



EMMAUS
COLLEGE



VIRTUAL CLASSROOMS

Learning and Wellbeing Online

April 2020

VIRTUAL CLASSROOMS

Learning and Wellbeing Online

During the period of school shutdown, the College will be delivering lessons using Virtual Classroom platforms.

Understanding the expectations for Virtual Classrooms

- Inform members of your family that you will be taking part in a virtual lesson.
- Your learning space needs to be away from household noise and disruptions.
- Appropriate attire is to be worn.
- No food or drinking during a virtual lesson.
- Emmaus College Code of Conduct for behaviour and language is expected.
- Every person has the right to be safe, comfortable and confident in their learning. Every person has the responsibility to respect and protect this for their classmates and teacher
- Please refer to Continuity of Wellbeing During Term 2 for information and expectations regarding pastoral care.

Online Tools and Platforms

- EmmLink: Announcements, resources and submitting assessment tasks.
- Microsoft Teams for Virtual Classes
- OneDrive for storing of files and sharing or collaborating resources.
- Email: Please keep up to date with emails from your teachers.

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CONTINUITY OF WELLBEING

During Term 2

Daily Check-in with Pastoral Teacher

We want to be able to check-in with students' wellbeing regularly. We will use a traffic light model.

Each student's Pastoral Teacher will initiate a Chat with them on Microsoft Teams.

Students will send their Pastoral Teachers a message on Chat by 10.30am each day with the word that best describes how they are feeling:

GREEN Everything is OK, I'm doing fine. This may also mean: I am working through some challenges ... I will let you know if I need to talk.

AMBER I am not feeling well. I would like to chat with someone.

RED I need help.

BLACK I don't feel safe and I need help. I can't speak with an adult at home.

If Green, the Pastoral Teacher will respond



If another colour, the Pastoral Teacher will try to help the student ... Or, after acknowledging the message, inform the House Leader, Director of Students/Director of Year 9, or the Assistant Principal, who will respond to the student.

If a student misses two check-ins, the Pastoral Teacher will be in touch. If the student doesn't respond, or misses more, the House Leader, Director or Assistant Principal will contact the student's parents.

Mental Health and Wellbeing Resources

The Emmaus College **Psychology & Counselling Service** has developed resources to help students and parents support the mental health of our young people and their families.
<https://emmlink.emmaus.vic.edu.au/homepage/2551>

There are **student resources**:



<https://emmlink.emmaus.vic.edu.au/homepage/14138>

And there are parent resources:



<https://emmlink.emmaus.vic.edu.au/homepage/14191>

These will be regularly updated during Term 2.

Pastoral Care and Student Wellbeing Program

Each week, we will post opportunities, activities, prompts, resources, information and ideas for students to continue their wellbeing learning. Some will be short one-off activities; some will be part of an ongoing series; some will be longer-term activities that students will return to over Term 2.

We will be emphasising:

- Social Connection
- Gratitude
- Empathy
- Mindfulness
- Hope

... using music, laughter, physical activity, collaboration and challenge.

These activities will include opportunities for family participation too.

Students will receive communication on their Pastoral Group Team, and resources will be at this tile on EmmLink (active Term 2):



Safe and respectful online learning relationships

The same College expectations for behaviour at school apply to the Microsoft Teams learning space.

All members of the Emmaus College community will conduct themselves respectfully and in a manner appropriate for school while communicating via Microsoft Teams.

Some guidelines for creating and keeping a safe and respectful learning space:

- all students and staff will dress appropriately for Microsoft Teams meetings (smart, casual attire; no pyjamas, no offensive slogans or graphics);
- students and teachers will treat the online learning space as a regular classroom, meaning normal classroom expectations apply;
- all communication will be respectful, kind and considerate of other students and our teachers;
- all lessons will be recorded for the benefit of students who may be absent;
- teachers may conduct one-to-one or small group meetings with their students – these will be recorded too;
- students may make use of the Chat function to discuss their learning with their teacher or their peers, students are expected to use this function in a manner appropriate for school.

While learning online we will have spaces where every person has the right to be safe, comfortable and confident in their learning, and where every person has the responsibility to respect and protect this for their classmates and teacher. In this way, our learning technologies and platforms will be places our people enjoy coming to for learning.





