

ONLINE LEARNING ETIQUETTE for on-line meetings



Check your Class News Feed at the start of each day to ensure you have the most up-to-date information.

QUIET SPACE



Find a quiet space where you can give your best attention to the lesson. Think about where you are. Set up so your back is to a wall and the camera is only viewing you and the wall. Ensure you have your calendar open to access any meetings and you are ready to work in your normal lesson time

MIC OFF



Turn your mic off before you join the call.

PEN & PAPER



Have a pen and workbook available to take notes or for doing any working out.



Google Hangouts Meet or Zoom are the preferred platforms used for video conferencing between teachers and students. Teachers will ensure you are informed on how they will communicate.

CHAT



Use the chat to ask the teacher for help, or to engage with **relevant** chat with your class

MIC



Remember to leave your mic off unless asked to turn it on. Turning on your mic is like raising your hand in class. Your teacher will be able to see your mic is on and that you have a question.



SOUND ISSUES?



If you are having trouble with the sound, check the sound settings on your device, or ask for help in the chat box.