SY 2020-2021
ONLINE LEARNING ORIENTATION

Connecting online with meaningful learning
For all who have contracted coronavirus, we pray for care and healing.
For those who are particularly vulnerable, we pray for safety and protection.
For all who experience fear or anxiety, we pray for peace of mind and spirit.
For affected families who are facing difficult decisions between food on the table or public safety, we pray for policies that recognize their plight.
For those who do not have adequate health insurance, we pray that no family will face financial burdens alone.
For those who are afraid to access care due to immigration status, we pray for recognition of the God-given dignity of all.
For our brothers and sisters around the world, we pray for shared solidarity.
For public officials and decision-makers, we pray for wisdom and guidance.
Father, during this time may your Church be a sign of hope, comfort and love to all. Grant peace. Grant comfort. Grant healing. Be with
us, Lord. Amen.
Good evening, everyone! My name is Ms. Victoria Deleon Guerrero and I am the Director of Institutional Development here at Mount Carmel School. I hope the information we present tonight will help you gauge what you need to do this coming school year.

I want to welcome you all to the very first Online Learning Orientation for the 2020-2021 School Year. This is one of two orientation days so families that are unable to join us this evening can do so tomorrow at the same time here on our Facebook page. So don’t worry, if any of you are unable to stay the entire time tonight, we’ll have the same online orientation available for you all tomorrow.

As you can see on our agenda, we’ll be going through an Overview of Online Tools with our school president, Dr. Galvin Deleon Guerrero, followed by School Expectations with our principal Ms. Frances Taimanao. Next, we will discuss Student Schedules with our vice principal Mr. Bobby Baldazo. Lastly, we will conclude with everyone’s favorite, the Question and Answer section, moderated by yours truly.
Just like our Pre-Launch Round Table, everyone can submit their questions in the comment section below and throughout the presentation I will be sorting your questions chronologically and we will do our best to get through as many of them this evening. As a reminder, this orientation is focused on online tools and learning, so as much as possible, please filter your questions to focus on online learning. We will have a separation orientation focused on face-to-face learning in the future.

Without further ado, I welcome school president Dr. Galvin Deleon Guerrero to give an overview of Mount Carmel School’s online learning tools.
OVERVIEW OF ONLINE TOOLS

Galvin Deleon Guerrero, EdD
School President
**IMPORTANT TERMS**

- **Synchronous**
- **Asynchronous**
- **Blended/Hybrid Learning**
- **Learning Management System (LMS)**

**Synchronous Learning:** An online class structure similar to that in an on-ground class, in which students meet with their instructor in real time and communicate with each other.

**Asynchronous Learning:** Learning in which interaction between instructors and students occurs intermittently with a time delay. Students in asynchronous courses are not required to log in at a specific time to watch a lecture or participate in a discussion, but rather can do their work on their own schedule.

**Blended Learning (also Hybrid Learning):** An education method that combines face-to-face education with online components.

**Learning Management System:** The platform where students can view their syllabus, learn how to contact their teacher and access most course materials, including online readings, videos, audio files and other resources. Students and parents can also email and message teachers.
TOOLKIT:
ZOOM

- Synchronous Tool
- Videoconferencing
- Secure/accessible only with code
- Available for free on all devices with premium option

Zoom is a remote conferencing service that combines video conferencing, online meetings, chat, and mobile collaboration. Zoom can be used on a mobile device, a laptop, or a desktop computer with a functioning camera and microphone. For synchronous online classes, teachers will set up Zoom sessions and invite students to join those sessions with either a link or a meeting code. Zoom is available for free, with an optional paid premium version.
Edmodo is a free learning management system that enables teachers to share content, distribute quizzes, assignments, and manage communication with students, colleagues, and parents. Edmodo can be used on a mobile device, a laptop, or a desktop computer. Students and parents can only join Edmodo if invited to do so by a teacher who has set up an Edmodo class or group.
TOOLKIT: KHAN ACADEMY

- Asynchronous Tool
- Personalized and self-paced LMS
- Individual or by Class
- Available for free on all devices

Khan Academy offers practice exercises, instructional videos, and a personalized learning dashboard that empower learners to study at their own pace in and outside of the classroom. Subjects covered include math, science, computer programming, history, art history, and economics. Khan Academy is available for free and can be used on a mobile device, a laptop, or a desktop computer. Students can sign up for a self-directed course for themselves or join a class or group created by a teacher, which will require an invitation with an access code from that teacher.
TOOLKIT: ACHIEVE3000

