

# **Establishing and Maintaining an Information Security Program**



"Where Education Comes To Life"

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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 our 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 1<sup>st</sup> 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 affiliates, 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 Exhibit 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. CMC'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 Relationship 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

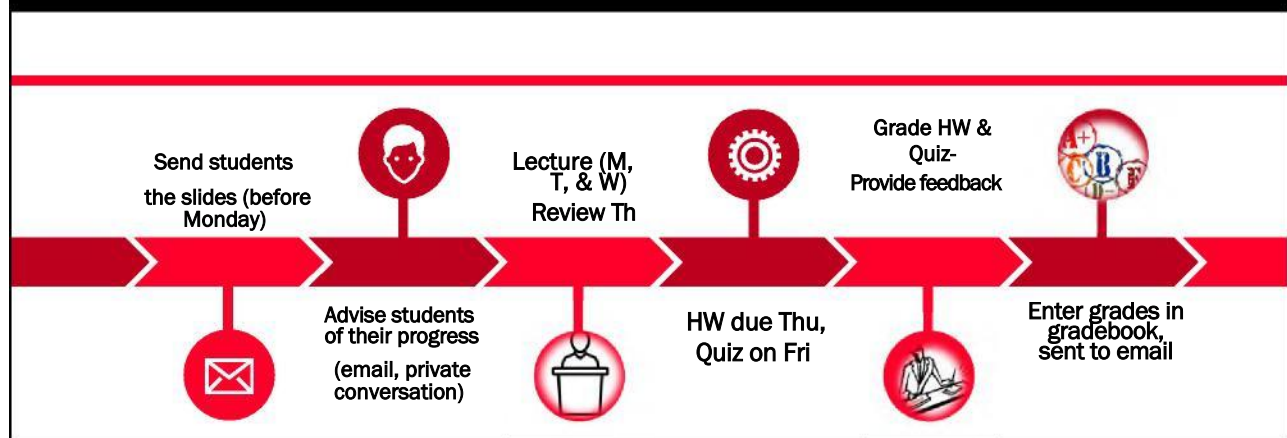
Internally instructors receive training on Allen School of Health Sciences policy, online teaching platform, attendance, grading, eBook, FERPA/OSHA, etc... In addition there are two Professional Developments done annually.

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

**Create a VitalSource Account**

First Name  Last Name

Email

Confirm Email

Password  Confirm Password

Must contain at least 8 characters, an uppercase letter, a lowercase letter, and a special character.

Security Question  
What is your favorite sport?

Security Answer

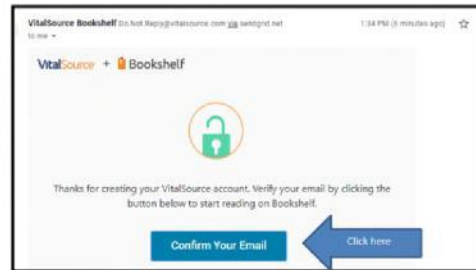
I agree to the [Terms of Use](#), [Privacy Policy](#), and [Cookie Policy](#).

**Create**

Click after entering information



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

**Customize this Template**

Log into HUB as Instructor

username - [allenschoolclassrooms@allenschool.edu](mailto:allenschoolclassrooms@allenschool.edu)

Password - coronavirus5!

Templat digit 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@alenschool.edu](mailto:gradebooks@alenschool.edu)

The screenshot shows a spreadsheet template for a GradeBook. It includes columns for various assessment categories and weekly point totals. Annotations with green arrows point to specific areas: 'Progress for week' points to the 'Weeks Progress' column, and 'Progress for course' points to the 'Interim Progress to date' column. A green box labeled 'STUDENT NAME' is placed over the student ID column.

Student	Final Grade	Overall Points	Interim Progress to date	Attendance Week (5 points each day)	Participation & Professionalism	Assignment 1	Discussion	Quiz	Weeks Progress	Interim Progress to date	Week 1 Point Total	Week 2 Point Total	Week 3 Point Total	Week 4 Point Total	Week 5 Point Total
F 724		90.5%							0.0%	72.4%	176	150	186	212	0
F 721		90.1%							0.0%	72.1%	167	176	183	195	0
F 302		37.8%	0	0	0	0	0	0	0.0%	30.2%	159	143	0	0	0
F 749		93.6%							0.0%	74.9%	161	181	201	206	0
F 422		52.8%							0.0%	42.2%	153	157	62	50	0
F 593		74.1%							0.0%	59.3%	147	177	167	102	0
F 723		90.4%							0.0%	72.3%	149	161	206	207	0



# Compliance

1. Record accurate attendance each day and place on your roster. Transfer to online portal [daily. My.allenschool.edu](http://My.allenschool.edu)



Here you post attendance for the date you selected, and view previously posted attendance details

DO NOT USE NUMERIC GRADE - ONLY LETTER GRADE

Class Information - MA - Anatomy & Physiology: Circulatory and Respiratory (D-1)

Class Length: 60 Minutes  
Class Meeting Date: 10/12/2020  
Attendance Type: Time Present-All

Student Attendance

Only show active students

Name	Status	Time Present	Course Absent	Excused?	Reason
[REDACTED]	Current	60 mins	0.00%		
[REDACTED]	Current	60 mins	0.00%		
[REDACTED]	Current	60 mins	0.00%		
[REDACTED]	Current	60 mins	20.00%		

## 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 not 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 your

## Store in the drive

The video the hub ju download and drag i google fol

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



## Make Class Interactive - Compliance

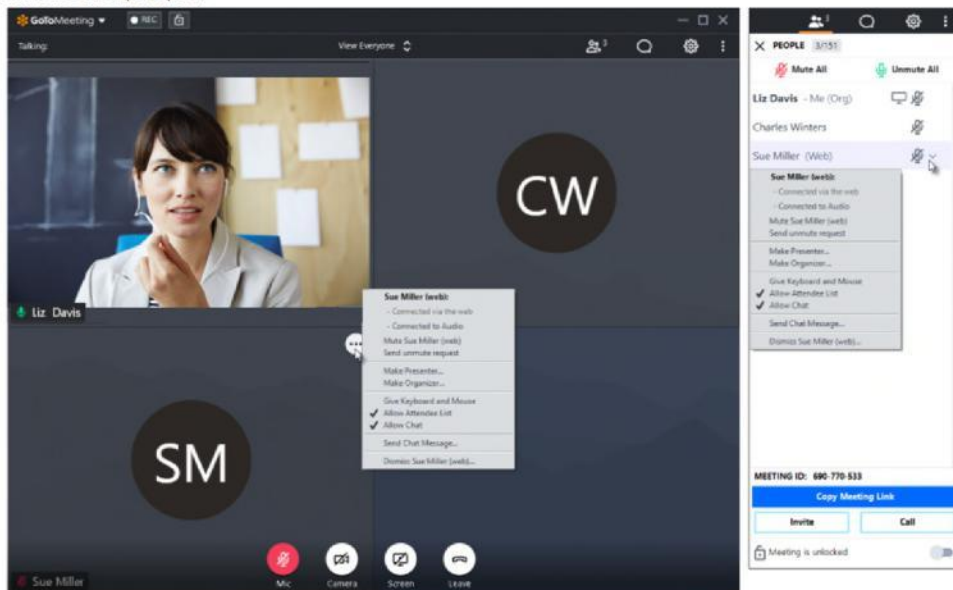
The class needs to be engaging.

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

Ask questions verbally – to specific people

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

Dis  
par



## **When are you on Campus**

MOD1: 1<sup>st</sup> and 3<sup>rd</sup> Monday  
MOD2: 2<sup>nd</sup> and 4<sup>th</sup> 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](mailto:libby.hunt@online.allenschool.edu)
- Tim Cheslik: [tim.Cheslik@allenschool.edu](mailto: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:

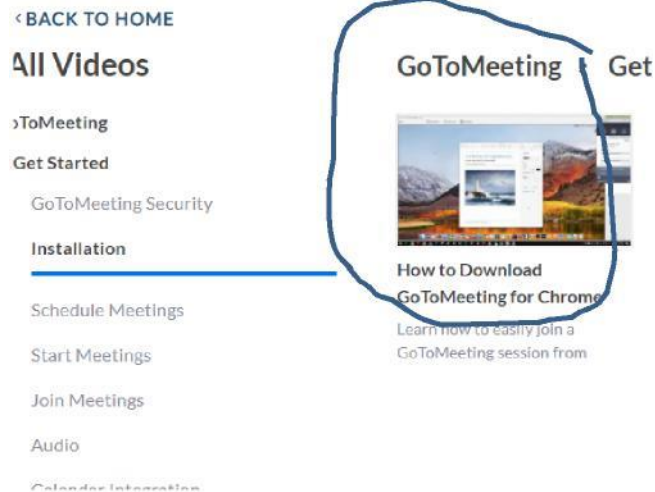
- a. **MODULE 1:** English - the first and 3<sup>rd</sup> week of the module you would be on campus

## 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

The screenshot shows the 'All Videos' page for GoToMeeting. The left sidebar lists various categories, with 'Join Meetings' highlighted by a blue underline. The main content area shows a video titled 'GoToMeeting Preferences (01:32)'. A blue circle highlights the video thumbnail, which features the text 'FAST. EASY. SIGNED.' and 'GoToMeeting Preferences (01:32)'. Below the thumbnail, the video title and a brief description are visible.

### Hosting/Hub:

The screenshot shows the 'All Videos' page for GoToMeeting. The left sidebar lists various categories, with 'Schedule Meetings' highlighted by a blue underline. The main content area shows three video thumbnails. A blue circle highlights the rightmost thumbnail, which is titled 'GoToMeeting - How to Navigate the ToMeeting Website (02:45)'. Below the thumbnail, the video title and a brief description are visible.

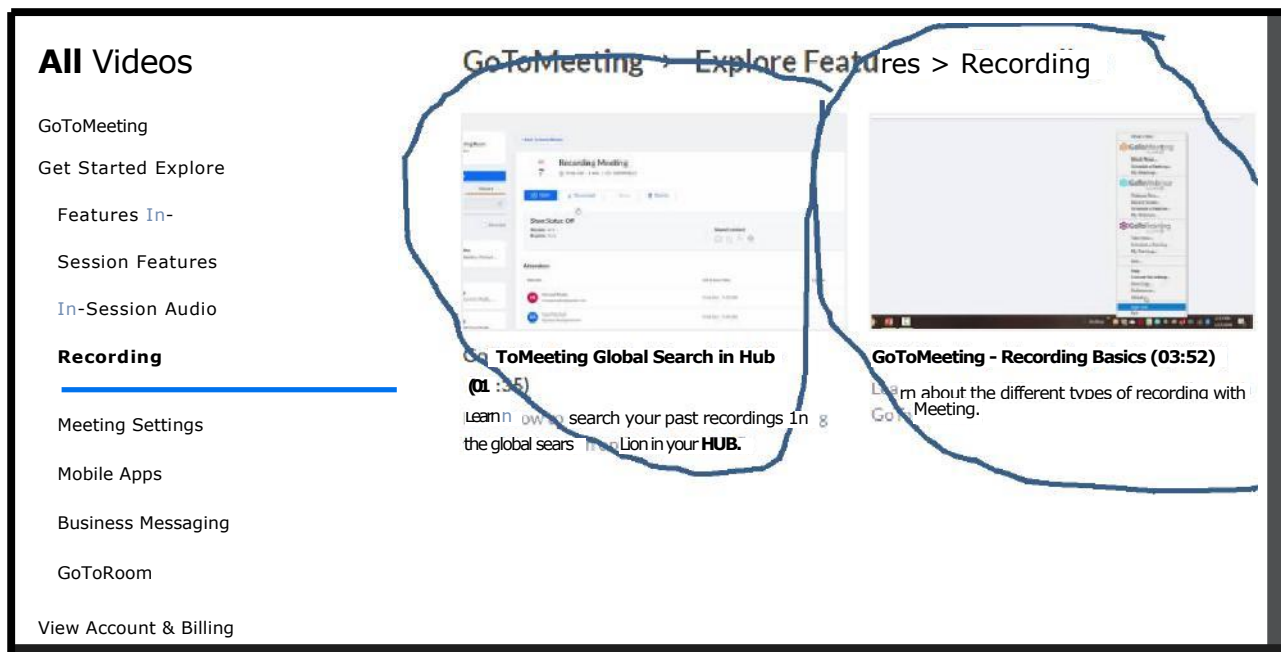
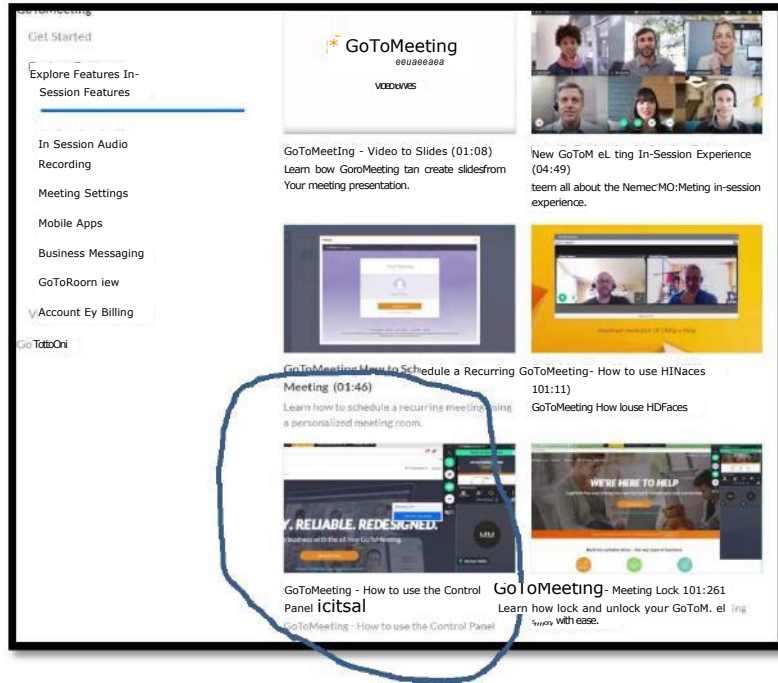
iv.

