Establishing and Maintaining an Information Security Program

Hardcopy files are maintained in locked cabinets as well as via electronic per an agreement with Campus Management Corporation, CampusVue. The data is housed off premises by Campus Management Corporation and backed up according to out attached agreement.

CAMPUSVUE®
SOFTWARE AS A SERVICE ("SaaS") AGREEMENT

This CAMPUSVUE SOFTWARE AS A SERVICE ("SaaS") AGREEMENT and the Appendices hereto (the "Agreement") is effective as of the N-St". day of December, 2009 (the "Effective Date"), between ***NEW*** ALLEN SCHOOL INC„ a New York corporation, having its principal place of business at 163-18 Jamaica Ave., Jamaica, New York 11432 (the "Customer"), and CAMPUS MANAGEMENT CORP., a Florida corporation, having its principal place of business at 777 Yarnato Road, Boca Raton FL 33431 (hereinafter "CMC").

1, DEFINITIONS

1.1. "Active Student Records" or "ASRs" is defined as the maximum number of students enrolled in at least one course at any Campus using CampusVue software, as well as any students on leave of absence. For purposes herein, such term shall not include students who have graduated or students who have dropped out (i.e., terminated studies and not on leave of absence).

1.2. "CampusVue Software as a Service ("SaaS")" shall mean the hosted service for CampusVue provided by CMC and subscribed to by Customer pursuant to this Agreement.

1.3. "CMC Proprietary Materials" shall mean, collectively, the CampusVue SaaS, and any other system or technology used by CMC or its affiliates in connection with the provision of the CampusVue SaaS, including, without limitation, any related communications/integration .network designed, developed or implemented by CMC or its affillates,.•and all software, proprietary elements, documentation, records and other trade secrets or know-how related to any of the foregoing, Including but not limited to all copyrights, trademarks, Patents, trade secrets and other intellectual property rights inherent therein or appurtenant thereto, and any modifications, enhancements, updates and upgrades thereto owned by CMC, its affiliates, or licensors as of the Effective Date or thereafter created, designed or developed by CMC, its affiliates, or licensors.

1.4. "CMC Software" shall mean the software owned by CMC and used to provide the CampusVue SaaS provided under this Agreement, including specifically those software items set forth in Exhibli A.

1.5. "Customer Data" shall refer to the private data contained within the applications hosted on the CampusVue SaaS.

1.6. "Named Users" shall mean the persons named on Exhibit A attached hereto who are employed by Customer and are authorized to access and use the CampusVue SaaS, subject to and in accordance with this Agreement.

2. C MC'S RESPONSIBILITIES

2,1. Grant of Subscription Rights. During the Term, subject to the terms and conditions of this Agreement (Including the schedule set forth in Exhibit A), Customer hereby subscribes for, and CMC hereby grants to Customer, a non-transferable, non-exclusive, limited license for the Named Users to access and use the CMC Software via the Customer-supplied Internet connection or proprietary telecommunications line(s) with respect to the ASR. The initial ASR and initial Named Users are set forth in Exhibit A . Customer may Increase the ASR in increments, and the number of Named Users shall adjust, in the manner set forth In Exhibit A.

2.2. Scope of Service. The CampusVue SaaS Includes the deployment and administration of the CMC Software at the CMC CMC designated hosting center, and monitoring the hosting site communications and hardware availability, subject to and In accordance with this Agreement. Nothing herein shall be construed to convey any title or ownership interest in the CMC Proprietary Materials, and Customer acknowledges and agrees that CMC retains all right, title and interest thereto.

2.3. Standards of Performance. CMC agrees to use due care and act In good faith in its performance of the CampusVue SaaS and to provide the service In a professional and businesslike manner and in accordance with standard industry practices.

2.4. Data Backup. Once weekly CMC shall perform a complete backup of Customer Data using generally accepted backup procedures. This backed up data will be maintained at the CampusVue SaaS collocation center. In addition, incremental daily backups will be performed. On a monthly basis, CMC will make a copy of client data and store it at an off-site or at an alternate processing location. Customer may request a backup of their software and data at any time provided that Customer is not in default of this Agreement. A media and delivery fee will be assessed for each backup sent. CampusVue SaaS is operated In a manner designed to provide for high levels of system availability. This includes redundancy for most major system components, or where appropriate, equipment supported • by manufacturers providing CampusVue SaaS with 2417/385 service.

2.5. Availability of Service. The CampusVue SaaS will be accessible to Customer's Named Users 24 hours per day, 7 days a week, except scheduled times for maintenance and updates, of which Customer will be notified in advance, and any Downtime.

.2.6. CMC Relationshie Manager. CMC will appoint a relationship manager to manage the relationship established by this Agreement (the "CMC Relationship Manager') who will (a) coordinate and monitor CMC's obligations under this Agreement, and (b) serve as the primary liaison with Customer Relationship Manager.

2.7. Control of Services. CMC may, in its sole discretion (a) reengineer CMC Network components and/or change locations where services are performed; (b) perform its obligations through Its subsidiaries or affiliates, or through the use of selected Independent subcontractors; and (c) modify and/or replace technology or service architectures relating to the CampusVue SaaS.

2.8. Personnel. CMC will dedicate personnel necessary to perform its responsibilities hereunder. CMC reserves the right to determine the personnel assigned to perform the CampusVue SaaS and to replace, rotate or reassign such personnel during the Term of this Agreement.

2.9. Services Outside Scope. Any services provided outside the scope set forth above shall be identified in a mutually agreeable Professional Services Agreement, subject to CMC's requirements, including, without limitation, any pricing, payment, and technical requirements. Any changes in federal, state or local requirements, or any Customer specific requirements, including, without limitation, with respect to security or privacy, that result in CMC providing additional services or incurring costs, shall be billed to and promptly paid by Customer, CMC reserves the right to refuse to provide certain services in the event Customer's

Teacher Preparation Program Report

Teacher Preparation Program Report

All NY instructors are licensed by the New York State Education Department Bureau of Proprietary School Supervision and undergo training with the Coalition of New York State Career Schools prior to teaching. There are 3 required teacher training courses.

- Basic Methods of Occupational Instruction
- Intermediate Communication in the Classroom
- Advanced Class Management

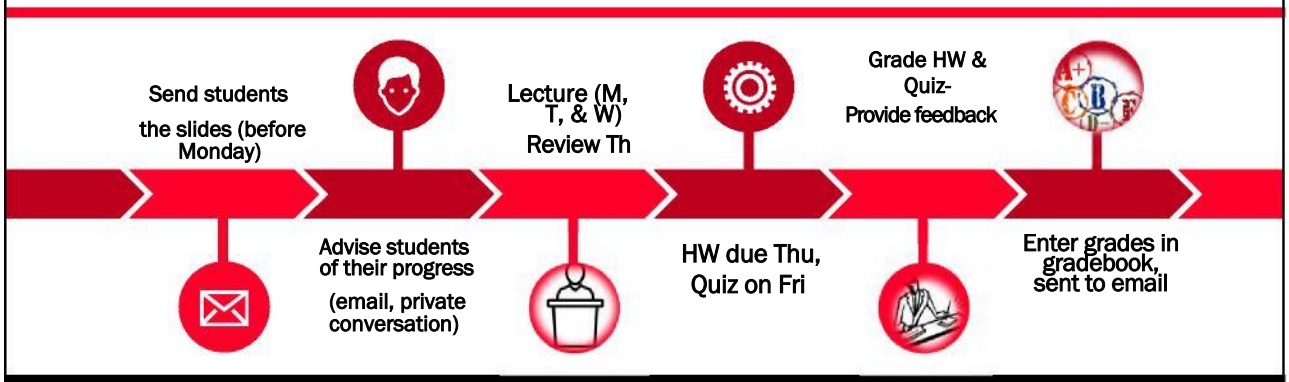
Internally instructors receive training on Allen School of Health Sciences policy, online teaching platform, attendance, grading, eBook, FERPA/OSHA, etc... In addition there are two Professional Developments done annually.

All documents are located in the academic office on each campus.

Welcome

Introduction to GOTO meeting
Taking attendance
Gradebooks
The weekly “responsibilities”
We will start in just a few minutes

Weekly Tasks

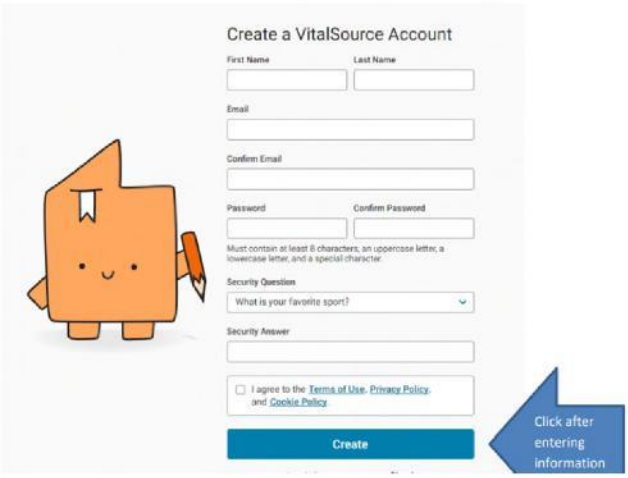


Week 1 – send syllabus as well

eBook

Manual to Access to Your E-book

1. https://support.vitalsource.com/hc/en-us/articles/235666187-Using-VitalSource-Redemption-Codes-
2. Create a VitalSource Account



3. Verify your account. An email will be sent to you.

Customize this Template

Log into HUB as Instructor

Username - allenschoolclassroom5@allenschool.edu
Password - coronavirus5!

Templat diti g i t ti

Log in as a Student -
https://global.gotomeeting.com/join/124568149
You can also dial in using your phone. United States: +1 (786) Access Code: 124-568-149

Start class 5 minutes early, not before

Its great to put up a slide with a quote
or agenda for the day

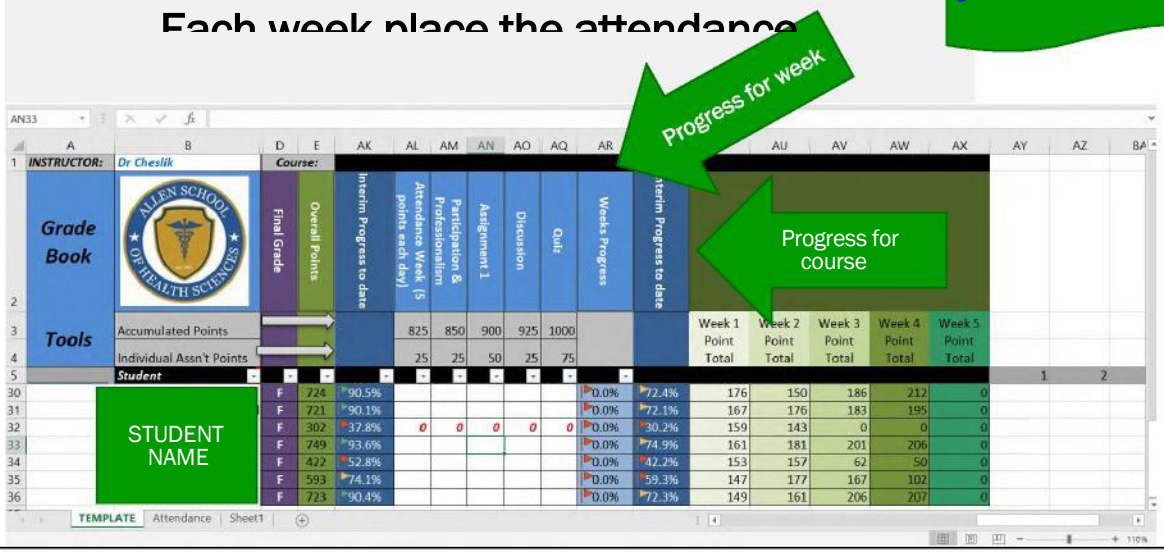
830-920
930-1020
1030-1120
1130-1220
1240-130

GradeBooks

Customize this Template

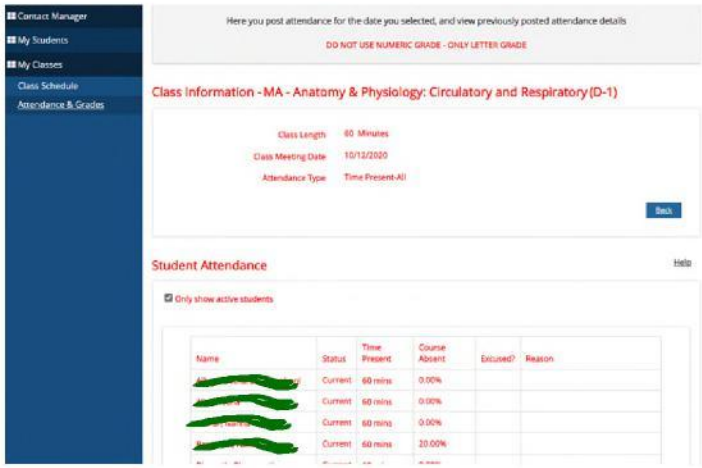
Each week place the attendance

Send to
gradebooks@allenschool.edu



Compliance

1. <u>Record accurate attendance</u> each day and place on your roster. Transfer to online portal daily. My.allenschool.edu



Tip for Attendance

Day 1: have students enter their name as LAST, FIRST

This will alphabetize the list in both the participant and chatbox areas

Have students put here in the chatbox and roll call verbally

Compliance

2. Maintain student confidentiality. Do no discuss anything about grades in front of the class or another student. Best to have those discussions after class or by email

Don't go into email during class

There may be a confidential email or document open

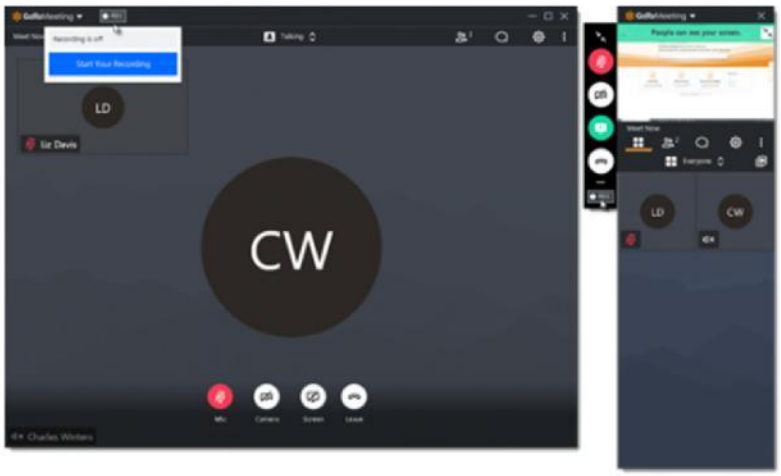
Record yo

Store in th drive

The video the hub ju download and drag i google fol

web account.

- If you're recording locally, the Recording Manager will automatically prompt you to convert the recording.



Make Class Interactive - Compliance

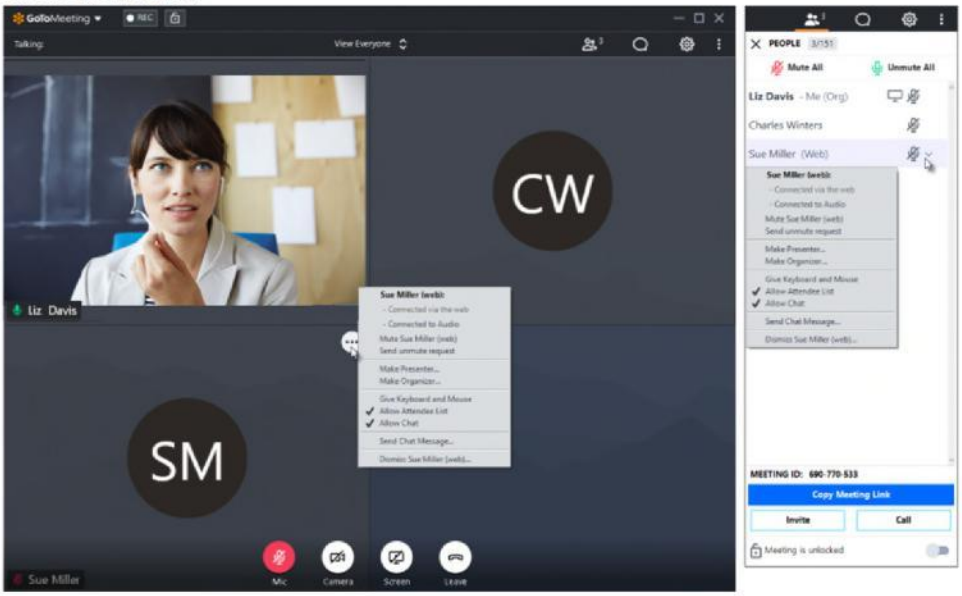
The class needs to be engaging.

Ideas: ask questions in the chatbox- recognize the people who answer by calling their name

Ask questions verbally – to specific people

Dis
par

1. In the People pane, right-click the desired attendee's name.
2. Click **Dismiss [attendee name]**.
3. Click **Yes** when prompted.



When are you on Campus

MOD1: 1st and 3rd Monday
MOD2: 2nd and 4th Monday
MOD0: Every Tuesday
Mod4: every Wednesday

What we need for NYSED

Your school transcript
The work experience form
Friday (tomorrow) – we have to post those document (otherwise your license would not be approved)
Work experience: taking of ECGs, phlebotomy, writing medication prescriptions/orders, charting, appointment scheduling, consultation scheduling, patient education,

Contact info

- Libby Hunt: libby.hunt@online.allenschool.edu
- Tim Cheslik: tim.Cheslik@allenschool.edu
- 347-418-7686

Basic Training

Online Teaching Platform

1. The course

a. **Syllabus:** already prepared, will be emailed to you. It tells you what will be discussed during the week, the assignments, and quiz

b. **Slide decks:** a link with the slide decks will be emailed to you. There is one deck per week. Use this deck as a guide to cover all the material. The material in the deck has been standardized and MUST be covered. You can add stories or real world scenarios to bring the material to life.

c. **Quiz and answer keys:** a link will be emailed to you. The exams are done already.

   i. On Fridays, you can display the exam and the students can write the answers in an email and they send it to you.

   ii. If you are familiar with Google Forms – you can use that tools as well to create an online version of the test.

