



VIRTUAL

School Program Handbook



LEGISLATIVE
ASSEMBLY
OF ALBERTA



CONTENTS

Tips for a Successful School Visit	4
What to Expect	6
Behavioural Expectations	8
Security	9
Technology Requirements	10
Joining the Program (Browser)	11

TIPS FOR A SUCCESSFUL SCHOOL VISIT



At the time of booking



REVIEW YOUR CONFIRMATION OF VISIT

The confirmation of visit can be found as an attachment on the email sent at the time of booking. Please confirm all the information is correct and contact us if you need to make any changes. Availability of French programming is not guaranteed.



SHARE THE BOOKING INFORMATION WITH OTHER TEACHERS COMING ON THE VISIT.

A few weeks in advance



REVIEW THE GUIDELINES



BEHAVIOURAL EXPECTATIONS

Read and discuss with your class proper behaviour while participating in an online visit to the Alberta Legislature so that students know what is expected from them.



SECURITY EXPECTATIONS

Read and share the security expectations with all teachers.



PLAN YOUR GROUP SIZES

Your school will be split into groups based on the total number of booked visitors, including students and adults, not on the number of classes. The ratio will be 1 group per 35 maximum visitors as follows: Less than 35 visitors = 1 group, 36 to 70 visitors = 2 groups, 71 to 105 visitors = 3 groups, 106 to 140 visitors = 4 groups. You will receive the number of links based on these group sizes, closer to your visit date.



REVIEW

Go over additional [educational resources](#) that can be reviewed in the classroom, including [watching Session online](#). If your class is booked for an Online Live Q&A, you will need to watch the [pre-recorded tour](#) (a total of 13 short videos). It will take about 40 minutes to watch.



TEST YOUR TECHNOLOGY

See the technology requirements section and ensure that your computer systems can handle live-streamed presentations, including a strong internet connection and up-to-date browsers. If you will be using multiple computers in the same room, ensure students have headphones to use.

Day of your program



SHARE THE LINK(S)

Share the meeting link(s) for the programming with teachers of other classes, and students if they will be joining from individual devices. Links will be sent to you closer to your visit date.



LOG IN FIVE MINUTES EARLY

Any computer that will be used to join the program (a teacher's computer and students' computers if applicable) should click on the link to join the meeting five minutes before the scheduled start time. Joining late or taking time once your program has started to sort out technical issues will affect your program and your experience may be shortened. Please call us at 780.427.7362 (press 0 to skip the phone menu) if you are running late.



WHAT TO EXPECT



During your program



ENJOY THE EXPERIENCE

We hope that you and your students enjoy your time with us and find your experience to be both educational and worthwhile. Our Visitor Services staff will do their best to create a fun and interactive learning environment throughout your program. Encourage your students to ask questions!



ENGAGEMENT WITH YOUR CLASS

Ensure that students are following the behavioural expectations and be ready to assist them with technology.

After your program



COMPLETE A POST-VISIT SURVEY

Following your program, we will send a follow-up survey. By participating in this survey, you will assist us in developing and adapting educational programs to better suit the needs of teachers and students.

STAY IN TOUCH

Keep up to date with other teacher and student opportunities offered at the Alberta Legislature by following us on:



[@LegAssemblyofAB](https://twitter.com/LegAssemblyofAB)



[LegAssemblyofAB](https://www.facebook.com/LegAssemblyofAB)



[#legassemblyofab](https://www.instagram.com/legassemblyofab)



SIGN UP FOR OUR EDUCATION NEWSLETTER

Want to learn more about educational programming at the Alberta Legislature? Get the scoop on new programs, classroom talking points, upcoming registration dates and more. [Add yourself to the mailing list](#) and receive *Your Alberta Legislature – All About Education* in your email inbox four times each year.



BEHAVIOURAL EXPECTATIONS



Please review this information and share with your students and other teachers before your online visit.

- 📋 Students, teachers, and chaperones are expected to behave in a respectful manner towards Visitor Services staff, Members of the Legislative Assembly, and all other staff. This includes use of video and chat features during the program.
- 📋 Participants must not misrepresent their identity, engage in any bullying or harassing behaviors, and must ensure their comments are respectful of different viewpoints.
- 📋 Participants should stay muted and use the hand raising function in Teams to ask a question. They can un-mute themselves once they have been called on.
- 📋 Managing the behaviour of disruptive students is the responsibility of the teachers.
- 📋 Groups that do not follow these guidelines will be asked to modify their behaviour and, in some situations, may be asked to leave the online program. This may impact the overall length of your programming.
- 📋 We will follow up with the school's administrator in the event of unacceptable behaviour.



SECURITY

The link to join the meeting must not be shared with anyone outside of the participants of the online visit. The Education Guide moderating the visit will not be able to identify if someone is not part of the group before admitting them to the meeting.



NO PARTICIPANT MAY RECORD ANY PART OF THE ONLINE VISIT.

