GUIDELINES ON THE IMPLEMENTATION OF FLEXIBILE MODES OF LEARNING

The COVID-19 pandemic has changed education forever (Li & Lalani, 29 April 2020). With schools shut down across the globe, millions of instructors and students have had to adapt to new learning forms. This time people veer to online learning to continue education after school buildings were shut down to help the government flatten the curve. Once the curve is flattened, people cannot immediately go back to normal; every one shall face what they call "new normal". This new normal calls for "Flexible Learning". Flexible learning is a method that instructors and students can use to attain a common goal for the subject. Flexible learning requires a balance of power between institutions and students and seeks to find ways in which choice can be provided that is economically viable and appropriately manageable for institutions and students alike (AdvanceHE, 2019). According to CHED Commissioner, Prospero de Vera, the "more practical solution" amid the coronavirus threat is to move toward flexible learning, which uses digital and non-digital technology (Cervantes, 30 April 2020).

A study provided evidence on how the adoption of an online learning platform together with an appropriate strategic framework and pedagogical approaches could benefit students' intercultural learning without leaving their respective hometowns i.e. Internationalization at Home (Law, Hafiz, Kwong, & Wong, 2019). Delivering online instructions in developing countries is a big challenge not only to the instructors but also to the students. As dela Pena-Bandalaria (2007) described in her study on the impacts of information and communication technology on open and distance learning in the Philippines, there is a "digital divide" primarily because the concern of the people here are meeting first their basic needs such as food, clothing, and shelter. Though, acknowledging these facts, dela Pena-Bandalaria still proved that online education has a space in the education system of the Philippines.

In a developing country like the Philippines, owning a gadget for online learning and accessing internet connection is still a challenge to most of the students. These guidelines provides availability of modality of learning for students to choose to ensure that no one is left behind.

The administrators and Faculty of Bulacan State University will do their utmost to provide the best service they can at this time. However, it will be important for everyone to be flexible and patient when working online and when deadlines are inevitably missed. The learning curve will be steep for all concerned. Patience with a can-do attitude will be required by all stakeholders including students, faculty, staff, and parents to ensure distance learning is both purposeful and successful.

Support to the students and instructors, policy and structured program for flexible mode of learning implementation needs to be crafted to suit in the "new normal" environment. Thus, these guidelines will bring light to the requirements of the University to implement various modalities of delivering instruction and will be called "Guidelines on the Implementation of Flexible Mode of Learning".

The Synchronous, Asynchronous and Remote Print Modes of Learning

Meeting face to face in person in the meantime is impractical in this pandemic. In replace to a regular delivery of instruction, students will be given options on how they are going to acquire education in the University. The following modes of learning will be offered:

Synchronous Learning (SL) - Synchronous learning is the kind of learning that **happens in real-time**. Methods of synchronous online learning include video conferencing, teleconferencing, live chatting, and live-streaming lectures (TBS Staff, 2018). Students who will choose this mode of learning must ensure full participation in online sessions and activities. They ensure that they have equipped such as having gadgets and acquiring stable internet connection to join online sessions. The students may choose this mode of learning but not limited to: learn best in guided method of discussion, immediately seek for the answers in the questions for clarification or strict in keeping time schedule.

Asynchronous Online Learning (AOL) - Asynchronous learning happens at students' own pace. It is commonly facilitated by media such as e-mail and discussion boards, supports work relations among learners and with instructors, even when participants cannot be online at the same time (Hrastinski, 2008). Methods of asynchronous online learning include self-guided lesson modules, streaming video content, virtual libraries, posted lecture notes, and exchanges across discussion boards or social media platforms. Online meeting with the instructor is still required at least twice a month or once a week if possible for the students to reach their instructor on the scheduled time for questions and clarifications of the lesson. AOL will be provided for the students who are not having consistent connection on the internet or cannot cope up with strict schedule of synchronous learning. In choosing AOL mode of learning students have to ensure that they have good study habit and keep time management. The students who will choose AOL may have capacity to do online learning but cannot keep track of the schedule and learn best when they are given enough time to browse the materials and self-study.

Remote Print Learning (RPL) will use printed modules, audio tapes, video tapes, CDs, storage devices to cater the learning of the students

This mode of learning is for those who prefer printed and other learning materials for their own personal reason like but not limited to: they learn best when reading printed materials, poor internet connection and cannot browse file uploaded in the online platform or economically challenged to provide themselves gadget and internet connection. The same with the AOL, students who will choose this mode of learning must ensure that they have good study habit and keep time management.

