

1. IT Requirements for Virtual Lectures (Zoom)

To successfully participate in your virtual lectures, you must have:

- A laptop or desktop computer (tablets and mobile phones are not recommended for full-day classes)
- A stable internet connection suitable for live video streaming
- A working webcam (camera must remain switched on during class)
- A working microphone
- Speakers or a headset for clear audio
- Zoom application downloaded and installed on your device (latest version recommended)
- Access to GOALS/Canvas to view announcements, Zoom links, and learning materials
- Note: You must not have any outstanding fees to be able to access GOALS/Canvas and the Zoom class link.
- Access to your email account for important communications

You are expected to:

Test your camera, microphone, and internet connection before class

Ensure your device is fully charged or connected to power

Have a backup internet option where possible (e.g., mobile hotspot)

Failure to meet the above IT requirements may impact your attendance and participation.

2. Attendance & Participation Requirements

Virtual lectures are:

- Fully supervised
- Interactive and participation-based
- Attendance monitored

Students must:

- Log in on time
- Remain visible on camera unless otherwise directed by the trainer
- Actively participate in discussions and activities
- Respond when called upon
- Remain present for the full session (including after breaks)

Attendance for virtual lectures is mandatory to maintain course eligibility.

3. Zoom Participation Code of Conduct – The Proper and Professional Way to Behave in Your Online Class

To ensure a respectful and productive learning environment, students must follow these guidelines:

Before Class

- Set an alarm and be online on time
- Ensure your device is charged and working
- Find a quiet, well-lit location
- Dress appropriately (as you would for campus classes)

3. Zoom Participation Code of Conduct – The Proper and Professional Way to Behave in Your Online Class (continued)

During Class

- Keep your camera on at all times (unless instructed otherwise)
- Keep your face clearly visible on screen
- Use mute when not speaking
- Raise your hand (Zoom feature) before speaking
- Use respectful and professional language
- Use the chat function responsibly
- Do not record sessions without permission
- Do not use your phone or engage in unrelated activities

Behaviour Expectations

- Be respectful to trainers and classmates
- Do not interrupt others
- Follow trainer instructions at all times
- No inappropriate backgrounds, behaviour, or distractions
- Maintain academic integrity

Students must not record, screenshot, photograph, stream, or otherwise capture any part of a virtual class (including audio, video, chat content, or participant details) without the prior written permission of Greenwich College, as unauthorised recording constitutes a breach of privacy, confidentiality, and the Student Code of Conduct, and may result in disciplinary action.

Failure to follow the Code of Conduct may result in warnings or disciplinary action.

4. Updating Your Zoom Display Name

Your attendance is monitored during each session. You must update your Zoom display name correctly. Your display name must be: First Name – Last Name – Student Number

How to Update Your Display Name

- 1.** Click on the “Participants” button at the bottom of the Zoom screen.
- 2.** In the Participants panel, hover over your name.
- 3.** Click “More” and choose “Rename”.
- 4.** Enter: First Name – Last Name – Student Number
- 5.** Click “OK” to confirm.

Your full name must appear exactly as shown in your passport or official documents (same as what’s on your Canvas account name). If you have more than one given name or surname, please include all names. Failure to use the correct display name may result in your attendance not being recorded.

5. Support

If you experience technical difficulties:

- Check your internet connection
- Restart Zoom
- Contact Student Services if the issue continues