

ST. CHAMUEL COLLEGE
ST. CHAMUEL INSTITUTE OF TECHNOLOGY

S.Y. 2020 - 2021 | VERSION 1.0 AUGUST 8, 2020

Online Learning Primer

For Students and Parents

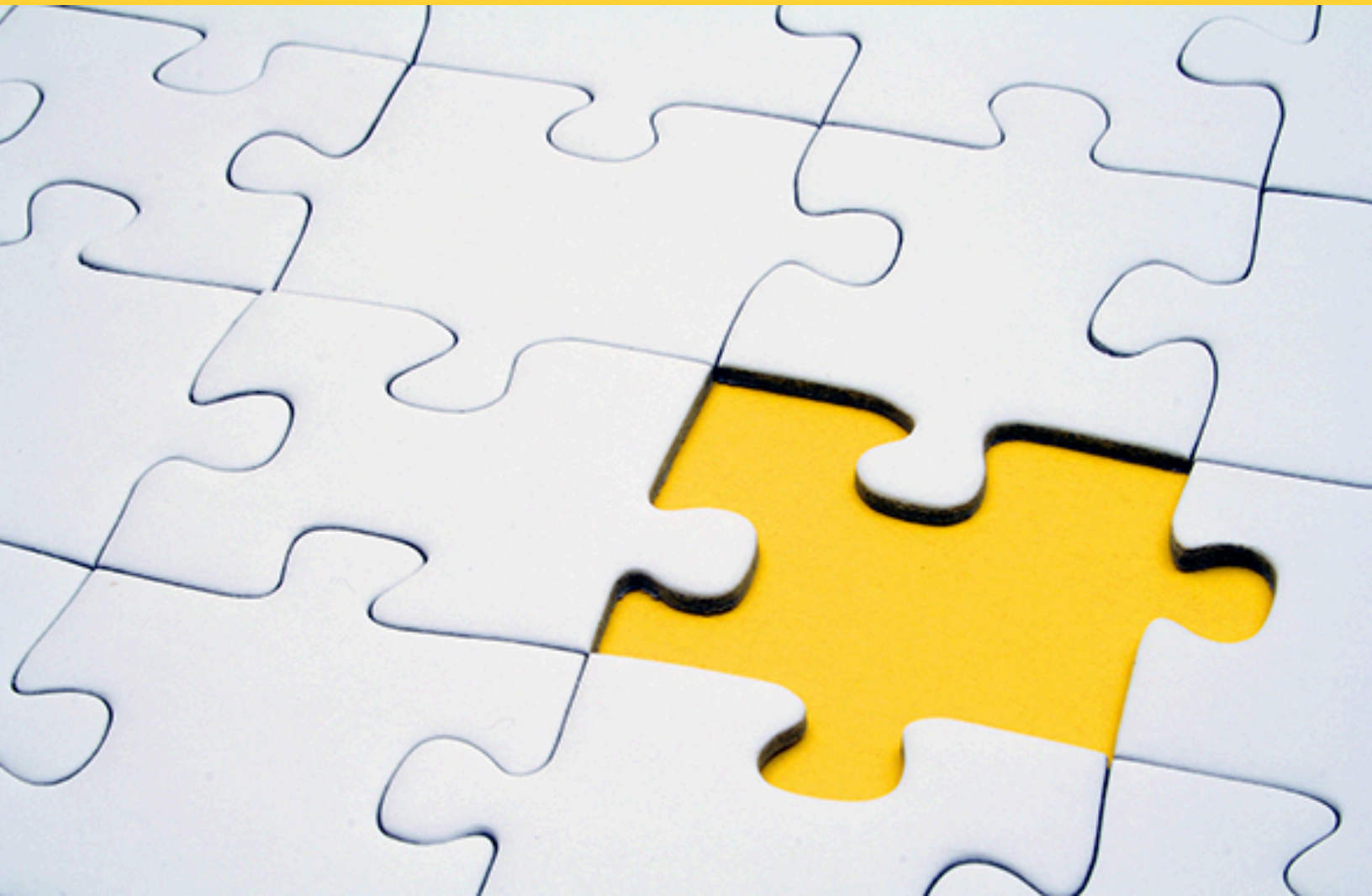


Table of Contents

| | |
|--|-----------|
| 1. INTRODUCTION | 3 |
| 2. OFFICIAL LEARNING PLATFORM | |
| ONLINE LEARNING PLATFORM | 4 |
| LEARNING MANAGEMENT SYSTEM | 4 |
| CHAMUELLIAN ACCOUNTS FOR STUDENTS | 5 |
| OFFICIAL SOCIAL MEDIA PLATFORM | 5 |
| 3. MODES OF LEARNING | |
| SYNCHRONOUS | 6 |
| ASYNCHRONOUS | 6 |
| CONTENT AND DELIVERY | 7 |
| 4. CLASS SCHEDULE FEATURES | 8 |
| 5. ONLINE CLASSROOM PROCEDURES | |
| 1. JOINING A CLASS | 10 |
| 2. SUBMISSIONS | 10 |
| 3. ATTENDANCE AND TARDINESS | 11 |
| 4. CONSULTATION SESSIONS | 11 |
| 5. SUSPENSION OF CLASSES | 11 |
| 6. PROTOCOLS FOR STUDENTS | |
| OVERVIEW | 12 |
| A. DRESS CODE AND GROOMING FOR SYNCHRONOUS SESSIONS | 12 |
| B. CONDUCT DURING SYNCHRONOUS SESSIONS | 13 |
| 7. PARENT’S GUIDE TO SUPPORTING ONLINE LEARNING | 18 |
| 8. SOFTWARE AND HARDWARE FOR ONLINE LEARNING | 20 |
| 9. SCHOOL CALENDAR - IMPORTANT DATES | 21 |
| 10. CONTACT INFORMATION | 24 |

CHAMUEL ONLINE



POWERED BY GOOGLE

1. INTRODUCTION

We are pleased to share with you the St. Chamuel Online Learning Primer. This primer intends to provide a detailed framework for the online learning methodology in the school year 2020-2021.

Chamuellian Online refers to the College’s distinct approach to quality online education. It is our virtual campus, a “one-stop go-to space”, that will be the foundation of our online community.



2. OFFICIAL LEARNING PLATFORM



ONLINE LEARNING PLATFORM

GSuite for Education is the official online learning platform of St. Chamuel College and St. Chamuel Institute of Technology. It is a set of educational productivity tools from Google that includes Mail, Drive, Calendar, Docs, Sheets, Slides, Hangouts, Chat, Meet, Sites and Classroom. Through these tools students will be able to communicate and collaborate with their teachers and classmates, access materials, plan, organize, and perform tasks more efficiently, and learn 21st century digital citizenship skills



