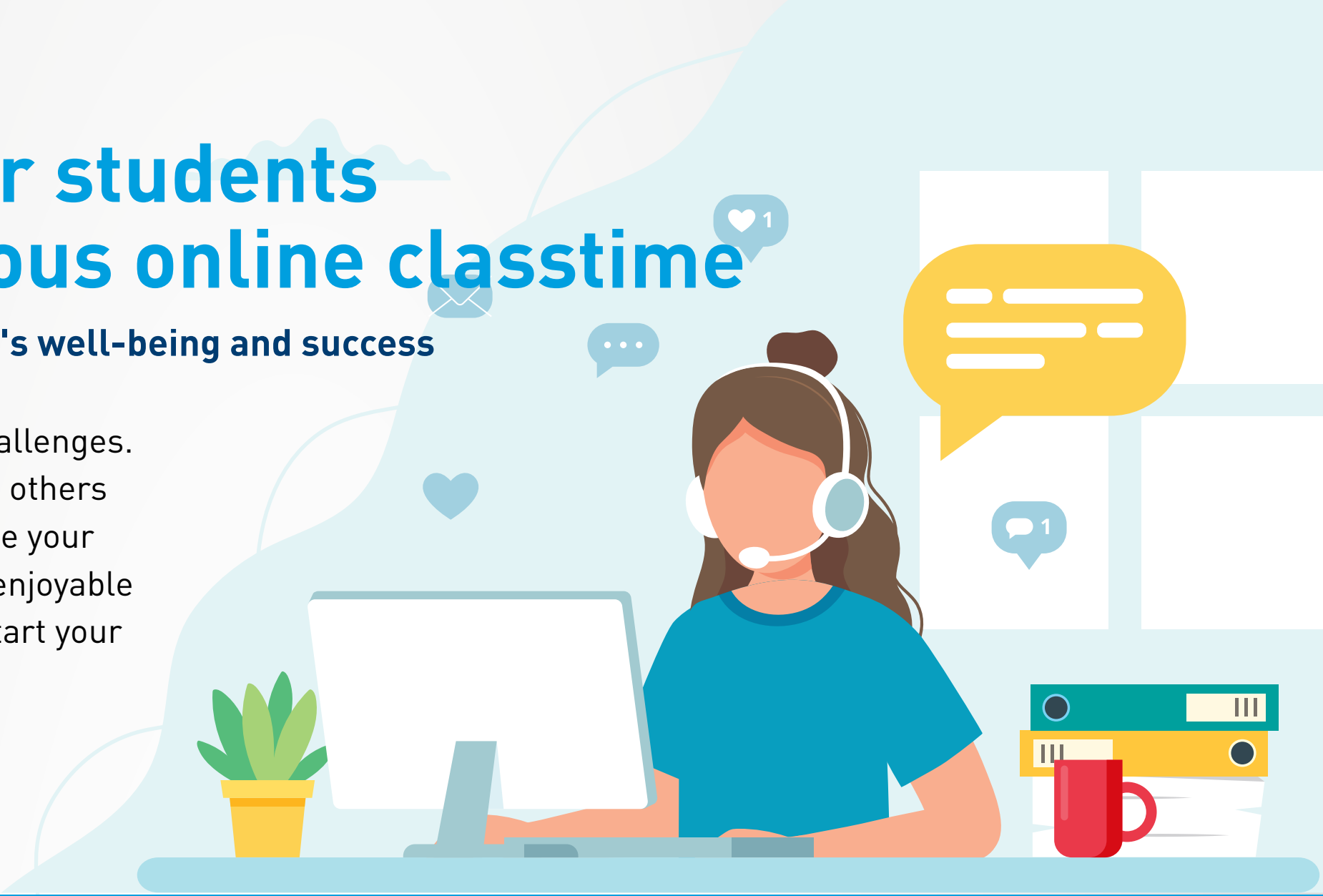



Survival guide for students during synchronous online classtime

Good practices to adopt for everyone's well-being and success





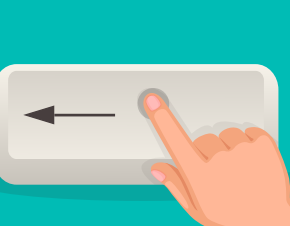






Taking an online course is not without challenges. Adopting certain behaviours and avoiding others during synchronous sessions will enhance your learning and make the experience more enjoyable for your teacher and classmates. Don't start your course without this guide!



Before classtime

APPEARANCE			FUNDAMENTAL NECESSITIES			VISUAL PRESENTATION		
	I wear appropriate clothing and take care of my general appearance.			I prepare a drink in advance if I wish to use it during classtime.			I use the bathroom before my class begin.	
	I opt for a well-lit room and avoid locating myself against the light.			I adjust my camera to best capture myself.			I use a neutral or blurred background to avoid distracting others.	
AUDIO SETTINGS			TECHNOLOGY					
	Whenever possible, I use a headset that includes a microphone.			I eliminate potential sound sources and reduce surrounding noises.			I ask people around me not to disturb during my classtime.	
	I get all the technological equipments ready for use. (computer, webcam, softwares...)			I make sure that my internet connection is stable and efficient.			I configure and test the platform to be used and my study equipment.	
READY TO START								
	I sit at a desk or table rather than on a bed or couch.			I have all my readings and papers finished before classtime.			I have pens, papers or note-taking devices ready.	

During classtime

ARRIVING AT THE VIRTUAL CLASSROOM			MEASURES OF PRIVACY		
	I log in a few minutes before the class starts.			I do not capture the streaming screen of the session (image or video) unless I have been authorized to do so.	
	I greet other participants, ideally by turning on my camera.			I do not distribute any part of course content without my teacher's permission.	
	I identify myself clearly by avoiding nicknames or my student number.				
SPEAKING DURING CLASS			CHAT FUNCTION		
	I mute my microphone when I'm not speaking.			I show respect in the messages I send and refrain from sending messages when I am under emotional stress.	
	I speak to my teacher with respect.			I avoid using uppercase letters.	
	I demonstrate courtesy and respect when speaking.			I am careful with my spelling and use punctuation wisely.	
	I follow the teacher's instructions on when and how to speak.			I use the private chat function when it's relevant.	
				I remove all distraction factors.	
				I avoid eating and wait until break time or the end of the class to do so.	