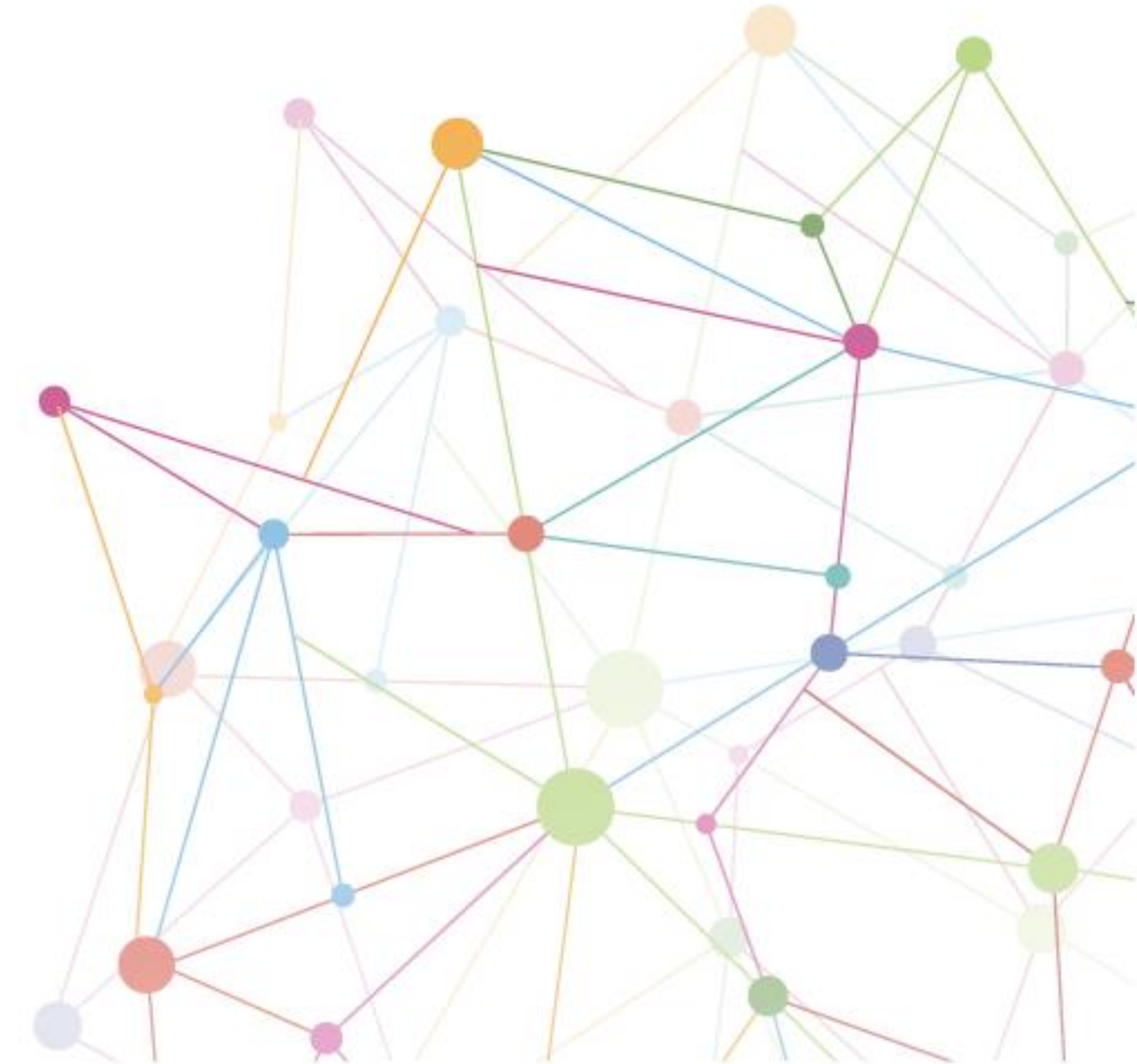
Version 1.68

February 2022

iSee VC
Session host
Handbook



Contents

NOTE:

The *Session Host Handbook* is an instruction manual for using the iSee Management Portal to create and manage your own sessions. For strategies and resources to host effective collaborative and learning experiences, see the iSee Learning Place Resource

ALERT

Staff have a direct duty of care when using iSee with students. See *Appendix 3: Alerts for using iSee with students* for more details

iSee introduction

'iSee brings the social engagement and peer/group learning modes of the real world to hybrid and online learning. In iSee Staff, Students and Guests can collaborate and construct learning adventures together in 3D worlds that are engaging and support students' capacity to learn.'

Benefits include:

- Video- and audio-feed for every user encouraging participation, interaction and collaboration.
- Flexible audio options allowing parallel conversations in small groups or gathering as a large group to have facilitated discussions or presentations.
- Moving avatars around the 3D environment to mingle with other participants encourages relationships and networking.
- Rural, remote or geographically distant participants develop a network, using low bandwidth internet
- iSee’s rapid growth throughout the regions as users collaborate on a range of projects including curriculum implementation, principal collaboration, teacher moderation and planning, excellence programs for students and more.

To learn more about iSee’s features, visit the iSee Resource Hub.

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Session Host role

To create your own iSee sessions and have others join you, you will require the Session Host role. This provides you access to the online iSee Management Portal, the online database for managing sessions.

A Session Host can:

- Create a live iSee session with a 3D environment for users to meet.
- Enrol or invite users into their session.
- Create user accounts for non-department guests.

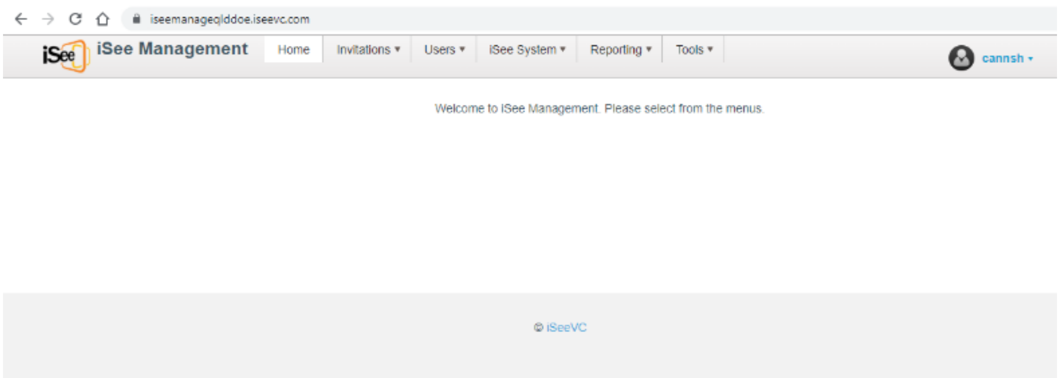
iSee Management Portal

The iSee VC system is comprised of two components—

- iSee Management Portal: a website that provides the backend database for managing sessions and user accounts The Queensland Department of Education uses their own specific portal available at: https://iseemanageqlddoe.iseevc.com.
- iSee Application: the desktop application that provides the 3D environment for interacting. A session and user must exist in the portal before they can connect to the application.

The portal can only be accessed by users with a Session Host role. Once given access to the portal you will be able to create your own iSee sessions and have others join you.

See *Appendix 1: iSee Management Portal Placemat* for a quick overview of the portal.



Access iSee Management Portal (Become a Session Host)

Before you can create a session, you must first gain access to the management portal by becoming a Session Host. Your access is dependent on your role within the department—

- Teaching staff: You have been provided automatic access to the portal. Sign in using your department username (MIS ID) and password.
- Non-teaching staff: To gain access, you must first complete an iRegister request at https://iregister.det.qld.gov.au/ApplicationAccess (only accessible on a department network). Locate ISEEVC WEB PORTAL in the list, tick REQUEST ACCESS and select from the list of AVAILABLE APPROVERS. Once approved, you will be able to sign into the portal using your department username (MIS ID) and password.
- Students and non-department guests: are not allowed access to the portal.

Pre-enrolling users to create an iSee account for the first time.

If a Departmental user signs into the client they are automatically created an account and will exist in the iSee management portal database.

If you wish to enrol users and add them to your sessions, before the users may have signed into the client for the first time you can use this pre-enrolling process.

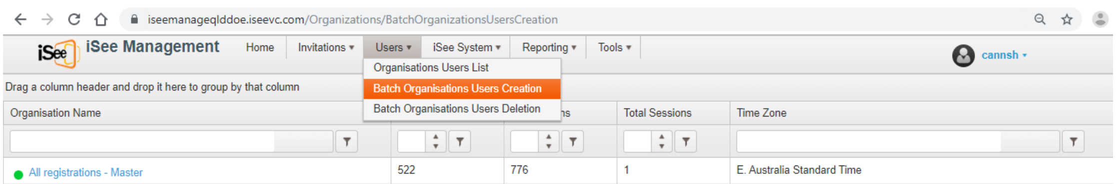
If you wish to create a non-Department user see the section in this handbook *Non-Departmental guests*

If a user has never signed in to the iSee application before, you will need to pre-enrol them as a user in the iSee management portal before they will appear to enrol in your session. **If using iSee as a whole school, assign one staff member to pre-enrol all school users**. You can also encourage a user to sign into iSee beforehand so they become an existing user and you will avoid this process.

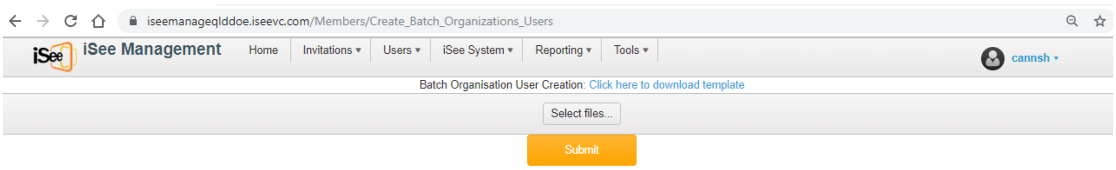
1. If using iSee with students, collect and store consent forms signed by the parent/guardian.

   > *NOTE: This is not required for staff or adult participants, as they will accept the terms and conditions within the application.*

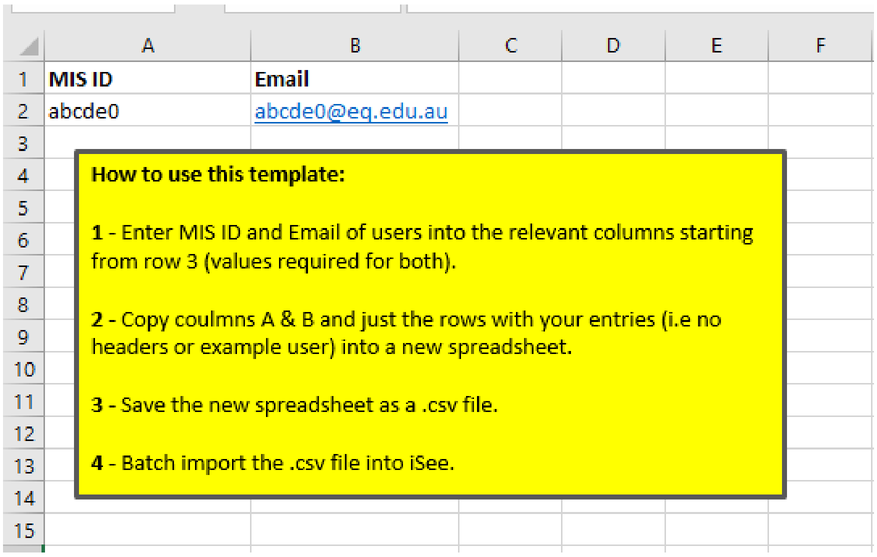
2. Go to https://iseemanageqlddoe.iseevc.com and sign in using your department username and password.
3. Select USERS > BATCH ORGANISATIONS USER CREATION > ALL REGISTRATIONS MASTER.



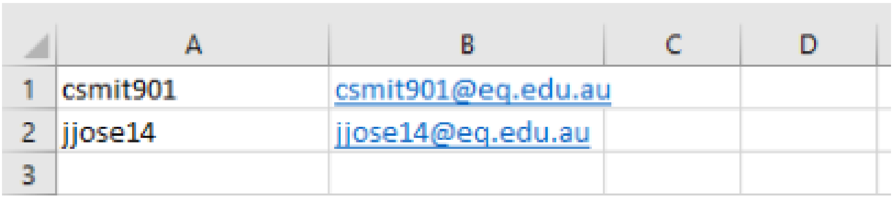
4. Select CLICK HERE TO DOWNLOAD TEMPLATE.



