



Learn. Develop. Succeed.

Online Sessions Guide

Setting you up for success with LDS' online learning platform.



Before the session

Learn about tech requirements, the best location for your session, sharing homework and course details, and accessing your session camera and audio permissions.



During the session

Troubleshoot common tech issues during your session.



After the session

Access your take-home package and session snapshots. Follow communications protocols for any questions and concerns.



Parent/guardian responsibilities and agreement

Read and understand the best practices for online safety and efficiency.

01 Before the Session

Technology Requirements

To prepare for your online lesson, you will need the following:



Your Teachworks login details or the session reminder email (if you have not logged in to Teachworks before, please contact info@ldsociety.ca)



A laptop or computer (sessions cannot be done on a phone or iPad)



A stable high-speed wifi connection



A webcam or connected camera



Google Chrome web browser

Also recommended:

- Headphones/ a Headset
- A computer mouse

Location

For learners under age 18, a parent/guardian must be present within earshot during remote learning sessions. This is for the safety and security of our learners and staff.

Eliminate distractions during online learning:

- Clear the room of playful pets or noisy siblings.
- Minimize background noise by turning off the TV and radio.
- Turn off cell phones.
- **For parents:** Talk to your child about the importance of not multitasking on other websites during the session. If this becomes an issue, you can install website-blocking apps such as Freedom or SelfControl to block apps and websites such as Facebook and YouTube while your child is learning online.



The instructor will not complete the session if the learner joins the session in an inadequate setting for learning e.g., a car, a busy public space, or a playground.

Sharing Homework and Course Details

If you have homework or course material to share with your instructor, please send a copy of the homework or course material, or the log-in details for the course to info@ldsociety.ca at least 24 hours before the scheduled session.

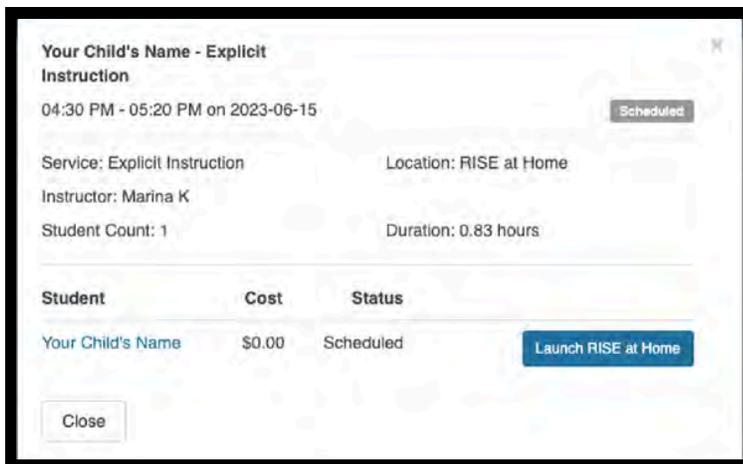
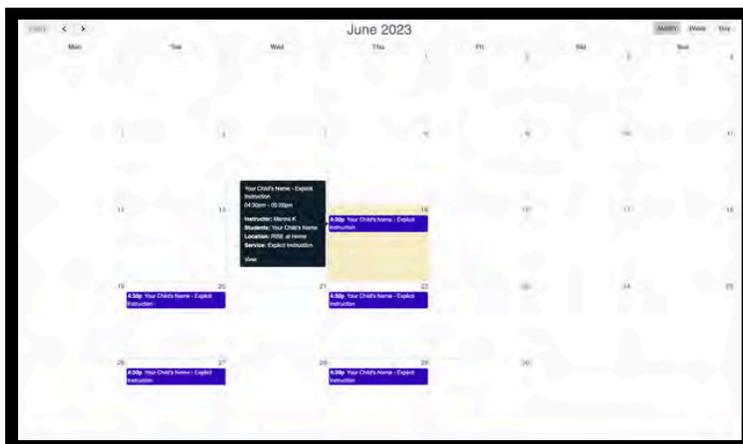
Homework to:
info@ldsociety.ca



This ensures the instructor has sufficient time to review the assignment and plan appropriate supplemental work.