TECHNOLOGY REQUIREMENTS



The Legislative Assembly Office of Alberta uses Microsoft Teams to deliver online programming.

Microsoft Teams can be accessed as an application on your device or in a web browser. The downloaded app version of Microsoft Teams provides the best viewing experience and may have additional features that enhance the online visit. It is free to download the program and to make an account. No download or account is necessary to access Microsoft Teams in a web browser.

To see Microsoft's recommended requirements for using Teams, use the following links:

-  [Hardware requirements](#)
-  [Browser requirements](#)
-  [Internet bandwidth requirements](#)

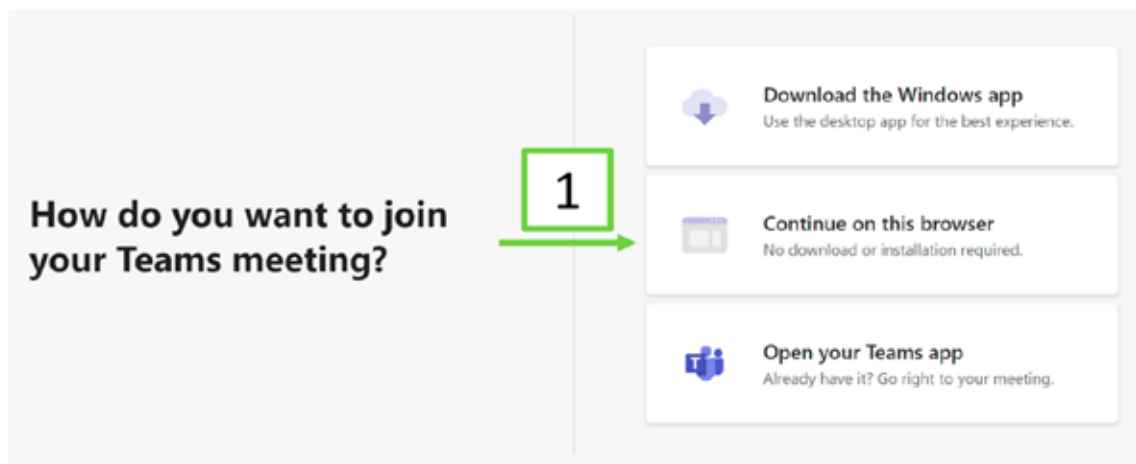
We recommend having only the teacher log in to the meeting and share the screen and audio with the class with a smartboard or projector and speakers. If possible, position the webcam so that it faces as many of the students as possible. This allows the Visitor Services Staff to see students' reactions. If needed, keeping the web camera(s) turned off will reduce the amount of bandwidth needed and may improve incoming video quality.

If using multiple computers in one room, students must use headphones and keep their microphones muted unless called on. Failure to do so will create feedback loops that will prevent the online visit from being successful.

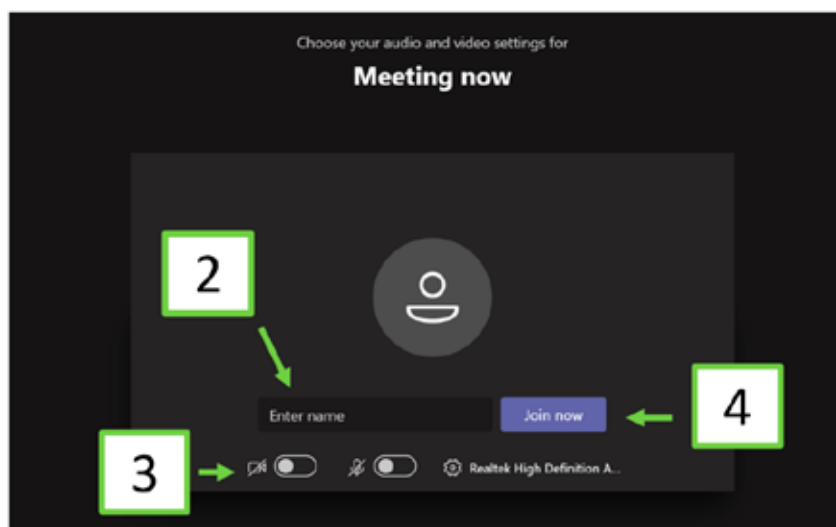
Any time used during the booked program to sort out technology issues will reduce the amount of time the Visitor Services staff has to deliver the program. It is critical that you test your system in advance and click the link to join the online program five minutes early. This will help ensure your booked time can be fully used to deliver a smooth programming experience.

JOINING THE PROGRAM (BROWSER)

Once you click on the meeting link sent to you by email, your browser will open this page. Follow the directions below to join the program.



1. Select "Continue on this browser"



2. Enter your name. Guests without a name will not be admitted. Teachers should include (teacher) after their name.
3. Turn the camera on. The mic should only be turned on if the group is joining from a smartboard/single device in a classroom.
4. Click "Join now"