Learners @ Home

Tips for Successful Videoconferences

Whether you are at home or in school... Respect the school rules!

Attire and posture

- Wear **appropriate clothing**.
- Sit or stand in a **position** that allows you to **concentrate**.

Environment

- Find a **quiet** space that is well lit and where you can **concentrate**.
- Protect your **privacy** and the privacy of others.
- Remove any **distractions**.
- Manage **elements** that could be **disruptive**: noises, other people, etc.

Behaviour

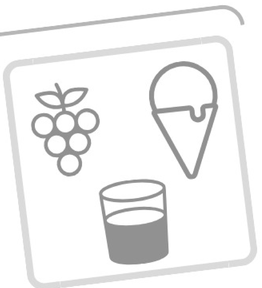
Before the videoconference:

- Make sure your **devices** are fully **charged**: laptop, tablet, headphones, etc.
- Make sure you have all the **materials** you need.
- Open the **applications you need** and close any others.
- Show up at least **5 minutes** early.

During the videoconference:

- Participate **actively** in the meeting.
- Wait for your **turn to speak**.
- Speak and write **correctly** and **politely**.
- Ask for permission before taking any **screenshots** or **recording** anything.
- Keep in mind that screenshots and recordings are for your **personal use** or your **teacher's use** only.
- Share **reliable sources** when invited to do so by your teacher.

Food and drink



- Eat during **breaks** only.
- Drink water **as needed**.

This version of this document was designed to save ink.
A colour version is also available.
CC BY - NC - SA 4.0 International

recitfad.ca

Service national
FORMATION À DISTANCE