



Remote Learning Guide

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CEC IT Support Resources

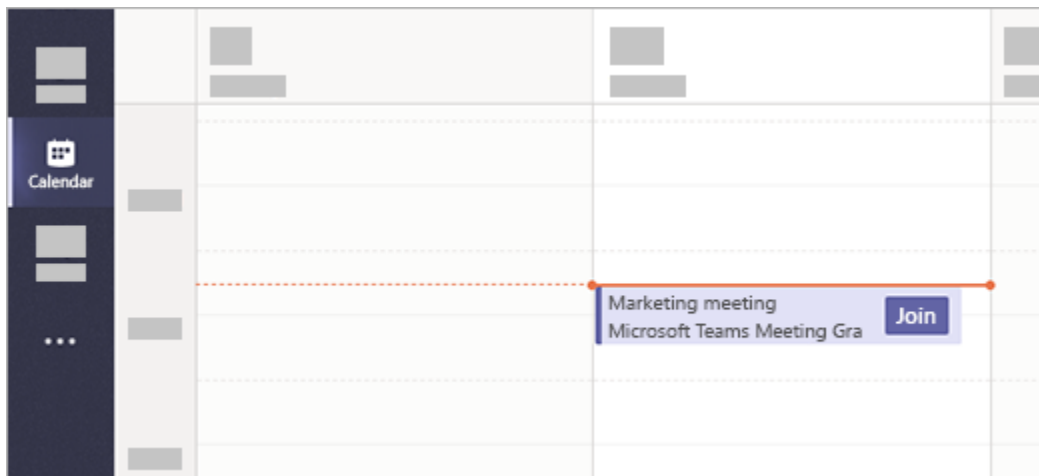
Virtual Learning Guide

[Link to instructional video](#)

To join a class in teams during the assigned class time, there are 3 options.

Join from calendar

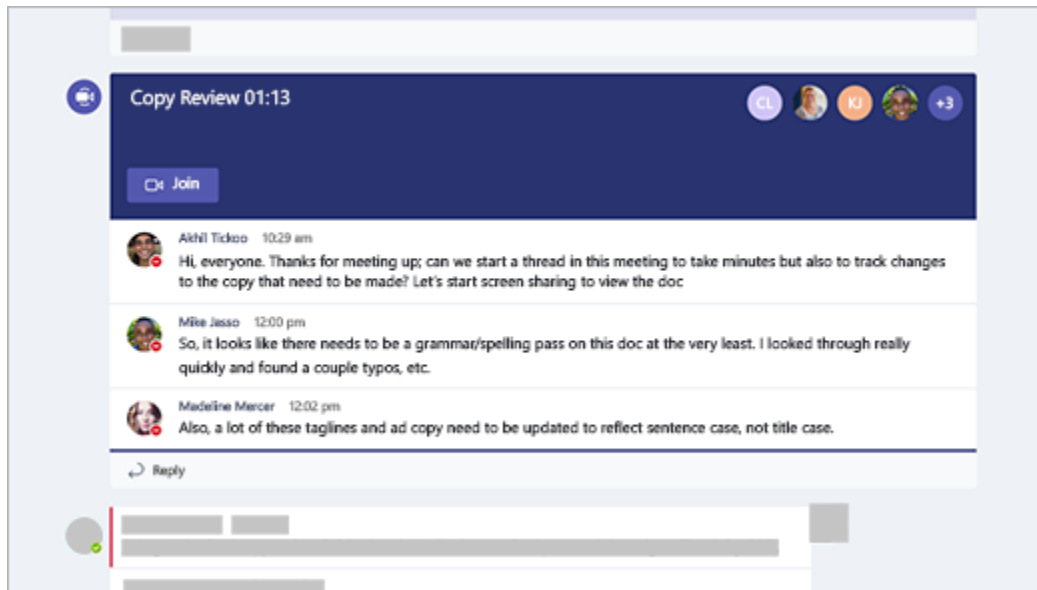
Select **Calendar**  on the left side of the app to see your class meetings. Find the class you want, and then select **Join**.



Or, if someone starts the meeting, you'll get a notification you can use to join.

