



Online **LEARNING**

A T Z I S

POWERED BY SEESAW (PYP)
AND MANAGEBAC (MYP/DP)



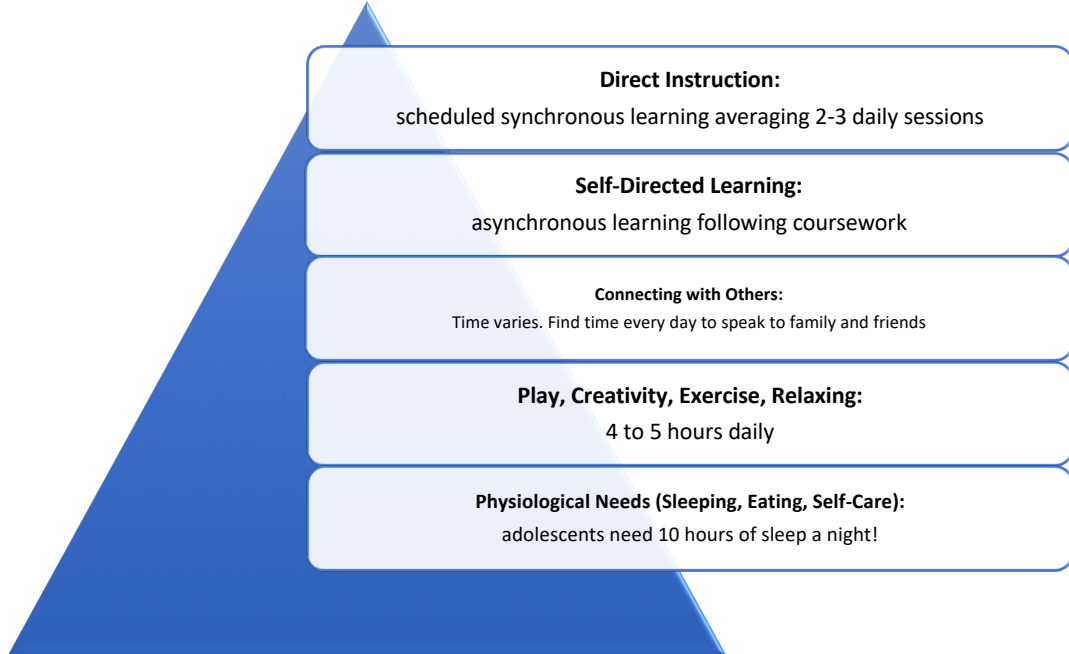
<p style="text-align: center;">ZIS Secondary – IB MYP / DP Distance Learning Plan</p>	<p style="text-align: center;">珠海国际学校中学部--IB 中 学部课程/预科高中 远程学习计划</p>
<p>The ZIS Distance Learning experience aligns with our goals in Secondary:</p> <p>Through distance learning, ZIS students will:</p> <ul style="list-style-type: none"> ✓ be empowered to make choices about how they reach clearly defined learning goals; ✓ be challenged to grow as independent thinkers; ✓ be engaged in [online] collaboration to solve authentic problems; ✓ feel safe to take intellectual risks while persevering through challenges; ✓ be supported with modeling, differentiation, specific feedback, and opportunities for reflection and revision; and, ✓ will continue to be passionate, intrinsically motivated, and inspired to action. <p>The success of our Distance Learning endeavor is a partnership and is dependent on careful planning by our dedicated faculty, appropriate student motivation and engagement, and strong parent support for this alternative mode of instruction.</p>	<p>ZIS 远程学习项目的目标与中学部的目标一致：</p> <p>通过远程学习，珠海国际学校的学生将：</p> <ul style="list-style-type: none"> ✓ 有权选择达成自己明确的学习目标的方式； ✓ 接受挑战，成为一个独立的思考者； ✓ 参与到【线上】协作当中，解决真实问题； ✓ 敢于冒学习上的风险，同时又能经受住挑战； ✓ 得到建模、差异化教学、具体反馈的支持、以及反思和修正的机会； ✓ 继续保有学习热情和内在的学习动力，并激发行动。 <p>我们远程学习的成功需要多方参与，不仅有赖于我们敬业的教师的精心规划，还需要学生有足够的积极性和参与度，以及家长对这种替代教学模式的大力支持。</p>