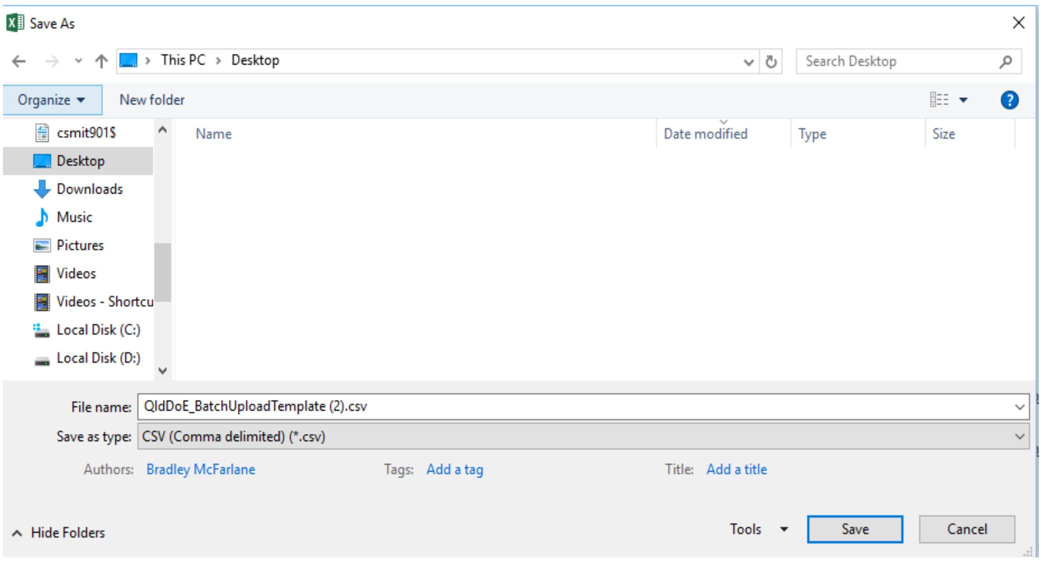
5. In the downloaded spreadsheet template, enter your participants' MIS IDs and department emails.



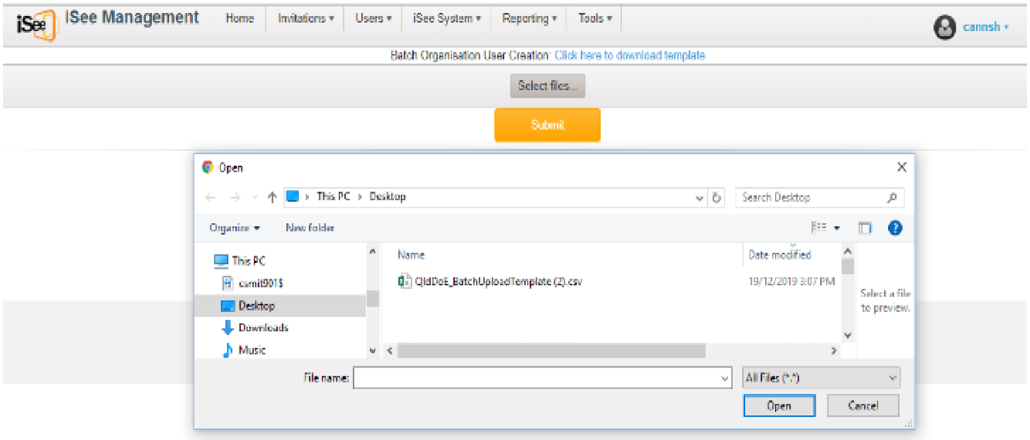
6. Excluding the header, copy the two columns into a new spreadsheet.



7. Save the new spreadsheet with the **FILE TYPE: .CSV**



8. Return to the portal USERS > BATCH ORGANISATIONS USER CREATION > ALL REGISTRATIONS MASTER.
9. Click SELECT FILES, navigate to your saved CSV file and click OPEN.



10. Click SUBMIT. A report will be generated of successful account creation.

> *Note: You may see an error report if the user previously existed in iSee, however you will be able to proceed with the steps to enrol them. See troubleshooting for any issues.*

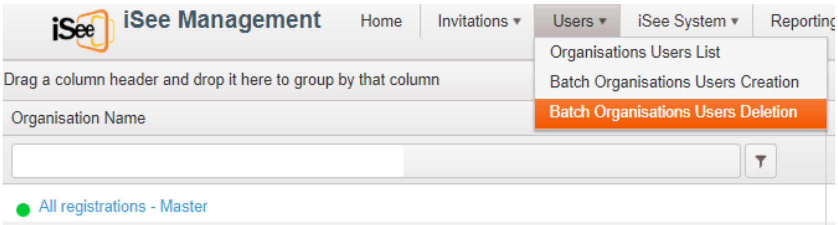
11. Check your users now appear in the list for USERS > ORGANISATIONS USERS LIST > ALL REGISTRATIONS-MASTER.

12. You are now able to follow the steps for *Enrol Existing Users into a session.*

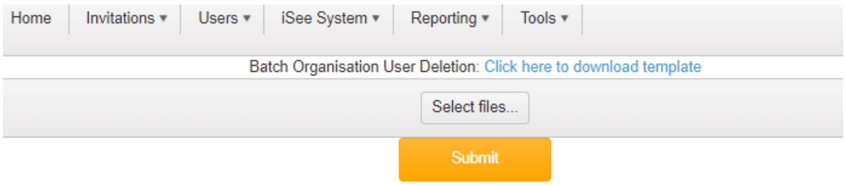
Batch deletion of user accounts -This deletes a batch of users from iSee in total, all sessions.

You can delete a group of users. example: Use this process if you need to remove a large group of students who have not supplied parent/guardian consent.

1. Go to https://iseemanageqlddoe.iseevc.com and sign in using your department username and password.
2. Select USERS > BATCH ORGANISATIONS USER CREATION > ALL REGISTRATIONS MASTER.



3. Select CLICK HERE TO DOWNLOAD TEMPLATE.



4. In the downloaded spreadsheet template, enter your emails.
5. Excluding the header, copy the two columns into a new spreadsheet.
6. Save the new spreadsheet with the **FILE TYPE: .CSV**
7. Return to the portal USERS > BATCH ORGANISATIONS USER DELETION > ALL REGISTRATIONS MASTER.
8. Click SELECT FILES, navigate to your saved CSV file and click OPEN.
9. Click SUBMIT. A report will be generated of successful account deletion.

Check your users no longer appear in the list for USERS > ORGANISATIONS USERS LIST > ALL REGISTRATIONS-MASTER.

Session roles and 3D maps

Session roles

When using iSee each user has access to different iSee features and menu options depending on the session role you provided them. You can edit participants' session roles by following the instructions for *Edit User.*

Default session roles (public roles)

When you enrol a user into your session or create a Meeting ID, you will assign one of the following default session roles. You can view a full list of available iSee features here.

- Staff: Full access to menus and features
- Student: Some limitations to features specific to teaching
- Non-department guest: Similar access to staff menus and features, only limiting security features.
- Low internet student: Similar to student session role, but with some additional bandwidth reductions.

Large group session roles (optional roles)

Larger groups with more than 25 users can access the optional roles to assist with coordinating the users, and to minimise the impact on the users' computers. While the platform has no limit to the number of users who can join a session, an average computer may not have the graphics card or processing power to cope with more than 25 camera feeds.

- Large Group (25-75): Similar to the student session role. However, when a user enters, they will automatically have their camera paused and their microphone muted. The user can toggle these features on when instructed to do so by the Session Host.
- Assembly (75+): Used to view a presentation, the user will only be able to view the presenter and use the chat window. The user will not have an avatar, camera or microphone visible to anyone.

3D maps

When creating a session, you have a selection of 3D maps for your virtual environment. The virtual rooms, called 'zones', provide different 3D layouts to suit the needs of your activity and group. For your session, you may select a 3D map with either multiple zones (maps) or a single zone. You can edit your 3D map after creating by following the instructions for *Edit Session.*

The zones and maps available for use can be found at The Queensland Virtual Environments

Creating your own session

Overview

There are four main steps to create a session and populate it with users.

1. Create the session (the environment to meet)

   a. In creating the session, you will automatically be made the session host.
2. Add yourself as a participant in the session.
3. Add other staff as **co-hosts** if required. **They will also be able to edit the session.**
4. Bring additional users into your session by:
   a. Adding them to the session as members (this method to be used for students); and/or
   b. Create a meeting invitation.

Create session

Once you have access to the iSee Management Portal you will be able to create and manage your own session.

In creating a session, you are automatically made the **session host** of this session.

This allows you to manage, edit and delete the session within the portal.

You can only see and manage the sessions you created or for which other session hosts have made you a co-host. See *Add a Co-Host* for more details.

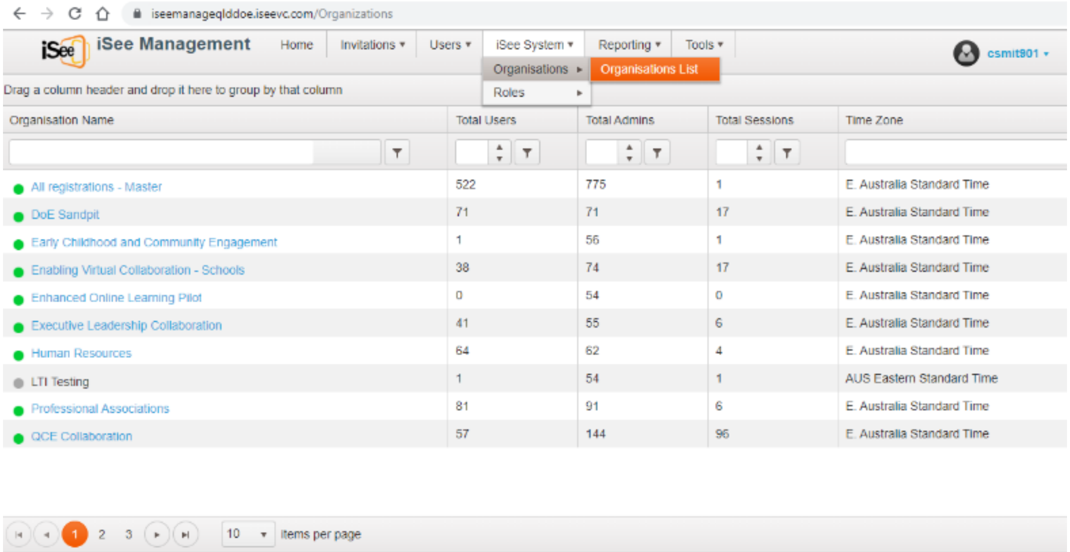
1. Go to https://iseemanageqlddoe.iseevc.com and sign in using your department username (MIS ID) and password.

   > *NOTE: For the best experience, select Chrome, Firefox, Safari or Edge as your browser.*

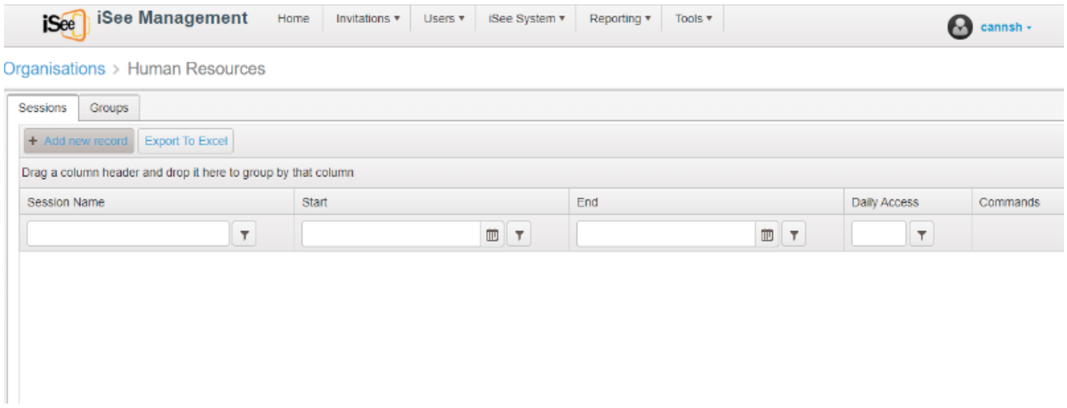
2. Select ISEE SYSTEM > ORGANISATIONS> ORGANISATIONS LIST.
3. Use the search bar or navigation arrows to search for a select a relevant organisation to create a session in that location. For example, school staff search for their region (CQ, DDSW, FNQ, MET, NC, NQ, SE) and select the most relevant sector/year. Corporates users search for their branch.