### Screen sharing

The screenshot shows the 'All Videos' page for GoToMeeting. The left sidebar lists various categories, with 'In-Session Features' highlighted by a blue underline. The main content area shows several video thumbnails. A blue circle highlights the rightmost thumbnail, which is titled 'GoToMeeting - Privacy Based Screen Sharing (01:32)'. Below the thumbnail, the video title and a brief description are visible.



vi. Control panel



vii. Goto meeting HUB and Recording lecture:



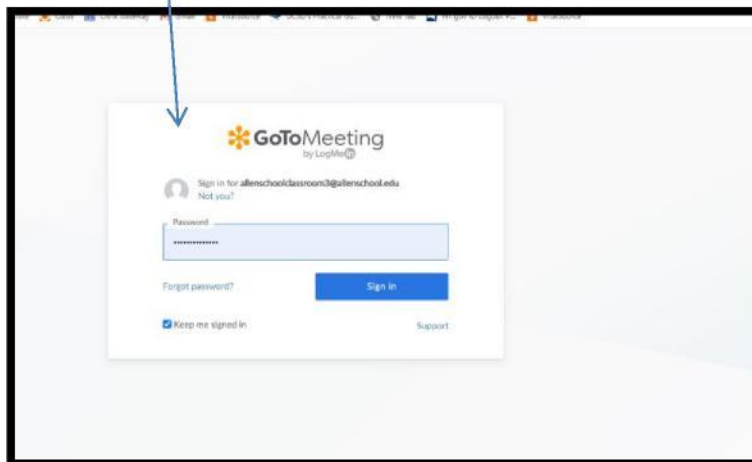
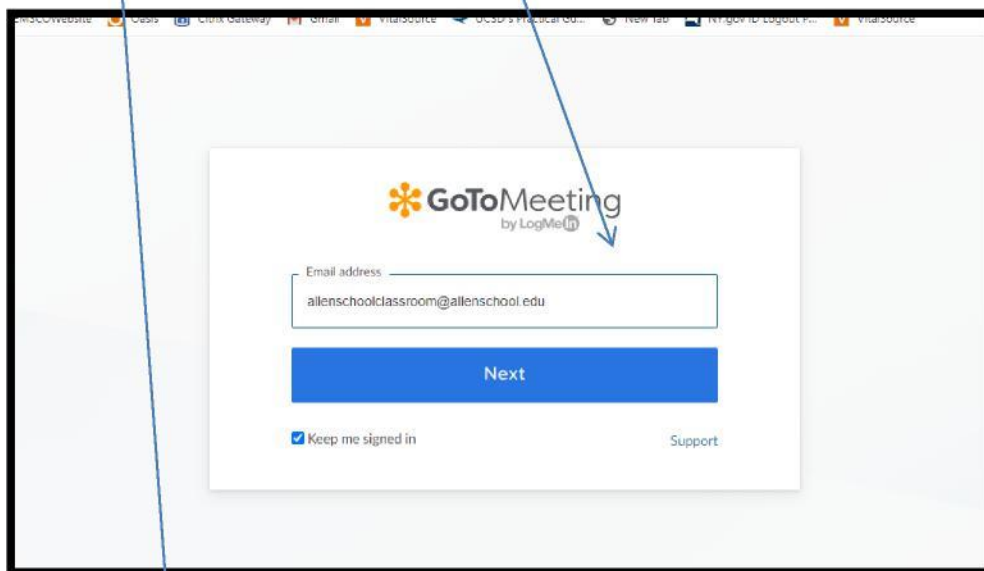
Access your classroom—the classrooms meetings have already been set up for you

[www.gotomeeting.com](http://www.gotomeeting.com) [SIGN IN]

For English class:

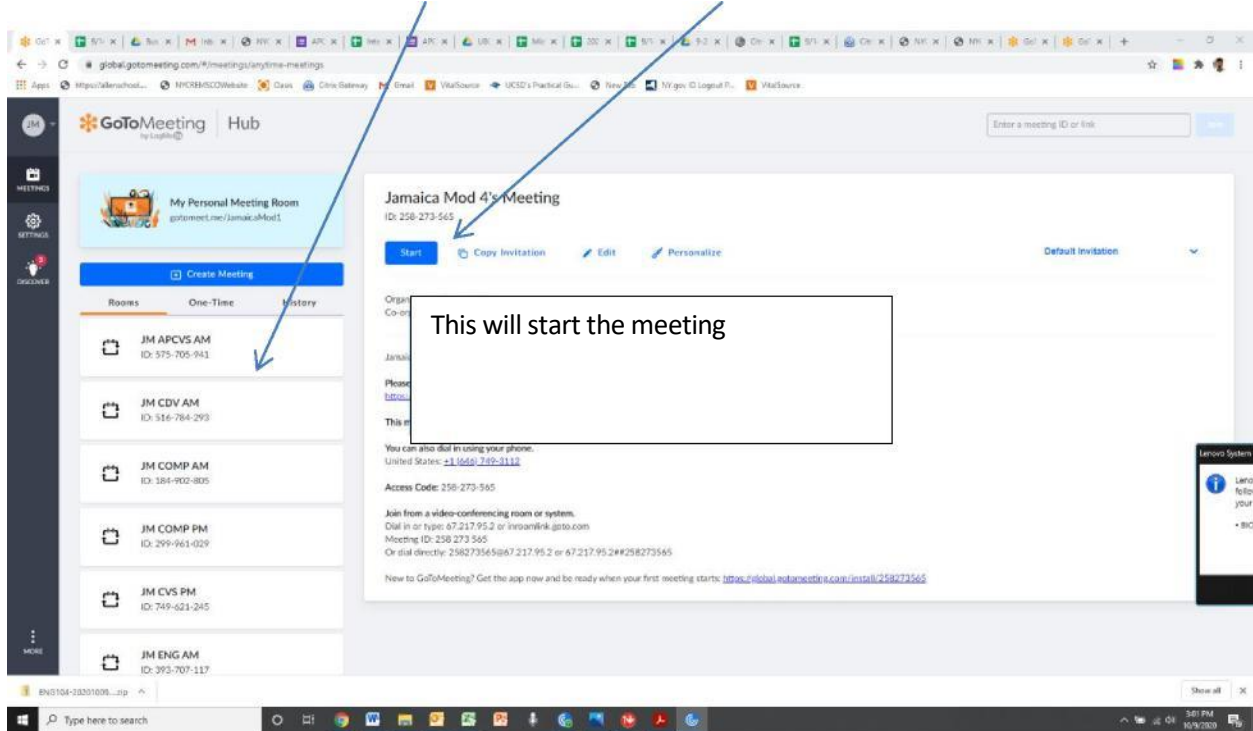
[Allenschoolclassroom3@allenschool.edu](mailto:Allenschoolclassroom3@allenschool.edu) (ID)

Coronaviruss3! (password)



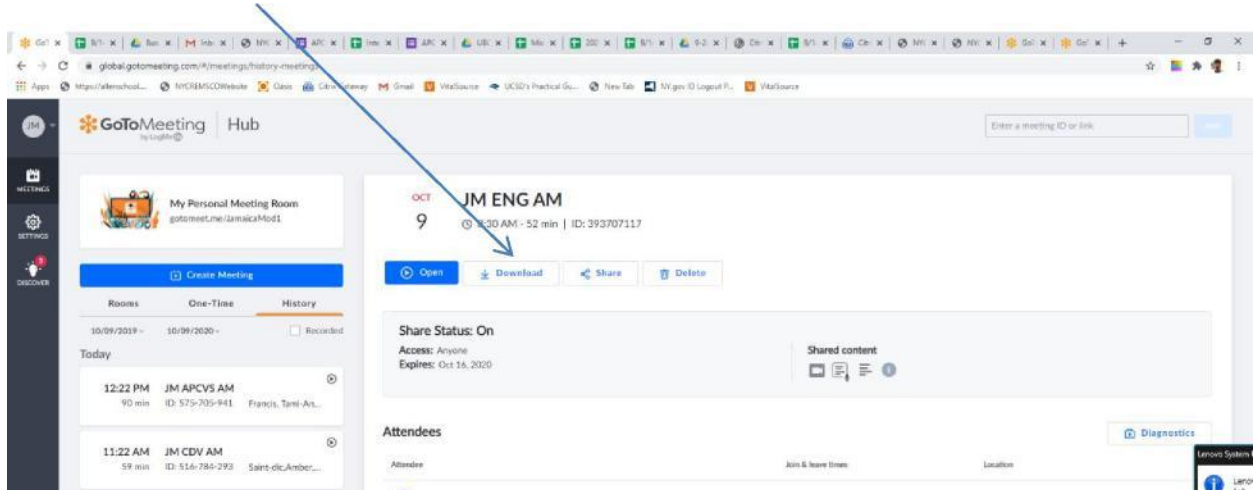
## THE HUB

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



There is an AM and a PM meeting.

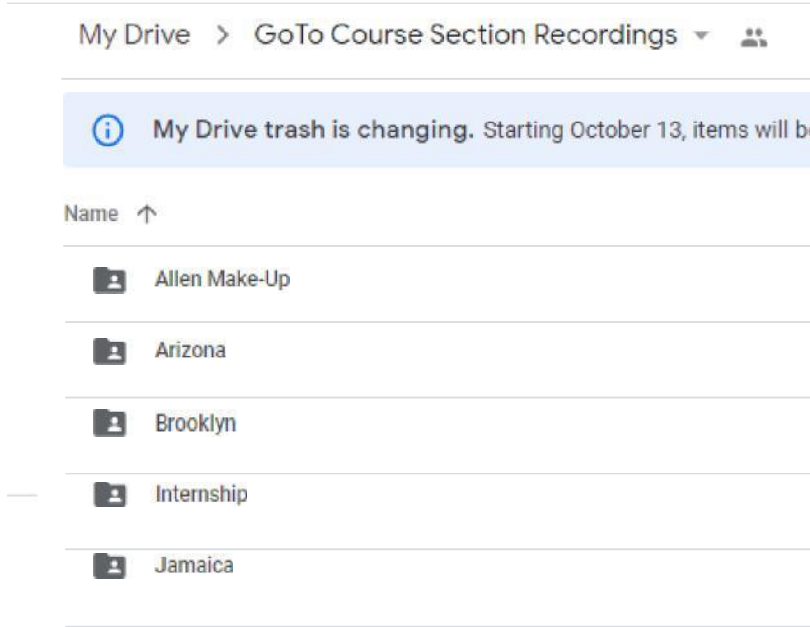
You can also download your recording from the third tab



