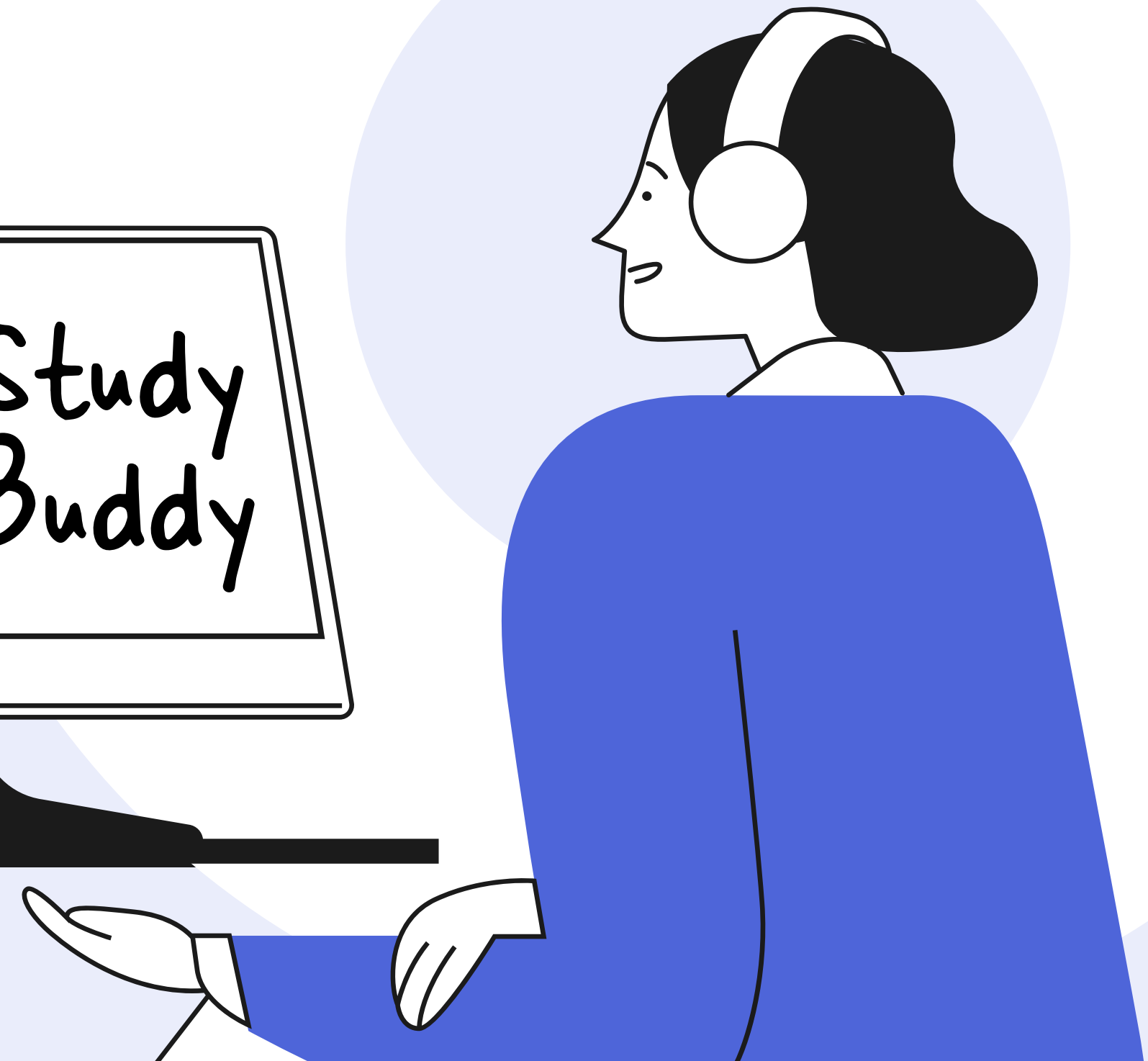
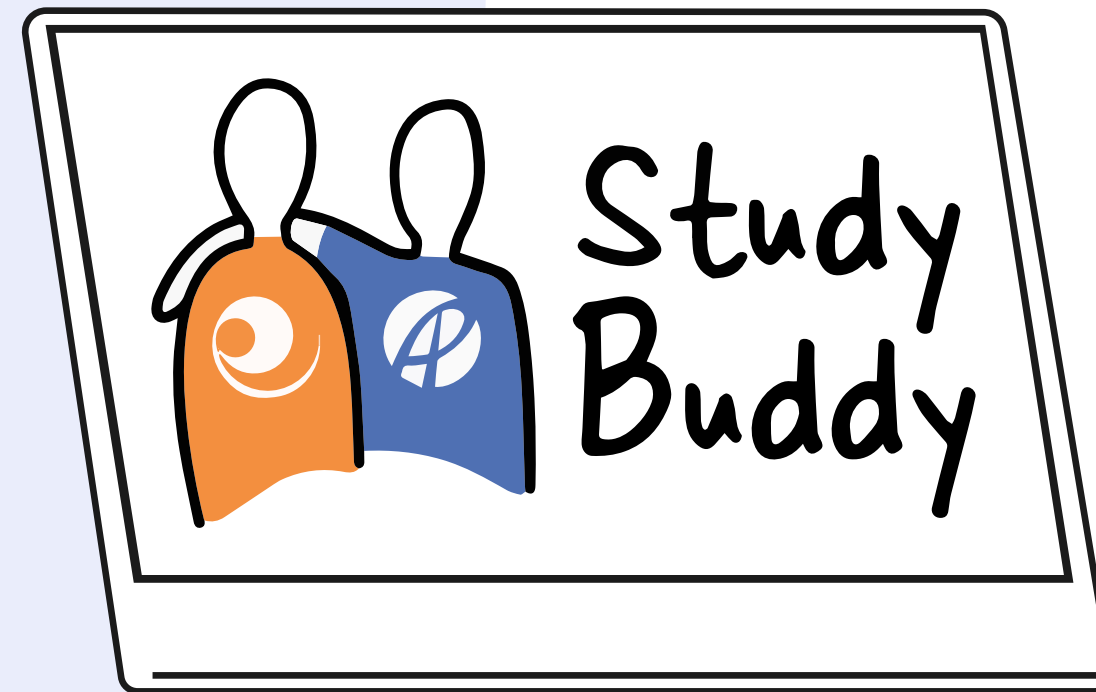