- Asynchronous Tool
- Personalized and self-paced literacy LMS
- Secure/available only by invitation with code
- Available only with license from MCS

Achieve3000 uses a robust set of instructional and assessment tools to promote literacy across disciplines and subjects with learning modules that are adaptive, personalized, and differentiated based on the student’s grade level and proficiency. Mount Carmel School, with support from the CNMI Public School System, has a paid license to offer Achieve3000 services to its students. Achieve3000 can be used on a mobile device, a laptop, or a desktop computer. To avail of these services, please work with your child’s teacher to obtain access codes and information.
There are many other online tools out there that teachers may use to match their particular subject areas. However, whatever tools are used, we will do our best to make sure that those tools are secure, accessible and easy to use, and available for free or at a minimal cost.
As a reminder, if you have any questions throughout the presentation, feel free to submit your questions in the comment section below. However, as we prepare for online learning next week Monday, please filter your questions to focus on online learning. We will have a separate online orientation for face-to-face classes in the near future.

I now welcome our school principal Ms. Frances Taimanao to discuss School Expectations.
For the next two weeks, you will be engaged with online learning. While classes are online, we still expect students to behave as students, especially as Mount Carmel School Knights. This means that students should attend all their classes in uniform and complete all your work for your classes. Above all, remember to live up to our school’s mission to educate the whole person to see with Christ’s eyes.
In order for the Online Learning to be successful, we have expectations for students to follow during the online classes.

- **Keep private things private.** Don't share personal information, including passwords, your home address, inappropriate images, and gossip.

- **Use strict privacy settings in apps and on websites.** When you get a new device or sign up for a new website or app, establish your privacy preferences. Follow the directions during initial set-up, or go to the section marked "privacy" or "settings" and opt out of things such as location sharing and the ability for the app or website to post to social media sites.

- **Don't lie, steal, or cheat.** Don't try to deceive others. Remember to give credit where credit is due and avoid plagiarism. And, although it's easy to copy others' work, download things without permission, or use game cheat codes, don't do it. Your actions might have a severe consequence.

- **Think before you post, text, or share.** Consider how you and others might feel after you've posted something. It's not
• always easy to take back what you've said online, and your online behavior can create a lasting footprint.
● **Respect others.** Treat everyone with respect and dignity, remembering our school’s mission to “see with Christ’s eyes”, even if those eyes see through a screen.

● **Be an “upstander” instead of a bystander.** If someone you know is being targeted by a bully, stand up for that person. You would want him or her to do the same for you.

● **Report misbehavior.** Report misbehavior, especially cyberbullying, privately to your teacher or to a school administrator. We will do our best to respond to the situation while keeping your identity confidential.
Next is Netiquette Classroom Behavior. **What is Netiquette?** Netiquette means the correct or acceptable way of communicating on the internet. Dan Reiner from Pearson Learning has come up with a simple and easy way for students to behave online called the “ABCs of Online Etiquette”. When switching to online learning, children have many adjustments to make. This alphabetical guide can assist children in becoming successful online school students. Here we go.

- **A is for Avoid Acronyms**: Students should be aware that while they may be comfortable with using and reading common acronyms such as LOL (laugh out loud) and TTYL (talk to you later), not all users are as familiar with these abbreviations. Spelling things out will help them avoid confusion and misunderstandings with their teacher and classmates.
- **B is for Brevity**: Brevity means concise and exact use of words in writing or speech. While participating in virtual classroom discussions, students should keep their answers
short and on topic. Students can also note their opinions and answers by using the status indicators found in most virtual classroom platforms. Clicking the “I agree” button can get a point across just as well as typing a message in the chat box.
“NETIQUETTE”
CLASSROOM BEHAVIOR

ABCs of Online Etiquette*

● C: Courtesy
○ Students should use their real names.
○ Students should raise their “virtual hands” and wait to be recognized when responding to a question or comment.
○ Even when online, students should say “please” and “thank you.”
○ Remember to address the teacher and other virtual school students in a respectful manner, even when disagreeing.
○ Avoid using all uppercase letters; this is often considered the equivalent of shouting.

● D: Ditch Distractions
○ Before an online school session begins, students should eliminate environmental distractions that may divert their attention away from distance learning.
○ Clear the room of playful pets or noisy siblings.

