

## Joining an online program

Live virtual and online programs can be fun, easy and a great way to collaborate. To help it flow well and be enjoyable it is important to be prepared. **Please read the entirety of this guide**, as it includes a Code of Conduct and troubleshooting advice.

### Using Zoom

Our live online programs are run using Zoom conferencing. Before your session with us you'll be sent a link which will take you directly to Zoom, and a password that will grant you entry to the meeting.

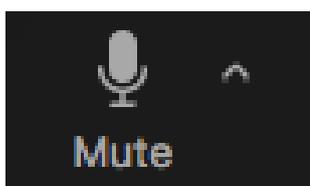
**The day before your session:** download the Zoom app before the session from <https://zoom.us>  
You do not have to sign up or register to join a meeting using Zoom.

**15 minutes before you session:** simply click the link you were sent by ACMI or your teacher. This will prompt you to open the Zoom app, and then take you to your session. If you haven't downloaded Zoom yet, clicking the link will take you to Zoom's website where you can quickly download the app and join the session.

You'll be placed in a waiting and you'll see a message saying '**Please wait, the meeting host will let you in shortly**'. Whilst waiting, you can click on '**Test Speaker and Microphone**' to ensure your microphone and speakers are working.

You'll will be let into the session at the start time. Once the Zoom app opens, select '**Connect with computer audio**' and you should be in meeting, ready to go.

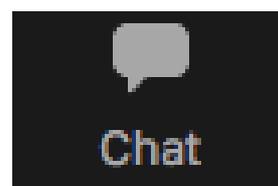
### Once you're in the Zoom meeting



Mute and unmute yourself. Click the ^ to bring up speaker and mic settings



Start or stop your video with this icon. Click ^ to bring up video settings



Click this icon to bring up the chat window.



Use the reactions icon to display an emoji.

## Switching views

If you're not on a computer, you can still join and participate in the session. If you're on an iPad or tablet, you might have to switch between Speaker View and Screen Share View. Speaker view is when you see the video feed of the presenter, Share View is when you can see the presentation the speaker wants you to see.

On iPads and tablets, you can switch between the two views in the top left hand corner.



On computers, the icon to switch between these views is in the top right hand corner.



## Student code of conduct

**Please read this before joining the session.**

So, we ask that you:

- > unmute yourself only when asked
- > raise your hand, or use the 'raise hand' reaction in Zoom if you prefer
- > only use the chat function to ask appropriate questions, respond to questions, or make relevant comments
- > are mindful when your camera is on that others can see you, so you should keep your camera steady, and be considerate and respectful on camera
- > if you're not visible during the lesson (so your camera is off) please try and contribute in other ways, by using the chat function and Zoom's reaction emojis
- > in no way harass, bully, or demean anyone in the session, including teachers, students, or ACMI staff

That's it!

We look forward to meeting you.

The ACMI Education team

ACMI's Child Safety commitment can be read online at: <https://acmi.net.au/child-safety-statement/>