   STOP! See *Appendix 4: Organisations List* for options to consider the best organisation for your session.

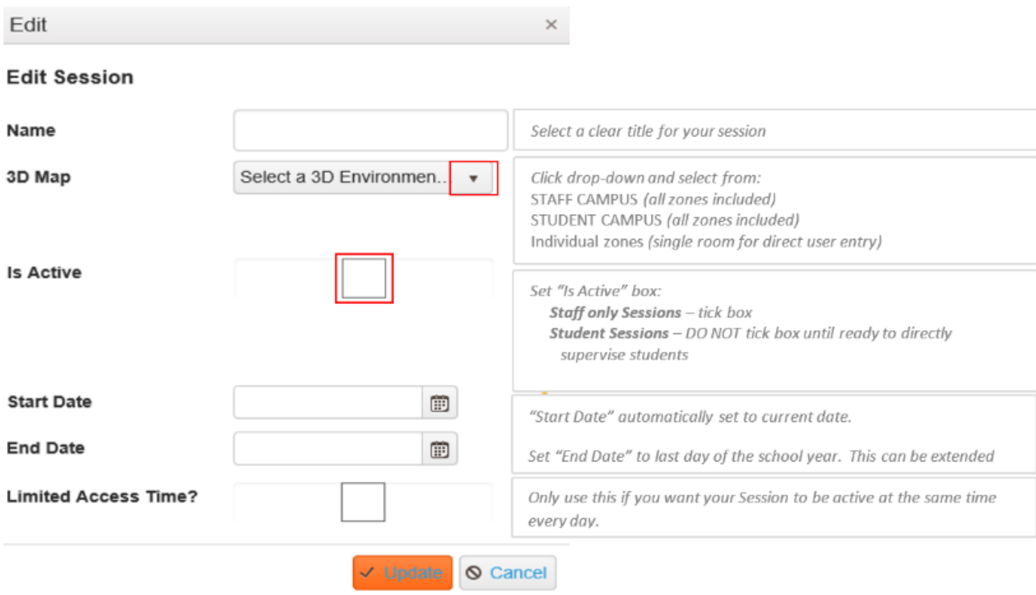
   > *NOTE: All Hosts and users have access to any organisation you choose. Select the most relevant organisation depending on the session you are creating. You will only be able to see and manage the sessions you created within the organisation.*



4. Under the SESSIONS tab, click ADD NEW RECORD.

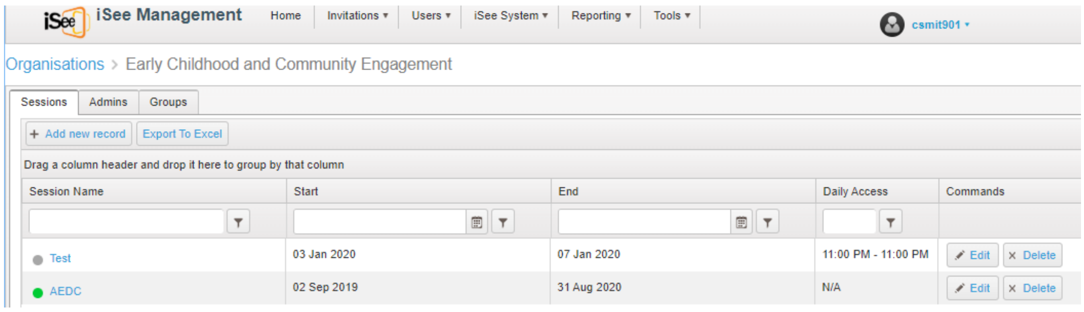


5. In the EDIT SESSION window, enter your details.



> *Note: For all student sessions, do NOT tick the IS ACTIVE box until you are ready to directly supervise students. When naming a session, consider what will be clearest for your users. For a whole school approach, consider using the subject names as per the timetable.*

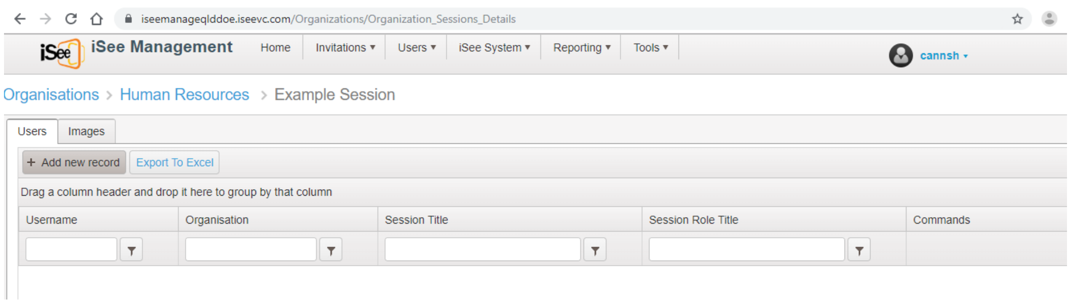
6. Click UPDATE and your newly created session will now appear in the list. If your session is active, it will have a green dot beside it; if inactive, it will have a grey dot.



You must now add yourself as a user of the session.

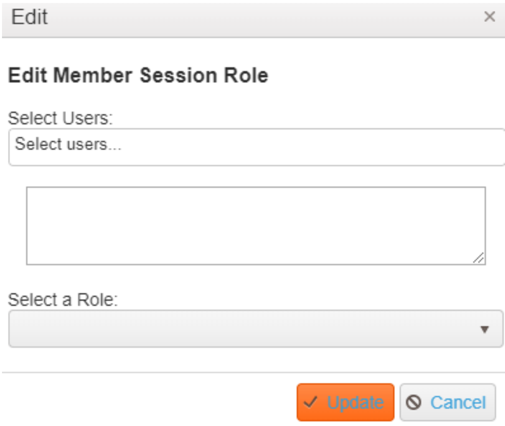
7. **Add yourself as a user to the session**. Click on your session listed under SESSION NAME.

8. Under the USERS tab, click ADD RECORD.

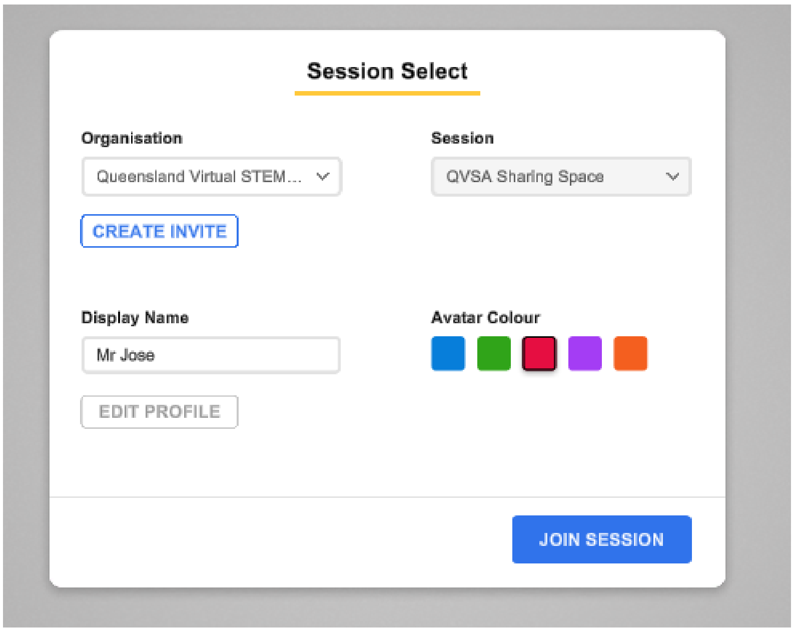


9. The EDIT MEMBER SESSION ROLE window will appear. Enter the following details and click UPDATE.

   - SELECT USERS: Search for and select your MIS ID from the drop-down menu, or type your MIS ID in the box.
   - SELECT a ROLE: Staff



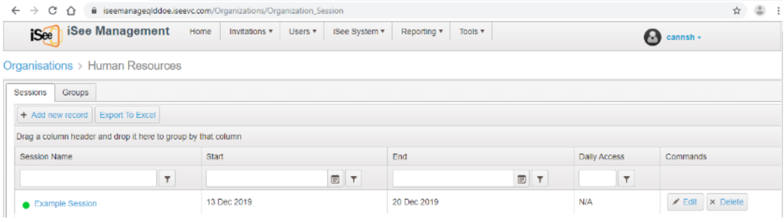
10. **Test to see if your session was created.** Once you have completed the steps to *Create a Session,* relaunch the iSee application to see the session listed at the SELECT A SESSION window (if ticked as ACTIVE).



Edit session

You can modify your session's name, 3D map, start or end date, and active status.

1. Go to https://iseemanageqlddoe.iseevc.com and sign in using your department username and password.
2. Select ISEE SYSTEM > ORGANISATIONS> ORGANISATIONS LIST. Search for and click on your organisation.
3. Locate your session name and click the EDIT button.



4. In the EDIT SESSION window, modify the details and click UPDATE.

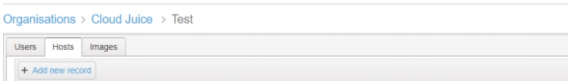
Add a Co-Host

Session Hosts can only see and access the sessions they create. In order for another staff to view and manage a session you created in the portal, you will need to make them a co-host.

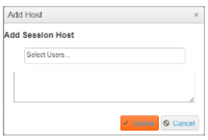
1. Ensure your co-host has previously signed into the iSee management portal.

> *Note: The user will not appear as an option to add as a co-host until they have signed into the portal.*

2. Go to https://iseemanageqlddoe.iseevc.com and sign in using your department username and password.
3. Select ISEE SYSTEM > ORGANISATIONS> ORGANISATIONS LIST. Search for and click on your organisation.
4. Locate and click on your session name.
5. Select the HOSTS tab and click ADD NEW RECORD.



6. In the ADD SESSION HOST window, use the SELECT USERS drop-down menu to search for and select a MIS ID. For multiple users, type all the MIS IDs into the box separated by a comma only, no spaces.



7. Click UPDATE and the user will now appear in the Hosts tab.

Bringing users into your session

Once you have created your own session, you can have other users join your session.

There are two possible methods for bringing users into your session.

- **Enrol Existing Users into the session**: Pre-existing users (those that have had an account created in iSee by a host or they have previously signed into iSee client) can be enrolled in your session for regular access. Your session appears in their Select a Session window without the need to send a code. This is best for long-term groups with regular members who have previously signed in to iSee, or have been pre-enrolled.
- **Invite Users with Meeting IDs (*staff users only*):** Create and send a Meeting ID code for users to enter during sign in. Anyone with the code is given direct access to your session without you needing to enrol them. This is best used for temporary groups, groups with frequently changing members, or when you need to give access quickly.

> *NOTE: You have a direct duty of care for student and non-department users in your session. You must follow the correct protocols for these users. See the* Student and non-department users *instructions for specific details. You must acquire parent/guardian consent before using iSee with students.*

Enrol existing users into a session (this method must be used for students and guests)

When you enrol users into your session, they will have continued access through their Select a Session window without needing to enter a Meeting ID. Before you can complete these steps, **the users must have previously signed in to the iSee application.** Alternatively, if your users have not previously entered iSee, or you are unsure, follow the instructions for ***Pre-enrolling Users*** before completing the steps below.

You can add users to your session individually or by a batch.

