Practice Guidelines for Students: Joining and Taking Part in a Synchronous Session Online or In-person.

This document is in two sections:

1.   **Using Blackboard Collaborate Ultra or Microsoft Teams**

2.   **Using Zoom**

Section 1: Using Blackboard Collaborate Ultra or Microsoft Teams

	Blackboard Collaborate Ultra	Microsoft Teams	Best practice
Before you start	- Find out from your teacher which platform you will use for your session. - Complete any pre-session tasks your teacher has set. - Ensure you have a headset and webcam and check that these are working. - Check that you have a stable internet connection.		- You should join the online session using your NetID via your course LMS site. - Tell your teacher if you are going to be late or absent. - Remember, your attendance will be tracked. - If you are attending the class in person, take your laptop or mobile device and a headset so you can join the online session. - Maintain social distance with other students.
Joining the session	1. Go to https://learn.polyu.edu.hk. 2. Click *PolyU NetID*. Enter your username and password. 3. Find your course in *My Courses*. 4. Go to *Course Tools* and click *Blackboard Collaborate Ultra* to enter the course room. 5. Just before the start time, click on the name of the session. 6. Click *Join Session*.	1. Go to http://www.outlook.com/connect.polyu.hk. 2. Enter your Connect Account and Connect password. 3. Find the meeting invitation from your teacher. 4. Click *Join Teams Meeting*. 5. Click *Join now* to join the session.	- Make sure you are in a quiet space with no distractions. Close all programs on your computer except for the browser you are using for your session. - Join the session early so you can become familiar with the platform. - Remember, your teacher will be notified when you join the session.

Taking part in the session	1. Be ready to interact using:
	  • the status icons
	  • chat
	  • polls
	  • the whiteboard
	  • breakout groups
		1. Be ready to interact using:
		  • chat
		  • forms (to create polls or quizzes)
		  • a co-authored document
		  • the whiteboard
		  • separate channels
			- Take an active role in the session. Use the chat and other interactive activities to show your engagement. - If you are presenting with audio and video, make eye contact and mute yourself when not speaking.

	2. Raise your hand if you would like to speak to the whole group.	2. Post in the chat if you would like to speak to the whole group.	• Make sure everyone in your group has a chance to take part. • Even if you are attending the class in person, you should still join the online synchronous session in order to communicate with the online students. • If you are present in the classroom, you may use the break time to have in-person exchanges with your teacher. These exchanges may be shared with the online students, if appropriate. • You can use the chat feature to ask the teacher and other students any questions you may have, even if you are in the classroom physically. • If you are speaking to the whole class, make sure you use the microphone so you can be heard by all students.
After the session	• Go back to *Tools* and click *Blackboard Collaborate Ultra*. In the top-left menu select *Recordings* to access the recording.	• Your teacher will send a link to view the recording.	• Review the recording in case you missed any part of the session or if there is anything you did not understand.

Section 2: Using Zoom

	Using Zoom on Blackboard	Using Zoom on Microsoft Teams	Best practice
Installing Zoom	1. Go to https://zoom.us/download and download and install *Zoom Client for Meetings.* 2. Click the *Sign In* button. 3. Choose *Sign In with SSO* and enter 'polyu' as the company domain. 4. Log in to PolyU using your NetID and password.		
Before your session	• Complete any pre-session tasks your teacher has set. • Check that you have a stable internet connection. • Ensure you have a working headset and webcam for the session.		• Remember, your attendance will be tracked. • Tell your teacher if you are going to be late or absent. • If you are attending the class in person, take your laptop or mobile device and a headset so you can join the online session. Maintain social distance with other students.

| Joining the session | 1. Go to https://learn.polyu.edu.hk.
2. Click *PolyU NetID*. Enter your username and password.
3. Find your course in *My Courses*.
4. Go to *Course Tools* and choose *Online teaching delivery session via Zoom*.
5. Find the session and click *Join*.
6. Wait until your teacher admits you into the session. | 1. Go to http://www.outlook.com/connect.polyu.hk.
2. Enter your Connect account and password.
3. Find the meeting invitation from your teacher in *Calendar* or *Chat*.
4. Click the meeting link starting with https://polyu.zoom.us/j/.
5. When prompted, click *Launch Zoom*.
6. Click *Sign In* and choose *Sign-In with SSO*.
7. Enter 'polyu' as the company domain and enter your student number and password.
8. Wait until your teacher admits you into the session. | • Make sure you are in a quiet space with no distractions. Close all programs on your computer except for Zoom and any other learning materials you need. |

	Using Zoom on Blackboard	Using Zoom on Microsoft Teams	Best practice

Taking part in the session	1. Be ready to interact using:
	   • audio and video
	   • chat
	   • icons for non-verbal feedback
	   • polling
	   • breakout rooms
	   • shared applications
	   • whiteboards
	   • the annotation tool
	2. Raise your hand if you would like to speak to the whole group.
			• Take an active role in the session. Use the chat and other interactive activities to show your engagement.
			• If you are presenting with audio and video, make eye contact and mute your microphone when not speaking.
			• Make sure everyone in your group has a chance to take part.
			• Even if you are attending the class in person, you must still join the online synchronous session in order to communicate with the online students.
			• If you are present in the classroom, you may use the break time to have in-person exchanges with your teacher. These exchanges may be shared with the online students, if appropriate.
			• You can use the chat feature to ask the teacher and other students any questions you may have, even if you are in the classroom physically.
			• If you are speaking to the whole class, make sure you use the microphone so you can be heard by all students.

After the session	• Your teacher will make the session recording available to you on your course platform. • Complete any follow-up tasks your teacher has set.		• Review the recording in case you missed any part of the session or if there is anything you did not understand.