

Scaffolding for Success Reference Sheet

Make your canvas course set up **SIMPLE**

- Less clicks = less drop off points
- Clearly label what students should be doing each day
- Do not rely on verbal instruction
- Keep instructions short + sweet. Lengthy instructions overwhelms students.
- Make your homepage a one stop shop for the week

Make instructions + submission simple & clear

- Teach the process
- Link a "How To" each time you ask students to use a submission tool (ex- screenshot, download a document, annotate, et c.)
- Give steps
- Use AI to help you!

Scaffolding Live Class Time & Instruction

- Gradual Release Model** (I Do, We Do, You Do)
- Give students something to do while you lecture**
- Break instruction into small steps** (especially multi-day projects)
 - Make one thing due every day
 - Check in every 5-10 minutes
 - Give time goals + stopping points
- Give Live Feedback**
 - Monitor their progress while it's happening (and let them know you know when no progress is happening)
 - Send a chat or give a reaction when _____ is completed
 - Private message and ask for a response
 - Tools: Timer, Nearpod, live worksheets, polls, reactions, "Moderate Quiz"**
- Provide Reference Material**
 - One Pager Notes
 - Sentence Starters
 - Example Work
 - Tools: NotebookLM**

Teacher Challenge:

Choose one of the three scaffolding areas below and implement one specific change this week to improve your students' experience.

☐ **Simplify Canvas Setup:**

Update your homepage to be a "one-stop shop" or add date labels to your assignments.

☐ **Clarify Instructions:**

Add a "How To" guide for a submission tool or step by step instructions.

☐ **Scaffold Live Time:**

Create a one pager notes page, sentence starters, or find example work.

THE IMPLEMENTATION TOOLKIT



SECTION 1: REFERENCE MATERIALS (THE "HOW-TO" SUPPORT)

Foundational "How-To" Support with NotebookLM



Use NotebookLM as a primary tool to generate and organize example work and reference guides for students.



One-Pager Reference Sheets

Provide condensed, single-page notes that students can refer to while working to reduce the need for tab-switching.



Sentence Starters & Example Work

Model expectations by providing sentence stems for discussions and high-quality examples of completed assignments.



Linked Submission Tutorials

Include a "How-To" link (e.g., how to take a screenshot or use annotation tools) every time a specific submission type is required.



SECTION 2: ENGAGEMENT & FEEDBACK TOOLS (ACTIVE LIVE SESSIONS)

Interactive Gamification & Lessons



Use Nearpod and Kahoot to transform passive lectures into active learning experiences with embedded checks for understanding.



Real-Time Feedback Loops

Maintain engagement during live sessions by having students send a chat or a specific reaction (emoji) once a task is completed.



Timed Task Intervals

Utilize on-screen timers to give students clear time goals and natural stopping points during live instruction.



Private Messaging for Support

Use the chat function to private message students who haven't shown progress, offering targeted support without public call-outs.



SECTION 3: MONITORING & STRATEGY (INSTRUCTIONAL CORE)

The Gradual Release Model



Structure instruction following the "I Do, We Do, You Do" frameworks to transition students from observation to independent mastery.



Real-Time Data with "Moderate Quiz"

Use the "Moderate Quiz" tool in Canvas to monitor student progress as it happens, allowing for immediate intervention.



"Short and Sweet" Instructions

Keep all written instructions brief; lengthy text overwhelms students and acts as a barrier to starting the assignment.



Daily Deliverables

Aim to make "one thing due every day" and check in every 3-10 minutes during live classes to keep momentum high.