

INFORMATION FOR STUDENTS: DISTANCE LEARNING

THROUGH PANOPTO

FOLLOW A LIVE LECTURE

- 1) Your teacher will send you a **link** in advance for the live session (by way of a notification in Canvas, for example).
- 2) When the lesson starts, **click** on the **link** to be able to follow the lesson live and online.

A good Internet connection is essential. So ask housemates to restrict use of the home network (e.g. Netflix) when you are following a live lesson.

- 3) **Ask any questions** you may have during the lesson in **the chat**. The teacher will decide whether they want to enable this function or not.

Deze opname doorzoeken

Inhoud
Discussie
Notities
Bladwijzers

Stel een vraag of deel een opmerking. Uw post wordt door iedereen gezien.

ACCOUNTING AND FINANCIAL REPORTING

- Accounting is the systematic gathering of information about the financial financial position, the performance and the cash flows of an entity
- Financial reporting: reporting about the financial position, the performance and the cash flows of an entity
- International financial reporting
- Comparison of financial reporting systems
- Study of financial reporting systems of international entities

VUB
VRIJE UNIVERSITEIT
BRUSSEL

Advanced accounting and international financial reporting standards

14:14 -15733 Snelheid Kwaliteit Dia's Scherm

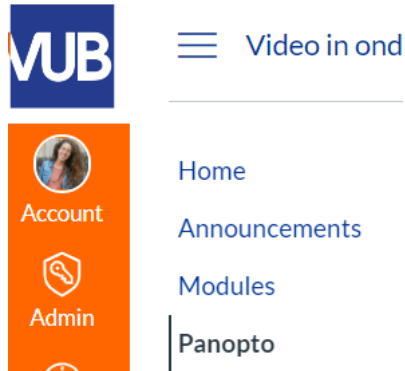
13:59 14:11 14:14 15:00

In this field, you can ask questions and respond to questions by fellow students.

FOLLOWING A RECORDED LESSON

Recorded lessons will be made available through **Canvas**, in various ways:

- 1) You will find them through the **Panopto tool** on the left in the course menu.



- 2) Some teachers choose to embed the recordings on a page. In that case, we recommend you watch the recording through the arrow icon at the bottom right ('**Watch in Panopto**').



You will be connected automatically to the Panopto website, where you will find more options for watching the recording (including scrolling through the slides, fast/slow motion playback, targeted searching for text in the slides and making personal notes on slides).

Click [HERE](#) for a list of all the options you have as a viewer in Panopto.

THROUGH CONFERENCES IN CANVAS

You don't need to install any software for this.

A good Internet connection is essential. So ask housemates to restrict use of the home network (e.g. Netflix) when you are following a live lesson.

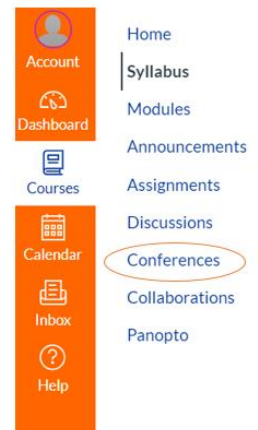
- 1) You have received an **invitation** by email to take part in a **web conference** in Canvas (unless you have set up Canvas in such a way that you do not receive notifications by email, in which case, do check the notifications in the Canvas course).
- 2) When the lesson starts, **click** on the **link** to be able to follow the lesson live and online. You have two options for this:
 - a. Click on the link in the email you received.

You've been invited to participate in a web conference, Online class for Oefenruimte



[Click here to see the details](#) | [Update your notification settings](#)

- b. Go to the correct Canvas course space and click in the menu at the left on 'Conferences'.



- 3) **Wait** until the teacher has started the meeting. At that point, the field 'Join' will appear next to the planned conference/online lesson. **Click on 'Join'**.

