

FAMILY GUIDE TO SYNCHRONOUS LEARNING

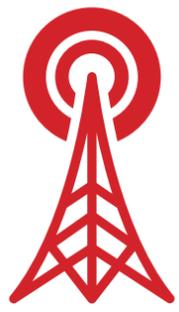


What is Synchronous Learning?

Synchronous learning is when students are participating in learning at the same time through conferencing technology.

How Do We Engage in Synchronous Learning?

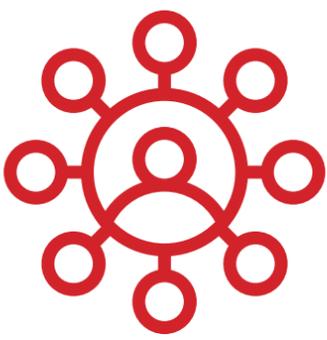
Synchronous learning may take the form of a live discussion, live chat room, phone conference, or video conference. Synchronous learning tools can be Zoom, Microsoft Teams, and/or teleconference.



Why is Synchronous Learning Important?

Benefits of synchronous learning include:

- Students can ask questions in real-time.
- Students feel a greater sense of community and connection to their peers when they all learn together. This is especially important during physical distancing.
- Students become more engaged in their learning.
- Students feel a stronger sense of collaboration.
- Communication is two way and immediate.



Security and Privacy Measures

- Synchronous sessions are voluntary for students.
- Tools for synchronous learning include:
 - Microsoft Teams
 - Teleconferencing
 - Zoom (Zoom has made numerous security changes this past week to warrant its safe use.)
- Turning on the video camera is optional for students. If students do use the video setting, it is possible to blur out and obscure the background in Microsoft Teams and Zoom.
- Students should mute their microphone when not speaking.
- Students should wear headphones if available.
- Teachers are following privacy and security guidelines to ensure student safety:
 - Only students in the class are participating in meetings;
 - Invitations to meetings are shared privately.
 - Meetings are password protected.
 - Teachers have the ability to mute microphones and turn off video cameras. They do not have the ability to turn them on.
 - Teachers also control who can and cannot share their screen.
 - Teachers can remove participants from meetings.



Tips for Participating in Synchronous Learning Sessions

- Try logging in ahead of time so you are sure you are ready for the meeting. Many applications require a download. Do not wait until the meeting starts to try the program.
- Limit distractions. If possible, silence your phone and go to a room where you can close a door. Be sure to consider white noise, too. Fans, washing machines, dishwashers may make it difficult to hear.
- Compose your environment. Think about what will appear on screen. The environment should be appropriate. Ensure that there is sufficient lighting. If using Teams, blur your background. If using Zoom, use an appropriate virtual background.
- Prevent feedback by using earphones with a microphone if available. Even using regular earphones and muting the microphone will help to prevent feedback.
- Wear appropriate clothing that you would wear to school. Please do not attend a video meeting in your pyjamas.
- Use respectful language, and be kind to everyone.
- Be patient as you wait your turn to speak. Please mute your microphone when not speaking to prevent feedback.
- Be prepared. Read instructions from your teacher ahead of time to be sure you have everything you may need for the meeting such as pen, paper and other tools.