2. Days on campus:

a. MODULE 1: English - the first and 3rd week of the module you would be on campus

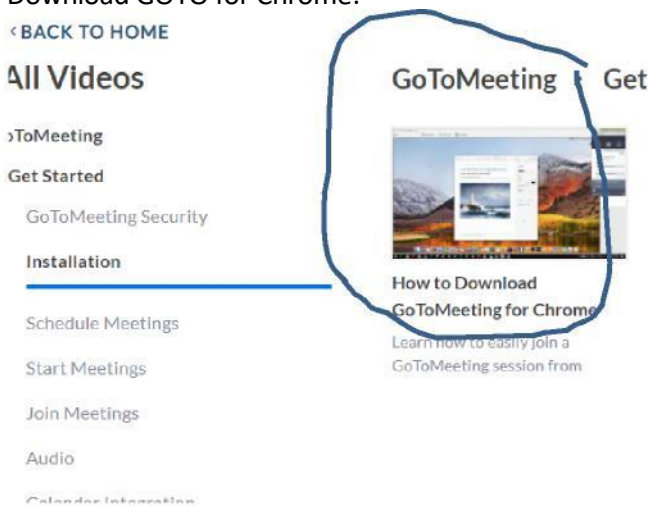
3. GOTOMeeting

a. This is the platform used to deliver the daily lectures. The lectures are LIVE and occur at the same time each day, M-F.. EACH AND EVERY DAY the meeting needs to be recorded. After it is placed in a google drive (This is a compliance issue and must be completed)

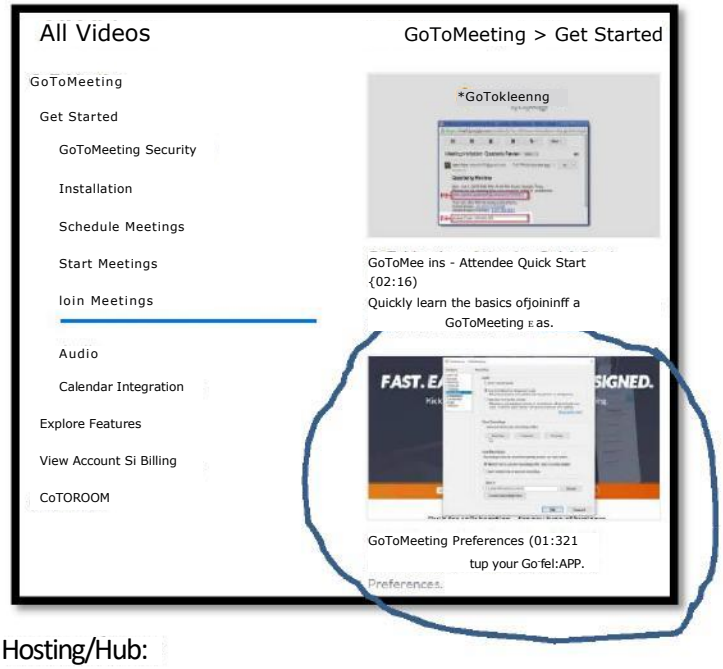
b. TRAINING VIDEOS: please view these videos before next Tuesdays training session.

   i. https://support.goto.com/meeting/videos

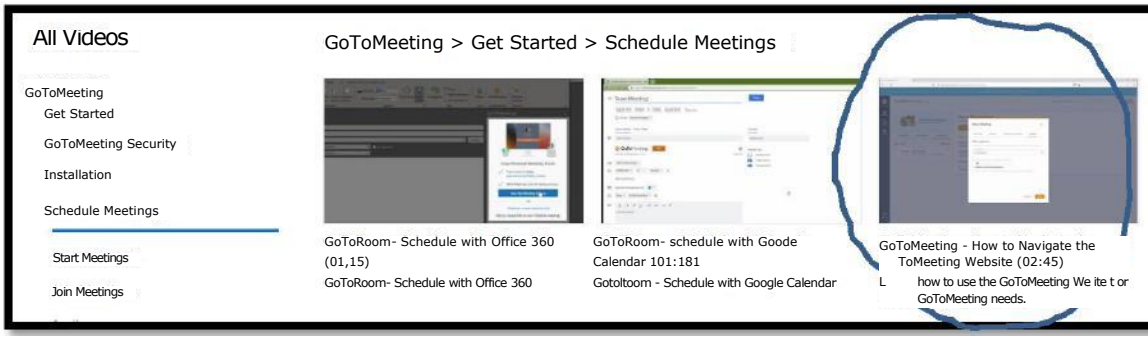
   ii. Download GOTO for Chrome:



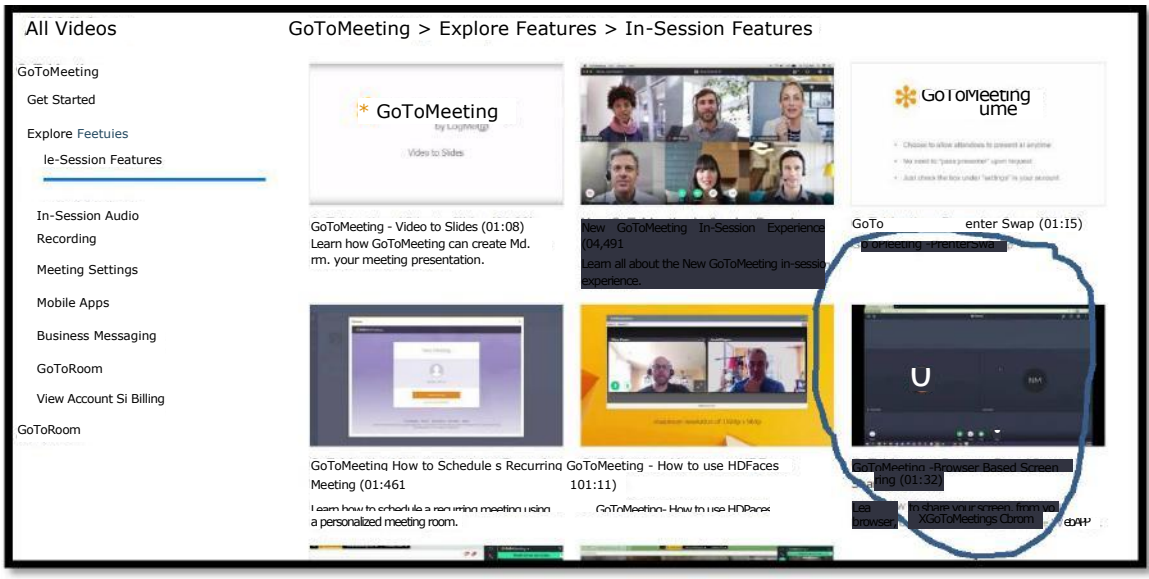
iii. Joining meetings: Preferences



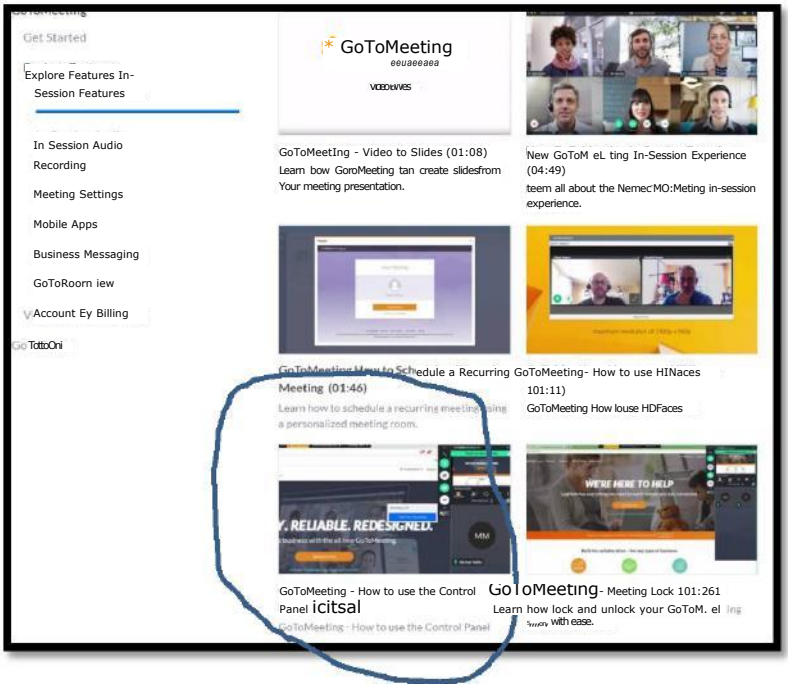
. Hosting/Hub:



iv. Screen sharing



vi. Control panel



vii. Goto meeting HUB and Recording lecture:

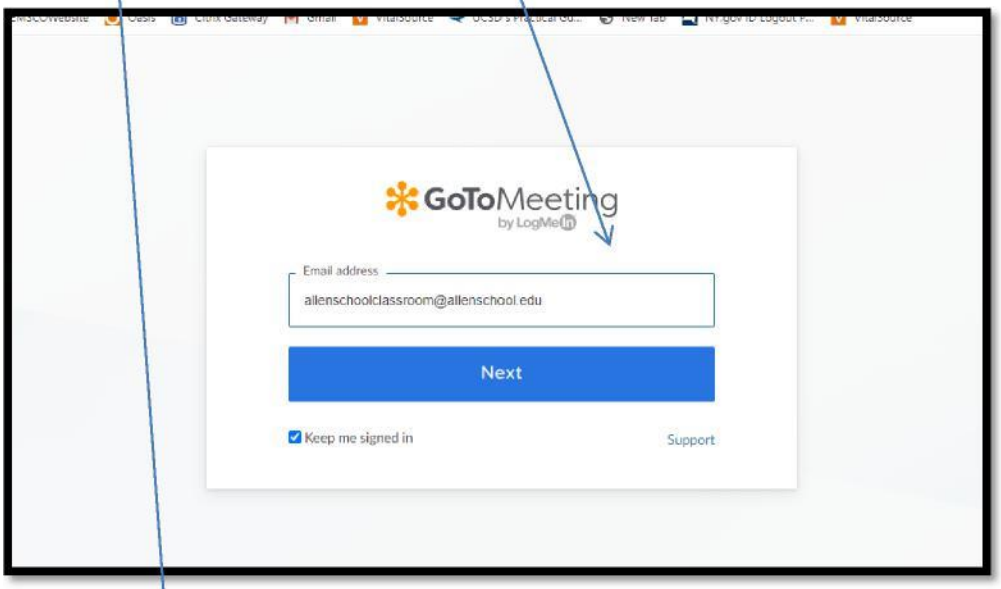
Access your classroom—the classrooms meetings have already been set up for you

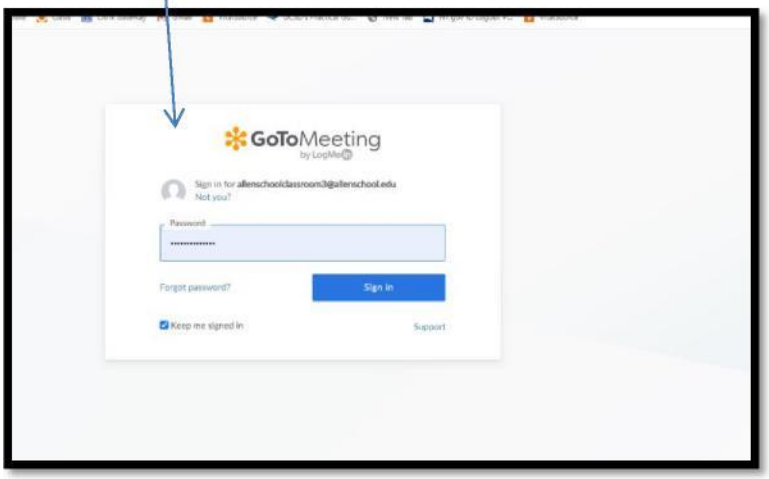
www.gotomeeting.com [SIGN IN}

For English class:

Allenschoolclassroom3@allenschool.edu (ID)

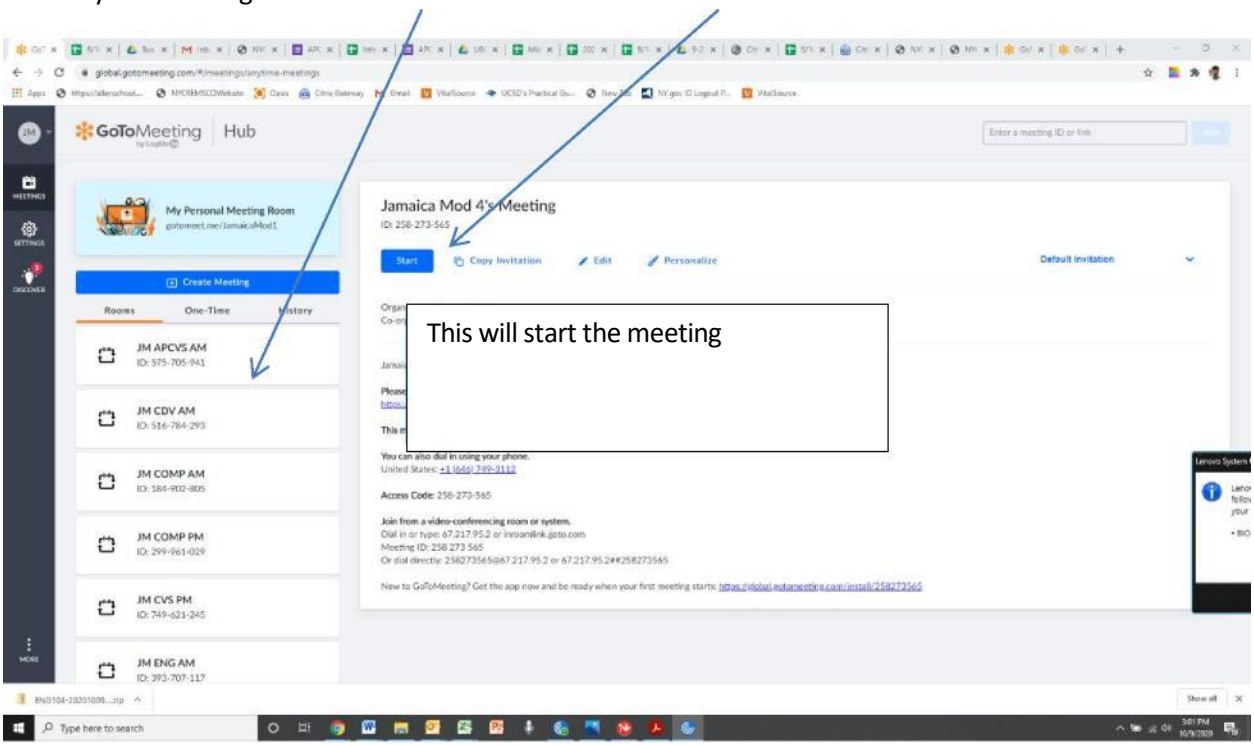
Coronavirsus3! (password)





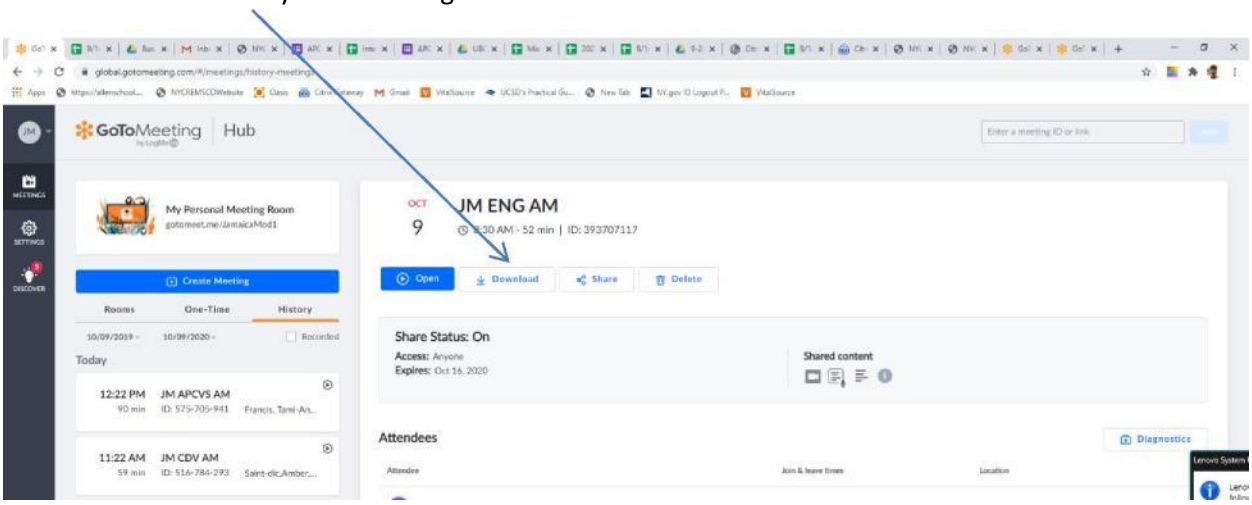
THE HUB

Choose your meeting from the classroom list and hit the START button



There is an AM and a PM meeting.

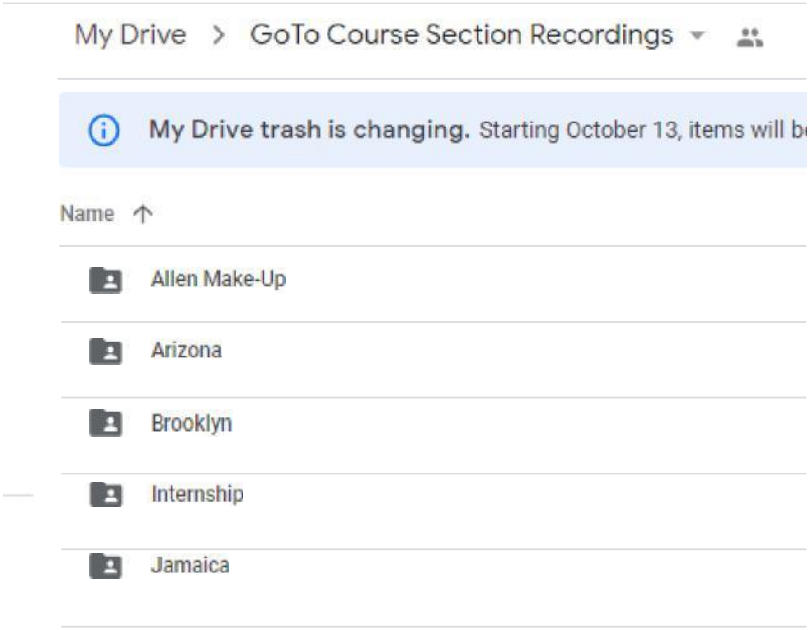
You can also download your recording from the third tab



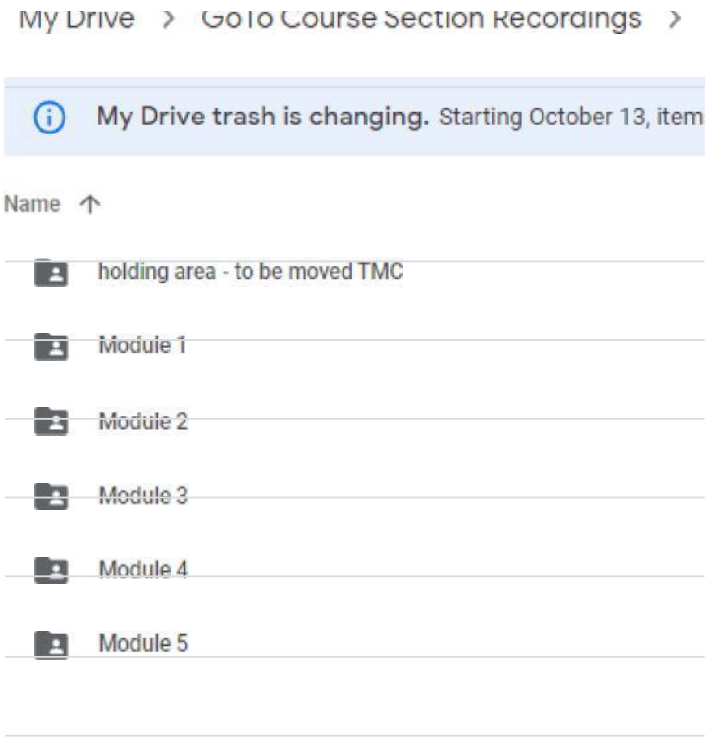
They will go into your downloads folder. Make sure the name of the file is in this format

JM ENG AM and put in date example JM ENG AM 10 5 20 or JM ENG PM 10 8 20

The videos have to be stored in the google drive (link sent to you in an email)



Click on Jamaica, then Module 1



There will be a folder for Oct 18 2020, and in that folder a folder for ENG with the weeks