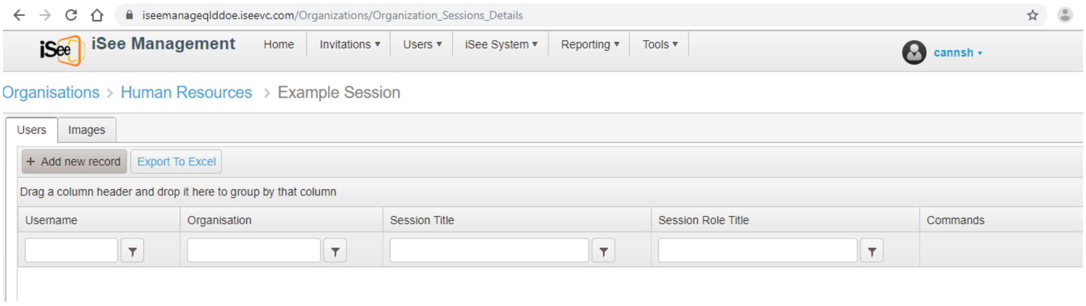
1. If using iSee with students, collect and store the specified consent form signed by the parent/guardian.

   > *NOTE: This is not required for staff or adult participants, as they will accept the terms and conditions within the application.*

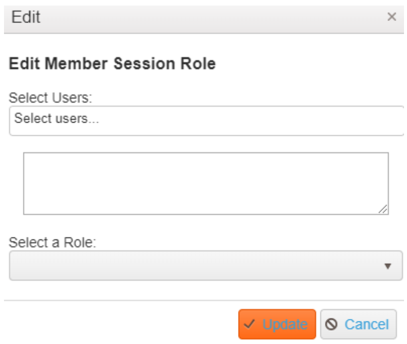
2. Ensure your users have previously signed in to iSee. If they have not signed in previously, complete the instructions for *Pre-enrolling Users.*

   > *NOTE: The user only needs to have signed in to iSee; they do not need to have entered a session.*

3. Go to https://iseemanageqlddoe.iseevc.com and sign in using your department username and password.
4. Select ISEE SYSTEM > ORGANISATIONS> ORGANISATIONS LIST. Locate and open your organisation. Click on your session's name.
5. Under the USERS tab, click ADD RECORD.



6. In the EDIT MEMBER SESSION ROLE window, enter the following details—
   - *SELECT USERS: Use the drop-down menu to search for and select the user's MIS ID, or type the MIS ID into the box. See Enrol Multiple Users for a quick way to create a comma-separated list of users.*
   - *SELECT a ROLE: Select one of the following roles: Staff, Student, Non-department guest, Low internet student*

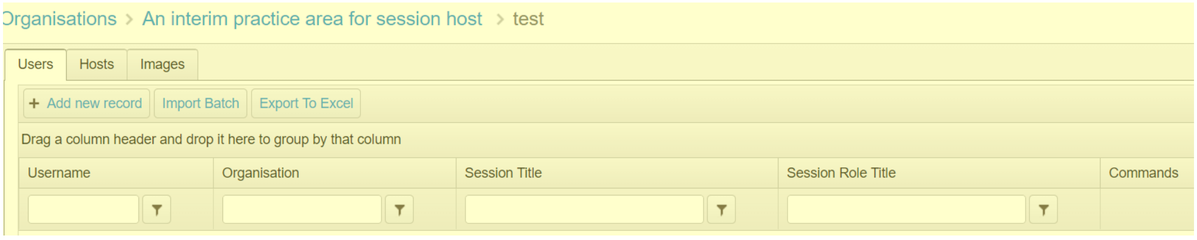


> NOTE: *If users in your sessions require different roles from each other, you can either repeat the* Enrol Existing Users *instructions for each group of users, selecting a different role each time; alternatively, you can assign all users the same role and then follow the* Edit User *instructions to modify individual access.*

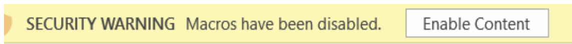
7. If you wish to add a large number of users into a session in one step see **Enrol multiple users into a session section** of this handbook which follows.
8. Send the details of your session to your users using the communication template which can be found at the bottom of How to Create a Session.

Enrol multiple users into a session

1. Ensure your users have previously signed in to iSee to automatically create a user account within the iSee portal. If they have not signed in previously, complete the instructions for *Pre-enrolling Users* first.
2. Choose the **Import batch tab** on the user's page for the chosen session.



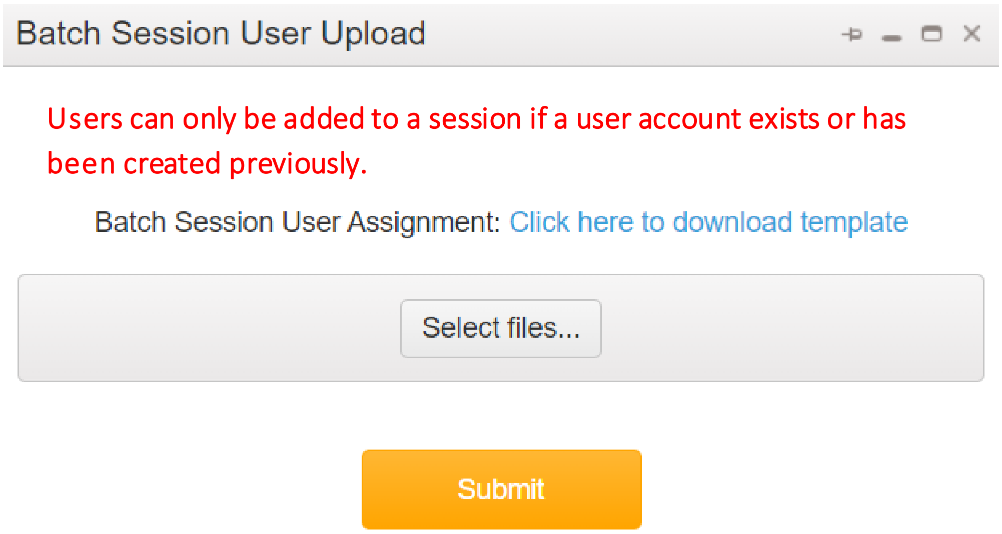
3. Open the downloaded spreadsheet.



4. Follow the instructions on the spreadsheet

   Hint: If you used the batch upload process to pre-enrol users and create accounts, you can cut and paste the emails previously used in this spreadsheet

5. When you have created the CSV file **select it** via the batch session user upload dialogue box and submit



6. You should now see the users within this session. If a user does not appear it would indicate that they did not have an iSee account and one will need to be created. See instructions for *Pre-enrolling Users*.

Editing or deleting enrolled user access from a session

Edit session role

Once added to your users list, you can modify an individual's session role.

1. Go to https://iseemanageqlddoe.iseevc.com and sign in using your department username and password.
2. Select ISEE SYSTEM > ORGANISATIONS > ORGANISATIONS LIST. Locate and open your organisation and session.
3. Click on the USERS tab.
4. Find the username and click EDIT

Username	Organisation	Session Title	Session Role Title	Commands
csmit901	Human Resources	Example Session	Staff	Edit Delete

5. Select a new role from the SELECT A ROLE drop down list.
6. Click UPDATE.

Delete user from session

You can remove a user if they no longer require access to your session. This will not delete their access to other iSee Sessions.

1. Go to https://iseemanageqlddoe.iseevc.com and sign in using your department username and password.
2. Select ISEE SYSTEM > ORGANISATIONS > ORGANISATIONS LIST. Locate and open your organisation and session.
3. Click on the USERS tab.
4. Find the username and click DELETE.

Username	Organisation	Session Title	Session Role Title	Commands
csmit901	Human Resources	Example Session	Staff	Edit Delete

5. When prompted if you are sure you want to delete, click OK.

Invite users with Meeting IDs (to be used for staff users only)

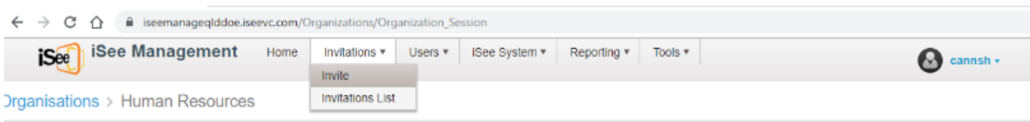
A simple and quick way to invite staff or guest users to join you is using an automated invitation and Meeting ID. You simply send the user your code and they can access the session without the need to enrol them.

> *NOTE: This is not recommended for students as they may forward your Meeting ID to others non-invited students providing others entry into your session. For students, see the* Enrol Existing Users *instructions.*

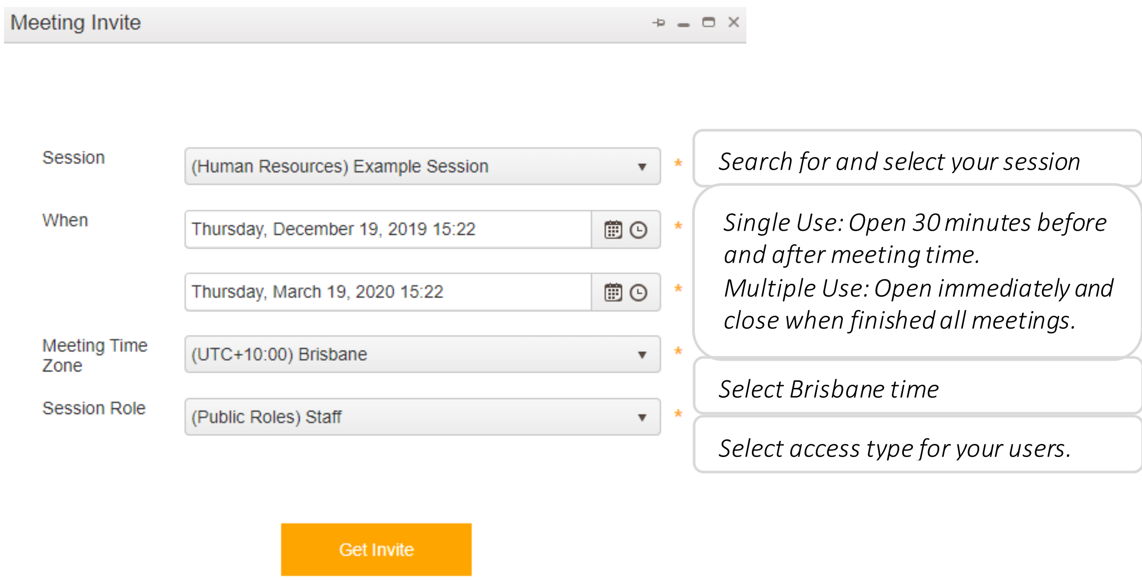
1. Go to https://iseemanageqlddoe.iseevc.com and sign in using your department username (MIS ID) and password.

> *NOTE: For the best experience, select Chrome, Firefox, Safari or Edge as your browser.*

2. Select INVITATIONS > INVITE.



3. In the MEETING INVITE window, select your session and enter the details:

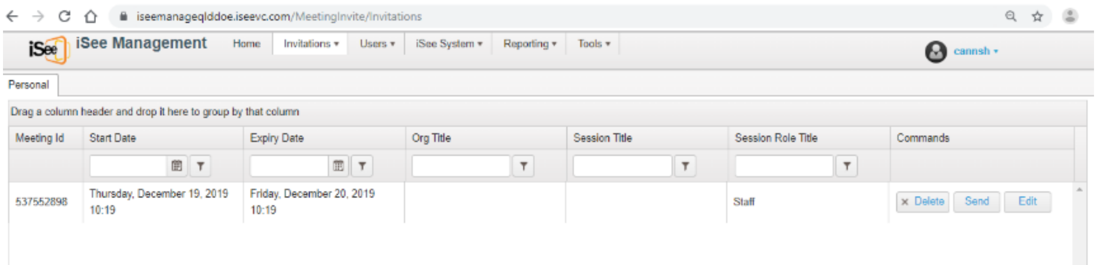


> *NOTE: See* Session roles *for details about roles. If users require different session roles, you will want to create two Meeting IDs to provide different level access to the different users.*
>
> *TIP: You can have a meeting invitation last for several months. This means you would use the same meeting invite number each time you meet with that same*

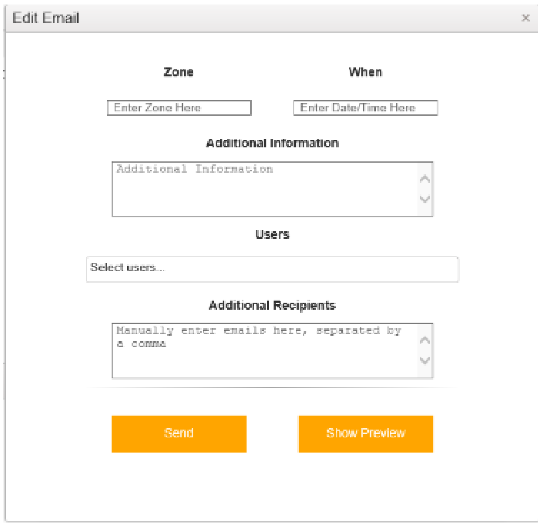
group. This saves you having to create a new invitation each time you wish to meet.