LEARNING MANAGEMENT SYSTEM


Google Classroom is the official learning management system (LMS) St. Chamuel College and St. Chamuel Institute of Technology. It is part of the Google Apps for Education suite of tools. With Google Classroom, teachers and students communicate and collaborate, manage assignments entirely online, and stay organized. **This is where all announcements, materials, and assessment tasks will be posted by the subject teachers.** There will be one Google Classroom for each subject.

Explore the **Guide to Google Classroom Modules** for Parents and Students that we prepared at

<http://www.chamuel.edu.ph/chamuellian-online>



CHAMUELLIAN ACCOUNTS FOR STUDENTS



A College Google-based email account was created for each student. The student's **Chamuellian Account** or *@chamuel.edu.ph email accounts* will be used to log-in to the GSuite apps. Through this email address, the students will have access to the different tools the school will use to deliver and enhance lessons.

The students can use their *Chamuellian Account* to send emails to their teachers and classmates using Gmail. This can also be used for sending messages through Google Chat and for video conferencing through Google Meet.

Explore the **Signing-in Your Chamuellian Account Module** for Parents and Students that we prepared at

<http://www.chamuel.edu.ph/chamuellian-online>

OFFICIAL SOCIAL MEDIA PLATFORM

Official announcements will be sent through the students' *Chamuellian Account* and **will be posted only at:**

 [facebook.com/stchamuel](https://www.facebook.com/stchamuel)

3. MODES OF LEARNING

Learning experiences will be delivered to students using two modes: **Synchronous** and **Asynchronous**.

SYNCHRONOUS

Synchronous activities happen in real-time, usually via videoconferencing.



