University of the Philippines Cebu
Prepared by Teaching and Learning Resource Center in collaboration with
University of the Philippines Cebu Committee on Remote Learning

# QUICK REMOTE LEARNING GUIDE FOR STUDENTS

## UP Cebu welcomes you to the Academic Year 2020-2021.

This year, our university will undergo a much needed transition from residential to remote learning. The university believes that your health should not be compromised while learning at school. So, even if we really want to see you actively participate in physical school activities, you are strongly advised to stay and learn at home

### First things first.

You might be wondering what remote learning is. Let's get some important facts straight. Remote learning is the holding or delivery of learning episodes where the student and the teacher are in a semi-permanent to permanent separation. The institution and your teacher will design your courses

### Does remote learning mean online learning?

The answer is online learning can be remote learning. Remote learning can be administered in various forms - online, book/module, letter correspondence, offline electronic modules, and even through television or radio. Although in most cases, online remote learning is easier but more communication intensive way of remote learning, offline modules and other non-online forms can be just as effective. Remote learning can also have various modes of communication based on the learning goals set by your teachers. These mode can be:

1. **Synchronous** - these would require you to be live or be actively participating in class. It can be done using live conferencing, collaborative editing through shared files, instant messaging, or through chat box conversations. It requires you to achieve the same goals with your classmates in a near-real time manner.
2. **Asynchronous** - this would require you to work on materials and instructions on your own. This meant that you have to a lot of time for self study and self production through word documents, spreadsheets, simulations, and videographing among others.

# Our Transition to Remote Learning

**This is where you can help us!**

Your teachers and academic support providers are doing their best to provide you with enough readiness to start remote learning. This means that your courses are offered not only in online form through learning management systems but also in other offline forms. Your teachers also prepared printed copies of their course packs for those students who listed themselves as non-gadget and non-internet ready.

However, you are the one most familiar with your situation. Contact your teachers/college and communicate with them regarding your needs in remote learning. It is best that you communicate soon so that we can address your learning problems early. Again, communication is the key. Do not wait for the end of the semester to deliver your concerns. Talk to your college or department as well as your teachers when you need help.

1. For the School of Management                                    som.upcebu@up.edu.ph
2. For the College of Science                                         cos.upcebu@up.edu.ph
3. For the College of Social Sciences                            css.upcebu@up.edu.ph
4. For the College of Communication, Art, and Design   ccad.upcebu@up.edu.ph
5. For the Master of Education                                       med.upcebu@up.edu.ph
6. For the Master of Business Administration               mba.upcebu@up.edu.ph
7. For the Department of Biology and Envi. Science       dbes.upcebu@up.edu.ph
8. For the Department of Computer Science                   dcs.upcebu@up.edu.ph
9. For the UP High School Cebu                                    uphigh.upcebu@up.edu.ph

You need to inform the teacher firsthand about your preferred mode of remote learning and how they can correspond to you. For offline learning, there is a need for courier service, pick-up, and drop-off, thus it is necessary to have more coordination with you.

For online learning, there is a need for you to register in UP Cebu Virtual Learning Environment or Google classroom. Your teachers will send course enrollment keys and the instructions on how you can participate in there classes through email.

# Preparing Yourself for Remote Learning

Preparing for remote learning is almost similar to preparing for residential learning. The only difference is how you manage your time.

Since remote learning is technically results based, you are actually required to complete the requirements in one learning episode. Unlike residential learning where you may have days of full lecture without submitting anything, remote learning may require you to answer quizzes, study questions, or make short activities as a formative assessment for the lessons. Do not worry, these requirements are not to be submitted everyday. Your teachers understand that you need to have quality time studying the materials assigned to you. You may follow the suggestions from OpenStax. Click on the links below:

- **Managing Time and Priorities** - https://d3bxy9euw4e147.cloudfront.net/oscms-prodcms/media/documents/OpenStax_Managing_Time_and_Priorities_Guide.pdf
- **Effective Reading and Notetaking** - https://d3bxy9euw4e147.cloudfront.net/oscms-prodcms/media/documents/OpenStax_Reading_Notetaking_Guide.pdf
- **College Success** - https://openstax.org/details/books/college-success

