Family **A**nd **C**ommunity Education

Guide to remote learning

Dear Learner

All Family and Community Education courses will follow the guidelines outlined below:

- Meeting ID and password or URL link (for URL links the password will be embedded in the link) will be sent electronically to participants or designated person by a member of the Family and Community Education team e.g., by email or Calendar invitation.
- All meetings require participants to register prior to joining a meeting, training, or event and this includes a minimum name and email.
- The host may monitor the meeting activity and has permissions to remove a participant immediately, mute or disable their camera.
- A waiting room feature is used for all meetings.
- Participants are not able to join before the host.
- Host or co-host can lock meetings if required.
- Share Screen feature is only available to the host and co-host. The host or co-host can extend the Share Screen feature to participants or remove it at any point.
- Hosts and co-hosts can mute or disable cameras of participants.

All learners have a responsibility to keep themselves and other group members safe when accessing learning online.
All discussions/information shared in the group are for the purposes of the course. Please keep all information shared confidential.
All learners should consider their surroundings before going online.
Use neutral backgrounds if available, **(please check there are no personal photographs behind you)**.
Sit in a comfortable position when accessing video calls.
Try to find a space with no background noise/ little distractions.
Try to find a space where you will not be interrupted or overheard.
Listen to other learners and respect their point of view.
Attend all sessions and join on time.
If you are unable to attend, please contact your tutor to let them know in advance.