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## Remote Instruction Details

1 message

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**George Jaggers** <george.jaggers@ncpres.org>  
To: george.jaggers@ncpres.org

Fri, Mar 13, 2020 at 9:41 PM

Dear NCCS families,

Below are the many details regarding remote instruction. Some are new, some are review. Please review all details, and include your students, if appropriate, so that your entire family is on the same page regarding this process.

### Schedule:

- 3/16-3/18- No online instruction (US students should see note below regarding "Quarter 3 and Quarter 4")
- 3/19- Quarter 4 begins and remote instruction begins
- 3/19-3/20, 3/23-3/27- Videos and assignments delivered via Google Drive by 12 pm
  - Upper School students will receive instruction for all classes except art and music. This means that on Wednesday, 3/25, only classes taught in the morning will have instruction and assignments.
- 3/30- Upper School science fair projects due to teachers, even though fair is postponed

### Method:

Teachers will record short instruction videos and send them to families and students by 12pm each day (3/19-3/20, 3/23-3/27). Teachers will likely send assignments to accompany that instruction. Please keep all physical copies of assignments until school reconvenes; at that time, teachers will collect all assignments for formal grading.

Grammar School Assignments: Some Grammar School teachers (especially K-3) sent worksheets and assignments home today. These will likely be referenced in instruction videos. **Parents need to only send assignments digitally to teachers when requested.** Please keep all physical copies of assignments until school reconvenes; at that time, teachers will collect all assignments for formal grading.

Upper School Assignments: Teachers will upload instruction videos to families and students by 12pm each day (3/19-3/20, 3/23-3/27). Teachers will likely send assignments to accompany that instruction. Assignments would be due to the teacher, via email, by 12pm on the following week day. This 24 hour period should provide ample time for all of the students in your family to view instruction and complete assignments. **This will vary from class to class, depending on subject matter and assignments, so pay very careful attention to video instruction.** Please keep all physical copies of assignments until school reconvenes; at that time, teachers will collect all assignments for formal grading.

### File Sharing:

- Grammar School: Videos and files will be sent to parent emails. Parents will be responsible for helping students view videos.
- Upper School: Student NCPRES emails will be added to grade level distribution lists on Monday, 3/16. Teachers will use these distribution lists to send videos and files to Upper School students; parents will also receive notice of shared files.

- Distribution lists are by grade level. Some classes have several grade levels combined (e.g. math classes). You may receive some files that are not applicable to you. We apologize for this inconvenience, but it is the simplest method of delivery.

Viewing Videos: Google Drive is optimal for file sharing, but not video streaming. Parents and students should **download** videos to view them, as streaming may not be optional. Error messages concerning viewing may indicate you are trying to stream the video. After viewing, feel free to erase videos from your device's memory or hard drive, as videos can still be viewed by again clicking links sent via email.

Emailing Teachers (Upper School only): Shared Google Drive links are attached to emails, which are then distributed to grade levels. **Students will not be able to reply to those shared links via email; if they have questions, they must send separate emails to the respective teacher.**

Quarter 3 and Quarter 4: Quarter 3 ended with dismissal today, 3/13. Remote instruction (beginning 3/19) will mark the beginning of Quarter 4. Upper School students who have outstanding assignments should submit them to the appropriate teacher as soon as possible. If a student has **any** questions regarding the status of **any** assignment, please email the appropriate teacher **as soon as possible**. 3/16-3/18 still count as days late.

Remote Instruction Assistance: Please email teachers with **academic questions only**. If you are having trouble accessing videos or resources, contacting teachers, or have technical questions, email [remote.classroom@ncpres.org](mailto:remote.classroom@ncpres.org) for assistance.

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