How to Keep Well in Isolation

HERE ARE SIX WAYS TO TAKE CARE OF YOUR WELLBEING DURING COVID-19



1.) MAINTAIN A ROUTINE

In times of uncertainty, it is important to maintain a sense of normality. To do this, try to keep to a routine. Wake up at a similar time every day, work to a schedule, go to bed at the same time each day, factor in break time, too. This will enable you to feel a sense of stability in otherwise turbulent times.

2.) STAY HEALTHY

Extensive research has linked physical health to mental health. As such, it is important to take care of your physical health at this time. Try to exercise for at least 30 minutes per day, and eat healthy, nutrient foods which will boost your productivity. Remember, if you need help, your Pastoral Teachers and House Leaders are here for you. The Psychology and Counselling page on EmmLink is also full of resources to assist you in keeping healthy.

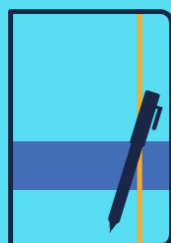


3.) STAY GROUNDED

Make time to ensure that you are keeping on top of your mental health. You might do some mindfulness exercises, you might pray, you might practise some gratitude routines. These are important to preserving your mental health. Part of staying grounded will include switching off from the online world.

4.) STAY CONNECTED

Now more than ever, it is vital that we stay connected to one another. Set up Zoom chats with your friends, spend time with your family, phone your relative who lives on their own, write letters to residents in your local retirement community. Stay connected to those around you.



5.) RECORD

Keep a record of what is going on in the world around you. We are a part of living history and our memories will form the basis of how this period of time is remembered. Document your thoughts, feelings, reactions and experiences. One day, you'll be able to share this with future generations.

6.) THINK FORWARD

Set goals for how you will spend this time. What do you want to have achieved by the end of this period? Do you want to have learned an instrument? Do you want to have learned a language? Do you want to perfect a dance routine or master a recipe? Setting goals will give you purpose throughout this time.



Behaviour Management

Any concerns about learning behaviours will be communicated between subject teachers and parents. If concerns persist, these will be referred to House Leaders.

Any student or parent concerns about the behaviour of other students should be communicated with the subject teacher (if learning related) or to the Pastoral Teacher/House Leader.

The key actions of the House Leader (Directors or Assistant Principal) will be to communicate with relevant parents:

- informing the parents of the other child about a complaint being made;
- advising or directing parents/students to the best external agency, e.g. eSafety Commissioner or Victoria Police;
- consulting with parents about appropriate responses to be conducted by parents.

The College will keep records and, if necessary, may follow-up further when school returns to normal.

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EMMAUS ONLINE LEARNING PLATFORMS

The following platforms support online learning and collaboration to ensure a quality student learning experience when planning and delivering remotely:

- EmmLink is the main point of communication between students and their subject teachers;
- parents and students may also utilise the College email system to contact teachers;
- students and teachers at different Year Levels have a range of online resources including Office 365, Edrolo, Education Perfect, Stile and Hot Maths;
- The MS Teams platform will be used to facilitate virtual classes. Any virtual class will be scheduled according to the normal timetable.

Roles and Responsibilities

Role	Responsibility
Subject Teachers	<ul style="list-style-type: none">• Provide work and communicate with students via EmmLink• Facilitate virtual classes where required using the MS Teams platform• Provide timely feedback to students• Communicate with parents, as necessary• Communicate with ESAs as necessary
Pastoral Group Teachers and House Leaders	<ul style="list-style-type: none">• Provide support and assistance to students as required• Set up regular check-in times with students in their Pastoral Group/Year Level
Learning Support Staff	<ul style="list-style-type: none">• Individual students with learning needs will be assigned to Education Support Staff and teaching staff will be notified• ESA will maintain contact with the students• ESA will liaise as required with subject teachers

Students	<ul style="list-style-type: none"> • Be ready for school at the normal time • Check email and EmmLink daily • Make sure you attend any on-line classes that your teachers set • Be appropriately attired and behave respectfully throughout on-line classes • Complete and submit the work set, to the best of your ability. • Ensure own social and emotional balance by keeping healthy habits (e.g. sleeping, eating well, regular exercise)
Parents	<p>As a parent, we ask you for the following support:</p> <ul style="list-style-type: none"> • establish a physical space, routines and expectations for your children; • begin and end each day with a check-in; • check the work and feedback on EmmLink; • be prepared to take an active role in helping your children to process their learning; • do not do the work for them.

