



**EMMAUS
COLLEGE**



VIRTUAL CLASSROOMS

Learning and Wellbeing Online

February 2021

VIRTUAL CLASSROOMS

Learning and Wellbeing Online

During the period of Stage 4 Lockdown, 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.
- During Teams meetings, students are to turn their cameras on and microphones off unless directed otherwise by your teacher

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.



EMMLINK.
CONNECTING EMMANUS




OneDrive

CONTINUITY OF WELLBEING

Lesson Check In & Pastoral Check In

We want to be able to check-in with students' wellbeing regularly.

Subject Teachers will be marking the roll for each lesson via EmmLink to track student attendance.

During Period 4 Tuesday, our usual Pastoral Period, Pastoral Teachers are to set up a Teams meeting with their pastoral group to check-in and chat.

Pastoral Teachers may do this as a whole group meeting, or in smaller channel groups on Teams.

Pastoral Teachers are asked to write to their Pastoral Group Students for Monday morning to connect, and reassure students that wellbeing support and assistance is available for any student who may need it (via email or Teams).

Students can contact Pastoral Teachers, House Leaders, Director of Students or Assistant Principal – Students if they are feeling in need of wellbeing support.

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>



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



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

How often will Virtual Lessons take place?

For this lockdown, we will run with a synchronous model. That is, we will follow the timetable as it stands, classes running at the time they usually would. There is an expectation that teachers and students will connect via Microsoft Teams for 10 minutes each lesson. If there is a double lesson this could be split over the two lessons or at the direction of your teacher.

Example 1	
EmmLink News Item	Lesson Outlined with Learning Intention and Success Criteria on EmmLink Class Page
Teams Meeting	Introduce Concepts / Explicit Teaching (10 – 15 mins)
Student Independent Learning	Students complete lesson activity / class work offline (20 -30 mins)
Student Online Submission of Classwork	Students provide evidence of learning via Due Work / Tasks on EmmLink

Example 2	
EmmLink News Item	Lesson Outline with Learning Intention and Success Criteria on EmmLink Class Page
Student Independent Learning	Students complete lesson activity / class work offline (20 -30 mins)
Teams Meeting	Student sharing responses / asking questions (10 - 15 mins)
Evidence of Learning	Through student discussion via Teams

Example 3	
EmmLink News Item	Lesson Outline with Learning Intention and Success Criteria on EmmLink Class Page
Teams Meeting	Teacher to set up group Channels (5mins)
Student Group Work / Collaboration	Students complete lesson activity in Teams (20 -30 mins)

Example 4	
EmmLink News Item	Lesson Outline with Learning Intention and Success Criteria on EmmLink Class Page
Camtasia / ScreenCastify Virtual Lesson	Students view virtual lesson recording (no more than 10 mins)
Teams Meeting	Teacher to set up group Channels (5mins)
Student Group Work / Collaboration	Students complete lesson activity in Teams (20 -30 mins)

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 Teams 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.



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.

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 (OneDrive, OneNote), 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• Provide timely feedback to students• Communicate with parents, as necessary• Communicate with ESAs as necessary• Mark the roll each lesson
Pastoral Group Teachers and House Leaders	<ul style="list-style-type: none">• Provide support and assistance to students as required• Set up check-in times during the regular Pastoral Period (whole / small group / individual)
Learning Diversity Staff	<ul style="list-style-type: none">• Students who are considered 'at risk' will be supported one site by Learning Diversity Staff (Learning Assistants - LAs)• LAs will maintain contact with the students• LAs 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 the 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; • check in regularly with your son/daughter • 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