THE ROLE OF THE ADMINISTRATORS

1. Provide capacity building for the faculty.
2. Instructors will be engaged in training and introduction to the online educational platform, development of content and learning materials, and development of assessment tools.
3. Series of training will be given to the instructors for updates and introduce online.
4. Promote the modes of learning via infographics or short video to explain comprehensively the feature of each and help the students reflect and decide the mode of learning appropriate for them.
5. Upon enrolment, the students have to include in the form the mode of learning suited for them and write their reason.
6. The advisers of each section will be the one to organize the modes of learning of the students. It is possible that in one section the instructor is catering both SL and SL.
7. The Dean and the Program Chairpersons of the different colleges who are offering major or specialized subjects with laboratory schedules, PE.., and NSTP are requested to have curriculum re-alignment. Curriculum re-alignment is necessary to make the lesson suite to this flexible modes of learning without going to the school premises.
8. The College Secretary must make it sure that all modes of learning will be scheduled appropriately. Fix schedule is necessary for the workload of the instructor and also for SL and AL meeting and consultation. AL schedule may be flexible based on the agreement of the instructor and students.

GUIDELINES FOR THE INSTRUCTORS

A. General Rule

SL	AOL	RPL
The instructors will maximize G Suite Applications specifically Google Classroom and Meet as the basic online educational platform of the University.		The instructor will provide printed materials for the students.
Instructors are expected to provide a variety of live face-to-face sessions as well as pre-recorded activities that have been carefully planned and delivered remotely to the students via Google Classroom and Meet.	Instructors are expected to provide a variety of pre-recorded activities and others that have been carefully planned and delivered remotely to the students via Google Classroom and Meet.	The instructor and students may use other education platform (OEP) to communicate with the students such as but not limited to: • Facebook • Messenger • Email • Others
	AOL and RPL will be given fixed schedule for the instructor to be available online or other means of communication if there are students who would like to communicate with them for questions and clarifications. These are the only times that the students may communicate with their instructor and for the instructor to answer their queries. Instructors and students are not allowed to exchange messages beyond the schedule time.	
	Internal arrangement between the instructor and students is possible to meet each other's demand for AOL adn RPL.	
		The instructor and students will meet on the agreed date and time to get the module outside the gate of BulSU or in designated area in the student's respective LGU. The instructor must seek permission from the University officials for this activity.
	The instructor will only meet students once a week on the schedule time via Meet to check their progress. Students are not required to join the session weekly but they are required to join the session at least twice a month.	
Instructors will be provided with a presentation containing; • A weekly timetable outlining the daily subjects for the online learning • Synchronous mode of learning guidelines • Meet user guide for instructors		Instructors will be provided with a presentation containing; • A weekly timetable outlining the daily subjects for the online learning

	Remote Print learning guidelines · OEP user guide for instructors
Instructors will submit a report of their activities and engagement with the students at the end of Midterm and Final Exam.	
The report includes the PDF file of all activities in the Google Classroom that show online interactions between students and instructors.	The report includes a list and sample of each activity provided to the students.
Over the course of one week, the instructor will meet his/her students twice in the scheduled session.	Over the course of one week, the instructor will meet his/her students once in the scheduled session.

B. Online Session/Distance Communication Session for RPL

SL	AOL	RPL
Over the course of one week, the instructor will meet his/her students twice in the scheduled session.	Over the course of one week, the instructor will meet his/her students once in the scheduled session.	
The first few minutes of each online lesson should be a brief reminder of the expectations, rules and regulations which keep students and instructors safe online.	The online session is only done for the instructor to check their progress and make clarifications with the students. Students may ask questions about any part of the lesson they don't understand. This schedule is critical since they are not meeting online regularly.	
Google Classroom 'posts' and online sessions, chats and messages should only take place between the scheduled times. Where possible 'schedule send' to be posted within this time.		
Questions raised by the students must avoid an instructor response outside of the schedule time and should not lead to conversations in the evening or night.		
Marking/Returning Assignments on Google Classroom may take place out of these hours, but comments raised by students must avoid an instructor response outside of the school day and should not lead to online conversations in the evening or night.		
When required to preview any content for the online sessions **instructors should notify students at least 24 hours in advance** on Google Classroom 'posts' for any 'flipped' learning content.		
Scheduled sessions do not always require a face-to-face live session. Instructors may have a pre-recorded or other related videos for the delivery of the lesson.		
Instructors should follow the regular behavior for learning and sanctions policy in case of misbehavior. Please refer to the respective College Secretary for further advice.		

