Guide: How to design distance learning solutions under COVID-19 restrictions

The following questions can help you to determine the feasibility of distance learning in your context. It can guide you in designing effective online learning/teaching solutions in a short time, avoiding some of the most common pitfalls.

1. **As-is analysis and needs analysis**
   a) Analyse goals and needs: What is most important for children/youth, teachers and schools?" (learning goals, curricular objectives, project goals etc.)
   b) Identify key learning activities: How can learners achieve relevant goals?
   c) Analyse your context: Do the teachers have the necessary pedagogical skills and media skills? Do the school management and administration support online teaching/learning activities? Which hardware, software, connectivity and electricity services can the school, learners and teachers draw on?
   d) Which partners can support us? Who could we cooperate with?

2. **Define your approach**
   a) Which tools, features and content help us best to support which key learning/teaching activities and to address the most important goals and needs?
   b) Risk management: How can we foster inclusion, privacy, sustainability etc.?
   c) Pre-selection: Which project ideas are most promising?

3. **Planning**: Define and budget core activities of involved actors in a rough timeline:
   a) Setting up/customizing infrastructure: How do we intend to use the tools? Which curriculum-aligned e-content do we need?
   b) Information: How do we keep schools, teachers, learners, parents and other stakeholders up to date?
   c) Training and support: How can teachers and coaches be trained and supported hands-on to apply the needed pedagogical, technical and management skills?
   d) Selection: Which projects will be launched?

4. **Implementation**:
   a) Piloting: Can we test our solution with a small group of "champions"? Which training and support do they need? Which controls will be evaluated to improve?
   b) Up-scaling: How can we improve infrastructure, training & support of all the teachers and learners? How do we launch the offer with all the stakeholders?
   c) Continuous monitoring and evaluation: Which controls will be evaluated to improve the existing solution? How can we transform our solution in a long-term service?