

## **Teams Meeting Etiquette – *for Students***

Running meetings via Teams has been a new challenge for the teaching staff, and there has been a steep learning curve to make things work as well as they have been. With no immediate end on sight for this period, we must continue to make remote learning work. With this in mind, there are a number of things we would ask that students support to help the teaching staff running lessons:

- Please wait until your teacher has started any online lesson using Teams before joining. If you do accidentally join early, please keep your camera and microphone off until they arrive.
- Please make sure you are dressed appropriately and that the space you are using for the online lesson is conducive to a working meeting and won't cause offence to others. Remember, keeping your camera off or blurring your background are options in Teams.
- Once the lesson has started, please keep your microphone on mute, unless directed otherwise by the teacher.
- The Meeting Chat function should only be used by students if directed to it by the teacher, and then anything posted must only be focussed on the lesson content. This is not an appropriate mechanism for messaging between students, unless agreed by the teacher in advance. This also applies to any collaborative spaces, e.g. a whiteboard, that may be used alongside Teams.
- Removing fellow participants from meetings / lessons or muting fellow participants during meetings / lessons is never appropriate for students to do.
- When the teacher signals the end of the meeting / lesson, all students should leave promptly and not continue talking after the teacher has left.

Your help with this is really important to ensure continued quality remote learning activity. Thanks very much.