It is up to **classroom instructors to inform Class Adviser** if students miss lessons.

C. Modules and Classwork

SL	AOL	RPL
Support materials for the students in the form of resources to complete and return will be provided through Google Classroom.		The instructor will provide activities based on the printed module. Additional activities may be required from the students that will still base the answer from the discussion in the printed module.
It is the decision of students as to when is the most purposeful and feasible time for them to engage with the pre-recorded sessions available on Classroom.		
The instructor will be available on the schedule time for his/her class of synchronous/asynchronous mode of learning.		
A day before the scheduled time, Modules will be posted on Classroom by the instructor and will contain all details and steps of the lesson to be covered during the session.		
These lessons will have a step by step guide, along with questions for discussions, worksheets, videos for support and assignments to be completed online.		Printed modules will contain all details and steps of the lesson to be covered during the session. These lessons will have a step by step guide, along with questions for discussions, worksheets, and assignments to be completed within two weeks.
The instructor will be online during the entire duration of the lesson to support students with queries and provide guidance.	The instructor will be available on the schedule time for his/her class of AOL for questions and clarifications of the students.	The instructor will be available on the schedule time for his/her class of RPL for questions and clarifications with the use of OEP.
All assignments must be submitted online and instructor will provide feedback online too.		Activities to be answered by the students must be given two weeks before the submission. All assignments will be submitted printed/hand written. Schedule of submission is set twice a month.
		Feedback will be written in the submitted printed activities and will be returned

		to the students in the next schedule of submission.
		Submission and return of materials may be located outside gate of BulSU or in the designated area of the LGU in the student's municipality.

D. Attendance

SL	AOL	RPL
Attendance will be posted every meeting in the Google Classroom through a link to a Google Form. Attendance in Google Form will be open for the first 30 minutes of the class session.		A link for attendance will be posted in the OEP. All students are expected to read the instructions and follow the link and sign in.
If a student does not attend the first live session but attends the second live session then the student should be marked as 'Late'. The exception to this is for students who have had internet connection issues and other valid reasons.	Students are required to fill up the form twice a month in every scheduled online session. Failed to do so, they will be marked 'Absent'.	If any student is not present for the duration of the registration period, they will be marked as absent for the learning session that day.
In these cases the student should be marked 'Present'. If a student fails to attend any of the live sessions but completes the work, then the student should be marked 'Late'.		The instructor must require the students to be online to communicate since that they will only do this twice a month. The instructor must be notified for any valid reason for not being online.
Non registering students must be reported via their Class Adviser for necessary action.		

E. Assessment

SL	AOL	RPL
Assessments will be done online. The instructor will post detailed steps and instructions along with the rubrics regarding quizzes, tests, and assessments.		Assessments will be done on the printed materials or activity sent in OEP.
Students will work on this at home and submit the same to the instructor online. Continuous assessment of student work (submitted online), home learning tasks assigned via other educational apps will also be assessed.		Students will work on this at home and submit the same to the instructor every two weeks.

Midterm and Final Examination will be done online with any tool that the instructor think best or most appropriate for the lesson. Instructors have to be creative and provide authentic performance task to avoid cheating online.	Midterm and Final Examination requires authenticity. Instructors have to be creative and provide authentic performance task to avoid cheating online.

F. Ethics for Video Call and Recording

SL	AOL	RPL
- Dress appropriately. - Understand the technology - If you're unfamiliar with video calling, practice with friends and colleagues. Record yourself and play it back. - Practice good etiquette - Mute your microphone if you aren't talking. Be patient and allow time for new users to settle when they join. - Check settings before the call. Make sure you can easily connect to the web conferencing platform and arrive on time. - Treat each other well - Stress levels are actually higher when we work remotely. "Techiness" of it all - Be you, be as the students know you. This is exactly like your everyday lesson with a MUTE button. - Avoid pointless video calls - Only hold video meetings when absolutely necessary.		

F. Online Safety

The instructor must create a safe environment for themselves and the students when engaging in online sessions. The following guidelines are here to protect both faculty and students.