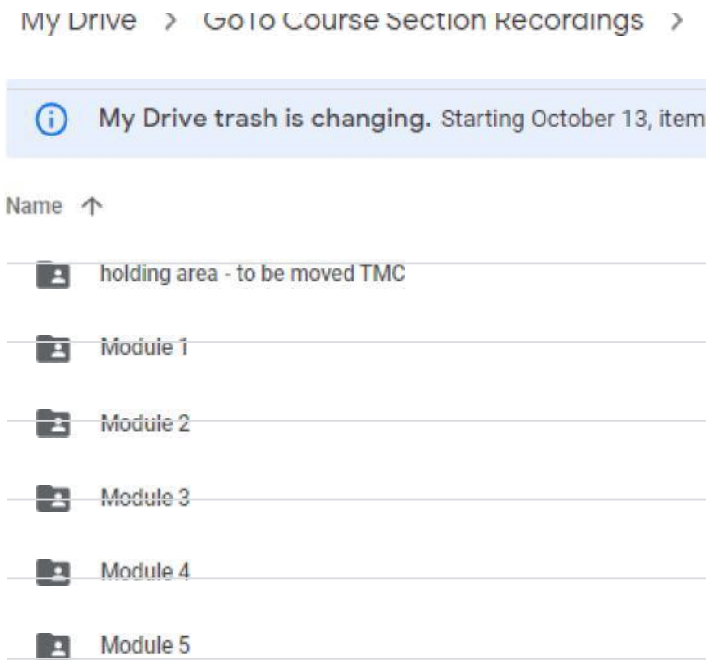
They will go into your downloads folder. Make sure the name of the file is in this format

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

EI 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

EI CDV

13 COMP

EI CVS

m ENG

My Drive > ... > 9/14/20 > ENG ▾ 👤

 My Drive trash is changing. Starting October 13

Name ↑

 Week 1

 Week 2

 Week 3

 Week 4

 Week 5

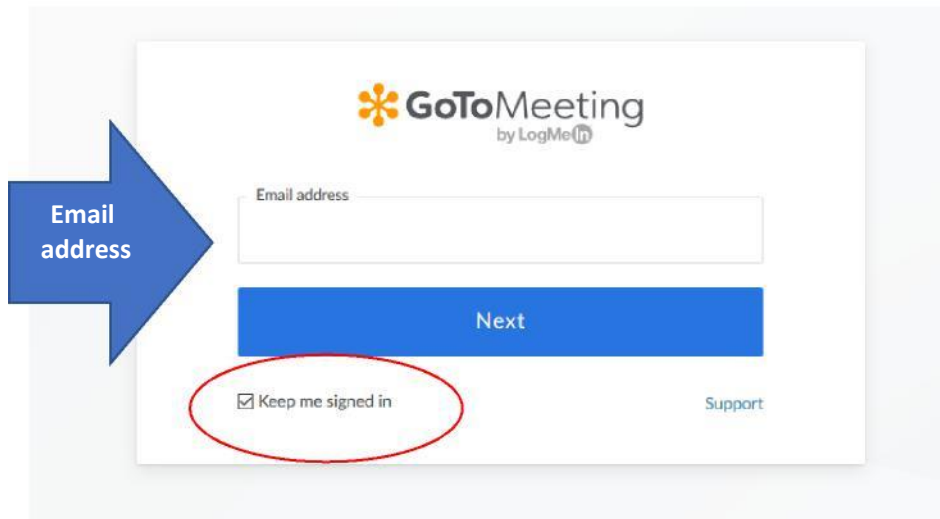
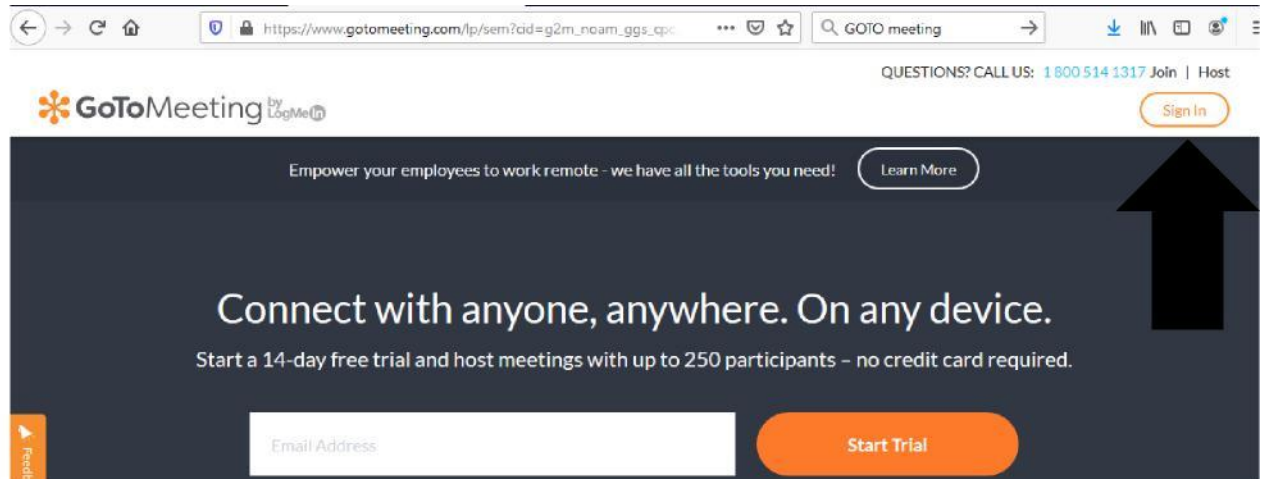
You can drag and drop the video

**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

LogMeal  
ACCOUNT

Good Evening  
**JAMAICA MOD 2**  
allenschoolclassroom1.2@allenschool.edu  
[Personal Info](#)  
[Sign In &...](#)

### PRODUCTS

GoToMeeting

Rate your experience

0

0

0 HELP X

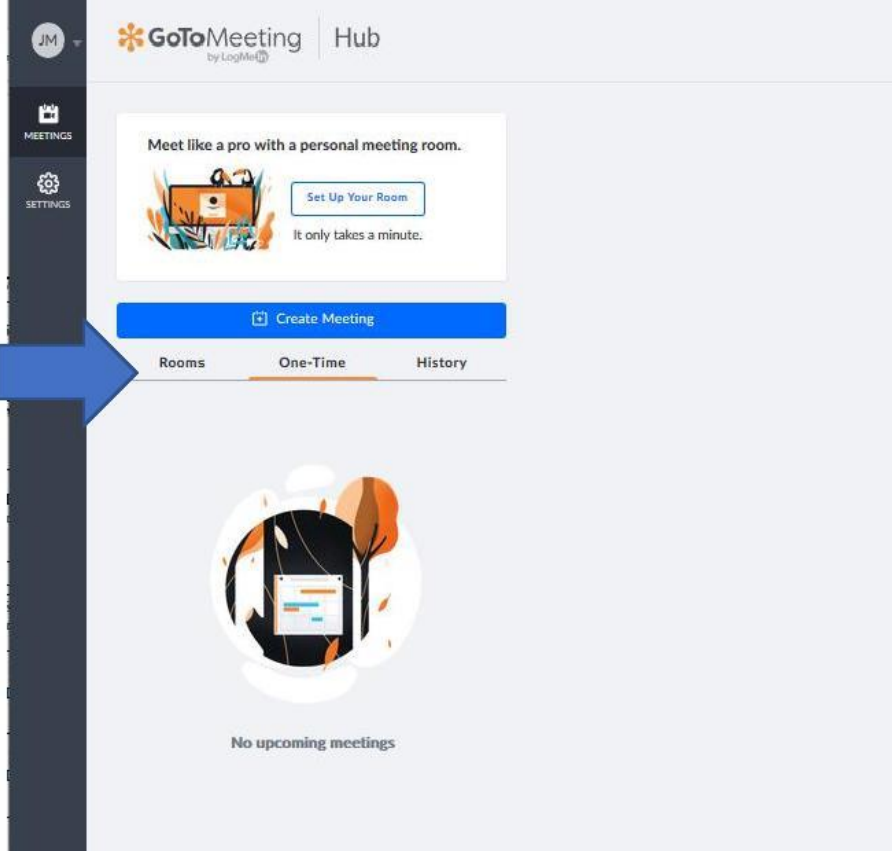
**BILLING**  
View invoices, edit or make payments, add or change subscriptions.

**ADMIN CENTER**  
Contact the Account Admin for access to the Admin Center.

**HELP**  
Need help? View FAQ's, find help articles, and contact a support agent.

**(I Need Help?)**  
If Billing is not available, billing admins can log in using the link below.

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  
ID: 485.274-925

- JM COPFA PM  
ID: 564.797-773

- JM MSW AM  
ID: 623489-141

- JM MSW PM  
ID: 7881309-861


- JM POP AM  
ID: 210.670-533

- JM POP PM  
ID: 629-805-325

If I clicked here, see next page

## GoToMeeting Hub

Meet like a pro with a personal meeting room



**Click here**

**JM MSW AM**  
ID: 623.685141

[Copy Invitation](#) / [Edit](#) / [Delete](#)

**0 Create Meeting**

**Rooms** | One•Time | History

**Meet Now**  
Start an instant meeting in seconds

- JM COPFA AM  
# ID: 485.274-925
- JM COPFA PM  
564.797-773
- JM MSW AM  
ID: 623.6139-141
- JM MSW PM  
10788.809-861

**Please On my meeting from your computer, best at smartphone**  
<https://global.gotomeeting.com/join/623689141>

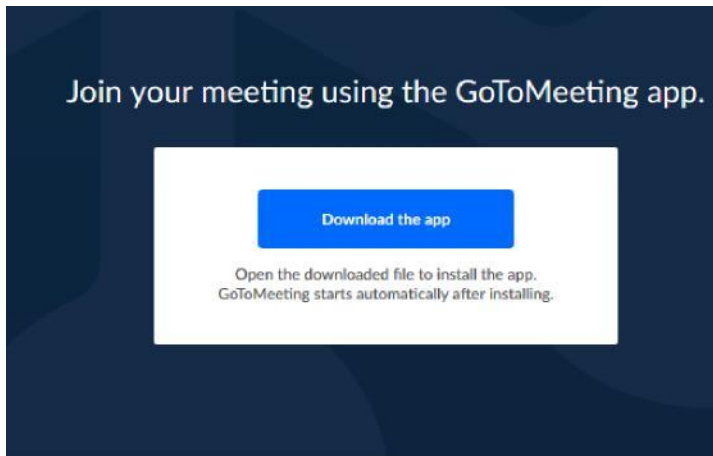
**Now also dial in using your phone**  
United States: +1 (872 240.3311)

**Access Call** 623-689.141

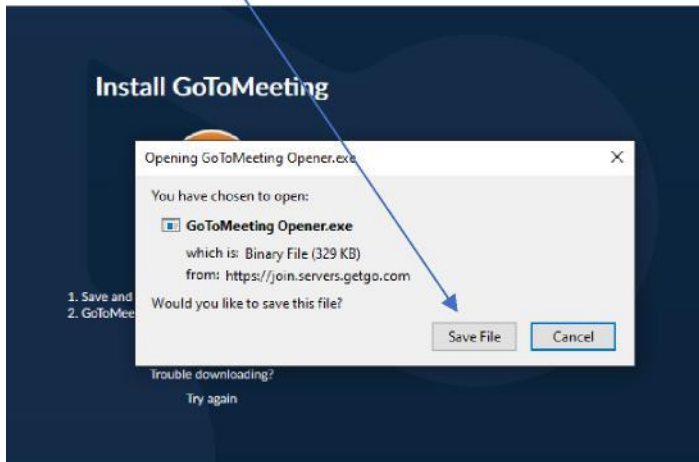
New to GoToMeeting? Get the app now and be ready when your next meeting starts:  
[Download the app](#)

You click on start.