+ Conference

▼ New conferences

Online class **In progress**
This class will take place from 9-10

Join

▼ Concluded conferences

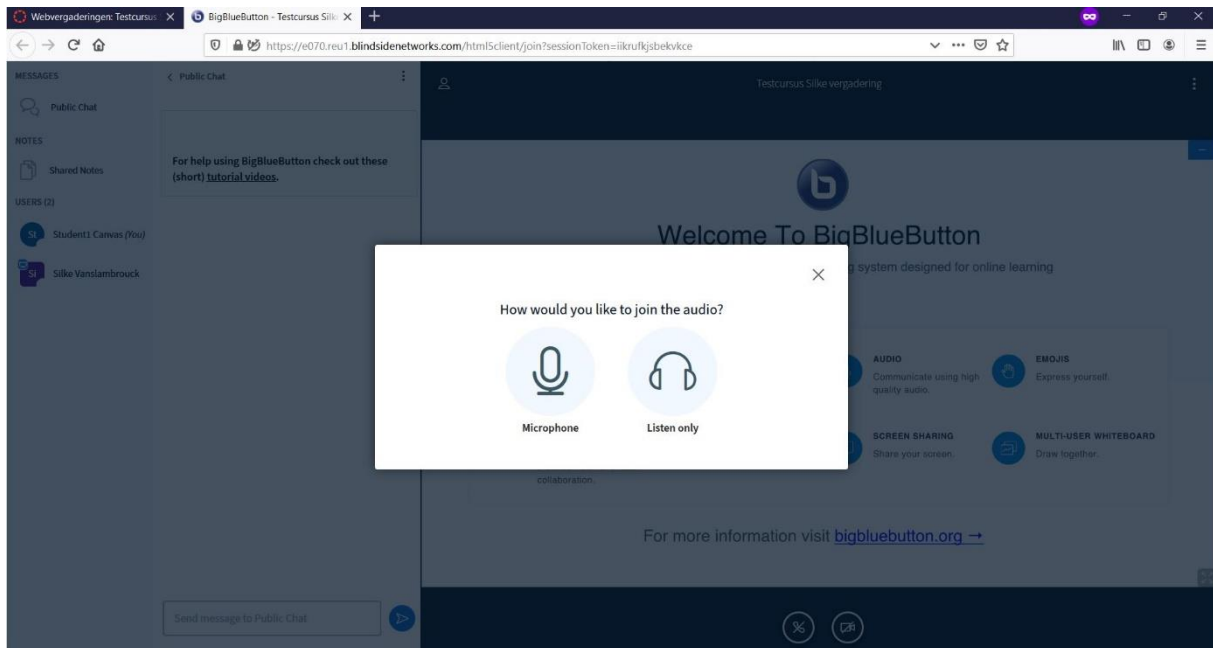
There are no concluded conferences

- 4) **Click on 'Microphone'** to be able to take part verbally (recommended). First, your microphone will be tested. Then the online environment will start up.

In order to avoid **annoying** background noise, we recommend you 'mute' your microphone when you're not speaking.

If you clicked on **'Listen only'** at the start, your microphone is automatically muted. If you do decide to speak, click on the microphone icon at the bottom. In case the microphone is not visible, click on the headset to leave audio. Afterwards, click on the microphone and choose "microphone" when the question 'How would you like to join the audio?' pops up.

Follow your teacher's instructions carefully (for example, about the use of the public chat function).



More information:

