

**YELLOWQUILL COLLEGE
MATURE STUDENT HIGH SCHOOL DIPLOMA
REMOTE LEARNING PROCEDURE**

Procedure Dated: 2021-05-11

Remote Learning Course Flow

Students will be expected to:

- ‘*Check-in*’ at, or shortly before, the appointed start of regular class: 09:00 or 13:00 or join a teacher broadcast/meeting.
- Check on current instructions for lessons, assignments, and/or assessments in blogs and e-mails.
- Be prepared to accept a chat (video or otherwise) at check-in time as initiated by instructor.
- Be prepared to ask questions via chat or e-mail at start of class ‘check-in’ regarding any question from prior lessons or exercises.
- Collect and Drop Off course work on Friday afternoons.
- Apply an elevated amount of personal effort in their learning experience.

Instructors will:

- Initiate class daily at the regular times 09:00 or 13:00 with an e-mail or chat invite.
- Ensure lessons, assignments, quizzes are distributed.
- Provide regular feedback on marks as required.
- Provide students additional remote learning instructions particular for their course(s)

Remote Learning - Providing materiel

Instructional Materiel

- Instructors will provide course material and updates via website, blog, e-mail, with regular Friday **Collection and Drop Off** activity.
- Instructors may occasionally have the requirement to present courseware via video feed during class time.
- Instructors may have the opportunity to infrequently provide hard-copy courseware packages by Yellowquill courier within the city.

Student Submissions

- Students will collect and drop off course work weekly on Friday PMs from 12:45 to 14:45, isolation and COVID **restrictions permitting**.
- Remote students are to provide completed assignments via e-mail (shared file or attachment)
 - **Formats:**
 - Microsoft 365 Word or Google Docs format [**only**] for **English Teacher**
 - Scanned (PDF) file for hand-written work such as Math. [**Genius** Scanning App suggested].
- Students *may* occasionally be able to provide completed assignments via an infrequent arranged Yellowquill courier within the city.
- Those types of assignments not readily submitted by e-mail (hand-written math test or exam, art, etc) *might* also be returned to the instructor via fax or regular Canada Post (normal three-day delivery) as directed by instructor.

Note: The school is in full remote learning until at least 30 May

Via Yellowquill Mail:

**480 Madison Street
Winnipeg, MB
R3J 1J1
Attn: [Instructor Name]**

Via **Fax**: 204-953-2810

Yellowquill Reception: 204-953-2800