

TRIS ONLINE LEARNING

Friday 6th August, 2021



Dear TRIS Community,

We hope this message finds you all healthy and well.

We are excited to soon begin a new academic year and cannot wait to welcome our returning and new students. At this time, schools in Bangkok are prohibited from opening our campuses. Academic year 2021-2022 will therefore begin online as per the already posted school calendar, with the first day of lessons on Monday 9th August, 2021. Please read the following information carefully so you and your family are fully prepared and ready. We are very much looking forward to welcoming you all back on campus just as soon as governing authorities allow us to do so.

HOW TRIS ONLINE LEARNING WILL WORK:

For grades 1-5, the regular on-campus schedule will be followed excluding homeroom and D.E.A.R. times. Additionally...

1. To help reduce screen time for our youngest students, teachers may host live lessons during either the daily reading or English period rather than both. Elementary homeroom teachers will send students and parents an easy to use timetable.
2. Mainstream elementary teachers will live host at least 1 social studies period per week as nominated and communicated to the students by the teacher.
3. E.S.L. students and teachers will continue to meet according to the regular schedule for all classes without a reduction.

For grades 6-12, all students will follow their regular on-campus schedule, excluding homeroom and D.E.A.R. time.

For K1-3, students and parents will follow specific modified online learning schedules. These will be emailed to parents by the homeroom teacher.

For all grade levels:

1. Lesson plans and content will be uploaded and made available to students via FACTS.
2. Online live lessons will be conducted via the application called Zoom. Lessons may run for the entire period, or for part of the period to allow for independent work to be completed during lesson time. On some occasions for some subjects, a live lesson may not be required. An independent activity may be assigned instead.
3. Work is to be submitted to teachers using the method designated on FACTS by teachers. This may be directly to a teacher's email address, via Class Dojo or another learning platform.
4. Teachers may decide to use other platforms for assessment such as Edmodo, Google Classroom and Schoology. Details of these platforms will be documented and communicated via FACTS.

STUDENT AND PARENT RESPONSIBILITIES AND EXPECTATIONS:

Students need a computer, laptop or tablet with internet access, a working camera and microphone and the latest Zoom application installed. The device should be available for use in a quiet and appropriate space within their home in order to engage in live lessons and complete assigned work.

- a. Students must attend all scheduled online classes via Zoom. Students must turn on cameras without virtual backgrounds or animations.
- b. Students must not mute a Zoom lesson and must remain engaged in the lesson for its entirety.
- c. Students must check and complete all lesson instructions on FACTS Family Portal.
- d. Students must complete and submit all assigned work for all subjects by the deadlines set by teachers. The platform or method for submission will be detailed on FACTS by the teacher.
- e. Students and parents should contact teachers for help if unable to meet expectations or are needing extra assistance via email. Teachers will respond to emails sent between the hours of 7:30am and 3:30pm. Emails sent outside these hours may not be responded to until the following school day.
- f. Students must be dressed in appropriate clothing, well presented and seated during Zoom classes.
- g. Students must continue to abide by the Student Code of Conduct. This includes a zero tolerance policy regarding plagiarism and minimum attendance requirements.
- h. Students logging onto Zoom sessions more than 5 minutes late will be considered tardy.
- i. Students logging onto Zoom session more than 15 minutes late will be considered absent.
- j. Parents should check-in with child(ren) to ensure they are meeting the school's expectations for attendance and work submission.
- k. Parents should provide assistance to child(ren) with use of technology and/or curricular content.
- l. Parents should respond to teacher/school requests and work with the school if child(ren) are not meeting expectations.
- m. Parents should assist child(ren) in meeting the school's expectations.
- n. Parents should contact the school's office for any planned absences via kanoknipa@trinity.ac.th

GETTING STARTED WITH FACTS FAMILY PORTAL FOR ONLINE LEARNING

We will be using FACTS Family Portal (formerly called RenWeb/ParentsWeb) to provide online learning. If you have not done so already, please logon or create your account by following this link... <https://logins2.renweb.com/Logins/ParentsWeb-Login.aspx>. If you are having trouble getting online, please contact our I.T. technical support officer Mr. Dinver via email: dinver@trinity.ac.th. It will be important to become familiar with the classes section where students can view grades and lessons plans with links to their interactive lessons via the video conferencing software "Zoom". Please watch the below video tutorials to help get you lesson-ready.

Introduction to FACTS FAMILY PORTAL (password: Portal)

<https://vimeo.com/126932181>

How to create and log on to FACTS Family Portal

<https://youtu.be/w6blfO9Gh4o>

How to use FACTS Family Portal

<https://youtu.be/rOOvwRnd-BI>

How to setup and use zoom

<https://youtu.be/ziBTJXMyYH0>

Our online learning program will require students to follow their regular on-campus school schedule. Each regularly scheduled school day, we ask students to login and go to each class they would normally have that day.

1. Click on CLASSES from the SCHOOL menu on the left.
2. Click on a class they have that day.
3. You will now see the HOME screen with the teacher's email address. Please contact your child's teacher via email to ask any questions you might have.
4. Along the top of the screen, click on the LESSON PLAN tab. It is here you will see the teacher's instructions and the learning activities for the day along with a link to the Zoom meeting. It may also include links to external other relevant sources and learning platforms.
5. Once the learning activities for a class are complete, move to the next class by selecting it from the drop down menu at the top.
6. Please note that many of our teachers may be utilizing other learning platforms as well. Links to these will be posted in the LESSON PLAN tab on FACTS.