For questions related to ...	Contact
A class, an assignment or a resource	Subject Teacher via email or EmmLink
A technology issue or request	helpdesk@emmaus.vic.edu.au Hours of operation 7.00am – 6.00pm
Any issue relating to wellbeing	In the first instance, a student's Pastoral teacher can be contacted via email

The University of Melbourne has five helpful tips for helping with children learn at home:
<https://pursuit.unimelb.edu.au/articles/five-tips-for-keeping-kids-learning-at-home>

The Victorian Government has more detailed advice for parents:
<https://www.education.vic.gov.au/parents/learning/Pages/home-learning.aspx>

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Years 7-10 EmmLink for Virtual Lessons

The main platform that will be used for learning is EmmLink.

Teachers will provide you with weekly announcements of:

1. What you will be learning for the week.
2. Instruction activities for learning new skills. The teacher will direct you to presentations, videos, files and resources to learn new skills.
3. Assessment tasks set to demonstrate your learning. Your teacher will explain what tasks you need to complete to demonstrate your learning and provide you with due dates.

NB: All tasks will be submitted on EmmLink. Your teacher may ask you to submit via email for some tasks.

(MS Teams may be used at times by various teachers for some lessons.)



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Years 11-12 EmmLink and MS Teams for Virtual Lessons

EmmLink

Teachers will provide you with weekly announcements of:

1. What you will be learning for the week.
2. Instruction activities for learning new skills. The teacher will direct you to presentations, videos, files and resources to learn new skills.
3. Assessment tasks set to demonstrate your learning. Your teacher will explain what tasks you need to complete to demonstrate your learning and provide you with due dates.

NB: All tasks will be submitted on EmmLink. Your teacher may ask you to submit via email for some tasks.

MS Teams: Getting Ready for Virtual Lessons




Ensure you can log onto the Teams App & Office 365 on your device.

If you do not have the Teams App on your laptop, you need to download the App immediately. Installation only takes a couple of minutes.

If you have any issues accessing Teams or Office 365 please contact our Helpdesk at Helpdesk@Emmaus.vic.edu.au

The Virtual Classroom

Student Guidelines for Microsoft Teams Meetings

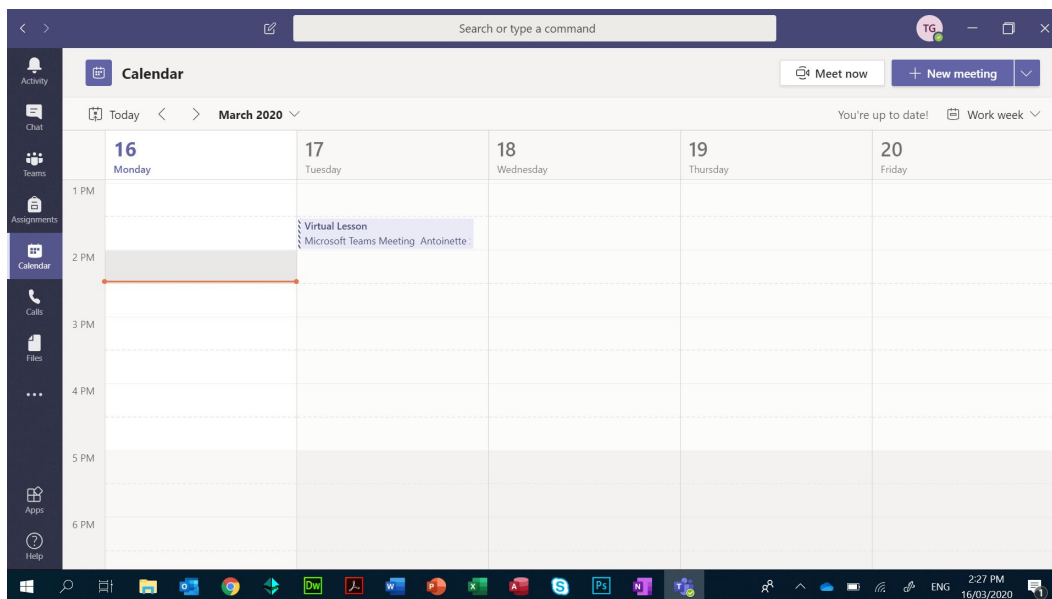
 Before	 During	 After
<ul style="list-style-type: none">• Dress appropriately• Bring paper and pens• Sit at a table in a quiet space• Turn off your mic/video• Close other programs• Blur your background	<ul style="list-style-type: none">• Class rules apply• Use appropriate language for the class• Use group chat if you need to communicate• Remember that the call will be recorded for absent students	<ul style="list-style-type: none">• Make sure you leave the meeting• Review success criteria• Clarify any issues with me• Take a break from the screen