TIP: For one off meetings of a group, create an invitation with a small-time window for which the session will be available. Once the invitation expires it will disappear for good and a new invitation will need to be created.

4. Click GET INVITE and the invitation with MEETING ID will now appear in your list.
5. Click SEND to open and edit an email to send to your users.



6. Enter the session details into the EDIT EMAIL window including zone, meeting date/time, and any additional information.



7. Add recipients (including yourself) by either selecting existing users from the USERS drop-down list, or manually entering email addresses into the ADDITIONAL RECIPIENTS box.

NOTE: If inviting a non-department guest, you will need to also create and send them a guest username. See the Student and non-department user *instructions for more information.*

8. Click SEND to email invitation to your participants. If you prefer to attach the details to your own email or calendar invitation, click SHOW PREVIEW to copy and paste the details. The template is also available in [How to Create a Session](#).

Communicating details to users

To have other participants join you in iSee, you will need to send the details for your session including—

- iSee Learning Place Resource link for install and set up instructions
- Session details: organisation and session name; or Meeting ID
- Meeting details: date, time, iSee zone (if multiple zone map)

Meeting ID invitation

If you have created a Meeting ID, a template email is available in the portal for you to modify and send.

1. Go to https://iseemanageqlddoe.iseevc.com and sign in using your department username and password.
2. Select INVITATIONS > INVITATION LIST.
3. Locate the relevant invitation in your list.
4. Click SEND to modify and send an invitation email to your participants.
5. Alternatively, click SHOW PREVIEW to copy and paste the template into an email or calendar invitation..

Enrolled user communication

If you have enrolled users in your course, a template communication is available for you to modify and send through email, or through a calendar invitation. See How to Create a Session.

Student and non-department users

Student users

See *Appendix 3: Alerts for using iSee with students* for more details.

ALERT **Staff have a direct duty of care for students in iSee.**

All student sessions must be inactive unless a teacher is directly supervising. If you do not make a session inactive, student users will be able to enter unsupervised. Classroom expectations, netiquette and protocols need to be established for the effective use of iSee.

Students must return a consent form signed by their parent/guardian before you can enrol them in a session.

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Make student session active

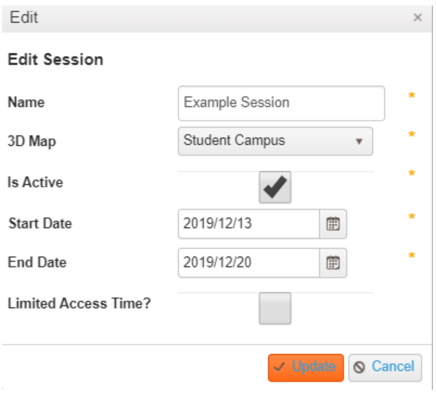
When you are ready to directly supervise students in iSee, you can make the session active through the portal.

1. Go to https://iseemanageqlddoe.iseevc.com and sign in using your department username and password.
2. Select ISEE SYSTEM > ORGANISATIONS > ORGANISATIONS LIST and locate your organisation.
3. To check if your session is active, open the sessions list and note the coloured dot beside the session name:

   Green dot: Active

   Grey dot: Inactive

4. Locate your session name and click the EDIT button.
5. In the EDIT SESSION window, tick the IS ACTIVE box.



6. Click UPDATE. Your session is now available for users to access.

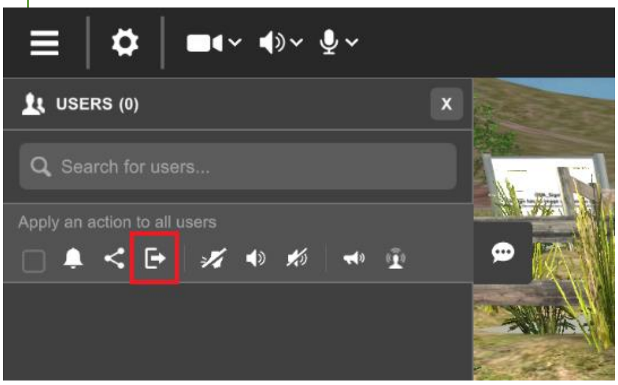
7. To make the session inactive using the portal, repeat the steps above to untick the IS ACTIVE box. Alternatively, follow the steps to *Lock Student Session* as a shortcut when finishing a live session.

Lock student session

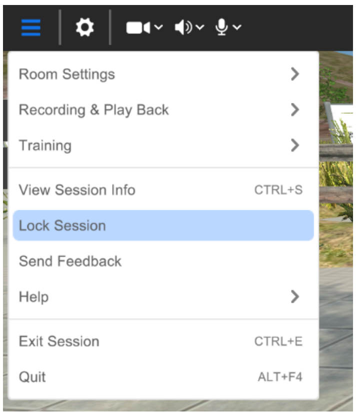
After you have finished meeting with your students in the iSee application, you will need to ensure the room is emptied and locked.

1. Remove all users by opening the Users Window, ensure no individual users are selected, then click eject in the apply action to all user's bar, ticking the apply to all box. action bar.

   > *NOTE: You must remove users before you lock or make the session inactive. If you do not remove users before locking, the users will still have access to the session until they choose to exit.*

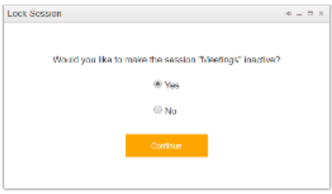


2. In the top left menu (three white lines), select LOCK SESSION.



3. You will be redirected to the management portal to sign in.

4. A portal pop-up message will appear asking 'Would you like to make the session inactive?' Click YES and CONTINUE. Your session will now be inactive.



5. To make session available again, follow the instructions for *Make Student Session Active.*

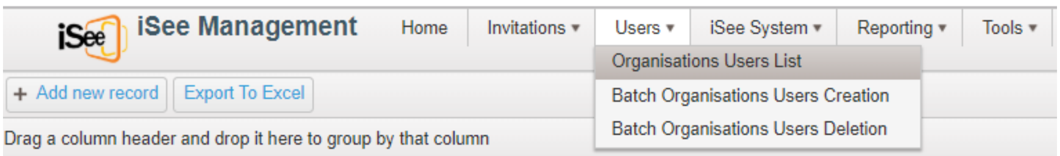
Non-department guests

ALERT
Session hosts have a direct responsibility for any non-department guests entering their sessions and are responsible for the tight management of their guest accounts. Treat an external user as you would a guest into a school or government building, including **student protection responsibilities** and security measures. Directly supervise their participation, particularly in student sessions, and delete their account when their involvement has ended.

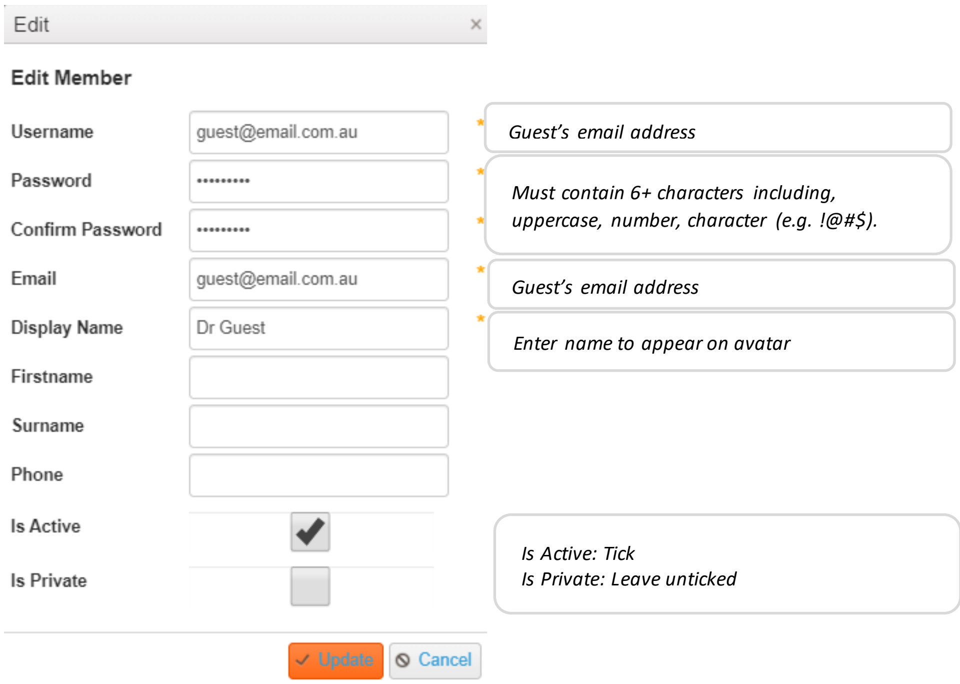
Add non-department guests

Non-department guests can attend your session if you create a temporary guest account and provide them limited access to your session.

1. Go to https://iseemanageqlddoe.iseevc.com and sign in using your department username and password.
2. Select USERS > ORGANISATIONS USER LIST> ALL REGISTRATIONS MASTER
3. Click ADD NEW RECORD



4. Fill in the details for your guest including:



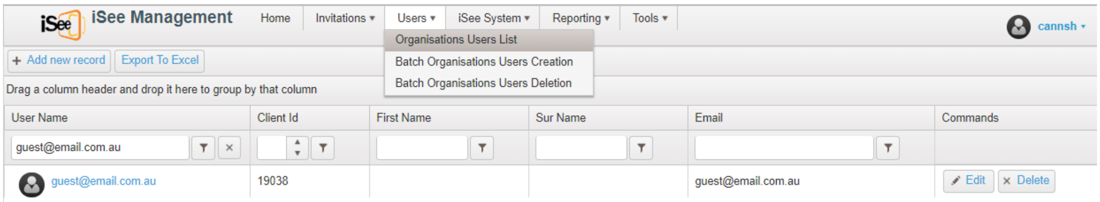
> *NOTE: The username must not contain spaces*

5. Click UPDATE to create user. You will now see them listed in the ALL REGISTRATIONS – MASTER organisation list.
6. Add the guest to your session following the instructions to *Add Users* either—
   - *Invite Users with Meeting ID: Ensure the Meeting ID has a time limit to restrict guest’s access.*
   - *Enrol Existing Users: Enrol guest as a member to your session ensuring you* Make Session Inactive *for when you are not available and deleting the user when finished.*
7. Send the username and password details to the guest within the *Invitation Templates* (See *Communicating details with Users*).
8. **When the guest’s involvement has ended, ensure you follow the instructions to *Delete non-department guests*.**

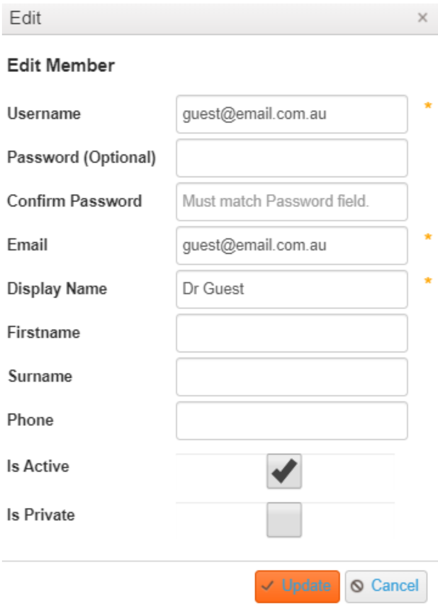
Change non-department passwords

As the creator of the account, you will need to manage the non-department guest’s password if they require a reset.

