

Can you help me
make a video
call?



Video Calling Workbook



Good Things
Foundation Australia

Video calling

Learner workbook

This book was made by Good Things Foundation Australia.

Down Syndrome Australia helped make the book.

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Welcome

Welcome, we hope you have fun completing this course.

The main thing you will learn is how to stay safer when video calling.

How to use this book

This workbook is for you to keep and use.

It will cover the **Video calling** online course.

The course has fun learning activities, such as:

- class discussions
- videos
- quizzes
- icebreakers.

Useful icons

Icons - are pictures that show a word.

Like the ones below.



Key words

Keywords are written in **blue**.

Keywords are important words for you to understand.

Learning them will help you to complete this course.



Learning objectives

Learning objectives are the main things you will learn in each course.



Activity

An activity is something you do in a group or by yourself.

For example, icebreaker activities or worksheets where you will write something down.



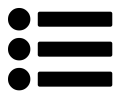
Discussion

A discussion is where you talk about a topic and share ideas with others.



Top Tip

Top tips are helpful pieces of information.



Summary

A summary is the key points of what you have learnt.

There is a summary at the end of this course.

Talking about these points with someone you trust will help you to learn.



Useful resources

A list of documents you can read to find out more information about a topic can be found at the end of each course.

Video calling

In this course you will learn how to stay safer when video calling.



By the end of this course you will

- know more about using the microphone and camera in a video call
- know more about staying private when video calling
- feel safer when you are video calling

What is video calling?

A video call uses the internet to show you the faces of people in a call as well as letting you hear their voice.

You can attend a job interview or doctor's appointment using a video call.

You can also use video calls to stay in touch with friends and family.



Top tip

If you get a video call from someone you do not know you can decline the call.

You can also block that number so they cannot call you again



Mute = means turning off your microphone.

No one can hear you when you are on mute



Telehealth = A telehealth appointment is a medical appointment held over the phone or video.

You can have telehealth appointments with doctors and other health people.