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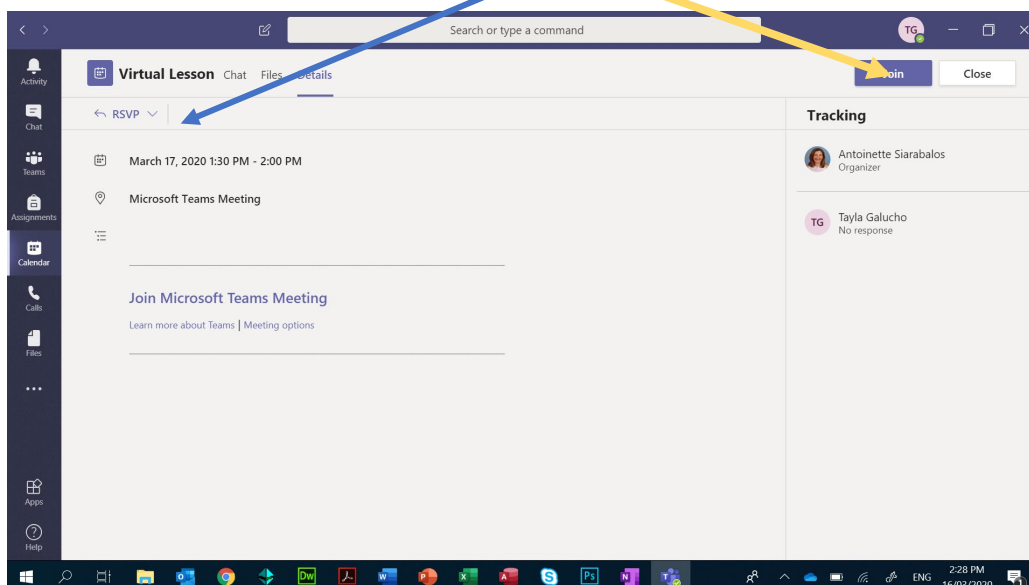
How will I know I have a Virtual Lesson?

Your teacher will be setting up a virtual class with you via email. A link will be communicated through the email. Click on the link which will open MS Teams App.

Once MS Teams is open, click onto your calendar and you will see the lesson, date and time.



Click onto the Virtual Lesson. You can RSVP or Join the lesson.



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Using MS Teams

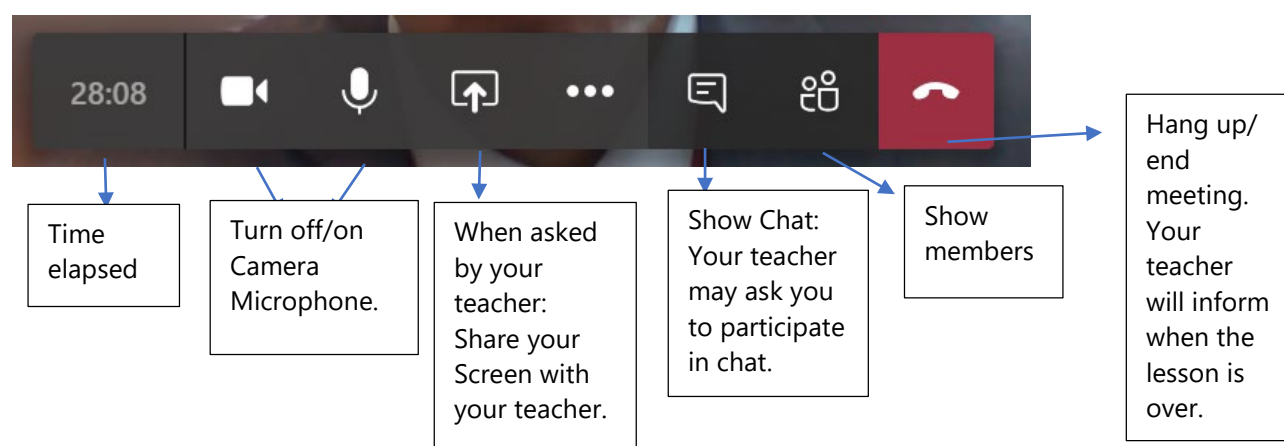
When the lesson is about to begin, open the Teams App. This should be ready before starting.