VLE Tips

Unofficial Guide to Virtual Learning Environment



Content

● 01 What does the VLE mean?

Understanding the experience

● 02 Starting with VLE

What do we need to make it work

● 03 Logging your attendance

Being present in the classroom

● 04 Showing engagement

Using the Google Classroom to learn

● 05 Maximising your learning

Tips on how to make the most of VLE

● 06 Staying connected

Ways to engage with others and APC

● 07 Following APC

How to keep in touch with your school

● 08 Social clubs

Sharing fun with other APC students

● 09 Attending Masterclasses

Mastering the master-level topics

● 10 Improving your English

Boosting up your English skills

● 11 Working on assessments

How to get unstuck & make progress

● 12 Other issues

Where to look for help

● 13 Attending campus

How to visit your school campus

● 14 Contacting others

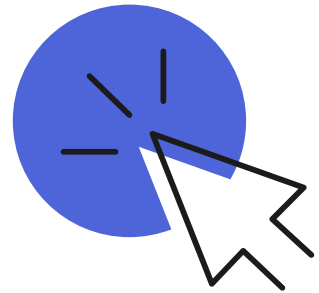
Comms channels at your disposal

● 15 Links, notes, and resources

Other links and materials for you

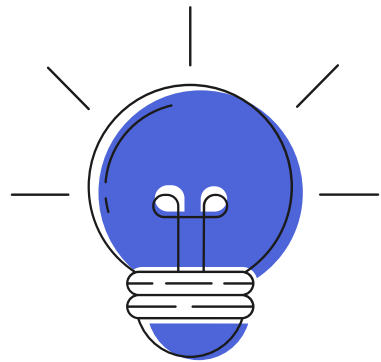
What does the VLE mean?

01



Virtual

We are all using our laptops or mobile phones to learn via the internet.



Learning

Online conferencing allows us to participate in face-to-face lectures.



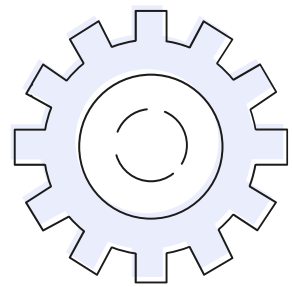
Environment

Combining all tools creates an online space in which we learn together.



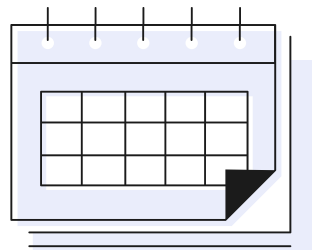
02

Starting with VLE



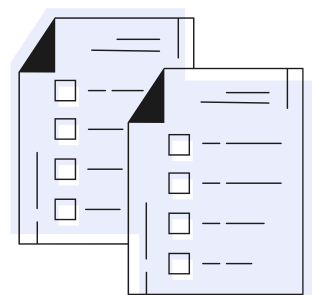
Installing Zoom

We need to install the Zoom application first. It is usually possible to use your phone or computer.



