



## CASE Space Academy Pre-Class Checklist

<b>CLASS SET UP:</b> Please submit below checklist and acknowledgement online at <a href="https://casespaceacademy.com/checklist">casespaceacademy.com/checklist</a> at least 1 week prior to course start	<b>Complete</b> (tick)
<b>System requirements:</b>  <b>A laptop or desktop computer</b> , setup with camera, microphone, speaker (optional to have/use headphones)  <b>Stable Internet connection</b> and an internet browser  <b>Zoom video conference application</b> <ul style="list-style-type: none"> <li>Zoom is the one of the most popular video conference tools globally, and we will be using it to conduct all of our online sessions</li> <li>Register a free Zoom account: <a href="https://zoom.us/signup">https://zoom.us/signup</a></li> </ul>	
<b>Classroom and resource access:</b> <b>A Gmail account</b> is required for the Google Classroom environment. <ul style="list-style-type: none"> <li>We recommend a family Gmail account so parents too can monitor communications and updates provided to the students.</li> <li>Please note that course leaders operating the google classroom environment can not see your email address, they only see the student's screen name.</li> </ul> <p><b>The classroom access code</b> will be emailed to this Gmail address at least 2 days prior to course start date.</p>	
<b>Activity materials:</b> Students are required to source their own construction materials from everyday stationery and household recyclables. <ul style="list-style-type: none"> <li>Materials include sheets of paper, rubber bands, a ruler or tape measure, scissors, pencil</li> </ul> <p>The complete list of activity materials will be provided in the launch kit and the Google classroom.</p> <ul style="list-style-type: none"> <li>Please be sure to check this list prior to course commencement to ensure your child is prepared; and then to check they have ready access to the materials required for each day.</li> <li>Students <b>MUST</b> have all the items on the list otherwise they won't be able to participate fully in the activities.</li> </ul>	
<b>Notification of recording:</b> Please note, Actura reserves the right to record each of the zoom sessions that your child will be participating in for the purpose of assisting those who have missed classes. Recordings will be uploaded daily to Google classroom for students' ongoing reference and learning. Images and recordings may also be used for the purposes of publication, training material, course delivery quality control, promotion, illustration or advertising in any manner, platform or in any medium. For questions please email <a href="mailto:enquiries@actura.com.au">enquiries@actura.com.au</a>	

For any additional enquiries prior to commencement please email [enquiries@actura.com.au](mailto:enquiries@actura.com.au)  
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