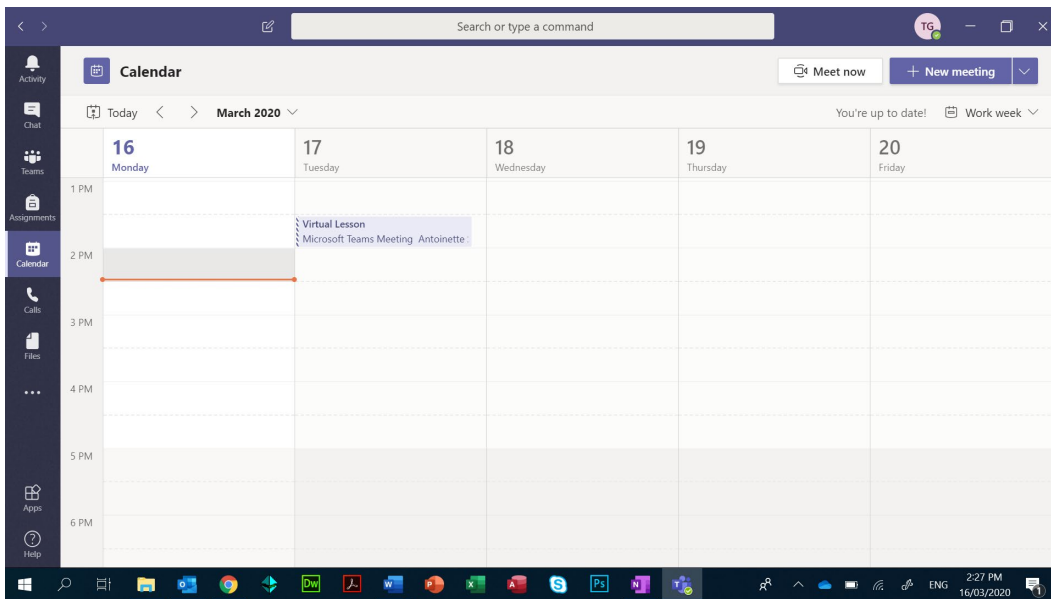
The University of Melbourne has five helpful tips for helping with children learn at home:
<https://pursuit.unimelb.edu.au/articles/five-tips-for-keeping-kids-learning-at-home>

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

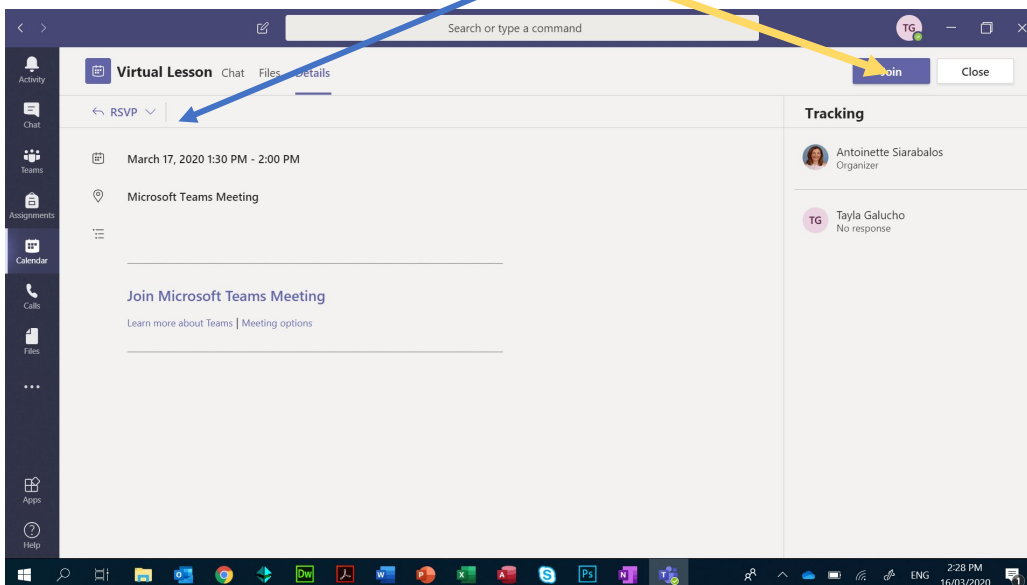
How will I know I have a Virtual Lesson?

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.