Put your file in the correct week folder

My Drive > GoTo Course Section Recordings > Jamaica

0 My Drive trash is changing. Starting October 13, items will be autc

Name T

El 3/16/20

13 4/27/20

13 6/01/20

m 7/6/20

M 8/10/20

m 9/14/20

9/14 used as example

My Drive > ••• > Module 1 > 9/14/20 -

0My Drive trash is changing. Starting October 1

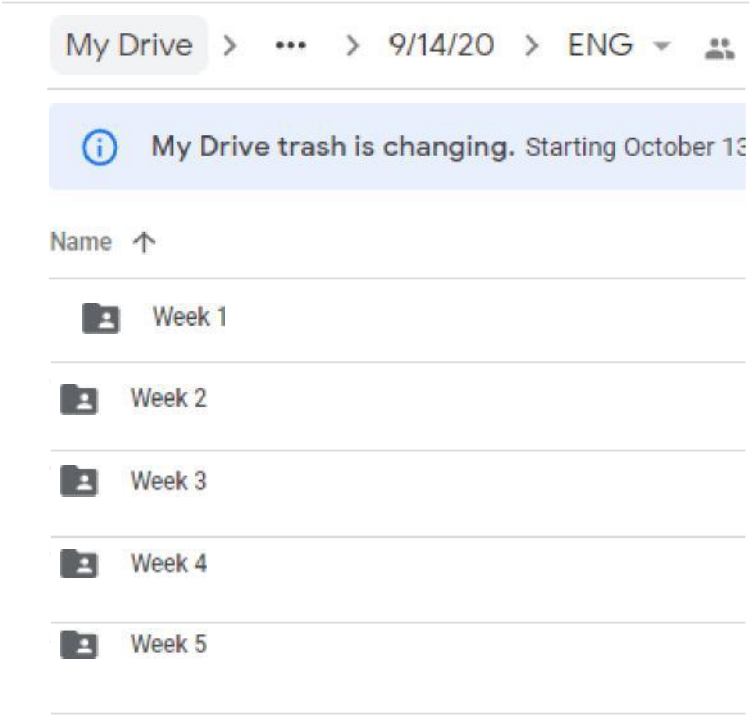
Name t

El CDV

13 COMP

El CVS

m ENG



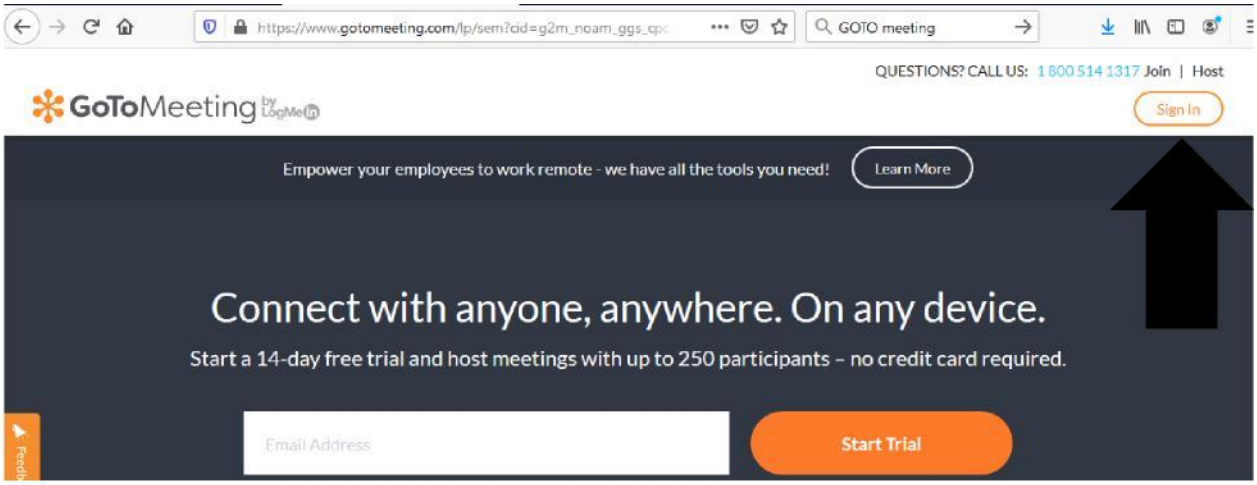
You can drag and drop the video

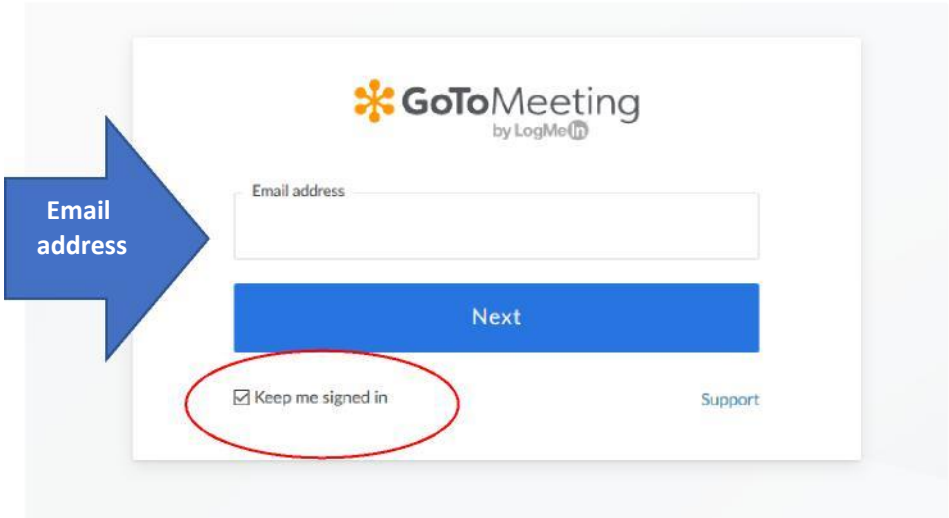
Teaching:

Mod one students are just starting the program and need a gentle but firm hand. You need to set the rules for the classroom but be flexible with the pace of learning. You should repeat rules and expectations several times during the first few weeks. It is suggested you use a slide or word document with a greeting message—when the student's first log on. This is a good place to list what you need to accomplish today and reminders about HW due or quiz dates.

Accessing your meeting

Log in



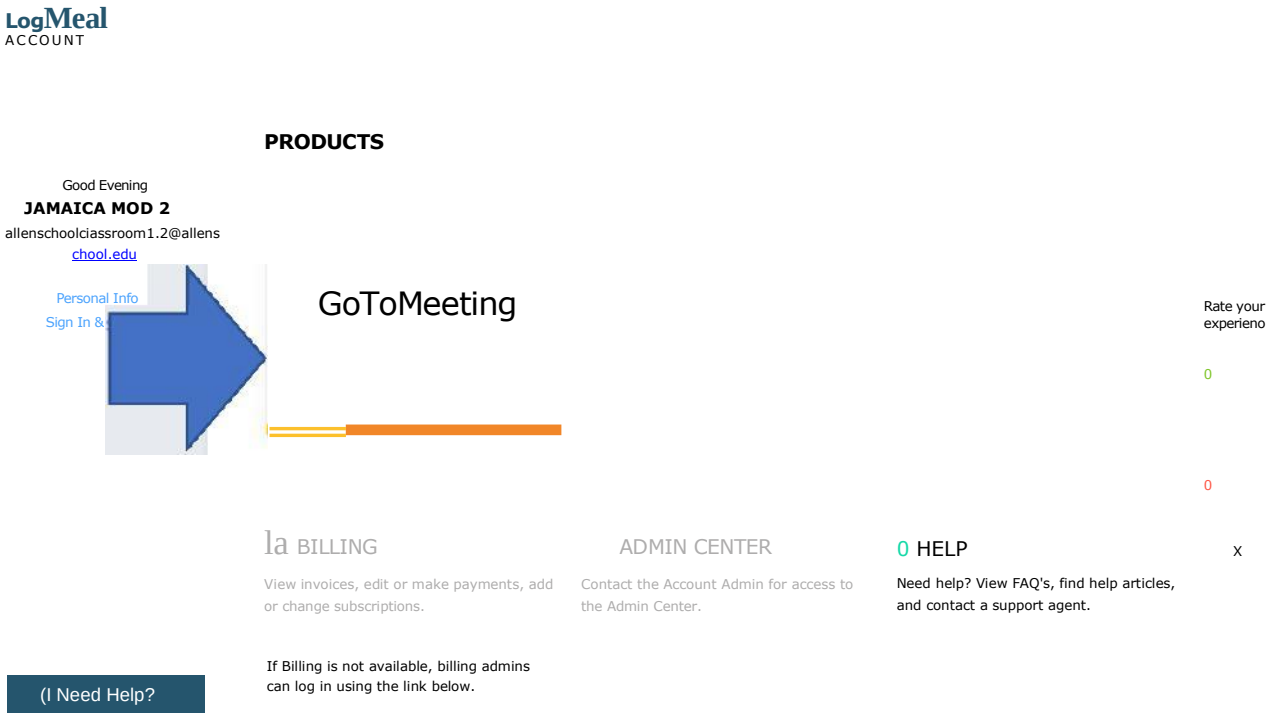


Enter the email (not your email), click next, and enter the password

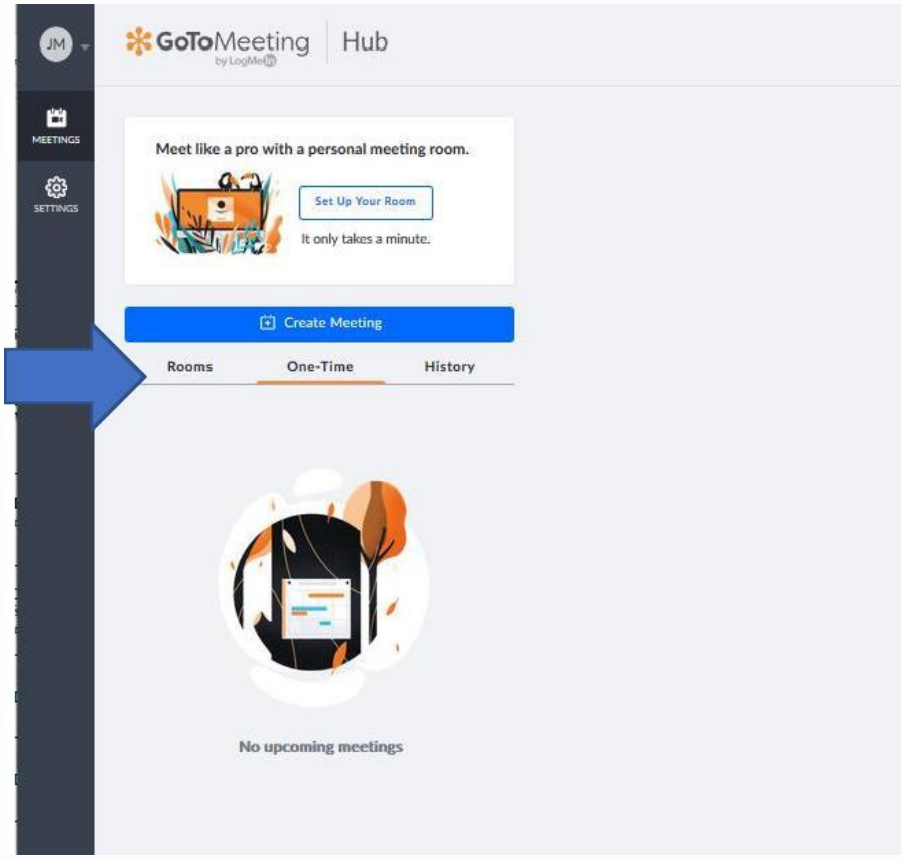
(email and passwords are found the course listing chart)

Click the box to keep you signed in

Click on GoToMeeting/My Meetings



Click on Rooms



Select the meeting you are to host.

For example, you are teaching MSW during the morning program. The link is JM MSW AM.

If you were the evening instructor you would use JM MSW PM.

You will use the same link every time.

*GoToMeeting Hub

Meet like a pro with a personal meeting room.

Set Up Your Room

It only takes a minute.

0 Create Meeting

Rooms **One•Time** **History**

Meet Now
Start an instant meeting in seconds

- JM COPFA AM
  1_1 ID:485.274-925

- JM COPFA PM
  ID: 564.797-773

&it JM MSW AM
ID: 623489-141

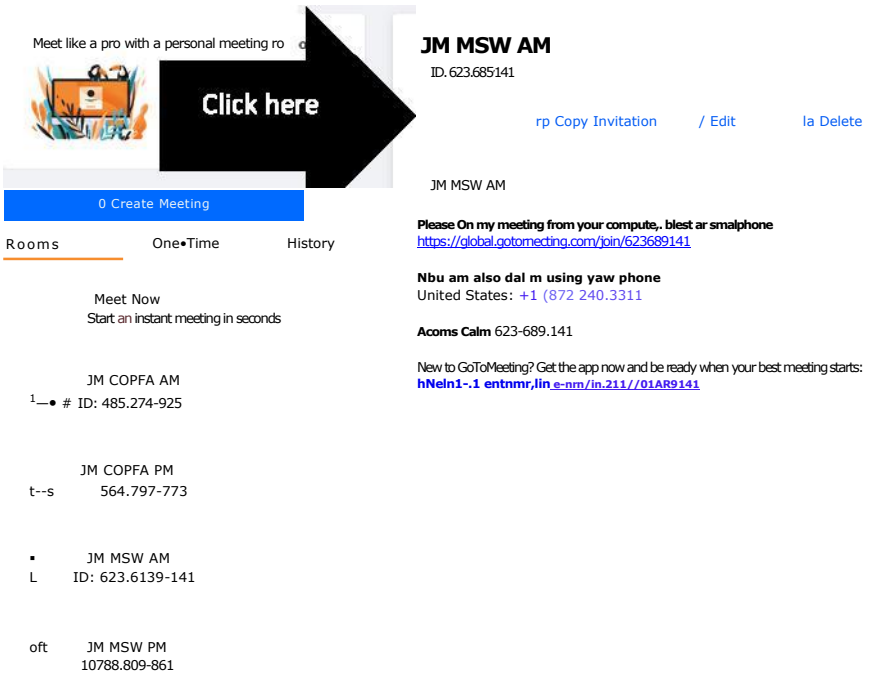
If I clicked here, see next page

JM MSW PM
ID: 788130 9-861

- JM POP AM a
  210.670-533

0.4 1 JM POP PM
ID: 629-805-325

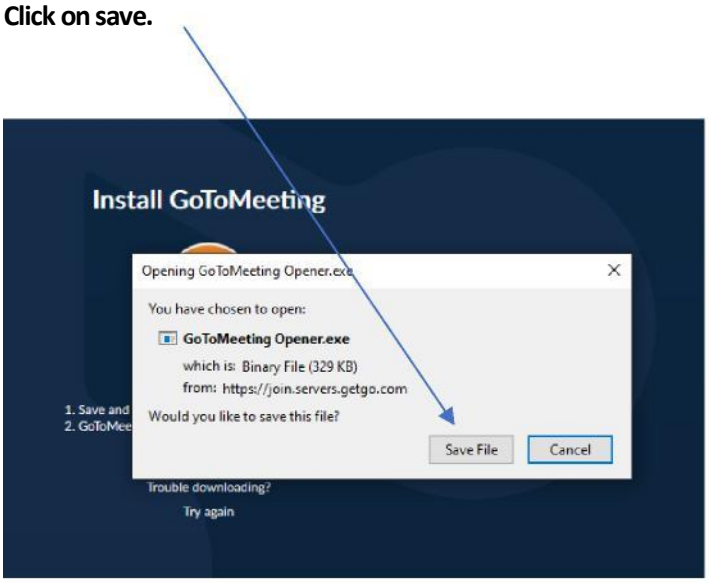
1. Enter meeting



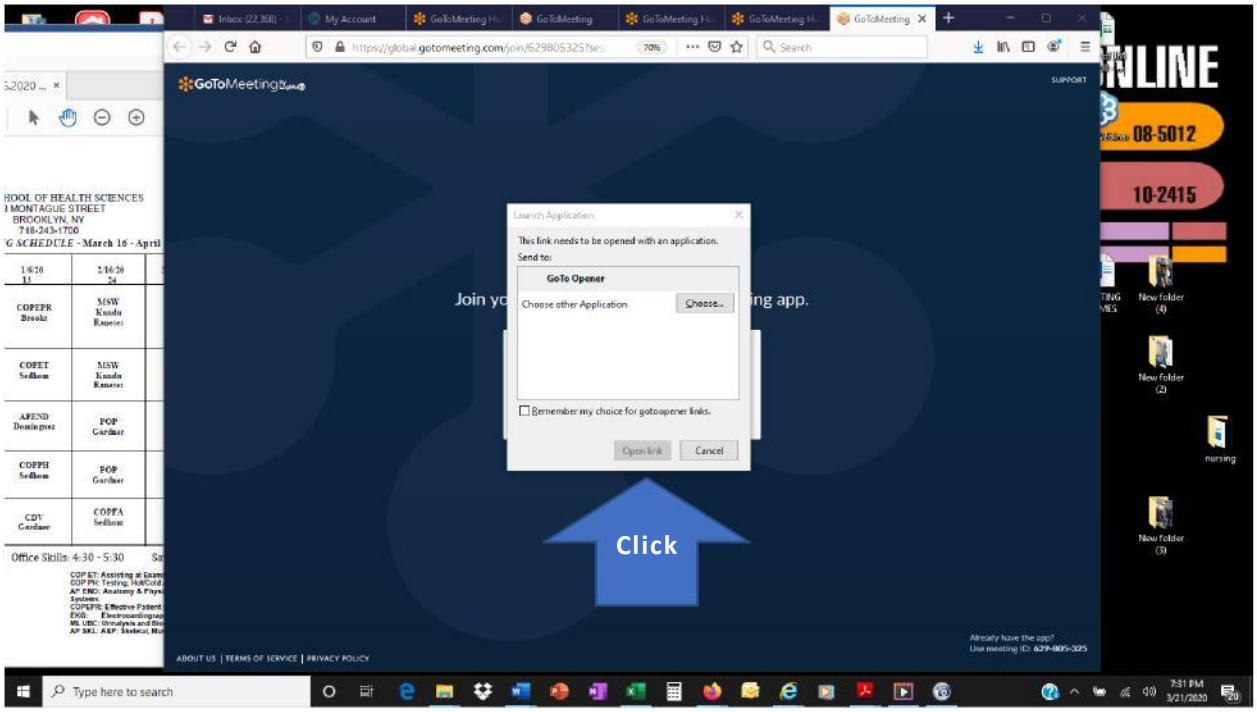
You click on start.

May prompt you to install.

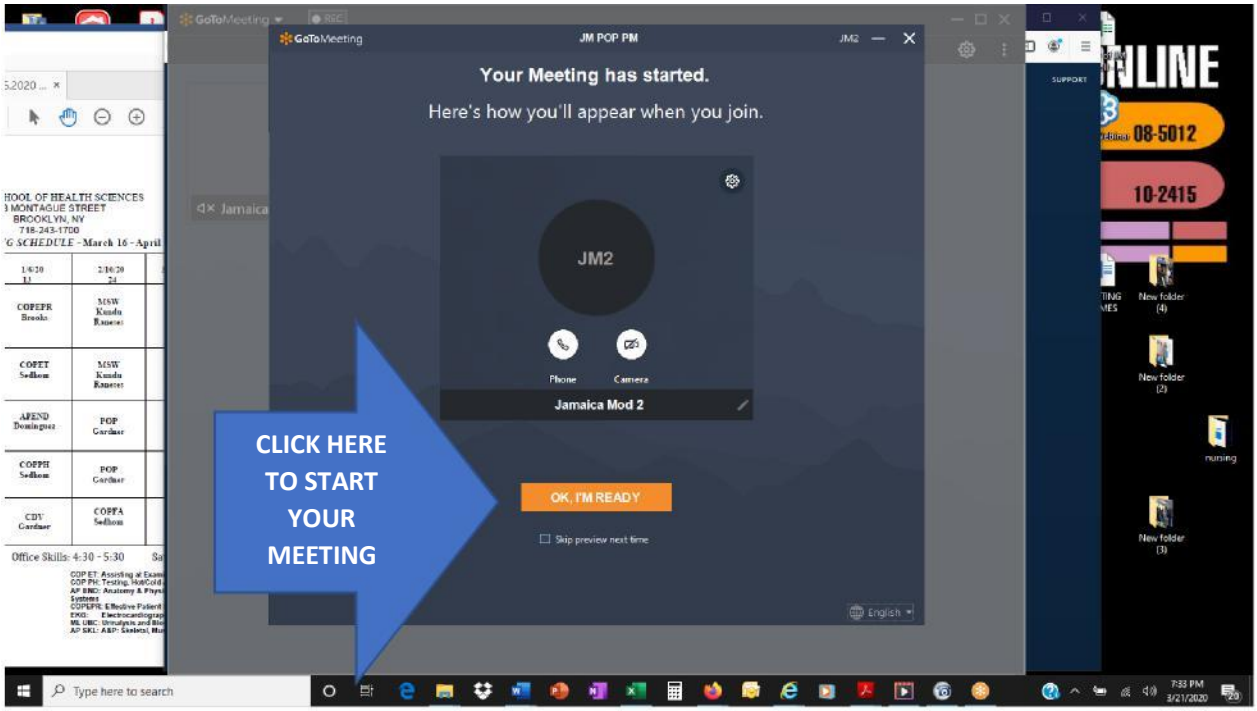
Click on save.

