

Wednesday, July 7, 2021

Greetings Teacher-candidate!

Your journey to this point has been one of great uncertainties because you are venturing into something that is new – online learning which requires great self-discipline and the understanding of how to navigate the official and recognized virtual space in which you will operate as you progress in your studies.

To this end, you were involved in your Foundation Module - Orientation Phases One, Two and Three - in which you were exposed to:

- (i) The organizational structure of the College and responsibilities of different tiers within the structure;
- (ii) The contents of the Student Booklet;
- (iii) A demonstration of how you will navigate the official virtual space – the Moodle platform, the Google classroom and meet apps, which are your classroom vehicles for the journey ahead. For instance, you will access content for self-study from the Moodle Platform and interact in the Google classroom with your class groups for lectures and tutorial sessions.

We are certain that you are now seeing and feeling the benefits of the Orientation Module and are satisfied that you have the foundation knowledge needed to start your next Module. With that in mind, your Programmes began on June 14, 2021, with the opening of the courses on the Moodle platform for self-study.

However, we received emails, text messages, and phone calls, over the last weeks, and recognized that you either did not fully grasp or were not confident about moving ahead with the schedule for semester one as planned at that time. Your correspondence also suggested that you require a longer period of orientation. We would like to assure you, however, that the orientation sessions were adequate. Nonetheless, we wish to reiterate our commitment to working closely with you so that your experiences along your journey are positive. Hence, we arranged to meet with Groups A, B and C in the week beginning June 28, 2021 to talk with you and to emphasize, for example, what self-study means and how you move from self-study to group lectures and tutorials. From these interactions with you and the data collected from the evaluation, we confirmed the need to shift the start date.

As such, your Programmes will now begin on Monday, July 19, 2021 as outlined in Table 1. However, you will have access to the first two weeks of the course materials so that you can begin to make advanced preparations for the instructions to begin at that time.

Like you, we are anxious for you to continue your journey on semester one. Once you are through with the first semester, you will be empowered and confident to get started with semester two and subsequent semesters.

**Table 1**

Schedule of Instruction for Programme Rollout – ADE Semester One, 2021 (Coastal Centres)

<b>Week #</b>	<b>Date</b>	<b>Activity</b>	<b>Medium</b>
1	July 19 - 23	Discussions: Course Introduction	Moodle
2 – 5	July 26 – August 20	Group lectures <i>Assessment One</i>	Moodle, Google classroom & meet <i>QuizMe/ Google classroom/Moodle</i>
6 – 9	August 23 – September 17	Group lectures, tutorials <i>Assessment Two</i>	Moodle, Google classroom & meet <i>QuizMe/ Google classroom/Moodle</i>
10 – 13	September 20 – October 15	Group lectures, tutorials <i>Assessment Three</i>	Moodle, Google classroom & meet <i>QuizMe/ Google classroom/Moodle</i>
14	October 18 - 22	Revision: tutorials	Moodle, Google classroom & meet
15	October 25 - 29	Final Examinations	QuizMe/ Google classroom/Moodle

### Here are some important tips and reminders:

Now that you have completed the Orientation Module, the schedule above identifies what you do next. The next step is where you begin your formal interactions in the form of self-study.

- You are responsible for accessing and engaging with the resources on the Moodle platform. Choose times of each day when your internet connection will be most viable and stable to do so. You may want to download and store the resources on the hard drive of your computer in folders indicating weeks for ease of access.

For example: Week 1

Week 2

- Please note that it is absolutely necessary for you to store your resources and back up your work and especially your assignments (partly or fully) on a flash drive in the event something goes wrong with your computer. You should also try storing your work in the cloud for safety.
- You must remember your account password at all times! Failure to do so will deny you access to all of your resources.
- The Moodle platform and the Google classroom, Google meet and emails generated by cpce.gy accounts are the official platforms and only recognized channels for communication. Always use your official **cpce.gy** email account when corresponding with the College including your lecturers. This means **all assignments** that require you to email attachments to your lecturer **must be sent through your cpce.gy email address to the lecturer's cpce.gy email address.**
- Pace yourself. You are doing several courses at once, so allot time each day to focus on one, or perhaps two courses.

If you have questions about this email, please write to [viceprincipal.curriculum@cpce.gy](mailto:viceprincipal.curriculum@cpce.gy)

We wish you success on your journey.

Thank you.

Sincerely,



Kevaun Sears,  
Vice Principal (Curriculum and Instruction) ag.  
For the Administration, CPCE