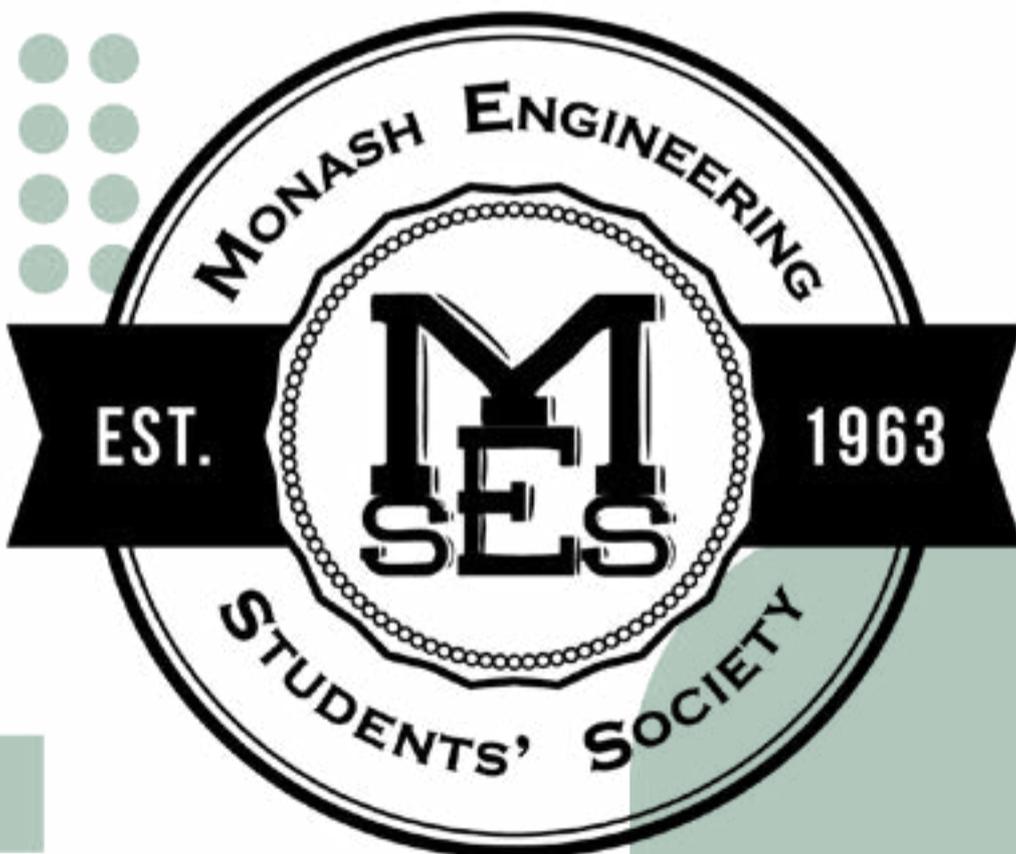


Education Guide - Booklet 3

# ONLINE LEARNING

General online tips, advice for using  
Zoom, and information about Moodle



# ONLINE CLASSES ADVICE

With any luck, we'll be on campus both semesters for the first time in two years in 2022. However, even if this does happen, you'll still have online classes. Monash uses Zoom for all interactive online classes, and other software for less interactive lectures and workshops. By following Zoom etiquette, you will be able to streamline your experience of learning online!

## Zoom Etiquette

- Join 2-3 minutes before the start time. Use this time to ensure that your microphone and webcam works, as well as double-check that you have everything you need (e.g. water, snacks, headphones, notes, tutorial questions, worksheets, etc.).
- Invest in some earphones/headphones with an attached microphone. Even cheap ones are often better than nothing! If you turn on your laptop microphone, others in the meeting will hear audio feedback, which reduces the quality of the class for everyone.
- Engage where you would in person! By participating in Zoom classes (e.g. answering questions, responding to polls, acknowledging others by using the 'reacts' function), it increases how much you gain from a class, as well as enhancing the learning experiences of your classmates.
- Turn your microphone off if you aren't speaking. Sometimes there is background noise that can be distracting and detract from the current speaker.
- Respect others during your Zoom classes. Even though others may not be able to hear/see you all the time, ensure you treat others in a way that you would like to be treated yourself. Do not use the

messaging function inappropriately, you never know who can access your private messages!

