

# How to use Zoom in LEA

Fall 2020

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Lea has updated its “**Lea Online Class**” module.

The module will now offer three modes of participation for distance classes:

- **Remote:** Corresponds to meetings or sessions taking place in a distance education context for all students in the class.
- **Face-to-face:** Corresponds to meetings or sessions taking place physically on the premises of your college.
- **Hybrid:** Corresponds to meetings or sessions where part of the group will be in face-to-face mode, and the other part in remote mode. It is at the discretion of teachers to send instructions to their students as to who should physically attend classes or not.

In order to access your **Lea Online Classes**, login to **My Dawson Portal** and click on LEA under “**My Online Classrooms**”.

Once there, click on “**Online Classes**” on the left sidebar so you can configure your classes:



After this, click on **“Configure my Online Classes”**:



This simple and intuitive tool allows you to configure the participation method for each of your classes.

 <h3>What are Léa's online classes?</h3> <p>From the Omnivox platform, on the date and time specified in your schedule, it will be possible for you and your students to join a virtual class in the Zoom videoconferencing tool.</p> <p>The <i>Léa - Online classes</i> platform eliminates all the management related to the configuration of the meetings:</p> <ul style="list-style-type: none"><li>Your online class will be automatically available 10 minutes before your course starts</li><li>You and your students can connect to it with one click from the Omnivox home page</li></ul>	 <h3>Where to start?</h3> <p>By pressing the "Configure my online classes" button, you will have access to an interface to configure the participation method of each meeting. When changing the participation method, you will be invited to send a Mio to the students of the meeting in order to inform them of the new participation method.</p> <p>If the chosen participation method is Online or Hybrid, all you have to do is connect to Omnivox 10 minutes before the scheduled time in order to join the online class.</p>	 <h3>How does the Zoom platform work?</h3> <p>Zoom is the most widely used collaborative classroom technology in the world and has already been adopted by more than 17,000 educational institutions.</p> <p>Using the <i>Support</i> button available by consulting your classes, you can start a test meeting. In this meeting, you will be able to make sure your computer is working properly as well as familiarize yourself with features such as screen sharing.</p> <p>A FAQ will also allow you to find answers to the most frequently asked questions.</p>
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 [Configure my online classes](#)

Now you have the option to select the mode of participation for your courses. You can select the same mode (Classroom, Online or Hybrid) for all the classes during the semester as shown on the image below:

It is possible to define the participation method for each meeting in your schedule. In order to get more information on *Léa - Online classes* or to familiarize yourself with the Zoom tool, please use the *Support* button below.

**Classroom** All students must physically attend the class. No online class will be given using Omnivox.  
**Online** No student will have to physically attend the class. All students will have to attend the online class using Omnivox.  
**Hybrid** Some students will have to physically attend the class, and some students will have to attend the online class using Omnivox. It is at your discretion to determine which students should physically attend the class or not. It is advisable to communicate with your students via Mio.

[Define the participation method](#) [Filters](#) [X](#)

[Send a Mio to all](#) Fall 2020: 203-946-DW sect. 00001

Fall 2020

Monday, August 31 from 14:00 to 16:00  
Laboratory

[Send a Mio](#)

This meeting is given physically in the classroom  
[Display the meetings](#) ▾

Tuesday, September 1 from 10:00 to 11:30, Friday, September 4 from 10:00 to 11:30  
Course

[Send a Mio](#)

This meeting is given physically in the classroom  
[Display the meetings](#) ▾

Participation method  
Classroom ▾

Classroom  
Online  
Hybrid

Participation method  
Classroom ▾

Or you can select a different mode for each class as seen on the image below:

Fall 2020

Monday, August 31 from 14:00 to 16:00  
Laboratory

[Send a Mio](#)

This meeting is given physically in the classroom  
[Display the meetings](#) ▴

Monday, August 31 from 14:00 to 16:00

Participation method  
Classroom ▾

Monday, September 14 from 14:00 to 16:00

Participation method  
Classroom ▾

Classroom  
Online  
Hybrid

Monday, September 21 from 14:00 to 16:00

Participation method  
Classroom ▾

Monday, September 28 from 14:00 to 16:00

Participation method  
Classroom ▾

Monday, October 5 from 14:00 to 16:00

Participation method  
Classroom ▾

LEA will create your Zoom meeting 10 minutes before your class start. In order to access it, login to LEA and you'll see a banner with your class name. Just click on it to start your Zoom meeting. Your students will also see the same banner and must click on it in LEA to join your Zoom meeting.

### **Student Login Reminder**

In order to encourage participation, LEA automatically detects if a student has failed to connect to his/her class which has already started, and encourages his/her to join the class remotely as quickly as possible by sending a reminder notification on the student mobile during the first minutes of the lesson. It should be noted that any student subscribed to notifications who do not wish to receive reminder notifications in the event of a delay in class can easily deactivate this type of notification in their Valet Omnivox.

### **Teacher Login Reminder**

LEA will send a login reminder notification if their class is waiting online.

As soon as the system detects that it is time for class and that no teacher is present while a significant proportion of the students are online, the teacher automatically receives a notification. Teachers can deactivate the notification if they want to.

### **Automatic Detection of Absences**

Automatic detection of absences and late arrivals for distance learning courses.

During an online class, LEA will automatically detect absent or late students for the benefit of the teacher. In order to activate or deactivate the automatic logging of absences and late arrivals for remote classes, the teacher simply needs to access the configuration screen located in the Lea menu: Absences and late arrivals - Automatic logging for each of their classes.

## QUESTIONS?

If you have any questions, please send an email to:

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