



STUDENT PROCEDURE FOR VIRTUAL LEARNING ENVIRONMENT - LECTURES AND TUTORIALS

PREAMBLE

The College offers online and distance courses in its Virtual Learning Environment.

This document sets out the College's expectations of students studying in the Virtual Learning Environment.

This document supplements and is in addition to the [Student Code of Conduct](#).

DEFINITIONS AND ACRONYMS

"**APC**" means Australian Pacific College.

"**College**" means Australian Pacific College, English Unlimited and APC Design School.

"**Procedure**" means this Student Procedure for Virtual Learning Environment - Lectures and Tutorial.

1. PROCEDURE

Students are expected to follow the procedures below when studying in the Virtual Learning Environment.

2. TECHNOLOGY

- 2.1 Test your network connection.
- 2.2 Check that you can access your camera, microphone and audio.
- 2.3 Adjust Zoom settings so the teacher/trainer can see and hear you.
- 2.4 Be fully ready when joining your class.

3. SOUND

- 3.1 Minimise background noise (music, TV, chatter) so that it doesn't cause interference to the class.
- 3.2 Mute your microphone unless you are speaking to avoid distracting other students.



4. CAMERA (IF USING A CAMERA)

- 4.1 It is recommended to use the camera during the class so that your teacher/trainer and classmates can see you.
- 4.2 Position the camera so that it is stable and at your eye level.
- 4.3 Try to have good lighting so everyone can see you.

5. APPEARANCE

- 5.1 Dress appropriately as if you were in a physical classroom.
- 5.2 Change your display name to your first and last name, so the teacher/trainer and other students know who you are.
- 5.3 Think about the composition of the image ensuring we see your full face.

6. PARTICIPATION

- 6.1 It's better to be on time and ready so you don't miss things. Start to prepare yourself 5 -10 minutes before the class start time such as finding a comfortable study station and compose yourself so that you are fully ready by the time your virtual class starts.
- 6.2 When asked by the moderator or teacher/trainer to register in the class, send to the moderator or teacher/trainer only (and not to everyone) your student number and the word "Present" in the chat to the moderator or trainer.
- 6.3 Try to make sure that no one at home disturbs you while you are studying.
- 6.4 Focus on your class. Mute all notifications and put your phone on silent while in a classroom. Try not to check your phone or social media.
- 6.5 Follow your teacher's/trainer's guidelines.
- 6.6 Treat your teacher/trainer and other participants with courtesy and respect. The teacher/trainer may exclude you from class for offensive or disruptive behaviour,
- 6.7 Actively participate in your classes, learn and have fun!

PROCEDURE REVIEW

This Procedure will be reviewed as part of the College's three (3) yearly review or as circumstances require.



RELATED POLICIES AND PROCEDURES

This document references the following College policies, procedures or codes of conduct:

Related Policies, Procedures or Code of Conduct	
Policy/Code	Student Code of Conduct

KEYWORDS

Keywords	VLE, Virtual Learning Environment, Virtual Campus, conduct
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POLICY OWNER

Owner	Learner Experience Enterprise Unit
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POLICY/PROCEDURE HISTORY

Procedure History			
Current version	Current version release date	Author	Description of changes
Student Procedure for Virtual Learning Environment v1.0(APC/EU)	April 2020	Marta Setkowicz	Original document
Student Procedure for Virtual Learning Environment v1.1(APC/EU/ APC Design School)	June 2020	Sara Gaudry	Update of letterhead to the APC/EU/APC Design School combined letterhead. Deletion of reference to APTT. No changes to the content of the policy.