Here are some tips that you might find useful in preparing yourself.
- **Conditioning** - Before the start of the semester, condition yourself that you will be going to school. We know that it is easy for everyone to be very flexible, especially at home, but being too flexible while doing remote learning may be a disadvantage.
- **Schedule** - Follow a specific time frame for the day. You may list down your tasks and prioritize requirements with deadlines that are fast approaching or those which require a high amount of mental and physical workload. The key here is to stick to your established schedule. If you are more keen on organization, you may check your requirements at the beginning of your study day and create a checklist which will guide you on your work.
- **Manage cognitive load** - You may also use the Pomodoro (ita. tomato) method to help you in studying without burning yourself out. Pomodoro method requires you to have 25 minutes of uninterrupted work/study time followed by a 5 minute break. For every 4 Pomodoros you complete, you may have one 15-minute break. This allows your body and mind to take a break from too much cognitive load required from studying or reading.

- **Communication** - Check your emails regularly. If you can, check your emails at least twice a day. At the beginning, this would seem to be very daunting, with some thinking "uhh, another task" or "another updated requirement". However, these emails only make sure that you are doing your task and are only meant to help you get things done. Sooner or later, you will be able to adapt and would look at emails in a different light.

- **Social media** - Always stay connected with your friends on social media if you can. Just like residential learning, having a strong support group in social media is good. You can get updates on your lessons and can create collaborative workspaces which emails cannot do. However, give your social media time and be mindful of what you post. We highly recommend that you do not post your course materials anywhere other than your official learning platform. We want to protect intellectual property and prevent copyright infringement especially on your part as the institution cannot protect you totally if this happens.

- **Learning problems? Reach out sooner than later** - If you are getting behind or are not understanding concepts discussed in the course packs, it is best that you immediately reach out to your teachers. Do not wait for later. Your teachers will delegate consultation times which you can join in or will give you platforms such as email, text, or correspondence to communicate with you. However, everything starts with you. Your teachers will not be able to determine your problem if you do not tell them. Help your teachers to help you.

- **Keep your mind and body healthy** - It is known that studying alone may take a toll on your physical health and mental well-being. Take some time to walk around the house, do other physical chores, or make a simple exercise routine before and after your study time. It is also best for you to connect with people and if you have mental health needs, UP Cebu has a team of guidance service specialists you can reach out to:
    - Dr. Lorel Dee, University Physician - 232 2642 local 305
    - For BS Biology and Computer Science refer to Dr. Anabelle Maglasang, RGC at agmaglasang@up.edu.ph
    - For BS Mathematics and BS Management refer to Mr. Cipriano Olita, RGC at cvolita@up.edu.phFor
    - BA Political Science and BA Psychology refer to Mr. Jeffrey Pelonio, RGC at jdpelonio@up.edu.ph
    - For BA Communication and Fine Arts Program refer to Ms. Jaseluh Saturinas at jrsaturinas@up.edu.ph

# Preparing Yourself for Remote Learning

- **Address connectivity/resource problems ahead of time** – If you are having problems in connectivity or with the university managed platforms, it is best to contact your university support system. They will try their best to fully equip you for the semester ahead.
  - For Google Classroom/Zoom concerns - itc.upcebu@up.edu.ph
  - For UPC VLE concerns - https://upcebutlrc.hipporello.net/desk/
  - For online resource support - library.upcebu@up.edu.phFor
  - UP Mail concerns - helpdesk@up.edu.ph

# The University Learning Platforms

The university has two official learning management systems (LMS), the UP Domain Google Classroom and the UP Cebu Virtual Learning Environment. Both learning management systems require you to use your UP Mail and your departments may sometimes require you to register first in the systems during enrolment. Some teachers may use Microsoft Teams but this still requires your UP mail for registration.

# UP Cebu Virtual Learning Environment

The UP Cebu VLE is the main learning management of the university and is a MOODLE-based platform. Some of the departments have used the VLE for their course packs. The Department of Computer of Science and the Fine Arts program for example use VLE as their main platform. To register or access UP Cebu VLE, follow the steps below:

