



## VIDEO CONFERENCING STUDENT ETIQUETTE

To ensure the highest quality learning environment for all video-conference participants, we ask that students take note of the following:

- Mute cell phones and laptops.
- Avoid eating noisy food and making noisy movements such as tapping, drumming or shuffling of papers.
- Avoid side conversations; even whispers are being broadcast.

### WHEN THE INSTRUCTOR IS AT YOUR SITE:

- If you notice a student's hand is up at the far site, bring this to the attention of the instructor.
- Don't engage the instructor in conversation about course material until the far site is also present.
- Make an effort to identify your far site classmates and address them by name when having class discussions.

### WHEN THE INSTRUCTOR IS AT THE FAR SITE:

- Speak up immediately when there is a problem, don't worry about interrupting
- When talking in class, state your name first, and then ask the question. This will help everyone know who is talking and ensure your question/comment is heard.
- When making a comment or asking a question, keep talking once you start, even though it may seem you are interrupting or that the other site cannot hear you. This allows the microphone to amplify your site, and the interruption will be minimized. Speak in a normal tone of voice.
- If the professor is writing on the chalk or white board ask that he/she type the words in a word document or on a Power Point Slide so you can see what is being written.
- If technical difficulties occur and your site is disconnected, use the phone on the podium to call extension 2226 for real time assistance. While waiting, review your work, or follow previous instructions given by the instructor.
- Turn off microphones during periods when feedback is not necessary ie video clips, breaks and/or break-out discussion groups. Distance Learning staff can assist with how to do this, contact them at the following extensions:

Kirkland Lake	x. 3670
Haileybury	x. 8813
JBEC	x. 5600 (Reception)
Timmins	x. 2226