Logging on to your Session

1. Log on to your Teachworks account
2. Your calendar with your sessions should appear
 - a. If they do not, locate 'Calendar' in the top left corner
3. Click on today's session
4. Click 'view' on the box that comes up
5. To join the lesson, click 'Launch RISE at home'



Find Upcoming Sessions

1. Log into your Teachworks account
2. Click on your Profile
 - a. It can be found in the top left corner
3. Parents: Once on your profile, click on your child's name
4. Scroll down to Upcoming Sessions
5. Here you will find all your scheduled sessions



Camera and Microphone Permissions

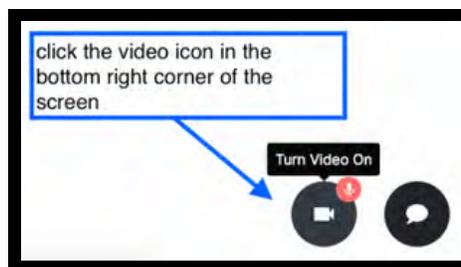
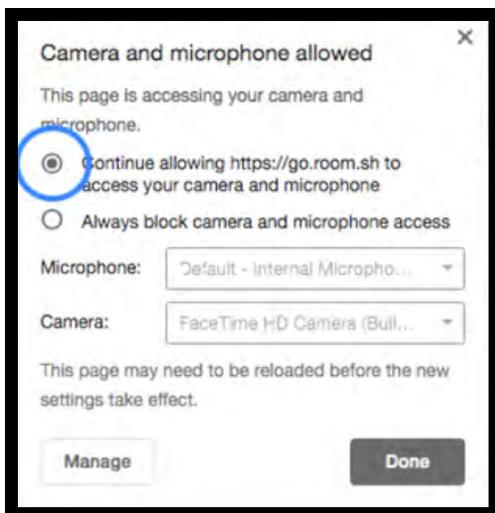
Log in a few minutes before the start time to test your internet connection, speakers and microphone to avoid technical problems during the session.



Turn your camera on and make sure that you allow access to your microphone and camera.



Click the camera icon in the address bar to access your camera and microphone permissions



Take time to explore the online whiteboard before the first session so that you or your child can feel comfortable with the tools.

02

During the Session

Technology Troubleshooting

Your lessons take place in **LessonSpace**. Here are some steps to take if you are having technology issues.



Trouble connecting to your lesson?

1. **Notify your Instructor** as soon as you notice the issue using the chat function. They may be able to help or ask for tech support to assist you with your issues.
2. To ensure LessonSpace is working properly, press the gear icon on the bottom right-hand corner of LessonSpace and then select Troubleshooting. A window will pop up that will indicate if LessonSpace detects any issues.

Microphone or camera issues?

1. Ensure that your video feed and microphone are on by checking the buttons in the right-hand corner of LessonSpace. Test your speakers to make sure they are on.
2. Press the gear icon on the bottom right-hand corner of LessonSpace and select Device Setup. Ensure that LessonSpace is connected to the correct devices.
3. If you cannot select the correct device, your web browser may be restricting it. Go to your Chrome (web browser) settings and ensure your preferences are unrestricted.



Still having trouble connecting?

1. Ensure your internet connection is stable and strong by going to your computer's network settings. If it is not, you may need to move closer to your home's internet modem.
2. Close all other windows and tabs in Chrome (your browser), as they may be taking up bandwidth. Shut down any unnecessary programs running in the background of your computer.
3. If you still have issues, notify your instructor. Restart your browser and then reload the online lesson.
4. Finally, if there are still issues, restart your computer and then log back onto your lesson.

