

Remote
and Flexible
Learning

Students' access to and protocols for using Zoom

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When Remote Learning is activated, students and teachers can connect using a conferencing tool called Zoom. This system is capable of video, audio and chat and has been embedded into Saint Ignatius College's Learning Management System, Canvas. This enables teachers to deliver classes, check in with students, provide wellbeing support plus more.

If using video during your classes consider your background. Bright lights or windows behind you can make it difficult to see you and what you are demonstrating. If possible, sit in front of a blank wall or curtains or consider not using video at all.

The microphone on your laptop is located near the charger port. If it is covered by a case or sitting on your lap and covered, participants may not be able to hear you. Consider also using headphones if your environment is noisy.

Students using Zoom:

- If possible, work in a shared space in your home. Bedrooms should be avoided where possible.
- Dress appropriately to participate in video sessions when they occur.
- Be respectful in all online spaces - to each other and to the teachers who are sharing content with you. This is no different to when you are in class.
- Do not expect one-on-one Zoom sessions with teachers.
- Abide by the school policies and expectations whilst online as you would if physically at school e.g. Acceptable Usage of ICT policy, Child Safety Policy.
- Zoom sessions can consume a significant amount of battery power, therefore you should connect your charger to your laptop for the majority of the day.
- Please remember your teacher will receive many more emails than normal, please allow enough time for them to respond and remember that they are online taking other timetabled classes during the day apart from your class.
- Use headphones to stop audio feedback from occurring when you are required to speak to your class or teacher.

Please follow safe online behaviour.

This includes:

- Disable video and/or muting your microphone in Zoom sessions unless necessary.
- Consider the background noise and video when running a Zoom session.
- Checking with IT via itsupport@ignatius.vic.edu.au if you are unsure about using or installing a new app or website.
- You may be asked to share your screen with a teacher or class, therefore keep your desktop in order and free from any material that may offend others.
- If requested, do not allow anyone other than I.T. staff to remotely control your computer.
- Ensure that you are signed in to Zoom with your College email address. Do not sign in to Zoom with a personal email address.
- Do not accept Zoom invitations from unknown users. Inform College I.T. of any unusual requests.
- Other considerations as per normal are listed in the Technology Agreement booklet and your College Planner.

Please email itsupport@ignatius.vic.edu.au for help with technical issues. Teachers should only be contacted about course work and learning related matters.

Zoom - Setting up your Account.

- Before beginning using the Zoom platform you must activate your account.

Using Zoom through Canvas

- Log in to Canvas as per normal, and access your timetabled class. You will notice two new buttons in the course navigation bar, “Zoom” and “Chat”.

The screenshot shows the Canvas LMS interface. On the left is a dark blue sidebar with icons and labels for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main navigation bar includes Home, Announcements, Modules, Assignments, Marks, Chat, Zoom, and Syllabus. The 'Chat' and 'Zoom' buttons are highlighted with red boxes and arrows. The main content area is titled 'My Class' and features a banner for 'Saint Ignatius College Canvas' with a blue digital background. Below the banner is a 'Class overview' section with the text 'Using Zoom for remote learning' and 'Welcome!'.

- Click the Zoom button in the course navigation

- If your teacher has a Zoom session scheduled it will appear in the list. Click Join to join the session.