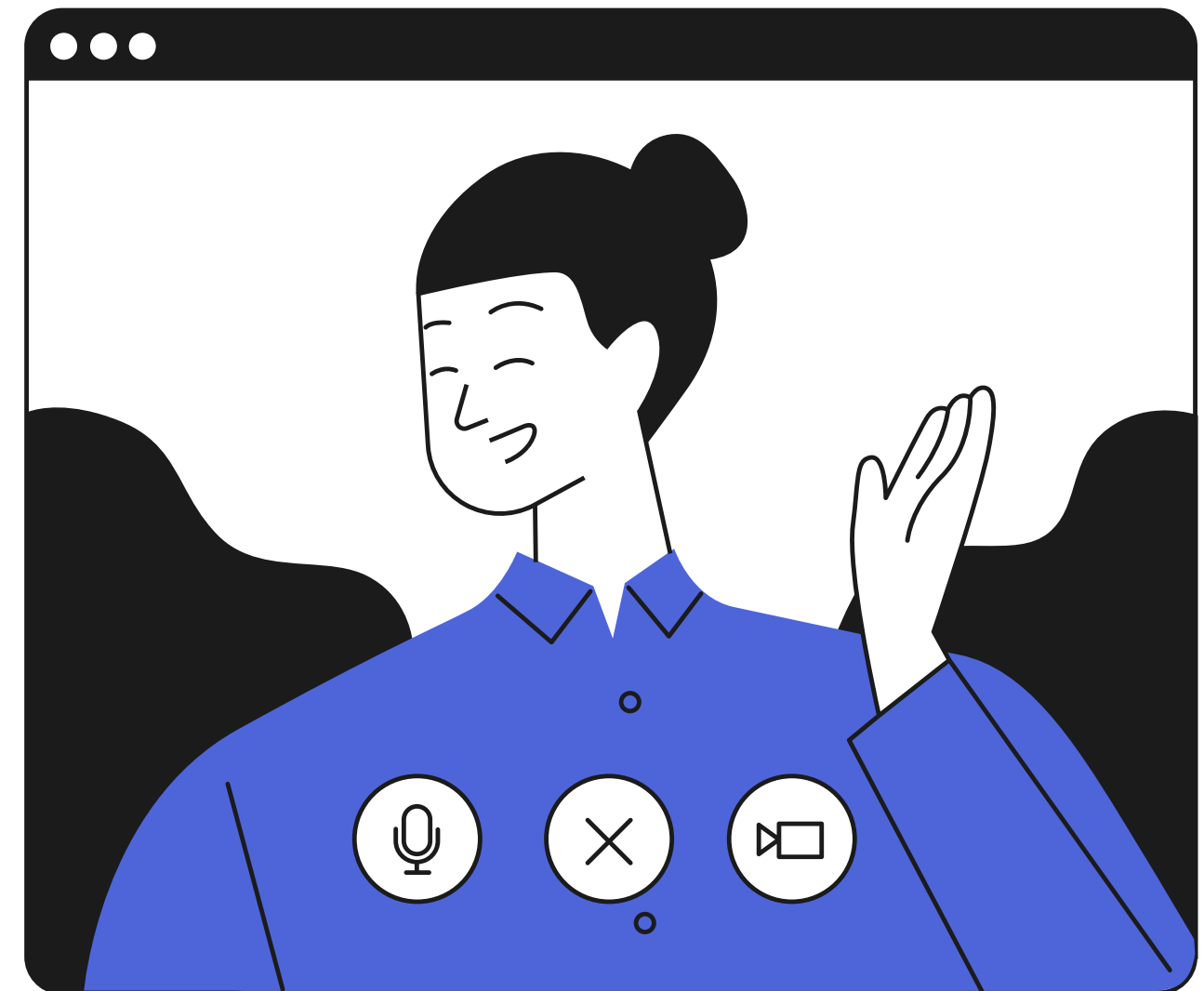
Finding out Zoom room numbers

Our timetable shows which Zoom room to visit. You can see it any time in the APC Student Portal.



Logging in Google Classroom

We will use our student email account to log in. You might need to switch from your private one.



Logging your attendance

03

Why do I need to log my attendance?

You want to attend your classes and tutorials. To prove that you have done just that, you will need to follow some steps. It might seem like a lot of administrative work, but it is worth it. Better be safe than sorry, I would say!

How do I make sure to get attendance?

When attending the subject lecture or a tutorial in Zoom, you want to make sure to follow your teachers' instructions first. Usually, this means that you want to be:

- Logging into the Google Classroom
- Submitting the Start form there for the subject you attend
- Writing down your name and student number into the Zoom chat-box
- Having your camera on if possible, so that your trainer can interact with you
- Submitting the End form after the class or when your studies for the day finish
- Logging out of the Google Classroom



04 Showing engagement

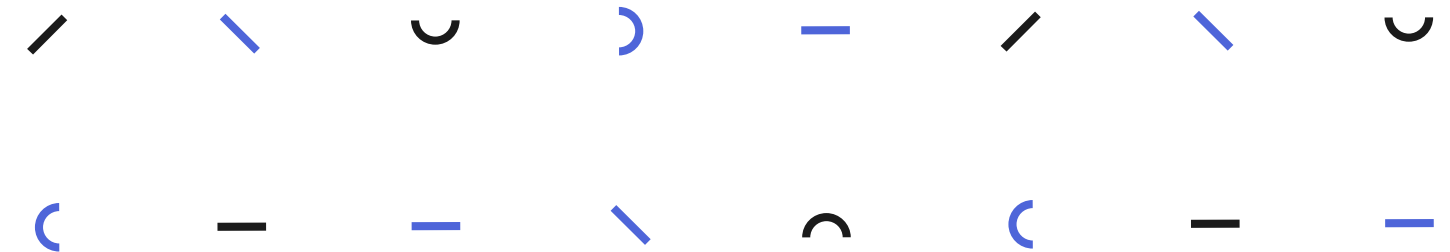
What do I need to do to show engagement?

We all need to follow our teachers' instructions when it comes to submitting assessments, logging attendance, and online learning. Usually, you want to log the hours you were putting into passing your subject in the VLE.

What should I be logging?

You might want to log the activities in the Google Classroom using the Start and End form, and this might include some of these:

- Working on your assessment answers
- Reading materials provided in Google Classroom
- Watching recommended educational videos
- Filling out quizzes for individual sessions



Maximising your learning

05

Attending classes online

Treat your virtual lectures the same way you would your regular classes. Remember to turn off the microphone when listening to the trainer only. If you miss a class, you will find the recordings in the Google Classroom.