03 After the Session

Take-Home Study Package

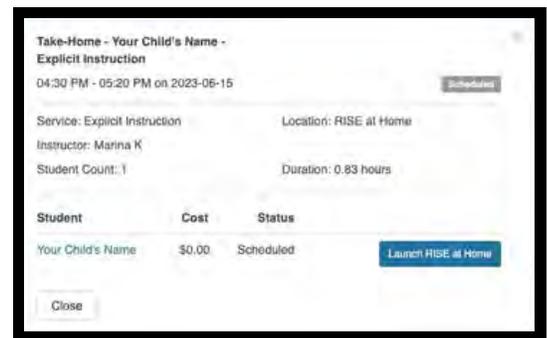
If a learner cannot attend a session in person or online, their LDS instructor will prepare a **personalized take-home study package** that can be completed on the learner's own time. This package will be available after the scheduled session time has finished.

To access this package:

1. Log onto your **Teachworks** account here: <https://ldsociety.ca/teachworks-login/>
2. In your calendar, click on the session you weren't able to attend
3. Click 'View' on the box that comes up
4. Click 'Launch RISE at home'
5. This will bring you to an online whiteboard in **Lessonspace**, where you will find the take-home study package. Take-Home Study Packages are **only available for two weeks** from the missed session date. Download your package from Lessonspace if you want to access after two weeks.



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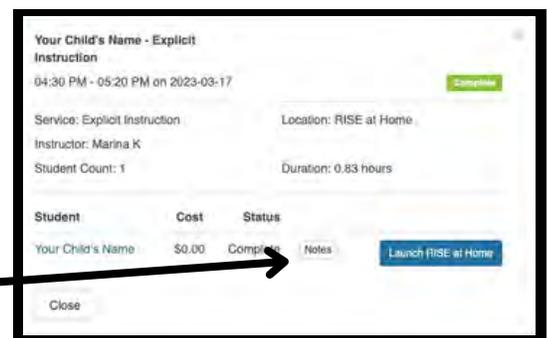


To access **Teachworks** to log in, change your password or if you didn't receive confirmation instructions, go here: <https://ldsociety.ca/teachworks-login/>

Session Snapshot

After each session, your instructor will write a snapshot of the session. Once written, you will receive an email with the snapshot. You can also access the snapshot by following the steps below.

1. Log onto your Teachworks account
2. In the calendar, click on the session you're wanting to see the snapshot of
3. Click on 'Notes'



04 Parent/Guardian Responsibility and Agreement

LDS wants to ensure that all families, learners, and instructors are familiar with best practices for online safety and efficiency. Please review the following and make sure you understand the expectations for participation in remote learning.

Online Safety

1. Ensure that an adult (at least 18 years old) is in the room or nearby and within earshot during the remote instruction sessions for learners aged 12 and under. Check out <https://mediasmarts.ca/> for more resources on online safety and digital literacy.
2. LDS may record sessions or drop in on sessions to ensure the safety of all participants.

Efficient Use of Remote Learning Technology

1. A **desktop** or **laptop** is required for LDS sessions that are being done remotely. A phone or tablet (e.g. iPad) is not appropriate for the instruction we need to deliver. If you need a device, please let us know.
2. Eliminate as many distractions as possible during online learning.
3. Clear the room of playful pets or noisy siblings.
4. Minimize background noise by turning off the TV and radio.
5. Turn off cell phones.
6. Talk to your child about the importance of not multitasking on other websites during the session. If this becomes an issue, you can install website-blocking apps such as Freedom or SelfControl to block apps and websites such as Facebook and YouTube while your child is learning online.
7. Make sure that the learner is ready to learn before the start of the session:
 - a. Set up with necessary materials like paper and pencils.
 - b. Log in a couple minutes before the start time to test your internet connection, speakers and microphone to avoid technical problems during the session.
 - c. Give the learner a chance to explore the online whiteboard prior to the first session so that they can feel comfortable with the tools.

Learner Expectations

- Behave with the same level of respect and politeness that they would in a one-to-one in-person learning environment.
- Keep usernames and passwords private and respect the privacy of others.
- Immediately report any safety or security problems, or any inappropriate or uncomfortable situations involving technology.

Communication with LDS

For questions about lessons, lesson planning, learning strategies, and/or case management, contact your case manager at: casemanager@ldsociety.ca.



casemanager@ldsociety.ca

For questions regarding scheduling, fees, funding, and missed/late sessions, contact our team at: info@ldsociety.ca.



info@ldsociety.ca