Ensure that when you put more than punctuation such as, hello!!!!!!!!!!, it is truly necessary, otherwise you may give the impression of having an attitude or tone that you don’t intend.</p> <p>If you leave this important part of communication, you can be misunderstood. If you include greetings and salutations, you communicate with respect to the people whom you addressed.</p> <p><b>3. Microphone Manners</b></p> <p>When joining web conferencing or online interactions, it is ideal to muting microphones when not speaking to avoid background noise and unwanted interruptions. Alternatively, you may use a simple hand signal illustration or thumbs up to indicate when you want to speak and unmute your microphone. Ensure that the microphone is always on MUTE. Unmute only when it is your time to speak.</p> <p><b>4. Visual Attention</b></p> <p>When speaking or discussing with fellow participants online, you need to maintain eye contact with the camera as much as possible to show you are engaged and attentive. Your attire, make up, facial expression, hairdo, gesture, and mannerism may catch attention from the audience. As previously discussed, you need to dress appropriately, prepare yourself, and behave accordingly to minimize catching unnecessary attention.</p> <p>Your appearance on the screen is equally important when you attend a web conference. You need to dress appropriately which means no pajamas, bath towel, or any inappropriate attire. The general rule is always to dress according to the audience or occasion. Consider asking yourself a question, “what would I wear if I was attending in person?”. Your appearance is already an attention.</p> <p><b>5. Digital Citizenship</b></p> <p>Digital citizenship refers to the responsible and ethical use of technology, encompassing various aspects of online life such as social media, digital communication, and internet safety. The concept of digital citizenship – being responsible users of technology is a knowledge that you must possess. Digital</p>	
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	<p>citizenship is an attitude of a person, reminding them that not all can be shared on social media, web conferencing, and that a learner must not participate in cyberbullying.</p> <p><b>2. Worked Example</b></p> <p><b>Activity 3: “Web Conferencing Etiquette Challenge”</b>  This activity allows the learners to recognize the common scenarios that occur during web conferences and apply appropriate action in each scenario.</p> <p>Instruction:</p> <ol style="list-style-type: none"> <li>1. Divide the class into small groups.</li> <li>2. Present different scenarios that might occur during a web conference.  <i>Scenario:</i> <ul style="list-style-type: none"> <li>• Microphone feedback</li> <li>• Someone forgetting to mute</li> <li>• Inappropriate chat messages</li> <li>• Participant was seen on pajamas</li> <li>• Participants was seen doing something else on cam</li> </ul> </li> <li>3. Have learners brainstorm appropriate solutions for each scenario, emphasizing responsible behavior and respectful communication.</li> </ol> <p><b>3. Lesson Activity</b></p> <p><b>Activity 4: Netiquette Role-Playing</b></p> <p><b>DAY 3</b>  <b>SUB-TOPIC 3: Factors Affecting Web Conferencing</b></p> <p><b>1. Explicitation</b></p> <p>Web conferencing offers a convenient and effective way to connect remotely, but its success hinges on more than just the technology itself. Here is the breakdown of key factors that can influence the quality and effectiveness of web conferencing:</p> <p><b>Technical Factor</b></p> <ol style="list-style-type: none"> <li>1. <i>Internet Connectivity.</i> A stable and strong internet connection is paramount</li> </ol>	<p>For activity 4, see worksheet for the learning activity that the students will accomplish.</p>
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	<p>for smooth audio/video transmission. Slow or unreliable internet can lead to lag, buffering, and disruptions in communications.</p> <ol style="list-style-type: none"> <li>2. <i>Hardware and Software.</i> Proper functioning of microphones, cameras and speakers is crucial. Outdated software or hardware limitations can hinder a seamless experience.</li> <li>3. <i>Platform Functionality.</i> Understanding the features and functionalities of the chosen web conferencing platform can optimize its use. Users unfamiliar with the platform may face difficulty navigating controls or utilizing functionalities effectively.</li> </ol> <p><b>Environmental Factor</b></p> <ol style="list-style-type: none"> <li>1. <i>Background Noise.</i> Distracting background noise can disrupt communication and impact focus. Choosing a quiet environment minimizes interference.</li> <li>2. <i>Lighting and Space.</i> Adequate lighting ensures participants are clearly visible, and a clutter-free background promotes professionalism.</li> </ol> <p><b>Human Factor</b></p> <ol style="list-style-type: none"> <li>1. <i>User Skills and Experience.</i> Familiarity with web conferencing etiquette and functionalities improves communication and reduces technical difficulties. learners who have not used web conferencing tools before may require additional guidance.</li> <li>2. <i>Engagement and Participation.</i> Active participation from all attendees fosters a collaborative and productive online environment. Passive participation can lead to a lack of focus and reduced learning outcomes.</li> </ol> <p><b>Other Factors for Considerations</b></p> <ol style="list-style-type: none"> <li>1. <i>Cultural Differences.</i> Being mindful of cultural norms during web conferencing, especially for international collaborations, fosters respect and understanding.</li> <li>2. <i>Accessibility.</i> Ensuring web conferencing platforms are accessible to users with disabilities is important for inclusive participation.</li> </ol> <p><b>2. Worked Example</b>  <b>Title:</b> Optimizing Web Conferencing Quality  <b>Objective:</b> To demonstrate how to address factors affecting web conferencing quality.  <b>Guided Practice:</b></p> <ol style="list-style-type: none"> <li>1. Show learners how to check their internet speed and bandwidth using online tools.</li> </ol>	
