

# Student Expectations for GC Flex

*Created by the Georgian College GC Flex  
Team in the Centre for Teaching &  
Learning*



# Contents

|  |    |
|--|----|
| <a href="#"><u>What is GC Flex?</u></a>                              | 1  |
| • <a href="#"><u>Additional Georgian College</u></a>                 | 1  |
| <a href="#"><u>Supports</u></a>                                      | 1  |
| <a href="#"><u>Tips for Success in GC Flex Programs</u></a>          | 2  |
| • <a href="#"><u>Communication</u></a>                               | 2  |
| • <a href="#"><u>Preparing for a Synchronous ('live') Class</u></a>  | 3  |
| • <a href="#"><u>During a Synchronous ('live') Class</u></a>         | 4  |
| • <a href="#"><u>Tips for attending your virtual classroom</u></a>   | 4  |
| • <a href="#"><u>Responsibilities</u></a>                            | 5  |
| <a href="#"><u>Minimum Technical Requirements</u></a>                | 7  |
| • <a href="#"><u>Hardware Requirements for Teams on a</u></a>        | 8  |
| • <a href="#"><u>Windows PC Hardware Requirements for</u></a>        | 11 |
| • <a href="#"><u>Teams on a Mac Hardware requirements for</u></a>    | 13 |
| • <a href="#"><u>Teams on mobile devices Ways to Participate</u></a> | 14 |
| <a href="#"><u>Which participation mode is right for me?</u></a>     | 17 |
| <a href="#"><u>Supported technologies you will be using</u></a>      | 18 |
| • <a href="#"><u>Blackboard Support</u></a>                          | 18 |
| • <a href="#"><u>MS Teams Support</u></a>                            | 18 |
| • <a href="#"><u>Microsoft365</u></a>                                | 18 |
| • <a href="#"><u>LinkedIn Learning</u></a>                           | 19 |
| • <a href="#"><u>Flipgrid</u></a>                                    | 19 |
| • <a href="#"><u>PollEverywhere</u></a>                              | 20 |

# What is GC Flex?



This course will be delivered in a Hybrid-Flexible format, also known as GC Flex. In a GC Flex course, you have the freedom to decide how you want to engage with the class on any given day. Weekly class times and on-campus classrooms are scheduled in the same manner as traditional courses, but you may choose to attend a scheduled face-to-face class on campus one week and attend virtually online through the class Teams meeting the next. Alternatively, you may choose to access course content asynchronously for some, or all of the semester. **While attendance is not a requirement, handing in course work according to the schedule set-out in the course syllabus and on Blackboard is mandatory.**

In the event that no students physically attend class, faculty will still deliver the learning activity as planned, allowing those who choose to connect virtually to participate.

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## [Additional Georgian College Supports](#)

- [Preparing to learn online](#)
- [Student Success Advising](#)
- [Blackboard supports](#)
- [LinkedIn Learning](#) (MS Teams & Microsoft365 Orientation)
- [Self-care](#)
- [Georgian Learning Guarantee](#)

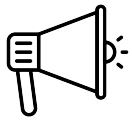


# Tips for Success in GC Flex Programs

Below you will find a variety of things you can do to prepare for and participate in a synchronous online class.

## Communication

### Announcements



Check Blackboard &/or your college email account for important messages & updates from your faculty.

### Office Hours



Your faculty may offer virtual office hours throughout the semester. Check your Blackboard courses for specific details.

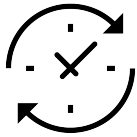
### Email



You will need to check your Georgian email & use it for communication with faculty & other students.

# Preparing for a Synchronous ('live') Class

## Prepare Workspace



Create a routine that works for you. Organize your desk, ensure an appropriate background (use replace/blur functions when available), and orient your computer and chair properly.

## Are you ready for class?



Dress and act as you would for class. During the call, minimize distractions and prepare to learn.

## Create a Backup Plan



Be as prepared as you can in case of internet or connectivity issues. Find out the call-in phone number in advance. Make sure your computer and/or devices are charged.

## Internet-Use Schedule



Schedule your time. If you share an internet connection with others, let them know when you will need to use it to prevent connection disruptions.