**May prompt you to install.**

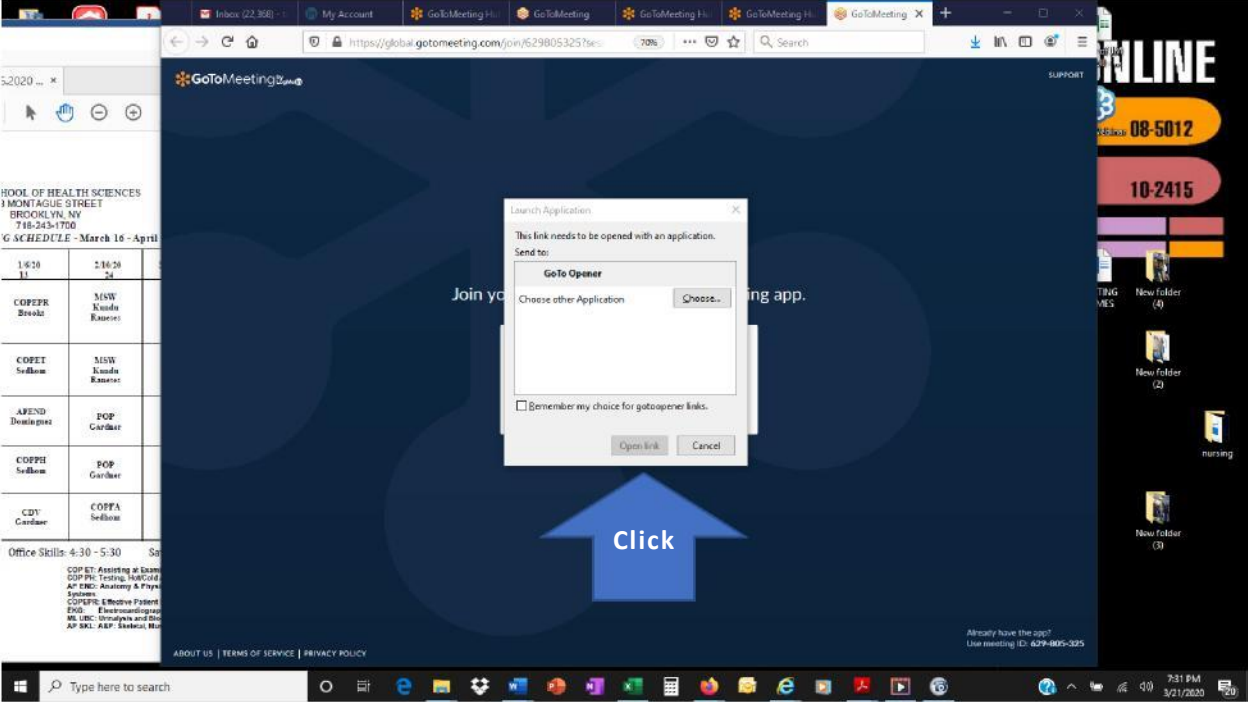


**Click on save.**

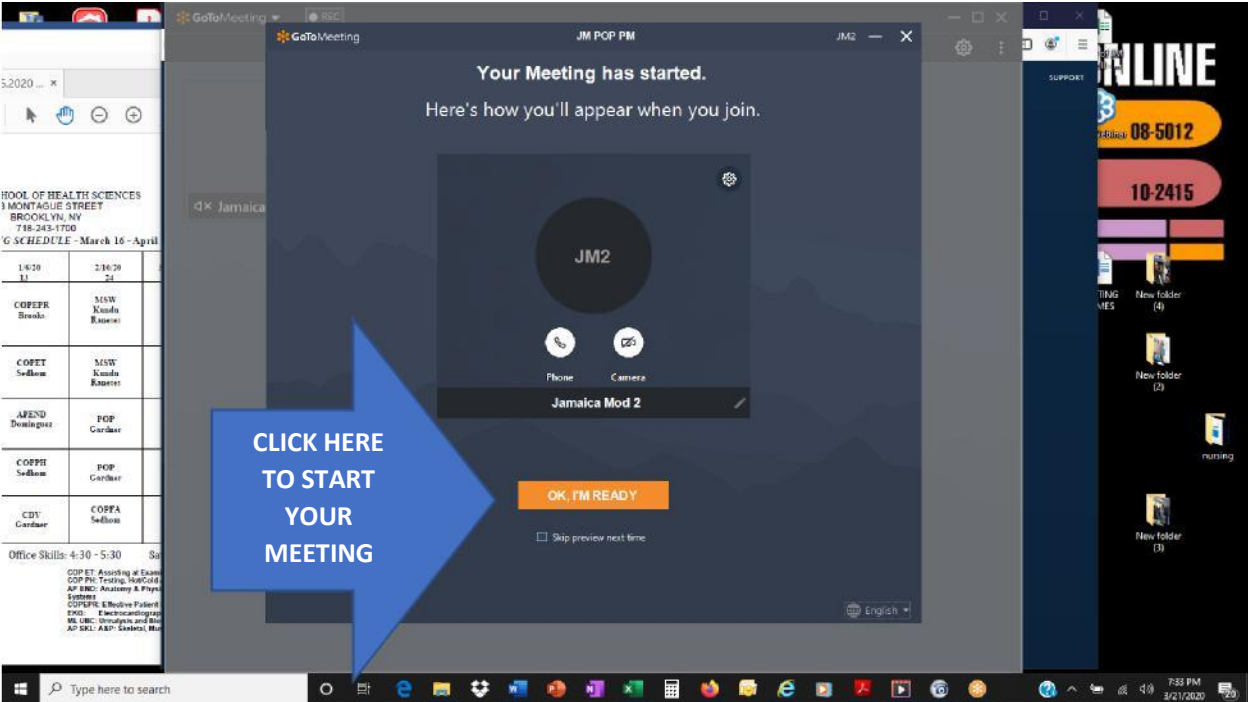


**You may need to go back to the GoToMeeting**

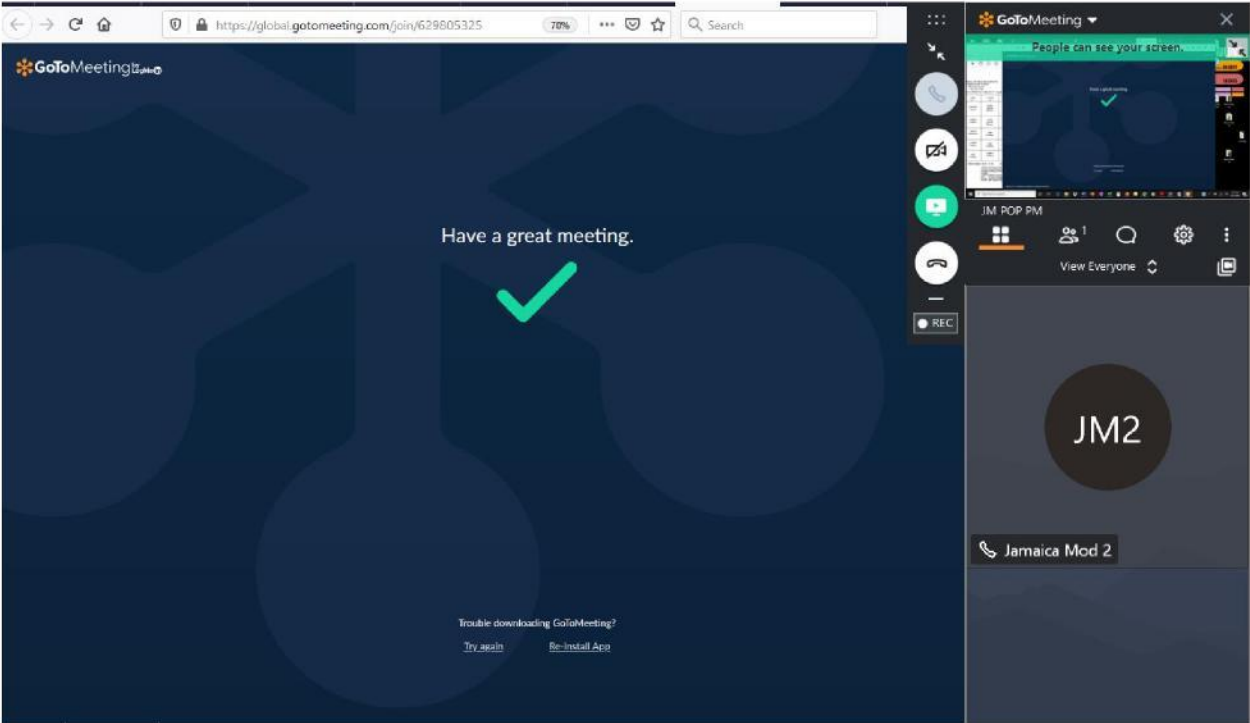
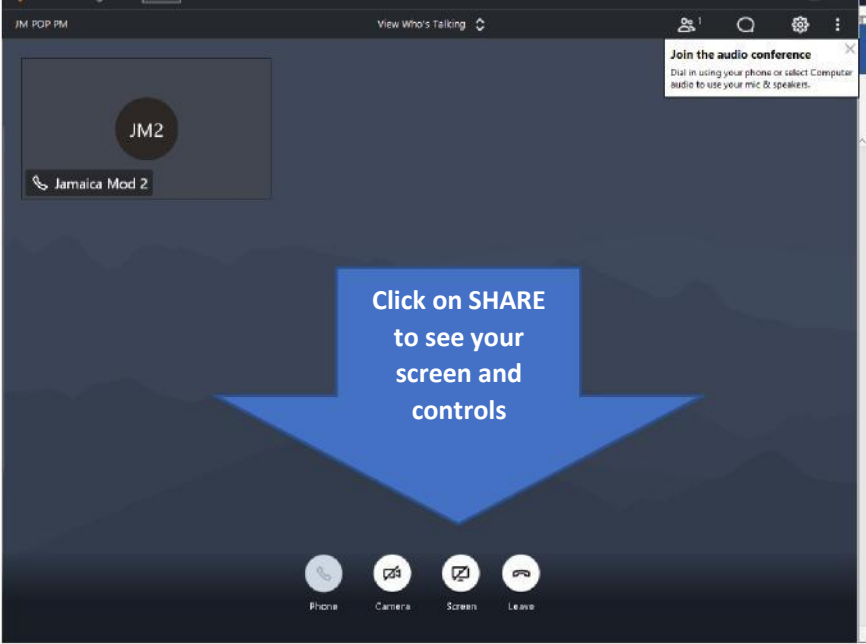
Allen School Instructor Training for GoTo Online Classrooms



Click on open link and the meeting screen will start



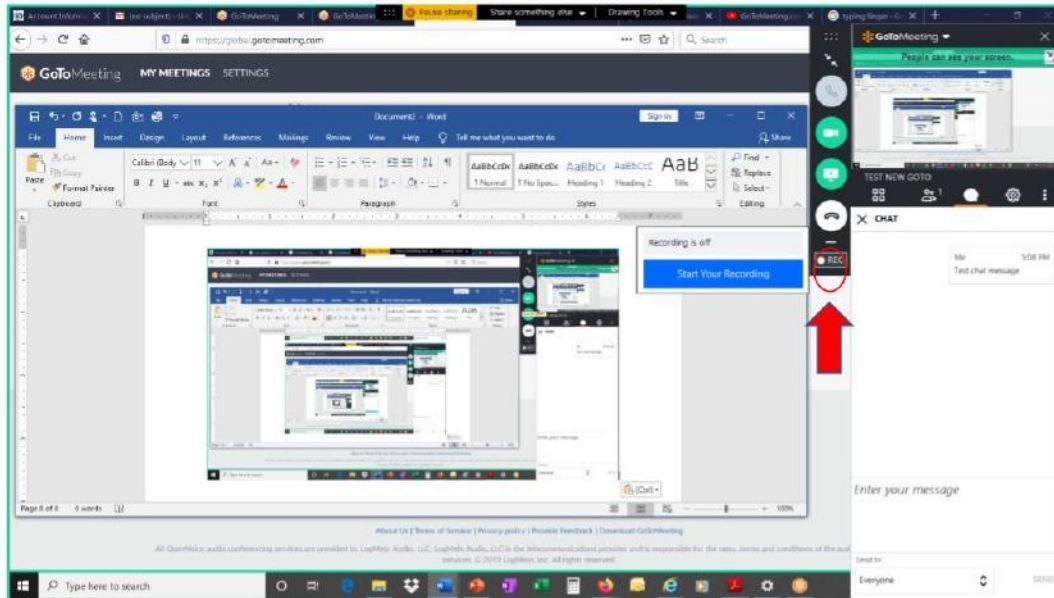
Allen School Instructor Training for GoTo Online Classrooms





# Allen School Instructor Training for GoTo Online Classrooms

**HIT RECORD!!**



## 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

### Create a VitalSource Account

First Name  Last Name

Email

Confirm Email

Password  Confirm Password

Must contain at least 8 characters, an uppercase letter, a lowercase letter, and a special character.

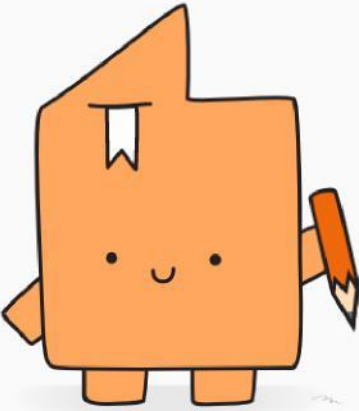

Security Question

Security Answer

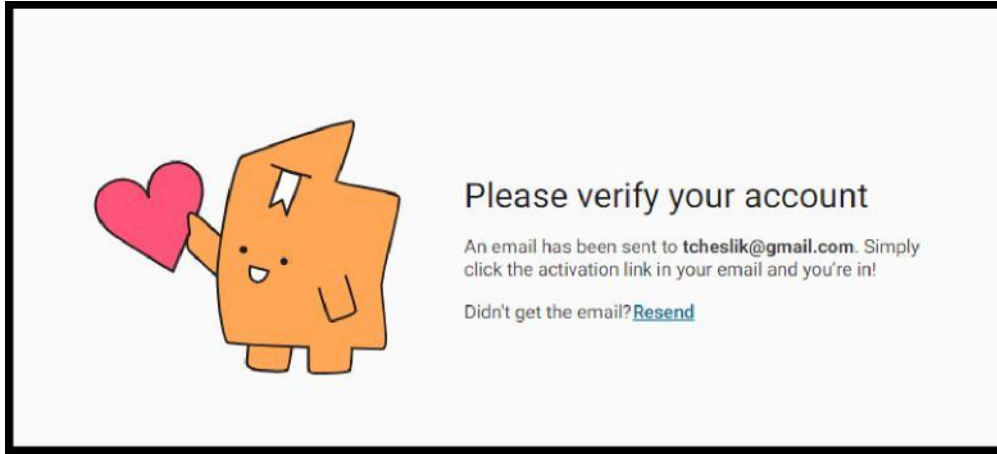
I agree to the [Terms of Use](#), [Privacy Policy](#), and [Cookie Policy](#).