ASYNCHRONOUS

Asynchronous activities involve learning activities that students can do on their own and at their own pace, within a reasonable time frame, while providing student opportunities to communicate or consult with their teachers as needed.



| SYNCHRONOUS | ASYNCHRONOUS |
|---|--|
| In-Class (On-Cam) | On-Screen |
| This type of activity mimics the live classroom experience through the use of video-conferencing tools. E.g. live lecture or discussion | This type of activity does not necessarily require online presence, but is still device-dependent. E.g. watching/listening to a pre-recorded lecture, reading reference materials in e-book form, group discussions outside class sessions, working on assigned tasks or exercises. |
| Online (Off-Cam) | Off-Screen |
| This type of activity requires active participation but through the use of text-based messaging. E.g. interaction in a chat room or discussion board, taking a scheduled assessment. | This type of activity does not require any device, yet, they still form part of the learning time of the subject. E.g. reading and/or accomplishing exercises in a textbook. |



CONTENT AND DELIVERY

Course content is streamlined to cover **essential learning competencies** and **relevant life skills** that responds to the needs and context of the students.



The delivery of learning experiences will be in a **modular manner**, where each module will be given at the end of each module (or set of modules) to test for understanding and demonstration of competence before moving to the next modules.

Modules are available starting Aug 21, 2020. It can be availed by:



- visiting <http://www.chamuel.edu.ph/online-learning>; or
- picking-up from the campus office, soft-copies and/or hard-copies, every Friday. For directions to the campus, visit <http://www.chamuel.edu.ph/locations>.

The default online learning mode in *Chamuellian Online* is highly, but not exclusively, asynchronous because of the following reasons. It works well even with low bandwidth internet connections. It does not require students and teachers to be online all the time. Finally, it provides for both independent and collaborative learning.



4. CLASS SCHEDULE FEATURES

Learners need that balance and equilibrium that regular schedules and routines provide. This is why Chamuelian Online provides a learning schedule that is familiar yet reasonable.

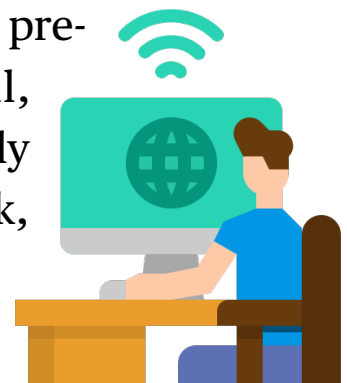


Some staple items in the schedule are the following:

- Only one **2-hour (maximum)** synchronous learning session per day.
- Well-spaced schedules with sufficient break times.
- **Four-day academic week**, spanning Mondays to Thursdays.
- **Consultation Day**, every Fridays, whether initiated by the teacher, student or parent, for academic concerns.

The focus is the on the student's *learning time*, rather than the student's contact time with the teacher. This refers to the projected time that a student needs to be “on task” in order to acquire learning outcomes for a particular course or program.

These tasks may include listening to a live or pre-recorded lecture, reading reference material, participating in a discussion (whether synchronously or asynchronously), working on an individual task, interacting with peers for a group project, or taking an assessment.



SAMPLE WEEKLY SCHEDULE



Sample Schedule # 1

| TIME | MON | TUES | WED | THURS | FRI |
|---------------------------------|--|------------------|------|------------|--------------|
| SUBJECT 1 10:00-11:00 | Applied Economics | Physical science | CHS2 | Filipino | Consultation |
| SUBJECT 2 11:00-12:00 | Practical research | CHS 1 | PE 3 | Literature | Consultation |
| 5:00 | Submission of Assigned Tasks for the Day (Submission Time Specified by the Teacher) | | | | |

Sample Schedule # 2

| TIME | MON | TUES | WED | THURS | FRI |
|-------------|---|--------------------|-------------------|----------------|--------------|
| 10:00-11:00 | Filipino | Entrepreneurship | Physical science | | Consultation |
| 11:00-12:00 | Literature | Practical research | | | Consultation |
| 1:00-2:00 | | | Applied economics | PE 3 | |
| 2:00-3:00 | | | | Elec. Calculus | |
| 5:00 | Submission of Assigned Task for the Day (Submission Time Specified by the Teacher) | | | | |



5. ONLINE CLASSROOM PROCEDURES



1. JOINING A CLASS

Students will be automatically added to their respective homeroom classes. In these classes, the Class Adviser will post the class codes for their subjects. They can then join these subjects by visiting Google Classroom, choosing the option for joining a class, and entering the class code for that subject.

