

VIRTUAL CLASSROOM ETIQUETTE @ CRCCS

T IS FOR TEAMS!

THE MICROSOFT TEAMS PLATFORM IS A LEARNING HUB FIRST
AND FOREMOST.

BE EARLY

- Turn on your MacBook 5 minutes before your lesson, this way everyone is connected when the class begins.
- Exit other applications on your computer prior to launching Teams.
- Have the resources your teacher has made available for you (be that SEQTA Learn resources like Online Lessons, Direqt Messages or Forums) + a pen + an exercise book.
- It is recommended you have headphones/earphones to achieve optimal audio and microphone quality and functionality.

DITCH DISTRACTIONS

- Have your phone on silent, or better yet, out of sight and in another room. Studies show that we are distracted by our phones even if they are on silent and in the same room as us!
- Learn in a quiet room; turn down any music and TV in the background.
- Sit in a comfortable chair.

PRESENTATION

- Dress: wear appropriate dress; similar to a casual clothes day.
- Background: participate while in an appropriate location like a study or the kitchen table - not a bedroom. Consideration regarding what can be seen through the camera will need to take place. Students have the ability to choose a background within Teams.

GOOD INTENTIONS

- This is all about collaborative learning. Teachers and students are learning together in making this work.
- Making mistakes is part of the learning process, embrace it.
- You know your teacher and your classmates already: they are friendly faces and probably going through the same hurdles as you.
- If you have any issues with the online platform or accessing resources, do not hesitate to send your teacher a Direqt Message or log the issue at helpdesk@crccs.vic.edu.au.

COMMUNICATION

- When you use the chat function in Teams:
 - focus on achieving the learning objectives that link to relevant lesson topics;
 - be respectful;
 - be aware of strong language, caps lock and exclamation points as it can be misinterpreted;
 - grammar and spelling matter.

STAY FOCUSED

- Focus on the classroom conversation and activities.
- Take notes on the information presented.
- Ask relevant questions to clarify the material covered or homework given.