Distance Learning - Overview	远程学习-概况
<ul style="list-style-type: none"> • The main tools for communication between teachers and families are ManageBac and email. <u>Each should be checked regularly</u>. All individual concerns should be sent to the classroom teacher via email. • The main platform to organize instruction is ManageBac. • Distance learning will be a blend of synchronous and asynchronous learning opportunities. Most synchronous activities will be delivered via Microsoft Teams, whereas asynchronous activities will be posted on ManageBac. • The family's role is to create structure and routines to support home learning through the facilitation of the activities provided, and to ensure your home is connected to Wi-Fi. • Activities will include direction to families on how best to support student learning with and without adult involvement. 	<ul style="list-style-type: none"> • 老师与家长的主要交流工具是 ManageBac 和电子邮件。都需要定期查看。所有关于个人的疑问需通过邮件发给任课老师。 • 组织教学的主要平台是 ManageBac。 • 远程学习结合了同步与非同步的学习机会。大多数同步课程是通过 Microsoft Teams 进行的，而非同步课程则会上传至 ManageBac。 • 家长的任务是，营造一个结构化、常规化的居家学习环境，确保 WiFi 覆盖全家，协助学习活动顺利进行。 • 活动将包括引导家长如何在有与没有成年人的参与的情况下最佳地支持孩子学习。

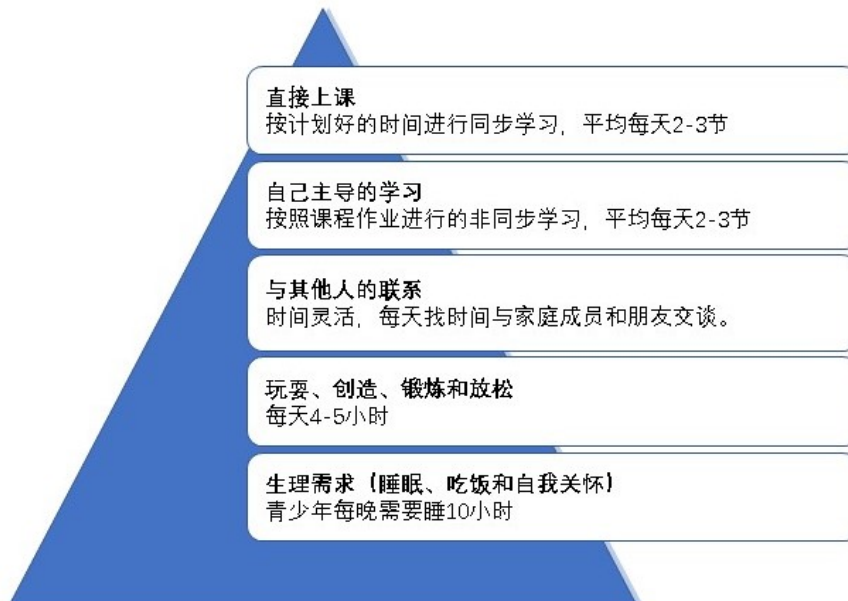
Key Terms for Distance Learning	远程学习关键词
<p>Asynchronous Learning: Students participate in online learning at different times, and instruction is not delivered in real time. Students engage with materials and complete work at their own pace and schedule within a given timeframe.</p> <p>Distance Learning: Learning where the instructor and students are in physically separate locations, and instruction is delivered via an electronic device, such as a computer, tablet or mobile phone. The learning can be synchronous, in which all participants are connected at the same time, or asynchronous, when participants are engaged in learning at different times.</p> <p>Synchronous Learning: Students participate in online learning at the same time but in different locations. Students may virtually attend class together via video conference, webinar, message board/chat feed, or other platforms.</p>	<p>非同步学习：学生在不同时间段参与线上学习，而且课程不是实时进行的。在规定的时间内，学生按照自己的节奏和日程安排进行学习，完成作业。</p> <p>远程学习：老师和学生不在同一地点时进行的教学，教学可通过电子设备，如电脑、平板电脑或手机进行。这种学习可以是同步的，即所有参与者在同一时间连接，也可以是不同步的，即参与者在不同的时间段学习。</p> <p>同步学习：学生在同一时间不同地点进行学习。学生可能通过视频会议、网络研讨会、留言板/在线对话或其他平台一起远程上课。</p>