Using the "Raise Hand" function

Zoom allows you to use its Raise Hand function to let your teacher know you want to ask them a question or make a comment. They will receive a notification that you require assistance. Teachers usually want you to turn your camera on, so they can see your facial expressions.

Participating via chat or by speaking

To participate in the class exercises, you can write your comments into the Zoom chat-box or speak up. Every teacher has their preference, but by contributing to the class, you will likely get a lot of useful feedback.



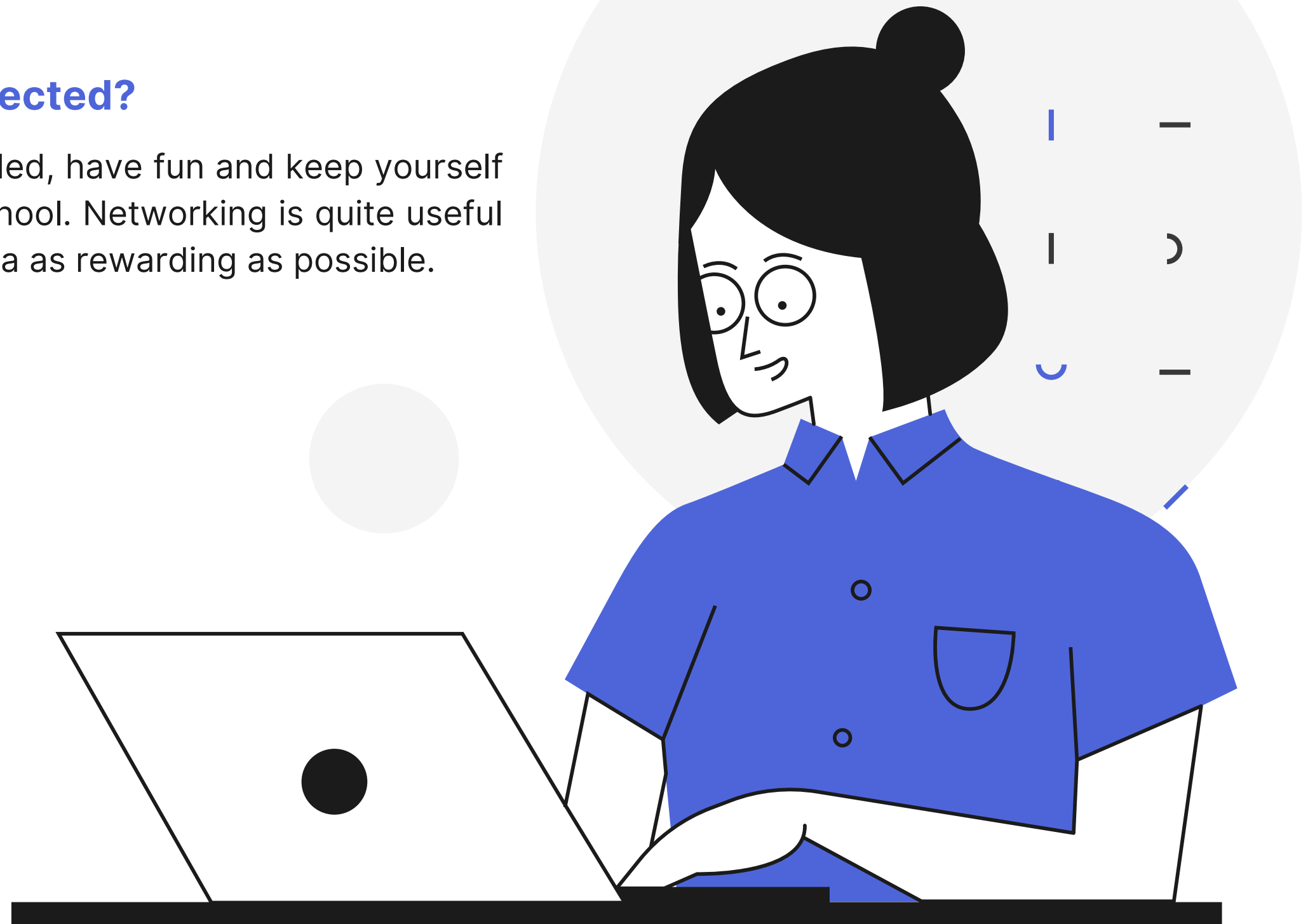
06

Staying connected

What options do I have to stay connected?

Make the most of these options to feel included, have fun and keep yourself informed about what is happening in your school. Networking is quite useful when it comes to making your stay in Australia as rewarding as possible.

- Following APC on social media
- Joining APC Social Club events
- Attending APC Masterclasses
- Improving your English skills
- Connecting with APC buddies