**Create**

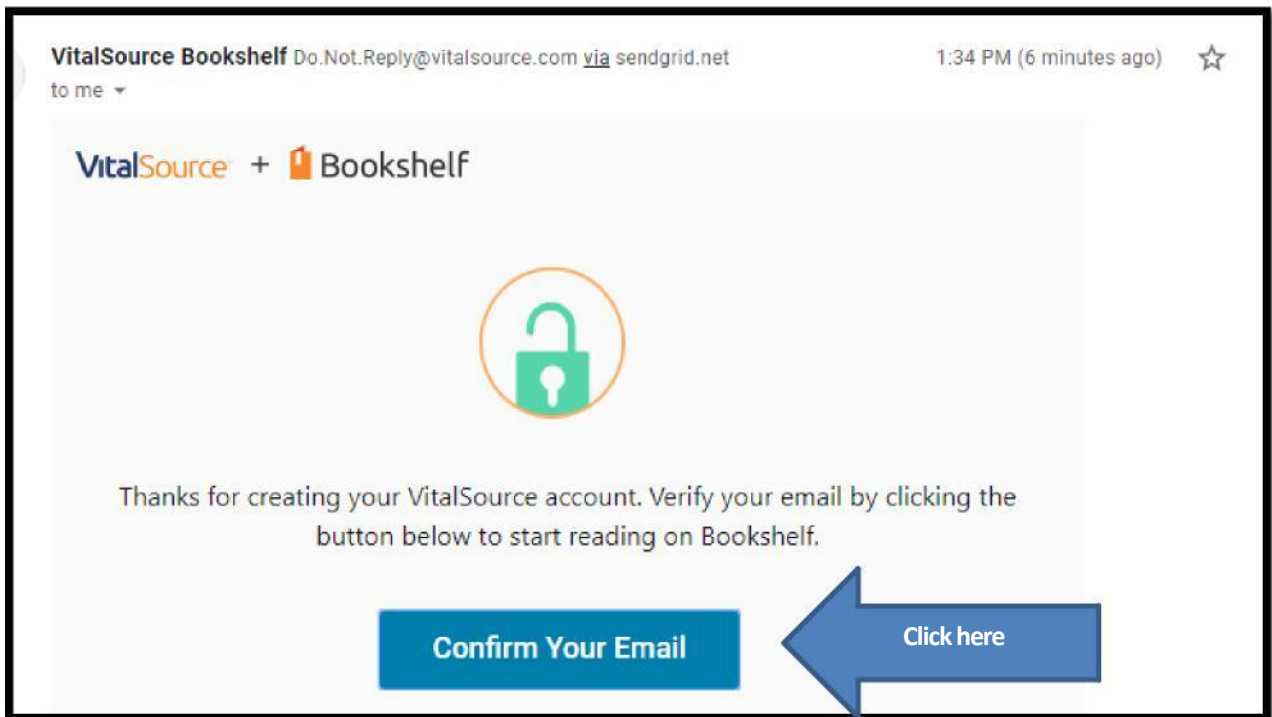
Already have an account? [Sign In](#)



## Manual to Access to Your E-book



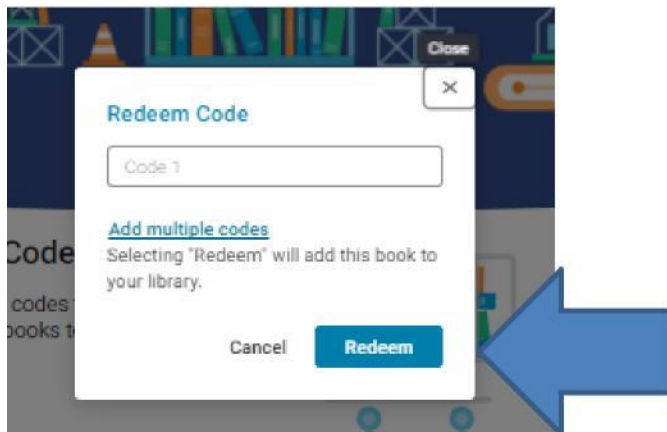
3. **Verify your account. An email will be sent to you.**



## 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)**



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**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).**

## 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

### 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.



## of Health Sciences

"Where Education Comes To Life"

---

- 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.

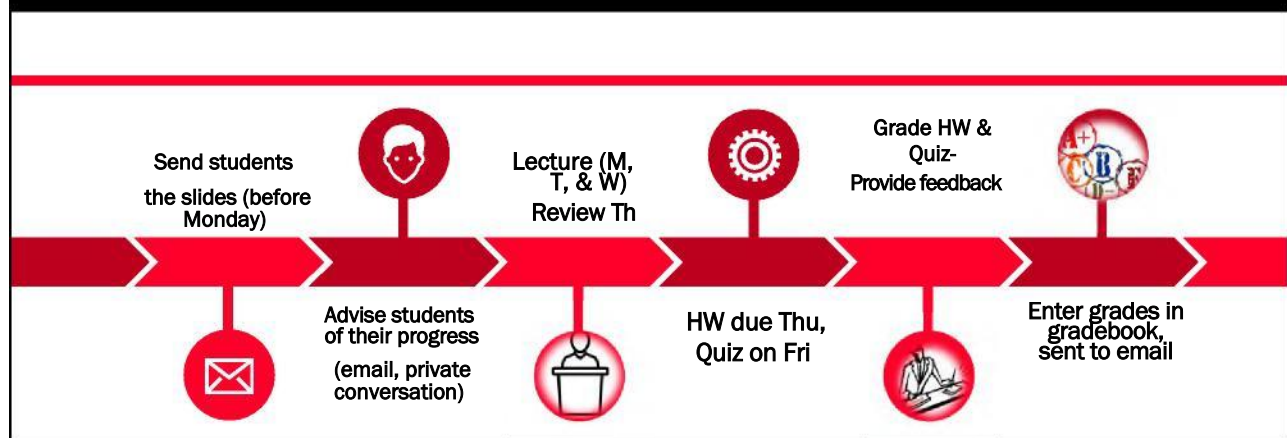
Signature \_\_\_\_\_

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

**Create a VitalSource Account**

First Name  Last Name

Email

Confirm Email

Password  Confirm Password

Must contain at least 8 characters, an uppercase letter, a lowercase letter, and a special character.

Security Question  
What is your favorite sport?

Security Answer

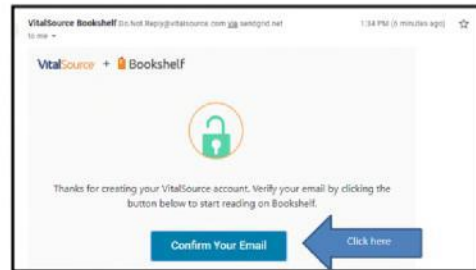
I agree to the [Terms of Use](#), [Privacy Policy](#), and [Cookie Policy](#).

**Create**

Click after entering information



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

**Customize this Template**

Log into HUB as Instructor

username - [allenschoolclassrooms@allenschool.edu](mailto:allenschoolclassrooms@allenschool.edu)

Password - coronavirus5!

Templat **digit** 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@alenschool.edu](mailto:gradebooks@alenschool.edu)

The screenshot shows a spreadsheet template for a GradeBook. It includes columns for various assessment categories and weekly point totals. Annotations with green arrows point to specific areas: 'Progress for week' points to the 'Weeks Progress' column, and 'Progress for course' points to the 'Interim Progress to date' column. A green box labeled 'STUDENT NAME' is placed over the student ID column.

Student	Final Grade	Overall Points	Interim Progress to date	Attendance Week (5 points each day)	Participation & Professionalism	Assignment 1	Discussion	Quiz	Weeks Progress	Interim Progress to date	Week 1 Point Total	Week 2 Point Total	Week 3 Point Total	Week 4 Point Total	Week 5 Point Total
F 724		90.5%							0.0%	72.4%	176	150	186	212	0
F 721		90.1%							0.0%	72.1%	167	176	183	195	0
F 302		37.8%	0	0	0	0	0	0	0.0%	30.2%	159	143	0	0	0
F 749		93.6%							0.0%	74.9%	161	181	201	206	0
F 422		52.8%							0.0%	42.2%	153	157	62	50	0
F 593		74.1%							0.0%	59.3%	147	177	167	102	0
F 723		90.4%							0.0%	72.3%	149	161	206	207	0

# Compliance

1. Record accurate attendance each day and place on your roster. Transfer to online portal [daily. My.allenschool.edu](http://My.allenschool.edu)



Name	Status	Time Present	Course Absent	Excused?	Reason
[Redacted]	Current	60 mins	0.00%		
[Redacted]	Current	60 mins	0.00%		
[Redacted]	Current	60 mins	0.00%		
[Redacted]	Current	60 mins	20.00%		

## 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 not 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

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





## Make Class Interactive - Compliance

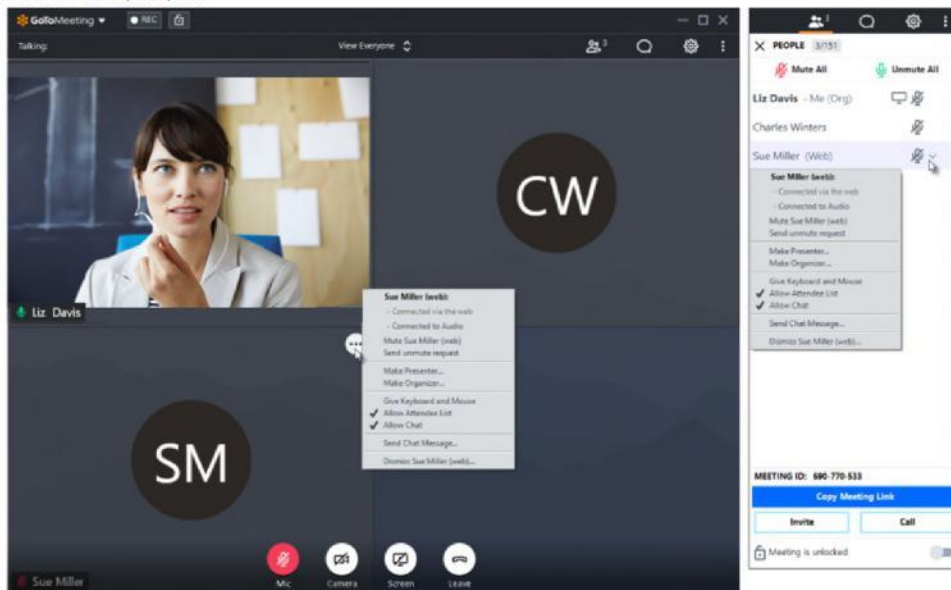
The class needs to be engaging.

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

Ask questions verbally – to specific people

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

Dis  
par



## **When are you on Campus**

MOD1: 1<sup>st</sup> and 3<sup>rd</sup> Monday

MOD2: 2<sup>nd</sup> and 4<sup>th</sup> 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](mailto:libby.hunt@online.allenschool.edu)
- Tim Cheslik: [tim.Cheslik@allenschool.edu](mailto: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 3<sup>rd</sup> 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:

< BACK TO HOME

### All Videos

>ToMeeting

Get Started

GoToMeeting Security

**Installation**

Schedule Meetings

Start Meetings

Join Meetings

Audio

Calendar Integration

GoToMeeting Get



How to Download  
GoToMeeting for Chrome

Learn how to easily join a  
GoToMeeting session from

iii.

