

Dimboola Memorial Secondary College

ONLINE LEARNING

summary



SET UP & ORGANISATION

- Do you have everything you need for this session?
- Make sure your device is charged.
- Have your timetable ready, so you know which class to join.
- Think about what you can do to make the lesson a positive one.

ATTEND.

- Log onto WebEx before your lesson
- Attend your lesson at the start time with your microphone off and camera on.
- The teacher will mark the roll and begin the lesson.
- Remember to follow the *Video Conferencing – Expected Behaviours* guide.

WORK TIME

- Turn your camera and microphone off once you start work (unless your teacher is still working with you).
- Use your work time to go through all of the tasks and activities set by your teacher.
- Ask for help by checking-in with your teacher. Do this by turning your camera back on, using the 'raise your hand' feature or the 'chat' function.
- You may complete everything before the lesson is finished. Check with your teacher before you sign out.

EXPECTATIONS

- **ACHIEVEMENT** – stay on task and try your best.
- **RESPECT** – be nice and respectful to teachers, peers and parents/carers who are supervising you.
- **RESILIENCE** – keep trying when things are tricky. Ask for help when you need it.
- Use your **DEVICE** the way your teacher has directed and not for personal reasons.

REFLECT

After your lesson, take some time to reflect and ask yourself the following questions:

- **ACHIEVEMENT** – did I work hard and try my best?
- **RESPECT** – was I respectful during the lesson?
- **RESILIENCE** – did you bounce back when things went wrong or didn't go to plan?
- Is there anything I need to share about the lesson or how I am going with my teacher?

Remember to be patient, kind and courteous as we work through this together.

VIDEO CONFERENCING

expected behaviours



PREPARE

- Do you have everything you need ready for the session?
- Is your back to the wall? When on camera, have your back against a wall for privacy.
- Are you wearing appropriate clothing?
- Are you sitting in a comfortable position?
- Think about how you can make the session a positive one.

ENGAGE

- Enter the session using your name.
- Engage in the session.
- Listen carefully to the person who is speaking.
- Stay focused on the person talking.
- Make valuable contributions and answer questions.

ETTIQUETTE

- Mute your microphone unless you are participating in a discussion.
- Have your camera on while the whole class is meeting.
- Turn your camera and microphone off while you are working independently.
- Turn your camera back on when you would like assistance from the teacher.
- Refrain from eating or drinking on camera.

RESPECT & RESILIENCE

- Be respectful of everyone in the group by listening carefully.
- Be inclusive of others in conversations.
- Be respectful of the privacy of all people in the meeting. Recording of meetings is not permitted.
- If there are complications or problems with technology, be patient and supportive

After you finish a video meeting, remember to leave the meeting. Ask yourself the following questions:

- ACHIEVEMENT – Did I make a positive contribution to the session?
- RESPECT – Was I respectful, kind and courteous?
- RESILIENCE – Did I persist and bounce back if something went wrong?