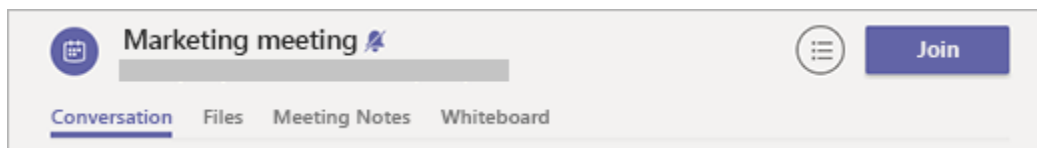
Join in a channel

If the class takes place in a channel, you'll see an invitation to join, relevant content, and who's in the meeting right in the channel. Just select **Join**.

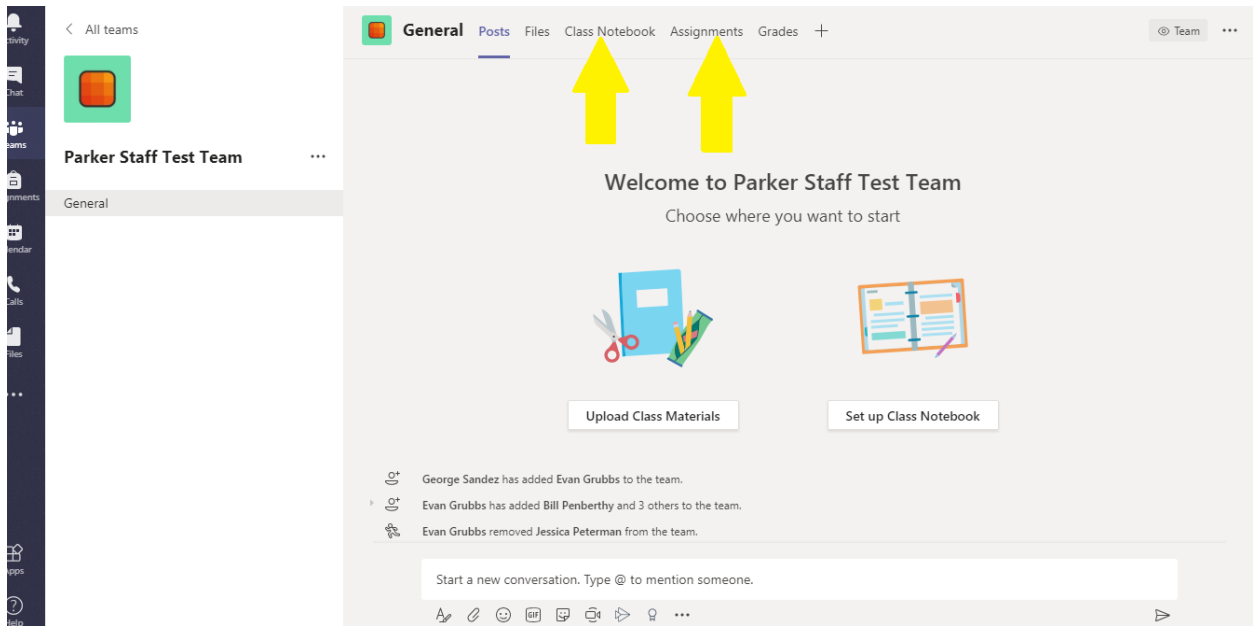


Join from chat

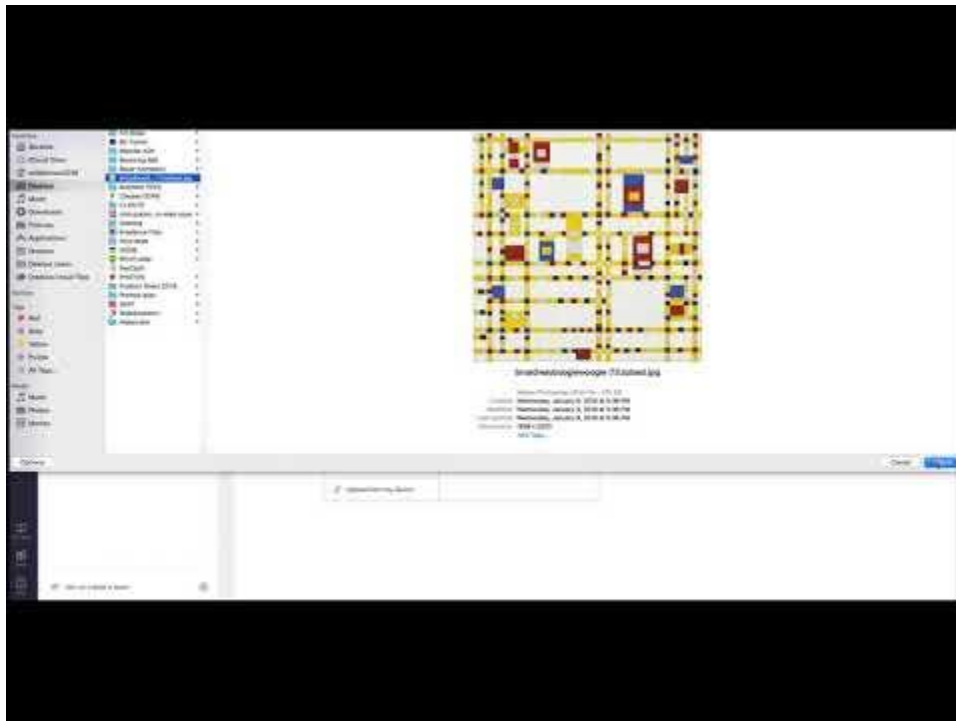
If the class has already begun, it appears in your recent chat list. Select the meeting in your chat list and then select **Join** at the top of the chat.



In addition to attending class meetings, the Class Notebook tab and Assignments tab need to be checked regularly. Assignments will appear in the Assignment tab as well as in the chat thread when it is created.



Turning in Assignments



To turn in an assignment, select its assignment card. Depending on the status of your assignment, you may be turning your work in on time, late, or submitting revised work.