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	<ol style="list-style-type: none"> <li>Demonstrate how to optimize video and audio settings in web conferencing tools to reduce latency and jitter.</li> <li>Provide a walkthrough on how to troubleshoot common issues, such as packet loss and firewall restrictions.</li> </ol> <p><b>3. Lesson Activity</b>  <b>Activity 5: Web Conferencing Detective Agency</b></p> <p><b>The teacher will:</b></p> <ol style="list-style-type: none"> <li>Explain the various factors that can affect the quality of a web conference, including bandwidth, latency, jitter, packet loss, and firewalls.</li> <li>Discuss how these factors can impact audio and video quality, as well as overall user experience.</li> <li>Explain the importance of having a stable internet connection, using updated software, and optimizing settings for the best web conferencing experience.</li> </ol>	<p>For activity 5, see worksheet for the learning activity that the students will accomplish.</p> <p>The teacher will demonstrate on how to optimize web conferencing activity.</p>
<b>D. Making Generalizations</b>	<p><b>DAY 4</b></p> <p><b>1. Learners' Takeaways</b></p> <p>The learners may be asked for their takeaways but here are the expected takeaways from the topics.</p> <ol style="list-style-type: none"> <li>Web Conferencing is More than Technology - it is about using various tools to create a dynamic learning environment. Just like a good mystery, successful web conferencing involves multiple factors.</li> <li>Technology Makes the Connection. A strong internet connection, working microphones and cameras, and understanding the platform you are using are essential for a smooth online learning experience.</li> <li>Find the Right Place. Choose a quiet environment with good lighting for your web conferences. This minimizes distractions and helps everyone see and hear each other clearly.</li> <li>Be a Web Conferencing pro. Knowing how to mute your microphone, use the chat function respectfully, and participate actively makes online learning fun and productive for everyone.</li> <li>Respect the Virtual Space. Be mindful of cultural differences during web conferencing, especially if you are collaborating with people. Some people</li> </ol>	<p>The teacher will ask the learners thought provoking general questions and facilitate learners' varying answers.</p>

	<p>might also need special tools to participate online, so inclusivity is important.</p> <p><b>2. Reflection on Learning</b> Why is being prepared, responsible, and tech savvy contribute to a positive and successful web conferencing environment?</p>	The teacher will facilitate the answers of learners and process them.
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IV. EVALUATING LEARNING: FORMATIVE ASSESSMENT AND TEACHER'S REFLECTION				NOTES TO TEACHERS
<b>A. Evaluating Learning</b>	<p><b>1. Formative Assessment</b></p> <ol style="list-style-type: none"> <li>1. What are some ways we can communicate with people who are far away?</li> <li>2. What tool can we use for online learning?</li> <li>3. Define web conferencing in your own words.</li> <li>4. What does “netiquette” mean?</li> <li>5. List a few benefits of using web conferencing tools.</li> <li>6. What are some features commonly found in web conferencing tools?</li> <li>7. Why is it important to mute microphone when you are not speaking during a web conference?</li> <li>8. Describe two ways to show respect during a web conference?</li> </ol> <p><b>2. Homework (Optional)</b></p>			<p>Here are the possible answers for Formative Assessment:</p> <ol style="list-style-type: none"> <li>1. video calls, text messages, email</li> <li>2. web conferencing tool</li> <li>3. *Answers may vary</li> <li>4. *Answers may vary</li> <li>5. improved communication, increased productivity</li> <li>6. video conferencing, screen sharing, file sharing, chat</li> <li>7. *Answers may vary</li> <li>8. using kind language, avoiding interrupting</li> </ol>
	<b>B. Teacher's Remarks</b>	<p><i>Note observations on any of the following areas:</i></p> <p><b>Effective Practices</b></p>	<p><b>Problems Encountered</b></p>	
	<i>strategies explored</i>			The teacher may take note of some observations related to the effective practices and problems encountered after utilizing the different strategies, materials used, learner engagement and other related stuff.
	<i>materials used</i>			

	<b><i>learner engagement/ interaction</i></b>			Teachers may also suggest ways to improve the different activities explored/ lesson exemplar.
	<b><i>Others</i></b>			
<b>C. Teacher's Reflection</b>	<p><i>Reflection guide or prompt can be on:</i></p> <ul style="list-style-type: none"> <li>▪ <u><i>principles behind the teaching</i></u> <i>What principles and beliefs informed my lesson? Why did I teach the lesson the way I did?</i></li> <li>▪ <u><i>learners</i></u> <i>What roles did my learners play in my lesson? What did my learners learn? How did they learn?</i></li> <li>▪ <u><i>ways forward</i></u> <i>What could I have done differently? What can I explore in the next lesson?</i></li> </ul>			Teacher's reflection in every lesson conducted/ facilitated is essential and necessary to improve practice. You may also consider this as an input for the LAC/Collab sessions.