Following APC

07

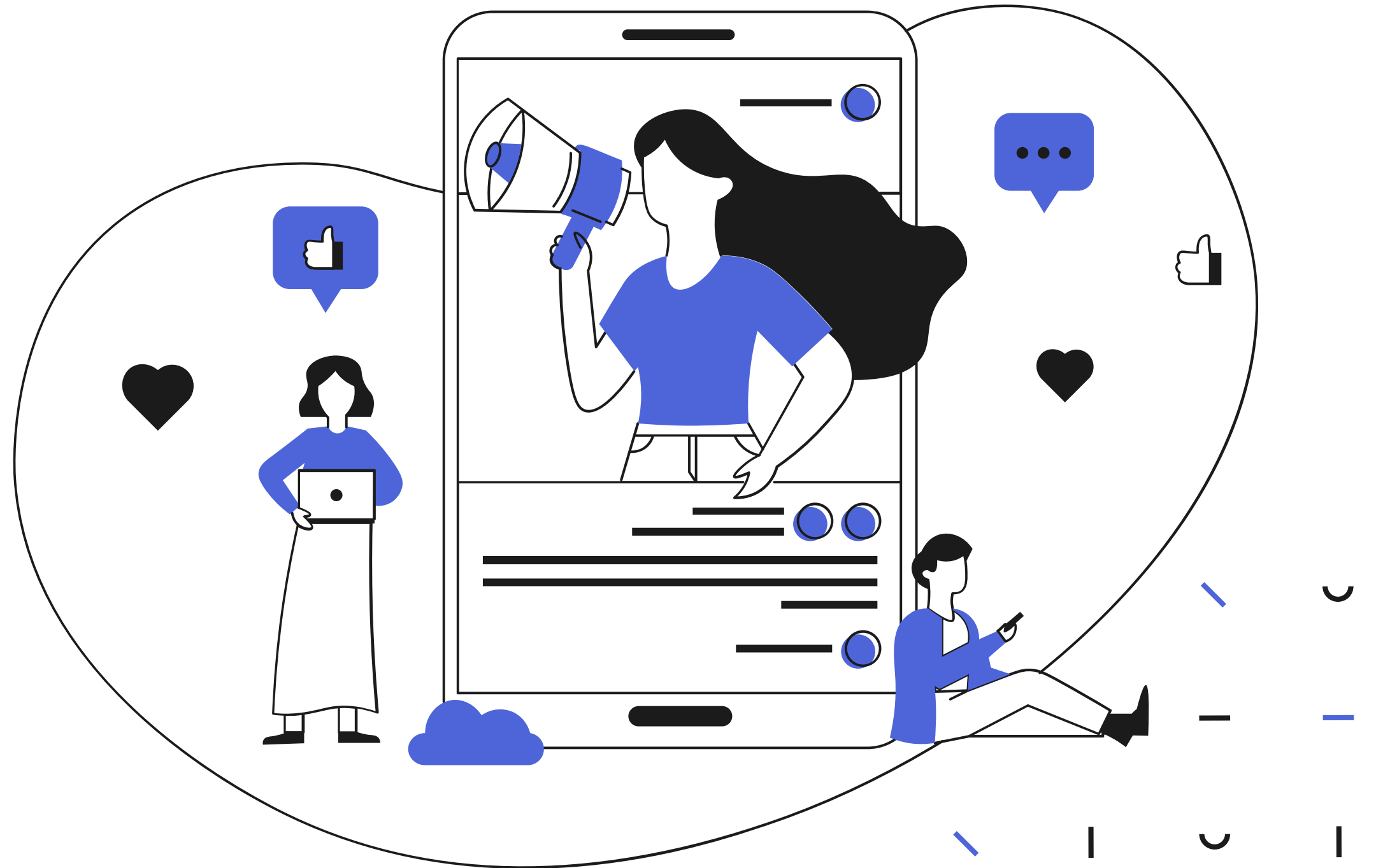
Where do I follow APC?

You can use your preferred social platform to look up the Australian Pacific College profile. It will allow you to get informed about social events, opportunities and other news.

- Twitter
- Facebook
- LinkedIn
- Instagram

Why should I follow APC?

Liking and commenting on articles and posts makes you stand out and might help you find new acquaintances and learn from each other.



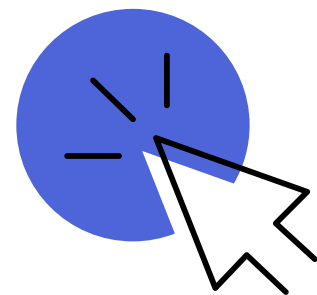
08

Social clubs

What are these social clubs?

You can join APC social clubs for a lot of different fun activities. Yoga or karaoke, anyone? Pick what you like and enjoy! An updated list of options is visible on the APC website, and you can always contact your Study Buddy to learn the exact Zoom room numbers.

<https://www.apc.edu.au/news-and-events/#activity-calendars>



Why are the room numbers not here?

APC social clubs' room numbers might change during the term as the activity calendar gets updated each month, so it is better to check with your Study Buddy.



Attending Masterclasses

09

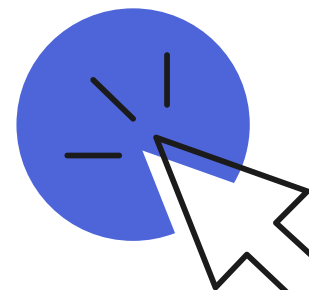
What are APC Masterclasses?

I love APC Masterclasses! By watching these, you can learn about attractive topics like setting up marketing for your online business, increasing your employability, monetising your social media profiles, and other cool tips. It might seem quite advanced, but if anything else, you will practice your listening. Good news is you can attend them online! Keep your eyes peeled for any upcoming webinars!

Where can I watch past Masterclasses?

If you miss any of the previous Masterclasses, you can re-watch them using the following link or on social platforms.

<https://www.youtube.com/playlist?list=PLeJMZ644SxkBOaasvyk9VO0ZUj3BZVtim>



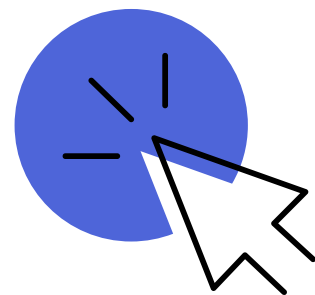
10

Improving your English

How do I boost up my English?