1. Navigate to the **General** channel in the desired classroom, then select **Assignments**. You can also use your search bar to search for an assignment by keyword.

2. Your upcoming assignments will show in order of when they're due. Select any assignment card to open it and view the assignment's details.

Upcoming ...

Reading Reflection #8
Due September 5, 2019 9:59 PM

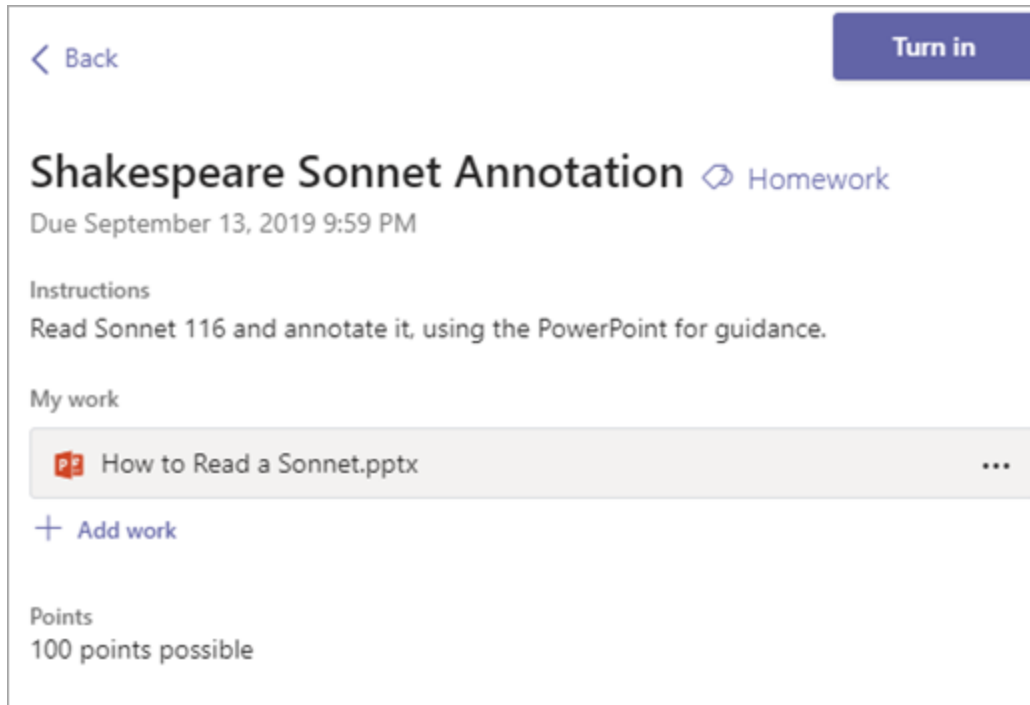
Shakespeare Sonnet Annotation Homework 100 points
Due September 13, 2019 9:59 PM

Chapters 14-18 Review Review
Due September 20, 2019 9:59 PM

My Sonnet
Due October 4, 2019 11:59 PM

World Voices Essay #1 Outline
Due November 8, 2019 11:59 PM

If your teacher specified a document for you to turn in or you have other files to attach to this assignment, select **+Add work** and upload your file. **Note:** You can attach a file up to 50 mb in size.



