

Subject: End of term 3 Digital Bialik update
Date: Monday, 14 September 2020 at 11:42:33 am Australian Eastern Standard Time
From: Roxanne Summer
To: #Staff - General Admin, #Staff - Instrumental Staff, #Staff - Lab Assistants, #Staff - Library, #Staff - Student Assistants, #Staff - Teachers ALL, #Staff - Teachers Creche, #Staff - Teachers ELC
Attachments: image001.jpg, image002.jpg, image003.jpg, image004.jpg, image005.png, image006.jpg, image007.jpg, image008.png, image009.jpg, image010.jpg

Dear Colleagues

Please find following the latest tips and news to support you during Digital Bialik.



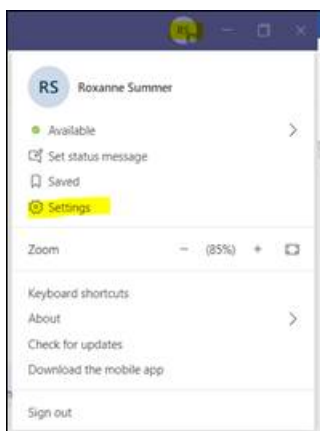
News just in!

Excitingly, an auto-update has occurred and when students are attendees they can no longer kick others out of the call! (They can still invite others in). Yay!

Please update your version of Teams

There are some issues occurring with sound in the previous version which have been fixed by updating. It is now recommended that all staff update to the new version.

1. Open the Teams application (not in browser)
2. Click on your initials in the top-right, then on settings



3. Under the Application heading, tick the box to turn on new meeting experience

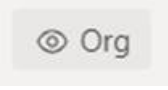


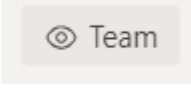
4. Use the 'X' to close that window and restart your computer.

If you get stuck, IT and eLearning can help, just ask.

Ensuring Team Privacy – (Non-class Teams)

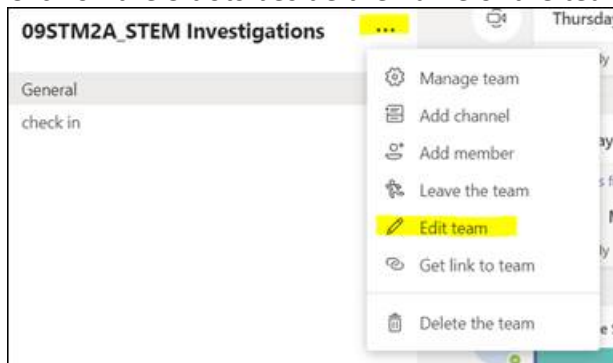
If you have created a team for any reason, over the next few days, please check your team is visible only to members of your team as this will prevent curious children from joining by themselves.

To check, look at the top-right of your team. If you see  then anyone with a Bialik

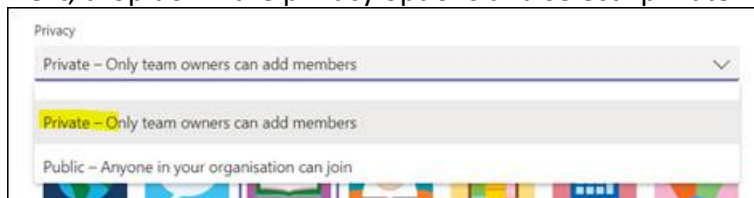
email address can join themselves to your team. If you see  then only owners of the group can add or remove members to the team.

To change the visibility:

Click on the 3 dots beside the name of the team, then select "edit team"



Next, drop down the privacy options and select "private"



Update

Then click

CLE Update and Downtime

Please note that the CLE will be undergoing an update on Monday 14th September at 4:30pm. It will be inaccessible for up to one hour. It is a minor update and will not affect regular use. There are some cool new features, which will be communicated shortly (like students being able to have any section of text on the CLE read aloud to them or translated into hundreds of languages, including Hebrew!!)

Please be mindful of this downtime if you are planning to undertake any online marking or assessment at this time.

Get creative

Shout out to Sharon Kaye for some of these suggestions for ways to creatively engage your classes online. Terrific for end of term fun or revision (that's not another Kahoot).

- Jeopardy - <https://jeopardylabs.com/>
- Scattergories (random categories) - <https://swellgarfo.com/scattergories/>
 - Or create your own using Smart Notebook and the timer function. Use the blind function to reveal or hide.
- Bingo –
 - <https://myfreebingocards.com/bingo-card-generator> to create cards
 - <https://wheelofnames.com/> to randomise selection of words

If you want to try these but need some help, please contact Roxanne 😊

VIT Registration Due End of September

If you are finding the VIT website hard to navigate to complete your re-registration tasks before the end of September, the eLearning team is available to help. Registration fees go up after September, so don't get caught out!

For help, contact Roxanne, Natalie or Raff via email to arrange a time.

Holiday to-do list

To ensure your laptops and devices are happy little Vegemites next term, please consider carrying out the following tasks. Please ask IT for any support you need.

- Restart your computer
- If it's not a College device, install any available updates
- Clean out your downloads and desktop folders
- Ensure your files are saved to OneDrive and not locally to your computer (that way, your files are backed up no matter what happens to your device)

Still online Term 3? Check your workstation

To ensure you are caring for your body while you are online all day, consider these recommendations: <http://www.bu.edu/articles/2020/10-ergonomics-dos-and-donts-for-those-now-working-from-home/>

Still need help?

There are many people here to help.

Just a quick reminder who can help most quickly with what:

- Issues with your computer, creating a Team, editing permissions or members of a Team, guest speakers, Teams sound or video not working – [contact IT](#)
- Issues with CLE, using Teams, integrating technology into teaching and learning, advice on online websites, training for software or applications – [contact Roxanne](#)

You can chat directly to any member of the eLearning or IT teams, just click on the person's name on this page: <https://cle.bialik.vic.edu.au/homepage/13010>

Useful links

Please be reminded of the following really useful CLE links:

- How to mark the roll from home - <https://cle.bialik.vic.edu.au/send.php?id=129082>
- Tutorials for using Teams - <https://cle.bialik.vic.edu.au/homepage/12893>
- Tutorials for using online tools - <https://cle.bialik.vic.edu.au/homepage/13057>
- CLE tutorials and guides - <https://cle.bialik.vic.edu.au/homepage/12846>

Warm regards,
Roxanne, Natalie and Raff

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**Bialik. Cultures of
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