Basic Principles of Distance Learning	远程教学基本准则
<p>A. Distance learning just isn't the same. If we try to deliver the same lessons through an online platform, it will fail. A teacher in two dimensions does not have the attention capturing charisma as a three dimensional one. Therefore, our approach must change.</p> <p>B. Routine is important. In uncertain times, we look for certainty. Following a schedule, participating in online sessions each day and completing assignments in a quiet space will set your child up for success during this time.</p> <p>C. Balance is key. Our activities will reflect a healthy balance of off and on-screen activities. No one expects students (or teachers) to be online all day.</p> <p>D. Focus. Teaching online forces us toward high efficiency, essential learning. For us this is means finding a direct path to success with the learning expectations. This allows us focus on what they are learning and how we can gather evidence of this learning.</p> <p><i>Adapted from American Overseas School of Rome's Distance Learning Plan</i></p>	<p>A. 网络教学不同于线下教学。如果我们只是将线下课程放到网上开展，这种教学方式无法取得成功。因为电脑平面中的老师不像立体课堂中的老师一样那么能够吸引学生的注意力。因此，我们的教学方式一定会有所改变。</p> <p>B. 常规很重要。我们要在不确定的时期寻求确定性。让孩子们遵循日程表，每天参加线上会议，并且在安静的环境中完成作业，将能为这时期的成功学习奠定基础。</p> <p>C. 平衡是关键。我们的学习活动将反映线上和线下活动的健康的平衡关系，没有人希望学生（或老师）整日面对电脑屏幕。</p> <p>D. 专注力。在线教学迫使我们转变为高效、基本的学习。对我们来说，这意味着找到一条通往成功的直接道路，同时要有学习期望。这使我们能够专注于他们正在学习什么，以及我们如何收集这种学习进程的依据。</p> <p><i>改编自罗马美式国际学校远程学习计划</i></p>

Structuring the Day during Distance Learning in the MYP / DP



中学课程/预科远程学习期间的每日学习时间构成



Monitoring Learning and Technology Usage	管理学习与科技的使用情况
<p>Students should work within normal school hours as much as possible, as teachers will be available for assistance between 9:00 a.m. and 5:00 p.m. each working day. We do use technology extensively during time in class – the majority of assignments are completed using student laptops, and learning from home will extend this device usage. Secondary students will extend their day with homework as they do during on-campus studies. If you feel your child’s use of technology is imbalanced, please contact their homeroom teacher by email to provide your feedback.</p>	<p>学生应尽可能在正常上课时间学习，因为老师会在每个工作日上午九点至下午五点提供协助。我们的确在课堂上课时广泛地使用了科技-大多数作业是学生用手提电脑完成的，而居家学习将更多地用到这一电子设备。中学生会像在校学习一样，用家庭作业来充实他们的一天。如果您感到孩子对电子产品的使用不平衡（孩子过度使用电子产品），请通过邮件和他们的班主任联系，提供您的反馈。</p>

Parent/Guardian Roles & Responsibilities	父母/监护人角色与责任
<p>Supporting remote learning is challenging for families. A positive attitude toward distance learning is key for successful learning. The guidelines below are intended to help families think about how they might help their children with remote learning.</p> <p>Provide support for your child by adhering to the guidelines detailed below. The key points are:</p> <ul style="list-style-type: none"> • Ensure you have a good Wi-Fi connection at your home. Call your internet provider to determine if you can increase your broadband speed. <u>Home Wi-Fi is essential.</u> • Establish routines and expectations • Define the physical space for your child’s study • Monitor communications from your child’s teachers <u>(check email regularly)</u> • Begin and end each day with a check-in • Encourage physical activity and/or exercise • Remain mindful of your child’s stress or concerns • Monitor how much time your child is spending online • Support your child’s social connections, but set rules around their online interactions 	<p>支持远程学习对家长来说是具有挑战性的。对远程学习的积极态度是成功学习的关键。以下的指导方针是为了帮助家长了解如何帮助孩子进行远程学习。</p> <p>请按照下面详细的指导方针为您的孩子提供支持。重点如下：</p> <ul style="list-style-type: none"> • 保证家里的 WiFi 信号良好。咨询您的网络运营商能否提高宽带速度。<u>家庭 WiFi 是必要的。</u> • 建立日常学习规律和目标 • 明确孩子的学习空间 • 查看来自老师的沟通信息。<u>(定期查看邮箱)</u> • 每天在开始和结束学习时向孩子了解学习情况。 • 鼓励体育锻炼活动 • 关心孩子的压力和忧虑 • 监督孩子每天的上网时间 • 支持孩子进行社交，但要为他们的网上互动设定规矩