Explore the **Guide to Google Classroom Modules** for Parents and Students that we prepared at

<http://www.chamuel.edu.ph/chamuellian-online>

2. SUBMISSIONS

A. Deadlines



Deadlines are on a day-to-day basis. Students must be able to turn in output on the prescribed date. Learning time is incorporated in the design of tasks and assessments and is further emphasized through deadlines.

B. Policy for students' late submission

A late submission is marked and noted accordingly, and, without a valid excuse, is a strong point for improvement for the student. **The student sill has to submit the late output.**

3. ATTENDANCE AND TARDINESS

Subject teachers are to always check attendance. While it is the duty of the student to inform the subject teacher of the reasons for his/her absence, the subject teacher is also to contact the student/parent in cases of prolonged absences. Contacts will be made accessible to students for cases of emergency.

4. CONSULTATION SESSIONS

Consultations may be done individually or in groups.



- Inform the teacher at least a day in advance to allow the teacher to make the necessary arrangements and preparations.
- Send questions prior to the consultation time.
- Use only official channels for communications. Emails may be sent using the *Chamuellian Account* or via Google chat. Teachers will reply to the queries within a reasonable time.

5. SUSPENSION OF CLASSES



When classes are suspended due to inclement weather or other unforeseen events, official announcements will be posted on the official website www.chamuel.edu.ph/home and the official Facebook page facebook.com/stchamuel.



6. PROTOCOLS FOR STUDENTS

OVERVIEW

The SCC Policies and Rules on Student Discipline will continue to remain in force but will be adapted to respond to the context of online learning. Specific provisions in the rules that will clearly be revised are included in the following section.

During the school year, additional policies related to discipline may still be implemented and communicated to students and their parents through memos sent to their *Chamuellian Accounts*.

A. DRESS CODE AND GROOMING FOR SYNCHRONOUS SESSIONS

During synchronous sessions, students are **NOT** expected to wear their uniforms. However, they must follow the prescribed dress code in order to promote an academic atmosphere and a mindset that prepares students for school work:

1. Attire should be decent and modest. Some extremes are not acceptable, including:
 - a. All tube tops and sando (e.g. camisole, halter-tops, racer back, spaghetti strap, T-back shirt) worn without vest, cardigan, bolero or blazer;
 - b. Backless tops that expose the back below the bust line



- c. Cleavage bearing tops;
 - d. See-through tops and/or bottoms where the undergarment can be seen; and
 - e. All tops showing midsection while in upright position.
2. As a sign of respect, caps bonnets and hats should not be worn during synchronous meetings..
 3. On hair dye, the person should not sport extreme and bright hair colors (e.g. red, purple, blue, etc.)
 4. Clothing and T-shirts with pictures and/or statements that are contrary to the mission and vision of the College is prohibited.
 5. For P.E. sessions, students should wear comfortable clothes suitable for exercising.

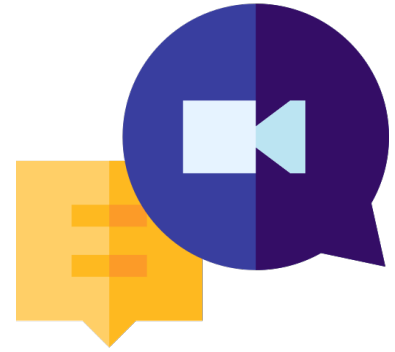
B. CONDUCT DURING SYNCHRONOUS SESSIONS

Teachers will notify students ahead of time about the schedule of an upcoming synchronous session for their subject. Synchronous sessions may only be conducted by teachers via Google Meet or Zoom.

Students are expected to prepare for these sessions and to maintain respect and good conduct at all times.



Before the Session



1. Upon receiving the notification for an upcoming synchronous session, take note of the date, time, and other reminders from the teacher.
2. Do not share the meeting link to anyone who is not part of the class.
3. Prepare your study space ahead of time. Make sure that your area is well-lighted, free from clutter, reasonably quiet and free from distractions.
4. Be ready for the synchronous session at least 15 minutes before the start of the video conference. Before entering the meeting room, it would help to go to the restroom, fix your attire or grooming, and prepare the materials needed for your subject.
5. Bring out all the materials needed for the session and place them on your desk or somewhere near you.
6. If you experience a technical problem that prevents you from participating in the live session, inform your teacher as soon as possible via Gmail.
7. Right before entering the meeting, let the people with you in your home know that you are about to have a live session in order to prevent possible interruptions or distractions.
8. Before joining the video conference, make sure that your microphone is on mute while your camera is switched on.