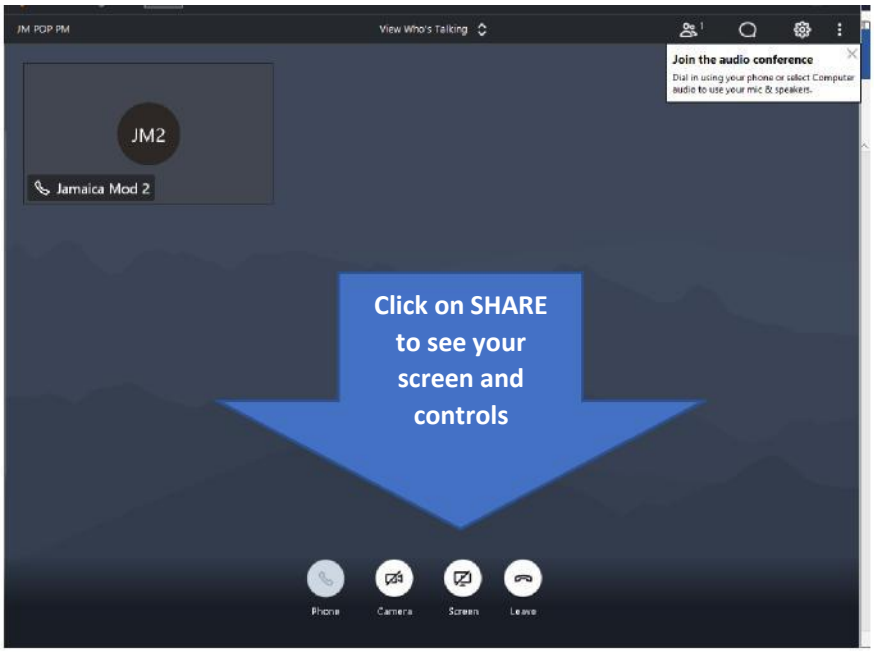


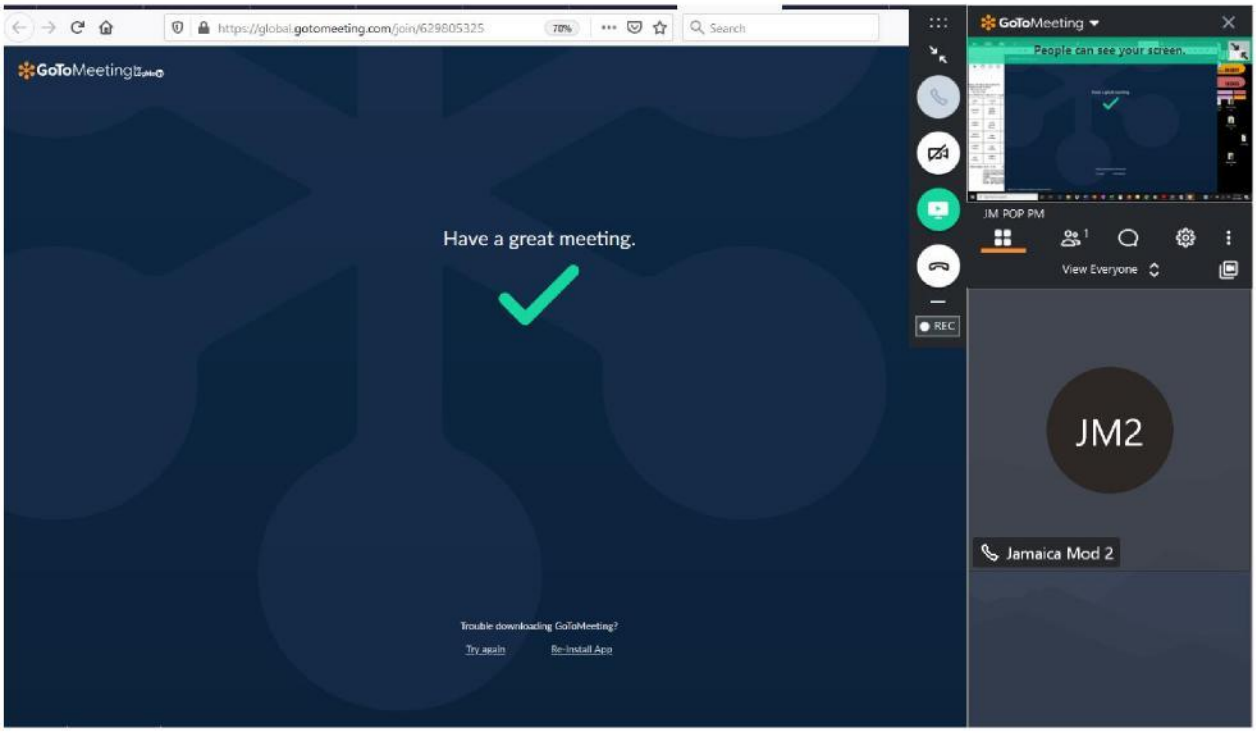
You may need to go back to the GoToMeeting



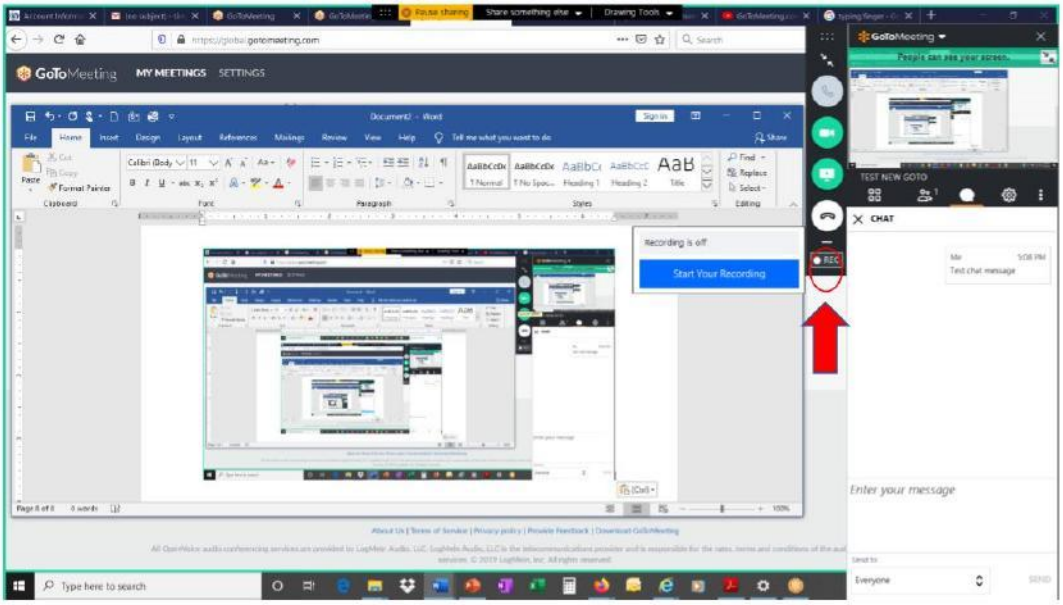
Click on open link and the meeting screen will start




JM POP PM
View Who's Talking
Join the audio conference
Dial in using your phone or select Computer audio to use your mic & speakers.
JM2
Jamaica Mod 2
Click on SHARE to see your screen and controls
Phone
Camera
Screen
Leave

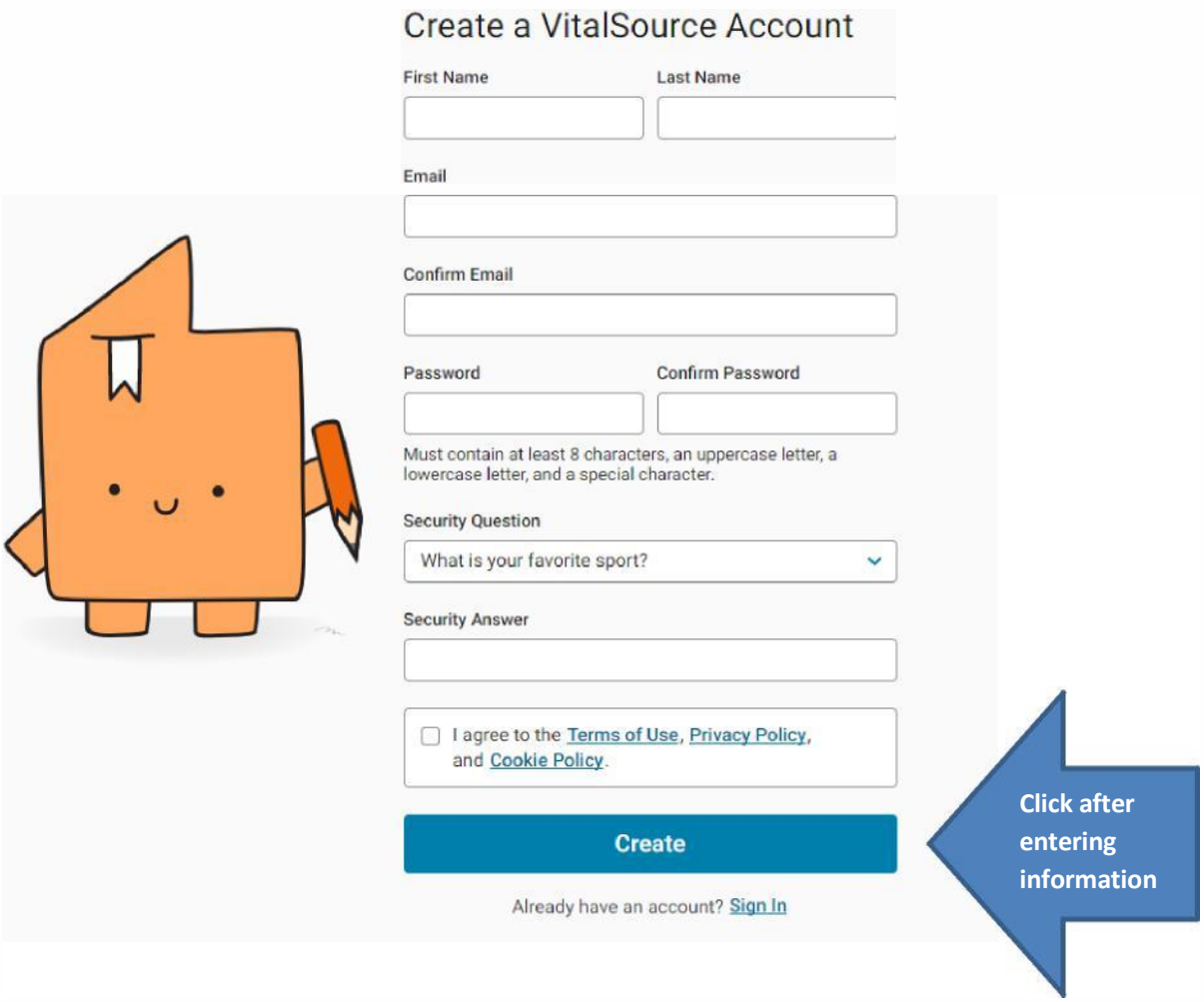

https://global.gotomeeting.com/join/629805325
Search
GoToMeeting
Have a great meeting.
Trouble downloading GoToMeeting?
Try again
Re-install App
GoToMeeting
People can see your screen.
JM POP PM
View Everyone
REC
JM2
Jamaica Mod 2

HIT RECORD!!

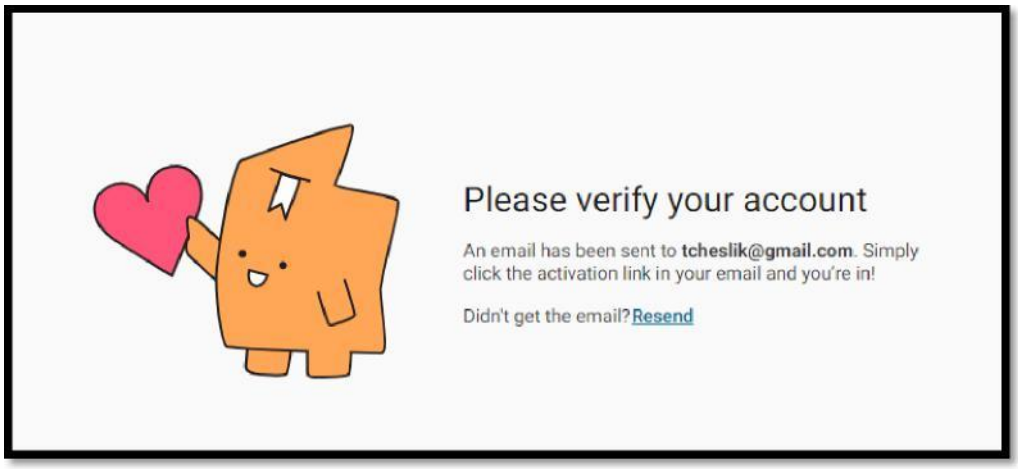

GoToMeeting
MY MEETINGS
SETTINGS
Recording is off
Start Your Recording
CHAT
Enter your message
Everyone

Manual to Access to Your E-book

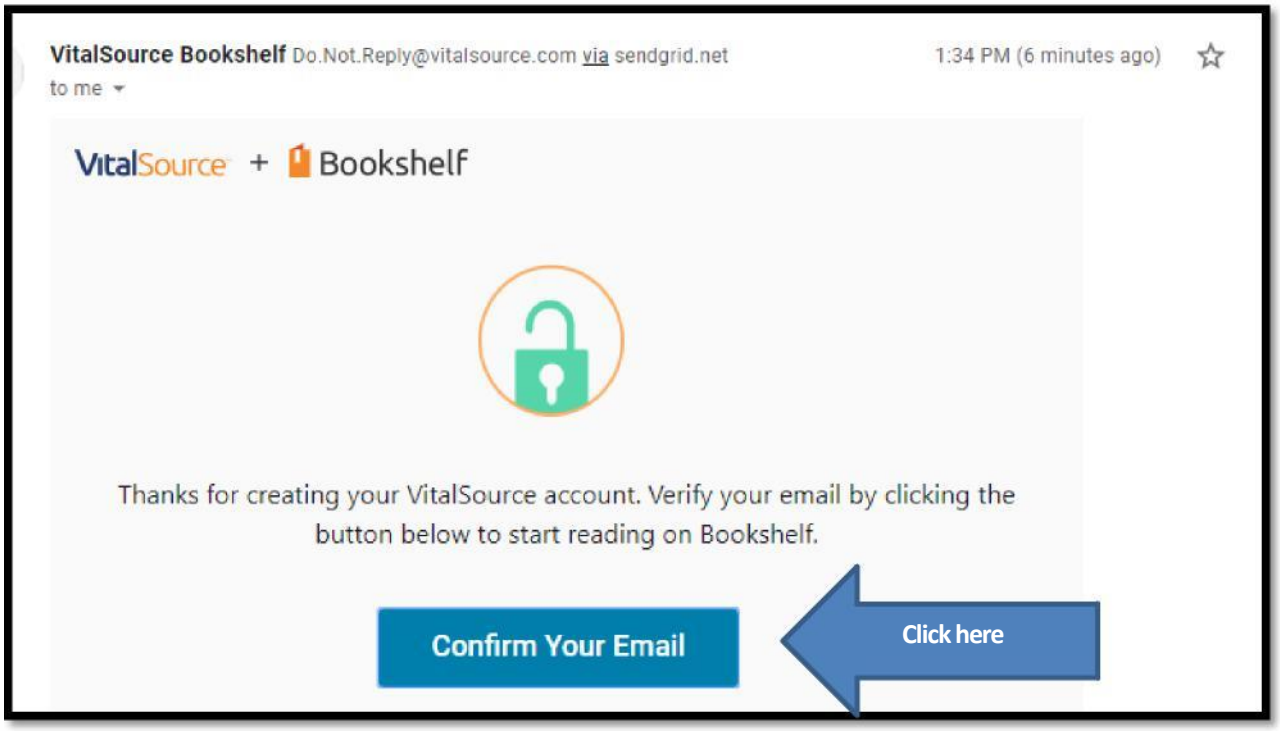
1. https://support.vitalsource.com/hc/en-us/articles/235666187-Using-VitalSource-Redemption-Codes-
2. Create a VitalSource Account



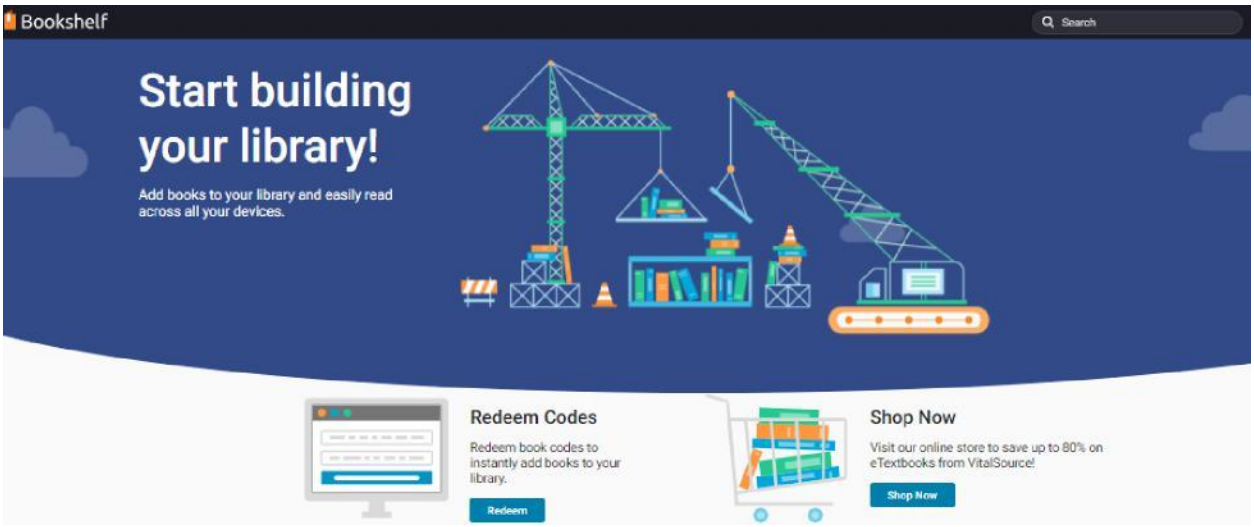
Manual to Access to Your E-book



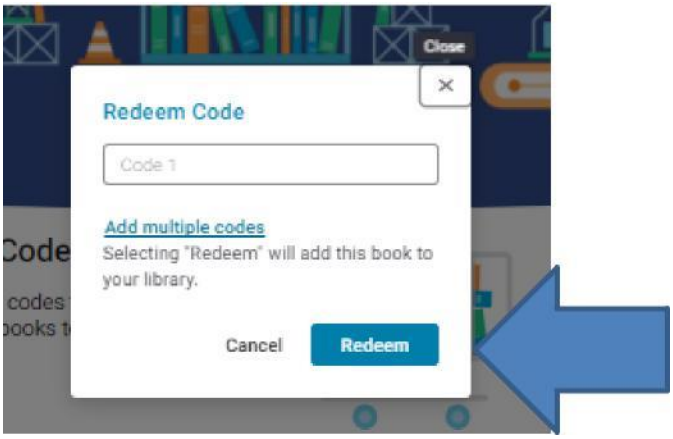
3. Verify your account. An email will be sent to you.



Manual to Access to Your E-book



4. The bookshelf screen will appear. Enter the Redeem Code and click on the Redeem button



A list of all programs that includes courses that are offered via distance education, regardless of the percentage (e.g. online)

ALLEN SCHOOL
est.1961
of Health Sciences

Coronavirus Enrollment Agreement Addendum for Students Starting 06.01.2021

Due to the financial hardships that the Coronavirus outbreak has caused, Allen School of Health Sciences is temporarily waiving the requirement that ***payment of registration fee*** is due ***prior to being considered for enrollment*** (admissions policy on page 8 of the 2020-2021 catalog). The registration fee will be due upon completion of the program.

In the interest of the safety and convenience of our students and staff, Allen School of Health Sciences will temporarily offer part of our program in an online synchronous format.

In compliance with state and federal requirements, this online portion is still subject to clock hours, meaning attendance will be taken each hour by logging into the virtual classroom

This is a temporary precautionary measure and Allen School will continue to monitor the Coronavirus situation to assess when classes will return to campus.

_____

Signature

_____

Name Printed

_____

Date

Please provide whatever materials that explain the faculty role in regards to interaction with students in distance education courses (e.g. faculty contract, handbook, job description, policy, training materials).