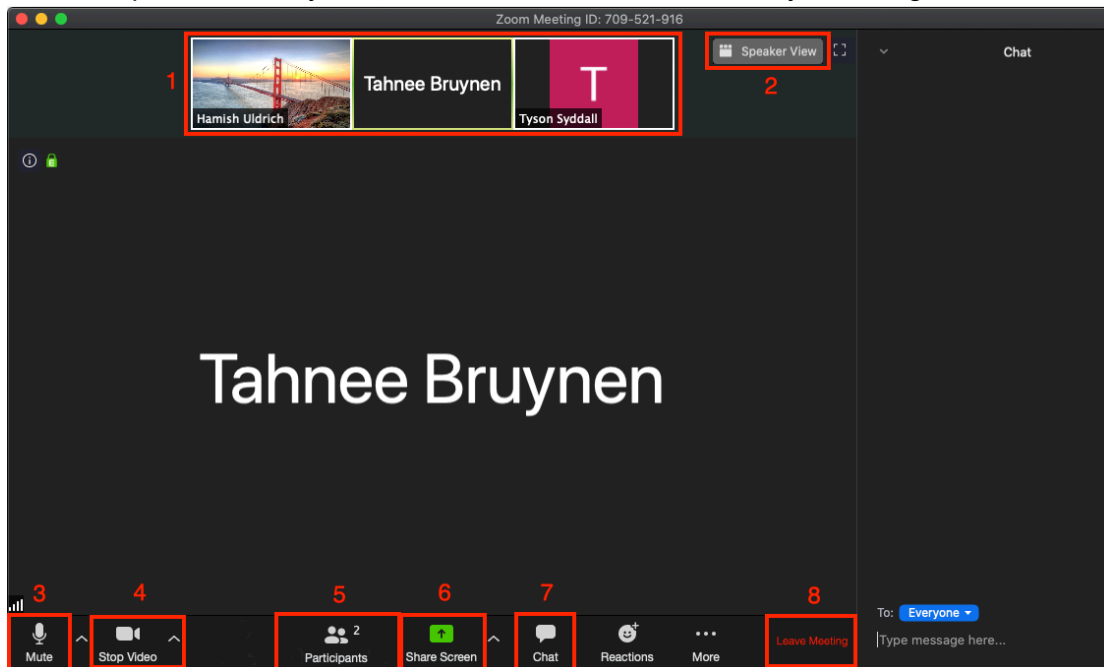
The screenshot shows the Zoom web interface. On the left is a dark blue sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area has a breadcrumb 'My Sandbox > My Class' and the Zoom logo. Below the logo, it says 'Your current Time Zone is (GMT+10:00) Canberra, Melbourne, Sydney.' There are three tabs: 'Upcoming Meetings', 'Previous Meetings', and 'Cloud Recordings'. The 'Upcoming Meetings' tab is active and shows a table with columns 'Start Time', 'Topic', and 'Meeting ID'. The first row is for 'Today 2:00 PM' with the topic 'Today's Class' and meeting ID '176-254-307'. A red box highlights the 'Join' button next to this row, with a red arrow pointing to it. The second row is for 'Tomorrow 2:00 PM' with the topic 'Tomorrow's Class' and meeting ID '175-512-315', also with a 'Join' button. At the bottom right, there are navigation arrows and a page number '1'.

- When prompted how to proceed, choose 'Open zoom.us.app'
- You will then be asked how to connect to the meeting Audio.
- Tick the box in the bottom left to automatically connect to Audio in the future, then click the blue 'Join with Computer Audio' button. You should then be connected.

The screenshot shows a dialog box titled 'Choose ONE of the audio conference options'. There are two tabs: 'Phone Call' and 'Computer Audio'. The 'Computer Audio' tab is selected. Below the tabs, there is a blue button labeled 'Join With Computer Audio' which is highlighted with a red box and an arrow labeled '2'. Below this button is the text 'Test Speaker and Microphone'. At the bottom left, there is a checkbox that is checked, highlighted with a red box and an arrow labeled '1', with the text 'Automatically join audio by computer when joining a meeting' next to it.

Zoom - Basic session controls.

Below is a description of the layout and basic functions available to you during a Zoom session:



1. Thumbnails of active participants
2. Switch between speaker view and gallery view. Speaker is recommended as this will automatically highlight whoever is talking.
3. Your microphone control. You can mute or unmute your microphone here.
4. Your video control. You can enable or disable your camera here.
5. Participants - here you can 'Raise their hand' **Raise Hand** as a way of getting the teacher's attention. This is especially useful if all microphones are muted.
6. Your teacher may ask you to share your screen using this button
7. Chat. This button opens the chat space on the right hand side.
8. Leave Meeting. Click here to exit the meeting.