Skype Calls:

- 1. Check quality of call.
 - a. If you can't hear the student,
 - i. Check that your sound is up
 - ii. If your sound is working normally, it's likely there is something wrong at their end. If the student is wearing earphones, get them to unplug them and see if this fixes the problem. If not, ask the student to end the call and completely close Skype and reopen it. If this doesn't work when they call you back, ask the students to end the call and go to settings and complete a test call (In settings, Audio & Video, Test Call). If there is something wrong with their system, ask them to restart their whole computer as often this fixes most issues.
 - b. If the student can't hear you,
 - i. Follow the above protocol set out for if you can't hear the student, but you should be completing the checks laid out.
- 2. <u>Record the session</u>. Once you have started your call and everything is working make sure the Skype window is maximised. In the bottom right corner, you will see a plus sign or 3 dots. Click this and then start recording. Tell the student that the recording will appear in the message window after the session has ended and be stored there for 30 days. If they want to keep the session for longer, they need to download it onto their hard drive by clicking the video and "save file as".



3. <u>Screen Sharing</u> – Once the session is being recorded it's time to start sharing the screen. Click the two overlapping squares in the maximised window in the bottom right hand corner.



Once you have clicked the share screen button, your full screen will take up the screen of your student. It's likely that they will see their entire face on the screen, which most students don't enjoy. Please click their name in the top left corner, and then click "send message". This will change the screen to the message screen so the student doesn't have to see their own face.



The screen should now look something like this (with a small window with the student in the top right corner).

•••	Skype [1]	
Mike McRae AU\$3.82 ····	mm ● Active now © Gallery ⊂, Find	🖁 Go to Call 🖉
Q. People, groups & messages		
Chats Calls Contacts Notifications		
RECENT CHATS ~ + Chat		
ONGOING CALL		
m m m		
FAVOURITES		
Claudia Elwaw 26/11/2019 Hey bud. I think the onl		
CHATS		
Ashlea Morris 9:22 AM Hi Mike, I will send you so		
Jackson Littlewood 9:14 AM Hi Jackson. Sorry for the	Today	

- 4. <u>Sending and Receiving material</u> all material can be sent and received in Skype. Simply drag and drop files into the message window and they will be immediately sent to the student. The student can do the same for you.
- 5. The Lesson

- a. Open a word document and save it as the student's name and the number in the sequence of session you have had (i.e. Mike M (1)). You will need to copy and paste your slides into this document as you go.
- b. Ensure you have opened your sketch software (i.e. Autodesk SketchBook).
- c. If there are specific questions you are working on, copy and paste them into the sketch software and conduct the lesson with the questions visible to the student.

X



- d. Once you have finished with a slide, take a screenshot of the slide and copy it to the clipboard (snipping tool on Windows, or Shift Control Command 4 on Mac). Then paste it in the Document.
- e. You can then type notes in between your slides if you need to make notes (to avoid having to handwrite them in sketch pad as you go.

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Paste V I2 V Paste V I2 V	A^ A [∨] Aa • A ₀ ∷ • ∷ x ² A • ∠ • A • Ξ Ξ Ξ	· Vie · I · · · · · · · · · · · · · · · · ·	Sensitivity T	
r*	X, I, 1, I, 2, J, 3, I, 4, I, 5, I, 6	1, 7, 1, 8, 1, 9, 1, 10, 11, 12, 13, 14, 15, 15, 10, 11, 12, 13, 14, 15, 15, 14, 15, 15, 14, 15, 15, 15, 15, 15, 15, 15, 15, 15, 15	<u>26. 17. 18.</u> 0	
	The value of the payoffs will also eff the assumption that The Ukraine wil regardless of their hostility. But if th	ect, the point of indifference for the Ukraine. We mac I be punished for attacking a non-attacking Russia, ey have no punishment we see below:	le	
	Hostie Russia Attack Non Attack	If finally P was 0.5 then this becomes:		
	Attack 0,0 1,-2	P = 0.6 Attack Not Attack	9	
	Net Attack -2 , 1 -1 , -1	(Attack, Attack) $-2(1-p)$ $-2p$		
	Non-Hoatile Attack Non Attack	$\frac{(\text{Attack, Not}}{\text{Attack}} - \frac{1}{(1-p)} - \frac{2p}{(1-p)}$		
	Attack -2,-2 -2,0	(Not Attack, -2(1-) -p		
	Not Attack 0, -1 1, 1	(Not Attack, Not $-1(1-p)$ $-p+(1-p)$		
	IF UK punit for Att when Puning	LA		
$i \neq 0$ ($H = k/L < 35$ $N \equiv 75$ $V \neq 0$ ($M = 75$ $V \neq 0$)				
		(Attack, Attack)		
	if uk don't punish Ir Att	(Attack, Not -0, 50, 5		
	if p(hosted < 1/2, NE WV KAA)	Attack		
	_	(Not Attack, Not -0.5 b X		
	V	Attacky		
 We know that if Russia has a higher probability of being hostile then the chances of a 				
NE IN WHICH UKRAINE ATTACKS INCREASES.				

- 6. Finishing the call
 - Once the session has finished the screen sharing part of the lesson, turn off screen sharing by again clicking the overlapping squares you clicked to start the process. Double check that the student found the lesson helpful (i.e. "Was that a helpful lesson for you?")
 - b. Let the student know that the document with all of the notes form the session will become available in the message window after the call.
 - c. Make sure to book the student in for their next session.
 - d. End the call. Save the word document one last time. Then drag and drop the file into the message window so the student has access to it.