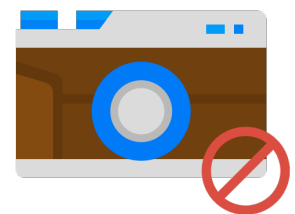
During the Session



1. During the live session, give your full attention to your teacher and be respectful to your teacher and classmates.
2. Keep your camera turned on unless you are given permission by your teacher to switch it off. (The teacher may give permission for students to turn off their cameras when needed.)
3. Keep your microphone on mute throughout the session unless you are given permission by your teacher to unmute or you are acknowledged by your teacher to recite or share.
4. Make sure that you indicate your preferred name and family name on your screen based on your *Chamuellian Account*. Do not change your profile name unless you're instructed and allowed to do so by your teacher.
5. Do not use an avatar or any appropriate picture for your profile picture.
6. Do not share your screen unless directed and allowed by your teacher.
7. If you need to raise your hand, use the "Raise Hand" icon (Zoom) and wait for the teacher to acknowledge you before unmuting yourself and speaking.
8. Once you are called by your teacher, first state your name before saying something. You may not be immediately visible

to your teacher or classmates, for example, when screen sharing is turned on.

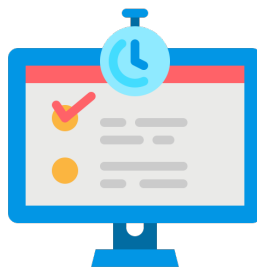
- 9.** Do not chat privately or publicly with other students unless your teacher gives you explicit permission to do so as part of the class activity.
- 10.** When instructed or permitted by your teacher, you may use the chat box for important questions or comments, but remember that your comments will be visible to the whole class and not just to your teacher.
- 11.** If you need to leave the session for some valid personal reason (e.g. going to the restroom), use the “raise hand” icon and wait to be acknowledged by your teacher before your leave. Make sure to turn off your camera and that your mic is on mute before leaving. Upon returning, turn on your camera.
- 12.** Do not take any audio and video recording of the session using any means.
- 13.** Do not share or post screenshots, video and audio recording of the session in your social media or through other means.
- 14.** Only the teacher is permitted to end the meeting. Students should stay in a meeting room only for the duration of the session. No one should stay in the meeting room without the teacher.



15. Refrain from eating during the synchronous session. Take your meal before this period.

Chamuellian Account Management

1. Maintain an appropriate level of personal privacy. Protect yourself with a good, strong, but memorable password for all your online accounts.
2. Do not share personal private information, passwords, or other personal account information with strangers.
3. When sharing or disclosing personal information online, one should ensure the data is being sent or directed to the correct or appropriate recipient/s. Always double check the recipients' email addresses and attached files.
4. Respond to online correspondence from the school or a teacher in a timely and considerate manner.



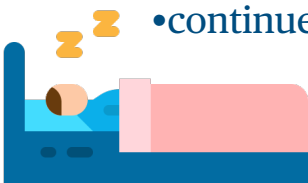
7. PARENT'S GUIDE TO SUPPORTING ONLINE LEARNING

In learning environment characterized by independent learning and reduced direct instructional time with teachers, the school and home partnership is more important than ever.

The parents/ guardians play a vital role in the success of online learning by providing a home atmosphere that is safe, secure and conducive to the cognitive growth of our learners.



Parents/guardians may help in a significant way to establish the following routines:



- continue waking hours just like a regular school day,
- maintain school night bedtime hours for enough sleep,
- set up a dedicated workspace for online learning
- follow a schedule that is based on their needs,
- complete academic work as best as possible, and
- practice regular physical exercise and proper hygiene for health and wellness.

They should also monitor and check their children's daily activities and progress.

The school recognize that families have different living conditions and varying resources available at home:



- the household does not have access to any computer device or WIFI
- the student has technical difficulties or questions related to hardware and software platforms, or
- the student is unable to engage in digital work due to sickness or power/internet disruption.

