



INSTRUCTIONS AND ZOOM CHAT ETTIQUATE

1. Zoom

We will be running the lectures using Zoom.

Students and teachers will need to download [Zoom](#) and ensure it works on their computer and network ahead of the lectures.

2. Chat

Students will be automatically muted when joining the Zoom lectures. If the students wish to ask questions during the allocated question and answer period, **they will need to use the chat function only**. This should only be done if a question is raised by the lecturer, or during the allocated question time.

Teachers are asked to take all students through the attached “Zoom chat etiquette procedures” prior to the commencement of the program. It is important students are mindful of the other students and their questions during the lectures.

3. Lecture Materials

Teachers will receive the Zoom meeting details each week. They will need to send this to their students ahead of the lecture. Teachers will need to ensure all students are logged in and ready for the lecture at least 15 minutes prior to the commencement time each week.

The teacher representing each school will also receive any applicable lecture slides/associated materials prior to the lecture. It is the responsibility of the teacher to then distribute these to their students.

4. The Lectures

The lectures will be held each week at the times noted on the email invitation. We will not be able to provide videos of the lectures outside of this time slot. Further, per the attached terms and conditions, teachers and students are not permitted to record or distribute these lectures under any circumstances. Teachers are required to inform their students that recording the sessions is strictly prohibited.

5. Lecture Quiz

Links to the weekly quiz will be sent immediately following the lecture. The link will open following the lecture and close promptly at 5pm EST three days post lecture.

Teachers are responsible for sending the link to their students. Failure to complete the quiz each week prior to the deadline will result in a forfeit of marks for that week.

6. Quiz Scores

It is imperative that all students fill out their name and school on each quiz for marks to be recorded accurately

Failure to do so will result in a misrepresentation of results.

The quiz will be graded after the 5pm EST deadline each week. The Law Society will provide grades and the answer key to teachers each Monday. Teachers are required to review their student's quizzes and ensure that the grade allocated by the Law Society is correct per the teacher's records.

The final grade will be tallied after 5pm EST Friday of week 6. The Law Society will review and announce the student with the top score the following Monday. In the event of a tie, all students with the highest mark will receive the top student award (and it will be acknowledged on the certificate that this was a joint high score.)

7. Participation Certificates

All students that participate and complete all 6 quizzes will receive a participation certificate. This will be sent to the teachers in a downloadable format the week following the conclusion of the 6-week program. If a student is sick or unable to complete the quiz for a valid reason, then the teacher is to communicate that with the Law Society to ensure the student still receives a participation certificate. Please note, the quiz will not be resent after the weekly deadline for any reason.

8. General trouble shooting

If teachers are unsure about any of the processes or information contain herein, please contact anwen.gardner@lawsociety.com.au AND victoria.graves@lawsociety.com.au

ZOOM CHAT ETIQUETTE

To ensure all students get the most out of the Future Young Lawyers Program, it's important that everyone understands the ground rules for video rooms. Teachers are asked to ensure that their students are aware of the following procedures prior to the program commencement date. Teachers are further required to monitor their students throughout the lectures to ensure etiquette procedures are followed.

1. Chat Control

- The discussion is moderated by the lecturer by picking questions from a list submitted in the video chat log.
- When a question is selected from the list, the lecturer will read out the question and answer it. Students will not be asked to read out the question.
- Students should refrain from using the Chat function outside of the question time.

2. Room control

- All participants will be muted by default, to reduce background noise.
- The lecturer has control of the video room and can ask people to leave or eject them out if they are being disruptive.
- It is important all teachers ensure their students are respectful of the lecturer and other students throughout the program.