SL	AOL	RPL
- The instructor must obtain consent from parents to allow their children to access online scheduled session. - Instructors must not allow these students to attend online sessions without the agreement.		
The instructor should familiarize themselves with the functions of Google Classroom and Meet, including the privacy and mute settings.		The instructor should familiarize themselves with the functions of OEP.
- All online sessions should take place during the school day on the schedule assigned to them. - Online sessions must be hosted and supervised by the class instructor at all times. - The instructor should consider and be sensitive to the needs of individual students, and students who may be sensitive to certain topics or issues that may arise during the online face-to-face sessions.		
When an online session is finished, the instructor should ensure that all students have left the session and close the meeting once complete.		

G. Discipline

SL	AOL	RPL
• The instructor must obtain consent from parents to allow their children to access online scheduled session. • Instructors must not allow these students to attend online sessions without the agreement.		

GUIDELINES FOR THE STUDENTS

A. General Rule

SL	AOL	RPL
Students have to follow their schedule of online learning and make sure that they are online via Google Classroom and Meet.	Students are only required to attend online session twice a month, but there is a weekly scheduled online session for the instructor to check your progress and for you to ask questions for clarification.	Students are only required to attend online session twice a month, but there is a weekly scheduled online session for the instructor to check your progress and for you to ask questions for clarification.
	Students have to follow their schedule of online session and make sure that they are available. Internal arrangement of the schedule is possible to meet each other's demand.	Students have to follow their schedule of ODC and make sure that they are online via agreed OEP. Internal arrangement of the schedule is possible to meet each other's demand.
		The instructor and students must agree with the OEP best suited for their situation.
• Make sure all the e-learning devices are fully charged before the schedule begins. • Choose a quiet place away from distractions such as the TV, Video games, and mobile phones. • Use headphones to listen to the learning videos and instructor's recordings, so no one else at home gets disturbed.		
Log into Google Classroom to view the learning objectives, understand instructor's instructions, ask questions, and complete their tasks.		Log into OEP to view the learning objectives, understand instructor's instructions, ask questions, and complete their tasks.
• Submit the assignment and/or assessment tasks by the due date/time. • Dress appropriately for all live learning sessions. • Remain attentive during sessions. • Disable notification of other apps in your gadget during online session. • Interact patiently and respectfully with your instructor and fellow students. • Provide feedback to instructors about your experiences and any relevant suggestions. • Students MUST NOT record each other's online interactions or the video lessons. • Students MUST NOT share recorded lessons publicly.		

•	Make sure you end the session as soon as the instructor tells you to do so.

B. Attendance

SL	AOL	RPL
A link for attendance will be posted in the Google Classroom. All students are expected to read the instructions and follow the link from the Google Classroom and sign in.	The students are required to for online session twice a month, but weekly session is available. A link for attendance will be posted in the Google Classroom. All students are expected to read the instructions and follow the link from the Google Classroom and sign in.	A link for attendance will be posted in the OEP. All students are expected to read the instructions and follow the link and sign in.
If any student is not present for the duration of the registration period, they will be marked as absent for the learning session that day.		
If a student does not attend the first live session but attends the second live session then the student should be marked as 'Late'.	Students are required to attend online session since that they will only do this twice a month. Notify the instructor for any valid reason for not attending the online class.	Students are required to be online to communicate to their instructor since that they will only do this twice a month. Notify the instructor for any valid reason for not being online.
The exception to this is for students who have had internet connection issues and other valid reasons. In these cases the student should be marked 'Present'. If a student fails to attend any of the live sessions but completes the work, then the student should be marked 'Late'.		
Students who mark attendance must also attend the scheduled and live sessions.		Students who mark attendance must also communicate to their instructor for consultation.

C. Classwork

SL	AOL	RPL
Classwork will be sent to the student's Google Classroom. This will be ready for the students to access before the lesson starts.		Classwork will be provided through printed modules and other additional activities required by the instructor. The activities may be part of the printed module or can be sent in any OEP agreed by the instructor and students to use.
• Students will be provided with different activities, reading, and research tasks. • Students are expected to perform all their tasks to the best of their ability. • If students have doubts, make a list of the questions, and post in the Google Classroom/OEP all together. • If there is a due date for any task, make sure the students will follow their instructor's rules.		

D. Assessment

SL	AOL	RPL
As part of home learning, different assessments will be posted in Google Classroom to check students' understanding.		As part of home learning, different assessments will be posted in OEP to check students' understanding.
Assessment can be in the form of research and review task through Google Docs or Slides, a multiple choice or short answer quiz through Google Form or other educational apps.		Assessment can be in the form of research and review task or other ways to meet the situation of the students.

