

Virtual Learning Guide for Students

Welcome to Virtual Learning at Cambrian

Hello and welcome to a new semester at Cambrian College. The most important message for you to start is that, unless otherwise indicated as an in-person lab or placement requirement, **all College courses will be delivered virtually** through Moodle, Zoom, and email. You may be taking some of your courses in person (very specific and limited hands-on needs). The balance of your courses will be taken virtually. The following document will provide you with virtual learning advice. Your professors are your primary contact for information about your courses and how virtual learning will happen. In order to be most successful in your studies, you must have access to a modern desktop or laptop computer and a reliable access to the Internet according to the Computer and Technical Requirements section in this document.

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Quick Start

The following list of Quick Links may help you get learning right away:

- [myCambrian Tour – 5 Minutes](#)
 - [YouTube Playlist of Moodle Orientation Videos – varied length](#)
 - [How to Join a Zoom Meeting – 1 minute](#)
 - [7 SuperPowers for Digital Learning at Cambrian – 8 minutes](#)
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Communications

We want to assure you that your Faculty Members and College Support Teams are here to help you figure out virtual learning. The most up to date information about College messaging and policies can be found on our [COVID-19 Communication](#) page. Your professors will contact you with important course information as you go along.

Help from the Learning Centre

While we are virtual, if you need help with Moodle, Zoom, or tutoring topics, connect with Learning Centre Staff by email at learningcentre@CambrianCollege.ca.

You can also book a virtual Staff Tutor appointment following the [Booking Advice](#) on our Learning Centre page.

- Here is a [free Moodle course that you can automatically join](#)
 - It covers topics like academic skills, help with specific subjects, and computer use
 - Click on the link above, then select “Enrol me” to access the course

Help from Information Technology (IT)

If you have any issues with login for myCambrian, please email mycambrian@cambriancollege.ca If you are experiencing technical difficulties with Zoom, Moodle, or software, please contact the Information Technology team (IT): helpdesk@cambriancollege.ca

Computer Requirements

You will need to have regular access to a personal computer (desktop or laptop preferred) with a reliable Internet connection. High-speed broadband access (LAN, Cable or DSL) is highly recommended. Some of your courses may have other software or hardware requirements which will be communicated by your Program Coordinator or Faculty Member.

All Cambrian College courses are delivered through a web-based Learning Management System (LMS) called Moodle. As such, the primary portal you use to access Cambrian College course materials is a web browser. You should ensure that you keep your web browser up to date.

Cambrian College's standard computing platform is a computer running Microsoft Windows with Microsoft Office. PCs are the primary equipment supported by Cambrian College's Help Desk and as such, limited assistance for other hardware and software platforms is offered.

If you have a personal computer (PC):

- Windows 8, 8.1, 10 are compatible operating systems
- A web cam and headset
- Web browsers supported include Firefox, Chrome, Internet Explorer 10 or higher

If you have a Macintosh computer (Mac):

- Compatible operating systems include OS X and above
- A web cam and headset
- Web browsers supported include Firefox or Safari

Note: If you attempt to access your courses using only a mobile phone, you are unlikely to be successful. The College uses a variety of advanced teaching and testing tools where a mobile phone is insufficient. Please consider this when registering.

Technical Requirements

Software

Most courses require word-processing software and you will have access to Microsoft Office 365 as a Cambrian student. Individual courses may have additional software requirements such as programs for playing audio or video, or a specific software application.

Mobile Access and Mobile Apps

You may wish to access some of the course elements in Moodle (our Learning Management System) through tablets and smartphones. While these devices may work for reviewing content, we do not recommend taking quizzes or tests when using a mobile device, such as a smartphone or tablet, due to compatibility issues.

Proctortrack Virtual Proctoring

Some of your professors may use a virtual proctoring software called Proctortrack to help ensure academic integrity in online exams. All elements of this process will be explained to you by your Faculty Member if this solution will be required.

Using Moodle for Virtual Learning

The two main tools for virtual learning at Cambrian College are [Moodle](#), our learning management system, and [Zoom](#), a video conferencing tool. Access to Moodle is available through your [myCambrian](#) dashboard.

- Here are some [videos about how to use Moodle](#)

Using Zoom for Virtual Learning

Zoom is a web conferencing tool that all Cambrian faculty now have access to. **You do not need to sign up for an account to use a Zoom link and there is no cost for you to use it.** If your faculty members decide that Zoom is the right choice for your courses, they will let you know how they plan to proceed.

Zoom is available as a [desktop application](#) for PC and Mac and mobile application on [iOS](#) and [Android](#). We recommend adding the Zoom app to your mobile phone as a backup for connectivity challenges.

You can test Zoom with a classmate or family member, just to get comfortable with using the platform. You can [sign up for a free version of Zoom here](#) if you want to test it out.

Here are some [videos about how to use Zoom](#) (our video web conferencing tool).

Note: Please be aware that our Cambrian College version of Zoom permits students to record teaching sessions for their own use and study if a faculty member is not already recording and sharing sessions. However, it is respectful to request permission of your faculty member and peers to do so. **Under no circumstances** do you have permission to record a Zoom session and share it publicly on any platform. Posting recordings of your faculty members or peers is a violation of the Cambrian College Code of Conduct and your academic record at the College may be negatively affected. The College appreciates your cooperation on this issue.