Did you know that as an APC student, you can attend additional English classes to boost your skills? There are two types, and you can even practise an IELTS mock test! To see the topic of each of the lessons, check out the APC social calendar.

<https://www.apc.edu.au/news-and-events/#activity-calendars>



Working on assessments

11

What if I need help with my assessments?

We all need to write our assessments by ourself in our words using what we have learnt in the VLE. Attending classes and tutorials should help with achieving that as your trainer will explain their requirements and assessments' due dates. If you feel stuck because you do not understand a question, you might want to try:

- Asking your trainer during your subject's tutorial
- Posting a comment on your subject's page in Google Classroom
- Contacting your Study Buddy to help you clarify questions

What if I am having trouble to submit on time?

Missing a due date means incurring a penalty and might result in having to attend the Holiday Intervention Program. Please, refer to the current Student Assessment Policy, or ask your teacher or your Study Buddy for details. To apply for an extension because of exceptional circumstances providing valid evidence, contact the Student Services.

<https://www.apc.edu.au/applications/policies-forms-and-downloads/>



12

Other issues

What else can go wrong?!

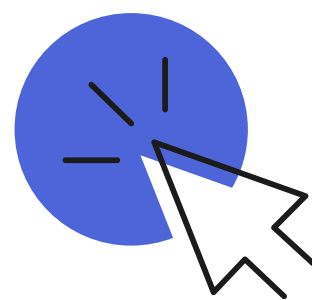
You might need help with figuring out how to pay your fees or how to confirm your timetable. Some of the following steps might help when solving these issues.

- Checking out the APC website or use a search engine to find relevant info
- Contacting your Study Buddy to help you find the answer to your issue
- Checking your contact email for any updates and the APC bulletin

How do I contact APC Student Services?

I suggest using the Live Chat on the APC website!

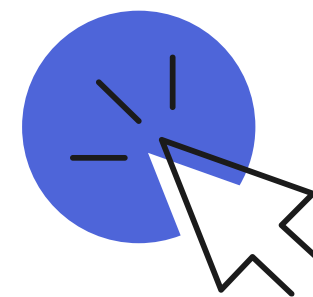
<https://www.apc.edu.au/contact-us/>



Some more tips?

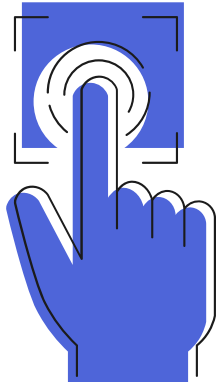
I like to check the APC calendar regularly to make sure I do not miss a tuition fee payment or the timetable collection dates. It also shows public holidays! Yay!

<https://www.apc.edu.au/learning-environment/academic-calendar/>



Attending campus IRL*

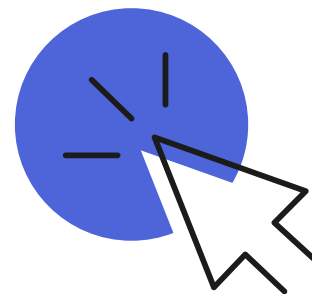
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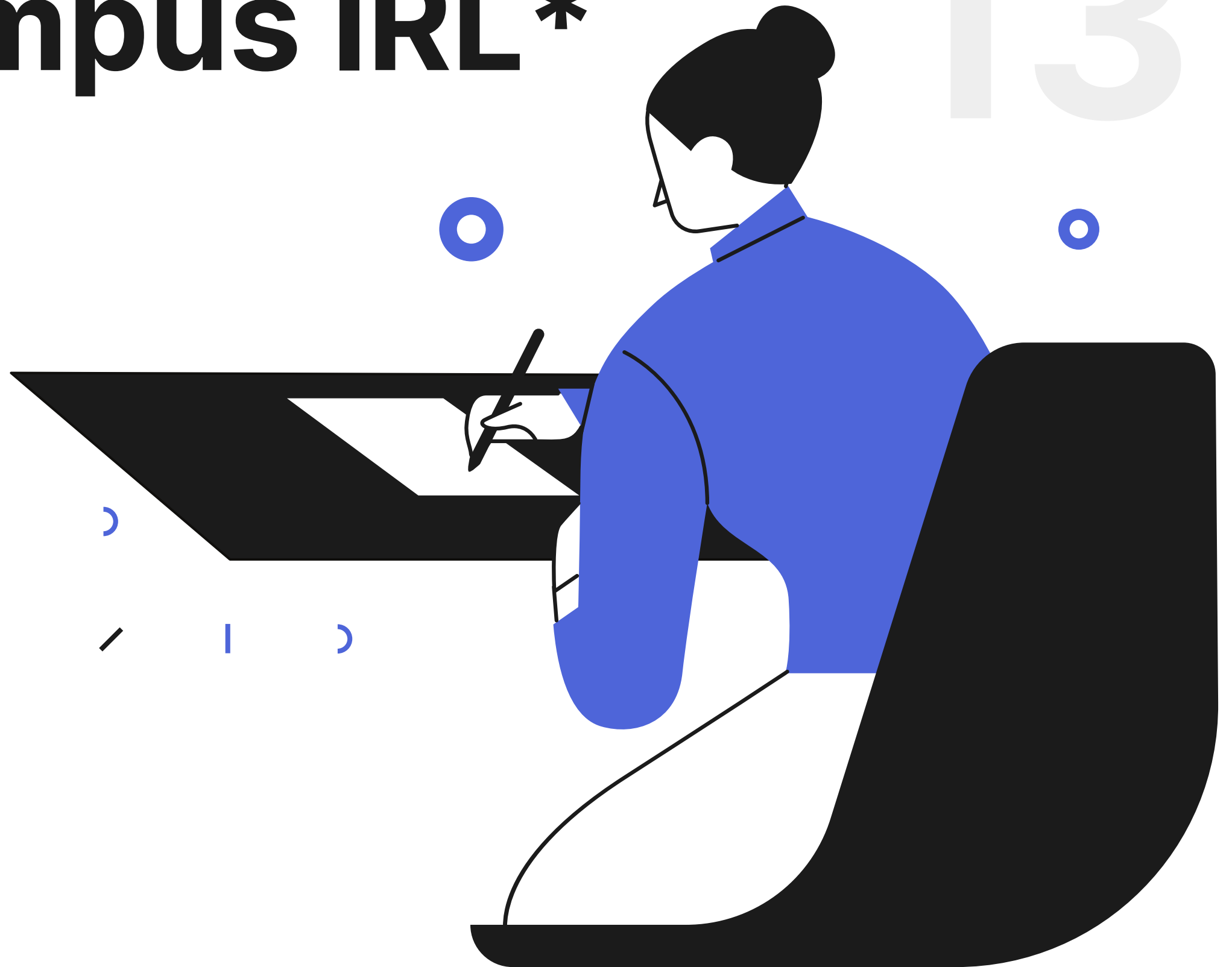
How do I attend the campus?