### Joining meetings: Preferences

The screenshot shows the 'All Videos' page for GoToMeeting. The left sidebar lists various categories, with 'Join Meetings' highlighted by a blue underline. The main content area shows a video titled 'GoToMeeting Preferences (01:32)'. A blue circle highlights the video thumbnail, which features the text 'FAST. EASY. SIGNED.' and 'GoToMeeting Preferences (01:32)'. Below the thumbnail, the video title and a brief description are visible.

vi. Hosting/Hub:

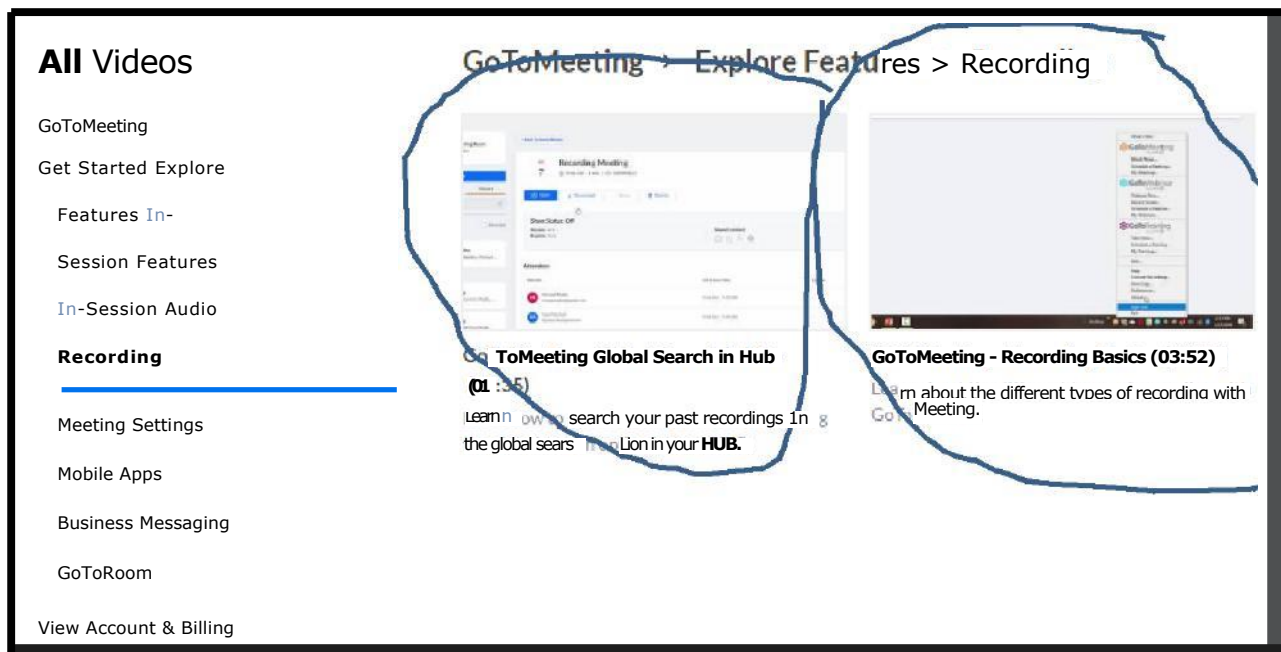
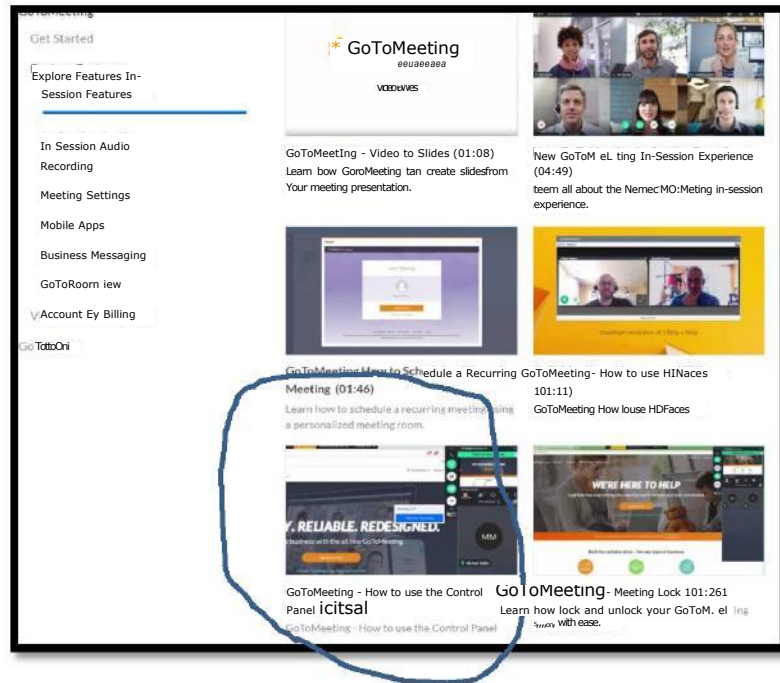
The screenshot shows the 'All Videos' page for GoToMeeting. The left sidebar lists various categories, with 'Schedule Meetings' highlighted by a blue underline. The main content area shows three video thumbnails. A blue circle highlights the rightmost thumbnail, which is titled 'GoToMeeting - How to Navigate the ToMeeting Website (02:45)'. Below the thumbnail, the video title and a brief description are visible.

iv.

### Screen sharing

The screenshot shows the 'All Videos' page for GoToMeeting. The left sidebar lists various categories, with 'In-Session Features' highlighted by a blue underline. The main content area shows several video thumbnails. A blue circle highlights the rightmost thumbnail, which is titled 'GoToMeeting - Privacy Based Screen Sharing (01:32)'. Below the thumbnail, the video title and a brief description are visible.

vi. Control panel



vii. Goto meeting HUB and Recording lecture:





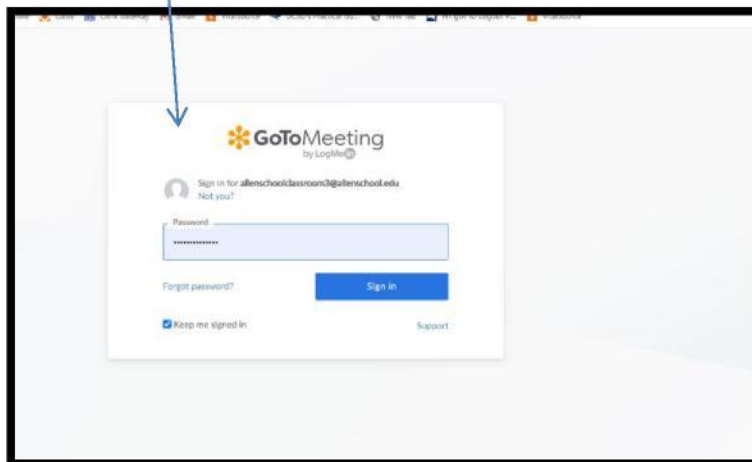
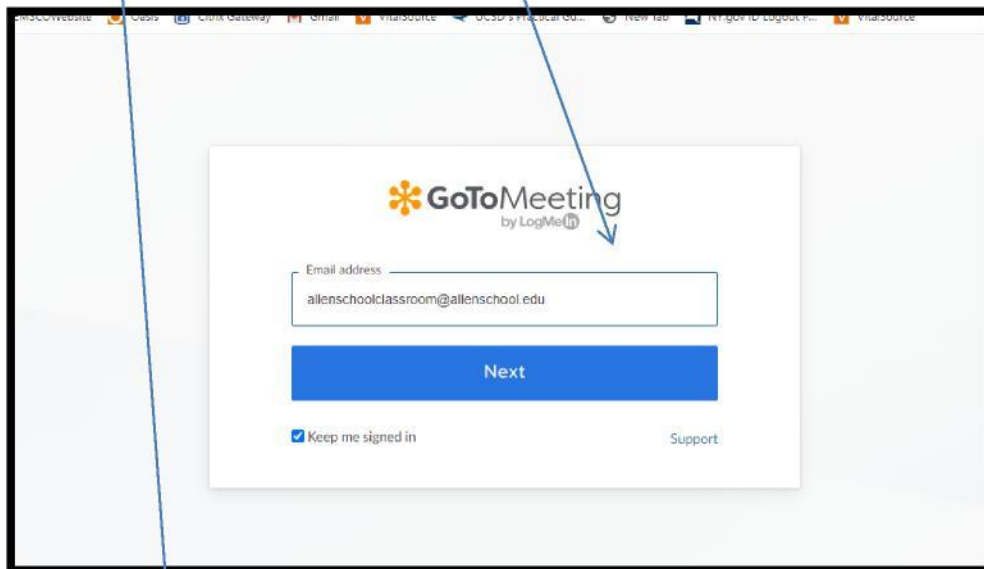
Access your classroom—the classrooms meetings have already been set up for you

[www.gotomeeting.com](http://www.gotomeeting.com) [SIGN IN]

For English class:

[Allenschoolclassroom3@allenschool.edu](mailto:Allenschoolclassroom3@allenschool.edu) (ID)

Coronaviruss3! (password)



## THE HUB

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

The screenshot shows the GoToMeeting Hub interface. On the left, there is a sidebar with navigation options: Home, Meetings, Settings, and Discover. The main area is divided into two sections. The top section, titled 'My Personal Meeting Room', contains a 'Create Meeting' button and a list of rooms. The bottom section, titled 'Jamaica Mod 4's Meeting', shows details for a specific meeting with ID 258-273-565. A blue 'Start' button is highlighted, and a text box with the text 'This will start the meeting' is overlaid on the 'Start' button. Other buttons include 'Copy Invitation', 'Edit', and 'Personalize'. The meeting details include the origin, contact information, and access code.

There is an AM and a PM meeting.

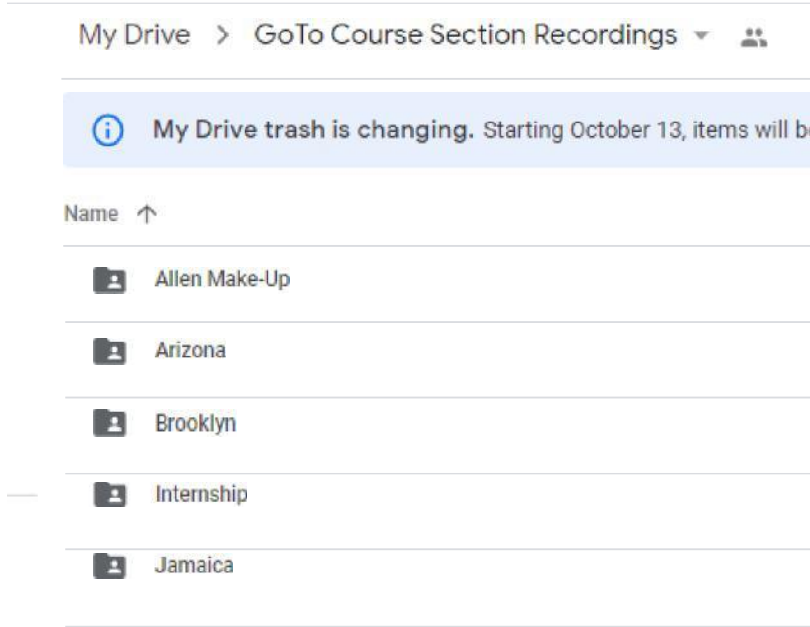
You can also download your recording from the third tab

The screenshot shows the GoToMeeting Hub interface. On the left, there is a sidebar with navigation options: Home, Meetings, Settings, and Discover. The main area is divided into two sections. The top section, titled 'My Personal Meeting Room', contains a 'Create Meeting' button and a list of rooms. The bottom section, titled 'JM ENG AM', shows details for a specific meeting with ID 393707117. A blue arrow points to the 'Download' button. The meeting details include the date and time (OCT 9, 10:30 AM - 52 min), share status, access information, and a list of attendees.