Select the **Turn in** button to turn in an assignment before its deadline. The button will change depending on the status:

- **Turn in again** if you're editing an assignment you've already turned in and need to submit work again.
- **Turn in late** if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.
- **Not turned in** if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.
- **Undo turn in** if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.

Need Help? IT Contact

CEC is providing IT support for remote learning via email and phone.

1. Open a ticket - Email support@coloradoearlycolleges.org
2. Phone Support (M-F, 7:30-4:00) – **970-305-4303**

Remote Learning Expectations

A. For the instructor—

- i. **Instructors must maintain a high bar for student engagement and attendance in remote learning.** Students must “earn” their attendance as stated in your

syllabus (see student expectations below). Be clear and consistent with attendance policies, as well as expectations for participation. However, if a student needs to be granted an exception, please consider these on a case-by-case basis.

- ii. **Record attendance within a 12 hour window (midnight to midnight)**, based on student completion of classwork such as engagement in a discussion board, a “live” classroom conversation, completion of a form, quiz, or other daily assignment, exit ticket, class notes in the course notebook on teams, etc. There must be evidence of engagement beyond simply joining the Teams or online meeting or page. Use the Insight tab in Teams to track engagement and share how this tab functions with your students.
- iii. **Hold synchronous class (students and teacher engaging in a live lesson) for, at a minimum, 50% of the class meeting time every day.**
- iv. **Encourage active engagement by making every student accountable.** Make clear to students what they must submit or do in every class to meet the daily objective/learning goal.
- v. **Post the objective/learning goal for the day in the general channel (or equivalent in D2L), along with an agenda that includes some evidence/artifact of student learning:** opening, discussion board, student poll, exit ticket, small group work, Microsoft form/quiz, etc. See Teams course set-up document.

B. For the students—

- i. **Students are expected to engage in synchronous class meetings with their cameras on and with the ability to use the chat function.** If students are having technical difficulties, they must reach out to you immediately and/or our tech support: Open a ticket - Email support@coloradoearlycolleges.org or phone Support (M-F, 7:30-4:00) – **970-305-4303**
- ii. **Student attendance/participation expectations:** Students must demonstrate active participation to be marked as present for the day. The following behaviors count for earning a present and at least one of these behaviors must be demonstrated during a synchronous class:
 - Posting a thoughtful response to a discussion question
 - Participating in a “live” discussion during class
 - Using the chat feature to appropriately engage in class material to meet the learning goal
 - Completing a class poll related to the learning goal
 - Completing and/or uploading a worksheet provided by the teacher
 - Completing a Microsoft Form quiz, questions, or response
 - Other assignments according to instructor’s discretion

iii. Students may not download or capture recorded lectures or class discussions. The following are appropriate uses of all materials provided by your instructor via Teams, D2L, or email.

- Downloading videos/voice recordings for yourself to review in connection to the course
- Saving or printing files to assist yourself in completing course work

Students cannot download, print, post, or use the course materials in any other way without written consent from the instructor. Ensure that you ask for permission prior to using or sharing the intellectual property of the instructor for any other purposes other than completing and understanding coursework.

General Contacts

Academics

Lily Harris, Academic Dean lily.harris@coloradoearlycolleges.org

Health & Safety

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Kaylee.scafe@coloradoearlycolleges.org

Advising & Schedules

Parker Advisors:

Cameron Markway, Director of Academic and Career Advising,
Cameron.markway@coloradoearlycolleges.org

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brooke.nordgren@coloradoearlycolleges.org

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Disa.shelton@coloradoearlycolleges.org

IT Support

Open a ticket - Email support@coloradoearlycolleges.org

Phone Support (M-F, 7:30-4:00) – **970-305-4303**