Using MS Teams

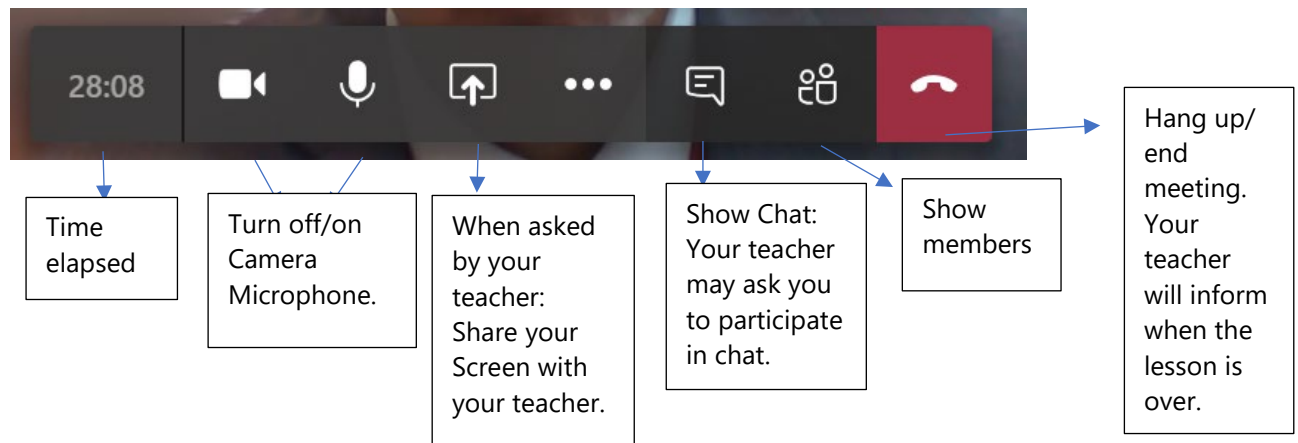
When the lesson is about to begin, open the Teams App. This should be ready before starting.

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

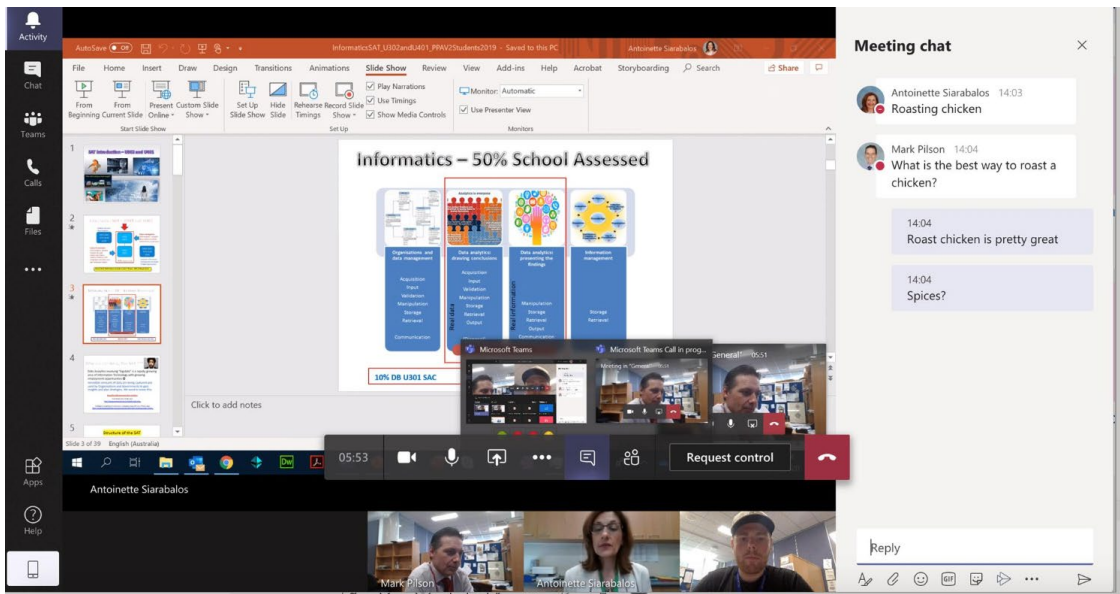
During your Virtual class the following menu/tools will appear on your screen:



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 mute your microphone.

We aim to create a learning space where all students can concentrate on the teaching instructions without distraction.



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.

Your camera should be on at all times and your teacher will advise you when to turn your microphone on.