Your teacher will begin the lesson and ask you to join.

Once you have joined the class, your teacher will be able to see and hear you through your laptop camera and microphone.

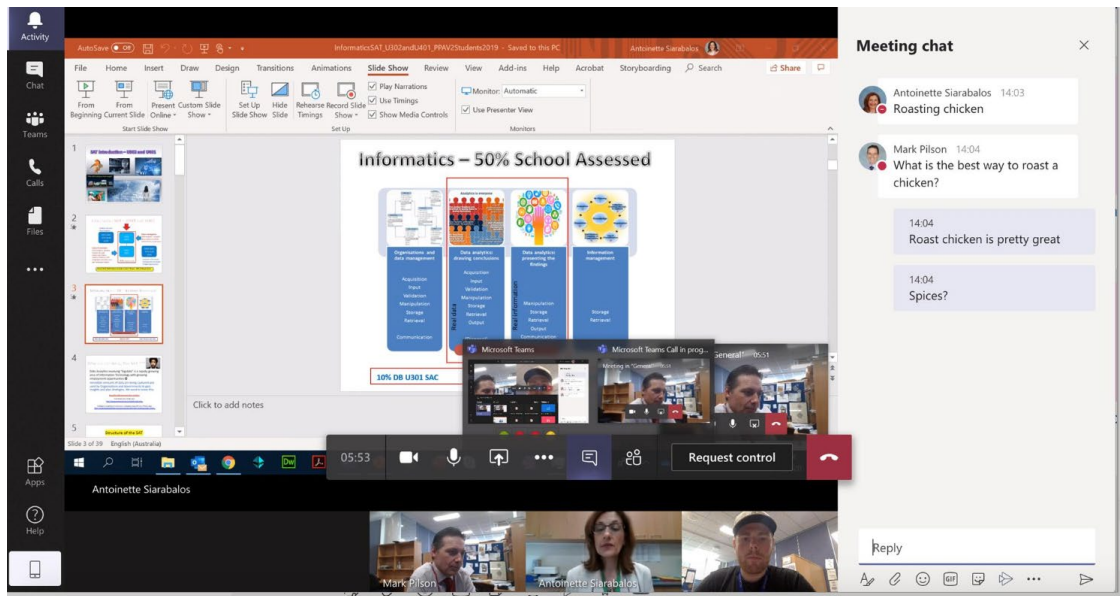
Teams Tools

During your Virtual class the following menu/tools will appear on your screen:



Please ensure you are properly attired, and your surroundings are conducive to learning.

Once all members of the class are connected, your teacher may ask you to turn off your camera and microphone. This is to create a learning space where all students can concentrate on the teaching instructions.



NB: Remember, respectful behaviour is expected. Normal classroom protocols apply!



Once the instruction/teaching is over, you will be able to turn on microphones and cameras to ask questions.