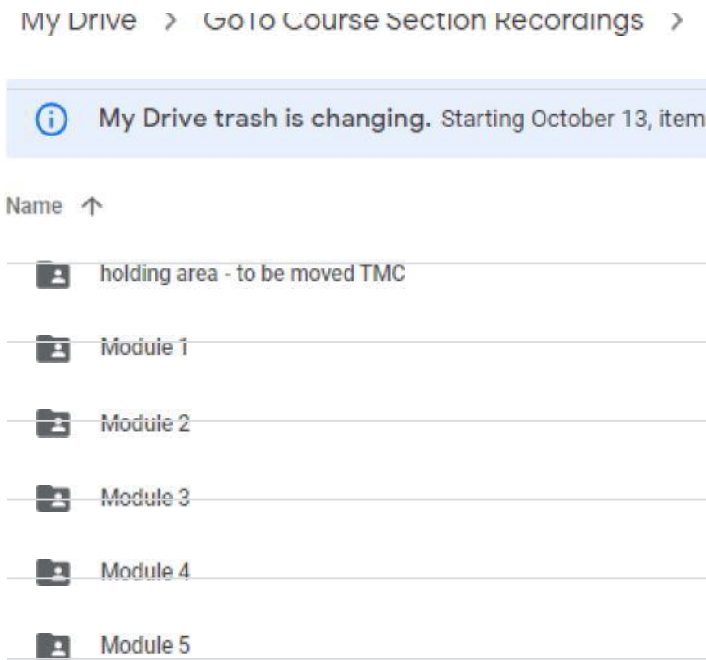
They will go into your downloads folder. Make sure the name of the file is in this format

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

EI 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

EI CDV

13 COMP

EI CVS

m ENG

---

My Drive > ... > 9/14/20 > ENG ▾ 👤

 My Drive trash is changing. Starting October 13

Name ↑


---

 Week 1

---

 Week 2

---

 Week 3

---

 Week 4

---

 Week 5

---

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 March 16th 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



Time to call  
and dial in

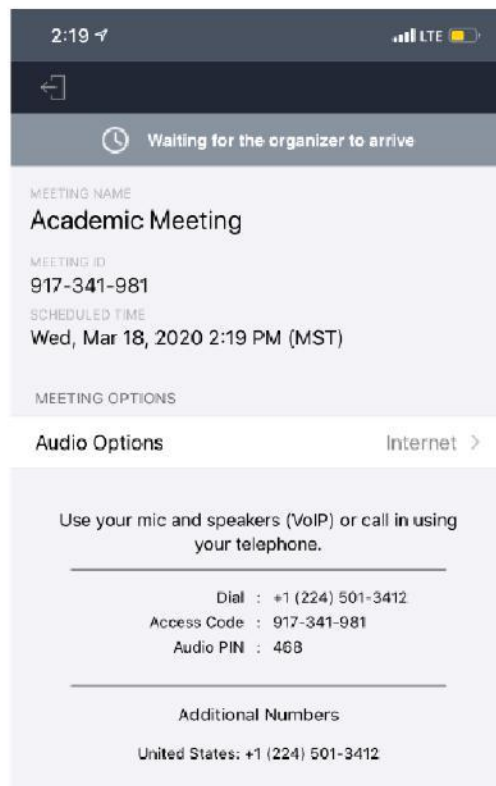
830am-930am Ms. Te-MSW

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



Link to  
online  
sharing

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 March 16th 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.



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

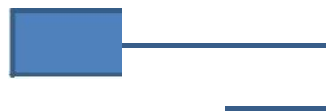
4. Click on the meeting link in the email
5. You will need to download the GoToMeeting app

[ich.getgo.com](http://ich.getgo.com) 8



GoToMeeting

Tap to download the GoToMeeting app from the Play Store.



> Tap to join the

6. Click on Tap to join the session

7. Click on the install button

ck



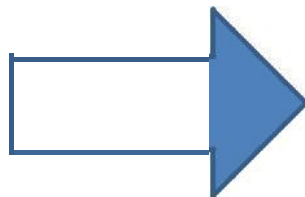
# GoToMeeting - Video Conferencing & Online Meetings

LogMeIn, Inc.

4.7\*  
23K  
reviews

1M+  
Downloa  
ds

Everyon  
e0

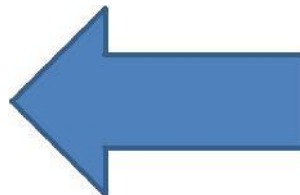


Install



# GoToMeeting - Video Conferencing & Online Meetings

LogMeIn,

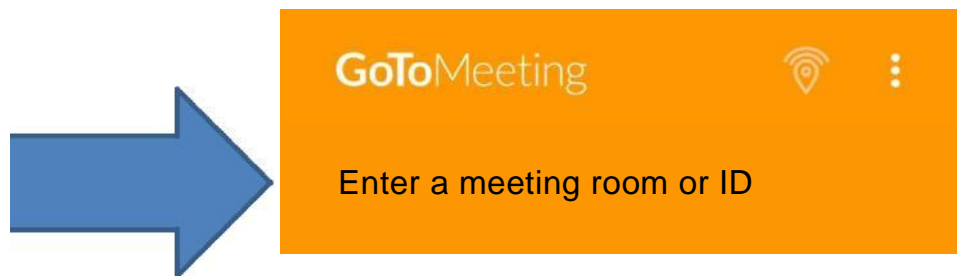


Uninstall

Open

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>

You can also dial in using your phone.

United States: +1 (224) 501-3412

Access Code 917-341-981



Quickly join your meetings by connecting to your calendar.

GET CONNECTED





Waiting for the organizer...

Are you the organizer?

Start your meeting

**A** Enter your full name

IS Enter your email (optional)



## Academic Meeting

**At** Organizer: Ruth Martinez

0 Meeting ID: 917-341-981

Audio  
option

Internet audio 'e'

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

**E** **Enter your info** **SAVE**

Enter your full name  
YOUR NAME HERE

---



IS Enter your email (option...

- 11. Type in your name
- 12. Click SAVE

**4--** **Enter your info** **SAVE**

Enteryourfullname  
YOUR NAME HERE

---

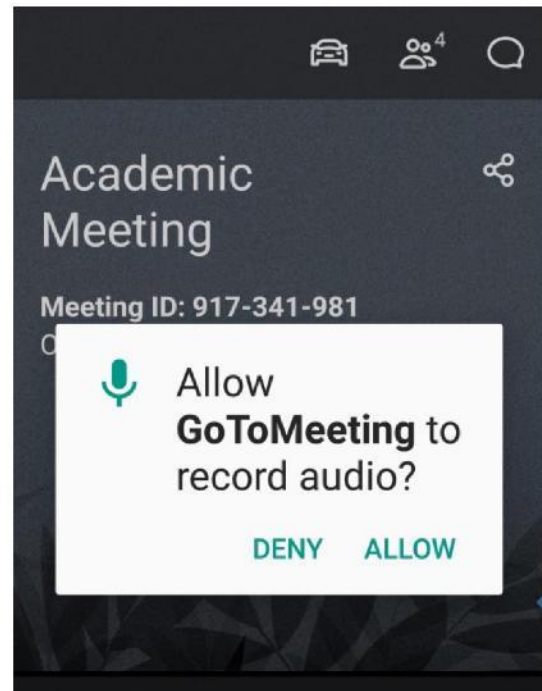


IS Enter your email (option...



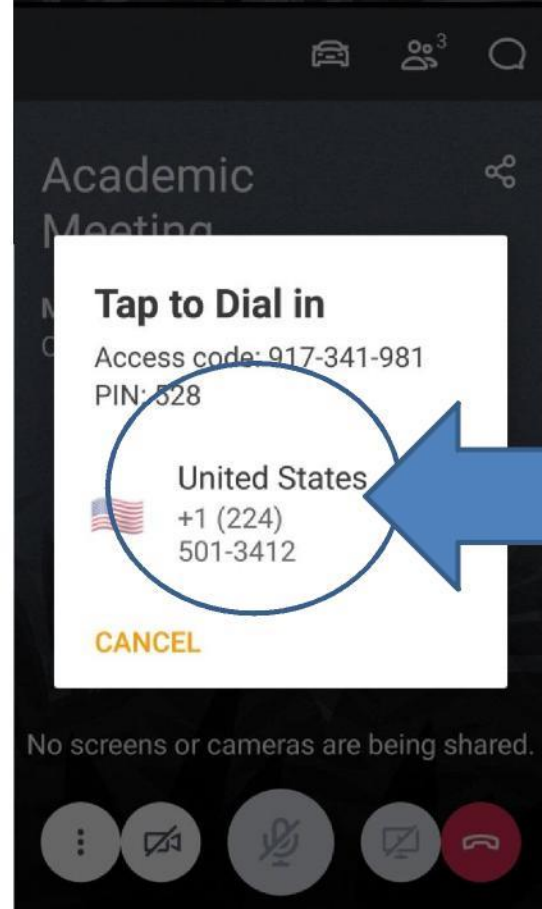
13. You will need to wait for your instructor to begin the meeting

14. The next screen will have a pop up

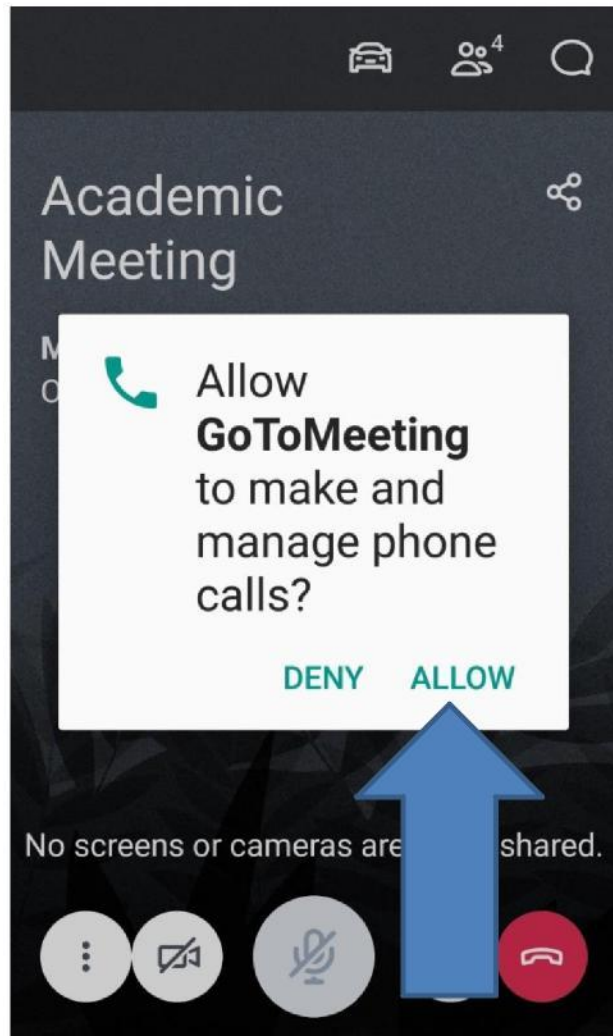


15. Click ALLOW so the app can record audio

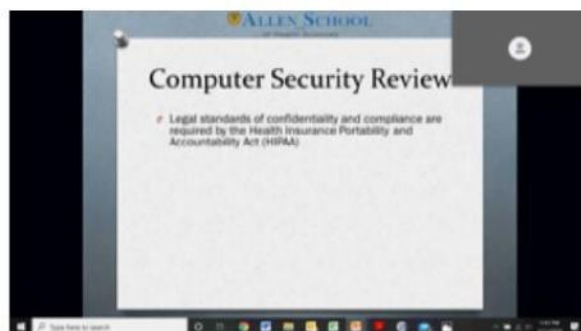
16. Tap on the phone number



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](mailto:brooklynsupport@allenschool.edu)

[Jamaicasupport@allenschool.edu](mailto:Jamaicasupport@allenschool.edu)

Arizona -

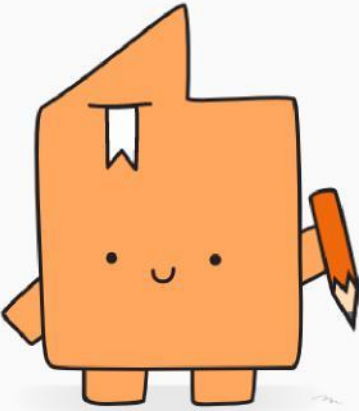
Arizona - [Vivian.Koistinen@online.allenschool.edu](mailto:Vivian.Koistinen@online.allenschool.edu)

VP Academic Affairs – [libby.hunt@allenschoo..edu](mailto:libby.hunt@allenschoo..edu)

Senior Director of Academic Affairs - [stephanie.roland@allenschool.edu](mailto: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



### Create a VitalSource Account

First Name

Last Name

Email

Confirm Email

Password

Confirm Password

Must contain at least 8 characters, an uppercase letter, a lowercase letter, and a special character.


Security Question

Security Answer

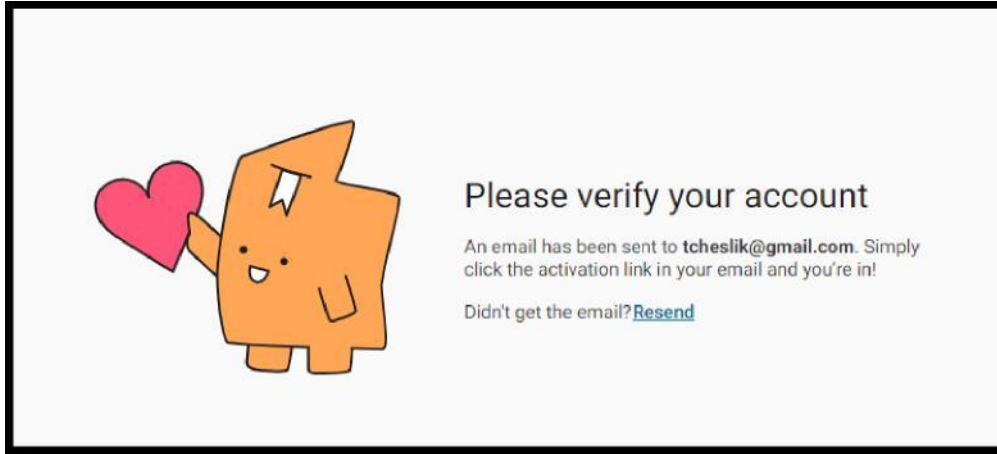
I agree to the [Terms of Use](#), [Privacy Policy](#), and [Cookie Policy](#).

