

Virtual Teaching Guidelines



Qaida students teaching guidelines:

- 30 mins per class
- Maximum 3 students
- All Students should be taught one lesson
 - 5 mins memorization
 - 25 mins Qaida lesson
- In cases where students are far apart from each other on different pages and lessons, please discuss with Br. Muzzammil how to conduct the lesson.

Quran students:

- 60 mins per class
- Maximum 6 students
- 3 levels
 - **Beginner:** student reads slow but with many mistakes and does not apply tajweed
 - **Intermediate:** student reads ok with some mistakes and struggles to apply tajweed
 - **Advanced:** Student recites well with minimal mistakes and applies tajweed
- All students should be taught same lesson, class will be divided in 3 parts
 - **PART 1:** In cases students are on different juz:
 - First 10 mins: all students read their juz, during this time teacher observes and listens but will not be able to correct any mistakes
 - **PART 2:** 40 mins, all students read with teacher, between 2-4 pages
 - **Method 1:**
 - Teacher recites a verse or line, and all students repeat together
 - This method will help students listen and repeat
 - This will also help teacher complete a page with faster pace
 - **Method 2:** (main method of teaching)
 - Teacher recites a verse or line, and students repeat after the teacher one by one
 - This method is slower in pace and will allow teacher to correct each student's mistakes
 - If students need Qaida practice, please reduce reading time to 30 mins and practice Qaida for 10 mins (this needs to be discussed with br. Muzzammil and parents need to be informed)
 - **PART 3:** 10 mins memorization, the objective here is to do minimal surah memorization, Teacher recites, and students repeat; memorization assessments can be completed once a week or every other week

ONLINE TEACHING GUIDELINES AND TIPS

- No virtual background or video effects
- Use laptop only which is charged before your class
- Use headphones for improved quality
- Ensure your internet connection is good
- Check your speed. Go on speed.net
- Make sure light is good, and there are no windows in your background
- No food during class please, water only during class
- Ensure your Dropbox and Class lists are updated
- log in and start your meeting 15 mins before start time
- take attendance upon student arrival
- report absences in what's app groups after first 10-15 mins
 - 3x Quran: report 3rd consecutive absence
 - 2x Quran: report 2nd consecutive absence
- Refer to Quran and Qaida guidelines provided above
- ensure the students are engaged the entire class time.
- you can share screen and write alphabets or letters or rules on the white board
- end your class again with a small group activity
- reactions 🙌👍 use in the bottom
- resources: share screen, videos, e-book, or show your book
- ask the admin to come and join the meeting if you need a break
- no salah break for zuhr- unless your class goes up to 2:15 pm