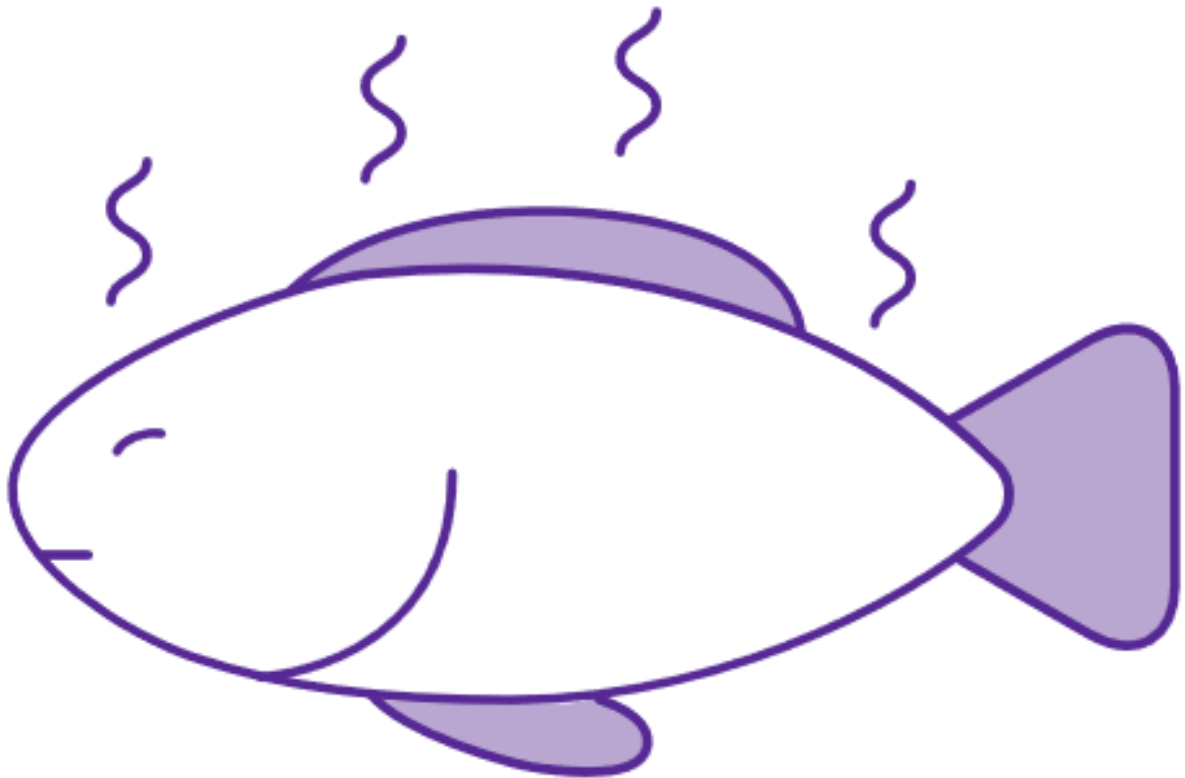


Activity - Stinky Fish Icebreaker Exercise

Instructions

On the stinky fish below write or draw one thing that worries you about video calling.

Now share with others in the group.



There are lots of ways to video call

There are lots of different apps like Facebook Messenger, FaceTime, Zoom and WhatsApp that you can use to make a video call.

Many of them are free to use.



Top tip

Have a chat with the people you want to video call.

Ask what apps they use so you can use the same ones.



Discussion - Shared learning

Think about 1 or 2 things you like to do on a video call.

Write them down in the space below.

Share with your teacher and the group.

Write your notes here:



Activity - Online course

Begin the online course called **Video calling**

Take your time.

Write down anything you think is important.

Write down things you do not understand in the space below.

Remember, you can ask your teacher or support person for help.

Write your notes here:



Discussion - Shared learning

Think about 1 or 2 things you have learnt from the online course.

Write them down in the space below.

Share with your teacher and the group what you have learnt.

Write your notes here:

Things to think about when video calling

When using your video make sure you are in the centre of the screen so others can see you.

Check your lighting before you make a video call.

If it is too dark, the other person will not be able to see you.

People you are talking to will be able to see your facial expressions and body language so always be polite and respectful.



Top tip

Most video calling apps show you a preview of what the other person will see.

Make sure you can see your face in the centre of the screen by changing the position of the camera.

Check what they can see in the background too.

Ways to protect your privacy when video calling

You can choose to turn your camera on or off in a video call.

Sometimes it is OK to turn your camera off when making a video call to maintain your privacy.

Using headphones or earbuds helps to protect others from hearing your conversation.

A virtual background is a great way to protect your privacy.

You can have lots of fun using virtual backgrounds.



Top tip

Choosing a virtual background helps to protect your privacy.

Remember you can use a picture of your own or download a picture from the internet.



Activity - Video call practice

Make a 5 minute video call to someone else in the group.

Try to remember to

- check you can see your face on the screen.
- use headphones or earbuds
- use a virtual background.
- hang up at the end of your video call.



Top tip

When you have finished your video call you need to hang up.

All video calling apps will have a button to do this.

It is often a red telephone symbol or a button that says **leave the meeting**.



Top tip

You can use free WiFi found in cafes and shopping centres to make video calls.

Remember to use your headphones so your call is more private.

Who are the people you can ask for help?

You can trust your:

- family, friends and support person
- teachers
- your manager at work
- staff from organisations who support you.



Top tip

If you are unsure about doing anything online, ask a person you trust.



Discussion - Reflection

Question

What things can you do to protect your privacy on a video call?

Write your answer here:



Summary

Well done!

The main things you have learnt are

- about how to use the microphone and camera in a video call
- how to stay private when video calling
- how to feel safer when you are video calling



Useful reading or resources

For more information on this topic take a look at these resources.

- [eSafety Commissioner](#)
- [Social media and online safety guide](#)
- [WhatsApp Help Center](#)
- [Staying Safe Online Easy Read Book](#)
- [Zoom Audio and Video Basics](#)
- [Zoom Virtual Backgrounds and Video Filters](#)



Good Things Foundation Australia

Good Things Foundation Australia is a social change charity, helping people to improve their lives, health and overall wellbeing through digital.

www.goodthingsfoundation.org.au



Down Syndrome Australia

Down Syndrome Australia is the national peak organisation for people with Down syndrome in Australia.

www.downsyndrome.org.au