## Microphone/Video Conduct

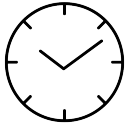


Know class conduct expectations. Would your instructor like you to have your microphone and/or video on? What is the class policy for 'raising' your hand? If you are unsure, keep your video off and microphone muted until instructed

([Back to top](#))

## During a Synchronous ('live') Class

### Timing



Be prompt. Log into the call early (if possible) or exactly on time. Late entrances are especially distracting in online classes.

### Participate



Be involved. When instructed, speak clearly into your microphone. Use chat features to ask questions. Contribute constructively, in a manner relevant to the current discussion.

### Use headphones



Use headphones to optimize sound, eliminate feedback, reduce background noise, and prevent distractions. Mute your microphone when you are not speaking.

### Be Clear & Concise



Be clear and concise. Avoid using informal or casual language, including sarcasm. Treat chats as public forums, not personal chats. Unless otherwise instructed, type in full sentences with proper grammar and avoid the use of symbols.

### Class Recordings



Always obtain consent. Never record online activity without receiving permission in advance. This applies to any data capture of course content including audio and video recording through your computer, phone, or any device.

### Be Respectful



Respect your peers, instructor, and the course content. Ensure all your comments are thoughtful. Focus on the task at hand and avoid distracting the class with irrelevant or off-topic questions or comments.

([Back to top](#))


## Tips for attending your virtual classroom


Please have a look at [this article](#) posted in the student portal. These tips are aligned with the [Student Code of Conduct](#), which applies to all classrooms, whether they're online or in-person.


([Back to top](#))


## Responsibilities


**STUDENT RESPONSIBILITIES  
FOR GC FLEX LEARNING**


**READ THE ENTIRE SYLLABUS**


**CHECK COURSE CALENDAR,  
ANNOUNCEMENTS, BLACKBOARD**

**WATCH RECORDINGS IF ABSENT**

**KNOW TEST & ASSIGNMENT DUE DATES**

**ASK QUESTIONS & COMMUNICATE**

**BE RESPONSIBLE, OWN YOUR LEARNING**

**ARE YOU READY?**

# Minimum Technical Requirements

Students complete their studies using a variety of devices with different capabilities. On this page you will find information about the minimum technical requirements for using MS Teams while participating in a GC Flex course, whether you use a PC, a Mac, or a mobile device like a tablet. Click on the links below for more information about the technical requirements most relevant to you.

[Windows](#)

[Mac](#)

[Mobile devices](#)



# Hardware Requirements for Teams on a Windows PC

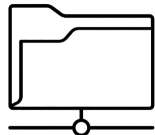
| Component | Requirement |
|-----------|-------------|
|-----------|-------------|

Computer and processor



- Minimum 1.1 GHz or faster, 2 core
- *Note:* For Intel processors, the maximum speed achieved using Intel Turbo Boost Technology (Max Turbo Frequency) must be considered

Memory



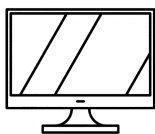
- 4.0 GB RAM (Teams requires a dedicated 4 GB of RAM over and above any other system requirements)

Hard disk



- 3.0 GB of available disk space

Display



- 1024 x 768 screen resolution

Graphics hardware



- Windows OS: Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update)

Operating system



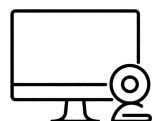
- Windows 10, Windows 10 on ARM, Windows 8.1, Windows Server 2019, Windows Server 2016, Windows Server 2012 R2. Note: We recommend using the latest Windows version and security patches available.

