# Introduction, Subject & Technology Orientation, Getting Started(Whole Class – Lecturer(s), tutor(s), and all students present)

## Outcomes/Intentions

**By the end of this session, students will be able to:**

1. Investigate Collaborate facilities: chat, mic, camera, whiteboard, feedback icons, breakout rooms, settings
2. Participate in the subject by using communication tools to contribute to subject/group communications
3. Introduce self and comment or ask on the discussion board after viewing demonstration by the tutor
4. Access and navigate the subject site and subject outline
5. Enrol in group on subject site and meet with tutorial group members in breakout room
6. Share ‘getting started’ strategies, i.e. state the actions they are going to take to get started

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| Duration | Topic | Activity/Content | Resources |
| Prior to session start | Investigating Collaborate facilities and screen | Whilst participants are waiting for the session to start, display the graphic (splash screen) so participants can investigate the Collaborate platform. | Share screen to show Collaborate screen explaining graphic.[Link to starting graphic/splash screen](https://www.jcu.edu.au/learn/staff-news/a-splash-screen-for-collaborate-ultra):  |
| Introductions and initial demonstration of the tools |
| 5 mins | Introducing people  | Welcome and introduce self, lecturer, coordinator, tutors? – share screen to show [‘novel’] photo(s) of subject staff? | Share screen to show photo. |
| 5 mins | Establishing rapport and belonging. | Main room (whole class) - Share whiteboard – students to record their location (community, suburb, town, or city) on the whiteboard. *Demonstrate all whiteboard features, e.g. use of pen/mouse, typing/keyboard, shapes, pointer, fonts, colours, etc* | Collaborate Whiteboard. |
| 7 mins | Forming tutorial groups. | Demonstrate how to access LearnJCU and the subject site.Display the list tutorial groups (days & times).*Demonstrate/explain view controls (top left of ‘whiteboard’ screen (square with magnifying glass) - can zoom in/out individually and independently of others’ views.*Enter student preview and demonstrate self-enrolling in a tutorial group.Students to enrol in their preferred time tutorial group. | Share screen to display list (Groups self-enrol facility on subject site) and demonstrate enrolling in group in Student Preview – ensure group enrolment opportunity is visible to students. |
| 10 mins | Establishing rapport and belonging. | Use breakout rooms for tutorial groups to meet/chat with tutor. | Break out rooms labelled with Tutorial group names. |
| 5 mins | Demonstrating access. | In the main room display subject site and show and explain process for students to meet in Collaborate 24/7. | Share screen, subject site with self-enrol groups set up. |
| Subject Orientation |
| 10 mins | Explaining what, why, how. | Outline:* Participation requirements (calendar)
* Your expectations for approach to study (subject outline)
* Assessment tasks, weightings, due dates (subject outline)
 | Share screen – subject outline and subject site. |
| 2 mins | Establishing rapport. | Demonstrate and encourage use of chat in Collaborate including emojis. | Chat in Collaborate. |
| 10 mins | Polling **or** subject site test facility. | **Subject Outline Hunt:** Have a light quiz available via polling or via subject site test, e.g. 5 - 7 questions around assessment (how many), subject requirements (number of weekly obligations), pass requirements, etc. | Poll or subject site quiz. |
| Getting Started |
| 5 mins | Topic 1. | Overview Topic 1 displaying via Share Screen – outline learning process, activity and sequence. | Share Screen – subject site Topic 1. |
| 5 mins (+ guest speaker time) | Study approach. | Suggested actions to get started – elicit from class on to whiteboard, make suggestions, elicit suggestion:* Entering all due dates in diary – assessments and attendances
* Investigate subject site – find contacts, support (explain opportunities offered by Studiosity), readings, learning activity, assessments, subject outline…
 | Can have guests for this section:* Learning Advisor(s)
* Librarian(s)
* Student Support Officer?
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| 2 mins | Establishing rapport. | Show feedback options in main screen. Students to click on feedback emoji that represents how they are feeling now. | Feedback emojis in Collaborate. |
| 3 mins |  | Show and allow time for students to investigate Settings cog to troubleshoot and problem solve. | Settings Cog. |
| What Comes Next |
| 3 mins | Establishing asynchronous rapport. | Explain use of discussion board throughout the days and weeks of the subjectShare screen to show how to access the discussion boards and to **demonstrate creating a post**. **Model the post** you want students to create now. | Share screen – subject site discussion board(s) |
| 5 mins | Feedback and Q&A | Instruct all students to post to the discussion board:Comment on today’s session or the subject or ask a question or post a motivational or otherwise positive post. | Discussion board in the subject site – have it set up and named appropriately. |
| 2 mins | Check for understanding / value. | Display session outcomes or a list of online skills students should now have and ask them to give themselves a score out of 6 (1 per session outcome) via the chat or thumbs up or thumbs down or happy or sad face to indicate how you are feeling about your achievement of those learning outcomes. | List of session outcomes for display on screen. |
| 1 min | Access recording. | In student view (because students only get one option when they click on the three dots to the right of Join Session and staff get half a dozen), show how to access the recording of this and any future sessions. | Share screen display subject site home page. |
| 1 min | Next session. | Explain next session – mode, day, date and time – invite students to attend and participate. | Display end graphic – thank you or photo of staff, or…. |