## **Online Learning Environment**

Your surroundings play a massive role in how much you get out of a class. Ensure that you are in a prime position to learn through the following tips:

- Ensure you are in a quiet, cool, and comfortable space. Try and avoid working from your bed, you will constantly need to move, and it messes with your sleep schedule!
- Isolate yourself from distractions. Put away any distractions, such as your mobile phone, TV, or loud siblings.
- Get yourself some water and possibly some snacks for your class. It is easy to forget to stay hydrated during online Zoom sessions, and you don't look organised to your tutor and classmates if you are walking around constantly grabbing things during your meeting!
- Wear clothes that are comfortable yet appropriate. This will help you focus and feel prepared.
- Ensure you have good lighting for your class. Put a soft lamp behind your laptop (not behind you) so your video comes through in higher quality.



# USING MOODLE

Moodle is Monash's online hub for all unit content and submissions. Each unit has their own Moodle page, which will contain each week's content, any assignments and their accompanying information, general unit information, forums, and more. If you need any information about a unit, Moodle should always be the first place you look. Additionally, each unit will organise its Moodle page differently, so it's always a good idea to familiarise yourself with each of your unit's Moodle pages.

## How to Change Forum Subscriptions

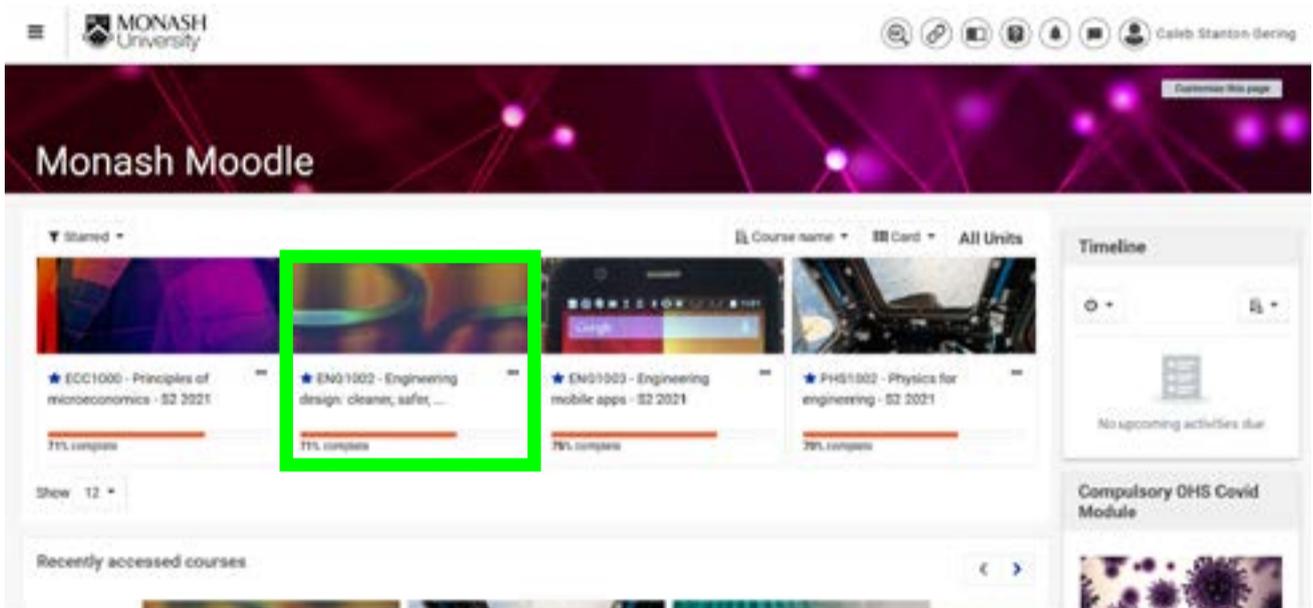
Most units will have two types of message boards, one where the unit coordinators make announcements, usually about classes or assignments, and one where students can communicate with staff and each other, which is used for asking questions about content or assessments.