For questions about ... Contact	遇到问题时的相关联系人
An assignment, resource, or course material Ü Child’s classroom teacher _____@zischina.com	关于作业、学习资源，或课程材料的问题 Ü 孩子的任教老师 _____@zischina.com
Curriculum, pedagogy, or other issues related to distance learning Child’s classroom teacher, or Mr. Mike Piotrowski MYP Coordinator mikep@zischina.com Mr. Anthony Kietzmann DP Coordinator anthonyk@zischina.com	关于课程、教学，或其他远程学习的相关问题 Ü 孩子的任教老师，或 中学部与预科课程协调员 Mr. Mike Piotrowski (MYP) mikep@zischina.com Mr. Tony Kietzmann Anthonyk@zischina.com
A social-emotional concern Dr. Lana Staton School Counselor alannas@zischina.com	关于社交与情绪管理的问题 Ü Dr. Lana Staton alannas@zischina.com
Any other issue not easily solved above Ms. Danielle Tucker Head of Secondary daniellet@zischina.com	任何的其他难题 Ü 中学部校长 Ms. Danielle Tucker daniellet@zischina.com



Microsoft Teams

Synchronous Learning MS Teams Guidelines:.	在 MS Teams 的同步学习指引：
<p>Homeroom Morning Meeting & Tuesdays Homeroom Sessions <u>Daily at 8:45 a.m. and Tuesdays at 12:15pm</u></p> <p>Students will briefly meet with their homeroom teacher(s) for an overview of the day's activities, for social emotional connection with peers, and to continue the Homeroom Curriculum.</p>	<p>主班晨会与周二班级活动 <u>每天上午 8:45 与周二下午 12:15</u></p> <p>班主任向学生简短地介绍当天的学习活动，同学们与同伴进行交流互动，保持联系，并继续学习主班课程。</p>
<p><u>Live Lessons</u></p> <p>Scheduled in advance, live Teams sessions will follow the existing school schedule and will be used to review concepts, provide new instruction, check homework, address student questions, support group work among students, and to maintain a healthy learning environment.</p>	<p><u>实时会议课程</u></p> <p>提前安排的 Teams 实时会议将遵循学校现有的课程表，将用于回顾概念，提供新的指导，检查作业，解决学生的问题，支持学生之间的小组学习，以及维护一个健康的学习环境。</p>
<p><u>Group Work</u></p> <p>As appropriate, teams of students may be scheduled to meet in order to collaborate on shared projects, to meet in committees (yearbook, student government, CAS planning, etc.)</p>	<p><u>分组活动</u></p> <p>在适当的情况下，我们可能会安排不同的学生小组分组会面，以便在共同的项目上进行合作，以及在各种委员会活动时会面（如学校年鉴、学生会、社会实践计划等委员会）。</p>
<p><u>Other appointments</u></p> <p>College counselling, pastoral care, learning services support, and other appointments may be made to support student wellbeing and learning.</p>	<p><u>其他预约</u></p> <p>升学咨询、心灵关怀、学习服务支持，和其他用于支持学生福祉和学习的预约。</p>



