

Tips for Online Learning

Preparing for a Synchronous ('live') Class

Prepare Workspace



Create a routine that works for you. Organize your desk, ensure an appropriate background (use replace/blur functions when available), and orient your computer and chair properly.

Prepare Yourself



Dress and act as you would for class. During the call, minimize distractions and prepare to learn.

Backup Plan



Be as prepared as you can in case of internet or connectivity issues. Find out the call-in phone number in advance. Make sure your computer and/or devices are charged.

Internet-Use Schedule



Schedule your time. If you share an internet connection with others, let them know when you will need to use it to prevent connection disruptions.

Microphone/Video Conduct



Know class conduct expectations. Would your instructor like you to have your microphone and/or video on? What is the class policy for 'raising' your hand? If you are unsure, keep your video off and microphone muted until instructed otherwise.

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Timing



Be prompt. Log into the call early (if possible) or exactly on time. Late entrances are especially distracting in online classes.

Participate



Be involved. When instructed, speak clearly into your microphone. Use chat features to ask questions. Contribute constructively, in a manner relevant to the current discussion.

Use Headphones



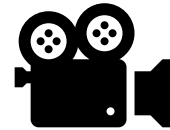
Use headphones to optimize sound, eliminate feedback, reduce background noise, and prevent distractions. Mute your microphone when you are not speaking.

Appropriate Language



Be clear and concise. Avoid using informal or casual language, including sarcasm. Treat chats as public forums, not personal chats. Unless otherwise instructed, type in full sentences with proper grammar and avoid the use of symbols.

Obtain Consent



Always obtain consent. Never record online activity without receiving permission in advance. This applies to any data capture of course content including audio and video recording through your computer, phone, or any device.

Be Respectful



Respect your peers, instructor, and the course content. Ensure all your comments are thoughtful. Focus on the task at hand and avoid distracting the class with irrelevant or off-topic questions or comments.

