



**The Open University of Sri Lanka**  
**Faculty of Natural Sciences**

**Learner Guidelines for effective use of  
Synchronous Online Learning (SOL) sessions**

**A. Preparations**

1. Mark the date and time of the SOL session clearly in your calendar and make yourself free from other works so that you can participate for the entire duration of the session.
2. Find a location in your place
  - a. with the highest strength of cellular signals for SOL. Low signal strength disturbs views and voice in your learning session.
  - b. with minimal disturbances to engage in SOL. It is advisable to inform those living with you that you are going to have an online class at a specific time. Such awareness helps in getting cooperation from them to maintain a conducive environment in home for learning.
3. Orientate yourself to a pleasant and decent background when you engage in SOL. You may also use the virtual background feature (in the Zoom) to put up artificial background.
4. Download and install the designated SOL platform (ex; Zoom) in your device and change its profile name to your registration number and first name. If not, names (including those with funny names) assigned to your mobile device are appearing in the user views and your presence might not be verified and counted.
5. Check your microphone and headset; it is advisable to use a headset to get clarity in voice and make your learning less disturbance for your nearby people.
6. Charge the batteries of your device to full strength.
7. Know the scope and focus of the learning session and prepare yourself with necessary background knowledge.
8. Prepare for note taking and questions etc.
9. Prepare in advance if you are to make any presentations etc.

## **B. How to register to a SOL session? (required only for the sessions that admit pre-registered participants)**

1. You are required to register in advance for the specific SOL sessions that admit '*only the registered participants*'.
2. Click the link emailed to you. Fill up the form and then click the registration button.  
(ex: Register in advance for this meeting:  
<https://learn.zoom.us/meeting/register/u5Yod-CupzovG9bmliV-h5om2GL93ej2ItiU> )
3. You will receive a link inviting you to join the SOL session after your registration is approved by the coordinator.
4. Your registration and the duration of presence for this type of SOL sessions will be automatically recorded.

## **C. Joining the SOL**

1. To join the meeting, you have to click the link (eg: *Join Zoom Meeting* <https://learn.zoom.us/..xRXNqYVW2aXptUT09>) received in your email.
2. Joining the SOL session through above link received in your email would save your cellular data. You can also join up with the username and password sent to your email, but it will charge for your data usage.
3. You may prompt to enter password / passcode when trying to join the SOL session via links. Passcodes are also included in the inviting email just below the 'Join Zoom Meeting' phrase. Copy and paste the highlighted text to password box (of Zoom) to join up.

Meeting ID: 635 8468 4071

Passcode: e!KrC0Lh (Copy only the letters. Do not copy the area besides these letters)

4. Always join the SOL session at *least 5 minutes before the session*. Late enrolment will disturb the lecturer and learners in the session. Late enrolment may be denied by the Lecturer.
5. Keep your microphone mute all the time unless the lecturer advises to unmute it.
6. You may keep your camera switch on so that the feeling of social presence is conveyed to the community engaged in learning.
7. There is a requirement to message your registration number and registered center to the chat-box to count your registration in most of the SOL sessions.

## D. Participation

1. SOL platform has both visual and auditory components; your lecturer will use presentation slides, video clips etc in the SOL sessions. Use a device with a larger screen to get a clear view of learning material shared with you. Headsets or earphones will be useful to get clarity in voice.
2. You are required to observe a strict discipline of maintaining the silence through-out the SOL session by muting your microphone and not exchanging chat messages you're your colleagues.
3. Two-way communication between lecturer and learner is always beneficial in any mode of learning. As such, your active participation in online discussions and answering questions asked by the lecturer is highly important.
4. In case if you need to ask a question or make a comment, you can raise your hand virtually by using the option for it (ex: click *your view* in the Zoom to get at this). You may also post questions in the chat window, but such questions may not be answered immediately.
5. In case if a session get disturbed, give time to the system to reconnect automatically. If not, you could try reconnecting and log in again.
6. You are strongly encouraged to participate actively in SOL sessions to achieve the learning outcomes set for the session.
7. When grouping (breakout rooms) is available for group works (participatory sessions), follow the given instructions and join the relevant group, and stay in the group till the group sessions are completed.

**Note:** *If you meddle with the unnecessary / unknown buttons during a session, your session may be terminated or get stuck, and your valuable time will be wasted in catching up again with the session; or even your re-entry may be denied.*

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