*from Dan Reiner of Pearson
- Minimize background noise by turning off the TV and radio.
- Turn off cell phones. (No multitasking during class!)
- Do not leave the microphone broadcast on unless they are asked to speak.
“NETIQUETTE”
CLASSROOM BEHAVIOR

ABCs of Online Etiquette*

● E: Early
● F: Focus
● G: Good Intentions

*from Dan Reiner of Pearson

● **E is for Early**: Attending class online involves the same need to be on time as you are for in-person classes. It’s also important that virtual school students be prepared before class. They should download any necessary software and connect and test devices like microphones or video cameras before the lesson begins. Students should also exit other applications on their computers prior to launching the classroom software.

● **F is for Focus**: Even if the teacher may not be able to see them, we expect them to pay close attention. Students should:
  ○ Focus on the classroom conversation and activities.
  ○ Take notes on the information presented.
  ○ Ask relevant questions to clarify the material covered or assignments given.
  ○ Not join sideline chats with classmates when the teacher is speaking.

● **G is for Good Intentions**: Students should read and interpret virtual classroom messages with the assumption
that teachers and classmates have good intentions. Students should also develop good online communication skills by considering misunderstandings and problems that can arise in an online setting.

- Without seeing their facial expressions, other people may not know when they are kidding or being sarcastic.
- Students should reread their own messages for friendliness and respect before sending.
- Note that what seems like a short or abrupt answer from a classmate (or teacher) probably doesn’t mean anger—the other person might just be busy.
- Students should not act “anonymous” online by slipping into a mean or mocking tone—or revealing much–too personal information.
WHAT YOU CAN EXPECT FROM US

● Safeguard Student Security & Privacy
● Provide Engaging and Meaningful Learning
● Be Responsive and Responsible

At MCS, we are ensuring that all our online learning tools are used in a manner that safeguards student security and privacy, which includes complying with all applicable federal and local laws such as the Family Educational Rights and Privacy Act, or FERPA.

We are working to provide an online learning experience that is both engaging and meaningful, which is why we are using reliable tools that allow for both synchronous, or life, learning and asynchronous learning.

We take the responsibility of educating our students very seriously, which is why we have developed such a methodical approach to online learning. While we may make mistakes along the way, and things may be unclear, we pledge to respond to any questions and concerns that come our way as quickly as possible.
WHAT YOU CAN EXPECT FROM US

- Tech Support
- Social/Emotional Support
- Spiritual Support

Mount Carmel School stands ready to support students and their families in whatever way that we can.

If you need help with technical issues, like working with websites, apps, or devices, please contact us and we will connect you with the appropriate person.

We also provide social and emotional support with our Counseling Program. Our Counselor, and other professionals, can be available to help students, especially during these difficult times that can affect the mental health of so many people.

And, of course, remembering that we are a Catholic school, we also stand ready to provide spiritual support as needed, whether that be leading prayers online, facilitating access to sacraments, or providing spiritual guidance as needed.
Thank you, Ms Taimanao.

Let me assure our families and students watching that this presentation will also be published on the MCS website. We will post the link to the appropriate webpage on our social media platforms. As a reminder, if you have any questions throughout the presentation, feel free to submit your questions in the comment section below. However, as we prepare for online learning next week Monday, please filter your questions to focus on online learning. We will have a separate online orientation for face-to-face classes in the near future.

I now welcome our vice principal Mr. Bobby Baldazo to discuss Student Schedules.
STARTING AUGUST 31...

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grades</strong></td>
<td>K-6</td>
<td>7-12</td>
<td>K-6</td>
<td>K-6</td>
<td>K-6</td>
</tr>
<tr>
<td><strong>1:00 pm</strong></td>
<td>Face to Face</td>
<td>Online</td>
<td>Face to Face</td>
<td>Face to Face</td>
<td>Face to Face</td>
</tr>
<tr>
<td><strong>3:00 pm</strong></td>
<td>PD/In-Service Lesson Planning</td>
<td>Office Hours (No Classes)</td>
<td>Face to Face Wed. Cohort A &amp; D</td>
<td>Face to Face Thu. Cohort B</td>
<td>Online</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Face to Face Fri. Cohort C</td>
</tr>
</tbody>
</table>

- Please notice the days listed, the grade levels per day, the time of release for the day.
- The yellow color shows the face-to-face learning for K-12.
- The blue color shows the online learning for those grade levels.
- The green color is a time for professional development/In-service lesson planning/office hours.
- Face-to-Face classes will be released at 1:00 PM for K-6.
STARTING AUGUST 17...