https://www.youtube.com/watch?time_continue=5&v=uYYnryIM0Uw&feature=emb_logo

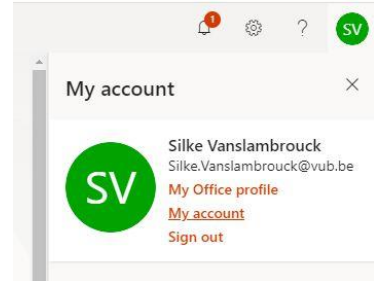
<https://bigbluebutton.org/>

THROUGH SKYPE FOR BUSINESS

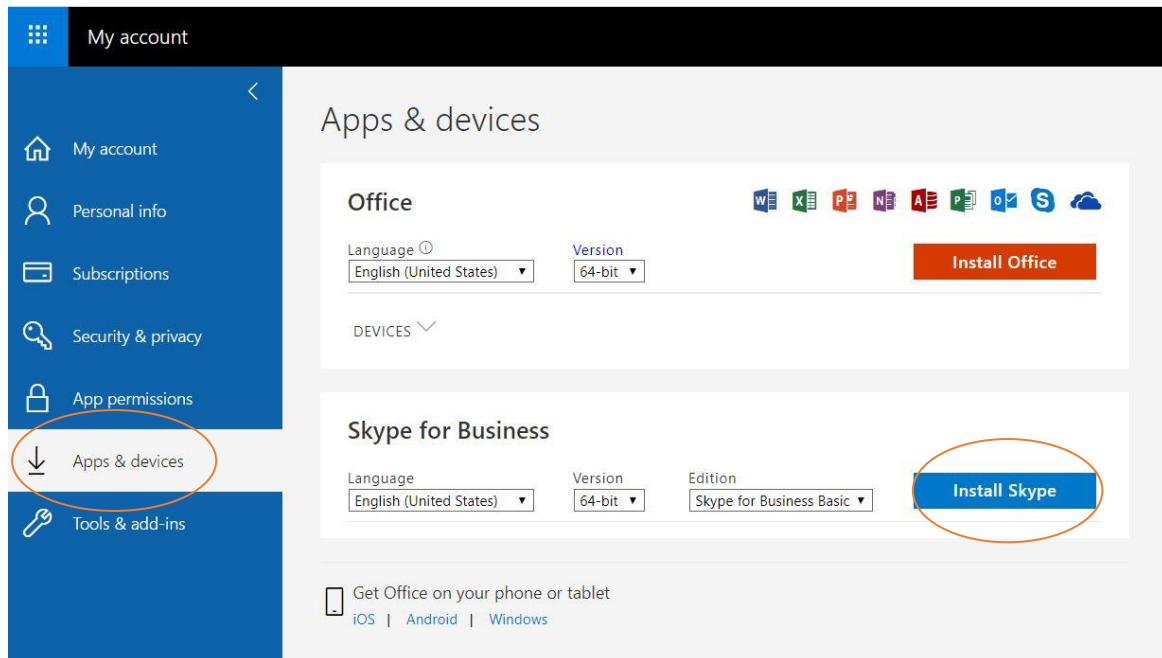
INSTALLATION: <https://student.vub.be/ict/etools-portalen#office-365>

If you need to download Skype for Business:

- 1) Go to the **Office 365 portal** and **log in** with your VUB Office 365 account.
- 2) Click on your **profile photo or icon** at the top right and click on **'My account'**.
- 3) Click on **'Apps and devices'** at the left and then on **'Install Skype'**. An .exe file will be downloaded.
- 4) Double click on the downloaded **file to open** and wait until it is ready.



If the computer displays an administrator screen, get in touch with the ITC help desk.



USE: Receiving a call

SITUATION 1: Someone calls you


- Skype appears in the foreground of your computer screen. You can choose to accept or refuse the call.