ALLEN SCHOOL
est.1961
of Health Sciences

Where Education Comes To Life

Full-Time Instructor – Campus-Based

The full-time instructor is an exempt position that teaches students within assigned courses and accurately tracks all attendance, submissions, and grades within those assigned courses. Full-time instructors are responsible for providing students with the knowledge and skills necessary to complete their course and program.

All Allen School instructors help to ensure compliance and promote a sense of educational excellence.

Requirements, Duties, and Responsibilities

Job Requirements

- An instructor will minimally possess a Medical Assistance Certificate or an Associate's degree in a healthcare field. A bachelors, masters, or doctoral degree is preferred.
- Current credentials in their area of expertise
- State Education Department teaching license (if applicable)
- A minimum of two years of experience directly related to the areas of instruction
- Teach a course load of typically 5-7 courses in the day and/or evening program, or a hybrid combination of day and evening and/or online.

As exempt employees, full-time faculty members may be requested to assist with one or more of the following:

- *Curriculum modifications*
- *Substitute teaching*
- *Campus Committees*
- *Tutoring*
- *Academic Advising*
- *Any additional duties associated with their position as deemed necessary by administration*

Teaching Duties and Competencies

- Organizes and instructs assigned courses to promote students' success.
- Demonstrates dedication to working with students in an objective and fair manner regardless of handicap, race, gender, national origin, age, or socio-economic background.
- Adapts teaching materials and methods of instruction to facilitate and expedite the skill development of each student relative to reaching his/her training objective.
- Responsible for evaluating student learning, objective achievement, and providing feedback.
- Selects appropriate materials and equipment for discipline or program use, and ensures proper care and safety in their use.
- Works with other faculty to evaluate and revise existing courses and to develop new courses.
- Adheres to and assists in the implementation of Allen School policies, objectives, and functions in accordance with the Allen School's Mission Statement.
- Attends Allen School academic and staff meetings and all official functions, participates in at

least one committee, and performs any duties as may be required by the administration commensurate with an instructor position.

- Maintains professional level of competence in skill areas and instructional techniques, participates in community agencies and groups as appropriate, and keeps current in the discipline taught.
- Maintains professional relationships with students, colleagues, and the community.
- Attends work regularly following a designated work schedule. As an exempt position, all full-time instructors must be able to work extended hours and additional days/evenings as required by position responsibilities.
- Demonstrates the ability to read, speak clearly, deliver presentations, and operate instructional equipment.
- Maintains current, accurate records of course enrollment, attendance, student academic progress, course curriculum, and student learning outcomes; prepares and submits data and reports related to course and student progress in a timely manner.
- Provides access to students through posted office hours, electronic communication, and other appropriate methods.
- Adheres to and promotes the Allen School **EDUCATE** core values:

  Education Quality & Integrity

  Dedication

  Understanding of Others

  Communication & Consistency

  Advisement & Achievement

  Teamwork & Technology

  Excellence

Date

I have received and reviewed a copy of the Instructor Job Description.

_____
Signature

_____
Print Name

ALLEN SCHOOL
est.1961
of Health Sciences

"Where Education Comes To Life"

Adjunct Instructor – Campus-Based

The adjunct instructor provides education through student-centered instruction. The adjunct instructor teaches students within assigned courses and accurately tracks all submissions and grades within those assigned courses. Adjunct instructors are responsible for providing students with the knowledge and skills necessary to complete their course and program.

All Allen School of Health Science instructors help to ensure compliance and promote a sense of excellence.

Requirements, Duties, and Responsibilities

Requirements

- An instructor will minimally possess a Medical Assistance Certificate or an Associate's degree in a healthcare field. A bachelors, masters, or doctoral degree is preferred.
- Current credentials in their area of expertise
- A New York State Education Department teaching license (NY Instructors)
- Recommended two years of experience directly related to the areas of instruction
- Teach an appropriate course load (typically 1-4 courses in the day or evening program).

Teaching Duties and Competencies

- Organizes and instructs assigned courses to promote students' success.
- Adapts teaching materials and methods of instruction to facilitate and expedite the skill development of each student relative to reaching his/her training objective.
- Responsible for evaluating student learning, objective achievement, and providing feedback.
- Selects appropriate materials and equipment for discipline or program use, and ensures proper care and safety in their use.
- Attends Allen School academic and staff meetings and performs any duties as may be required by the administration commensurate with an instructor position.
- Attends work regularly following a designated work schedule. Adjunct instructors must be available to work additional days/evenings as required by position responsibilities.
- Demonstrates the ability to read, speak clearly, deliver presentations, and operate instructional equipment.

- Maintains current, accurate records of course enrollment, attendance, student academic progress, course curriculum, and student learning outcomes; prepares and submits data and reports related to course and student progress in a timely manner.
- Provides access to students through posted office hours, electronic communication, and other appropriate methods.
- Demonstrates dedication to working with students in an objective and fair manner regardless of handicap, race, gender, national origin, age, or socio-economic background.
- Adheres to and promotes the Allen School EDUCATE core values:

  Education Quality & Integrity

  Dedication

  Understanding of Others

  Communication & Consistency

  Advisement & Achievement

  Teamwork & Technology

  Excellence

Date_____

I have received and reviewed a copy of the Instructor Job Description.

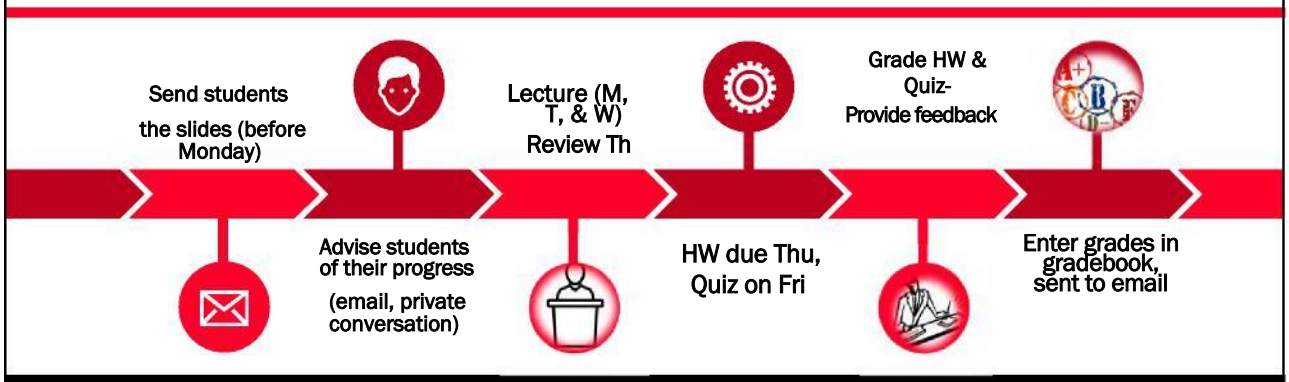
Signature _____

Print Name _____

Welcome

Introduction to GOTO meeting
Taking attendance
Gradebooks
The weekly “responsibilities”
We will start in just a few minutes

Weekly Tasks

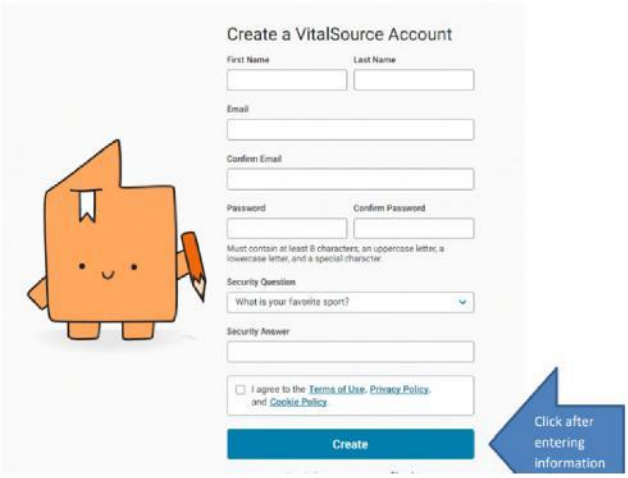


Week 1 – send syllabus as well

eBook

Manual to Access to Your E-book

1. https://support.vitalsource.com/hc/en-us/articles/235666187-Using-VitalSource-Redemption-Codes-
2. Create a VitalSource Account



3. Verify your account. An email will be sent to you.

Customize this Template

Log into HUB as Instructor

Username - allenschoolclassroom5@allenschool.edu
Password - coronavirus5!

Templat diti g i t ti

Log in as a Student -
https://global.gotomeeting.com/join/124568149
You can also dial in using your phone. United States: +1 (786) Access Code: 124-568-149

Start class 5 minutes early, not before

Its great to put up a slide with a quote
or agenda for the day

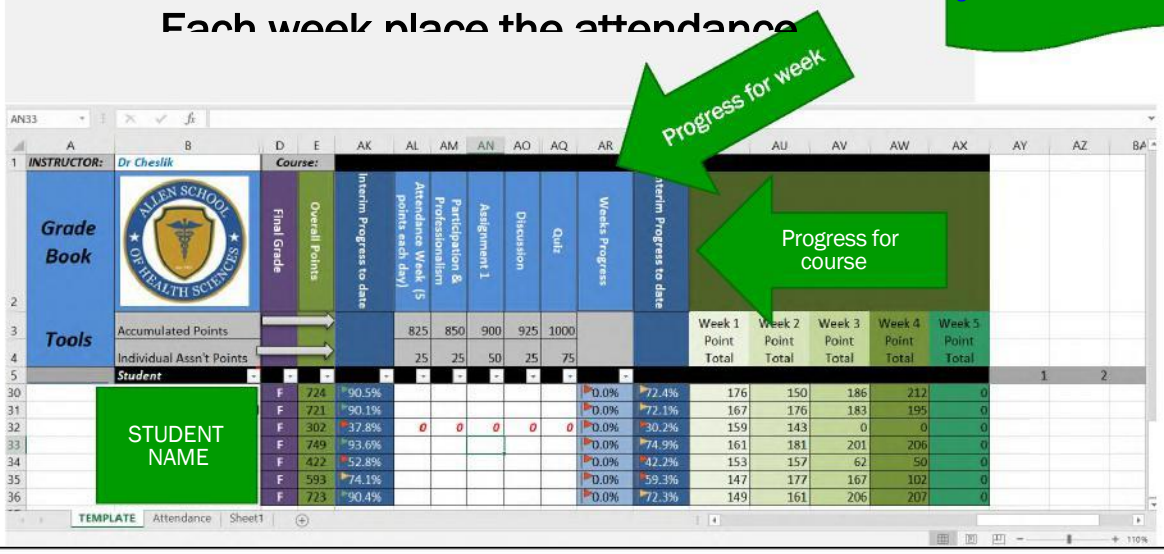
830-920
930-1020
1030-1120
1130-1220
1240-130

GradeBooks

Customize this Template

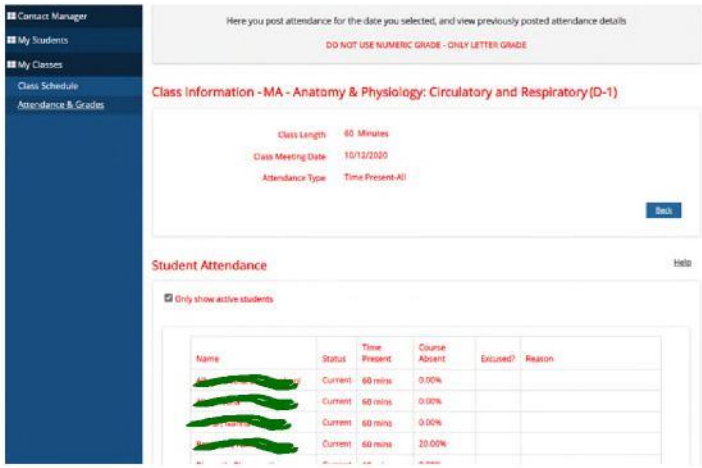
Each week place the attendance

Send to
gradebooks@allenschool.edu



Compliance

1. <u>Record accurate attendance</u> each day and place on your roster. Transfer to online portal daily. My.allenschool.edu



Tip for Attendance

Day 1: have students enter their name as LAST, FIRST

This will alphabetize the list in both the participant and chatbox areas

Have students put here in the chatbox and roll call verbally

Compliance

2. Maintain student confidentiality. Do no discuss anything about grades in front of the class or another student. Best to have those discussions after class or by email

Don't go into email during class

There may be a confidential email or document open

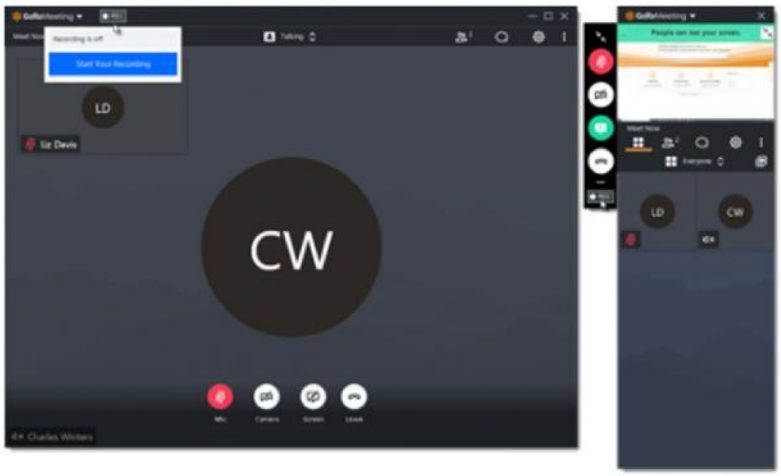
Record yo

Store in th drive

The video the hub ju download and drag i google fol

web account.

- If you're recording locally, the Recording Manager will automatically prompt you to convert the recording.



Make Class Interactive - Compliance

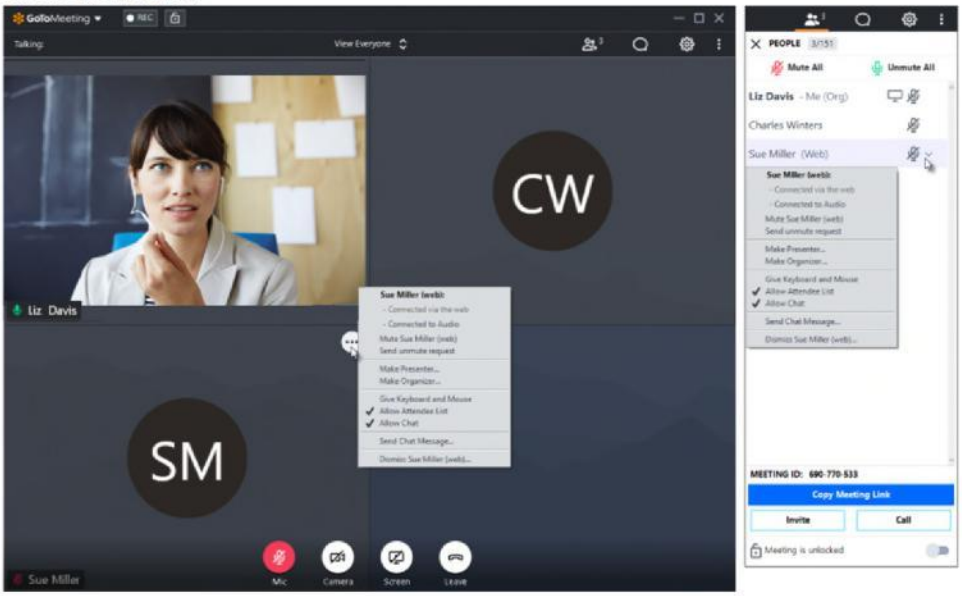
The class needs to be engaging.

Ideas: ask questions in the chatbox- recognize the people who answer by calling their name

Ask questions verbally – to specific people

Dis
par

1. In the People pane, right-click the desired attendee's name.
2. Click **Dismiss [attendee name]**.
3. Click **Yes** when prompted.



When are you on Campus

MOD1: 1st and 3rd Monday
MOD2: 2nd and 4th Monday
MOD1: Every Tuesday
Mod4: every Wednesday

What we need for NYSED

Your school transcript
The work experience form
Friday (tomorrow) – we have to post those document (otherwise your license would not be approved)
Work experience: taking of ECGs, phlebotomy, writing medication prescriptions/orders, charting, appointment scheduling, consultation scheduling, patient education,

Contact info

- Libby Hunt: libby.hunt@online.allenschool.edu
- Tim Cheslik: tim.Cheslik@allenschool.edu
- 347-418-7686

Basic Training

Online Teaching Platform

1. The course

a. **Syllabus:** already prepared, will be emailed to you. It tells you what will be discussed during the week, the assignments, and quiz

b. **Slide decks:** a link with the slide decks will be emailed to you. There is one deck per week. Use this deck as a guide to cover all the material. The material in the deck has been standardized and MUST be covered. You can add stories or real world scenarios to bring the material to life.

c. **Quiz and answer keys:** a link will be emailed to you. The exams are done already.

   i. On Fridays, you can display the exam and the students can write the answers in an email and they send it to you.

   ii. If you are familiar with Google Forms – you can use that tools as well to create an online version of the test.

2. Days on campus:

a. MODULE 1: English - the first and 3rd week of the module you would be on campus

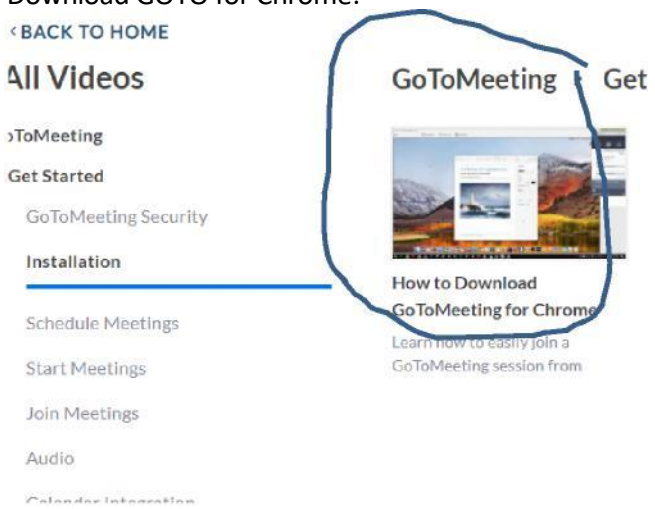
3. GOTOMeeting

a. This is the platform used to deliver the daily lectures. The lectures are LIVE and occur at the same time each day, M-F.. EACH AND EVERY DAY the meeting needs to be recorded. After it is placed in a google drive (This is a compliance issue and must be completed)

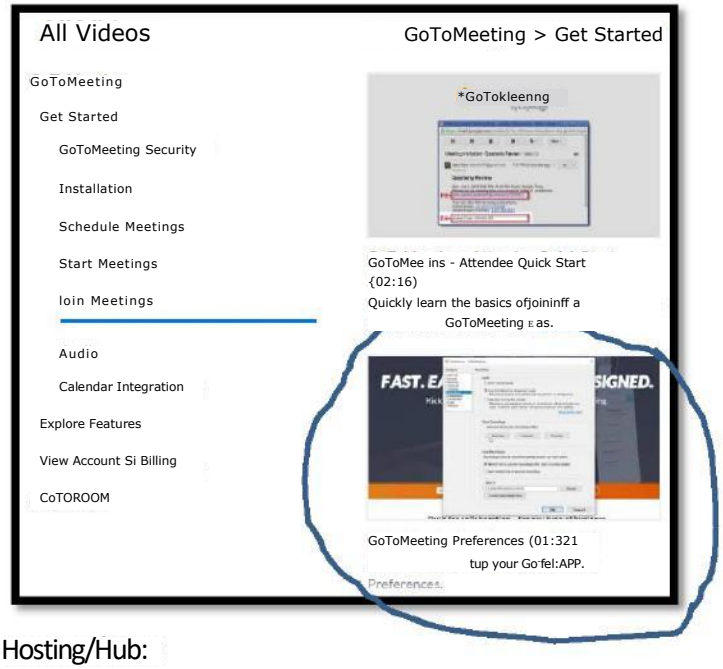
b. TRAINING VIDEOS: please view these videos before next Tuesdays training session.