.NET version



- Requires .NET 4.5 CLR or later

Video



- USB 2.0 video camera

| Component | Requirement |
|-----------|-------------|
|-----------|-------------|

|         |  |
|---------|--|
| Devices |  |
|---------|--|



- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• Standard laptop camera, microphone, and speakers</li></ul> |
|--|--|

|                                |  |
|--------------------------------|--|
| Video calls<br>and<br>meetings |  |
|--------------------------------|--|



- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• Requires 2-core processor. For higher video/screen share resolution and frame rate, a 4-core processor or better is recommended.</li><li>• Background video effects require Windows 10 or a processor with AVX2 instruction set.</li><li>• See <a href="#">Hardware decoder and encoder driver recommendations</a> for a list of unsupported decoders and encoders.</li><li>• Joining a meeting using proximity detection in a Microsoft Teams Room requires Bluetooth LE, which requires Bluetooth to be enabled on the client device, and for Windows clients it also requires the 64-bit Teams client. This feature is not available on 32-bit Teams clients.</li></ul> |
|--|--|

[Back to top](#)

# Hardware Requirements for Teams on a Mac

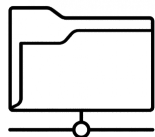
| Component | Requirement |
|-----------|-------------|
|-----------|-------------|

Computer and processor



- Intel Core Duo processor

Memory



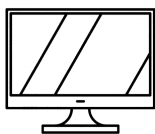
- 4.0 GB RAM (Teams requires a dedicated 4 GB of RAM over and above any other system requirements)

Hard disk



- 1.5 GB of available disk space

Display



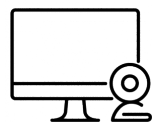
- 1280 x 800 or higher resolution

Operating system



- One of the three most recent versions of macOS. For example, when a new version of macOS is released, the new version and the two immediately preceding it become the supported versions. [Latest macOS versions and upgrading information.](#)

Video



- Compatible webcam

Voice



- Compatible microphone and speakers, headset with microphone, or equivalent device

Video calls and meetings



- Requires 2-core processor. For higher video/screen share resolution and frame rate, a 4-core processor or better is recommended.
- Joining a meeting using proximity detection in a Microsoft Teams Room is not available on macOS.

[Back to top](#)

## Hardware requirements for Teams on mobile devices




You can use Teams on these mobile platforms:






- Android: Compatible with Android phones and tablets. Support is limited to the **last four** major versions of Android. For example, when a new, major version of Android is released, the Android requirement is the new version and the three most recent versions that preceded it.
- iOS: Compatible with iPhone, iPad, and iPod touch. Support is limited to the **two** most recent major versions of iOS. For example, when a new, major version of iOS is released, the iOS requirement is the new version and the most recent versions that preceded it. The optional **Blur my background** video effect on iOS requires an operating system of iOS 12 or later, compatible with the following devices: iPhone 7 or later, iPad 2018 (6th generation) or later, and the iPod touch 2019 (7th generation).


*Note:* For the best experience with Teams, use the latest version of iOS and Android.

[Back to top](#)