For both types of message boards, all new posts are emailed to you. This often leads to your inbox being overwhelmed with 20+ emails in the span of a day or two, especially close to assignment submission dates, when students start asking more questions than usual. It can drown out important information and announcements, and lead to you missing emails that matter.

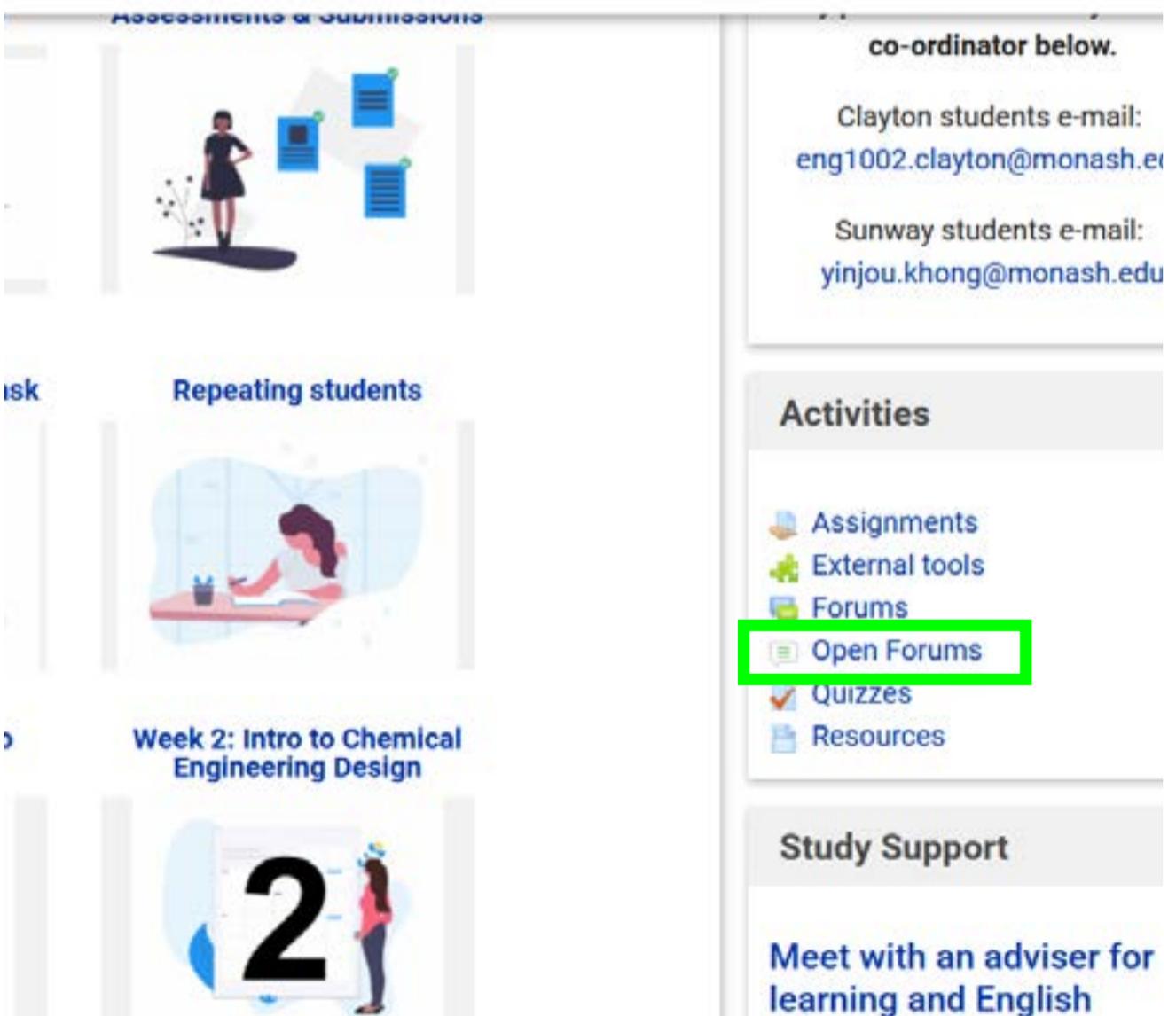
You are always subscribed to the announcements forums, and can't unsubscribe, but you can unsubscribe from the student forums. The following is a guide to reducing the number of these emails you receive, or even prevent them from being emailed to