   i. https://support.goto.com/meeting/videos

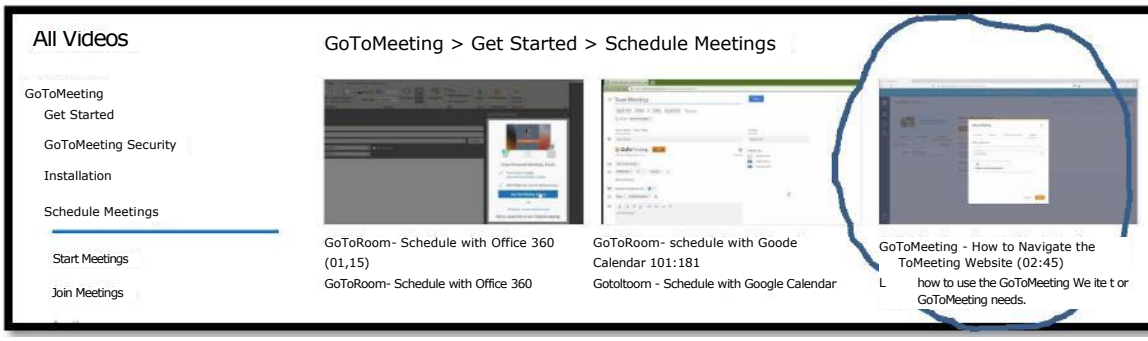
   ii. Download GOTO for Chrome:



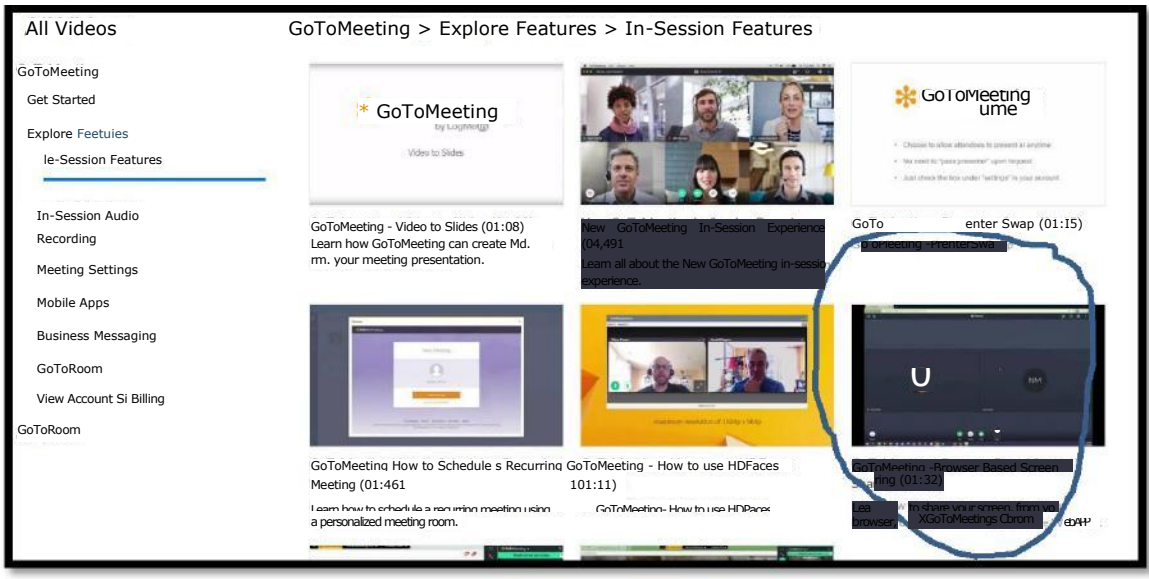
iii. Joining meetings: Preferences



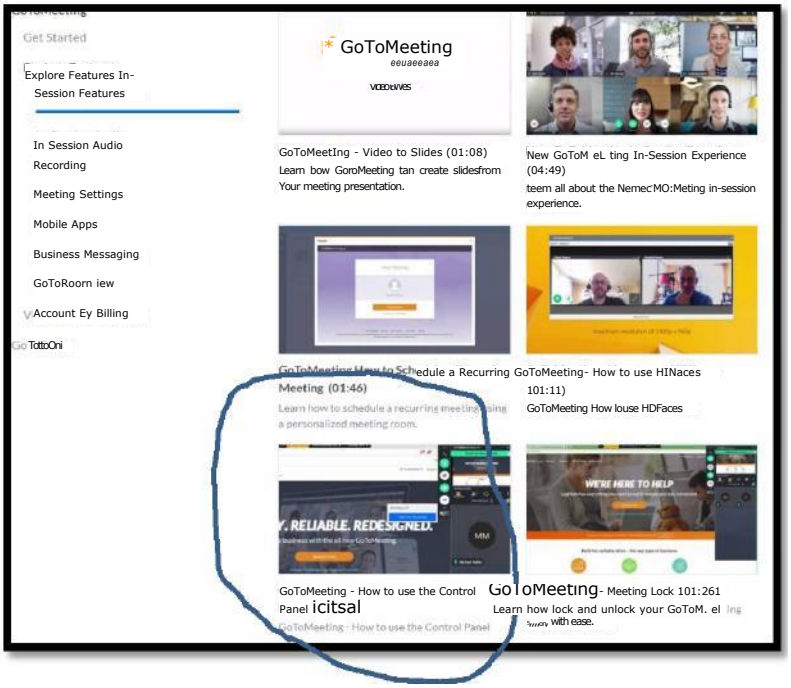
vi. Hosting/Hub:



iv. Screen sharing



vi. Control panel



vii. Goto meeting HUB and Recording lecture:

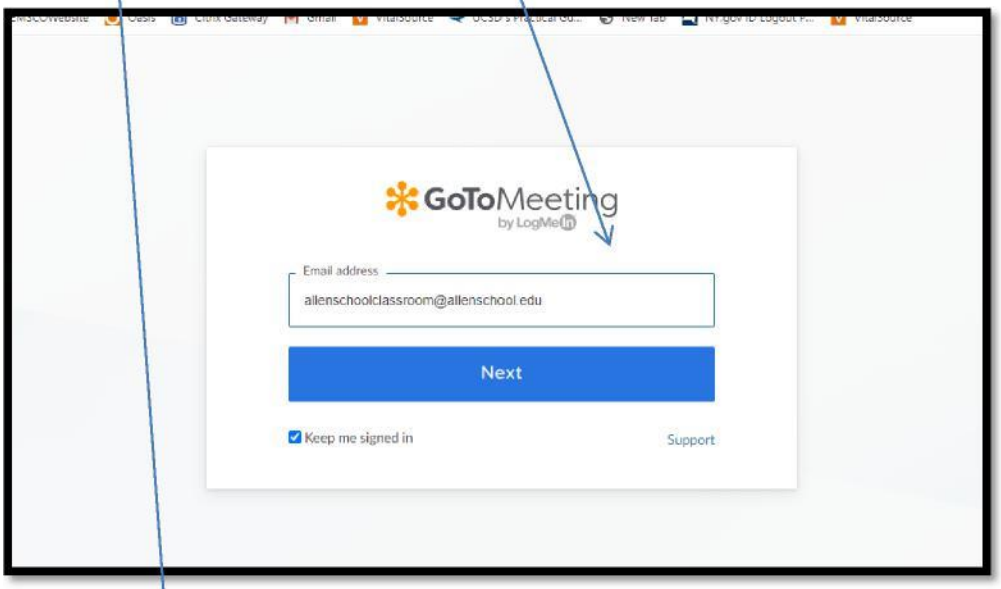
Access your classroom—the classrooms meetings have already been set up for you

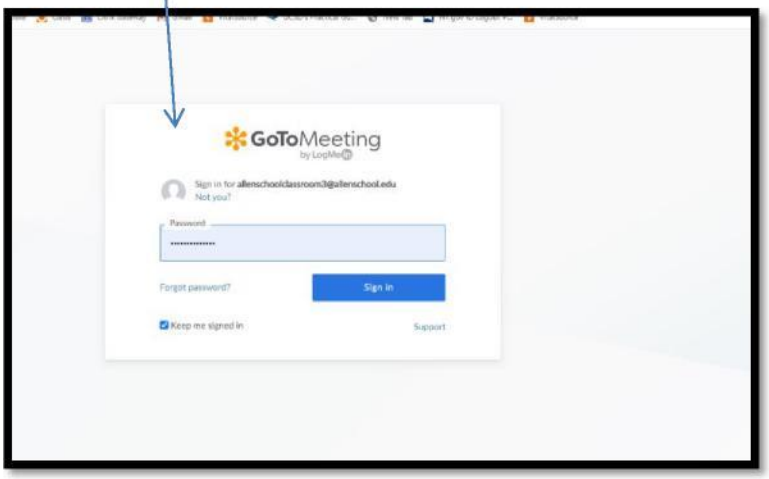
www.gotomeeting.com [SIGN IN}

For English class:

Allenschoolclassroom3@allenschool.edu (ID)

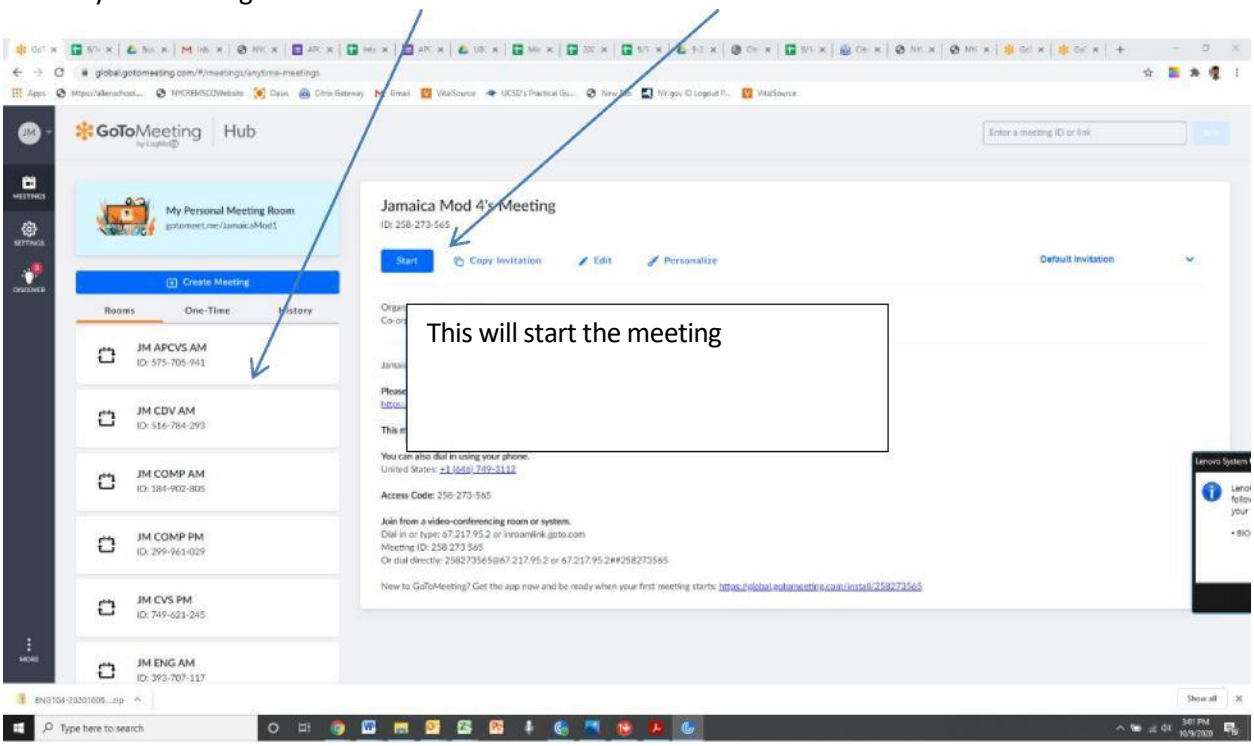
Coronavirsus3! (password)





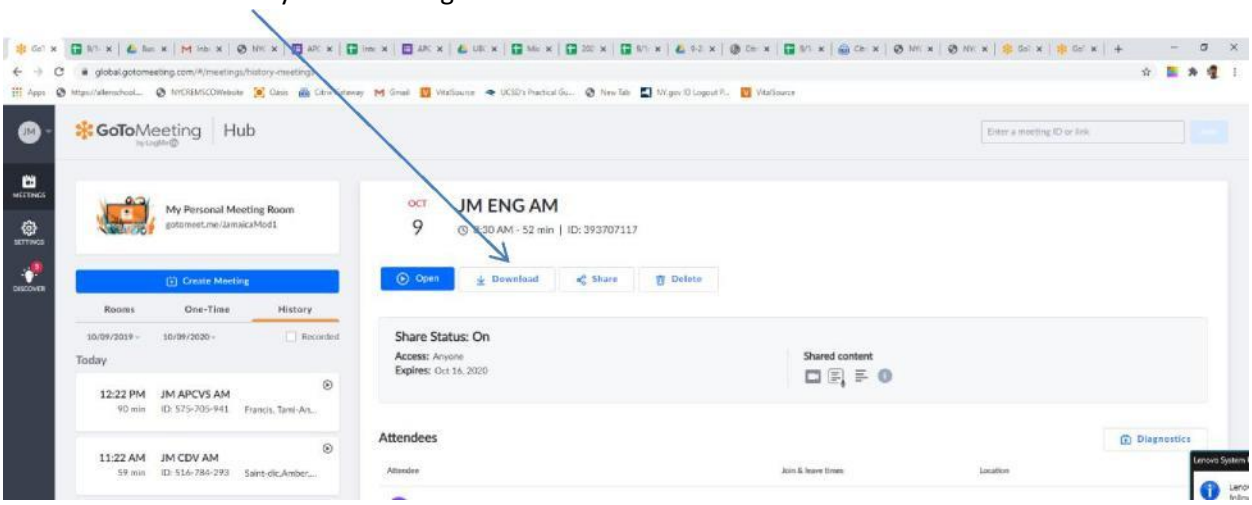
THE HUB

Choose your meeting from the classroom list and hit the START button



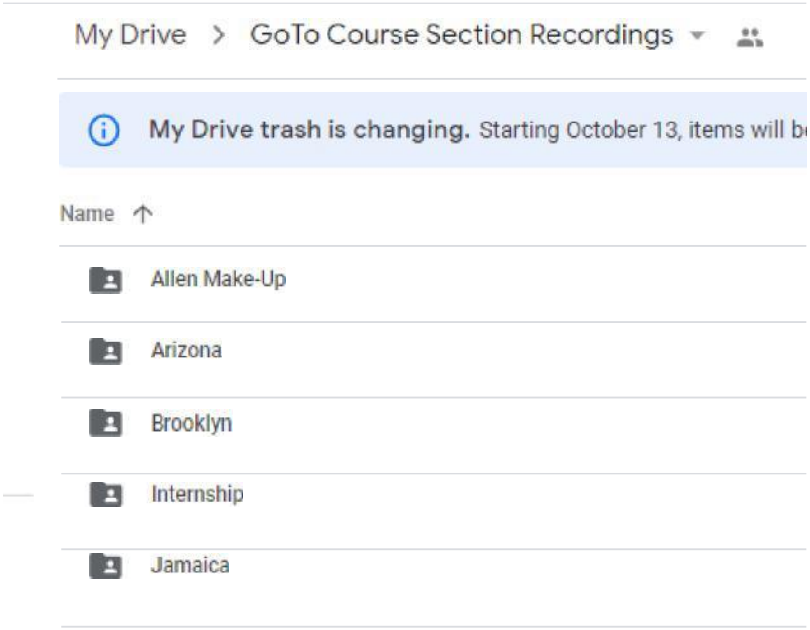
There is an AM and a PM meeting.

You can also download your recording from the third tab

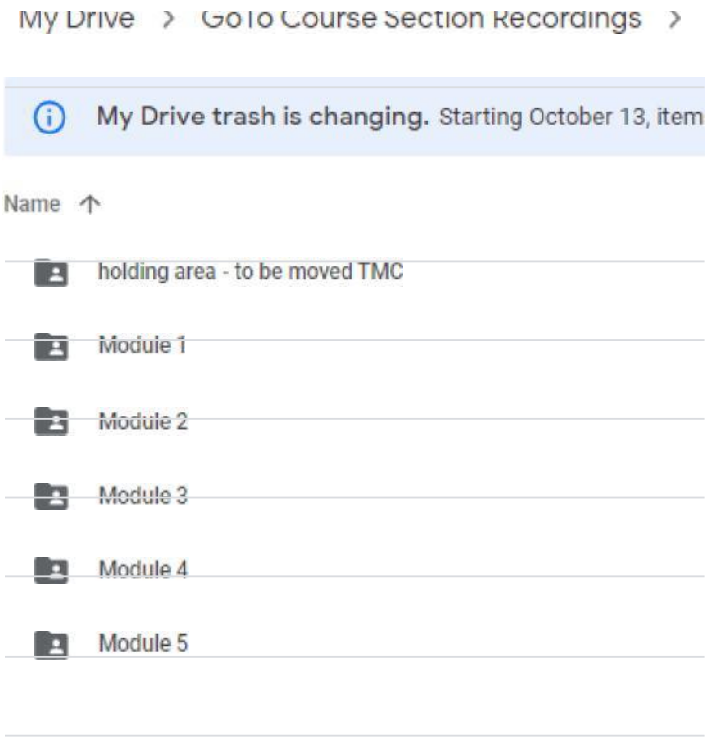


They will go into your downloads folder. Make sure the name of the file is in this format JM ENG AM and put in date example JM ENG AM 10 5 20 or JM ENG PM 10 8 20

The videos have to be stored in the google drive (link sent to you in an email)



Click on Jamaica, then Module 1



There will be a folder for Oct 18 2020, and in that folder a folder for ENG with the weeks

Put your file in the correct week folder

My Drive > GoTo Course Section Recordings > Jamaica

0 My Drive trash is changing. Starting October 13, items will be autc

Name T

El 3/16/20

13 4/27/20

13 6/01/20

m 7/6/20

M 8/10/20

m 9/14/20

9/14 used as example

My Drive > ••• > Module 1 > 9/14/20 -

0My Drive trash is changing. Starting October 1

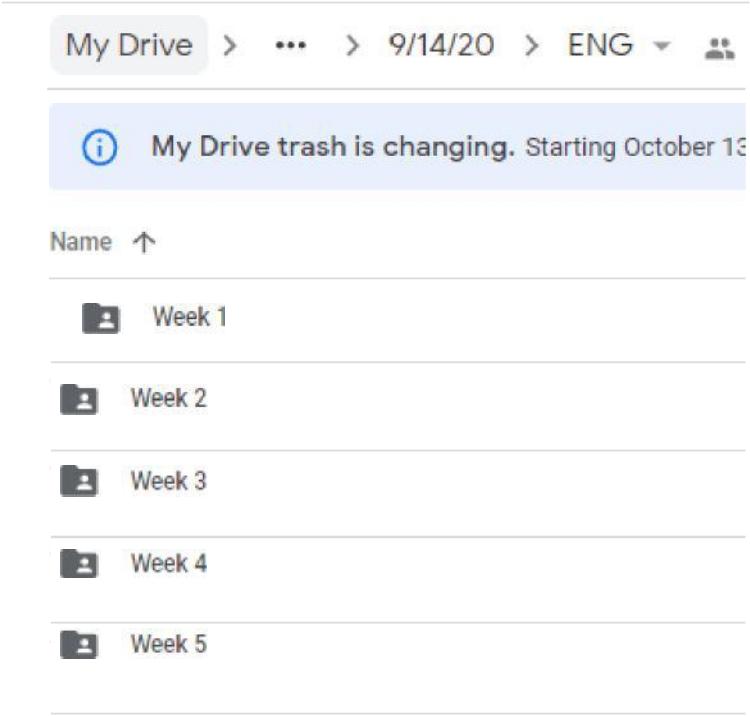
Name t

El CDV

13 COMP

El CVS

m ENG



You can drag and drop the video

Teaching:

Mod one students are just starting the program and need a gentle but firm hand. You need to set the rules for the classroom but be flexible with the pace of learning. You should repeat rules and expectations several times during the first few weeks. It is suggested you use a slide or word document with a greeting message—when the student's first log on. This is a good place to list what you need to accomplish today and reminders about HW due or quiz dates.