1. Go to https://iseemanageqlddoe.iseevc.com and sign in using your department username and password.
2. Select USERS > ORGANISATIONS USER LIST > ALL REGISTRATIONS MASTER.
3. Locate the user and select EDIT.



4. Type a matching password into the PASSWORD and CONFIRM PASSWORD spaces, ensuring it contains 6+ characters including: uppercase, number, character *(!@#$)*.



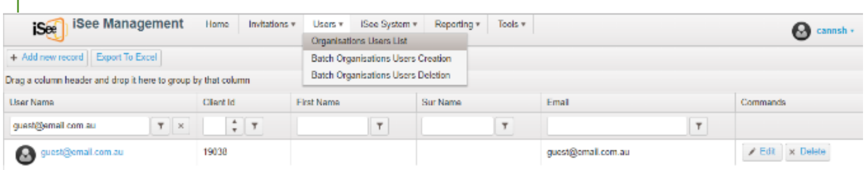
5. Provide the new password to the guest user.

Delete non-department guests

The Session Host is directly responsible for deleting the guest's account once their involvement has ended.

1. Go to https://iseemanageqlddoe.iseevc.com and sign in using your department username and password.
2. Select USERS > ORGANISATIONS USER LIST > ALL REGISTRATIONS MASTER.

> *NOTE: This step must be complete in the USERS tab, not in the iSee System Tab, to delete the account completely.*



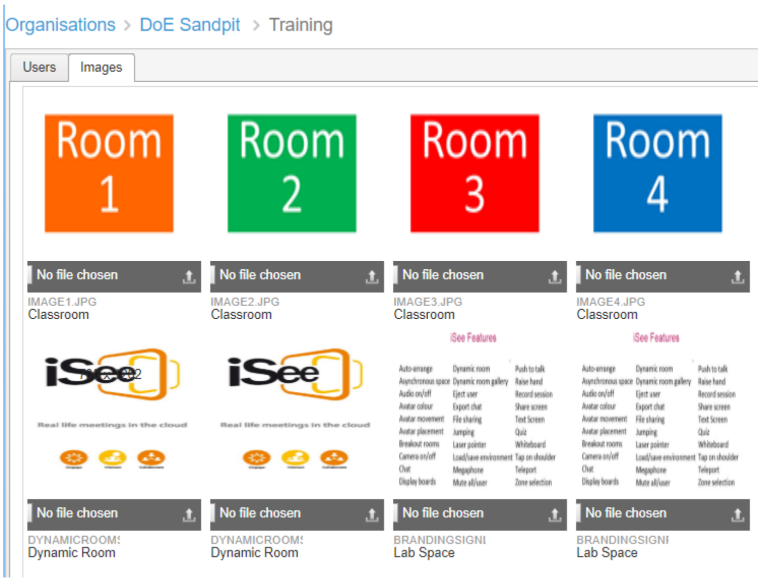
3. Locate the user and select DELETE.
4. When prompted if you are sure you want to delete, click OK.

Other portal features

Change sign images

Using the portal, Session Hosts may change the default images on the static signs within their 3D zones.

1. Sign in to the iSee Management Portal at https://iseemanageqlddoe.iseevc.com.
2. Select ISEE SYSTEMS > ORGANISATIONS > ORGANISATIONS LIST.
3. Select your relevant organisation and click on your session name.



4. Select the IMAGES tab.
5. Locate the sign you would like to change using the zone and sign name.
6. Click on the upload icon to open the EDIT SESSION IMAGE window.
7. Click SELECT FILES to browse for the image.

> Note: *Upload JPEGs or PNG files only. Select a similar size image to avoid skewing. For a collection of default JPEGS, go to the edTube album* iSee Signs *(Access key: [A293112751](A293112751)). If you want to upload a PDF or Word doc, you will need to use your Snipping Tool to create an image, or place the file on a Display Board.*

Add image to Holodeck

Using the iSee Management Portal, Session Hosts may add an image to the holodeck, immersing users in a 3D image.

1. Follow the steps to *Change sign image* as you would for any sign in the portal.
2. Locate the sign titled HOLOSPHEREMED
3. Click on the upload icon to open the EDIT SESSION IMAGE window.

4. Click SELECT FILES to browse for the image.

> *NOTE: While you may upload any image to the holodeck, it is best to use images that have a 2:1 width to height ratio to avoid skewing. Many Creative Commons images are available online, or if you wish to make your own, see* Create Holodeck Images *for more information.*

Create Holodeck Images

Use a 360 camera

To project an image onto the sphere in the Holodeck, iSee automatically transforms the uploaded image into a set resolution of 4096 x 2048. This is a 2:1 aspect ratio which is the standard for 360 images taken by a 360 camera. This means that any 360-camera image in JPEG or PNG format can be uploaded directly to the iSee Holodeck without any distortion.

Use an app to create 360 images

You can download an app (such as Google Street View or Panorama 360) to create your own 3D images. Once created, send the image to your computer to be uploaded using the instructions for *Add Image to Holodeck.* If you have an Android smartphone, some devices come with the Photo Sphere as a default option to create 360 images without the need to download an app.

Edit a panorama image

While it is possible to directly upload a panorama image (for example from a smartphone) to the Holodeck, as it is not in a 2:1 format it will be transformed to 4096 x 2048, resulting in stretching. To avoid distortion, you can easily adjust your image to a 2:1 format by embedding it in a larger 2:1 background using editing software.

1. Use the panorama setting or your digital or smartphone camera to take a panoramic photo, noting if it is a 360, 240 or 180 degree photo.

> *NOTE: Different smartphones take different fields of panorama photos. For example, an iPhone will take 240 degree panorama, whereas a Samsung Galaxy will take a 360 degree panorama. This will determine your canvas size later.*

2. Upload the photo to your computer.
3. Find the IMAGE WIDTH by right clicking on the uploaded photo and selecting PROPERTIES > DETAILS tab. Find the IMAGE WIDTH (in pixels) and note for future steps.
4. Open the application Paint.net (or any editing software you prefer).
5. Click on IMAGE > CANVAS SIZE > ABSOLUTE SIZE option.
6. Set the canvas pixel size WIDTH and HEIGHT depending on the degree of panorama you took and the image width of the photo. See the following table to calculate the correct canvas size to suit your image:

Degree of panorama	Canvas WIDTH	Canvas HEIGHT
360	Same as image width	Canvas WIDTH ÷ 2
240	Image width multiplied by 1.5	
180	Image width multiplied by 2	

> *NOTE: To avoid distortion, the canvas width depends on the circle arc of the original panorama.*

7. Use the PAINT BUCKET tool to colour the background to a solid colour.

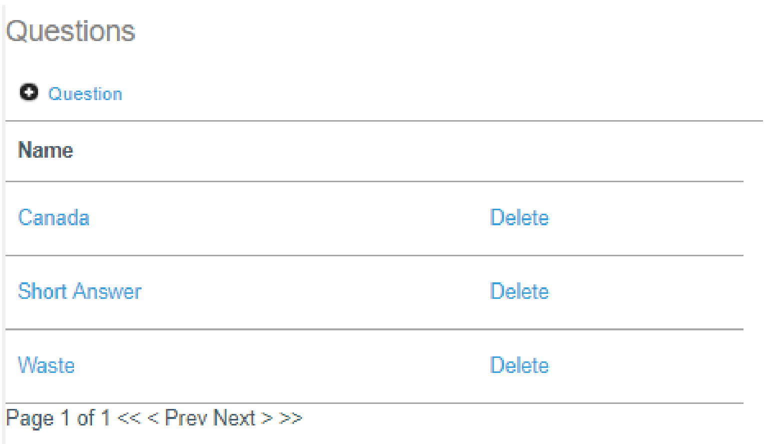
> *NOTE: This will minimise distortion as your panorama stretches from a cylinder to a sphere.*

8. Drag and drop your panorama file onto the background and position in the centre
9. SAVE AS with a file type of JPEG ready to upload to iSee.
10. Follow the *Add Image to Holodeck* instructions.

Create quiz

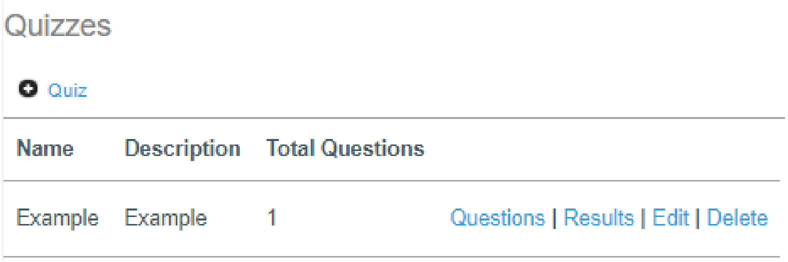
A quiz must first be created in the iSee Management Portal before it can be uploaded to a display board.

1. Sign into the iSee Management Portal at https://iseemanageqlddoe.iseevc.com.
2. Select TOOLS > QUESTIONS.
3. Click +QUESTIONS and enter details for the multiple-choice question including name, description, possible answers and correct answer(s). Select from options including shuffle, multiple answers and time limits. Repeat for all questions.



4. Once questions are created, select TOOLS > QUIZZES to design the quiz.

5. Click +QUIZ and enter the details including name, description and time limits. Save quiz.

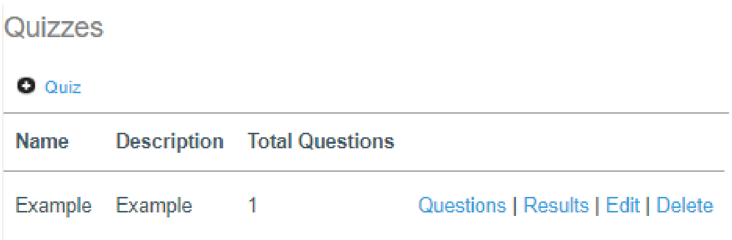


6. Click QUESTIONS beside the listed quiz.
7. Click +ADD to open the selection window.
8. Select the drop-down menu and CHECK ALL to include all questions, or select individual questions by ticking the boxes.
9. Select SUBMIT to see the selected questions listed in the quiz.
10. To remove a question, select the listed question and click DELETE.
11. The quiz will now appear on the board for your users to start when ready.

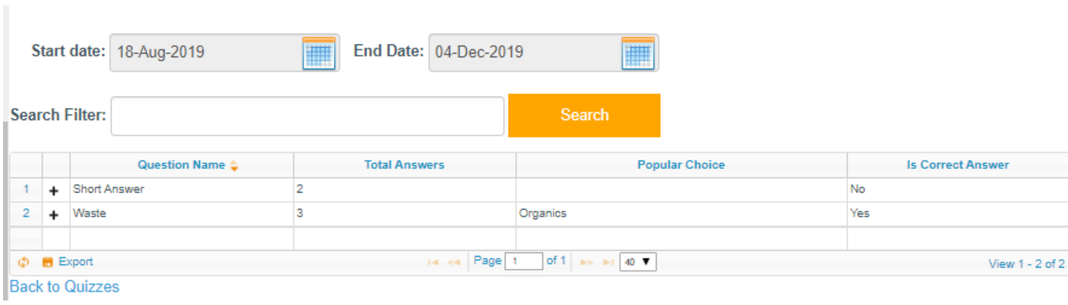
See quiz results

After users have completed a quiz, Session Hosts are able to view their results in the iSee Management Portal.

1. Sign in to the iSee Management Portal at https://iseemanageqlddoe.iseevc.com.
2. Click on TOOLS > QUIZZES.
3. Select RESULTS beside the listed quiz.



4. Set the search filter parameters if required.



5. Click the + icon beside the question to view the responses.

6. Select the EXPORT option, either for the whole quiz or the individual questions, to download a spreadsheet of responses.
7. Click the refresh symbol to view real-time responses while users complete the quiz.

Reporting

The REPORTING tab provides iSee usage statistics for whole organisations and individual sessions.

Reporting Dashboard

Using the REPORTING DASHBOARD, you can view or export statistics at the organisation, session, user or content level.

1. Go to the iSee management portal at https://iseemanageqlddoe.iseevc.com/
2. Click on REPORTING > DASHBOARD
3. In the top search bar, select your organisation and the time period. Click the search icon.
4. The dashboard will display three graphs related to the organisation including:
    - User history: daily user visit total
    - Content overview: breakdown of board usage by content type
    - Sessions overview: all sessions within organisation total visits
5. Click the SHOW MORE option at the bottom of one of the graphs for more detailed information

User Attendance

Hosts can generate an attendance report to identify attendees and their activity. If users entered as an enrolled participant, you will see their display name. However, if users entered via a Meeting ID, you will only see a guest code.