SITUATION 2: Someone has scheduled a Skype call

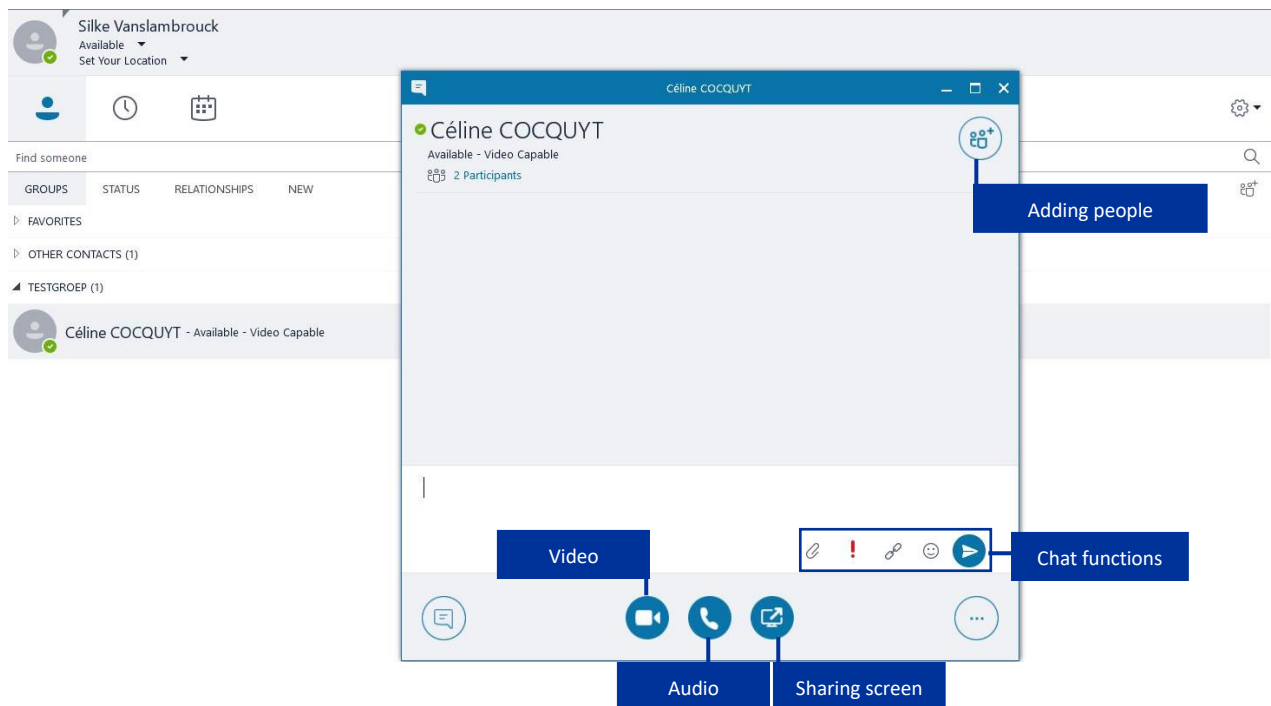
- You have been sent an email with a link to allow you to take part in the Skype meeting.
- Click on the link at the time that the meeting begins.

USE: Starting up a call

SITUATION 1: through Skype for Business

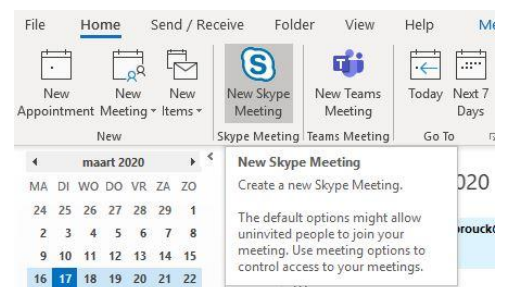
- 1) **Open** Skype
 - Windows:** Start > Search > Skype
 - Mac:** Finder > Applications > Skype
- 2) **Log in** with your VUB Office 365 account
- 3) **Make groups** if necessary, by clicking on the icon to the right 
- 4) Give the group a name
- 5) **Search** for a contact person and **add them** to the group:
 - Type the person's name in the search bar 'Find someone'
 - Right click and click 'Add to list of contacts' then select the correct group
- 6) **Call** the people you want to reach:
 - a. **Double click** on the person you want to reach. An extra screen will open in which you can chat, video call, have an audio conversation or share your screen.
 - b. **Right click** on the **group** of people you want to reach. A menu will open. **Click on 'Start a conference call'**.

Optional: Add more people to the conversation using the 'Add contact' button in the top right corner of the chat screen.



SITUATION 2: through the Outlook calendar

- 1) Go to your **Outlook calendar**.
- 2) Under the '**Home**' tab, click on '**New Skype Meeting**'.
- 3) Fill in all the necessary **information** in the new screen and **click on 'Send'**. This will send an invitation with a link for the Skype meeting to all invitees. Everyone can register through this link at the agreed time.



More information:

https://vub.service-now.com/sp?id=kb_article&sys_id=80312878db4cd300cd27f3361d9619cd

<https://support.office.com/nl-BE/Skype-for-business>