



Trinity Allied Healthcareer Academy Remote/Virtual Learning Guide

Expectations for Remote/Virtual Learning

- All expectations for learning will be available on Canvas, our Learning Management System. A variety of digital or traditional tools may be used for student learning, but all information about the learning students will be doing each day will be available on Canvas.
- **Attendance Guidance-** Students must produce evidence of their engagement each day to verify their attendance on their scheduled class day and continue to complete daily homework assignments. This evidence of engagement needs to be submitted by 6:00 p.m. on each day.
- **Information about lessons will be available in Canvas by 12:00 a.m.** including an announcement each day that clarifies what students need to do for that day as well as links to resources/activities.
- If students need support for Canvas, connect with instructors first.
- All instructors will hold remote/virtual office hours for one hour between 9 and 1 and one hour between 2 and 6. These office hours will be communicated to students each day in a Canvas Announcement. Office hours are times when instructors will be available on email or on Canvas. Instructors will also be monitoring students' work throughout the day and will hold live discussions or sessions to connect with students on their scheduled day of attendance. When this happens, instructors will communicate that information to students.
- Communicate with your instructor using email or the inbox feature on Canvas..
- Students, please maintain a healthy work/life balance. Keep lines of communication open with your instructor and connect with your instructor if you are having difficulty.

✓	Student Remote Learning Daily Checklist
	I have logged in to Canvas and checked the Announcement for class..
	I have created a learning plan for the day. This plan includes: <ul style="list-style-type: none"> • making time for required readings • office hours for my instructor on that day • outline of when I will work on assignments
	I have completed the required work for each course and submitted it as a record of my attendance.

How can students get the support that they would normally get at school?

Students can email the educators that they normally work with during a usual school day.	
Pat Panter, RN Medical Assistant Instructor pat.panter@trinityedu.net	Te' Airra Riley Lead Phlebotomy Instructor teairra.riley@trinityedu.net
Stephanie Wright Lead Pharmacy Technician Instructor stephanie.wright@trinityedu.net	LaTrisa Billings Program Director latrisa.billings@trinityedu.net
Effie Renfro, MS Director of Admissions and Student Affairs Effie.renfro@trinityedu.net	Marquise Haynes IT and Computer Support IT@trinityedu.net
Reminder: Online reference materials, ebooks, and audiobooks will be made available, please contact your instructor. Certain websites are password protected.	

How can students get help with Canvas?

Students should contact teachers first, who can determine the level of support students need. Students can also use the Canvas support documents and videos below.

1. [Canvas Guides](#)
2. [Canvas Videos](#)

Remote Learning Frequently Asked Questions

1. When will lessons be available on Canvas?
 - a. All lessons will be available by 12:00 am.

2. How will attendance be recorded?
 - a. Attendance will be documented by the completion of the work required for that day.
 - b. Work will need to be submitted each day by 11:59 p.m. so that attendance can be verified.

3. How long do students have to complete their work each day?
 - a. Because student submission of work counts as their attendance for that day, students should complete some evidence of learning by 6:00 p.m. each day.
 - b. If students have technical difficulty and are unable to submit work, they need to communicate with their instructor.

4. What if students have trouble completing a lesson?
 - a. Students should email their instructor with questions about the lesson. For immediate contact with instructors, students should email during that instructor's office hours. Instructors will have office hours for one hour in the morning and one hour in the afternoon. Instructors will post their office hours each day in a Canvas Announcement.
 - b. If students have technical difficulty which prevents them from completing a lesson, they should communicate with the instructor. Students should contact instructor first, who can determine the level of support students need.

What can a remote/virtual learning experience look like?

1. Check in and Expectations

The learning day will begin with an [Announcement](#) from each class similar to the way that class would start on a normal day with a clarification of the learning targets and expectations for the day.

Make sure you have notifications set so that you receive notifications from your announcements. [Course Settings to improve communication on Remote Learning Day:](#)

- Select **Account** in the upper left navigation menu.
- Select **Notifications**.
- For the **Announcement** course activity, select the check mark.



- Now students will automatically receive a notification to your email. You can select this option for any other contact method you have set up.

2. Instruction

Instructors may provide a mini-lesson using a video, a live video conference (usually held on scheduled class days only unless otherwise announced), an interactive tool such as Kahoot!, or written text that would need to be read.

3. Check for Understanding

Instructors will ask students to submit some evidence of learning to make sure they understand the lesson being taught as well as answer any questions they might have about the learning content.