



DEPARTMENT OF LANGUAGES AND LITERATURE

September 10, 2020

Hello AB-ELS and English GEC students,

Welcome to our Flexible Learning System (FLS).

This semester would be very challenging for both of us (teachers and students). We are navigating in a very strange learning environment as part of the so called 'new normal' brought about by the paralyzing effect of the COVID19 pandemic to our education system.

As I said, we will spend this 1st week verifying your identity and orienting you as to how the FLS shall be conducted. I needed to ask you to write a short biographical sketch because I have not met you in person yet. I went out of CAS to a 3-year scholarship when you came to the ABELS program, and I just reinstated into service this semester. I hope I can know you more as we embark into this 18-week of distance learning setup – online and off-line or blended mode.

I have already completed your modules, course guides, syllabuses, and an exclusive Learning Management System (LMS). I spent my personal money preparing many of the things (which I believe) you need to access, study, learn, and pass my courses/subjects for this semester. My utmost concern here is to make this FLS as easy as possible considering primarily the economic side of accessing the learning materials. Depending on your preference or economic situation, you may choose one or combine two of the three modalities as follows:

Option 1: Off-line distance learning using Digital Video (mp4) and Printed Study Guide. You will shoulder the production of printed materials (P1.00 per page) and you must have your own USB Flashdrive or memory card to copy the digital video lectures at the office of the Department of Languages and Literature (DLL) office. Each module has an accompanying video lecture and assessment tool (quiz, assignment, project etc.).

Option 2: Learning Management System (LMS) at www.als4els.com. We shall be using Moodle as our exclusive LMS. All materials and activities can be accessed or downloaded through desktop/laptop, smart phone or tablet which you can retrieve later even without WiFi; however, you must synchronize by logging to the LMS through your device when WiFi is available to update your records in the LMS.

Option 3: Classroom lecture is also available by special arrangement for only 10 students; however this is subject for request and approval of ISU administrators. This is only granted for those who do not have Video player, TV, or computer to access the instructional materials, and for those who are near the vicinity of ISU-Echague campus. Though this option may only have 10% possibility of approval, I still open this as an option for you to try.

Using the survey which you filled out through Google Form, we will determine what modality is fitted for you. For those who were not able to fill out the form shall automatically be placed to Option 1 because, I assume that they don't have the capability to access online learning tools. However, since we are in FLS, you can still request to switch modality anytime depending on your reason and justification. Also, you should take responsibility to adjust and cope with whatever delay in your lessons. So, I would suggest that you have to decide and

communicate your preferred modality as early as now so you will avoid unnecessary adjustment along the track of your courses / subjects. By the way, I want to assure everyone that the online and off-line will have the same content; the only difference is the delivery of the content. Caveat: For your safety, I suggest you go full online learning to avoid going outside and having higher risk of contracting COVID19 which is more costly than paying extra cost for online learning.

Moreover, as we start formally next week, I would assume that all of you will go blended mode (combination of printed module and online learning module). As far as class communication or interaction is concern, for the most part, we will do **asynchronous interaction** – meaning we will be exchanging communication or interaction by posting or sending messages in any time or period in the course timeframe using the LMS for online learners and cell phone text messaging for off-line learners. I will only do synchronous communication when necessary (maybe once a month) via FB messenger audio (only) for online learners and phone call for off-line learners. Don't expect any ZOOM or any video conference from me because I believe this would be unfair to others who cannot afford this facility.

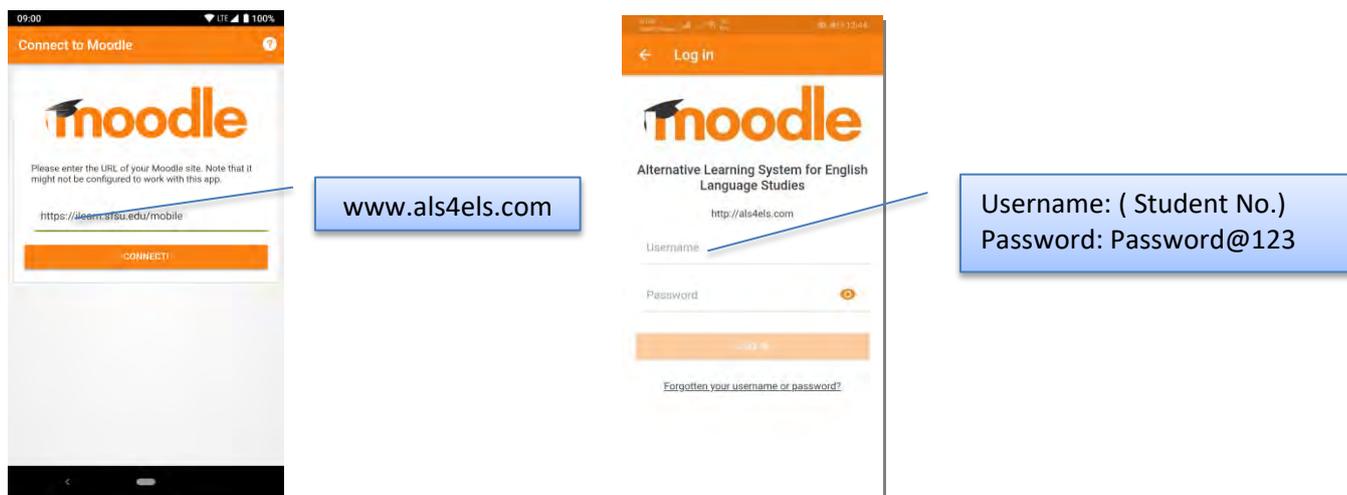
For the off-line learner, you will be getting the module from the office or at a drop-off and pick-up point which will be announced via text messaging. The modules can be released only every Friday, and succeeding modules shall only be released upon completion of the assessments (quizzes, assignments, projects, etc.) which are mostly writing tasks (essays, position papers, case studies, narratives, etc.). Communication and interaction in off-line learning is simple and not so demanding of time.