At the current moment, we should all register if we need to attend any classes at the campus or to use the school's equipment. You can learn more here.

<https://www.apc.edu.au/learning-environment/campus-access-request-car-registration/>

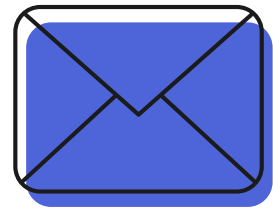


*IRL = "in real life"



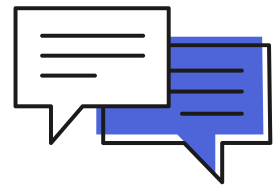
14

Contacting others



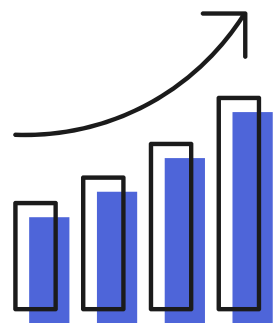
Contacting your Study Buddy

As your Study Buddy has explained, they are also a student like you, and you can ask them about their tips and experiences.



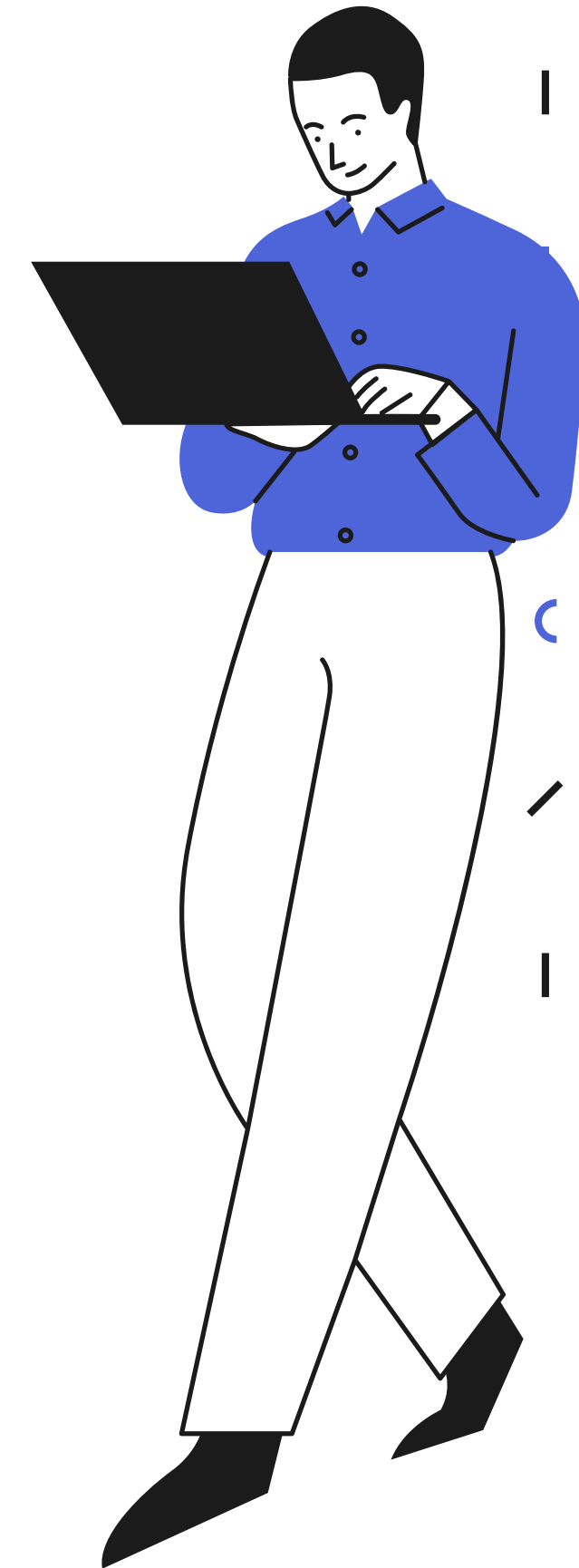
Connecting via your Study Buddy

Your Study Buddy might have sent you a link to a chat group to connect with other students. It is in everyone's best interest to remain friendly, welcoming and ethical and also be careful about sharing your private information or passwords publicly! Remember that your timetable contains sensitive data too!