# Ways to Participate

 Georgian College Overview of Course Delivery Modes

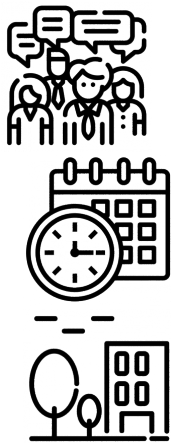
|  | In person  | Flexible/blended   |  | Online   |  |
|--|--|--|--|--|--|
|  | Face-to-face   | Hybrid   | GC-Flex  | Online   | Supplemental   |
|  |   |   |   |    |   |
| <b>Description</b>   | Learners and instructors meet in real time in the same physical location to facilitate instruction and learning.   | Curriculum is designed intentionally and thoughtfully to integrate F2F and online learning experiences. F2F teaching time is reduced, but not eliminated, with the balance of learning being facilitated asynchronously or synchronously through digital/web-based technologies, or offline learning opportunities. Typically, 30%-40% of learning outside of class. | The curriculum is designed intentionally and thoughtfully to provide choice to learners in their mode of engagement with the learning. Learners have the choice to attend classes in F2F or online modalities. Remote learners can join real-time classes via digital/web-based technologies, and learning activities are designed to intentionally integrate remote and F2F learners. | Course curriculum is intentionally designed for, and facilitated, using digital/web-based technologies. Online courses may make use of asynchronous or synchronous (real-time) strategies for curriculum delivery. | Additional options may become available as COVID restrictions are relaxed, allowing optional supplements for an on-campus experience e.g. Office hours in-person, co-curricular and other opportunities such as orientations, demonstrations, study groups or optional trips that are F2F. |
| <b>Place</b>   | On-campus learning space (classroom, lab, studio, etc.)  | On-campus learning space <b>AND</b> online   | On-campus learning space <b>OR</b> online  | Online only  | On-campus or workplace learning space <b>AND/OR</b> online   |
| <b>Time</b>  | Meets at scheduled class time in physical location   | F2F meetings at scheduled times throughout the semester. Online work determined by instructor and may include scheduled real-time online meetings.   | Meets at scheduled class time in physical location <b>AND</b> online through streaming   | <b>Synchronous</b> classes meet online in real-time at scheduled meeting times.<br><b>Asynchronous</b> classes have no scheduled meeting times.  | Meeting times are arranged between student(s) and instructor(s) or other organisers  |
| <b>Synchronous learning and teaching (occurs in real-time)</b>   | Engage with course activities and content (lectures, discussions, tutorials, seminars, labs, group work, etc.) at scheduled times F2F in a physical learning space | Engage with course activities and content (lectures, discussions, group work, etc.) at scheduled times in pre-determined modes, either F2F or online   | Engage with course activities and content (lectures, discussions, tutorials, seminars, labs, group work, etc.) at scheduled times F2F in a physical learning space, <b>OR</b> online through streaming/web conferencing  | Engage with course activities and content (lectures, discussions, tutorials, labs, group work, etc.) online at scheduled times   | Learning and engagement activities (research group meetings, discussions, group work, office hours, orientations, WIL, etc.) at scheduled times either F2F or online   |
| <b>Asynchronous learning and teaching (not at the same time)</b> | Prepare for class, complete homework, independent study, etc. outside of scheduled class time. Online or in small groups. Access online content anytime.           | Engage with online or offline interactive course activities and content (e.g. pre-recorded mini-lectures, assignments, discussions, self-guided field trips, simulations, etc.) at anytime.  | Prepare for class, complete homework, independent study, research, simulations, etc. outside of scheduled class time. Online or in small groups. Access online content anytime   | Engage with course content (e.g. pre-recorded mini-lectures, assignments, discussions, readings, self-guided field trips, independent study, research, simulations, etc.) at anytime                               | Learning and engagement activities and content extend beyond courses and accessed at anytime.  |
| <b>Assessment</b>  | Assessment can be held at a physical location, or facilitated online   | May have assessment that requires attendance at a physical location, either on campus or at a designated remote location, but may also leverage digital technologies   | GC-Flex learners should not be required to come to a physical location for assessment. Synchronous and/or proctored assessments may occasionally be required by exception.   | Online learners should not be required to come to a physical location for assessment. Proctored F2F assessments may occasionally be required by exception.   | May or may not be assessments and should be in the spirit of the delivery mode   |

 Adapted from [Iowa State University Office of the Senior Vice-President and Provost](#)  
Last updated June 4, 2021

[Download PDF – Georgian College Overview of Course Delivery Modes](#)

In a GC Flex course, there are three ways to participate: in-person, online synchronous, and online asynchronous. Learn more about each mode below.

## In-person



Similar to traditional classroom learning, you may attend class in-person. Your teacher will be physically present in your GC Flex classroom, which is equipped with special technology to allow students to login and attend class from other locations. In-person attendees may interact with classmates who are attending class online. The class will be recorded.

### What to expect

Because you and other students have a choice of how to attend each week, the number of attendees may vary from session to session. If you attend in-person classes, it is recommended that you bring a personal device (laptop, phone, tablet, etc.) with headphones and a mic that can connect to the Teams meeting so you will be able to interact with the online participants if needed.

- *Strengths:* real-time interaction with teacher and other students
- *Challenges:* location and time are fixed

## Online Synchronous



### What to expect

If you choose to login to a session, you will require [minimum standards of technology and connectivity](#). It is your responsibility to ensure you can connect. It is highly recommended that you connect to the MS Teams meeting 10-15 mins prior to class start time to ensure you can connect properly and be ready to begin class. If you have difficulty connecting, you can access support by calling IT Support at (705) 728-1968 x1732.