1. Follow steps 1-3 for *Reporting Dashboard*.
2. Locate the SESSION OVERVIEW graph in the bottom right and select SHOW MORE to open a more detailed page.
3. Under the graph, search for and click on your Session name to expand the information.
4. Select from the tabs USERS, DAILY VISITS, HOURLY VISITS, ZONES VISITS for a detailed record of attendees.
5. Use the EXPORT TO EXCEL button to save a record to your computer.

Troubleshooting

The following troubleshooting advice is information specific to Session Hosts accessing the iSee Management Portal. For all general user troubleshooting related to using the application, visit the iSee Learning Place Resource.

Accessing portal

I don't know my portal username and password.

Use your department credentials. The username is your department MIS ID. The password is the same password you use to access the internet or your emails.

'Access Denied: User Not Authorised.'

This message appears if you are trying to access the iSee Management Portal, but your account does not have the correct Session Host permissions.

Teaching staff have automatic access to the portal. Ensure you enter your department username (MIS ID) and department password If you are still unable to access, contact the Service Centre to investigate your identity authentication.

If you are a corporate staff, you will need to apply for Session Host access via an iRegister request to your manager (See *Access iSee Management Portal* for instructions). If you have completed the request, ensure your manager has approved your request via iRegister. Contact the Service Centre if your access is not working.

Students and non-department guests do not have access to the iSee Management Portal.

'Authentication failed. You have used an invalid username and/or password.'

Ensure you correctly entered your department username (MIS ID; not email) and your department password. This is the same password and username you use for all department sites and emails.

'Log on unsuccessful. Please check your username and password.'

This message appears when you are accessing the incorrect, global iSee portal from the generic website. For the Queensland Department of Education specific portal go to: https://iseemanageqlddoe.iseevc.com.

'Could not reset password for the account.'

This feature is not available for department staff as we use our usual department password.

My iRegister request list does not show iSEEVC WEB PORTAL as an option.

You may have previously been provided access to iSee. If you scroll to the top of the page you should see it under MY APPLICATIONS with a status of APPROVED.

Create session

I don't know which Organisation to select.

Use the search bar or navigation arrows to search for a select a relevant organisation to create a session in that location. School staff should search for their region (CQ, DDSW, FNQ, MET, NC, NQ, SE) and then select a sector (primary, secondary, staff) and/or year level. Corporates users search for their branch. Select any organisation that best matches your project as your users will have access to any organisation you select. If you are leading a student group that is not year specific, you can still select any year level. Just clearly communicate with the students which Organisation they will need to select. Schools are unable to have their own organisation.

The organisation I want is greyed out.

You possibly do not have access to that organisation (i.e. *All Registrations*).

I cannot see the ADD NEW RECORD button.

This option is unavailable in the ALL REGISTRATIONS – MASTER organisation; please select an alternative organisation.

When trying to add my colleague as a co-host they do not appear.

Before your colleague will appear as an option to add in the Host Tab, they will need to have previously signed into the iSee management portal themselves. If they are unable to sign into the portal and are a non-teaching staff member, they will need to complete an iRegister request as outlined in *Access iSee Management Portal.*

View and edit session

My session has a grey dot beside it.

The grey dot means your session is not currently active. To make active, click the EDIT button on the right. In the EDIT SESSION window, ensure the IS ACTIVE box is ticked (if ready to supervise students), the END DATE is in the future, and the LIMITED ACCESS box is unticked.

I cannot see my session in the organisation list.

Ensure you are in the correct organisation where you created your session. If another user created the session for you, you will not be able to see the session in the list. Contact the creator of the session to be added as a co-host.

I cannot see the EDIT or DELETE buttons

These buttons are on the far-right side of the webpage and may be out of view. To view, either zoom out or use the scroll bar on the bottom of the browser.

I cannot see my session in my SELECT A SESSION window of the client.

Ensure you selected the correct organisation in the first drop-down menu.

Check the session is active by going to the portal ORGANISATIONS > ORGANISATIONS LIST and click on your relevant organisation. Locate your session. If there is a grey dot, your session is inactive or expired (see *My Session has a grey dot* to resolve). If your session has a green dot, click on the session name to check your name is listed in the USERS tab. If not, click ADD NEW RECORD to enrol yourself.

My participant cannot see my session in the SELECT A SESSION window or receives a 'no session available' message.

If you provided your users a Meeting ID instead of enrolling them, they will not see your session in their drop-down option. Close the application and enter the Meeting ID at sign in.

Check the session is active by going to the portal ORGANISATIONS> ORGANISATIONS LIST and click on your relevant organisation. Locate your session. If there is a grey dot, your session is inactive or expired (see *My Session has a grey dot* to resolve). If your session has a green dot, click on the session name to check the user is listed in the USERS tab. If not, click ADD NEW RECORD to add the user.

If the session is active and the user is enrolled, check the user has selected the correct ORGANISATION in the first drop-down menu.

The Session Host who created the session is absent but I want to make the session active (open) for users to join.

In order to make the session active, you will need to be a made co-host for the session. Ask the Session Host to add you following the *Add a Co-host* instructions. You will be unable to open the session otherwise.

Inviting users with Meeting ID

When creating an invite, my session doesn't appear in the drop-down.

Try typing in the name of your session in the white bar to see if it searches for your session. If it does not appear, check your session has not expired. If you did not create the session, you will not be able to create an ID for it and will need to ask the creator to make it for you.

I cannot see the Meeting ID I just created in the invitations list.

Use the navigation arrows at the bottom of the list to scroll through the pages. If you just created the Meeting ID, try refreshing your browser or recreating it again. If you previously made the ID and it is no longer listed, it may have expired and you will need to create a new one.

When adding recipients to the invitation, the user does not appear in the drop-down list.

If the user does not appear, they have not previously signed in to iSee and will not be recognised by the system. Manually enter their email into the ADDITIONAL RECIPEINTS box instead.

One of my recipients never received the invitation.

Ask the user to check for an email from iSee support (it will come from an iSee email address instead of yours). The user should also check their junk mail. The email address may have been entered incorrectly when sending the invitation. To resend, go to the portal INVITATIONS > INVITATIONS LIST, locate the Meeting ID and click SEND.

None of the recipients received the invitation.

When sending an invitation, ensure you enter email addresses correctly. If adding a list of recipients, ensure the addresses are separated by a comma only (no spaces). Alternatively, you can email the invitation to yourself and then forward it to the users

User receives a 'Meeting ID failed' error when they try to enter your Meeting ID.

Check the user has entered the Meeting ID exactly as provided and it is the most current Meeting ID. Meeting IDs are limited and expire after a set time. To check yours is still active, go to the portal INVITATIONS > INVITATIONS LIST. Locate the relevant Meeting ID and check the EXPIRY DATE is current. Click the EDIT button on the far right to adjust the expiry date. If the Meeting ID is no longer visible, this means it has expired and you will need to create a new one.

User receives a 'Log in Failed' error when they try to enter your Meeting ID.

Your session is currently inactive. Go into the iSee Management Portal > iSee Systems> Organisations List and locate your organisation. Find your Session in the list and click on the EDIT button. Tick the IS ACTIVE box.

User receives a message 'this meeting starts in x hours'.

Your Meeting ID start time is set to the future. To check your Meeting ID is activated, go to the portal INVITATIONS > INVITATIONS LIST. Locate the relevant Meeting ID and check the START DATE is current, and the time zone is correct. Click the EDIT button on the far right to adjust the start day. It is recommended to open Meeting IDs for at least 15 minutes before the live session begins so users can enter in advance.

The user cannot change their Display Name.

For security purposes, the display name is locked when entering via Meeting ID. This ensures users are correctly identified in the users and chat windows.

Enrolling users

The users MIS ID doesn't appear when using the SELECT USERS drop down menu to enrol a user.

Users will only appear if they have previously signed in to iSee or if you have pre-enrolled them. See the *Enrolling existing users'* instructions.

After manually typing a MIS ID and clicking UPDATE, the user does not appear in the list.

This process only applies if the user has previously signed in to iSee or if you have pre-enrolled them. See the *Enrolling existing users'* instructions. Check you have typed the MIS ID correctly and not used an email address. If you were trying to add multiple users, ensure the MIS IDs are separated by a comma only (no spaces). If you pre-enrolled the user, ensure you entered their details correctly.

Pre-enrolling users

I cannot download the BATCH USER CREATION template

If you are using Chrome, check the bottom left corner of the browser for the download file. If using another browser, check your download folder. If your network filtering is blocking you from downloading the spreadsheet, contact your technician to have it unblocked, download it while on another network.

The spreadsheet will not let me edit the information

Click ENABLE EDITING at the top of the spreadsheet.

When uploading the spreadsheet to the portal, it says 'Sorry an error happened while processing your request.'

Check you have saved the spreadsheet as a .CSV file type not an .XLSX; you have entered the MIS IDs and emails correctly in two separate columns; you copied only the MIS IDs and emails into the CSV **and not the headers or any other information.** See the *Pre-enrolling users* instructions for more details.

I receive an Excel error report stating the 'username or email already exists.'

The user already has an account with iSee. All the other users will be newly created and you can proceed with the steps to *Enrol Existing Users*.

If the user is a non-department guest and you receive this message, this means they have previously been created in iSee. They may have an account with another Session Host.

I entered a MIS ID or email incorrectly.

If you notice you have made an error after uploading the spreadsheet, you don't have to worry if at least one of the pieces of information is correct. The system will still be able to identify the person and change the other detail when they sign in. However, if you still wish to edit it, go to the portal USERS > ORGANISATIONS USERS LIST > ALL REGISTRATIONS – MASTER and search for the user. Click the EDIT button (far right) to change the user's details.

I can see usernames I did not create in the All Registrations list.

This is a list open to all Session Hosts to pre-enrol users so you will see some other usernames listed.

The user I pre-enrolled has disappeared from the list.

Once a department user signs in to iSee, their account is moved from the temporary pre-enrolment list into a permanent account. You will no longer be able to see them as their account now exists in a hidden area only administrators can see. If your user was a non-department guest, another Session Host may have deleted their account and you will need to recreate it.

Student users

I forgot to eject students before I locked the session.

To remove the user, follow the instruction to *Make Student Session Active* to allow you to enter the session again. Then follow the instructions to *Lock Student Session* to eject the users before locking it again.

I want to EJECT the users but cannot see them in the Users Window.

If there are no users in the users list this means all users have already exited the session. Continue with the instructions to *Lock Student Session*.

Non-department guest users

My guest needs to keep their account for a session other than mine.

Deleting a guest account can be completed by any Session Host, not just the creator of the account. You can leave the account active so the guest can continue to participate in another Host's sessions. However, ensure the other Host knows they will need to delete the account when the guest's involvement finishes.

I get an error message ‘Email address/Username already exists’ when I try to create a guest account.

The user may already exist in iSee as part of another department iSee session. Ask the guest if they are either currently or previously participating in a session, as this will mean they have an existing account. If so, they can continue to use the username and password provided to them previously. If the guest has forgotten their details, see *Change non-department passwords* information.

My guest user forgot their password.

See instructions to *Change non-department passwords*. You can change the password even if it was created by a previous Session Host.

I do not see the user listed.

Try typing either the username or email into the search bar at the top of the list to locate. If the user is still not there, the account was possibly not properly created or deleted by another host. Please re-create the user.

I cannot see the delete button to remove the user.

Follow the instructions for *Delete non-department guests*. If the delete button does not appear, try using the bottom scroll bar to move to the far-right side of webpage, or zooming out until you can see the button.

Session roles and 3D maps

When I go into the application, I see the wrong map.

Follow the *Edit Session* instructions to change the map options to a new 3D environment.

I don’t see a map when I first enter my session or CHANGE ZONES isn’t available.

If you are directly placed in a zone without a map appearing, or you cannot see the CHANGE ZONES option, you may have created your session with an individual zone map rather than a campus map. Follow the *Edit Session* instructions to change your map option.

Different users in my session require a different session role.