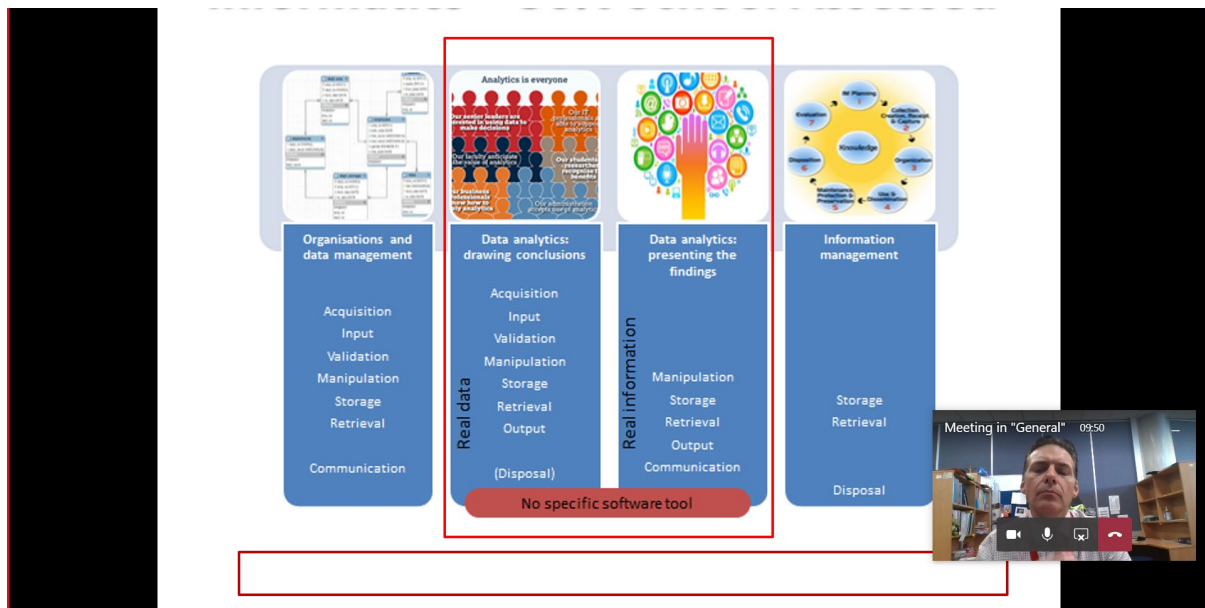
The teacher will inform you when to turn on/off your microphone and/or camera.

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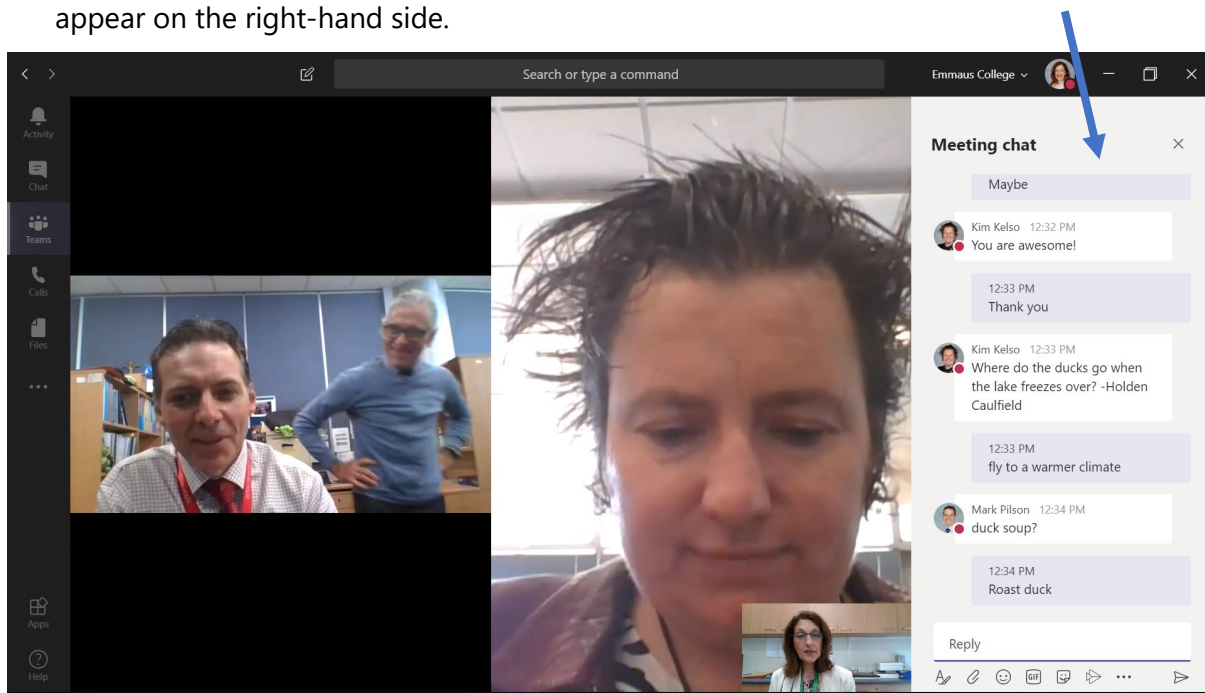
Virtual Lesson Activities

