Virtual Engagement Guidelines

This document contains important information regarding live session preparations. Please read this in its entirety to ensure a smooth set up for all. To ensure maximum participation it is beneficial for parents/guardians to assist participants during live sessions if support is required.

**Asynchronous Content**

Venture Academy virtual engagement includes asynchronous content, meaning there are workshops that are shared as pre-recorded videos. Virtual Workshops and Virtual Girl Guide Workshops require teacher and guide leader registration, respectively, to access the video content. All pre-recorded videos have the flexibility to be completed in a virtual or in-person setting and have been created to require minimal materials, as outlined in the video descriptions.

**Synchronous Content**

Venture Academy Virtual Clubs and day events occur as synchronous, or live, content. Other than using Zoom, additional information for day-events, such as Go ENG Girl, will be shared uniquely with participants closer to the event date. All clubs will follow the utilize the following platforms:

**Google Classroom**

The Venture Academy Virtual Clubs will be hosted using the platform Google Classroom. This platform is an accessible and easy to use platform for participants of any age! Participants will be added to the classroom using the g-mail address indicated on the registration form. Once added to the Google Classroom, participants will be able to view content which is only available to those registered for the program. All content sharing between Instructors and participants will take place through this platform. This includes the sharing of activities, video tutorials, project explanations, and Zoom links to join the live sessions.

Please check posts on the Google Classroom for project requirements, including materials (for example a pen, paper or glue) and technology (for example, a mouse for 3D modelling projects) which are specific to each activity. In order to access our live sessions, a computer or tablet with internet connection is required.
Zoom

Getting the Link:

Our live sessions will take place via Zoom. McMaster University’s IT department has worked diligently with Venture Academy to ensure that all of the necessary security systems are met to create a positive and safe experience for all. Please create a free Zoom account prior to the live session in order to easily join our call. In order to join the workshop simply click on the link provided on the Google Classroom. Please do not share this meeting link with others. We require each participant to register in order to access the live video link to ensure safety for all students and staff.

Entering the Call:

Once the Zoom link is clicked you will automatically be sent to the “waiting room” feature on Zoom. When joining the call, please ensure that your display name on Zoom is the same as the participant name present on the registration form. This is mandatory as we will be cross referencing our attendance sheet with the users trying to join the call so that we ensure only registered participants will be joining our live session.

Participation:

In order for live sessions to be engaging and exciting for all participants please do your best to actively participate in all discussions. This will ensure a more positive and meaningful learning experience. We also request that students turn their cameras on during the Zoom call if they feel comfortable so that we can make our live sessions feel as much like a live day of camp as possible. Students can participate by using the “raise your hand” feature, the chat box feature, as well as the reactions feature. These features are a great way to connect with each other virtually so that all students are even more engaged.

Code of Conduct

To ensure that our live sessions are a safe and positive experience for all, Venture Academy will be abiding by the following code of conduct:

At Venture Academy we demand respect for fellow classmates, instructors and the online learning platform.
All students must:
● Respect the integrity of all online systems and networks
● Ensure respect in all written and verbal communication
● Obey directions from instructors
● Follow safety requirements of each project
● Be active and engaged participants in the learning environment

Individuals who do not demonstrate respect for the online learning environment in all its capacities will be removed from the learning platform and a guardian will be contacted.