For the online learners, the FB Messenger group chat (GC) is our backchannel communication system, but we shall be conducting all graded activities via the LMS. Assessments in the LMS are mostly objective type (fill in the blank, multiple choice, matching type, true or false, etc.) and they are usually open note (because no one is supervising); it also features the possibility to repeat the quiz twice or trice depending on the level of difficulty of the topic – online assessment is lighter than off-line learning.

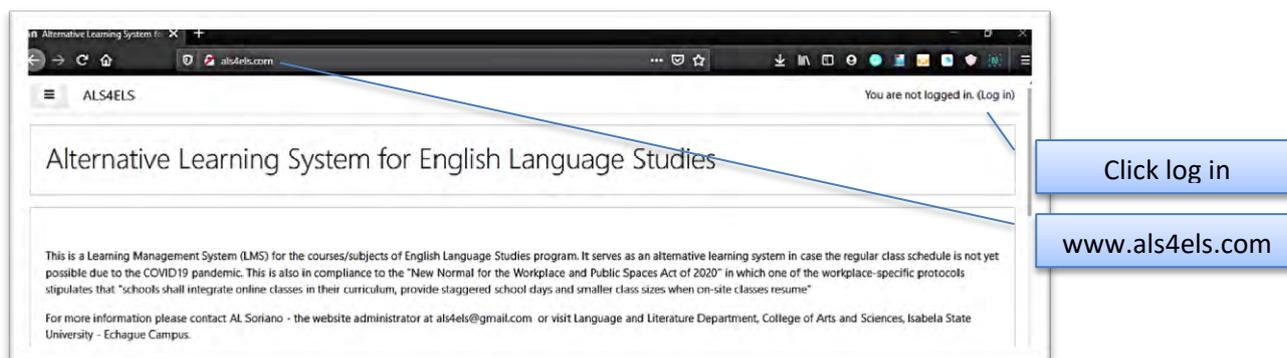
Whatever modality you prefer, all of you shall have an account in the LMS; you will be given your user name and password so that you can now start learning how to operate the system. Here is how to log-in in the LMS:

A. Using Android Smart Phone / Apple iOS iPhone

Watch this video <https://www.youtube.com/watch?v=3vOiNK6d06M> to orient you how to download, install, and operate MOODLE in your Smart Phone or Tablet.



B. Using internet Browser (Firefox, Chrome, Edge, Opera). Just type www.als4els.com in the address bar



You can watch a lot of Youtube video tutorial on how to use Moodle. If you have used Edmodo and Google Classroom before, it would be easy for you to learn it. If it is your first time, you have to take time reading and watching some published tutorial in the internet. Please visit www.moodle.org for more materials and documentation on how to use Moodle.

Your user name and password is already encoded. You get your Student ID or Registration Form and locate your Student Number (SN) - that is your user name. For your password, I have encoded a common password – **Password@123** – After logging into the system you must change your password and update your profile.

