

RECOMMENDED FROM THE OFFICE OF HUMAN RESOURCES

KGI Resources

Working Remotely

LinkedIn offers courses that can help you create a productive remote work environment, optimize your schedule for peak productivity (including meaningful breaks to help you avoid burnout), and show up the way you want to on video conference calls. Courses include:

- [Working Remotely](#) | 1 hr
- [Time Management: Working From Home](#) | 1 hr 25 min
- [Productivity Tips: Finding Your Productive Mindset](#) | 59 min
- [Executive Presence on Video Conference Calls](#) | 34 min
- [Thriving @ Work: the Connection between Well-being and Productivity](#) | 41 min
- [Managing Stress for Positive Change](#) | 57 min
- [Building Resilience](#) | 34 min
- [Developing Resourcefulness](#) | 18 min
- [Leading at a Distance](#) | 36 min
- [Managing Virtual Teams](#) | 56 min
- [Leading Virtual Meetings](#) | 32 min

Ergonomics

- [Ergonomic Tips and Considerations While Working from Home](#)

Technology Support

For many of us, a new work environment means new virtual technology. Get to know the productivity tools that will help you connect with colleagues when you're not in the same physical location:

- [Learning Zoom](#) | 45 min
- [Learning BlueJeans](#) | 1 hr 11 min
- [Learning Webex](#) | 44 min
- [Learning Skype](#) | 1 hr 4 min
- [Microsoft Teams Tips & Tricks](#) | 1 hr 1 min
- [Charter/Spectrum](#) (Tel: 844.488.8395) has broadband and wifi and is free for new customers with K-12 students (60 days only).
- [Comcast](#) (Tel: 855.846.8376) has increasing Internet speeds for low-income families. Internet essential services; free to new customers (60 days).
- [Cox](#) provides home Internet with wifi; free for low-income families (2 months). Also resources for discounted, refurbished equipment.
- [EveryoneOn](#) helps families identify free or low-cost Internet options in their area.

- [Google Hangouts](#) provides virtual classrooms; free if there is access to Google Suite.
- [Google Chromebooks and G Suite](#) allows setting up offline access for those with low bandwidth or no wifi, for free.
- [Loom](#): Screen recorder for Mac, Windows, and Chromebooks which can be saved in Drive or added to Google Classroom. Recording limit removed and Loom Pro is now free to K-12 teachers and students; free basic access.
- [Screencastify](#): Record, edit, and share videos for full and/or bite-sized lessons, assignment solutions and explanations, and verbal student feedback; free to record up to five minutes of video.
- [Adobe](#) offers free Creative Cloud tools for students until May 31, 2020.
- [Microsoft Flipgrid](#) is a free website that allows teachers to create “grids” message boards to facilitate video discussions, with teachers posting questions and students posting video responses that appear in a tiled grid display.

Physical Health

- Browse [Yoga with Adriene’s](#) library of free yoga videos to find a practice that suits your mood. All levels welcome!
- [25+ Fitness Studios and Gyms Offering Live-Stream Workouts During the Coronavirus Outbreak](#)

Mental Health

- [National Alliance on Mental Illness \(NAMI\) Resource and Information Guide](#)
- [American Psychological Association \(APA\) Road to Resilience](#)

Child Learning

- Through the [Family Portal](#), parents receive direct access to Everfi’s library of 20+ digital courses. Simply enter your state and your child’s school name to receive the full catalogue of age-appropriate courses for your child.
- To support the millions of students, parents, and teachers affected by the COVID-19 pandemic, [TED-Ed](#) is working with expert educators and TED speakers throughout the world to create and share high-quality, interactive, video-based lessons on a daily basis, for free. Enter your email to have a handful of engaging lesson plans organized by age group that span all subjects delivered to your inbox every day.
- Kids can instantly stream an incredible collection of stories at [stories.audible.com](#), including titles across six different languages. All stories are free to stream on your desktop, laptop, phone, or tablet.
- [BrainPop](#): An online learning resource supporting core and supplemental subjects
- [Quizlet](#): Create your own flashcards and study sets or choose from millions created by other students.
- [Khan Academy](#): Khan Academy’s lessons cover math K-12 through early college, grammar, science, history, AP®, SAT®, and more.
- The [TGR Foundation](#) (Orange County) is a free digital platform that provides access to award-winning STEM curricula, college-access programs, and career development through interactive digital resources (webinars, lesson plans, family discussions starter, and a Virtual Field Trip).
- [Curriculum Associates](#) offer printable at-home packets and online iReady Math and Reading content for free.
- [Eureka Math, Wit & Wisdom, PhD Science](#): Free recorded daily lessons of K-12 Eureka Math, K-8 Wit & Wisdom, 3-5 PhD Science, including many printable downloadable resources.
- [Code.org](#) has free resources to help teachers continue computer science instruction and to help students (most are girls and underrepresented minorities) to learn computer science at home.
- [Mind Brain Parenting](#) (Orange County) offers evidence-based social and emotional learning education for students, teachers, and parents.

- **99Math** is a free social math game that students can play remotely while allowing teachers and parents to analyze improvements.
- **CommonLit** has free ELA resources, including curated mini units and texts that teachers can assign to students.
- **eSpark Learning** provides free access to math and reading resources for differentiated learning.
- **AKALA** (Los Angeles): AI-enabled college admissions counseling platform that provides customized guidance to students starting as early as 8th grade, guiding their decision-making so that they are the ideal college applicants by senior year.
- Youtube Learning Channels
 - **PBS Eons**: Join hosts Hank Green, Kallie Moore, and Blake de Pastino as they take you on a journey through the history of life on Earth. From the dawn of life in the Archaean Eon through the Mesozoic Era—the so-called “Age of Dinosaurs” —right up to the end of the most recent Ice Age.
 - **PBS Space Time**: Space Time explores the outer reaches of space, the craziness of astrophysics, the possibilities of sci-fi, and anything else you can think of beyond Planet Earth with our astrophysicist host: Matthew O’Dowd.
 - **Miacademy Learning Channel**: Miacademy offers hundreds of original lesson videos across every K-8 content area, including language arts, math, science and history and extending into art, music, and foreign language learning.

LA County Library Card Resources

Your permanent LA County Library card grants you access to the resources listed below. You can apply for a temporary LA County Library card to gain access to these sites. To apply for a temporary LA County Library card, go to lacountylibrary.org/claremont-library and select “Get a Library Card > Digital Library Card”.

- **OverDrive and Libby** | Borrow up to 15 eBooks and audiobooks. No need to worry about returns—eBooks automatically expire at the end of the lending period.
- **Kanopy** | Stream independent, international, classic, and documentary films, with 10 play credits per month. Enjoy temporary unlimited access (through mid-April) to Kanopy for Kids with educational content like Sesame Street and Arthur.
- **Hoopla** | Borrow up to 8 eBooks, audiobooks, movies, or TV shows per month.
- **RB Digital** | Download popular magazines including US Weekly, Vogue, Vanity Fair, Wired, Newsweek, Rolling Stone, and more.
- **Lynda.com** | View instructional videos in a wide range of topics, including business, technology, design, and more.
- **Mango Languages** | Learn over 20 languages with free, self-paced classes, plus ESL courses in Spanish, Mandarin, Arabic, and more.
- **Brainfuse** | Get online tutors daily from 12 | 10 pm for K to college students and adult learners. From math to science, resume to essay review, and GED to citizenship prep, there’s a tutor for you!

Please note: Temporary digital library cards do not allow you to check out or place holds on any items in the catalog. Temporary digital library cards are good for 90 days from date of issue.

Please reach out to hr@kgi.edu for any questions or assistance.