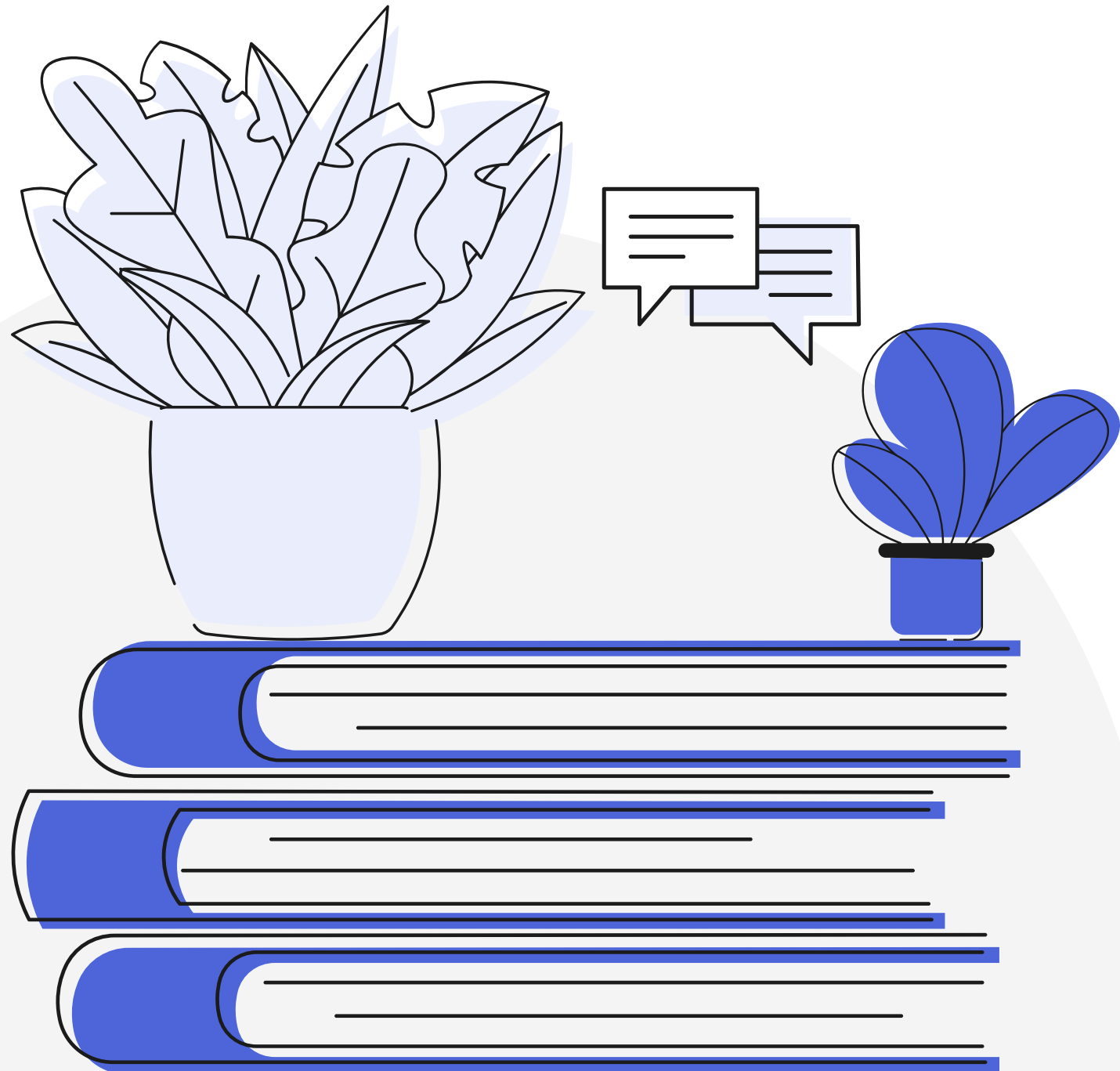
Using social media

It might be a good idea to follow or connect with your schoolmates on social media so that you can continue building your professional network and international friendships.



Links, notes, and resources

15



Source of information

<https://www.apc.edu.au/>

About APC Study Buddy Program

<https://www.apc.edu.au/news-and-events/apc-study-buddy-program/>

APC video channel - including short tutorials!

https://www.youtube.com/channel/UC2EbV-Qonuthsf_WJEWQ7Yg

APC Student Portal (timetables, results)

<https://aimslive.apc.edu.au/student>

16

Let me know your tips!



Please give me feedback

<https://www.linkedin.com/in/ostrihon>



Resources

These slides were created using Canva free resources and compiled using personal experiences and personal best practices, information available publicly following the APC Study Buddy handbook provided by APC.

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