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>Grades</td>
<td>K-6 7-12</td>
<td>K-6 7-12</td>
<td>K-6 7-12</td>
<td>K-6 7-12</td>
<td>K-6 7-12</td>
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<tr>
<td>1:00 pm</td>
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<td>Online Wed. Cohort</td>
<td>Online Thu. Cohort</td>
<td>Online Fri. Cohort</td>
<td>Online Fri. Cohort</td>
<td>Online Fri. Cohort</td>
</tr>
<tr>
<td>3:00 pm</td>
<td>PD/In-Service Lesson Planning Office Hours (No Classes)</td>
<td>Online</td>
<td>Online</td>
<td>Online</td>
<td>Online</td>
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</tbody>
</table>

- We will follow the same schedule, but transitioning all face-to-face classes online.
● Mondays will follow a “block” schedule, with 1st through 3rd periods that run for about 90 minutes each.

● Until we begin transitioning to face-to-face classes on August 31, all students will engage in synchronous or live learning on these days.

● Note that classes will end at 12:25 pm for 7th through 12th grades and at 1:00 pm for Kindergarten through 6th grades.

● The early dismissal will give faculty an opportunity to work together on in-service activities or prepare lesson plans, grade student work, or hold office hours.
Tuesdays

<table>
<thead>
<tr>
<th>Elementary (Gr. K-6)</th>
<th>Junior High (Gr. 7-8)</th>
<th>High School (Gr. 9-12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 AM - 9:00 AM</td>
<td>7:30 AM - 9:00 AM</td>
<td>7:30 AM - 9:00 AM</td>
</tr>
<tr>
<td>4th period</td>
<td>4th period</td>
<td>4th period</td>
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<tr>
<td>9:05 AM - 10:35 AM</td>
<td>9:05 AM - 10:35 AM</td>
<td>9:05 AM - 10:35 AM</td>
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<tr>
<td>5th period</td>
<td>5th period</td>
<td>5th period</td>
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<tr>
<td>10:40 AM - 10:50 AM</td>
<td>10:40 AM - 10:50 AM</td>
<td>10:40 AM - 10:50 AM</td>
</tr>
<tr>
<td>Break</td>
<td>Online Break</td>
<td>Online Break</td>
</tr>
<tr>
<td>6th period</td>
<td>6th period</td>
<td>6th period</td>
</tr>
<tr>
<td>12:30 PM - 1:20 PM</td>
<td>12:30 PM - 1:20 PM</td>
<td>12:30 PM - 1:20 PM</td>
</tr>
<tr>
<td>Lunch Break</td>
<td>Online Lunch Break</td>
<td>Online Lunch Break</td>
</tr>
<tr>
<td>1:25 PM - 3:00 PM</td>
<td>1:25 PM - 3:00 PM</td>
<td>1:25 PM - 3:00 PM</td>
</tr>
<tr>
<td>7th period</td>
<td>7th period</td>
<td>7th period</td>
</tr>
<tr>
<td>3:00 PM</td>
<td>3:00 PM</td>
<td>End of online classes</td>
</tr>
<tr>
<td>Dismissal</td>
<td>End of online classes</td>
<td>End of online classes</td>
</tr>
</tbody>
</table>

- Tuesdays will follow a “block” schedule, with 4th through 7th periods that run for about 90 minutes each.
- Until we begin transitioning to face-to-face classes on August 31, all students will engage in synchronous or live learning on these days.
- Dismissal on these days will be at 3:00 pm.
## A CLOSER LOOK

### Wednesdays

<table>
<thead>
<tr>
<th>Time</th>
<th>Elementary (Gr. K5-6)</th>
<th>Junior High (Gr. 7-8)</th>
<th>High School (Gr. 9-12)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cohorts A &amp; D</td>
<td>Cohorts A &amp; D</td>
<td></td>
</tr>
<tr>
<td>7:30 AM - 8:40 AM</td>
<td>1st period</td>
<td>7:30 AM - 8:40 AM</td>
<td>7:30 AM - 8:40 AM</td>
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<tr>
<td>8:45 AM - 9:30 AM</td>
<td>2nd period</td>
<td>8:45 AM - 9:30 AM</td>
<td>8:45 AM - 9:30 AM</td>
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<tr>
<td>9:35 AM - 10:20 AM</td>
<td>3rd period</td>
<td>9:35 AM - 10:20 AM</td>
<td>9:35 AM - 10:20 AM</td>
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<tr>
<td>10:25 AM - 11:10 AM</td>
<td>4th period</td>
<td>10:25 AM - 11:10 AM</td>
<td>10:25 AM - 11:10 AM</td>
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<tr>
<td>11:15 AM - 12:00 PM</td>
<td>Lunch period</td>
<td>11:15 AM - 12:00 PM</td>
<td>11:15 AM - 12:00 PM</td>
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<td>12:05 PM - 12:55 PM</td>
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<tr>
<td>1:00 PM - 1:45 PM</td>
<td>6th period</td>
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<tr>
<td>1:50 PM - 3:00 PM</td>
<td>7th period</td>
<td>1:50 PM - 3:00 PM</td>
<td>1:50 PM - 3:00 PM</td>
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</table>