ManageBac

Asynchronous Learning - ManageBac Guidelines	ManageBac 非同步学习指引
<p><u>MYP: Years 7-10</u></p> <ul style="list-style-type: none">○ Supplementary instruction and guidance provided via Messages on ManageBac in all 8 subjects and Interdisciplinary Learning.○ Assessment details and guidance along with feedback and criterion scores provided.○ Access to all details of the unit plan available with a record of all shared resources from the year.	<p>中学部：7-10 年级</p> <p>通过 ManageBac 的 Message（信息栏）提供所有 8 个学科和跨学科学习的补充指导。</p> <p>在提供反馈和评分标准的同时，提供评估细节和指导。</p> <p>可查看单元计划提供的所有细节，并记录该学年所有的共享资源。</p>
<p><u>MYP: Year 11</u></p> <ul style="list-style-type: none">○ Supplementary instruction and guidance provided via Messages on ManageBac in all subjects plus preparation for MYP eAssessment.○ Guidance with service learning and the Personal Project in support of the successful completion of the programme.○ Assessment details and guidance along with feedback and criterion scores provided.○ Access to all details of the unit plan available with a record of all shared resources from the year.	<p>中学部：11 年级</p> <p>通过 ManageBac 的 Message（信息栏）提供所有 8 个学科和 MYP 中学部课程在线统考的补充指导。</p> <p>提供对服务项目课程的指导和对（中学生）个人项目成功完成的支持。</p> <p>在提供反馈和评分标准的同时，提供评估细节和指导。</p> <p>可查看单元计划提供的所有细节，并记录该学年所有的共享资源。</p>
<p><u>DP: Years 12-13</u></p> <ul style="list-style-type: none">○ Supplementary instruction and guidance provided via Messages on ManageBac in all subjects plus preparation for DP examinations.○ Guidance with CAS and the Extended Essay	<p>预科：12-13 年级</p> <p>通过 ManageBac 的 Message（信息栏）提供对所有科目和为 DP 大考进行准备的补充指导。</p>

<ul style="list-style-type: none"> ○ Assessment details and guidance along with feedback and scores. ○ Access to all details of the unit plan available with a record of all shared resources from the year. 	<p>对 CAS 项目（创新、行动和服务）和拓展论文的指导</p> <p>在提供反馈和分数的同时，提供评估细节和指导</p> <p>可查看单元计划提供的所有细节，并记录该学年所有的共享资源。</p>
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<p>Teacher Office Hours</p>	<p>教师工作时间</p>
<p>Outside of Teams classes, teachers may be contacted from 9:00 a.m. until 5:00 p.m. local time each day for questions via Teams, ManageBac, or email. Please keep in mind that while a teacher is instructing students on Teams, they will not be available to answer questions. Remember that teachers teach multiple grade levels, so your teacher may be busy teaching a different group of students. Teachers spend a great deal of time planning lessons, teaching, recording videos, posting individualized work, and providing feedback for each activity assigned. Many of our teachers also have children at home. Please respect teacher working hours.</p>	<p>在 Teams 课程之外，家长可以在中国当地时间每天早上 9 点到下午 5 点之间通过 Teams、ManageBac 或电子邮件联系老师进行提问。请记住，当老师在用 Teams 上课时，他们无法回答问题。老师要教好几个年级的学生，所以您的老师可能会忙于教不同组的学生。老师们花了大量的时间来策划课程、教学、录制视频、发布个性化的作业，并为每个活动提供反馈。许多老师也有自己的孩子在家要照顾。请尊重老师的工作时间。</p>
<p>“Homework”</p>	<p>“家庭作业”</p>
<p>Homework will continue to be part of the weekly routine for students. Managing assessment due dates along with the interim homework due dates is a difficult skill in normal circumstances. When studying exclusively from home, success with this skill becomes more essential to manage the challenges of a challenging programme of study.</p>	<p>家庭作业将继续成为学生每周常规作业的一部分。即使在正常情况下，管理考试的截止日期和短期家庭作业的截止日期都是一项有难度的技能。当只在家学习时，成功运用这种技能对于管理具有挑战性的学习项目的挑战变得更加重要。</p>
<p>Guidelines for Teachers (in addition to guidelines above)</p>	<p>教师准则 (对以上准则的补充)</p>
<ul style="list-style-type: none"> ● Homeroom teachers begin each morning with a morning meeting on Teams at 8:45 a.m. The goals of this daily session include: <ul style="list-style-type: none"> ○ sharing announcements, ○ promote grade level communication, ○ promote routine and a healthy start to the school day, ○ allow for students to connect. 	<ul style="list-style-type: none"> ● 班主任每天早上 8:45 先在 Teams 开一个晨会。每日会议的目标包括： <ul style="list-style-type: none"> ○ 共享公告， ○ 促进年级间的沟通， ○ 促进学习常规的形成和学习日的健康开展。