Virtual Lesson Activities

Virtual Lessons: Different ways teachers can instruct using Teams

1. Explain concepts using a PowerPoint presentation.

The slide illustrates four data management processes:

- Organisations and data management:** Acquisition, Input, Validation, Manipulation, Storage, Retrieval, Communication.
- Data analytics: drawing conclusions:** Acquisition, Input, Validation, Manipulation, Storage, Retrieval, Output, (Disposal). This section is labeled 'Real data'.
- Data analytics: presenting the findings:** Manipulation, Storage, Retrieval, Output, Communication. This section is labeled 'Real information'.
- Information management:** Storage, Retrieval, Disposal.

A red box highlights the 'Data analytics' sections, and a red bar at the bottom states "No specific software tool".

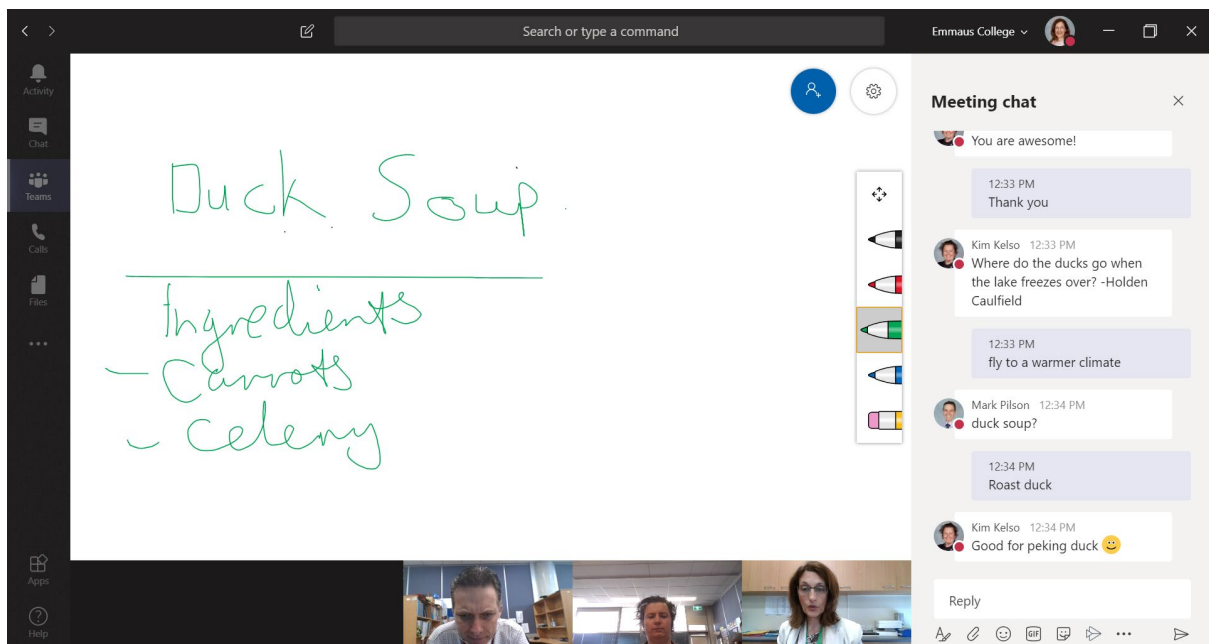
2. Teachers asking students to take part in class Chat in real time. The Chat window will appear on the right-hand side.

The screenshot shows a Microsoft Teams meeting interface. The chat window on the right is open, displaying a conversation:

- Maybe
- Kim Kelso 12:32 PM: You are awesome!
- 12:33 PM: Thank you
- Kim Kelso 12:33 PM: Where do the ducks go when the lake freezes over? -Holden Caulfield
- 12:33 PM: fly to a warmer climate
- Mark Pilson 12:34 PM: duck soup?
- 12:34 PM: Roast duck

A blue arrow points to the "Meeting chat" header in the chat window.

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.

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!





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 EmLink is also full of resources to assist you in keeping healthy.

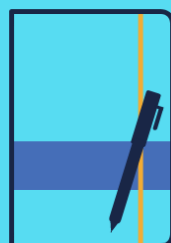


3.) STAY GROUNDED

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.

