



GLOBAL COLLEGE AUSTRALASIA©

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COVID-19 CONTINGENCY STUDENT INSTRUCTIONS

Due to the global pandemic COVID-19 and due to the new Federal Government regulation/s, we are going to deliver our courses and/or part of our course online until further notice:

- You are required to get familiar with the Moodle online platform and Microsoft Team prior the 6th of April 2020.
- You will need a tablet or desktop computer or laptop with camera and voice functions to download, install, access and use Microsoft Team and Moodle.
- Distance learning (online classroom) will be from 8am to 6pm. You are required to log into Microsoft Team channel before 8.30am on the day you have your scheduled class. **Please note that failure to log into the Microsoft Team Channel will result into you being suspended to attempt the assessments on Moodle for the day until your next session.** If you are suspended from a session, you will be deemed as Not YET COMPETENT and will need to reassess your unit. Fees and conditions apply.
- Your online activity and attendance will be highly monitored by our system - Moodle, the trainers and management.
- A new time-table has been drafted for each Hospitality course and intake. You are expected to follow your time-table at all time.
- No new time-tables have been issued for Leadership and Management courses as well as General English courses as there are not practical sessions involved in Task 3. Leadership and Management as well as ELICOS courses will be delivered online as per their normal time-table.
- You are required to be respectful everyone logged in when you are on Microsoft Team.
- Your login details for both Moodle and Microsoft Team can be found in your email.
- Any enquires for password and log-ins must be directed to itsupport@globalcollege.edu.au.

Best Regards,

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