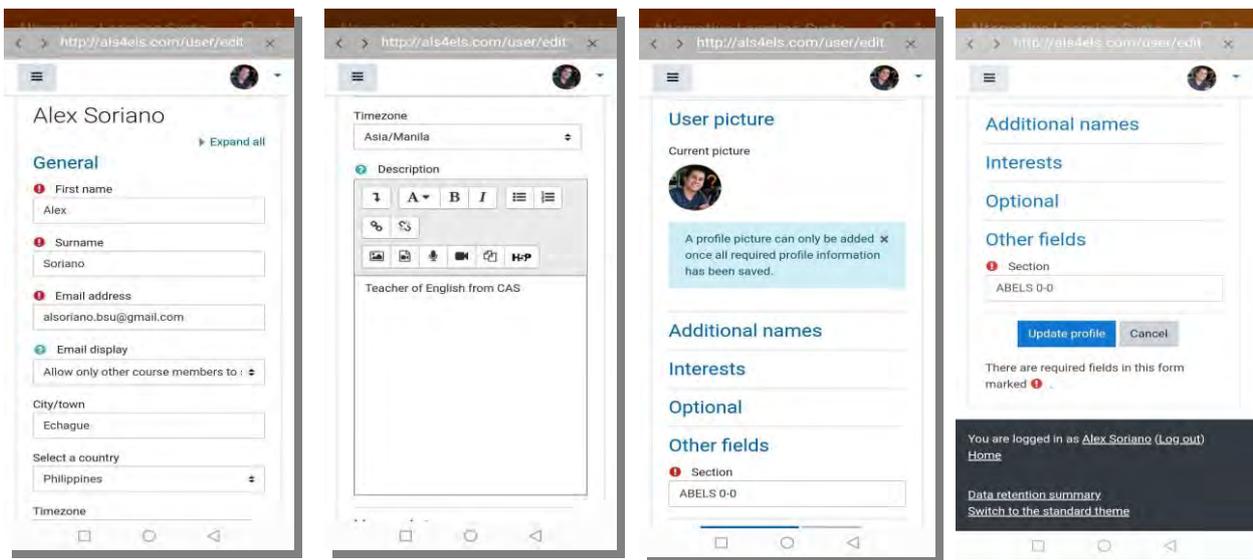
If it is your first time to access Moodle in your smart phone, it will redirect you to setup your profile and your smart phone screen will prompt you to log in through the mobile internet browser. You must enter your user name (student no) and password (Password@123) and then you will proceed to updating your user profile as seen in the screens next page:



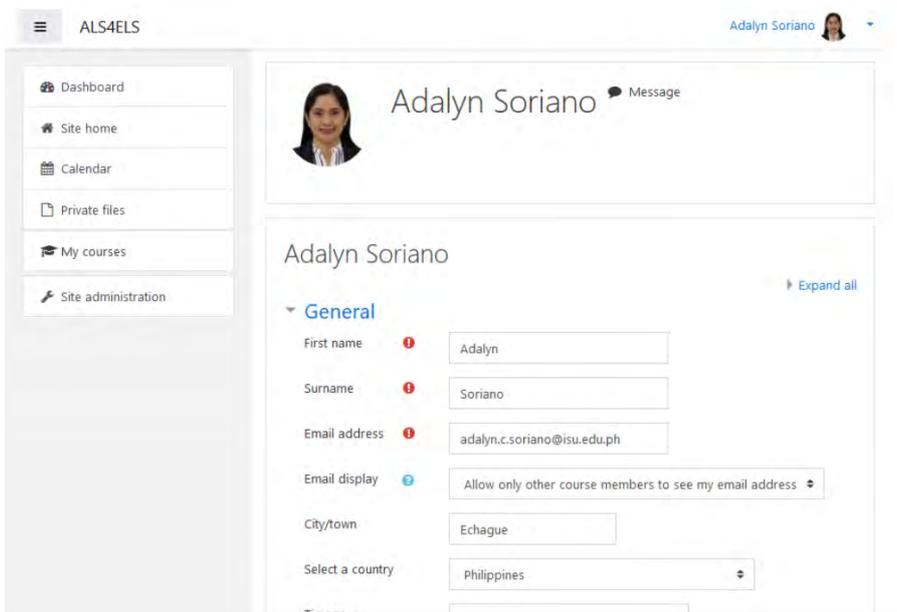
You have to update your profile. This is your first graded activity in the LMS. If you can successfully do this, it means you are qualified to be an online learner; otherwise, you will be listed as off-line learner.

You need to edit your First name, Last name, E-mail, City, Country, and Timezone. In your Description you need to copy and paste your autobiographical sketch. Then you have to prepare your profile photo; you need to have a formal profile picture with light background. You upload your photo and then fill out the last data field which is the Section, and then finally click UPDATE PROFILE. Below are the screens for updating your profile.

A. Smart Phone / Tablet Screen



B. Desktop / Laptop Internet Browser screen



If you have laptop or if you have access to internet rental shop, it is easier to update your profile using the internet browser of the Windows computer system. Having a wide screen, keyboard and a mouse is far convenient than touching your small screen of smart phone. Smart phones or Tablets are convenient when you are travelling; however, there are features of Moodle which are only accessible through internet browser.

I hope you can now see the bigger picture of how the FLS will go through this semester, particularly using the LMS. Take time to learn Moodle because this will be the standard platform of ISU in implementing online learning. Cabagan and Ilagan campus are now fully implementing Moodle, and here in Echague, the AB-ELS program is the first to use Moodle. I will be uploading your first module by Monday (September 14) and the same way, the printed module and video lecture can be picked-up by the next day at the designated drop off-pick up point/place.

That's all for now. Again, welcome to our Flexible Learning System class. I hope we will survive this semester and you will pass my courses with excellent grade. We will heal as one and recover as one. Stay safe, stay home stay alive. See you soon!