Virtual Lessons: Different ways teachers can instruct using Teams

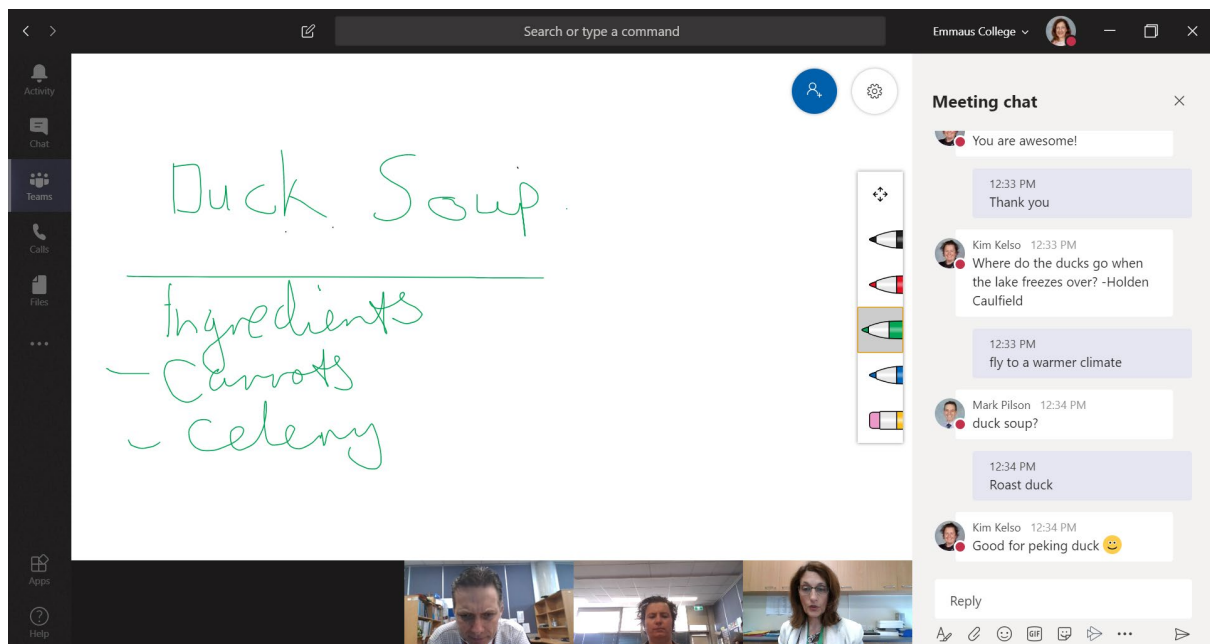
1. Explain concepts using a PowerPoint presentation.



2. Teachers asking students to take part in class Chat in real time. The Chat window will appear on the right-hand side.



3. Teachers can use MS Whiteboard to teach you different concepts and skills.



1. Teachers can share files.
2. Teachers can share web links like Youtube clips etc.
3. Teachers can ask you to add notes to your page on the class One Note file.

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How often will Virtual Lessons take place?

It all depends on your teacher and the content you are learning. Generally, they will take place at the normal timetabled lesson times. Maybe not all lessons, but some lessons will take place in this way.

Please keep up to date with your emails. Teachers will schedule Virtual Lessons through emails. The meeting time will appear on your calendar in Teams.

The Virtual Classroom

Looking after your wellbeing while off-site



Physical

- Eat well
- Go outside
- Drink water
- Have a shower
- Brush your teeth
- Exercise



Mental

- Check your self-talk
- Take breaks
- Engage in mindful activities
- Prioritise speaking to friends every day
- Create a schedule



Future

- Accept bad days happen
- Get some sleep
- Reach out
- Reflect. Don't dwell
- You've got this!

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Technical Issues

Check your internet connection at home

Please ensure your internet is working well before the Virtual lesson is to begin.

If there are any connection issues, try one of the following;

- Ensure the modem/router is connected to the outside line.
- Ensure the modem/router has power.
- Ensure your laptop is connected to your home wifi.

If all fails, contact your ISP (Internet Service Provider). For example, Telstra.

We are making and recording history!

Enjoy learning with ICT!

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