



# Guide for Learners: Netiquette when attending online sessions



## Before a session:

- ⇒ **Check** your IT equipment and connections - your device (e.g. your laptop, PC, tablet), microphone, camera, headset, internet connection and access to the session link
- ⇒ **Prepare** your other work/materials, e.g., complete any pre-tasks, and have other equipment you may need to hand such as pen, pencil, notepad or textbook
- ⇒ **Ensure** you are dressed and ready to work
- ⇒ **Find** a suitable place where you can enjoy and participate in your session - free from distractions. Consider the use of virtual backgrounds to keep the area on camera behind you hidden from others (you can do this in Teams and Zoom)

## During a session:

- ⇒ **Camera on** - as a general rule you should have your camera on during a session. (If there is any reason why you can't you should let your teacher know before the session starts)
- ⇒ **Microphone on mute** - unless you are asked to speak or you want to get involved in a class discussion, it is best to keep your mic on mute to minimise noise and interference
- ⇒ **Actively participate** - let your teacher and peers know you are interested and engaging in the session; be ready to, for example: answer questions, get involved in discussions, participate in breakout rooms and complete individual online activities



Camera on/off



Microphone on/off



Chat panel



Put your virtual hand  
up



See who else is in the  
session

## Meeting Functions