**Create**

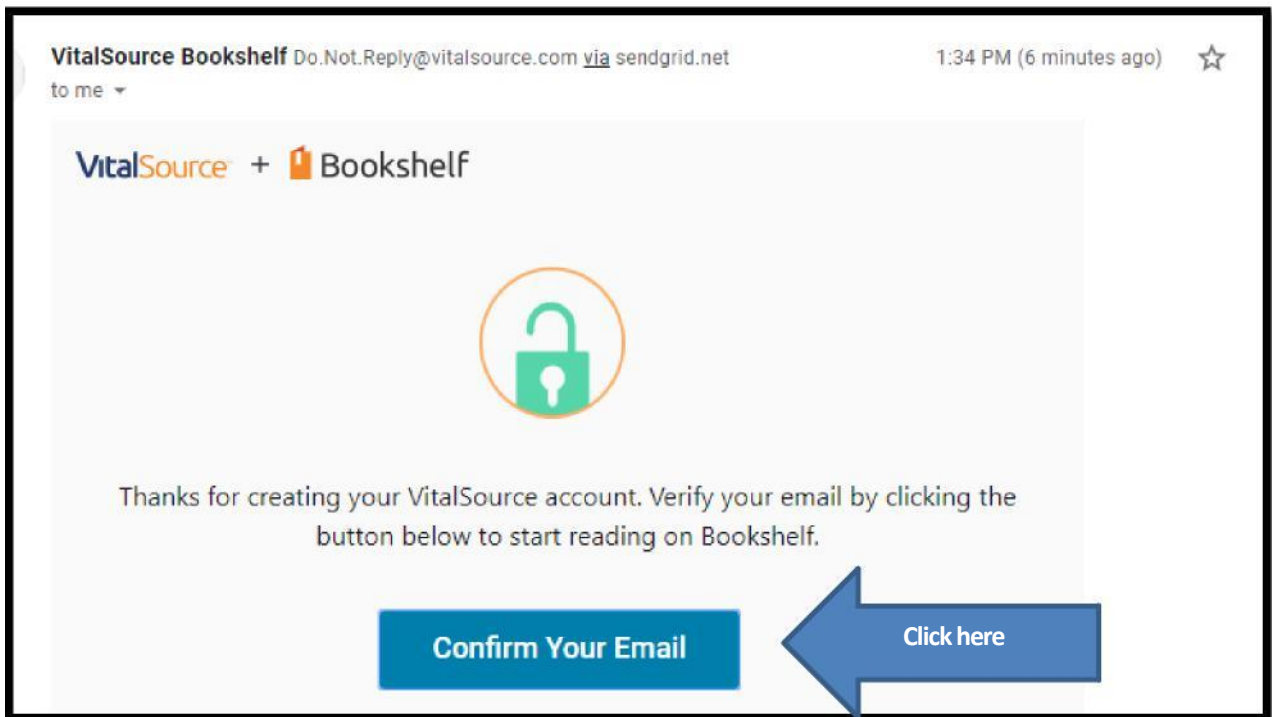
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## Manual to Access to Your E-book



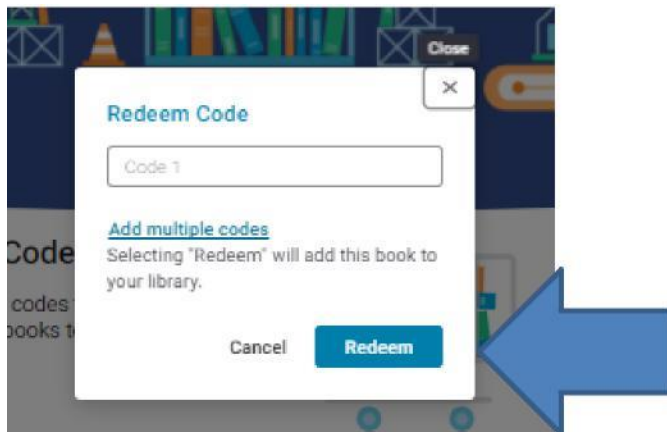
3. Verify your account. An email will be sent to you.



## 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](mailto:libby.hunt@online.allenschool.edu)>**FW: Classroom link - Allen School of Health Sciences**

1 message

**Stephanie Roland** <[stephanie.roland@allenschool.edu](mailto:stephanie.roland@allenschool.edu)>

Tue, May 18, 2021 at 5:56 PM

To: Libby Hunt <[libby.hunt@online.allenschool.edu](mailto:libby.hunt@online.allenschool.edu)>**From:** Stephanie Roland <[stephanie.roland@allenschool.edu](mailto:stephanie.roland@allenschool.edu)>**Sent:** Sunday, April 18, 2021 9:35 AM**To:** Stephanie Roland <[stephanie.roland@allenschool.edu](mailto:stephanie.roland@allenschool.edu)>; Jessica Crespo <[jessica.crespo@allenschool.edu](mailto:jessica.crespo@allenschool.edu)>; Michele Townsend <[michele.townsend@online.allenschool.edu](mailto:michele.townsend@online.allenschool.edu)>; Joe Mure <[joe.mure@allenschool.edu](mailto: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](mailto:jessica.crespo@allenschool.edu)Jamaica campus – Nandranie Dioquino: [nandranie.dioquino@allenschool.edu](mailto: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](mailto:stephanie.roland@allenschool.edu)



Libby Hunt <[libby.hunt@online.allenschool.edu](mailto:libby.hunt@online.allenschool.edu)>**FW: Classroom link - Allen School of Health Sciences**

1 message

**Stephanie Roland** <[stephanie.roland@allenschool.edu](mailto:stephanie.roland@allenschool.edu)>  
To: Libby Hunt <[libby.hunt@online.allenschool.edu](mailto:libby.hunt@online.allenschool.edu)>

Tue, May 18, 2021 at 5:56 PM

---

**From:** Stephanie Roland <[stephanie.roland@allenschool.edu](mailto:stephanie.roland@allenschool.edu)>  
**Sent:** Sunday, April 18, 2021 9:43 AM  
**To:** Stephanie Roland <[stephanie.roland@allenschool.edu](mailto:stephanie.roland@allenschool.edu)>; Jessica Crespo <[jessica.crespo@allenschool.edu](mailto:jessica.crespo@allenschool.edu)>; Michele Townsend <[michele.townsend@online.allenschool.edu](mailto:michele.townsend@online.allenschool.edu)>; Joe Mure <[joe.mure@allenschool.edu](mailto: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](mailto:jessica.crespo@allenschool.edu)

Jamaica campus – Nandranie Dioquino: [nandranie.dioquino@allenschool.edu](mailto: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**



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Fax: 718-732-2882

[stephanie.roland@allenschool.edu](mailto:stephanie.roland@allenschool.edu)



Libby Hunt <[libby.hunt@online.allenschool.edu](mailto:libby.hunt@online.allenschool.edu)>

## FW: Classroom link - Allen School of Health Sciences

1 message

**Stephanie Roland** <[stephanie.roland@allenschool.edu](mailto:stephanie.roland@allenschool.edu)>  
To: Libby Hunt <[libby.hunt@online.allenschool.edu](mailto:libby.hunt@online.allenschool.edu)>

Tue, May 18, 2021 at 5:57 PM

**From:** Stephanie Roland <[stephanie.roland@allenschool.edu](mailto:stephanie.roland@allenschool.edu)>  
**Sent:** Sunday, April 18, 2021 9:53 AM  
**To:** Stephanie Roland <[stephanie.roland@allenschool.edu](mailto:stephanie.roland@allenschool.edu)>; Jessica Crespo <[jessica.crespo@allenschool.edu](mailto:jessica.crespo@allenschool.edu)>; Michele Townsend <[michele.townsend@online.allenschool.edu](mailto:michele.townsend@online.allenschool.edu)>; Joe Mure <[joe.mure@allenschool.edu](mailto: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:

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Jamaica campus – Nandranie Dioquino: [nandranie.dioquino@allenschool.edu](mailto:nandranie.dioquino@allenschool.edu)

12:30PM - COPPH
<b>Please join my meeting from your computer, tablet or smartphone.</b>
<a href="https://global.gotomeeting.com/join/711839101">https://global.gotomeeting.com/join/711839101</a>

<b>You can also dial in using your phone.</b>
<a href="tel:+18772403212">United States: +1 (872) 240-3212</a>

**Access Code: 711-839-101**

Thank you!

**Stephanie Roland, MBA**  
**Senior Director of Student Affairs**



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Fax: 718-732-2882

[stephanie.roland@allenschool.edu](mailto:stephanie.roland@allenschool.edu)



Libby Hunt <[libby.hunt@online.allenschool.edu](mailto:libby.hunt@online.allenschool.edu)>

## FW: Classroom link - Allen School of Health Sciences

2 messages

**Stephanie Roland** <[stephanie.roland@allenschool.edu](mailto:stephanie.roland@allenschool.edu)>  
To: Libby Hunt <[libby.hunt@online.allenschool.edu](mailto:libby.hunt@online.allenschool.edu)>

Tue, May 18, 2021 at 5:40 PM

Mod 4

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

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Jamaica campus – Nandranie Dioquino: [nandranie.dioquino@allenschool.edu](mailto:nandranie.dioquino@allenschool.edu)

11:30AM + 12:30PM - EKG
<b>Please join my meeting from your computer, tablet or smartphone.</b>
<a href="https://global.gotomeeting.com/join/821415925">https://global.gotomeeting.com/join/821415925</a>

<b>You can also dial in using your phone.</b>
<a href="tel:+18772403212">United States: +1 (872) 240-3212</a>

**Access Code: 821-415-925**

Thank you!

**Stephanie Roland, MBA**  
Senior Director of Student Affairs



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Fax: 718-732-2882

[stephanie.roland@allenschool.edu](mailto:stephanie.roland@allenschool.edu)

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**Stephanie Roland** <[stephanie.roland@allenschool.edu](mailto:stephanie.roland@allenschool.edu)>  
PM To: Libby Hunt <[libby.hunt@online.allenschool.edu](mailto:libby.hunt@online.allenschool.edu)>

Tue, May 18, 2021 at 5:57

[Quoted text hidden]

Libby Hunt <[libby.hunt@online.allenschool.edu](mailto:libby.hunt@online.allenschool.edu)>**FW: Classroom link - Allen School of Health Sciences**

1 message

**Stephanie Roland** <[stephanie.roland@allenschool.edu](mailto:stephanie.roland@allenschool.edu)>  
To: Libby Hunt <[libby.hunt@online.allenschool.edu](mailto:libby.hunt@online.allenschool.edu)>

Tue, May 18, 2021 at 5:57 PM

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**From:** Stephanie Roland <[stephanie.roland@allenschool.edu](mailto:stephanie.roland@allenschool.edu)>  
**Sent:** Sunday, April 18, 2021 10:02 AM  
**To:** Stephanie Roland <[stephanie.roland@allenschool.edu](mailto:stephanie.roland@allenschool.edu)>; Jessica Crespo <[jessica.crespo@allenschool.edu](mailto:jessica.crespo@allenschool.edu)>; Michele Townsend <[michele.townsend@online.allenschool.edu](mailto:michele.townsend@online.allenschool.edu)>; Joe Mure <[joe.mure@allenschool.edu](mailto:joe.mure@allenschool.edu)>  
**Subject:** Classroom link - Allen School of Health Sciences  
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Jamaica campus – Nandranie Dioquino: [nandranie.dioquino@allenschool.edu](mailto:nandranie.dioquino@allenschool.edu)

10:30AM - MLE
<b>Please join my meeting from your computer, tablet or smartphone.</b>
<a href="https://global.gotomeeting.com/join/391523501">https://global.gotomeeting.com/join/391523501</a>

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

Thank you!

**Stephanie Roland, MBA**  
**Senior Director of Student Affairs**



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Office: 718-243-1700 EXT. 4960

Fax: 718-732-2882

[stephanie.roland@allenschool.edu](mailto:stephanie.roland@allenschool.edu)