

**Archbishop Riordan High School**  
**Distance Learning Protocol 2.0--Learning Modules**  
**Teachers and Students**

**School Day**

- Teachers will be working remotely during regular school day hours.
- Students are expected to log in to Schoology for each class after 9am each morning and make sure they are aware of the expectations and due dates for learning modules.
- Students are expected to communicate with their teachers on a regular basis if they need help with tasks associated with modules.
- Teachers will respond to any student messages as quickly as possible to ensure student success in their academic progress. Messages from students during the regular school day will receive responses within 60 minutes. Any messages from students sent outside of school time will receive responses by 9:00am the next day.

**Schoology Lessons**

- Teachers will post a folder titled, "Daily Agendas and Instruction for Distance Learning." Within this folder, teachers will post a clear two-week module folder (or agenda page) that includes the following:
  1. A clear objective
  2. One or two assessments that let you see whether or not students were able to achieve that objective (backward plan from these assessments to determine practice and other learning activities). All practice and assessments must be labeled with due dates to help students utilize the "workload planning" feature in Schoology.
  3. A video (or narrated PPT) by the teacher that explains and gives verbal instruction for completing the module and achieving the objective.
  4. A few objective/standards-aligned practice assignments. At least one of these must be given feedback before the assessment.
  5. One hour of face-to-face time (e.g. Zoom or Google Hangout) per week for office hours which can be broken up into multiple short sessions. A total of two hours per module.
- The module will be posted at the beginning of the week. Practice assignments should have due dates before the end of the module so that feedback can be given, but assessments should be due at the end of the module to allow for flexibility with student daily schedules.
- We realize that academic integrity may be an issue for some of you. Please contact Nate Simon or Mike O'Brien for suggestions on how to alleviate these problems as they arise.
- Your first two-week learning module should be posted no later than Monday, March 30.

**Teacher Resources**

- [Distance Learning 2.0--Context and Rationale](#)
- [Setting Up Modules and Workload Planning](#)
- [How to Use Zoom for Remote and Online Learning](#)
- [How to Use Zoom on an iPad](#)
- [Example Module Agenda--Social Science](#)