1. Go to vle.upcebu.edu.ph
2. Create a new account by clicking on the log-in button and select the new account option. Fill up the form. **The suggested account name is the short name of your UP Mail.** This is to make sure that you don't have to memorize another account name for your next log-in. Use your UP Mail as the official email address.
3. After creating a new account, head over to your email and check your inbox, junk mail, or spam folder for the confirmation email coming from noreply@vle.up.edu.ph. Click on the confirmation link and you will be redirected to your own VLE account landing page. All changes you will make in customizing your account profile will have confirmation emails. This is to make sure that you are really the one customizing your account.
4. Make sure that you turn on your notifications. This will help you keep track of the upcoming activities and deadlines from the courses you enrolled in. To enable your notifications. Click on the bell icon at the top left part of the landing page and click on the gear icon. You will be redirected to an options page. Click on the necessary push notifications.
5. Your teachers will either manually enroll you to their course or give you enrolment keys via email. If they have manually enrolled you, you will directly have their courses shown in the my courses section.
6. Access your account regularly. Don't forget to clear your cache or browsing history if accessing VLE multiple times without success. VLE uses cache or cookies to make loading faster. You may clear them when necessary.
7. If you have problems or concerns regarding your VLE account, please go to the UP Cebu TLRC Help Desk at https://upcebutlrc.hipporello.net/desk/
8. **It is best for you to learn more about remote learning by self enrolling in the Introduction to Remote Learning Course found at the Teaching and Learning Resource Center Course Category – https://vle.upcebu.edu.ph/course/view.php?id=369**

# UP Domain Google Classroom

The UP Domain Google Classroom is an institutionalized learning environment that was offered to us after the UP System started subscribing to Google Suites for Education a few years ago. This is a Google Classroom attached to your UP Mail Account. Because it is under the UP Domain, this Google Classroom is more secured for you and our teacher. To access Google Classroom, you may follow the steps below:

1. Go to classroom.google.com and sign in using your UP Mail Account. After signing in, you will be redirected to your classroom landing page.
2. If you have classes already enrolled in you will see them as a box icon in the page body. If you have to enroll in a class you need to click on the Join a Class option in the top left corner of the page. Make sure to check your email for a message from your teacher.
3. Enrolment in Google Classroom Classes requires a class key which is distributed by your teacher at the beginning of the semester.
4. Use your google classroom via its desktop version or via its mobile version.

# Copyrights and Basic IP Reminders

You will be accessing course packs made by your teachers. These course packs may include materials that the university can openly use, used through subscription, or used privately by your teachers. Your teachers curated these materials to provide you with the best materials and examples. However, not all of these materials can be distributed freely. Some are owned by private companies or individuals and are meant to be used only within the classroom (your platform of choice - modules, VLE, or Google Classroom). Distributing them without consent or sharing them openly in public may be ground for copyright infringement. Here are things you need to know about the materials you will be using.

- **Categories of materials** - there are three basic types of materials which you might encounter in your modules or course packs.
    - **Open Educational Resources** - these are materials that can be freely distributed provided that you keep the owners attribution. If you want to know more about them you may go to https://creativecommons.org/ or at https://www.oercommons.org/. These materials are meant to increase free use educational resources to forward the global educational goal of having no student left behind.
    - **UP Cebu/UP System subscribed materials** - these are resources in which the university is subscribed to. You are free to use or access them as long as you don't distribute them to anyone outside your class or outside the university.
    - **Proprietary or Copyrighted materials** - These are materials that your teachers painstakingly asked permission from owners for educational use or privately paid and subscribed but decided to share with you. These materials should be accessed through your platform and should never be redistributed. This is for your eyes only.
- **Be Aware** - These are the things you can do to help yourself and your teacher avoid copyright problems.
    - Make sure to access your materials using the official learning platform.You may download the materials but don't redistribute.
    - Never post your course materials in social media or any searchable sites. Always follow the prescribed links given by your teacher.
    - Don't share your materials to students outside your class.
    - Always attribute the owner of the materials when using them in your projects, assignments, or forums.
    - Learn more about copyrights and IP while you are still a student. It will come in handy when you start working in the real world.

# Help us make the remote learning transition work for UP Cebu

Let's work together to create a good learning atmosphere even with distance.

We understand that the change from residential learning to remote learning may be very abrupt, but it allows both the institution and you, an avenue to find solutions to issues that may arise as we slowly move forward to the new normal. By making things work now, rather than later, we can improve and optimize remote learning to benefit the future Isko and Iska.

As we at the academic support and services try our best to provide you with the educational options in these trying times, we hope that you also provide us means to reach out to you and improve our service. Remember, you are part of the university and your help and understanding may guide us to move forward.

We gladly welcome you to the Academic Year 2020-2021 dear Isko and Iska of UP Cebu. Let's work together for the greater good of our university.

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