Parents are urged to disclose if they are experiencing such issues.

The school wants to see greater initiative from the students in reaching out to teachers concerning lessons and assignments considering that learning and character development are taking place away from the school. Just the same, the parents/guardians are responsible for supporting them as they would under normal circumstances.

Hence, communication on academic matters should ideally begin between the student and his/her teacher. If further conversation is needed, the parent/guardian could reach out to the school through proper channels. *(Please refer to Part 10: Contact Information of this Primer)*

Aside from supporting the student to acclimatize to the online schooling set-up, parents/ and guardians must also help make sure that learning continues amidst the disruption posed by the COVID-19 pandemic, as emphasized by the Department of Education.



8. SOFTWARE AND HARDWARE FOR ONLINE LEARNING

The software and hardware for delivering and receiving online learning materials is fairly basic.



- a. Audio and video plug-ins (e.g. Windows Media Player, VLC, etc.)
- b. Real-time conferencing software (e.g. Google Meet, etc.)
- c. Productivity softwares - part of the service available via your *@chamuel.edu.ph* email accounts
 - a. Web browsing (e.g. Google Chrome)
 - b. Word Processing (e.g. Google Docs, Microsoft Word)
 - c. Reading Text Document (e.e. Adobe Acrobat Reader)
 - d. Developing and Reading presentations (e.g. Google Slides, Microsoft Powerpoint)
- d. Broadband internet access
- e. Smartphones, tablets, laptop or desktop computers - must be equipped with video and sound recording (e.g. built-in camera and microphone).

In situations where internet connectivity and available devices are insufficient, the school will prepare printable versions of online learning materials **which may be picked up from campus** when necessary.

9. SCHOOL CALENDAR



IMPORTANT DATES - Senior & Junior High School

| | |
|-------------------------------------|--------------------------------------|
| Orientation Day | Aug. 14, 2020 |
| Start of Classes | Aug. 24, 2020 |
| Ninoy Aquino Day | Aug. 31, 2020 |
| First Quarterly Examination | Oct. 15, 2020 - Oct. 16, 2020 |
| All Saints' & Souls' Day | Nov. 1, 2020 - Nov. 2, 2020 |
| Bonifacio Day | Nov. 30, 2020 |
| Immaculate Concepcion | Dec. 8, 2020 |
| Second Quarterly Examination | Dec. 10, 2020 - Dec. 11, 2020 |
| Christmas Break | Dec. 19, 2020 - Jan. 3, 2020 |
| Resumption of Classes | Jan. 4, 2021 |
| NCAE | 3rd Week of January 2021 |
| NCAE Grade 12 | 4th Week of January 2021 |
| Chinese New Year | Feb. 12, 2021 |
| Third Quarterly Examination | Feb. 24, 2021 & Feb 26, 2021 |
| EDSA Day | Feb. 25, 2021 |
| NAT Review Grade 6 & 10 | Mar. 29, 2021 - Mar. 30, 2021 |
| Holy Week | Mar. 31, 2021 - April 2, 2021 |
| Araw ng Kagitingan | Apr. 9, 2021 |
| Fourth Quarterly Examination | Apr. 22, 2021 - Apr. 23, 2021 |
| End of Second Semester | Apr. 23, 2021 |
| Recognition Day | TBA |
| Graduation Day | May 21, 2021 |



