

# TIPS FOR SUCCESS WHEN GIVING INSTRUCTIONS



5 Tips for Success When Giving Instructions to the Class to Help Your Students Thrive, Plus a Bonus Reflection Question.



## After reviewing instructions aloud send a quick agenda in the chat

For students needing more detail (e.g., auditory processing challenges), either add details in the chat or check in after. For those who benefit from chunked tasks, send one step at a time or a simplified breakdown.

Keep supporting their success with clear, accessible instructions!

## Signal Ready

Before giving instructions, ask students to signal they're ready!

They can send an emoji, use a Zoom reaction, or give a thumbs-up on screen.



## Repeat Back

After giving instructions, ask a student to repeat them back. You can split this up: one explains what to open, another what to work on, and another where to find instructions. This approach often helps students clarify any confusion and confirm they're on track!

## Whiteboard Agenda

Display the agenda on a blank whiteboard for everyone to see. Note: it won't stay visible if you enter a breakout room.



## Delayed Check-in

2-5 minutes after giving directions, ask students to share which step they're on. This helps ensure everyone is on track!

**If instruction delivery or following directions is an ongoing challenge, consider these tips:**

- Are students missing instructions due to lack of attention? The steps above may help!
- Are students struggling with tool navigation? Try a quick tutorial or pair them with a tech-savvy peer.
- Are instructions unclear? Work with students to clarify—they might have valuable insights!

Stay positive and keep supporting their success!