<ul style="list-style-type: none"> • Provide feedback on student work using ManageBac for formative and summative assessments. • Assign dates for assessment tasks mindful of the calendar and the student's other class obligations. • Teams classes are capped at 60 minutes in Secondary. 	<ul style="list-style-type: none"> ○ 让学生可以交流互动。 • 使用 ManageBac 为学生的形成性和总结性评估作业提供反馈。 • 结合校历和学生的其他课堂任务，设置评估任务的截止日期。 • 中学部 Teams 课堂的时间上限是 60 分钟。
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Essential Agreements for Secondary ZIS Teachers	珠海国际学校中学教师基本协议
<p>Teachers at ZIS agree to the following during digital learning:</p> <ul style="list-style-type: none"> • Privacy and student safety is of utmost importance. Student data will never be shared outside of the school without explicit permission from the student and the parent. • Learning engagements will provide opportunities for students to grow as independent thinkers, will be supported with modeling, and will offer opportunities for reflection. • Teachers will ensure students feel safe to take intellectual risks while persevering through challenges. • Feedback will be given to students on each assignment in a timely manner. • Teachers will track student progress to ensure participation and check-in with students if students are struggling or non-participatory. Grace and understanding should always govern decisions. • Teachers will share an overview of the week's activities on ManageBac messages, including parents as email recipients, by 4pm on Sundays • Teachers will respond to email queries as early as possible. 	<p>珠海国际学校的老师在远程学习期间同意以下准则：</p> <ul style="list-style-type: none"> • 永远把学生隐私与学生安全放在第一位。没有学生和家长的明确许可，学生数据决不能在校外共享。 • 学习活动将为学生提供成长为独立思考者的机会，将通过示范提供支持，并将提供反思的机会。 • 老师将确保学生敢于冒学习上的风险，同时又能经受住挑战。 • 学生的每一份作业都会收到及时的反馈。 • 老师将跟进学生的学习进度，以确保学生的参与。如果学生在学习上有困难或不参与，老师将与学生联系。在做决定时，老师应该始终保有慈爱与理解。 • 老师们将在周日下午 4 点之前在 ManageBac 信息上分享本周的活动概况，家长将收到相关信息的邮件。 • 老师会尽早回复提问的邮件 • 老师将把 ManageBac 作为非同步教学的主要平台，把 Teams 作为同步教学的平台。

<ul style="list-style-type: none"> Teachers will use ManageBac as the main platform for asynchronous instruction, and Teams for synchronous instruction. Teacher working hours will be from 9:00 a.m. to 5:00 p.m. on weekdays, local China time. 	<ul style="list-style-type: none"> 老师的工作时间为中国当地时间工作日上午 9 点至下午 5 点。
<p style="text-align: center;">Essential Agreement for Parents</p>	<p style="text-align: center;">家长基本协议</p>
<p>The transition to remote learning may be challenging for families. Families' attitude and support are key for children's learning. We ask that all Secondary families agree to the following:</p> <ul style="list-style-type: none"> Ensure you have a good Wi-Fi connection at your home. Call your internet provider to determine if you can increase your broadband speed. <u>Home Wi-Fi is essential.</u> Ensure your child participates in the daily morning meeting via Teams at 8:45 a.m. Establish routines and expectations Define the physical space for your child's study Monitor communications from your child's teachers and check email regularly Begin and end each day with a check-in Encourage physical activity and/or exercise Remain mindful of your child's stress or concerns Monitor how much time your child is spending online Promote social opportunities, but set rules around their online interactions The main tools for communication between teachers and families is email. The main platform for instruction is ManageBac. All individual questions or concerns should be sent to the teacher via email. Teacher working hours are 9:00 a.m. to 5:00 p.m., local China time. 	<p>从线下课程过渡到远程学习对家长来说是具有挑战性的。家长的态度与支持对于孩子的学习非常关键。我们要求所有中学学生家长同意以下事项：</p> <ul style="list-style-type: none"> 保证家里的 WiFi 信号良好。咨询您的网络运营商能否提高宽带速度。<u>家庭 WiFi 是必要的。</u> 确保你的孩子每天早上 8：45 点在 Teams 参加晨会。 建立日常学习规律和目标。 明确孩子的学习空间。 查看来自老师的沟通信息（每天查看邮箱）。 每天在开始和结束学习时向孩子了解学习情况。 鼓励体育锻炼活动。 关心孩子的压力和忧虑。 监督孩子每天的上网时间。 保证孩子进行社交，但记得为他们的网上互动设定规矩。 老师与家长的主要交流工具是邮件。ManageBac 是主要的教学平台。

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| | <ul style="list-style-type: none">• 所有的个人疑问需通过邮件发给老师。老师的工作时间为中国当地时间上午 9 点至下午 5 点。 |
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