Any instructions or materials provided to students for participation in online courses (including Web links)

Allen School of Health Sciences
Online Teaching
Student Technology Manual

Your education is paramount to the Allen School of Health Sciences. Because the campus is temporarily closed as a precautionary measure due to the Coronavirus, we have arranged online classes to ensure there is no disruption to your education. This manual can assist you in setting up the conference center on your Apple or Android Phone

Contents

CELL PHONE INSTALLATION **3**

APPLE I-PHONE Installation **3**

ANDROID PHONE – Instillation ..... **Error! Bookmark not defined.**

First, let's start with a quick video as a preview!

https://www.youtube.com/watch?v=95dRdnMMgbQ

CELL PHONE INSTALLATION

APPLE I-PHONE Installation

An email is sent to each student with a schedule and the links to each instructor. Each instructor has a phone number for group chat and a link for online sharing (slides etc.).

Hello [student]

Your schedule for the March16th Module is as follows:

Your education is paramount to the Allen School of Health Sciences. Because the campus is temporarily closed as a precautionary measure due to the Coronavirus, we have arranged online classes to ensure there is no disruption to your education.

Time to call and dial in

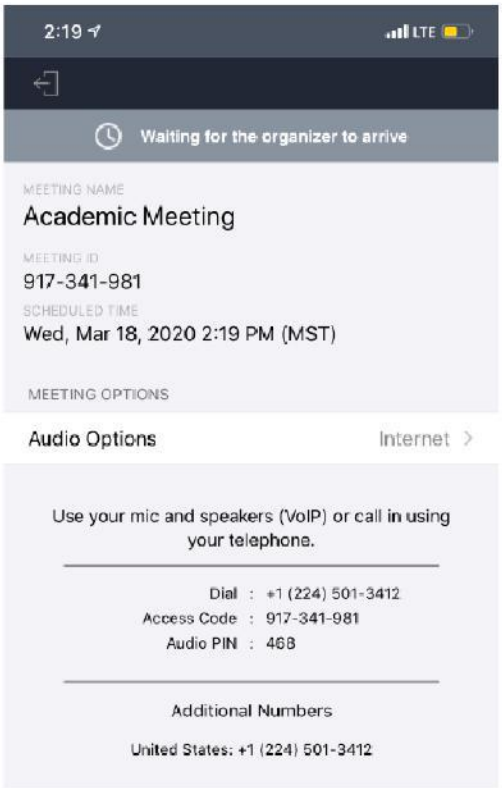
Module two

830am-930am Ms. Te-MSW

Link to online sharing

- Dial-in number (US): (224) 501-3412
- Access code: 917341981#
- Online meeting ID: allenschoolclassroom1
- Join the online meeting: https://global.gotomeeting.com/join/917341981

1. **Click on the link from the email**



2. **It will take you to the app store**

3. **Click on Get**

ANDROID PHONE - Installation

An email is sent to each student with a schedule and the links to each instructor. Each instructor has a phone number for group chat and a link for online sharing (slides etc.).

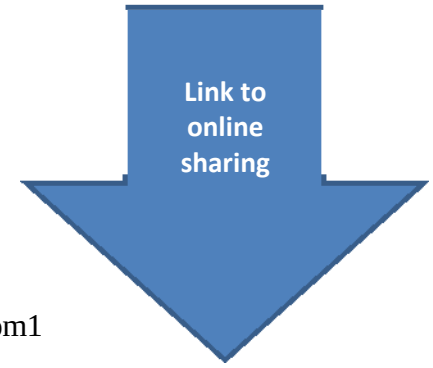
Hello [student]

Your schedule for the March16th Module is as follows:

Your education is paramount to the Allen School of Health Sciences. Because the campus is temporarily closed as a precautionary measure due to the Coronavirus, we have arranged online classes to ensure there is no disruption to your education.

Module two

830am-930am Ms. Te-MSW



- Dial-in number (US): (224) 501-3412
- Access code: 917341981#
- Online meeting ID: allenschoolclassroom1

Join the online meeting: https://global.gotomeeting.com/join/917341981

1. **Open the email**
2. **Dial into the teleconference (Dial-in-number)**
3. **Enter the access code**
4. **Click on the Join the online meeting link**
5. **It will take you to the conference call meeting screen.**

= Please join my meeting from your computer, tablet or smartphone.

https://global.gotomeeting.com/join/917341981

You can also dial in using your phone.

United States: +1 (224) 501-3412

Access Code: 917-341-981

4. **Click on the meeting link in the email**
5. **You will need to download the GoToMeeting app**

ich.getgo.com 8

GoToMeeting

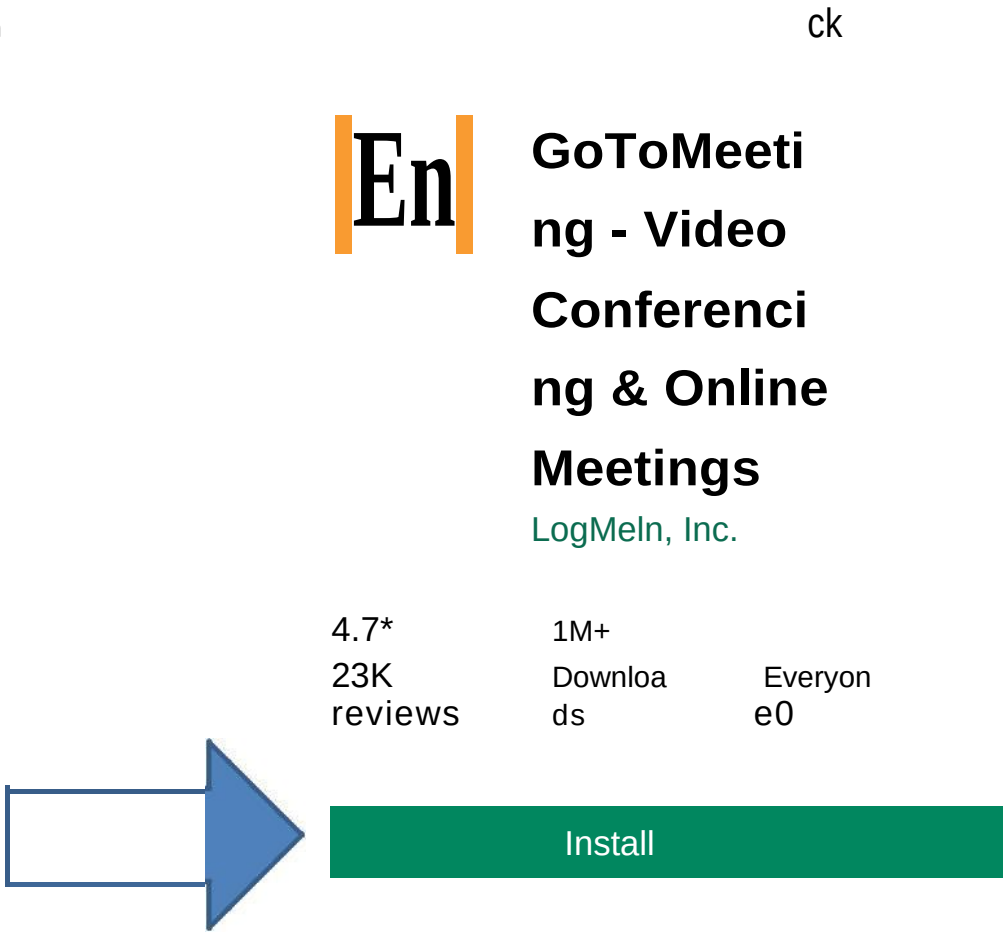
Tap to download the GoToMeeting app from the **Play** Store.

> " **Tap** to join the

© 2020 LogMeIn, Inc. All rights reserved.

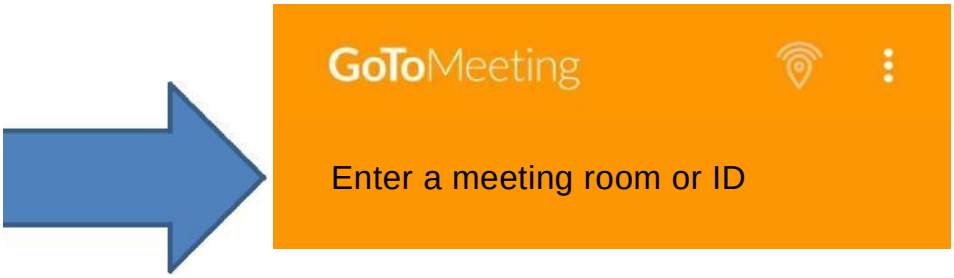
6. Click on Tap to join the session

7. Click on the install button



8. Click on open

9. Type in meeting room/ID number (which is the access code from the email.)



Man

Please join my meeting from your computer, tablet or smartphone.

https://global.gotomeeting.com/join/917341981

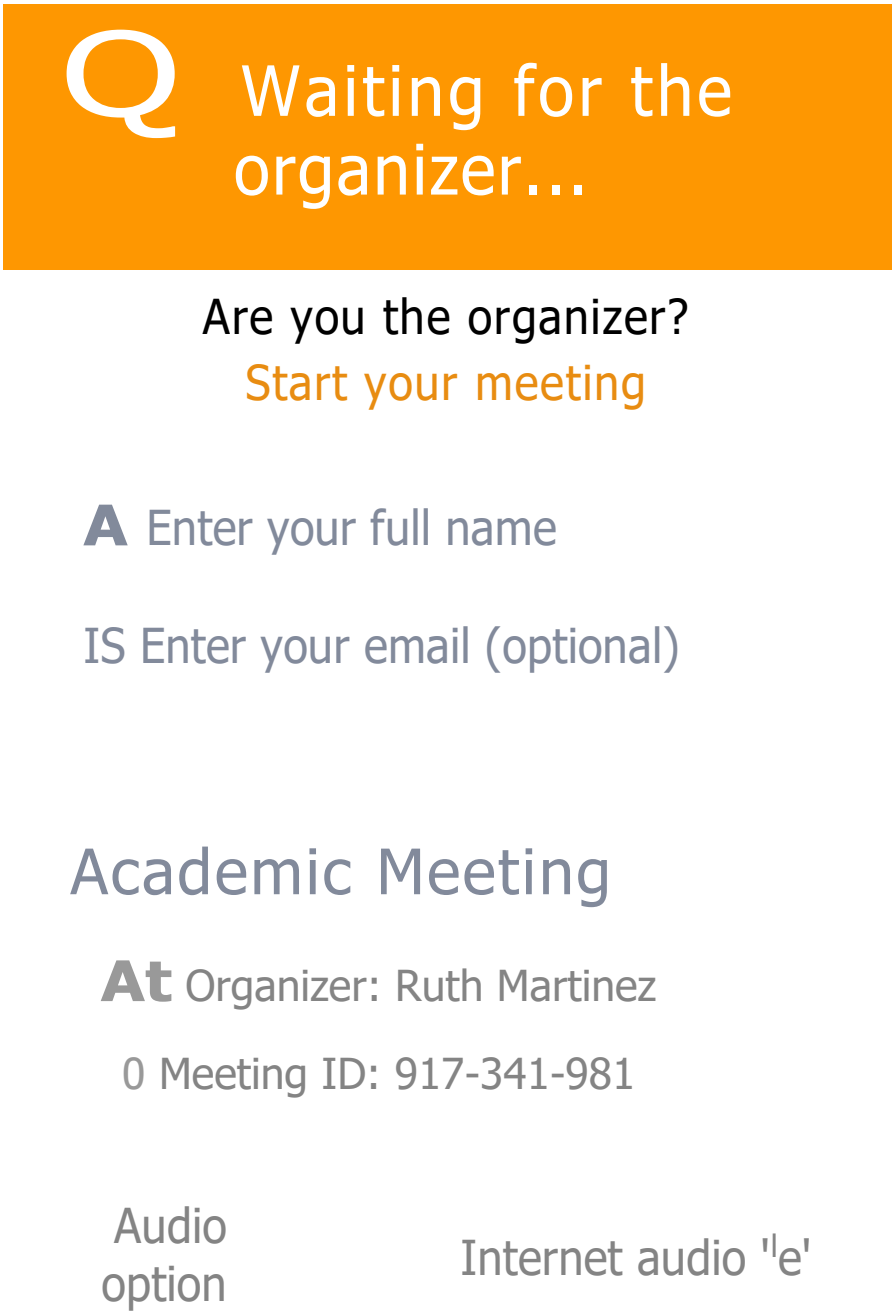
Quickly join your meetings by connecting to your calendar.

GET CONNECTED

You can also dial in using your phone.

United States: +1 (224) 501-3412

Access Code 917-341-981



10. Click in the box that says Enter your full name

E Enter your info SAVE

Enter your full name

YOUR NAME HERE

I

IS Enter your email (option...

11. Type in your name
12. Click SAVE

4-- Enter your info SAVE

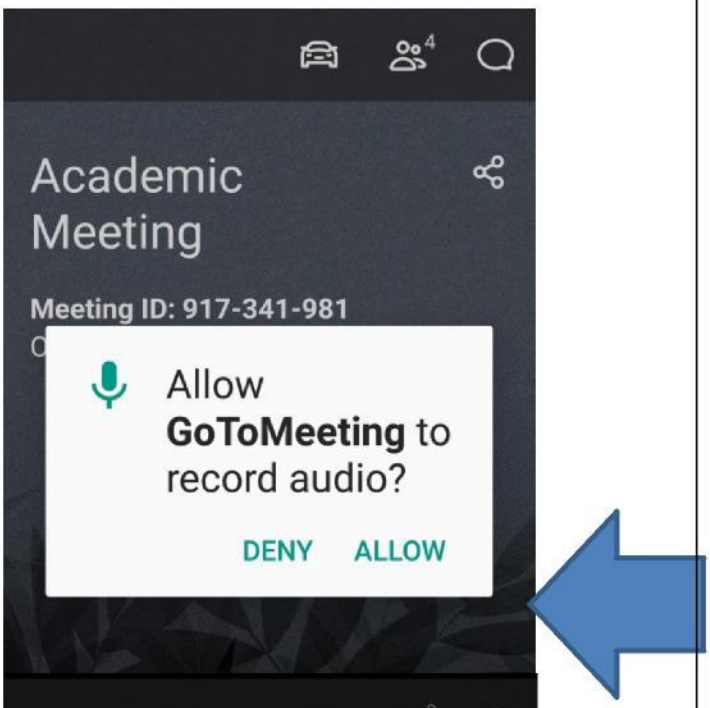
i

Enteryourfullname

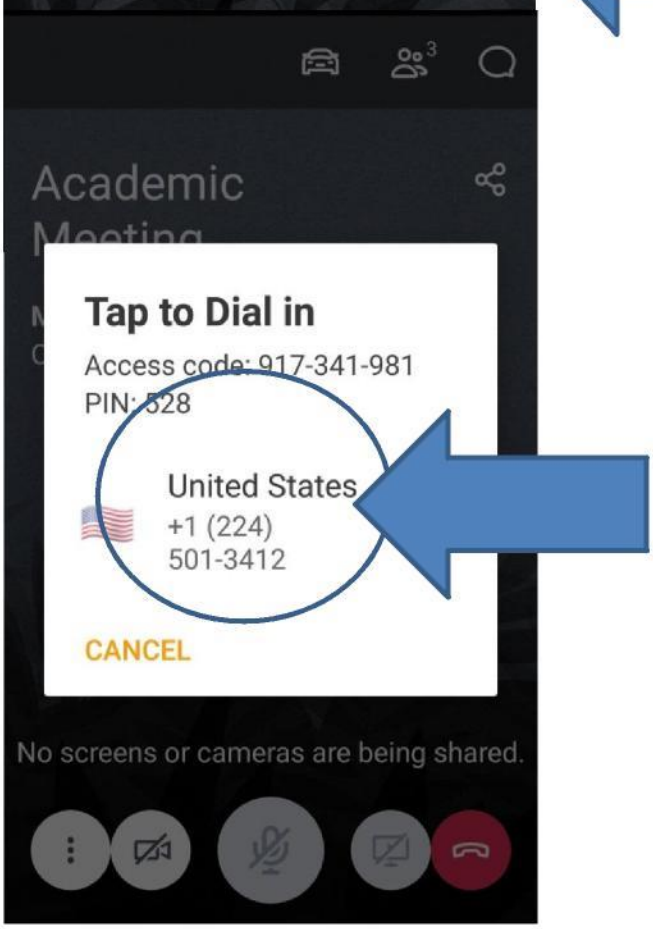
S YOUR NAME HERE

IS Enter your email (option...

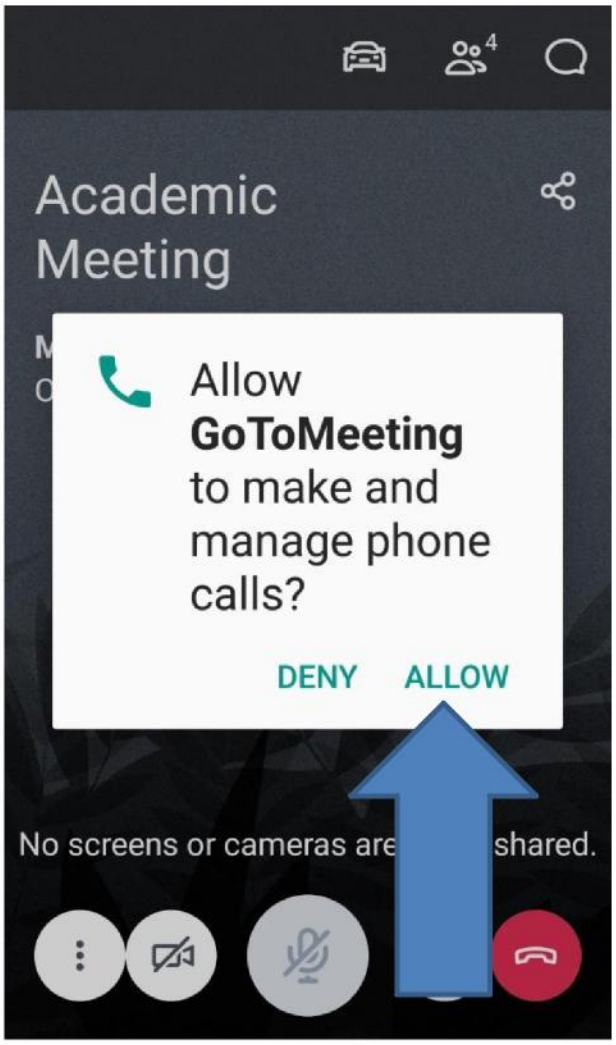
13. You will need to wait for your instructor to begin the meeting
14. The next screen will have a pop up



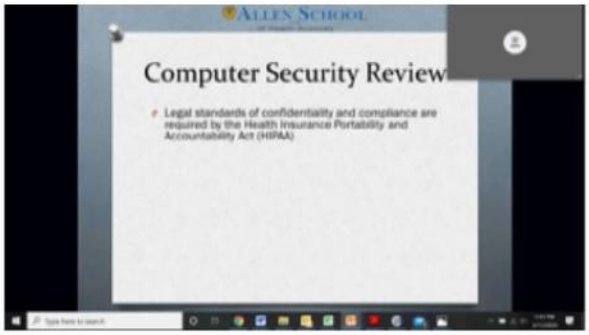
15. Click ALLOW so the app can record audio
16. Tap on the phone number



17. Click Allow to join the call
18. Once your instructor begins the meeting you will see their screen.



When the instructor shares his/her screen it will appear on your phone. You will be able to hear and speak to the class/instructor over the phone as well as see the slides.