*Important:* Your teacher cannot help you with connection issues and class will begin and progress as scheduled. Classes are recorded, so you will have the opportunity to review the recorded session and access any materials that may be missed if you experience technical difficulties.

- *Strengths:* ability to participate live whenever internet connection is available, real-time interaction with teacher and other students
- *Challenges:* unreliable internet connection may prevent participation, access to a distraction-limited environment

## Online Asynchronous

If you prefer to control the time, place and pace of your learning, you may choose to follow along with this course fully online. Weekly learning and assignments will be posted on Blackboard. You will have access to class recordings. It's important to know that assignments and tests will still have due dates set by the teacher!



### What to expect

This option gives you the greatest flexibility, but it also comes with responsibility. If you choose not to attend a live class, it is up to you to keep up with the weekly learning activities online. All requirements will be posted on Blackboard and you are expected to complete your assignments by the due dates posted.

- *Strengths:* flexibility to participate when convenient during the week
- *Challenges:* inability to ask questions during the time of class, limited ability to sense body language, expressions, tone of voice

# Which participation mode is right for me?



*An interactive H5P element has been excluded from this version of the text. You can view it online here:*  
<https://ecampusontario.pressbooks.pub/studentgcflex/?p=31#h5p-1>



# Supported technologies you will be using

## Blackboard Support

Blackboard is Georgian College's online Learning Management System (LMS). It can be used to for communication, post links to important information, post course content such as lecture materials, and facilitate student collaboration by means of blogs, discussion boards and wikis. There is also a grade centre where you can monitor your assignment submissions & grades in each of your courses. If you are new to Blackboard have a look at the resources found below.

- [Quick Start Guide](#) OR [Getting Started with Blackboard \(Video\)](#)
- [Email Communications](#)
- [Submitting Assignments \(Video\)](#)
- [Submitting Group Assignments](#)
  
- [View Grades for an Assignment](#)
- [Check 'My Grades' \(Video\)](#)
- [Discussion Boards \(Video\)](#)
- [Journals](#)
- [Taking Tests \(Video\)](#)
- [FAQs](#)

# Blackboard®

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## MS Teams Support

GC Flex courses will be using MS Teams meetings to host weekly synchronous classes. Your faculty will communicate where you will find the join link for the weekly classes. Teams is a persistent, chat-based collaboration platform complete with document sharing, online meetings, and many more extremely useful

features for communication.



- [EDU Quick Start Guide for Students](#)

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## Microsoft365

Microsoft365 has all the familiar Office apps (Word, PowerPoint, Excel, etc) and more in one place. You can

access all of the MS365 apps from the [student portal](#). If you are new to MS365 have a look at the resources found below.

- MS365 Support – LinkedIn Learning tutorials also available
- [MS365 Basics Video Training](#)
- [App Quick Start Guide Library](#)



([Back to top](#))

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## LinkedIn Learning

[LinkedIn Learning](#) is a website dedicated to online learning by providing access to **thousands of online video tutorials** created by industry experts.

To access the LinkedIn Learning platform, follow the steps below:

1. Visit the [LinkedIn Learning website](#).
2. In the top right corner, click on *Sign in*.



3. Click on *Sign in with your organization account*.
4. On the next page, enter "georgiancollege.ca" only and choose *Continue*.
5. You will be redirected to Georgian's Central Authentication System. Enter your username and password (the same login credentials you use to log into Blackboard or the student portal).
6. You will then be able to search the directory for many different training modules. This site is helpful and has many resources for Microsoft365 and MS Teams.

([Back to top](#))

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## Flipgrid

Flipgrid is a website and app that enables faculty to facilitate video discussions. Students are organized into groups and then given access to discussion topics. The topic space serves as an interactive message board where faculty can pose questions and students can post video responses that appear in a tiled grid display.

- [Student Quick Start Guide](#)

([Back to top](#))



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## PollEverywhere

Your faculty may offer opportunities to participate in quick polls using PollEverywhere. It is highly recommended that you register before you participate.

- [Student Registration Quick Start Guide](#)

([Back to top](#))