### Note: Gr. 7-12 cohorts B & C are in asynchronous learning

- Wednesdays will follow a typical 7 period class schedule.
- Until we begin transitioning to face-to-face classes on August 31, all students in kindergarten through 6th grade will engage in synchronous or live learning on these days.
- However, only 7th-12th grade students in Cohorts A and D will engage in synchronous or live learning while Cohorts B and C will complete asynchronous learning at their own pace.
- Dismissal on these days will be at 3:00 pm.
A CLOSER LOOK

Thursdays

<table>
<thead>
<tr>
<th>Time</th>
<th>Elementary (Gr. K-6)</th>
<th>Junior High (Gr. 7-8)</th>
<th>High School (Gr. 9-12)</th>
</tr>
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<tbody>
<tr>
<td>7:30 AM - 8:40 AM</td>
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<td>8:45 AM - 9:30 AM</td>
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<td>10:25 AM - 11:10 AM</td>
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<td>11:15 AM - 12:00 PM</td>
<td>Lunch period</td>
<td>5th period</td>
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<tr>
<td>12:05 PM - 12:55 PM</td>
<td>5th period</td>
<td>Lunch Break</td>
<td>Lunch Break</td>
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<tr>
<td>1:00 PM - 1:45 PM</td>
<td>6th period</td>
<td>6th period</td>
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<tr>
<td>1:50 PM - 3:00 PM</td>
<td>7th period</td>
<td>7th period</td>
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</tbody>
</table>

Note: Gr. 7-12 cohorts A, C, & D are in asynchronous learning

- Thursdays will follow a typical 7 period class schedule.
- Until we begin transitioning to face-to-face classes on August 31, all students in kindergarten through 6th grade will engage in synchronous or live learning on these days.
- However, only 7th-12th grade students in Cohort B will engage in synchronous or live learning while Cohorts A, C, and D will complete asynchronous learning at their own pace.
- Dismissal on these days will be at 3:00 pm.
Fridays

Elementary (Gr. K5-6) | Junior High (Gr. 7-8) | High School (Gr. 9-12) | Cohort C | Cohort C
---|---|---|---|---
* Students do lessons/assignments at home | 7:30 AM - 8:40 AM | 1st period | 7:30 AM - 8:40 AM | 1st period
on their own | 8:45 AM - 9:30 AM | 2nd period | 8:45 AM - 9:30 AM | 2nd period
* Teachers at school prepare lessons for the following week | 9:35 AM - 10:20 AM | 3rd period | 9:35 AM - 10:20 AM | 3rd period
10:25 AM - 11:10 AM | 4th period | 10:25 AM - 11:10 AM | 4th period
11:15 AM - 12:00 PM | 5th period | 11:15 AM - 12:00 PM | 5th period
12:05 PM - 12:55 PM | Lunch Break | 12:05 PM - 12:55 PM | Lunch Break
1:00 PM - 1:45 PM | 6th period | 1:00 PM - 1:45 PM | 6th period
1:50 PM - 3:00 PM | 7th period | 1:50 PM - 3:00 PM | 7th period

Note: Gr. 7-12 cohorts A, B, & D are in asynchronous learning

- Fridays will follow a typical 7 period class schedule.
- Until we begin transitioning to face-to-face classes on August 31, 7th--12th grade students in Cohort C will engage in synchronous or live learning on these days.
- Students in kindergarten through 6th grade and 7th-12th grade students in Cohort A, B and D will complete asynchronous learning at their own pace.
- Dismissal on these days will be at 3:00 pm.
Thank you, Mr. Baldazo.

And now, for everyone’s favorite part of the evening we will now begin with the Question and Answer segment of our online event. If you have a question from the presentation, feel free to submit your questions in the comment section below. However, please filter your questions to focus on online learning. We will have a separate online orientation for face-to-face classes in the near future.
Thank You!

See you online

August 17!