See the *Enrol Existing Users* instructions or *Inviting users with Meeting ID* instructions.

I gave my user an incorrect session role and they have access to the wrong features in iSee.

If you enrolled the user, follow the instructions to *Edit Enrolled User Access*.

If you used a Meeting ID, go to the portal INVITATIONS > INVITATIONS LIST. Locate the relevant Meeting ID and click the EDIT button on the far right. Change the SESSION ROLE.

This will change the session role for all users with the Meeting ID. If you would like to change the access for only one of the users with the Meeting ID, you will need to create a second Meeting ID with the different role.

My user either has too few or too many features when they are in iSee.

If you notice your students have access to features they should not (e.g. auto arrange), or your staff/guest is missing features, you will need to check they have the correct session role.

For enrolled users, follow the instructions to *Edit Enrolled User Access*.

To change the access for all users with the Meeting ID, go to the portal INVITATIONS > INVITATIONS LIST. Locate the relevant Meeting ID and click the EDIT button on the far right. Change the SESSION ROLE. If you would like to change the access for only one of the users with the Meeting ID, you will need to create a second Meeting ID with the different role.

Signs

I cannot see the sign I want to change.

Use the navigation arrows at the bottom of the list to scroll through the options.

I cannot find my saved image at the Select a File window.

The default view in the Select a File window is to view JPEG files only. To be able to view all image types, change the bottom right drop-down menu from JPEG IMAGE to ALL FILES. You will only be able to upload image files, not PDFs or Word documents.

A red bar appears when I try to upload my file to the sign, and it will not progress.

You are only able to upload image files to the signs such as JPEGs or PNGs. If the bar appears, you are trying to upload an incompatible file type. See '*I want to upload a PDF or Word document as a sign*' for advice.

I want to upload a PDF or Word document as a sign.

Only image files such as JPEGs or PNGs can be uploaded as signs. You can either place your document on a Display Board instead of a sign, or you can use your SNIPPING TOOL to create a screenshot of the document and save it as a JPEG or PNG.

My Holodeck is blank.

The Holodeck image has to be downloaded upon entering the zone and the Holodeck will be blank until it is complete. This can take some time if you connection is poor and/or the Holodeck texture is large.

My Holodeck image is skewed.

See the *Create Holodeck Images* instructions for details on creating appropriate image formats.

I want to delete my sign image and either make it blank or return to the default sign.

Signs cannot be deleted, only replaced, so you will need to upload a new image to replace your sign.

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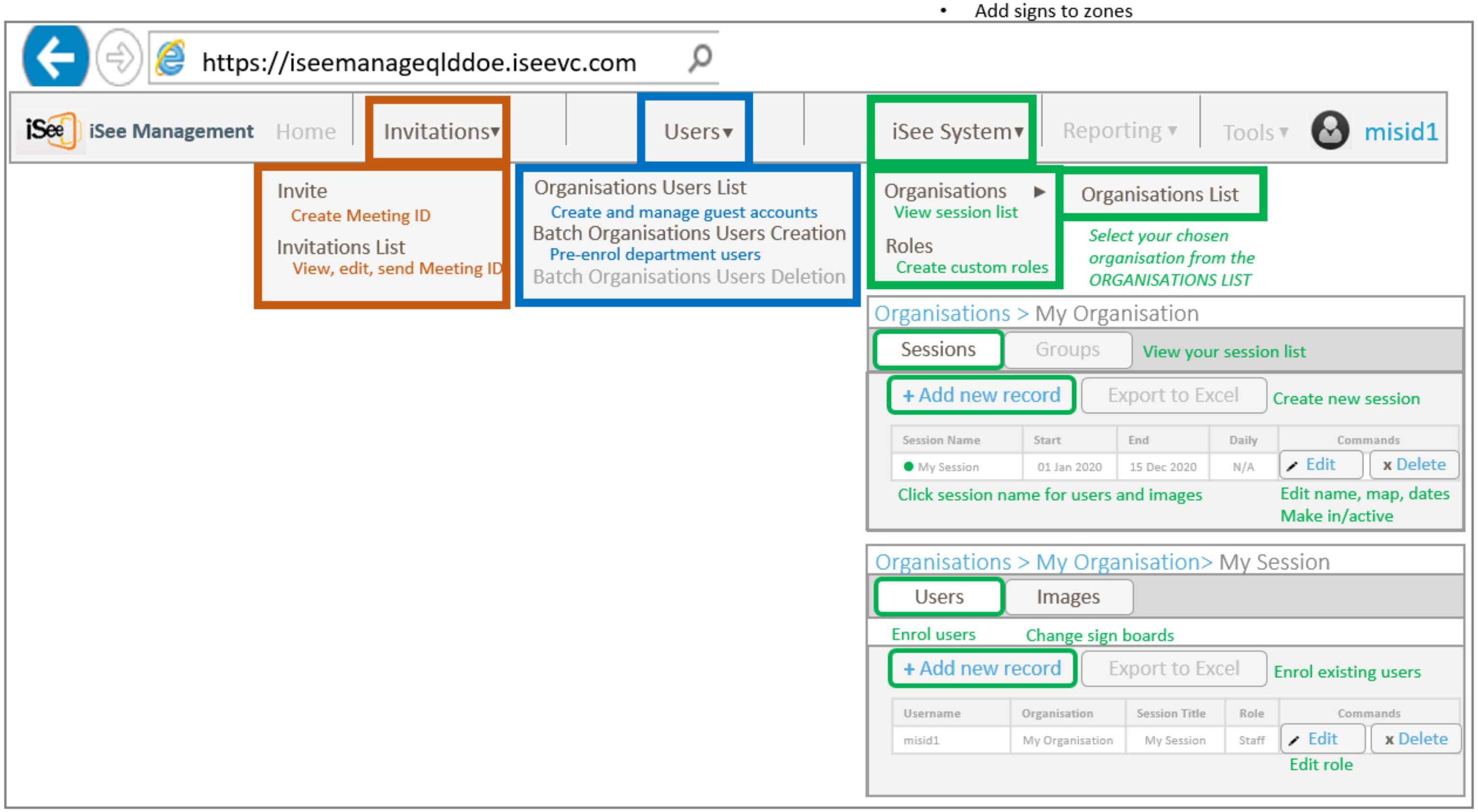
Appendix 1: iSee management portal placemat

Use the online iSee Management Portal to manage:

1. Invitations
- Create Meeting IDs
- Send invitations

2. Users
- Pre-enrol department users
- Create guest accounts
- Reset guest passwords

3. Sessions
- Create and manage sessions
- Enrol existing users into sessions
- Make sessions active/inactive
- Add signs to zones



Appendix 2: Purpose of using iSee

iSee is a digital tool, when used purposefully, can assist you to meet your virtual collaboration objectives. The first and most crucial step in using iSee is to clearly identify the planned outcomes to be achieved, specifically the role of intentional collaboration and discussion.

Planning for the use of iSee

1. **Discover:** Develop an understanding of the platform.
   - *Vising the iSee Resource Hub*
   - *Connect with a current user by joining our iSee Hosts Discussion list*
   - *Trial iSee for yourself by signing into iSee and entering the DEPT STAFF TEST SESSION.*

2. **Evaluate**: Assess iSee's potential to enable your learning or collaboration purpose
   - *Is iSee the best fit technology to achieve my purpose? Are there other technology solutions that are better suited?*
   - *What is the capacity of your audience to use the tool?*
3. **Invest**: Consider the time required to build capability and confidence in the use of the tool. The aim is to make the technology invisible and have your audience fully interacting and engaging in the learning associated with the challenge to practice.
   - *What is the time investment required for me to set up and competently use iSee?*
   - *What initial support is required for me and my participants?*
   - *How can I enable capability building in my participants?*

6 steps to an ongoing successful iSee session

STEP 1 Buy in

Ensure that the purpose for using iSee in the target session (and ongoing benefits) is very clear and understood by participants.

It has to be worth the investment of their time

STEP 2A Establish the infrastructure (session host)

- Back end set up in iSee management portal:
  - create a session and create usernames and passwords or
  - create a session and invitation, includes self-registration

STEP 2B iSee set up on device (user)

- Users follow the deployment instructions

STEP 3 Facilitate basic training and orientation in iSee

- Provide a session where users receive:
  - support to test their set up
  - basics training in what will be need to participate in the first session.
- Less is more. Absolutely no more content than is in the Basics for Participants booklet.

STEP 4 An Icebreaker session – low risk (not optional)

- **Interaction, Relationships ,Confidence**
- This session allows people to interact and experience iSee and each other
- Users test the absolute essential iSee functions, especially the interactive nature of these.
- It allows quality assurance of steps 2 and 3
- **Assessment – Based on this session are users ready for the target session? Confidence?**
  If not reschedule another icebreaker after step 5

May be combined to one longer session

STEP 5 Individual user practice

- Test entry to iSee from where the user will be for the target session
- Enter all zones once
- Revisit the essential functions using the Basics for Participants booklet.
- **The success of the target session is a shared responsibility and will be limited by the competence and confidence of the least prepared participant**

STEP 6 A well planned target session

- The Session Host has thoroughly planned the target session with consideration to:
  - User readiness and competence
  - Outcomes to be achieved (less can be more)
  - The online environment vs face to face - protocols
- Clear communication

Appendix 3: Alerts for using iSee with students

Alert #1: Duty of Care in iSee

A duty of care exists when using iSee with students. This means:

- Students must be supervised at all times.
- The session should not be made active (live) until the teacher can directly supervise in iSee.
- At the end of a session the teacher must:
  1. Eject students from the session and
  2. Lock the session (make session inactive)

     NOTE: Locking a session whilst a student is still in the session does not eject them.

- Regularly checking the Users Window to monitor attendees across zones.

Alert #2: Meeting IDs are not recommended for students

The use of Meeting IDs with students is strongly discouraged and not recommended:

- Students can forward your Meeting ID to other non-invited students providing entry into your session.
- Students can create a false display name.

For students, see the *Enrol Existing Users* instructions to ensure only enrolled students have access to your session.

Alert #3: Student Protection and Code of Conduct

Teachers and staff have a responsibility for student protection and code of conduct for all ICT use, including iSee:

Non-department guests

- Users external to the department should be treated in a similar manner to guests into a school.
    - The guest's suitability to interact with students should be assessed.
    - Supervision of the guest is required at all times.
- You are responsible for the guest's account, including deleting the account once their participation is completed.

Recording in iSee

The protocols and procedures you need to comply with in a school setting when recording staff and students should be considered carefully before recording in iSee.

- You will capture student images.
- There may be student protection issues to consider.
- If you are storing and/or sharing the recording, consider the implications and adhere to approvals required, including media consent forms.

Appendix 4: Organisations List

School Organisations: Search for your region's code and then select from the available groups.

Region	Sector/Year
CQ (Central Queensland) DDSW (Darling Downs South West) FNQ (Far North Queensland)	Primary P Primary Yr1 Primary Yr2 Primary Yr3 Primary Yr4 Primary Yr5 Primary Yr6

MET (Metropolitan) NC (North Coast) NQ (North Queensland) SE (South East)	Secondary Y7 Secondary Y8 Secondary Y9 Secondary Y10 Secondary Y11 Secondary Y12 Specialist 7-12 Specialist P-6 Primary Schools – Staff Teams Secondary Schools – Staff Teams Specialist Schools – Staff Teams

Department Projects/Teams

CS Finance

CS Information and Technology

CS Infrastructure services

CS Procurement

ECEI Early learning and development

ECEI Education Improvement

ECEI Regulation

Executive Leadership Collaboration

PES Human Resources

PES Legal Services

PES Strategic communications and engagement

PPP Portfolio Services – External Relations

PPP Strategic Policy and Intergovernmental Relations

PPP Strategy and Performance

Professional Associations

Queensland Virtual STEM Academy

Schools of Distance Education

SS – Disability and Inclusion

SS – Indigenous Education

SS – Operations

SS – Performance

SS – Rural, Remote and International

STEM Initiatives

Virtual Languages

Youth Engagement

Regional Projects/Teams

Regional Collaboration CQ

Regional Collaboration DDSW

Regional Collaboration FNQ

Regional Collaboration MET

Regional Collaboration NC

Regional Collaboration NQ

Regional Collaboration SE