Do you have a question? Are you having problems accessing your classroom?

brooklynsupport@allenschool.edu

Jamaicasupport@allenschool.edu

Arizona -

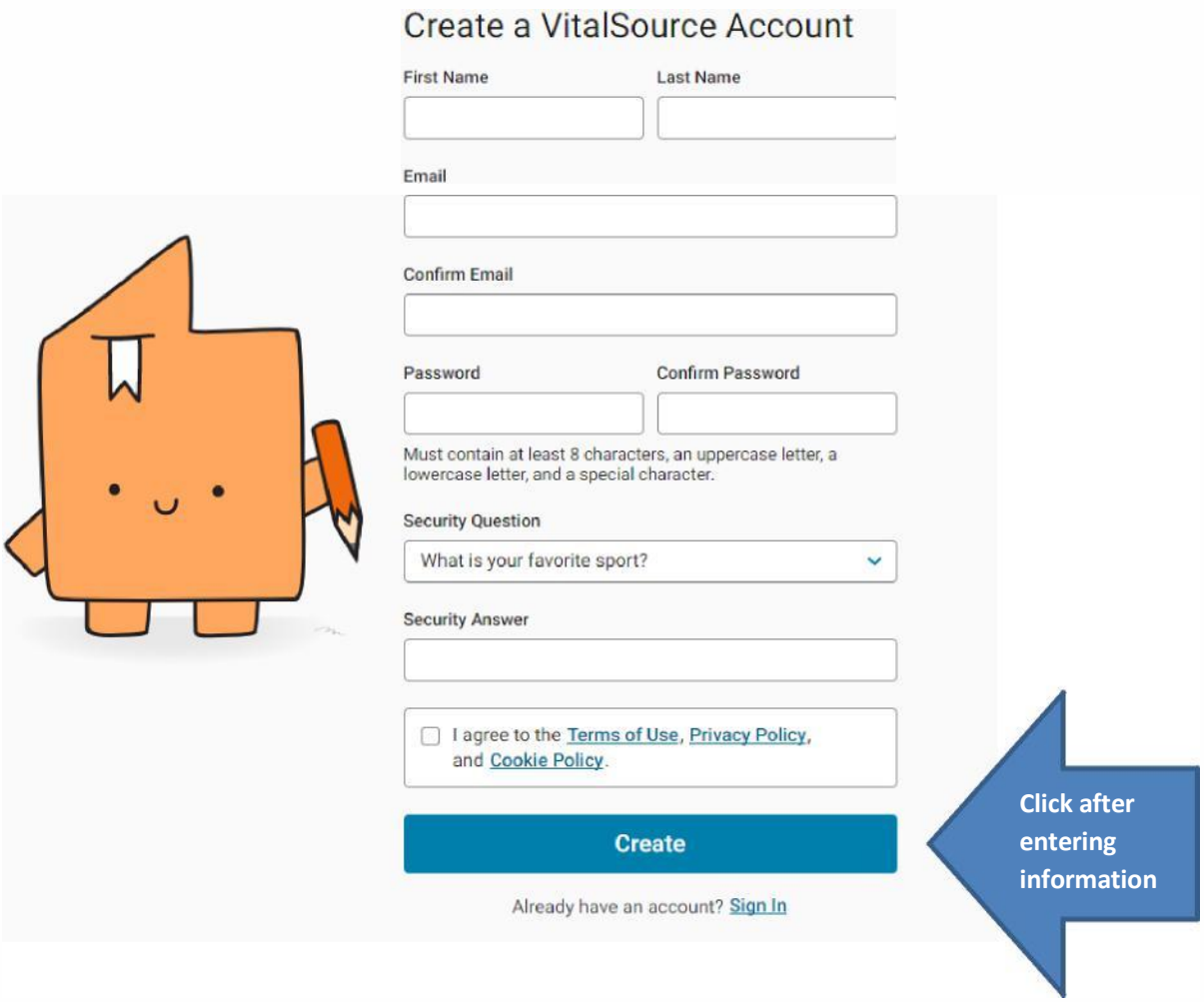
Arizona - Vivian.Koistinen@online.allenschool.edu

VP Academic Affairs – libby.hunt@allenschoo..edu

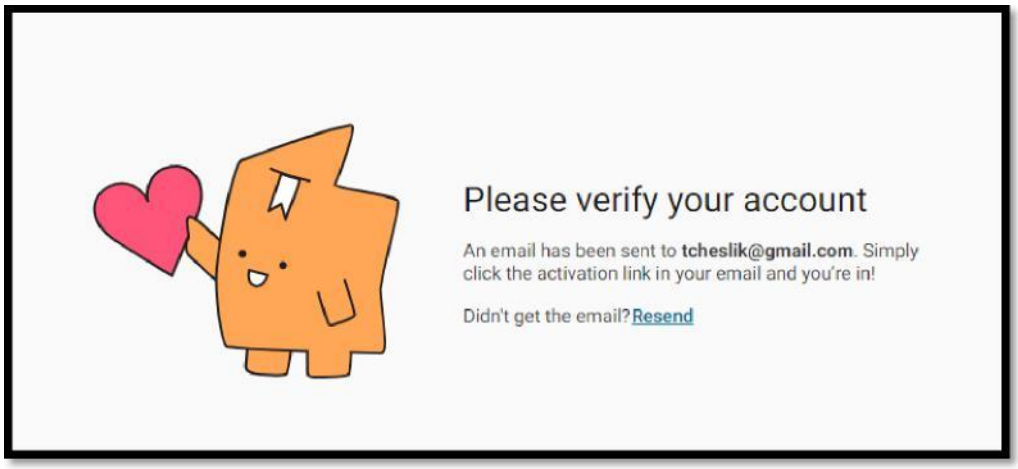
Senior Director of Academic Affairs - stephanie.roland@allenschool.edu

Manual to Access to Your E-book

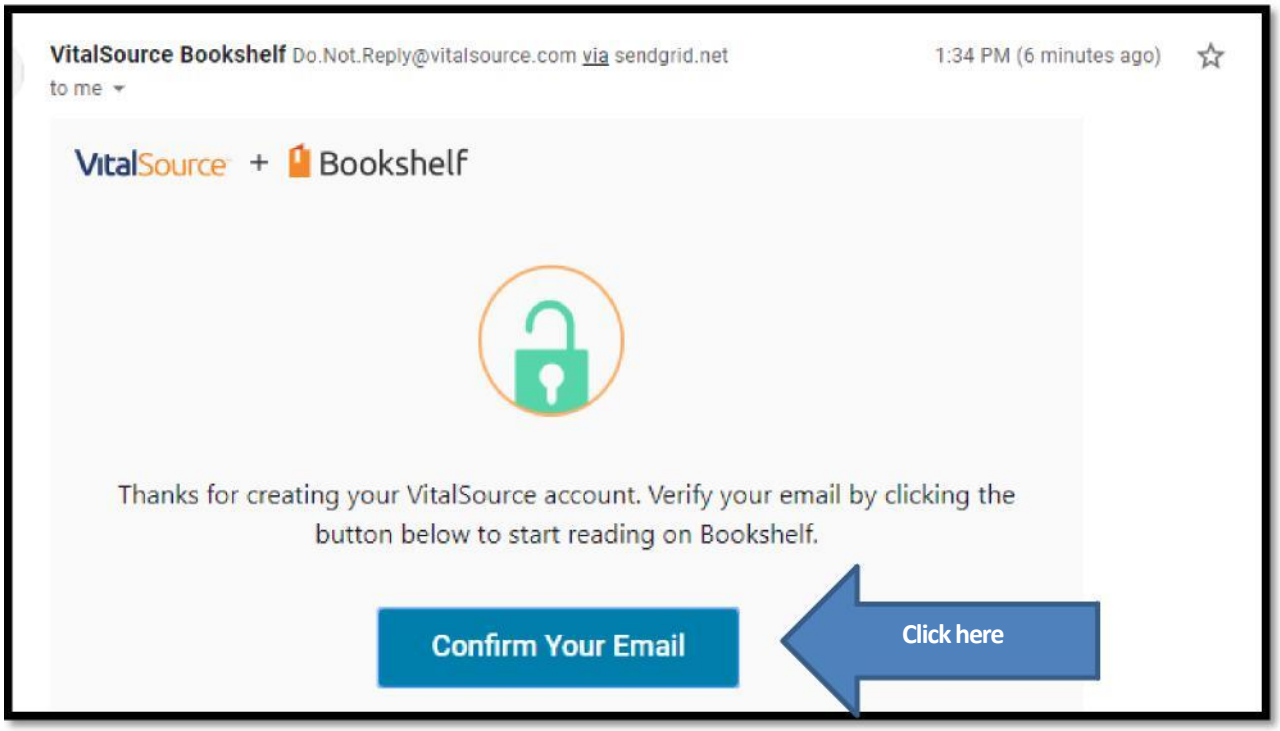
1. https://support.vitalsource.com/hc/en-us/articles/235666187-Using-VitalSource-Redemption-Codes-
2. Create a VitalSource Account



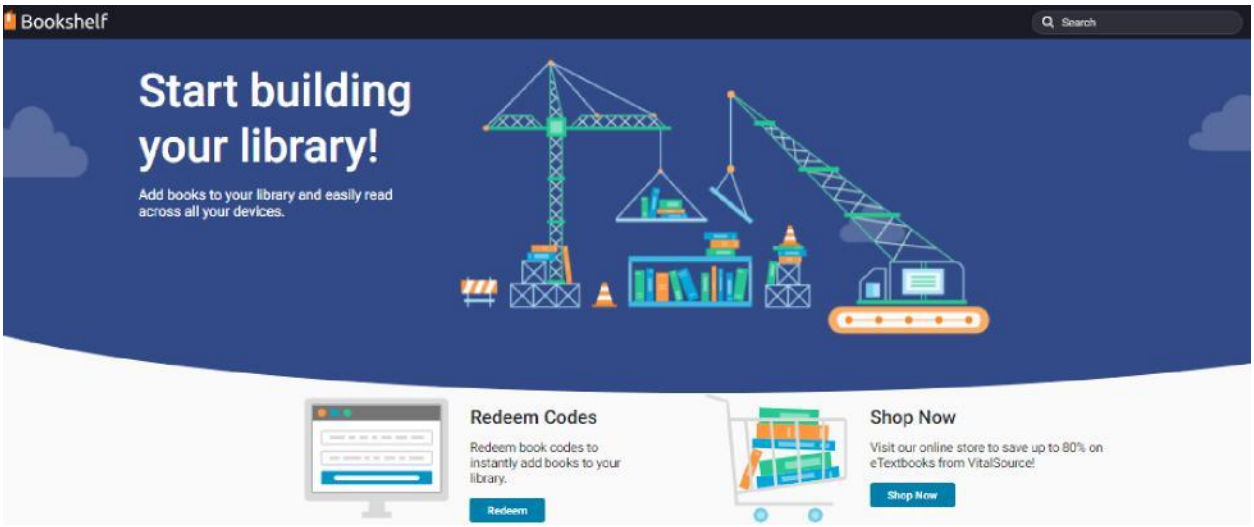
Manual to Access to Your E-book



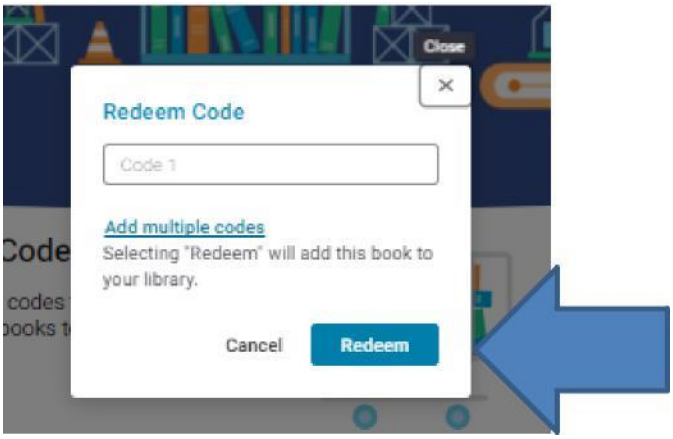
3. Verify your account. An email will be sent to you.



Manual to Access to Your E-book



4. **The bookshelf screen will appear. Enter the Redeem Code and click on the Redeem button**



Libby Hunt <libby.hunt@online.allenschool.edu>

FW: Classroom link - Allen School of Health Sciences

1 message

Stephanie Roland <stephanie.roland@allenschool.edu> Tue, May 18, 2021 at 5:56 PM
To: Libby Hunt <libby.hunt@online.allenschool.edu>

From: Stephanie Roland <stephanie.roland@allenschool.edu>
Sent: Sunday, April 18, 2021 9:35 AM
To: Stephanie Roland <stephanie.roland@allenschool.edu>; Jessica Crespo <jessica.crespo@allenschool.edu>; Michele Townsend <michele.townsend@online.allenschool.edu>; Joe Mure <joe.mure@allenschool.edu>
Subject: Classroom link - Allen School of Health Sciences
Importance: High

Hello Students -

I hope you are having a wonderful weekend and are excited for your next Module with the Allen School! Below is a link to access your class, you will receive additional emails with a link for each class you are scheduled to take this upcoming Module. Please save this email so you will have the link to access your online classroom.

Your class will meet on campus Monday, April 19, 2021 and Monday, May 3, 2021. Your instructor will review with you as well.

If you have any questions, please reach out to your campus Registrar:

Brooklyn campus – Jessica Crespo: jessica.crespo@allenschool.edu

Jamaica campus – Nandranie Dioquino: nandranie.dioquino@allenschool.edu

11:30AM + 12:30PM - Business English

Please join my meeting from your computer, tablet or smartphone.

https://global.gotomeeting.com/join/978791621

You can also dial in using your phone.

United States: +1 (669) 224-3412

Access Code: 978-791-621

Thank you!

Stephanie Roland, MBA
Senior Director of Student Affairs

Over 60 Years of Training Medical Professionals

"Where Education Comes to Life"
Office: 718-243-1700 EXT. 4960
Fax: 718-732-2882
stephanie.roland@allenschool.edu

Libby Hunt <libby.hunt@online.allenschool.edu>

FW: Classroom link - Allen School of Health Sciences

1 message

Stephanie Roland <stephanie.roland@allenschool.edu> Tue, May 18, 2021 at 5:56 PM
To: Libby Hunt <libby.hunt@online.allenschool.edu>

From: Stephanie Roland <stephanie.roland@allenschool.edu>
Sent: Sunday, April 18, 2021 9:43 AM
To: Stephanie Roland <stephanie.roland@allenschool.edu>; Jessica Crespo <jessica.crespo@allenschool.edu>; Michele Townsend <michele.townsend@online.allenschool.edu>; Joe Mure <joe.mure@allenschool.edu>
Subject: Classroom link - Allen School of Health Sciences
Importance: High

Hello Students -

I hope you are having a wonderful weekend and are excited for your next Module with the Allen School! Below is a link to access your class, you will receive additional emails with a link for each class you are scheduled to take this upcoming Module. Please save this email so you will have the link to access your online classroom.

Your class will meet on campus Monday, April 26, 2021 and Monday, May 10, 2021. Your instructor will review with you as well.

If you have any questions, please reach out to your campus Registrar:

Brooklyn campus – Jessica Crespo: jessica.crespo@allenschool.edu

Jamaica campus – Nandranie Dioquino: nandranie.dioquino@allenschool.edu

10:30AM - COPFA

Please join my meeting from your computer, tablet or smartphone.

https://global.gotomeeting.com/join/686883989

You can also dial in using your phone.

United States: +1 (872) 240-3212

Access Code: 686-883-989

Thank you!

Stephanie Roland, MBA
Senior Director of Student Affairs

Over 60 Years of Training Medical Professionals

"Where Education Comes to Life"
Office: 718-243-1700 EXT. 4960
Fax: 718-732-2882
stephanie.roland@allenschool.edu

Libby Hunt <libby.hunt@online.allenschool.edu>

FW: Classroom link - Allen School of Health Sciences

1 message

Stephanie Roland <stephanie.roland@allenschool.edu> Tue, May 18, 2021 at 5:57 PM
To: Libby Hunt <libby.hunt@online.allenschool.edu>

From: Stephanie Roland <stephanie.roland@allenschool.edu>
Sent: Sunday, April 18, 2021 9:53 AM
To: Stephanie Roland <stephanie.roland@allenschool.edu>; Jessica Crespo <jessica.crespo@allenschool.edu>; Michele Townsend <michele.townsend@online.allenschool.edu>; Joe Mure <joe.mure@allenschool.edu>
Subject: Classroom link - Allen School of Health Sciences
Importance: High

Hello Students -

I hope you are having a wonderful weekend and are excited for your next Module with the Allen School! Below is a link to access your class, you will receive additional emails with a link for each class you are scheduled to take this upcoming Module. Please save this email so you will have the link to access your online classroom.

Your class will meet on campus every Tuesday. Your instructor will review with you as well.

If you have any questions, please reach out to your campus Registrar:

Brooklyn campus – Jessica Crespo: jessica.crespo@allenschool.edu

Jamaica campus – Nandranie Dioquino: nandranie.dioquino@allenschool.edu

12:30PM - COPPH
Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/711839101

You can also dial in using your phone.
United States: +1 (872) 240-3212

Access Code: 711-839-101

Thank you!

Stephanie Roland, MBA
Senior Director of Student Affairs

Over 60 Years of Training Medical Professionals

"Where Education Comes to Life"
Office: 718-243-1700 EXT. 4960
Fax: 718-732-2882
stephanie.roland@allenschool.edu

Libby Hunt <libby.hunt@online.allenschool.edu>

FW: Classroom link - Allen School of Health Sciences

2 messages

Stephanie Roland <stephanie.roland@allenschool.edu> Tue, May 18, 2021 at 5:40 PM
To: Libby Hunt <libby.hunt@online.allenschool.edu>

Mod 4

From: Stephanie Roland <stephanie.roland@allenschool.edu>
Sent: Sunday, April 18, 2021 9:58 AM
To: Stephanie Roland <stephanie.roland@allenschool.edu>; Jessica Crespo <jessica.crespo@allenschool.edu>; Michele Townsend <michele.townsend@online.allenschool.edu>; Joe Mure <joe.mure@allenschool.edu>
Subject: Classroom link - Allen School of Health Sciences
Importance: High

Hello Students -

I hope you are having a wonderful weekend and are excited for your next Module with the Allen School! Below is a link to access your class, you will receive additional emails with a link for each class you are scheduled to take this upcoming Module. Please save this email so you will have the link to access your online classroom.

Your class will meet on campus every Wednesday. Your instructor will review with you as well.

If you have any questions, please reach out to your campus Registrar:

Brooklyn campus – Jessica Crespo: jessica.crespo@allenschool.edu

Jamaica campus – Nandranie Dioquino: nandranie.dioquino@allenschool.edu

11:30AM + 12:30PM - EKG
Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/821415925

You can also dial in using your phone.
United States: +1 (872) 240-3212

Access Code: 821-415-925

Thank you!

Stephanie Roland, MBA
Senior Director of Student Affairs

Over 60 Years of Training Medical Professionals

"Where Education Comes to Life"
Office: 718-243-1700 EXT. 4960
Fax: 718-732-2882
stephanie.roland@allenschool.edu

Stephanie Roland <stephanie.roland@allenschool.edu> Tue, May 18, 2021 at 5:57 PM To: Libby Hunt <libby.hunt@online.allenschool.edu>

[Quoted text hidden]

Libby Hunt <libby.hunt@online.allenschool.edu>

FW: Classroom link - Allen School of Health Sciences

1 message

Stephanie Roland <stephanie.roland@allenschool.edu> Tue, May 18, 2021 at 5:57 PM
To: Libby Hunt <libby.hunt@online.allenschool.edu>

From: Stephanie Roland <stephanie.roland@allenschool.edu>
Sent: Sunday, April 18, 2021 10:02 AM
To: Stephanie Roland <stephanie.roland@allenschool.edu>; Jessica Crespo <jessica.crespo@allenschool.edu>; Michele Townsend <michele.townsend@online.allenschool.edu>; Joe Mure <joe.mure@allenschool.edu>
Subject: Classroom link - Allen School of Health Sciences
Importance: High

Hello Students -

I hope you are having a wonderful weekend and are excited for your next Module with the Allen School! Below is a link to access your class, you will receive additional emails with a link for each class you are scheduled to take this upcoming Module. Please save this email so you will have the link to access your online classroom.

Your class will meet on campus every Thursday and Friday. Your instructor will review with you as well.

If you have any questions, please reach out to your campus Registrar:

Brooklyn campus – Jessica Crespo: jessica.crespo@allenschool.edu

Jamaica campus – Nandranie Dioquino: nandranie.dioquino@allenschool.edu

10:30AM - MLE
Please join my meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/391523501

You can also dial in using your phone.
United States: +1 (571) 317-3122
Access Code: 391-523-501

Thank you!

Stephanie Roland, MBA
Senior Director of Student Affairs

Over 60 Years of Training Medical Professionals

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Office: 718-243-1700 EXT. 4960
Fax: 718-732-2882
stephanie.roland@allenschool.edu