

## Clarification and Explanation of Remote Learning Procedures

As we have settled in to routines during this uncertain time of remote learning, we want to clarify standard procedures for Newark Catholic and clear up any misunderstanding. Although the health and safety of students, faculty, staff, and families is most important, the continuation of learning is also critical. To maintain this continuity and establish as much of a regular routine as possible, the following procedures will continue through the remainder of this academic year.

Faculty are expected to post information through Google Classroom on a weekly and daily basis as most fits the current curriculum. This may include videos, reading material, lectures, web links, or other postings as well as graded assignments, projects, and tests. This information is posted on a regular basis by the individual teachers and updated daily when pertinent. Every classroom is unique, but we will adhere to these procedures to allow students to focus on the learning material and best utilize their time. Graded assignments will be posted in ProgressBook and updated at least on a weekly basis. Due to the flexible nature of remote learning, grades may not be updated every day or immediately after an assignment is due. Every effort is made to keep these posts updated as quickly as is possible.

Students are expected to check Google Classroom for posted materials as well as graded work. This material is best accessed through the Classwork Tab within Classroom. Here students will find all the information needed for each class. These pages should be accessed at least once a day to get any updated information. Students should check for posted lecture videos, instructional presentations, reading materials, and announcements and not just graded assignments. Materials and announcements do not generate notification emails which is why students should be checking in to Classroom every day. The Google Calendar and Classroom's To-Do List are great tools to help track assignments and due dates, but not a substitute for other necessary posted materials.

Students who encounter technical issues are expected to contact their teachers immediately. These issues (devices, connection, websites, etc.) should be documented as thoroughly as possible. Please copy down exact error messages, take screenshots of the page, or whatever else is needed to record the incident and time. This procedure will help us correct or avoid issues and help keep the focus on learning.

Parents are expected to check ProgressBook on a weekly basis. Signing up for ProgressBook grade and missing assignment alerts is encouraged. Parents are also strongly encouraged to register for weekly summaries through Classroom if they have not already. Although parents do not have direct access to view Classroom materials, students should share these pages so everyone can stay informed.

All members of the Newark Catholic family are encouraged to utilize the Newark Catholic emails of teachers and students to communicate questions and concerns. During these difficult times, there are reasons this communication might not be as timely as we may like, but patience is appreciated. We have all adapted well in a short time and look forward to future growth and the eventual reunion when it is considered safe for us all.

Link to a video overview of the features of Classroom: <https://www.youtube.com/watch?v=AvOUALg7GWw>

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