E. Feedback

SL	AOL	RPL
When students submit their work, just like when they are in class, please expect the instructor's feedback will be sent to them.		
Feedback can be a voice comment on the work student's submitted or written note on the image/pdf/doc/google slide they worked on.		Feedback will be given after the submission of requirements every two weeks of the month. Feedback will be written by the instructor to the printed materials submitted by the students.
• To avoid any delays, make sure the written work turn in is legible and any images are of good quality. • Once the student received the feedback, follow it as directed to either re-do and improve their work or develop their next work submission.		
Students will be provided agreements on the conduct	Students will be provided agreements on the conduct	Students will be provided agreements on the conduct on remote printed learning.

on synchronous mode of learning.	on asynchronous mode of learning.	

THE ROLE OF PARENTS

General Guidelines for the Parents

1. Your child/children will choose one mode of learning as presented in these guidelines (Asynchronous, Asynchronous, and Modular).

2. As parents you have to be aware of the features of each mode of learning and guide your child/children in choosing the most appropriate for your situation and capacity.

3. Your child/children will sign the mode of learning agreement with your consent.

4. Let us be one in this "new normal" of education as the University partner in the educational endeavor of your child/ children as our students.

Media Footprint

Be a RESPONSIBLE DIGITAL CITIZEN for Instructors and Students

1. With more access to social media time than the students have during school hours, it is important that they consider their **Social Media Footprint (*Digital Footprint).

A social media footprint is the **trail/path that you leave behind for your friends or **strangers** to see or **find** every time you upload, share, publish, or get tagged.

*A digital footprint is your **online identity** and individuality, and that makes you **Unique.**

2. Students build their online reputation, or impression depending on the things they do online. So think before writing an inappropriate comment, post an image, or share a file.

3. Students must be aware that anything they post online is **PERMANENT** and stays forever, even if they delete it in any of their accounts such as Chats, Facebook, Twitter, Instagram, etc.

Appendix A. Agreements for Synchronous Learning (SL)

Online learning/modular learning agreement

1. I will log in for my lessons on time as per my schedule.
2. I will keep my learning materials, water bottle, headset ready for each lesson.
3. I will complete the tasks, assignments, quizzes set by my subject instructors.
4. I will charge my gadget prior to the session.
5. I will behave appropriately during online session.
6. I will encourage my classmates to follow our asynchronous mode of learning agreements.

Live Session Agreement

1. I will not send messages to my classmates outside the class group chat.
2. I will only send purposeful, kind, and appropriate messages on the chat.
3. I will not send messages directed to one person in a group chat.
4. I will turn other notifications off during the live session.
5. I will follow the hand/silent signals to minimize my learning interruptions.
6. I will not record the online session. Only my instructor is allowed to do so.
7. I will not share recorded online lesson publicly.

Appendix B. Agreements for Asynchronous and Remote Print of Learning

Online learning/modular learning agreement

1. I will diligently access my learning materials online./ I will diligently acquire my modules from my instructor.
2. I will keep time management to ensure my pace of self-learning.
3. I will be responsible to my actions to help myself and my instructor in this mode of learning.
4. I will attend scheduled online session if not once a week at least twice a month.
5. I will list my questions ahead of time to seek clarification from my instructor during our online meeting.
6. I will complete the tasks, assignments, quizzes set by my subject instructors.
7. I will charge my gadget prior to the session.
8. I will behave appropriately during online session.
9. I will encourage my classmates to follow our synchronous mode of learning agreements.
10. I will not procrastinate my tasks.

Live session agreement

1. I will not send messages to my classmates outside the class group chat.
2. I will only send purposeful, kind, and appropriate messages on the chat.
3. I will not send messages directed to one person in a group chat.
4. I will turn other notifications off during the live session.
5. I will follow the hand/silent signals to minimize my learning interruptions.
6. I will not record the online session. Only my instructor is allowed to do so.
7. I will not share recorded online lesson publicly.

Appendix C. Template for the Record of Flexible Learning Activities

Faculty Name:

College:

Course Code and Title:

Mode of Learning:

Number of students enrolled in this mode of learning:

Kindly copy and paste the screenshot of your Classwork (Quizzes, Activities, Assignments, Readings) in each session with the particular topic.

Date and Time	Topics	Classwork

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