IMPORTANT DATES - Technical Vocational

| | |
|-------------------------------------|--------------------------------------|
| Orientation Day | Aug. 14, 2020 |
| Start of Classes | Aug. 24, 2020 |
| Ninoy Aquino Day | Aug. 31, 2020 |
| Prelim Examinations | Sept. 23, 2020 - Sept. 24, 2021 |
| Midterm Examinations | Oct 15, 2020 - Oct. 16, 2020 |
| All Saints' & Souls' Day | Nov. 1, 2020 - Nov. 2, 2020 |
| Final Examination | Nov 17, 2020 - Nov. 18, 2020 |
| End of First Trimester | Nov. 18, 2020 |
| Semestral Break | Nov. 19, 2020 - Nov. 22, 2020 |
| Start of Second Semester | Nov. 23, 2020 |
| Bonifacio Day | Nov. 30, 2020 |
| Prelim Examination | Dec. 17, 2020 - Dec. 18, 2020 |
| Christmas Break | Dec. 19, 2020 - Jan. 3, 2020 |
| Resumption of Classes | Jan. 4, 2021 |
| Midterm Examination | Jan. 25, 2021 - Jan. 26, 2021 |
| Chinese New Year | Feb. 12, 2021 |
| Final Examination | Feb 24, 2021 & Feb. 26, 2021 |
| EDSA Day | Feb. 25, 2021 |
| End of Second Trimester | Feb. 26, 2021 |
| Semestral Break | Feb. 27, 2021 - Feb. 29, 2021 |
| Start of Third Trimester | Mar. 1, 2021 |
| Prelim Examination | Mar 30, 2021 - Mar. 31, 2021 |
| Holy Week | Mar. 31, 2021 - April 2, 2021 |
| Araw ng Kagitingan | Apr. 9, 2021 |
| Midterm Examination | Apr. 22, 2021 - Apr. 23, 2021 |
| Eid'l Fitr | May 13, 2021 |



| | |
|------------------------|-----------------------------|
| Finals | May 14, 2021 - May, 15 2021 |
| End of Third Trimester | May 15, 2021 |
| Recognition Day | TBA |
| Graduation Day | May 21, 2021 |

IMPORTANT DATES - College

| | |
|-------------------------------------|--------------------------------------|
| Orientation Day | Aug. 14, 2020 |
| Start of Classes | Aug. 24, 2020 |
| Ninoy Aquino Day | Aug. 31, 2020 |
| Prelim Examinations | Oct 15, 2020 - Oct. 16,2020 |
| All Saints' & Souls' Day | Nov. 1, 2020 - Nov. 2, 2020 |
| Midterm Examinations | Nov. 17, 2020 - Nov. 18, 2020 |
| Bonifacio Day | Nov. 30, 2020 |
| Final Exams | Dec. 10, 2020 - Dec. 11, 2020 |
| End of First Semester | Dec. 18, 2020 |
| Christmas Break | Dec. 19, 2020 - Jan. 3, 2020 |
| Start of Second Semester | Jan. 4, 2021 |
| Chinese New Year | Feb. 12, 2021 |
| Prelim Exams | Feb. 24, 2021 & Feb. 26, 2021 |
| EDSA Day | Feb. 25, 2021 |
| Midterm Exams | Mar. 23, 2021 - Mar. 24, 2021 |
| Holy Week | Mar. 31, 2021 - April 2, 2021 |
| Araw ng Kagitingan | Apr. 9, 2021 |
| Final Exams | Apr. 22, 2021 - Apr. 23, 2021 |
| End of Second Semester | Apr. 23, 2021 |



10. CONTACT INFORMATION

| CONCERNS | OFFICE | CONTACT INFORMATION |
|-----------------------------------|----------------------------------|--|
| Taguig Campus Student Affairs | Main Office Taguig | mainoffice.taguig@chamuel.edu.ph janeth.tuliao@chamuel.edu.ph (028) 452 3024 |
| Pasig Campus Student Affairs | Main Office Pasig | mainoffice.pasig@chamuel.edu.ph precila.santos@chamuel.edu.ph (028) 641 9471 |
| Muntinlupa Campus Student Affairs | Main Office Muntinlupa | mainoffice.muntinlupa@chamuel.edu.ph michelle.manaog@chamuel.edu.ph (028) 452 3024 |
| Academics | Office of Internal Affairs | academics@chamuel.edu.ph |
| Admission and Scholarship | Scholarship and Admission Office | admission@chamuel.edu.ph (028) 452 3024 |
| IT Support | IT Services | support@chamuel.edu.ph |
| Enrollment and Student Records | Registrar's Office | registrarsoffice@chamuel.edu.ph katherine.baccay@chamuel.edu.ph (028) 452 3024 |
| General but Immediate | Principal's Office | principalsoffice@chamuel.edu.ph saturnino.baccay@chamuel.edu.ph (028) 452 3024 |
| General but not Immediate | Communications Center | facebook.com/stchamuel |



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This is Version 1.0 of the primer. The information in this document is accurate as of 8 August 2020.

St. Chamuel College may make adjustments to the information laid out in this primer as needs dictate. Parents and students will be notified of any updates.



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May you always be in God's Victory!