you altogether. You can still view these conversations on Moodle after you unsubscribe from them.

1. Select the Moodle page for the unit you wish to change your forum preferences for



2. Scroll until you see the “Activities” section in the sidebar and click “Open Forums”



3. You can then change your email subscription options for each student forum, or select email digest.

- a. Unsubscribing means you'll receive no emails relating to that particular forum
- b. Selecting a "digest" option sends you all posts as a daily with all the titles of the posts for that day (only works if you remain subscribed)



Discussions	posts	Subscribed	Email digest type ?
94	0	No	Default (No digest) ▾ Default (No digest) No digest Complete posts Subjects only
35	0	No	Default (No digest) ▾
63	0	No	Default (No digest) ▾
1	0	Yes	Default (No digest) ▾



## How to Submit Assignments

First, you will need to attach files and documents to be submitted for the assignment. Most assignments need a cover sheet of some sorts, so make sure you check the submission instructions to see what you need to submit.

### ASSIGNMENT 1

Compare and contrast ODL policies and practices in different contexts;

#### Submission status

Submission status	No attempt
Grading status 	Not graded
Due date	Monday, 18 May 2020, 12:00 AM
Time remaining	23 days 13 hours
Last modified	-
Submission comments	<a href="#">▶ Comments (0)</a>

Add submission

You have not made a submission yet

Next, you may see that your assignment will be in the draft stage. You can still change which files and documents are attached to that assignment, but your assignment hasn't been submitted yet. If the deadline is reached while your assignment is in the draft stage, it won't be submitted and will be considered late. Some assignments will not have a draft stage. If this is the case, you will be able to edit your submission until the due date. It is always a good idea to download the uploaded files. Go through each file to make sure they are the correct files and can be opened properly. Files can corrupt when uploaded, and there is no guarantee your demonstrator will accept a resubmission if this is the case.

## ASSIGNMENT 1

Compare and contrast ODL policies and practices in different contexts;

### Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Monday, 18 May 2020, 12:00 AM
Time remaining	23 days 13 hours
Last modified	Friday, 24 April 2020, 10:17 AM
File submissions	<a href="#">Java programming tutorial.docx</a>  Export to portfolio
Submission comments	<a href="#">Comments (0)</a>

Edit submission

You can still make changes to your submission

Submit assignment

Once this assignment is submitted you will not be able to make any

Finally, if you submit your assignment, you may lose the ability to change the files, so this should only be done once you have double checked all the submission requirements. Some assignments allow you to edit the submission up until the due date, while others will not. This should be noted on the submission page in Moodle.

## ASSIGNMENT 2

Compare and contrast ODL policies and practices in different contexts;

### Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Monday, 18 May 2020, 12:00 AM
Time remaining	23 days 13 hours
Last modified	Friday, 24 April 2020, 10:24 AM
File submissions	<a href="#">Java programming tutorial.docx</a>  Export to portfolio
Submission comments	<a href="#">Comments (0)</a>

Edit submission

You can still make changes to your submission

If you think anything is wrong during the submission process, screenshot as much proof as you can that you have completed the assignment correctly, and email your demonstrator to explain the issue. If you accidentally leave a submission in the draft stage, immediately screenshot the time and date you uploaded the files and click the submit button. Then, screenshot any proof on any editable files that no edits were made before the due date. Email your demonstrator explaining what happened with the proof. There is no guarantee that you will not be penalised, but this may help.