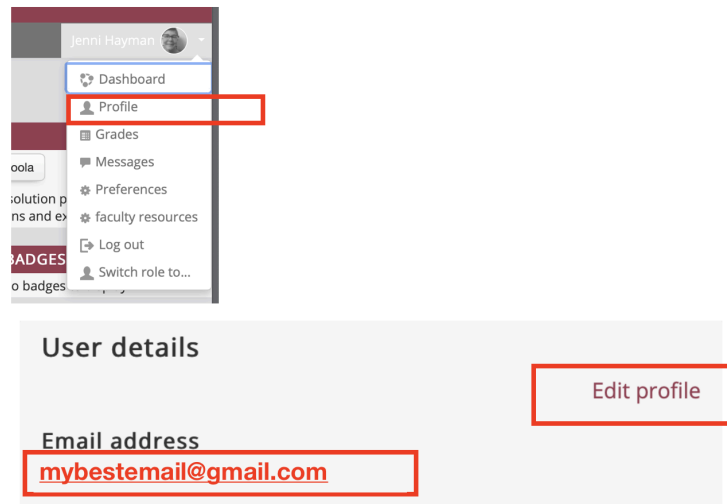
Virtual Learning Tips

Recommendations for Participating in Zoom Sessions

- Find a quiet space if possible.
 - Use headphones or earbuds with a microphone.
 - Mute your mic when you are not speaking.
 - Use the chat feature to ask questions.
 - Use the *raise your hand* feature before using your mic.
 - Join the Zoom meeting by phone if you have limited internet access or are experiencing technical difficulties.
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Check your Email and Moodle Shells Often

Faculty will be communicating through email and Moodle Announcements often. Make it part of your regular routine to check your inbox and Moodle shells multiple times throughout the day. Use the Profile settings feature in the upper right corner of your Moodle page to ensure your best email address is in the system so that you don't miss critical messages. The screenshot below shows where to find your Moodle profile and the "Edit Profile" link where you would edit your email address.



Develop a Weekly Routine

Based on your regular class schedule and the strategies your faculty members communicate, develop a learning schedule. Set up a physical study/Zoom space where you complete your tasks. Outline a routine for where you will join live sessions, work on course work, and study.

Be an Active Learner

Engagement leads to a better understanding. Comment on discussion boards, pose questions, and communicate often with professors and classmates. Since some activities will not take place in real-time, make an effort to check in often on spaces like discussion boards and email. Share ideas and good resources you discover that help you to learn.

If you're struggling to understand content or assignments...

First, ask your professor. They are your best and primary resource for doubts and concerns related to your course. The Learning Centre will provide virtual appointments for students. To book a virtual Zoom session with a Staff Tutor, please use the [Learning Centre booking page](#). To continue tutoring with a Peer Tutor (someone you're already tutoring with) continue your

sessions using Zoom to connect.

Scanning Your Assignments

It may be necessary at some point to scan assignments and send them by email using your mobile phone. Adobe (a very trusted name in software), has a free App (for Android or iOS) called Adobe Scan:

For Android: [Adobe Scan for Android](#)

For Apple: [Adobe Scan for iOS](#)

Plan Your Time

Be realistic about how much time you have, and how much time you need to devote to each of your classes. Depending on the design of learning your professor provides, you should expect to spend at 3-6 hours per week per course – taking into account reading, practicing, and assignments.

Be an Effective Email and Zoom Communicator

Communicating effectively is extremely important to doing well with virtual learning. Keep in mind that professors have a lot of students, and your classmates have a lot of peers. When communicating follow these simple guidelines:

- When emailing anyone: confirm the class and section in which you are enrolled.
- Demonstrate professional communication skills (appropriately and respectfully framing questions and concerns).
- Keep your messages short and clear.
- Do not expect immediate answers, staff cannot be available 24/7, everyone is doing their best to adjust to new expectations and needs.
- Communicate your own limitations to your professors (family needs, work needs, health needs, etc.)

Support from the Glenn Crombie Centre Team

The situation around COVID-19 is rapidly evolving. As we continue to adjust our plans in response to the situation, we are requesting students direct their general accessibility and counselling related questions and concerns to the following email addresses:

accessibilityservices@CambrianCollege.ca
counsellingservices@CambrianCollege.ca

If you have a primary Advisor or Counsellor, you may contact them via email.

At this time, students can still schedule appointments with Accessibility and Counselling services on myCambrian. There will be no in-person appointments. Appointments must be scheduled through our Accessibility/Counselling portal (Clockwork) on myCambrian, a minimum of 1 day in advance. When you have a scheduled appointment, you will be contacted by email.

If you are in crisis or require immediate assistance, please contact:

Realcampus.ca 1-877-390-7325

Good2Talk 1-866-925-5454

Crisis Intervention Program 705-675-4760

Follow the College Academic Integrity Policy

Academic integrity is extremely important for all students, including virtual learners. You must abide by all College policies related to graded assessments. Please review the [Academic Integrity Policy](#) along with a short video on [Protecting Your Academic Credibility](#).

Supports Available to You

Email your Professor

The most efficient path for questions directly related to one of your courses.

Text and Video Guides for Moodle

You can learn more about Moodle functionality using the following playlist: [Moodle for Cambrian Students](#)

24/7 Technical Assistance Zoom Support

If you have questions or are experiencing trouble with this service, you can view tutorial videos or contact [Zoom Support](#) directly by clicking on Help Center in Zoom app menu

Learning Centre

Email learning.centre@cambriancollege.ca or book a Staff Tutor appointment through MyCambrian

Library

You can chat or text with Library staff for help with your research assignments. Visit <https://cambriancollege.libguides.com/libraryhomepage> and use the chat box, or find the contact information at the bottom of the page.

IT Helpdesk

Email helpdesk@cambriancollege.ca